

MATERIEL MANAGEMENT AFSC 2S0XX

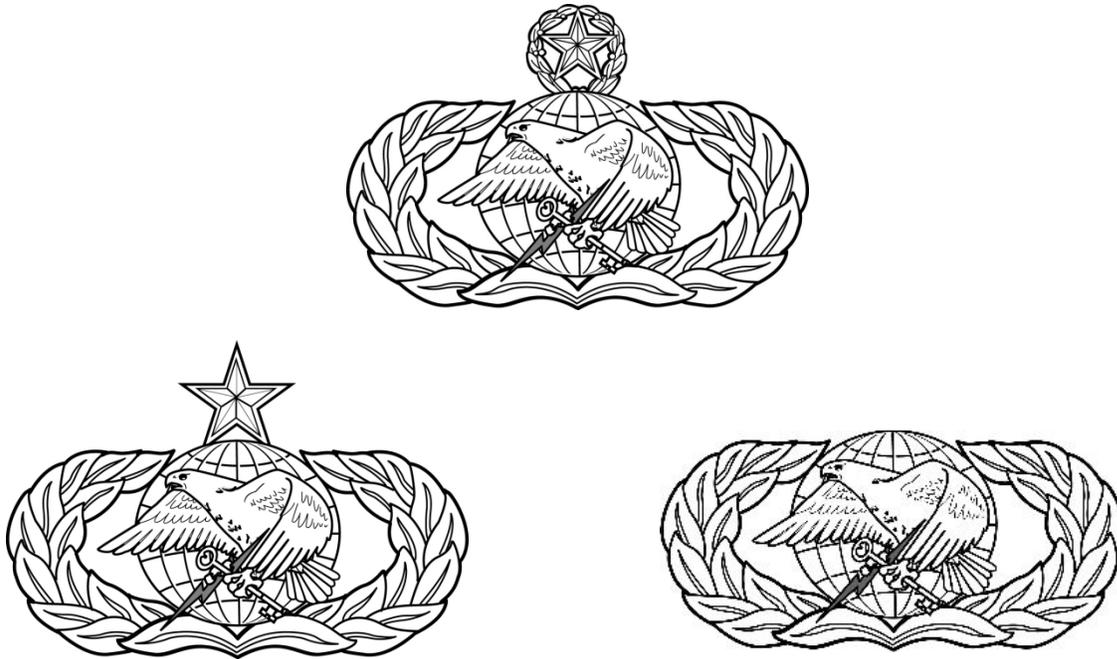


CAREER FIELD EDUCATION AND TRAINING PLAN

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Matériel Management/FUELS BADGES



HERALRY:

The falcon at the center of the badge symbolizes the Air Force. It also symbolizes the strength, dedication, and devotion to duty of matériel management and fuels personnel who support the generation and employment of aerospace forces across the spectrum of warfare. In its talons, the falcon is holding a key and a bolt of lightning.

The bolt of lightning represents military strength and wartime readiness.

The key symbolizes the security, safekeeping, and control of supplies, in the old "Quartermaster Corps" tradition.

The crossed key and lightning bolt indicates that military strength and wartime readiness can only be achieved through the support provided by professional matériel management personnel.

The globe is symbolic of the extensive range of matériel management and fuels support which is worldwide.

The olive branch surrounding the badge symbolizes the peace aerospace forces provided through professional matériel management corps.

The three levels of award are signified by the addition of a star centered above the falcon for the senior level and a star surrounded by an olive branch for the master level.

Personnel can find specific guidance for the wear of the Supply/Fuels badge in AFI 36-2903, Aeronautical, Duty, and Occupational Badges. Enlisted matériel management personnel are awarded the basic badge after completing initial 3-level training, the senior badge after award of the 7-level, and the master badge as a Master Sergeant or above with 5 years in the specialty from award of the 7-level.

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MATERIEL MANAGEMENT SPECIALTY
AFSC 2S0XX
CAREER FIELD EDUCATION AND TRAINING PLAN

Part I

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education/training requirements, training support resources, and minimum core task requirements for AFSC 2S0XX. The CFETP provides personnel a clear career path to success and instills rigor in all aspects of career field training. **NOTE:** Civilians occupying associated positions may use Part II of this document to support duty position qualification training.
2. This CFETP consists of two parts, both used by supervisors to plan, manage, and control training within the career field.
 - 2.1. Part I provides information necessary for overall management of the specialty. Section A explains the purpose and how to use the plan; Section B identifies career field progression information to include duties and responsibilities, specialty qualifications, skill level upgrade requirements, and Community College of the Air Force information; Section C outlines knowledge, education, training, and other qualifications required for entry, award and retention of each skill level; Section D indicates resource constraints; Section E identifies transition training guide requirements for SSgt through MSgt.
 - 2.2. Part II includes the following: Section A identifies the Specialty Training Standard (STS). Attachment one of Section A lists all tasks, core tasks, proficiency codes and technical references to support Air Education and Training Command (AETC) and OJT training. Additionally, attachment two of Section A identifies mandatory training for Materiel Management Unit Type Codes (UTC). Supervisors and Unit Training Managers must use this attachment to certify 2S0XX Airmen for UTC-specific training prior to deployment for contingency operations. Section B (Course Objective List) and Section C (Support Materials) are not used. Section D identifies a training course index that supervisors can use to determine resources available to support training. Included here are both mandatory and optional courses. Section E (MAJCOM Unique Requirements) is not used. Section F identifies training program points of contact. Section G identifies training program regulations. Section H describes Materiel Management Enlisted Career Broadening Program training objectives, program qualifications, and program administration.
3. Using guidance provided in this CFETP will ensure individuals in 2S0XX career field receive effective and efficient training at the appropriate point in their career. At unit level, supervisors, trainers, and training managers use this CFETP to identify, plan, and conduct training commensurate with the overall goals of this plan. All tasks that are trained OJT as identified by a dash (-) will be to the 3c level of proficiency. This plan will enable supervisors to train today's work force for tomorrow's jobs.

Abbreviations/Terms Explained

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

Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS). A comprehensive task list that describes a particular job type or duty position. They are used by supervisors to document task qualifications. The tasks on AFJQS/CJQS are common to all persons serving in the described duty position.

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

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

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

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

Contract Training. Type 1 training that receives the same priority funding as Air Force-directed training. It supports initial groups of instructors and operators the Air Force requires for new or modified weapon systems.

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

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

Course Training Standard (CTS). Training standard that identifies the training members will receive in a specific course.

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

Cross Utilization Training (CUT). Training designed to qualify personnel to perform tasks that are not established requirements in their awarded AFSC.

Deployment Task. Deployment tasks are any tasks identified by higher headquarters for personnel to perform during deployments, contingencies, or wartime. Deployment tasks may be specified for a particular skill level or in general across the AFSC. Guidance for using core tasks can be found in the applicable CFETP narrative.

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

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

Expeditionary Training. Training for tasks identified by higher headquarters for personnel to perform during contingencies or wartime. Training for these tasks may be provided through formal or on-the-job training.

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

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

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

Functional Manager. Senior leaders, designated by the appropriate functional authority (FA) who provide day-to-day management responsibility over specific functional communities at the MAJCOM, FOA, DRU, or ARC level. While they should maintain an institutional focus in regards to resource development and distribution, FMs are responsible for ensuring their specialties are equipped, developed, and sustained to meet the functional community's mission as well as encourage force development opportunities in order to meet future needs of the total Air Force mission.

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

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

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

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

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

Mission-Ready Airman. A technical training graduate certified on AFCFM-defined tasks that are required to be performed at the next duty station, following course completion.

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

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

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

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

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

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

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

Quota Type. A two-character code within AFTMS used to indicate the student's active duty status (i.e., airman, officer, or civilian) and the travel funding status (i.e., AETC-funded, unit-funded, or non-TDY). (NOTE: The "N" funding status is usually used for NPS pipeline students, PCS-length schools 20 weeks or longer, or non-active duty Air Force users). The particular codes are as follows:

1st Digit (Active Duty Status)	2nd Digit (Travel Funding Status)
A (airman)	T (AETC-funded)
O (officer)	P (unit-funded)
C (civilian)	N (non-TDY)

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

Skills Training. A formal course that results in the award of a skill level.

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

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

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

Task Certifier. See Certification Official.

Third Party Certification. Is an evaluation of completed training conducted by the task certifier and is only required when directed by the AFCFM.

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

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

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

Training Session. Training that trainers conduct based on technical data for a maintenance task that existing courses could not support.

Training Setting. The type of forum in which training is provided (formal resident school, on-the-job, field training, mobile training team, self-study etc.).

Training Start Date. Date training begins.

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

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

Utilization and Training Workshop (U&TW). A forum of MAJCOM Air Force Specialty Code (AFSC) functional managers, Subject Matter Experts (SMEs), and AETC training personnel that determines career ladder training requirements.

Section A-General Information

1. Purpose

This CFETP provides information necessary for Air Force Career Field Managers (AFCFM), MAJCOM Functional Managers (MFM), commanders, training managers, supervisors, trainers and certifiers to plan, develop, manage, and conduct an effective career field training program. Note: Air Force District of Washington (AFDW) serves as the MFM for personnel assigned to command identification codes (CIDs) 3V and 4W and is the responsible agency to coordinate training allocations for these personnel. This plan outlines the training individuals in AFSC 2S0XX should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. In addition, the plan mandates specific functional contingency training required prior to deployment. Initial skills training is the AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. This training is conducted by AETC at Joint Base San Antonio Lackland TX. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3, 5, 7, and 9-skill levels. Qualification training is actual hands-on task performance training designed to qualify an Airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills/knowledge required to do the job. Advanced training is formal specialty training used for selected Airmen. Proficiency training is additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. Contingency training is a function of qualification training that readies Materiel Management Airmen to perform as prescribed by the unit type codes (UTC) and mission capability (MISCAP) statement. The CFETP has several purposes, some are:

- 1.1. Serves as a management tool to plan, manage, conduct, and evaluate a career field training program. In addition, it is used to help supervisors identify training at the appropriate point in an individual's career.
- 1.2. Identifies task and knowledge training requirements for each skill level in the specialty and recommends education/training throughout each phase of an individual's career.
- 1.3. Lists training courses available in the specialty, identifies sources of training, and the training delivery method.
- 1.4. Identifies major resource constraints that impact full implementation of the desired career field training process.

2. Uses

The CFETP is used by the AFCFM, MFMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the Materiel Management specialty.

- 2.1. AETC training personnel will develop/revise formal resident, non-resident, field and exportable training based on requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.
- 2.2. MFMs will ensure their training programs complement the CFETP mandatory initial, upgrade, proficiency, and contingency requirements. Identified requirements can be satisfied by OJT, resident training, contract training, or exportable courses. MAJCOM-developed training to support this AFSC must be identified for inclusion into plan.
- 2.3. Each individual will complete the mandatory training requirements specified in this plan. The lists of courses in Part II will be used as a reference to support training.

3. Coordination and Approval

HQ AF/A4LR as the AFCFM, is the approval authority. MFMs and AETC training personnel will identify and coordinate on the career field training requirements. The AFCFM will initiate an annual review of this document with the AETC Training Manager and MFMs to ensure currency and accuracy. Using the list of courses in Part II, they will eliminate duplicate training.

Section B-Career Field Progression Information

4. Specialty Descriptions

Directs materiel management activities involved in developing, operating, implementing and analyzing manual and automated integrated logistics systems. Manages item and monetary accounting, inventory control, financial planning and warehousing functions. Monitors and operates the Integrated Logistics Systems-Supply (ILS-S) and associated logistics systems interfaces. When assigned to combat support or enabler organizations, provides materiel management expertise as related to ILS-S processes; accountable officer; responsible officer; and, responsible person obligations. Related DoD Occupational Subgroup: 155100.

4.1. Duties and Responsibilities:

4.1.1. Manages materiel management activities and systems involved in requirements determination, inventory control, storage and issue of supplies and equipment.

4.1.2. Computes requirement, determines allowance, and researches and identifies materiel requirements. Performs operations involved in storage inspection, identification and receipt of property.

4.1.3. Performs inventories and ensures timely correction of discrepancies. Inspects and evaluates inventory management activities.

4.1.4. Inspects and identifies property. Determines condition of property received. Performs shelf life inspections of stock.

4.1.5. Develops methods and improves procedures for storing property. Plans use of storage facilities. Stores, issues, ships and transfers property. Controls issue of classified, sensitive, pilferable and controlled items.

4.1.6. Coordinates with maintenance activities on repairable component actions. Controls and issues bench stock property. Obtains material required for equipment modification, periodic component exchange and bills of material in support of maintenance. Accounts for all items contained in mobility readiness spares packages.

4.1.7. Provides materiel management expertise to combat support, enabler organizations and responsible officer(s), for the proper accounting and control of specified classes of supply. Reviews and validates requirements. When required, initiates follow-up action(s) on materiel requirements. Coordinates equipment transfer and deployment actions with the accountable officer.

4.1.8. Plans and schedules materiel storage and distribution activities.

4.1.9. Processes information retrievals using materiel management databases. Manages materiel management related systems and hardware. Performs operator maintenance on materiel management related systems and hardware. Applies system security policy and procedures to prevent unauthorized changes to information. Distributes materiel management computer products.

4.1.10. Acts as a subject matter expert to the commander on the operation of materiel management systems and operations. Monitors Defense Data Network traffic through use of Supply Interface System (SIFS). Ensures database integrity and makes necessary corrections.

4.1.11. Controls and operates the Remote Processing Station (RPS) and remote terminal hardware under the ILS-S.

4.1.12. Monitors systems processing and corrects processing errors. Monitors supply Defense Data Network (DDN) traffic through use of the Supply Interface System and takes corrective action. Maintains liaison with Standard Systems Group, the Air Force Life Cycle Management Center AFLCMC/HIAR, MAJCOMs, and the servicing Defense Megacenters, to identify and correct problems.

4.1.13. Operates motor vehicles and assorted materiel handling equipment.

4.2. Specialty Qualifications:

4.2.1. Knowledge. Knowledge is mandatory of basic mathematics, materiel management policies and procedures, Air Force property accounting, stock and inventory control, accountability and responsibility, principles of property accounting through manual or automated data processing (ADP), storage methods, warehouse control (, issue, and disposal), materiel handling techniques, methods of preparing and maintaining materiel management records, manual and automated materiel management accounting systems, logistics principles and interactions (materiel management, maintenance, transportation, and procurement), hazardous material and waste procedures; and deployment or contingency operations.

4.2.2. Education. For entry into this AFSC, completion of high school with a course in mathematics is desirable.

4.2.3. Training. For award of AFSC 2S031, completion of a basic materiel management course is mandatory.

4.2.4. Experience. The following experience is mandatory for award of the AFSC indicated:

4.2.4.1. 2S051. Qualification in and possession of AFSC 2S031. Also experience is mandatory in preparing and maintaining documentation and records associated with materiel management.

4.2.4.2. 2S071. Qualification in and possession of AFSC 2S051. Also experience is mandatory supervising storage facilities; analyzing trends in stockage policy and customer support; and, operating contingency processing functions.

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

4.2.6 Special Experience Identifiers (SEI): SEI 027, Remote Processing Systems Operations, is awarded upon completion and certification of specified Qualification Training Plan and 24 months of RPS experience. SEI 126, Acquisition Logistics Level I, requires DAU Acquisition Logistics Level I certification. SEI 127, Acquisition Logistics Level II, requires DAU Acquisition Logistics Level II certification. SEI 128, Acquisition Logistics Level III, requires DAU Acquisition Logistics Level III certification. SEI 839, Special Handling, requires (1) completion of Nuclear Weapons-Related Materiel (NWRM) training as identified by applicable Air Force Career Field Manager (AFCFM); (2) completion of other special handling training as identified by applicable AFCFM; (3) completion of duty position training as identified in individual training plan; (4) 6 months (120 duty days for ANG/AFRC) experience routinely (determined at commander's discretion) packaging, transporting, inspecting, and/or storing one or more of the following types of assets: NWRM, Classified (confidential, secret, and top secret), Communication Security (COMSEC), and weapons; (5) assignment to work centers who physically. SEI 2BD is used to identify airmen with F-35 JSF Autonomous Logistics Information System (ALIS) experience and is awarded upon 5-skill level completion, six months of ALIS experience, and supervisor's recommendation. There are additional SEIs, but these are the primary codes use to identified key materiel management skill sets.

5. Skill/Career Progression

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

5.1. Apprentice (3) Level. Initial skills training in this specialty consists of the tasks and knowledge training provided in the 3-skill level resident courses at JBSA Lackland, TX. Initial skills training requirements were identified during the 2S0XX Utilization and Training Workshop (U&TW) held at JBSA Lackland TX in June 2013. Upon completion of initial skills training, a trainee will work with a trainer to enhance their knowledge and skills. They will utilize the 5-level Career Development Course and Task Qualification to progress in the career field. During up-grade training to 5-skill level, 3-level assigned airmen should not be considered for deployment with limited exceptions. Once task certified, a trainee may perform the task unsupervised. Materiel Management trainees will be assigned to entry level Materiel Management positions. Knowledge gained while working in these entry level positions will provide for the basis of further growth in the Materiel Management career field.

5.2. Journeyman (5) Level. Journeymen are expected to build upon the skills learned as an apprentice through additional on-the-job training, completion of career development course and certification on core tasks. Increased knowledge will prepare Journeymen assume higher levels of responsibility within the Materiel Management career field.

5.3. Craftsman (7) Level. Craftsman are expected to fill various supervisory and management positions such as shift NCOIC, supervisor, and task certifier. Craftsmen will be expected to analyze the various materiel management processes and employ problem-solving techniques to achieve resolution of problems. They must complete the appropriate career development courses and should pursue additional Supply Chain Management and leadership courses to obtain added knowledge on management of resources and personnel. Additionally, craftsman must be certified on designated core tasks. Continued academic education through CCAF and advanced training, to include vocational programs, is encouraged.

5.4. Superintendent (9) Level. Superintendents are expected to fill positions such as Superintendent, Section Chief, NCOIC and various NAF and MAJCOM staff positions. Additional training in the areas of budget, manpower, resources, and personnel management should be pursued through continuing education. The Logistics Readiness SNCO Course is a mandatory requirement for 9-skill level award (upon validation by AETC).

5.5. Force Development Policy. Materiel Management SNCOs, at all levels, must ensure materiel management personnel outside the LRS are given the opportunity to learn and perform core tasks as shown in the Materiel Management STS. The senior enlisted materiel manager must coordinate with supervisors and commanders who functionally control materiel management personnel outside of the LRS to rotate these Airmen back into core materiel management processes/functions every **24 months** when practical or when not restricted by personnel policies (i.e., individuals will not PCS solely to assure their reassignment to a said squadrons). Retaining AF

Materiel Management Airmen outside the LRS or Air Force Sustainment Center (AFSC) where they are not qualifying or retaining proficiency in core materiel management processes, adversely affects the individual's force development, career path, and prevents commanders from providing fully qualified Materiel Management Airmen to combatant commands during wartime operations.

6. Training Decisions

This CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Materiel Management (2S0XX) career field. The spectrum includes a strategy for when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach. These training decisions were made at the U&TW conducted at JBSA Lackland in June 2013.

6.1. Initial Skills. Initial skills training provides 2S0XX trainees with knowledge and hands on experience in the entry level materiel management processes of receiving, storage, inventory, issue processing, research, MICAP, sourcing assets, repair cycle, deployment/contingency wartime support, stock control, equipment, document control, and turn-in processing. Additionally, trainees would receive training in reject management, reading and interpreting inquiries, and basic computer processing

6.2. Five Level Upgrade Requirements. Upgrade to the five-skill level will require completion of the 5-level CDCs and certification of all 5-level core tasks. Core tasks are identified within this document and are the minimum number of tasks that an individual must be certified on for upgrade to the higher skill level. Core tasks are the foundational tasks all Materiel Management Airmen must be able to perform whether at home station or deployed. Supervisors may determine additional task are required for upgrade training based on the Airmen's duty position. When resources are a constraining factor, and the supervisor/commander have annotated the STS correctly, individuals will not be delayed from upgrade to the next skill level. Contact the Force Support Squadron for skill-level upgrade waiver guidance and the proper procedures to annotate the individuals training record.

6.3. Seven Level Upgrade Requirements. Seven-level upgrade will be accomplished through completion of CDCs, certification of 7-level core tasks, and supervisor's recommendation. As mentioned in the five-level upgrade requirements, training material will be designed to build upon foundational 5-level training and develop a more knowledgeable, Materiel Management Airmen who are more capable to perform at home station or deployed.

6.4. Core Task Certification. All core tasks require third party certification. The certifier must be different than the trainer, be certified on the task being certified and possess a minimum of a 7-skill level.

7. Community College of the Air Force

7.1. Community College of the Air Force (CCAF). CCAF is one of several federally chartered degree-granting institutions, however, it is the only 2-year institution exclusively serving military enlisted personnel. The college is regionally accredited through Air University by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award AAS degrees designed for specific Air Force occupational specialties and is the largest multi-campus community college in the world. Upon completion of basic military training and assignment to an AF career field, all enlisted personnel are registered in a CCAF degree program and are afforded the opportunity to obtain an Associate in Applied Science degree. In order to be awarded, degree requirements must be successfully completed before the student separates from the Air Force, retires, or is commissioned as an officer. See the CCAF website for details regarding the AAS degree programs at <http://www.au.af.mil/au/ccaf/>.

7.2. CCAF Degree Requirements. All enlisted airmen are automatically entered into the CCAF program. Prior to completing an associate degree, the 5-level must be awarded and the following requirements must be met:

Table 7.2. CCAF Degree Requirements

<u>Semester Hours</u>	
Technical Education	24
Leadership, Management, and Military Studies	6
Physical Education	4
General Education	15*
Program Elective	15*
Total	64

7.2.1. The Logistics (1AMY) program. Applies to 2F0X1, 2G0X1, 2S0XX, and 4A1XX.

7.2.2. Degree Requirements. The journeyman (5) level must be held at the time of program completion.

7.2.3. Technical Education. (24 semester hours) A minimum of 12 SHs of technical core subjects or courses must be applied and the remaining semester hours applied from technical core or technical elective subjects or courses. Requests to substitute comparable courses or to exceed specified semester hour values in any subject or course must be approved in advance by CCAF.

Table 7.3. Technical Education

<u>Technical Core</u>	<u>Max Sem Hours</u>
CCAF Internship	18
Contract Management	3
Cryogenic Operations	10
Distribution Management	12
Fuels Distribution	15
Inventory Management	12
Logistics Automated Systems	6
Logistics Management	12
Materiel Handling/Plant Layout	3
Materiel Management	12
Principles of Accounting	6
Principles of Economics	6
Principles of Purchasing	3
Production/Operations Management	3
Warehouse Storage and Operations	6
<u>Technical Electives</u>	<u>Max Sem Hours</u>
Business Mathematics/Statistics	3
Computer Science	6
Enlisted Professional Military Education	6

Environmental Protection Procedures	3
General Chemistry	3
Hazardous Materials	3
Industrial Safety	3
Introduction to Business	3
Introduction to the Petroleum Industry	3
Introduction to Transportation	3
Principles of Marketing	6
Quality Assurance	3

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

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

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

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

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

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

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

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

7.3.3. CCAF Professional Manager Certification (PMC). CCAF offers the PMC Program for qualified Air Force NCO's. The PMC is a professional credential awarded by CCAF that formally recognizes an individual's advanced

level of education and experience in leadership and management, as well as professional accomplishments. The program provides a structured professional development track that supplements Enlisted Professional Military Education (EPME) and Career Field Education and Training Plan (CFETP).

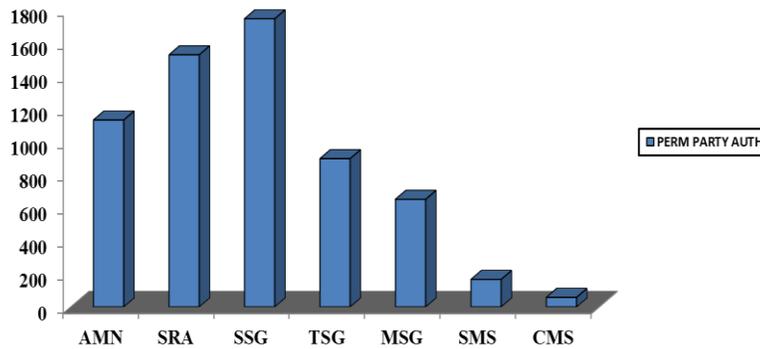
7.3.4. CCAF Credentialing and Education Research Tool (CERT). CCAF implemented CERT to increase awareness of professional development opportunities applicable to Air Force occupational specialties. It is a valuable resource for Air Force enlisted personnel and provides information related to specific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

7.5. For certification in transportation and logistics, contact the American Society of Transportation and Logistics, 229 Peachtree St Ste 401, Atlanta GA 30303; (404) 524-3555; www.astl.org. Additional certification programs can also be found at the Manufacturing Skill Standards Council (MSSC) at <http://www.msscusa.org/> and The International Society of Logistics (SOLE) at <http://www.sole.org/dlp.asp>.

8. Career Field Path

8.1. Manpower Table. The Materiel Management Manpower chart, shown below, illustrates the FY14 Enlisted Grade Allocation/Career Progression Group (CPG) for the specialty by grade.

Materiel Management Manpower



AMN	SRA	SSG	TSG	MSG	SMS	CMS	TOTAL
1131	1525	1743	897	651	166	58	6171

8.2. Enlisted Career Path. The grade requirements for average sew-on and earliest sew-on times are reflections of data received from AFPC and are a snapshot in time and are not AFSC specific. Individuals should use these averages as reference points only, not as measures of achievement within the 2S0XX career field. For more detailed information log-on to the AF Portal and go to My EDP.

Table 8.2. Enlisted Career Path

Education & Training Requirements	GRADE REQUIREMENTS			
	Rank	Earliest Sew-On	Average Sew-On	High Year of Tenure (HYT)
Basic Military Training School				
Apprentice Technical School (2S031) (3-Skill Level)	Amn A1C	6 months 10 months		
Upgrade to Journeyman (5-Skill Level) – Minimum 12 months on-the-job – Minimum 9 months on-the-job for retrainees – Complete all 5-level core tasks – Complete appropriate CDC	A1C SrA	10 months 28 months	16 months 3 years	8 years
Airman Leadership School (ALS) – Must be SrA with 48 months’ time in service or be SSgt Select to attend – Resident graduation is prerequisite for SSgt sew-on (Active Duty only)	<u>Trainer</u> - Recommended by supervisor - Be an Airman Leadership School Graduate - Attend Air Force Training Course - Qualified and certified to perform the task to be trained			
Upgrade to Craftsman (7-Skill Level) – Minimum rank of SSgt – Complete all 5- and 7-level core tasks – 12 months OJT – 6 months OJT for retrainees – Complete appropriate CDC – Attend Craftsman course, if applicable	SSgt	3 years	7.5 years	15 years
	<u>Certifier</u> - At least a SSgt 5-skill level (or civilian equivalent) - Qualified and certified to perform the task being trained - Attend Air Force Training - Be a person other than the trainer			
Noncommissioned Officer Academy(NCOA) – Must be a TSgt or TSgt Selectee – Resident graduation is a prerequisite for MSgt sew-on (Active Duty only)	TSgt	5 years	12.5 years	20 years
Upgrade To Superintendent (2S091) (9-Skill Level) – Minimum rank of SMSgt – Logistics Readiness SNCO Course – Supervisors recommendation and commander approval	MSgt	8 years	16 years	24 years

USAF Senior NCO Academy (SNCOA) – Must be a MSgt, SMSgt or SMSgt Selectee. – Resident graduation is a prerequisite for CMSgt (Active Duty only)	SMSgt	11 years	19.2 years	26 years
Materiel Manager CEM (2S000) – Must be a resident graduate of SNCOA	CMSgt	14 years	21.5 years	30 years

Section C-Skill Level Training Requirements

9. Purpose

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

10. Specialty Qualification

10.1. Apprentice Level Training: AFSC 2S031, Materiel Management Apprentice

10.1.1. Knowledge. Knowledge is mandatory of basic mathematics, supply management policies and procedures, Air Force property accounting, stock and inventory control, accountability and responsibility, principles of property accounting through manual or automated data processing (ADP), storage methods, warehouse control (receipt, issue, and disposal), materiel handling techniques, methods of preparing and maintaining supply records, manual and automated supply accounting systems, logistics principles and interactions (supply, maintenance, transportation, and procurement), hazardous material and waste procedures; and deployment or contingency operations.

10.1.2. Education. For entry into this AFSC, completion of high school with a course in mathematics is desirable. 10.1.3. Training. For award of AFSC 2S031, completion of the basic Materiel Management Apprentice course is mandatory.

10.1.4. Training Sources/Resources. Completion of initial skills training, Materiel Management Apprentice course at JBASA Lackland, TX, satisfies the knowledge and training requirements specified in the Specialty Qualification section for award of the 3-skill level. The STS identifies all the knowledge and tasks, with their respective standards.

10.1.5. Implementation. The 3-skill level will be awarded upon successful completion of the Materiel Management Apprentice Course.

10.2. Journeyman Level Training: AFSC 2S051, Materiel Management Journeyman

10.2.1. Knowledge. Knowledge is mandatory of basic mathematics, supply management policies and procedures, Air Force property accounting, stock and inventory control, accountability and responsibility, principles of property accounting through manual or automated data processing (ADP), storage methods, warehouse control (receipt, issue, and disposal), materiel handling techniques, methods of preparing and maintaining supply records, manual and automated supply accounting systems, logistics principles and interactions (supply, maintenance, transportation, and procurement), hazardous material and waste procedures; and deployment or contingency operations.

10.2.2. Education. For entry into this AFSC, completion of high school with a course in mathematics is desirable.

10.2.3. Training. Completion of both 5-level CDCs and core tasks on the STS.

10.2.4. Experience. Qualification in and possession of AFSC 2S031. Experience is mandatory in functions such as preparing and maintaining documentation and records associated with inventory management actions; receipt, storage, and issue of property; conducting inventories; or configuration and operation of storage facilities.

10.2.5. Training Sources/Resources. CDC 2S051 provides the career knowledge training required. The current STS shows the tasks that are trained through the CDC materiel. Continuation/qualification training and OJT are provided by qualified trainers.

10.2.6. Implementation. Entry into formal journeyman upgrade training is accomplished as soon as the individual is assigned to their first duty station.

10.3. Craftsman Level Training: AFSC 2S071, Materiel Management Craftsman

10.3.1. Knowledge. Knowledge is mandatory of basic mathematics, supply management policies and procedures, Air Force property accounting, stock and inventory control, accountability and responsibility, principles of property accounting through manual or automated data processing (ADP), storage methods, warehouse control (receipt, issue, and disposal), materiel handling techniques, methods of preparing and maintaining supply records, manual and automated supply accounting systems, logistics principles and interactions (supply, maintenance, transportation, and procurement), hazardous material and waste procedures; and deployment or contingency operations.

10.3.2. Education. Continued education in logistics management is desirable.

10.3.3. Training. Completion of 7-level CDCs and core tasks.

10.3.4. Experience. Qualification in, and possession of AFSC 2S051. Experience is mandatory in performing or supervising functions such as establishing and maintaining reporting and management procedures for stock consumption, receipt, storage, and issue of property, conducting inventories, analyzing trends in stockage policy and customer support, and supervising storage facilities.

10.3.5. Training Sources/Resources. The STS identifies all the core tasks required for qualification. Continuation/qualification training and OJT is provided by qualified trainers.

10.3.6. Implementation. Entry into OJT is initiated on the 1st day of the promotion cycle upon being selected to the rank of SSgt. Individuals must also possess a 5-skill level. Trainees must be certified on all core tasks.

10.4. Superintendent Level Training: AFSC 2S091, Materiel Management Superintendent

10.4.1. Knowledge. Knowledge is mandatory of basic mathematics, supply management policies and procedures, Air Force property accounting, stock and inventory control, accountability and responsibility, principles of property accounting through manual or automated data processing (ADP), storage methods, warehouse control (receipt, issue, and disposal), materiel handling techniques, methods of preparing and maintaining supply records, manual and automated supply accounting systems, logistics principles and interactions (supply, maintenance, transportation, and procurement), hazardous material and waste procedures; and deployment or contingency operations.

10.4.2. Education. Continued education in logistics management is desirable.

10.4.3. Training. Completion of SNCOA in-residence or correspondence and SMSgt sew-on are mandatory for award of the 9-skill level. Additionally, all SMSgts must complete the Logistics Readiness SNCO Course before they will be awarded their 9-level.

10.4.4. Experience. For award of AFSC 2S091, qualification in and possession of AFSC 2S071 is mandatory. Also, experience is mandatory managing functions such as computing stock control levels;, storing, and issuing property

10.4.5. Training Sources/Resources. Senior NCO Academy correspondence course provides information helpful to individuals preparing for the grades of SMSgt and CMSgt. The Logistics Readiness SNCO Course will also provide increased knowledge on the entire Logistics Readiness enterprise so each Materiel Management SNCO will be better prepared to serve in superintendent or other strategic level logistics readiness positions.

10.4.6. Implementation. Entry into OJT is initiated when an individual possesses the 7-skill level and is a SMSgt selectee.

Section D-Resource Constraints

11. Purpose

This section identifies known resource constraints which preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, office of primary responsibility, and target completion dates. Unit should utilize nearest AF/ANG/AFRES installation to accomplish any training requirements that cannot be accomplished at home station. Resource constraints will be, as a minimum, reviewed and updated annually.

12. Apprentice Level Training

There are no known constraints.

13. Five Level Training

There are no known constraints.

14. Seven-Level Training

There are no known constraints.

Section E-Transitional Training Guide:

There are currently no transitional training requirements. This area is reserved.

Part II

Section A-Specialty Training Standard

1. Implementation

The implementation of this STS for technical training provided by Air Education and Training Command is with class beginning 20140630 (2S031).

2. Purpose

2.1. Column 1 (Task, Knowledge and Technical References) the most common tasks, knowledge, and technical references (TR) necessary for airman to perform duties in the 3, 5, and 7-skill level. Column 2 identifies the core tasks that must be certified for upgrade to the next higher skill level. These are the minimum core tasks; supervisors may assign additional core tasks, as deemed appropriate, that must be certified for upgrade to the next higher skill level. When resources (training expertise, equipment, etc.) are not available to certify an individual on a core task, the Commander will so annotate the STS stating that resources are not available. Upgrade training will not be denied to individuals who, through lack of resources, cannot be core task certified. However, every attempt to obtain the training through contractors, ANG, AFRC, etc... must be exhausted before core task waiver requests are submitted for approval. Contact the Military Personnel Flight for guidance and the proper procedures to annotate the individuals training record when core task training cannot be accomplished. Materiel management personnel in outside units, i.e., maintenance, civil engineers, etc., will not use this document exclusively when they are supported by a materiel management account. Rather, the host LRS Training Section will be contacted for assistance. Column 3 is the administrative area for training start/stop dates, trainer, trainee and certifier initials. Column 4 lists 3, 5, and 7-skill level training proficiency codes.

2.2. Qualitative Requirements. Attachment 1 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training, career development courses, and web-based training course, once developed/fielded

2.3. Attachments 1 and 2 become a job qualification standard (JQS) for on-the-job training when placed in AF Form 623, **On-The-Job Training Record**, and IAW AFI 36-2201. When used as a JQS, the following requirements apply:

2.3.1. Documentation. Document and certify completion of training. Identify duty position requirements by circling the subparagraph number next to the task statement. As a minimum, complete the following columns in Part 2 of the CFETP: Training start date, Training Completed date, Trainee Initials, Trainer Initials, Certifier Initials. An AFJQS may be used in lieu of Part II of the CFETP only upon approval of the AFCFM.

NOTE: The AFCFM may supplement these minimum documentation procedures as needed or deemed necessary for their career field.

2.3.1.1. Converting from Old Document to CFETP. Use the new CFETP to identify and certify all past and current task qualifications. Transcribe qualifications in the following manner: For those tasks previously certified and required in the current duty position, evaluate current qualifications and, when verified, recertify using current date as completion date and enter trainee and supervisor's initials. When transcribing previous certification for tasks not required in the current duty position, carry forward *only* the previous completion date of certification (not the initials of another person). If and when transcribed tasks become duty position requirements, recertify using standard certification procedures. The person whose initials appear in the trainer or certifier block during the transcription process must meet the requirements of their respective roles. Upon completion of the transcription process, give the old CFETP to the member.

2.3.1.2. Documenting Career Knowledge. When a CDC is not available: the supervisor identifies STS training references that the trainee requires for career knowledge and ensures, as a minimum, that trainees cover the mandatory items in AFECD. For two-time CDC course exam failures: supervisors identify all STS items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the task certifier receives certification on the STS if approved by the applicable approval authority. **NOTE:** Career Knowledge must be documented prior to submitting a CDC waiver.

2.3.1.3. Decertification and Recertification. When an Airman is found to be unqualified on a task previously certified for his or her position, the supervisor lines through the previous certification or deletes previous

certification when using automated systems. Appropriate remarks are entered on the AF Form 623A, **On-The-Job Training Record Continuation Sheet**, as to the reason for decertification. The individual is recertified (if required) by both erasing the old entries and writing in the new or by using correction fluid (if the entries were made in ink) over the previously certified entry.

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

2.3.3. Application. This STS applies to the training of the Total Force. Unit Commanders of non-LRS units with materiel management personnel assigned coordinate training needs through the host LRS Training Section or respective MAJCOM Functional Manager if there is no LRS on the base. This will ensure qualified trainers/certifiers are available and training is accomplished on all core tasks. Waiver authority for core task certification is the AFCFM.

2.4. Training Business Area (TBA) is the approved, mandatory method for tracking and documenting training for the Materiel Management career field. Maintain paper copies of the master training plan (MTP) for individual work centers IAW AFI 36-2201.

2.5. The Training Standard is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKTs) are developed at the Airman Advancement Division by senior NCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. WAPS is not applicable to the Air National Guard or the Air Force Reserve.

3. Recommendations

Comments and recommendations are invited concerning quality of AETC training. Reference specific STS paragraphs and address correspondence regarding changes to 37 TRG/DOS, 1220 Truemper Street, Suite 1, JBSA Lackland, TX 78236-5568. A customer service information line has been installed for the supervisor's convenience to identify graduates who may have received over or under training on task/knowledge items listed in this specialty training standard. For quick responses to problems, call our customer service information line, DSN 473-2917 any time day or night.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

LT GEN JUDITH A. FEDDER

DCS/Logistics, Installations & Mission Support (A4/7)

3 Attachments

1. Qualitative Requirements (Proficiency Code Key)
2. AFSC 2S0X1 STS
3. Contingency/Expeditionary Training Requirements

Attachment 1, Qualitative Requirements for AFSC 2S0X1 STS

Proficiency Code Key		
	Scale Value	Definition: The individual
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited)
	2	Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)
*Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (Nomenclature)
	b	Can determine step by step procedures for doing the task. (Procedures)
	c	Can identify why and when the task must be done and why each step is needed. (Operating Principles)
	d	Can predict, isolate, and resolve problems about the task. (Advanced Theory)
**Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (Facts)
	B	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (Analysis)
	D	Can evaluate conditions and make proper decisions about the subject. (Evaluation)
EXPLANATIONS		
*	A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)	
**	A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.	
-	This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.	
X	This mark is used alone in the course columns to show that training is required but not given due to limitations in resources.	
NOTE: All tasks and knowledge items shown with a proficiency code are trained during wartime.		

Attachment 2, AFSC 2S0X1 STS

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)			
	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level		C 7 Skill Level
	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(1) CDC	(2) QTP	(1) CDC
1 MATERIEL MANAGEMENT CAREER FIELD											
TR:AFI 23-101, AFI 21-101, AFECD , AFMAN 23-122, AFH 23-123, AFI 38-101, AFI 10-403, DODI 4140.01											
1.1 Expeditionary Logistics for the 21st Century (eLog 21)								A	B	-	-
1.2 Air Expeditionary Forces (AEF)											
1.2.1 Concepts								A	B	-	-
1.2.2 Materiel Management UTCs								-	B	-	B
1.3 Progression in career ladder								A	-	-	-
1.4 AFSC specific duties								A	B	-	-
1.5 Logistics enlisted opportunities								-	A	-	A
1.6 Organizational Structure											
1.6.1 Logistics Readiness Squadron (LRS)								A	B	-	B
1.6.2 Decentralized Materiel Support								A	B	-	-
1.6.3 Air Force Materiel Command (AFMC)								A	B	-	-
1.6.4 Air Force Sustainment Center (AFSC)								A	B	-	B
1.7 Materiel Management Processes (item accounting, file maintenance, reports management, accounting and finance)								A	B	-	-
1.8 Sources of Supply (SOS)											
1.8.1 Air Logistics Complex (ALC)								A	A	-	-
1.8.2 Defense Logistics Agency (DLA)								A	A	-	-
1.8.3 General Services Administration (GSA)								A	A	-	-
1.8.4 Local manufacture								-	A	-	-
1.8.5 Local purchase								-	A	-	-
1.8.6 Centralize Repair Facility (CRF)								A	A	-	-
1.8.7 Contractor Inventory Control Point (IC-P)								-	A	-	-
1.9 Classes of Supply											
1.9.1 Subsistence (I)								-	A	-	-
1.9.2 Clothing, individual equipment, tentage, organizational tool sets, tool kits, hand tools, admin/ housekeeping supplies and equipment. (II)								A	A	-	-
1.9.3 Petroleum, Oil, and Lubricants (POL) (III)								-	A	-	-
1.9.4 Construction (IV)								-	A	-	-
1.9.5 Ammunition (V)								-	A	-	-

1.9.6 Personal demand items (non-military sales items) (VI)								-	A	-	-
1.9.7 Major end items (VII)								A	A	-	A
1.9.8 Medical materiel (VIII)								-	A	-	-
1.9.9 Repair parts (IX)								A	A	-	A
1.9.10 Materiel to support non-military programs (X)								-	A	-	-
1.10. Supply-chain operations reference model (SCOR)								A	A	-	A
2 SECURITY											
TR: DOD 5200.08-R; AFI 23-101; AFMAN 23-122; AFH 23-123											
2.1 Operation Security (OPSEC)								A	-	-	-
2.2 Communications Security								A	-	-	-
2.3 Materiel Management System Access								A	A	-	-
3 ORDER PROCESS											
TR: TOs 0-1-01, 00-5-1, Illustrated Parts Breakdown (IPB); AFI 23-101; AFMAN 23-122; AFH 23-123											
3.1 Prepare Order											
3.1.1 Stock number request	X							2a	b	-	-
3.1.2 Part number request	X							2a	b	-	-
3.2 Process the Order	X							2a	b	-	-
3.3 I004/I023 Management notice											
3.3.1 Verify requirement								a	b	-	-
3.3.2 Review other assets notice								2a	b	-	-
3.3.3 Reprocess Order request								2a	b	-	-
3.4 Process Order from detail record	X							2a	b	-	-
3.5 Maintenance/materiel management system interface								A	B		B
4 RESEARCH/RECORDS MAINTENANCE PROCESSES											
TR: AFJMAN 23-210; TOs 0-1-01, 00-5-1, Illustrated Parts Breakdown (IPB); DOD 4140.1-R; DFAS-DE 7077.10-M; AFI 23-101; AFMAN 23-122; AFH 23-123											
4.1 Research											
4.1.1. AFI 23-101	X							2b	b	-	-
4.1.2. AFMAN 23-122	X							2b	b	-	-
4.1.3. AFH 23-123	X							2b	b	-	-
4.1.4 DFAS-DE 7077.10-M								-	-	-	-
4.1.5 Web-based resources								-	-	-	-
4.1.6 Technical orders								-	b	-	-
4.1.7 DOD 4140.1-R								A	A	-	-
4.1.8 DLM 4000.25								A	A	-	-
4.2 Stock Number											
4.2.1 National Stock Number (NSN)								A	A	-	-
4.2.2 Non-catalogued								-	A	-	-
4.3 Research D043, master item identification and control system								2a	b	-	-
4.4 Research WEBFLIS	X							2a	b	-	-
4.5 Item record											
4.5.1 Process FIL	X							2a	b	-	-
4.5.2 Process FIC/FID								2a	b	-	-

4.5.3 Expendability, Recoverability, Reparability, Cost (ERRC) code/designator structure								A	B	-	-
4.6 (Load/change/delete) Interchangeable and Substitution Group (I&SG) record								-	b	-	-
4.7 Local assigned I&SG								-	B	-	-
4.8 (Load/change/delete) support records								-	-	-	-
4.9 Maintain listings (M14, D04, R02, Q04, M24, R03, Q05, R08, etc.)								-	-	-	-
4.10 Stock Number User Directory System (D071)								-	A	-	-
4.11 AF Form 86 process								-	-	-	-
5 MISSION CAPABLE (MICAP) PROCESS											
TR: AFI 23-101; AFMAN 23-122; AFH 23-123											
5.1 MICAP responsibilities											
5.1.1 AFSC								A	B	-	-
5.1.2 MAJCOM								-	-	-	-
5.1.3 Source of Supply (SOS)								A	B	-	-
5.1.4 Base level								A	B	-	-
5.2 MICAP due-out detail											
5.2.1 Verify Asset Check	X							1a	b	-	-
5.2.2 Create								1a	b	-	-
5.2.3 Delete								1a	b	-	-
5.2.4 Modify								1a	b	-	-
5.3 Cause codes								-	A	-	B
5.4 Delete codes								-	A	-	B
5.5 Monitor status								1a	b	-	-
6 REPAIR CYCLE PROCESS											
TR: AFI 23-101; AFMAN 23-122; AFH 23-123; TOs 00-20-3, 00-35D-54											
6.1 Repair cycle								A	B	-	-
6.2 Due-in From Maintenance (DIFM) items											
6.2.1 Manages Repair cycle Asset Management listing (D23)								a	b	-	b
6.2.2 DIFM process											
6.2.2.1 Perform DIFM reconciliation	X	X						a	b	-	b
6.2.2.2 Process Turn Around Action (TRN)								a	b	-	b
6.2.3 Process DIFM status codes								1a	b	-	b
6.2.4 Unserviceable items storage								A	A	-	B
6.3 Monitor Awaiting Parts (AWP) (D19)								a	a	-	b
6.4 Asset flow											
6.4.1 Process base level repair								1a	b	-	-
6.4.2 Process off base repair								1a	b	-	-
6.4.3 Process condemnation								1a	b	-	-
6.5 Manage time change items								-	-	-	-
6.6 Manage Time Compliance Technical Order (TCTO)								-	-	-	-

6.7 2-Level Maintenance								A	A	-	B
6.8 Supply points								A	A	-	B
6.8.1 (Load, change, delete) supply point detail records								-	b	-	b
6.8.2 Conduct supply point reconciliation (Q13)								-	b	-	b
6.9 Monitor/review Repair Cycle Data (Q04)								-	-	-	-
7 WAR RESERVE MATERIEL (WRM)											
TR: AFI 23-101; AFMAN 23-122; AFH 23-123; AFIs 10-403, 25-101, 25-102, AFMAN 10-401, DLM 4000.25											
7.1 Responsibilities								A	B	-	-
7.2 Management											
7.2.1 Manage War Consumables Distribution Objective (WCDO)								-	-	-	-
7.2.2 Manage War Plans Additive Requirements Report (WPARR)								-	-	-	-
7.3 Types											
7.3.1 Equipment								-	A	-	B
7.3.2 Basic expeditionary airfield resources (BEAR)								-	A	-	B
7.3.3 Readiness Spares Packages (RSP)								A	-	-	-
7.4 Review listings								a	-	-	-
7.5 Authorization documents								-	A	-	B
8. READINESS SPARES PACKAGES (RSP)											
TR: AFI 23-101; AFMAN 23-122; AFH 23-123; DLM 4000.25; AFI 25-101; DODI 3110.06											
8.1 Types								-	A	-	B
8.2 Issue property	X							1a	b	-	-
8.3 Care of Supplies in Storage (CoSIS) of RSP assets								-	A	-	B
8.4 Deployment preparation											
8.4.1 (Load, change, delete) WRM/RSP authorizations								-	a	-	b
8.4.2 Transfer (ROBUST) assets between RSP/WRM details (1KT)								-	a	-	b
8.4.3 Process deploy/return documentation								-	a	-	b
8.4.4 Process transfer documentation								-	a	-	b
8.4.5 Reconciliation											
8.4.5.1 Process (S07)								-	a	-	b
8.4.5.2 Process (S05)								-	a	-	b
8.4.6 Certify hazardous cargo								-	-	-	-
8.4.7 Prepare RSP for shipment		X						-	a	-	b
8.4.8 Execute checklist								-	-	-	-
8.5 Aircraft Sustainability Module (ASM)								-	A	-	B
8.6 Load ASM database								-	-	-	-
8.7 ASM Capability assessment											
8.7.1 Run								-	-	-	-
8.7.2 Validate								-	-	-	-

8.8 ASM Deployment computation									-	-	-	-
8.8.1 Run									-	-	-	-
8.8.2 Validate									-	-	-	-
8.9 ASM Use deceleration									-	-	-	-
8.10 ASM Run R-26 merge									-	-	-	-
9. INDIVIDUAL PROTECTIVE EQUIPMENT (IPE)												
TR: AFI 23-101; AFMAN 23-122; AFH 23-123; TO 14P4-20-1; AFI 10-2501												
9.1 Small arms/light weapons management												
9.1.1. Weapons Accountability									-	A	-	B
9.1.2. Issue weapons									-	-	-	-
9.1.3. Return weapons									-	-	-	-
9.1.4. Deploy/Transfer weapons	X								-	a	-	b
9.1.5. Perform inventory cycle counts									-	a	-	b
9.2. Mobility Bags Management												
9.2.1. Manage Shelf-life									a	a	-	-
9.2.2. Validate contract number, lot numbers, serial numbers									a	a	-	-
9.2.3. Assemble Mobility Bags									1a	a	-	-
9.3. Gas Masks Management												
9.3.1. Perform cycle leak test on gas masks									-	-	-	-
9.3.2. Perform cycle inspection									-	-	-	-
9.3.3. Perform inventory cycle counts									-	-	-	-
9.4. Mobility Inventory Control and Accountability System (MICAS) Web Utilization												
9.4.1. Receive assets									-	a	-	b
9.4.2. Issue assets/kits									1a	a	-	b
9.4.3. Return assets/kits									1a	a	-	b
9.4.4. Build kits									1a	a	-	b
9.4.5. Breakdown kits									-	-	-	-
9.4.6. Run stock queries and reports									-	a	-	b
9.4.7. Add personnel records									1a	a	-	-
9.4.8. Update (contract, lot, serial numbers, date of manufacture)									-	a	-	b
9.4.9. Schedule and document inspections									-	-	-	-
9.4.10. Create and document inventories									-	-	-	-
10 STOCK CONTROL PROCESS												
TR: AFI 23-101; AFMAN 23-122; AFH 23-123												
10.1 Stock Control												
10.1.1 Responsibilities												
10.1.1.1 Air Force Sustainment Center									A	B	-	-
10.1.1.2 LRS									A	B	-	-
10.2 Stock policy												

10.2.1 Economic Order Quantity (EOQ)								-	A	-	-
10.2.2 Repair cycle								-	A	-	-
10.2.3 Equipment								-	A	-	-
10.3 Stock Levels											
10.3.1 Compute demand levels								-	-	-	-
10.3.2 Process adjusted levels								-	a	-	b
10.3.3 Readiness Base Level (RBL)								-	A	-	B
10.3.4 Process RBL reconciliation								-	-	-	-
10.3.5 Mission change data								-	-	-	A
10.3.6 Customer Oriented Leveling Technique (COLT)								-	A	-	B
10.3.7 Proactive Demand Leveling (PDL)								-	A	-	B
10.4 Military Standard Requisitioning and Issue Procedures (MILSTRIP)											
10.4.1 Automatic requisition								A	B	-	-
10.4.2 Process Special Requisition (SPR)								1a	b	-	-
10.4.3 Requisition/Due-ins								A	B	-	-
10.4.4 Process status								1a	b	-	-
10.4.5 Priority designators								A	B	-	-
10.4.6 Process follow-up								a	b	-	-
10.4.7 Manage ARC images								-	-	-	-
10.4.8 Exception codes								A	B	-	-
10.5 Validate due-outs	X	X						-	a	-	b
10.6 Priority Monitor Report (D18)								-	-	-	-
10.7 Priority Requirements Action List (R01)								A	A	-	B
10.8 Process cancellations											
10.8.1 Due-in/due-out update								a	b	-	-
10.8.2 Due-out cancellations								a	b	-	-
10.8.3 Due-in cancellations/requests								a	b	-	-
10.9 Unserviceable asset control								-	-	-	-
10.10 Process shipments											
10.10.1 Directed								a	b	-	b
10.10.2 Non-directed								a	b	-	b
10.10.3 Transfers								a	b	-	b
10.10.4 Denials								-	-	-	-
10.11. Total Asset Visibility (TAV)								-	A	-	B
10.12 Monitor base retention/ excess program											
10.12.1 Supplies								-	-	-	-
10.12.2 Equipment								-	-	-	-
10.13 Recoverable Assembly Management Process Systems (RAMPS)								-	-	-	-
10.14 Fund requirements								-	-	-	-
10.15 Process Forced due-out release								-	b	-	-
10.16 Materiel Obligation Validation (MOV)								-	-	-	-
10.17 Billed-not-received (BNR), received-not-billed (RNB), and ship- not-credited (SNC)								-	A	-	B

10.18 Supply assistance/supply difficulty								-	-	-	-
10.19 Numeric Parts Preference Codes (NPPC)								-	-	-	-
10.20 MILSTAMP tracer reconciliation program											
10.20.1 Process MILSTAMP tracer reconciliation report								-	b	-	-
10.20.2 Research/coordinate discrepancy action								-	b	-	-
10.20.3 Process TAR (Tracer Action Required) action								-	b	-	-
10.20.4 Initiate TAR follow-up								-	b	-	-
11 EQUIPMENT MANAGEMENT PROCESS											
TR: AFI 23-101; AFMAN 23-122; AFH 23-123; DLM 4000.25											
11.1 Air Force Equipment Management System (AFEMS)											
11.1.1 HAF								-	-	-	-
11.1.2 MAJCOM								-	-	-	-
11.1.3 Air Force Sustainment Center								-	-	-	-
11.1.4 ALCs								-	-	-	-
11.1.5 Base Level											
11.1.5.1 Equipment Accountability Element								A	B	-	-
11.1.5.2 Property Custodians								A	B	-	-
11.2 Maintain control register								-	-	-	-
11.3 Functions											
11.3.1 Allowance standards								A	A	-	B
11.3.2 User profiles								-	-	-	-
11.3.3 Research								-	-	-	-
11.3.4 Data transactions								A	-	-	-
11.3.5 Messaging								A	-	-	-
11.3.6 Ad Hoc processing								-	-	-	-
11.3.7 File transfers								-	-	-	-
11.3.8 Configuration Management (TORC)								-	-	-	-
11.3.9 Reconciliation								-	-	-	-
11.3.10 Rejects/variances								-	-	-	-
11.4 Equipment authorization list								-	-	-	-
11.5 Non-Equipment Authorized In-Use Detail (EAID) assets								A	-	-	-
11.6 AF Form 601 (TACR)/2005								A	B	-	B
11.7 (Load/change/delete) in-use details								-	b	-	-
11.8 Products and listings											
11.8.1 Allowance Source Code listing (Q09)								-	B	-	-
11.8.2 Out -of-Balance Listing (Q10)								-	B	-	-
11.8.3 Custodian Authorization/Custody Receipt Listing (R14)								A	B	-	-
11.8.4 Daily Equipment Transaction Report (D24)								-	-	-	-

11.8.5 Organizational Visibility List (R15)								-	B	-	-
11.8.6 Special Purpose Recoverables Authorized Maintenance (SPRAM) Listing (R25)								-	B	-	-
11.8.7 Weapons and COMSEC Reports (R46)								-	A	-	B
11.9 SPRAM								-	A	-	B
11.10 Process transfer between custodians (FET)/bases (1ET)	X							-	a	-	b
11.11 Process deployments											
11.11.1 Pre-deployment planning								-	-	-	-
11.11.2 Update deployment records								-	-	-	-
11.11.3 Joint use								-	-	-	-
11.12 Repair and return procedures								-	B	-	-
11.13 Jacket files								A	B	-	-
11.14 Chief Financial Officer (CFO) act compliance								-	A	-	-
11.15. Reporting Organization File (ROF)								-	-	-	-
11.16. Organizational visits											
11.16.1 Perform joint inventory											
11.16.1.1. Floor to book								-	-	-	-
11.16.1.2. Book to floor								-	-	-	-
11.16.2. Evaluate unit program								-	-	-	-
11.16.3. Prepare written report								-	-	-	-
11.16.4. Conduct follow-up								-	-	-	-
11.17. Process FED								-	-	-	-
11.18. Item Unique Identification (IUID) marking								A	A	-	-
12 RETURN PROCESS											
TR: AFI 23-101; AFMAN 23-122; AFH 23-123; DODI 4140-01; DLM 4000.25											
12.1 Prepare return documentation											
12.1.1 Consumables/expendables								2a	b	-	-
12.1.2 Repair cycle	X							2a	b	-	-
12.1.3 EAID								-	b	-	-
12.1.4 Non-EAID								-	b	-	-
12.1.5 Found on Base (FOB)								-	b	-	-
12.1.6 Hazardous material								-	-	-	-
12.1.7 Material Deficiency Report/Product Quality and Material Deficiency Report (MDR/PQDR)								-	a	-	b
12.2 Action taken codes								-	A	-	-
12.3 In-check/inspect property	X							2a	b	-	-
12.4 Process Return	X							2a	b	-	-
12.5 Move property to appropriate location								1a	-	-	-
12.6 Forms distribution								-	-	-	-
13 DOCUMENT CONTROL											
TR: AFI 23-101; AFMAN 23-122; AFH 23-123; ES-S User Manual; AFI 33-364											
13.1 Manual/electronic document control											

13.1.1 Source documents								A	B	-	-
13.1.2 Quality Control								A	B	-	-
13.1.3 Document disposition								A	B	-	-
13.1.4 Resolve delinquent documents								-	b	-	-
13.1.5 Clear Document Control Records (DCR)								-	-	-	-
13.2 Maintain document support files								-	b	-	-
13.3 Manage shipment suspense program								-	b	-	-
13.4 Maintain letters of authorization to receipt for classified property								a	b	-	-
13.5 Maintain Force Record Alteration (FIX) documents								-	-	-	-
14 INQUIRIES											
TR: AFI 23-101; AFMAN 23-122; AFH 23-123; ES-S Users Guide; DODI 4140-01; DLM 4000.25											
14.1 Types								A	B	-	-
14.2 Process								2a	b	-	-
14.3 Interpret											
14.3.1 Item record	X							2a	b	-	-
14.3.2 Detail record	X							2a	b	-	-
14.3.3 Part number	X							2a	b	-	-
14.3.4 Consolidated Transaction History (CTH)	X							2a	a	-	b
14.3.5 Repair cycle record	X							-	b	-	b
14.3.6 Requirements computation								-	b	-	b
14.3.7 Other inquiries								-	-	-	-
14.4 Discoverer											
14.4.1 Discoverer Plus/Viewer											
14.4.1.1 Create reports	X	X						-	a	-	b
14.4.1.2 Process queries	X	X						1a	a	-	b
14.4.1.3 Export queries	X	X						1a	a	-	b
14.4.2 User administration								-	-	-	-
14.4.3 Use Sequential Query Language (SQL)								-	-	-	-
14.5 Enterprise Solution-Supply (ES-S)											
14.5.1 User administration								A	-	-	-
14.5.2 Process asset query	X							2b	b	-	-
14.5.3 Process orders query	X							2b	b	-	-
14.5.4 Process other queries								-	-	-	-
14.5.5 Research audit trail	X							2b	b	-	-
14.6 Data systems											
14.6.1 AFMC automated systems								-	B	-	-
14.6.2 DLA automated systems								-	B	-	-
14.6.3 Other data systems								-	-	-	-
14.6.4 Cargo Movement Operations System (CMOS)								-	-	-	-
14.6.5 In-Transit Visibility (ITV) tracking tools								-	A	-	A
14.6.6 Global Air Transportation Execution System (GATES)								-	A	-	-

14.6.7 Logistics Installations and Mission Support-Enterprise View (LIMS- EV)									-	A	-	B
14.7 Weapon System Management Information Systems (WSMIS)												
14.7.1 Purpose/objective									-	-	-	-
14.7.2 Source of data									-	-	-	-
14.7.3 Modules									-	-	-	-
15 AIR FORCE WORKING CAPITAL FUND (AFWCF)												
TR: AFI 23-101; AFMAN 23-122; AFH 23-123; DFAS-DE 7077.10-M; AFD 23-4; AFMAN 65-604												
15.1 Operating concept									-	A	-	-
15.2 Consolidated Sustainment Activity Group (CSAG)									-	A	-	-
15.3 Supply Management Activity Group – Retail (SMAG-R)									-	A	-	-
15.4 Management levels												
15.4.1 MAJCOM									-	-	-	-
15.4.2 Air Force Sustainment Center									-	-	-	-
15.4.3 LRS									-	-	-	-
15.4.4 Accountable Officer Financial Working Group/Financial Management Board (FWG/FMB)									-	-	-	-
15.4.5 Supply funds (SMAG) manager									-	-	-	-
15.5 WRM/RSP funding									-	-	-	-
15.6 Operating program									-	-	-	-
15.7 Financial management reports									-	-	-	-
15.8 Manage GSD program execution									-	-	-	-
15.9 Credit return policy									-	-	-	A
15.10 Non-reimbursable issues/shipments									-	-	-	-
15.11 Reduced price sales									-	-	-	-
15.12 Inventory valuation									-	-	-	-
15.13 Investment equipment									-	-	-	-
15.14 Supply/DFAS interface (SMAS)									-	-	-	-
15.15 Operations & Maintenance (O&M) budget									-	-	-	-
16 REJECT/MANAGEMENT NOTICE PROGRAM												
TR: AFI 23-101; AFMAN 23-122; AFH 23-123; DODI 4140-01; DLM 4000.25												
16.1 Definition									A	B	-	-
16.2 Responsibilities									A	B	-	-
16.3 Research rejects	X								2a	b	-	-
16.4 Research management notices	X								2a	b	-	-
16.5 Resolve reject												
16.5.1 Reprocess	X								2a	b	-	-
16.5.2 Force delete									-	a	-	b
17 DEGRADED OPERATIONS												
TR: AFI 23-101; AFMAN 23-122; AFH 23-123												
17.1 Responsibilities									A	B	-	-
17.2 Quality control									A	A	-	B
17.3 Inventories									A	A	-	B
17.4 Listings									A	A	-	B
17.5 Manual accountability												
17.5.1 Create Order									-	b	-	-
17.5.2 Create Return									-	b	-	-

17.5.3 Create shipments								b	-	-	
17.5.4 Create due-out							-	b	-	-	
17.5.5 Create Special Requisition (SPR)							-	b	-	-	
17.5.6 Create receipt							-	b	-	-	
17.5.7 Create DOR							-	b	-	-	
17.5.8 Perform manual storage procedures							-	-	-	-	
17.6 Recovery											
17.6.1 Transactions							-	A	-	B	
17.6.2 Accountability							-	A	-	B	
17.7 Terms											
17.7.1 Short							A	B	-	B	
17.7.2 Long							A	B	-	B	
18 INSPECTION ACTIVITIES											
TR: AFI 23-101; AFMAN 23-122; AFH 23-123; TOs 0-1-01, 00-5-1, 00-20-3, 00-20K, 00-25-234, 00-35D-54, 00-110N, 00-85-3, 00-85A-23-1, 42E5-1-2, 42B series -2 series; AFI 64-102; MILSTD-101E; AFJMAN 23-210; DODI 4140-01; DLM 4000.25											
18.1 Determine property identity	X							a	a	-	b
18.2 Determine property condition								a	b	-	-
18.3 Prepare condition tags/labels								a	a	-	-
18.4 Process condition changes								-	b	-	b
18.5 Process identity changes								-	a	-	b
18.6 Shelf Life Program											
18.6.1 Schedule/process for tests								-	a	-	b
18.6.2 Query Shelf-Life Extension System (SLES)								-	-	-	-
18.7 Functional check items											
18.7.1 Identify								a	b	-	b
18.7.2 Monitor								-	b	-	b
18.8 Time Change Technical Order (TCTO) items											
18.8.1 Identify								a	b	-	-
18.8.2 Report								-	b	-	b
18.8.3 Monitor								-	b	-	b
18.9 Suspect/unsuitable materiel											
18.9.1 Identify								a	b	-	b
18.9.2 Monitor								-	b	-	b
18.10 Health Hazard Items											
18.10.1 Identify								a	b	-	-
18.10.2 Report								-	b	-	-
18.10.3 Inspect								-	b	-	-
18.10.4 Monitor								-	b	-	-
18.10.5 Material Safety Data Sheets (MSDS)								A	B	-	-
18.10.6 Disposal								-	a	-	-
18.11 Electrostatic Sensitive Devices/Electrostatic Discharge (ESD)											
18.11.1 Identify								a	b	-	-
18.11.2 Schedule/test								-	b	-	-
18.11.3 Monitor								-	a	-	b
18.12 Precious Metals Recovery Program (PMRP)											

18.12.1 Inspect								-	a	-	b
18.12.2 Monitor								-	a	-	b
18.13 Maintain inspection off-line Checklist (R32)								-	-	-	-
18.14 Determine demilitarization code								-	-	-	-
18.15 Organizational refusals								A	B	-	-
18.16 Warranty/Guarantee items								-	A	-	-
18.17 Warehouse surveillance program								A	B	-	-
18.18 Inspection stamp control								-	-	-	-
18.19 Counterfeit/Discrepant materiel								-	-	-	-
19 STORAGE PROCESS											
TR: AFI 23-101; AFMAN 23-122; AFH 23-123; DODI 4140-01; DLM 4000.25; TO 00-19-3, DOD 4140.1-R											
19.1 Types of warehouse facilities								A	B	-	-
19.2 Plan a warehouse layout								-	a	-	b
19.3 Effective utilization								-	B	-	B
19.4 Property storage											
19.4.1 General								A	B	-	B
19.4.2 Hazardous materials								A	B	-	-
19.4.3 Miscellaneous commodities								-	B	-	-
19.4.4 Gas cylinders								-	-	-	-
19.4.5 Precious Metals								-	A	-	-
19.4.6 Equipment Items								-	A	-	-
19.4.7 Shelf life items											
19.4.7.1 Identify								a	-	-	-
19.4.7.2 Monitor								1a	b	-	b
19.4.7.3 Update extension info/labels								-	-	-	-
19.5 (Assign/change/delete) Stock Location (FCS)	X							2a	b	-	-
19.6 Maintain stock number directory								-	-	-	-
19.7 Reconcile Daily Document Register (D04) or local product								a	a	-	b
19.8 Update warehouse indicative data changes								a	b	-	-
19.9 Pull property								1a	b	-	-
19.10 Warehouse Location Validation											
19.10.1 Prepare Schedule								-	a	-	b
19.10.2 Create validation list								-	a	-	b
19.10.3 Area preparation								A	B	-	-
19.10.4 Perform validation	X							1a	a	-	b
19.10.5 Resolve discrepancies	X	X						1a	a	-	b
19.10.6 Resolve Serviceable Balance-no location list discrepancies (R36)	X	X						a	a	-	b
19.10.7 Resolve warehouse refusals		X						a	a	-	b
19.11 Retail sales								-	-	-	-
19.12 Hazardous Materiel (HAZMAT) pharmacy								-	-	-	-
19.13 Enterprise Environmental, Safety, and Occupational Health Management Information System (EESOH-MIS)								-	A	-	A

19.14 Delivery destination listing								-	-	-	-
19.15 Forms distribution								-	-	-	-
20 PHYSICAL INVENTORY											
TR: AFI 23-101; AFMAN 23-122; AFH 23-123; DODI 4140-01; DLM 4000.25											
20.1 Types											
20.1.1 Complete inventory								A	A	-	B
20.1.2 Special inventory								A	A	-	B
20.2 Inventory schedule								A	B	-	B
20.3 Prepare parameter request								a	a	-	b
20.4 Perform inventory	X							1b	a	-	b
20.5 Research discrepancy		X						a	a	-	b
20.6 Correct discrepancies											
20.6.1 Adjustment								a	a	-	b
20.6.2 Record Reversal and Correction								a	a	-	b
20.6.3 Causative research								-	a	-	b
20.7 Review Consolidated Inventory Adjustment Document Register (M10)								-	a	-	b
20.8 Prepare Inventory Analysis									a		b
21. BENCH STOCK											
TR: AFI 23-101; AFMAN 23-121; AFH 23-123; DODI 4140-01; DLM 4000.25											
21.1 Customer support								A	-	-	-
21.2 Establish bench stocks								-	b	-	-
21.3 (Load/change/delete) bench stock details								-	b	-	-
21.4 Conduct bench stock review								-	a	-	b
21.5 Minimum Reserve Authorization/ Minimum Authorization Quantity (MRA/MAQ)								-	A	-	B
21.6 Master Bench Stock List (S04)								-	A	-	B
21.7 Bench Stock Review List (M04)								-	A	-	B
22 MATERIEL HANDLING											
TR: AFI 23-101; AFMAN 23-122; AFH 23-123											
22.1 Concept of materiel handling								B	B	-	-
22.2 Operate Mechanical Materiel Handling Systems (MMHS)								a	a	-	-
22.3 Storage Aids Systems (SAS)								-	A	-	-
22.4 Operate 10K/all-terrain forklift								-	-	-	-
22.5 Operate 4K forklift								-	-	-	-
22.6 Pallet build-up								-	a	-	-
23 GENERAL TASKS AND KNOWLEDGE											
TR: AFI 23-101; AFMAN 23-122; AFH 23-123, AFMAN 23-220, AFJMAN 23-215, AFI 23-111; 40 CFG261; FED Standard 313; DFAS-DE 7077.10-M; AFI 65-103; DODI 4140-01; DLM 4000.25; AFI 25-201; AFI 90-201; AFI 20-111; AFI 20-112											
23.1 Air Force Occupational and Environmental Safety, Fire Prevention, and Health (AFOSH) program								A	-	-	-
23.2 Property responsibilities											
23.2.1 Accountability								A	B	-	

23.2.2 Supply Discipline								A	B	-	-
23.3 Reports of Survey (ROS) for Air Force property								-	B	-	B
23.4 Prepare AF Form 2011, request for automated data processing equipment products								-	a	-	-
23.5 Supply Discrepancy Report Program (WEBSDR)											
23.5.1 Process Outgoing SDRs								-	b	-	b
23.5.2 Prepare SDR	X							-	b	-	b
23.5.3 Submit SDR								-	b	-	b
23.5.4 Process SDR response								-	b	-	b
23.5.5 Process SDR follow-ups		X						-	b	-	b
23.5.6 Maintain SDR consolidated suspense file								-	a	-	-
23.5.7 Process Incoming SDRs								-	b	-	-
23.6 Reusable containers											
23.6.1 Categories								-	A	-	-
23.6.2 Program management								-	-	-	-
23.7 Defense Logistics Agency Disposition Services (DLADS) withdrawal								-	B	-	-
23.8 Price Challenge & Verification Program								-	-	-	-
23.9 Government-Wide Purchase Card (GPC)								-	-	-	-
23.10 Supply Interface Files System (SIFS)											
23.10.1 Use SIFS								-	a	-	b
23.10.2 Manage local SIFS files								-	a	-	b
23.10.3 Manage residue files								-	a	-	b
23.10.4 Manage narrative images								-	a	-	b
23.11 Research complaints, problems and inquiries for customers								-	-	-	-
23.12 Chemical/Biological/Radiological/Nuclear Environment (CBRNE) task qualification training (TQT)								-	-	-	-
23.13 READINESS											
23.13.1 Operation Plan (OPlan)								-	-	-	B
23.13.2 Unit Type Code (UTCs)								-	A	-	B
23.13.3 Time Phased Force Deployment Data (TPFDD)								-	-	-	B
23.13.4 Design Operation Capability (DOC) statement								-	-	-	B
23.13.5 Deployment/Crisis Action Planning and Execution System (DCAPES)								-	-	-	-
23.13.6 Air Force Wide UTC Availability System (AFWUS)								-	-	-	A
23.13.7 AEF UTC Reporting Tool (ART)								-	A	-	B

23.13.8 Status of Resources and Training System (SORTS)								-	A	-	B
23.13.9. Logistics Module (LOGMOD) Program								-	-	-	-
23.14 COMPLIANCE											
23.14.1 Quality Assurance Program								A	A	-	B
23.14.2 Self Inspection Program								-	A	-	B
23.14.3 Surveillance schedule								-	-	-	-
23.14.4 Conduct surveillance								-	-	-	-
23.14.5 Prepare surveillance reports								-	-	-	-
23.14.6 Customer support visits								-	A	-	B
23.14.7 Review Metrics		X						-	a	-	b
23.14.8 Review training requirements								-	b	-	b
23.14.9 Management analysis								-	A	-	B
23.14.10 Types of analysis								-	A	-	B
23.14.11 Perform analysis								-	-	-	-
23.14.12 Types of reports								-	-	-	-
23.14.13 Review procedural changes								-	-	-	-
23.14.14 Recommend procedural changes								-	-	-	b
23.14.15 Review/coordinate software releases, advance program documentation, System Advisory Notices (SANs) and Rapid Communications (RAPCOMs)								-	-	-	-
23.14.16 Support Agreement responsibilities for AF organizations								-	-	-	-
23.14.17 Difficulty Reports (DIREPs)								-	A	-	B
23.14.18 Develop local procedures								-	-	-	-
23.14.19 Publish local procedures								-	-	-	-
23.15 Receiving Process								A	A	-	-
24 ASSET MANAGEMENT											
TR: AFI 23-101; AFMAN 23-122; AFH 23-123; AFI 33-112; ES-S Users Manual											
24.1 Concepts								A	B	-	-
24.2 Hand Held Terminals (HHTs)											
24.2.1 Process put away								1b	-	-	-
24.2.2 Process pull								1b	-	-	-
24.2.3 Process delivery								1b	-	-	-
24.2.4 Process return								1b	-	-	-
24.3 ES-S Asset Management menu											
24.3.1 Manage print queue								1b	-	-	-
24.3.2 Process put away								-	-	-	-
24.3.3 Process Pull								-	-	-	-
24.3.4 Process Delivery								1b	-	-	-
24.3.5 Process Return								-	-	-	-
24.4 Review Management Reports											
24.4.1 Items not pulled		X						1a	b	-	b
24.4.2 Items not put away		X						1a	b	-	b
24.4.3 Items not received by customer		X						1a	b	-	b
24.4.4 Other reports								-	b	-	-

24.4.5 Use administration tools								-	-	-	-
24.5 Maintenance functions											
24.5.1 Batch process								-	-	-	-
24.5.2 Download delivery list to HHT								-	-	-	-
24.5.3 Maintain org/shop code								-	-	-	-
24.5.4 Maintain squadron code								-	-	-	-
24.5.5 Maintain SBSS interface								-	-	-	-
24.6 Hardware/software administration											
24.6.1 Configure printers								-	-	-	-
24.6.2 User accounts								-	-	-	-
24.6.3 Update HHT								-	-	-	-
24.6.4 Reboot HHT								-	-	-	-
24.7 Troubleshooting											
24.7.1 Review logs								-	-	-	-
24.7.2 Submit trouble ticket								-	-	-	-
25 SYSTEM SOFTWARE											
TR: AFI 23-101; AFMAN 23-122; AFH 23-123											
25.1 Executive system								-	-	-	-
25.2 Use Executive Control Language (ECL)								-	a	X	-
25.3 System processors											
25.3.1 Use sort/merge								-	-	-	-
25.3.2 Use Interactive processing Facility (IPF)								-	a	X	-
25.3.3 Use other processors								-	-	-	-
25.4 Process record alteration (GV299)								-	-	X	-
25.5 Processing environment											
25.5.1 Use Database Management System (DBMS)								-	-	X	-
25.5.2 Access internal records								-	-	X	-
25.5.3 Multiple gang concept								-	A	-	-
25.5.4 Sizing database								-	-	X	-
25.5.5 Verify ADS (Automated Data System) required files								-	-	X	-
25.5.6 Verify database integrity								-	-	X	-
25.6 Interactive Communications Interface (ICI)											
25.6.1 Configure								-	-	X	-
25.6.2 Initialize								-	-	X	-
25.7 Database retrievals											
25.7.1 Use conversational Query Language Processor (QLP) commands								-	-	X	-
25.7.2 Develop QLP retrievals								-	-	X	-
25.7.3 Develop Supply User Report Generator (SURGE) retrievals								-	-	X	-
25.7.4 Develop combined retrievals								-	-	-	-
25.7.5 Debug retrievals								-	-	X	-
25.7.6 Review program document								-	-	X	-
25.8 Production support programs											
25.8.1 Use online								-	-	X	-
25.8.2 Use batch								-	-	X	-

26 SYSTEM OPERATIONS											
TR: AFI 23-101; AFMAN 23-122; AFH 23-123, Vol 2, Parts 2, 4, 8, 9, Volume 3, DFAS-DE 7077.10-M, Information Library (CD-ROM)											
26.1 Computer Operations											
26.1.1 Initialize the ADS								-	-	X	-
26.1.2 Initiate modes of processing								-	-	X	-
26.1.3 Schedule reports/ listings								-	-	X	-
26.1.4 Process schedule								-	-	X	-
26.1.5 Process End-of-Year procedures								-	-	X	-
26.1.6 Process COMREM input								-	-	X	-
26.1.7 Use system control key-ins								-	-	X	-
26.1.8 Use Universal Data System (UDS) monitor								-	-	X	-
26.1.9 Process DAY inputs								-	-	X	-
26.1.10 Perform database recovery											
26.1.10.1 GV								-	-	X	-
26.1.10.2 CTH								-	-	X	-
26.1.11 Use pseudo reader								-	-	X	-
26.1.12 Process base constants								-	-	X	-
26.1.13 Review console type-out file								-	-	X	-
26.1.14 Use NAPZ00								-	-	X	-
26.1.15 Correct runstream errors								-	-	X	-
26.1.16 Use Select/TRIC Table								-	-	X	-
26.1.17 Perform database migration								-	-	X	-
26.1.18 Monitor Air Force Centralized Database (AFCBD) upload								-	-	X	-
26.2 SIFS											
26.2.1 SIFS utility											
26.2.1.1 Process inbound/outbound								-	-	X	-
26.2.1.2 Review status								-	-	X	-
26.2.1.3 Re-trigger SIFS files								-	-	X	-
26.2.1.4 Transmit SIFS files								-	-	X	-
26.2.1.5 Distribute residue- file								-	-	X	-
26.2.2 Manage Automated Data Report Submission System (ADRSS)								-	-	X	-
26.3 Coordinate with Defense Enterprise Computing Center (DECC)								-	-	-	-
26.4 Reset passwords								-	-	X	-
26.5 SBSS security programs											
26.5.1 Load security file								-	-	X	-
26.5.2 Modify security file								-	-	X	-
26.5.3 List security file								-	-	X	-
26.6 Conduct security validation								-	-	X	-
26.7 Trace output								-	-	X	-
26.8 ES-S Administration								-	-	-	-
26.9 Portal Administration								-	-	-	-
26.10 Resolve 799 reject								-	-	X	-
27 MANAGEMENT OF CONTROLLED MATERIEL											
TR: DOD 5200.08-R; DLM 4000.25; DOD 4140.1-R; AFI 23-101; AFMAN 23-122; AFH 23-123											
27.1 Types											
27.1.1 Nuclear Weapons Related Materiel (NWRM)								A	A	-	B

27.1.2 Classified								A	A	-	B
27.1.3 Sensitive								A	A	-	B
27.1.4 Controlled Cryptographic Item (CCI) Communication Security (COMSEC) Serialized Control Items								A	A	-	B
27.1.5 Small Arms/Light Weapons								A	A	-	B
27.2 Materiel Management Processes											
27.2.1 Physical security								A	A	-	B
27.2.2 Inspection											
27.2.2.1 Identification								A	A	-	B
27.2.2.2 Condition								-	A	-	B
27.2.2.3 Discrepancy reporting								-	A	-	B
27.2.3 Receipt								-	A	-	B
27.2.4 Storage								-	A	-	B
27.2.5 Physical property movement								-	A	-	B
27.2.6 Special handling											
27.2.6.1 Documentation								-	A	-	B
27.2.6.2 Reconciliation								-	A	-	B
27.2.6.3 Serialized control								-	A	-	B
27.2.7 Accountability								-	A	-	B
27.2.8 Inventory								-	A	-	B
27.2.9 Shipment								-	A	-	B
27.2.10 In-Transit Visibility (ITV)								-	A	-	B
27.2.11 Disposal								-	A	-	B
27.2.12 Organic/Contract Repair								-	A	-	B
27.2.13 Issue								-	A	-	B
27.2.14 Stock Level								-	A	-	B

Attachment 3, Contingency/Expeditionary Training Requirements

1. Commanders and supervisors, at all levels, should establish an effective contingency/expeditionary training program that takes into account the normal AEF battle rhythm. The following tables prescribe the minimum essential training tasks Airmen require training and certification on to meet the stated capability of the Unit Type Code (UTC). As the minimum training requirements, commanders should use completion of training associated with assigned UTCs as the determination of capability readiness in the AEF Reporting Tool (ART).
2. Ideally, Airmen/teams should begin the specified training 4-6 months before their AEF deployment. Flight superintendents/certifying officials will assess an Airmen's ability to perform the task to the "Go," "No-Go" level. A copy of the applicable training table, indicating completed training, should be placed in the Airman's AF Form 623, On-the-Job Training Record, and maintained until return from deployment.
3. UTCs/capabilities requiring training/certifying on specialized materiel handling (i.e., all-terrain fork lift) tasks require a minimum of 50 percent of personnel assigned against that UTC be certified on those tasks.
4. The MAJCOM Functional Manager is the waiver authority for required training.

UTC: JFBBS SUP BARE BASE SUPPORT	Flight Superintendent Signature/Date			
STS Reference/Training Task	Start Date	Completion Date	Trainee Initials	Trainer Initials/Date
8.3.2 Basic expeditionary airfield resources (BEAR)				
9.1. Issue property				
9.2 Maintenance of assets				
9.4 Deployment preparation				
19.4 INVENTORY				
20.4. Operate 10K all-terrain forklift				
20.1 Proper care and use of general purpose vehicle				
20.2 Operator responsibilities				

UTC: JFBCS CUSTOMER SUPPORT PACKAGE	Flight Superintendent Signature/Date			
STS Reference/Training Task	Start Date	Completion Date	Trainee Initials	Trainer Initials/Date
5.1.1 AFMAN 23-110				
5.3. Research DO43 item ID system				
5.4 Research FEDLOG				
5.5.1 Process FIL				
5.5.2 Process FIC/FID				
5.9 Maintain listings (M14, D04, R02, Q04, M24, R03, Q05, R08, etc.)				
13.1.2. Perform document quality control				
13.1.4. Resolve delinquent documents				
13.1.5. Process document control program(NGV783R)				
13.4. Maintain letters of authorization to receipt for classified property				

UTC: JFBCW SUP MOBILITY SUPPORT	Flight Superintendent Signature/Date			
STS Reference/Training Task	Start Date	Completion Date	Trainee Initials	Trainer Initials/Date
9.12.1. Assemble				
9.12.2. Issue				
9.13 Mobility Inventory Control and Accountability System (MICAS)				
9.13.1. Add/delete personnel				
9.13.2. Create a bag				
9.13.3. Process bag issue/turn-in				
9.13.4. Create standard query				
9.13.7.2. Backup database				
14.3.4. Consolidated Transaction				
14.4.1.1. Create reports				
14.4.1.2. Process queries				
14.4.1.3. Export queries				
19.1.6 Shelf life items				
19.1.6.3 Monitor				
20.4. Operate 10K all-terrain forklift				
20.1 Proper care and use of general purpose vehicle				
20.2 Operator responsibilities				

UTC: JFBFM INITIAL SUPPLY BEDDOWN PKG	Flight Superintendent Signature/Date			
STS Reference/Training Task	Start Date	Completion	Trainee Initials	Trainer
3.2.7.1 Air Force Portal				
9.4.3 . Process deploy/return documentation				
9.4.4. Process deploy/return documentation				
9.14.3 Time Phased Force Deployment Data (TPFDD)				
11.14 Reporting organization file (ROF)				
14.6.5. In-transit visibility (ITV) tracking tools				
14.4 Discoverer				

UTC: JFBHM SUP HAZMAT MANAGEMENT	Flight Superintendent Signature/Date			
STS Reference/Training Task	Start Date	Completion Date	Trainee Initials	Trainer Initials/Date
12.4. Inspect property				
14.3.4. Consolidated Transaction History				
14.4.1.1. Create reports				
14.4.1.2. Process queries				
19.1.7 Petroleum/ chemicals				
19.1.7.1. Identify				
19.1.7.3. Monitor				
19.3.13 Hazardous Materiel (HAZMAT) pharmacy				
19.3.14 Environment Management Systems				
19.2.4. Process receipts				
19.3.4.2 Hazardous materials				
20.4. Operate 10K all-terrain forklift				
20.1 Proper care and use of general purpose vehicle				
20.2 Operator responsibilities				

UTC: JFBME		Flight Superintendent Signature/Date		
SUP MATERIEL MGT EQUIPMENT PKG		Flight Superintendent Signature/Date		
STS Reference/Training Task	Start Date	Completion Date	Trainee Initials	Trainer Initials/Date
3.2.7.1 Air Force Portal				
4.2 Process the issue				
5.4. Research FEDLOG				
11.1 Air Force Equipment Management System (AFEMS)				
11.1.4.2 Property custodian				
11.1.5 LRS				
11.2 Maintain control register				
11.3 Functions				
11.3.1 Allowance standards				
11.3.2 User profiles				
11.3.3 Research				
11.3.4 Data transactions				
11.3.7 File transfers				
11.3.8 Configuration management (TORC)				
11.3.9 Reconciliation				
11.4 Non-equipment authorized inventory data (EAID)				
11.5 AF Form 601 (TACR)/2005				
11.6 (Load/change/delete) in-use details				
11.7 Products and listings				
11.7.3 R14-custodian authorization/custody receipt listing				
11.7.5 R15 Organizational Visibility List				
11.7.7 R46 Weapons and COMSEC reports				
11.10.1 Pre-deployment planning				
11.10.2 Update deployment records				
11.15 Organizational visits				
11.15.1 Perform joint inventory				
11.15.2 Evaluate unit program				
11.15.3 Prepare written report				
11.15.4 Conduct follow-up				
11.9 Process transfer between custodians (FET)/bases (IET)				
14.2. Process inquiry				
14.3 Interpret				
14.3.4. Process CTH inquiry				
14.4.1.1. Create report				
14.4.1.2. Process queries				
17.1 Responsibilities				
17.6.2 Accountability				
20.4. Operate 10K all-terrain forklift				
20.1 Proper care and use of general purpose vehicle				
20.2 Operator responsibilities				
22.2 Property responsibilities (AFI 23-111)				

UTC: JFBMM MATERIAL CONTROL	Flight Superintendent Signature/Date			
STS Reference/Training Task	Start Date	Completion Date	Trainee Initials	Trainer Initials/Date
3.2.7.1 Air Force Portal				
4.1.1. Stock number request				
4.1.2. Part number request				
4.2 Process the issue				
4.3.2. Review other assets notice				
5.4. Research FEDLOG				
6.2.1. Create due-out				
6.2.2. Delete due-out				
6.2.3 Modify detail (NOR)				
6.5 Monitor status				
7.2.1. Review repair cycle asset mgmt listing (D23)				
7.2.2.1. Perform DIFM reconciliation				
7.2.3. Process DIFM status codes				
7.4.1. Process base level repair				
11.9 Process transfer between custodians (FET)/bases (1ET)				
12.1.1. Turn-in consumables/expendables				
12.1.2. Turn-in repair cycle				
14.2. Process inquiry				
14.3 Interpret				
14.3.4. Process CTH inquiry				
14.4.1.1. Create report				
14.4.1.2. Process queries				
17.1 Responsibilities				
17.6.2 Accountability				
20.4. Operate 10K all-terrain forklift				
20.1 Proper care and use of general purpose vehicle				
20.2 Operator responsibilities				
26.2.1 Physical security				
26.2.3 Receipt				
26.2.4 Storage				
26.2.5 Physical property movement				

UTC: JFBMS MATERIEL STORAGE ACTIVITY/RSPs	Flight Superintendent Signature/Date			
STS Reference/Training Task	Start Date	Completion Date	Trainee Initials	Trainer Initials/Date
19.1.1. Determine property identity				
19.1.2. Determine property condition				
19.1.6 Shelf life items				
19.6.1 Identify				
19.6.2 Schedule/process for tests				
19.6.3. Monitor				
19.1.9 Functional check items				
19.1.9.1. Identify				
19.1.9.2 Monitor				
19.1.11 Suspect/ unsuitable materiel				
19.1.11.1. Identify				
19.1.11.2. Monitor				
19.1.13 Electrostatic Sensitive Devices/ Electrostatic Discharge (ESD) items				
19.1.13.1. Identify				
19.1.13.2 Schedule/test				
19.1.13.3. Monitor				
19.3.5. (Assign/change/delete) Stock location				
19.3.9. Pull property				
19.3.10 Warehouse location validation				
19.4.5. Perform inventory				
20.1 Proper care and use of general purpose vehicle				
20.2 Operator responsibilities				
21.1 Concept of materiel handling				
21.2 Operate Mechanized Materiel Handling Systems (MMHS)				
21.4. Operate 10K/all-terrain forklift				
26.2.1 Physical security				
26.2.3 Receipt				
26.2.4 Storage				
26.2.5 Physical property movement				

UTC: JFBRC SUP REPAIR CYCLE MANAGEMENT	Flight Superintendent Signature/Date			
STS Reference/Training Task	Start Date	Completion Date	Trainee Initials	Trainer Initials/Date
7.2.1. Review repair cycle asset management listing(D23)				
7.2.2.1. Perform DIFM reconciliation				
7.2.3. Process DIFM status				
7.4.1. Process base level repair				
7.4.3. Process condemnation				
7.2.2.2. Process turn-around action				
12.1.1. Consumables/expendables				
12.1.2. Repair cycle				
12.1.7. Material Deficiency Report/Product Quality and Material Deficiency Report (MDR/PQDR)				
12.3. In-check property				
12.4. Inspect property				
12.5. Process turn-in				
14.3.4. Consolidated Transaction History				
14.4.1.1. Create reports				
14.4.1.2. Process queries				
17.5.2 Create TIN				
17.5.7 Create DOR				
17.6.1 Transactions				
17.6.2 Accountability				
20.1 Proper care and use of general purpose vehicle				
20.2 Operator responsibilities				
21.4. Operate 10K all-terrain forklift				
26.2.1 Physical security				
26.2.3 Receipt				
26.2.4 Storage				
26.2.5 Physical property movement				

Section B-Course Objective List

This section not used.

Section C-Support Material

Materiel Management Computer Operations Qualification Training Package (QTP) provides supplemental training for award of the Computer Operations Special Experience Identifier (SEI) 027. Training requirements are taken directly from the 2S0XX CFETP Part II, Sections 26 and 27. Airmen are expected to perform at the journeyman level and work in Computer Operation Section for at least 2 years to obtain the SEI 027 regardless of your current skill level. Daily tasks are set at “3c” proficiency; while less common tasks are set at “2b” proficiency.

Section D-Training Course Index

5. Air Force In-Residence Courses

For information on all formal courses, refer to the Air Force Education and Training Course Announcement (ETCA) database at <https://etca.randolph.af.mil>.

6. Air Force Career Development Academy (AFCDA) Courses

For information on all distance learning and web-based courses refer to the following web sites:

Air University - <http://www.au.af.mil/au/afiad/>

AF Institute of Technology – <http://www.afit.edu/ls/>

Acquisition Community Connection - <https://acc.dau.mil/CommunityBrowser.aspx?id=1&lang=en-US>

Defense Acquisition University - <http://www.dau.mil/default.aspx>

Joint Doctrine, Education & Training Electronic Information System -- <https://jdeis.js.mil/jdeis/index.jsp>

Joint Forces Staff College - http://www.jfsc.ndu.edu/schools_programs/se_jpme/default.asp

Senior Enlisted Joint PME - http://www.jfsc.ndu.edu/schools_programs/se_jpme/default.asp

US Air Force Community College of the Air Force - <http://www.au.af.mil/au/ccaf/certifications.asp>

US Army Logistics University – <http://www.alu.army.mil/>

US Army Quartermaster Center and School - <http://www.quartermaster.army.mil/>

Section E-MAJCOM Unique Requirements

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

Section F-Training Program

Points of Contact

HQ UNITED STATES AIR FORCE (HQ USAF)
HQ USAF/A4LM
1030 Air Force Pentagon
Washington DC 20330-1030
DSN 2272530 FAX 225-9811

Air Education and Training Command (AETC)
HQ AETC/A4RM
JBSA-Randolph, TX 78150-4440
DSN 487-3925
FAX 487-3988

Air Force Special Operations Command (AFSOC)
HQ AFSOC/A4RM
Hurlburt Fld, Fl 32544-5273
DSN 579-2348
FAX 579-2373

Air Force Materiel Command (AFMC)
HQ AFMC/A4RX
Wright Patterson AFB, OH 45433-5001
DSN 787-9138
FAX 986-2138

AF PERSONNEL CENTER (AFPC)
HQ AFPC/DPAA1
JBSA-Randolph, TX 78150-4734
DSN 665-4008
FAX 665-4315

Pacific Air Forces (PACAF)
HQ PACAF/A4RM
JBPH-Hickam, HI 96853-5427
DSN 315-449-7773
FAX 315-449-8120

Air Mobility Command (AMC)
HQ AMC/A4RMP
Scott AFB, IL 62225-5001
DSN 779-2813
FAX 779-4878

Air Force Reserve Command (AFRC)
HQ AFRC/LGS
Robins AFB, GA 31098-6001
DSN 497-0485
FAX 497-0731

Air Combat Command (ACC)
HQ ACC/A4RM
JB Langley-Eustis, VA 23665-2791
DSN 575-5455

United States Air Forces - Europe (USAFE)
HQ USAFE/A4R
Unit 3050 Box 105
RAMSTEIN AB, GE
APO AE 09094-5000
DSN 314-480-6298 FAX 314-480-9901

Air National Guard (ANG)
NGB/A4R
3500 Fetchet Ave
JB-Andrews, MD 20762-5157
DSN 278-8960
FAX 278-8195

Air Force Space Command (AFSPC)
HQ AFSPC/LCR
Peterson AFB, CO 80914-4390
DSN 692-3334
FAX 692-9865

AFLCMC/HIAR
Maxwell AFB Gunter Annex AL 36114-5000
DSN 596-3300
FAX 596-5186

Materiel Management Schoolhouse
345 TRS/TTL
JBSA-Lackland , TX 78236
DSN 473-8265
FAX 473-0738

Air Force Reserve Command (AFRC)
HQ AFRC/A4R
Robins AFB, GA 31098-6001
DSN 497-0485
FAX 497-0731

Section G-Training Program Regulations

AFCAT 36-2233, USAF Formal Schools Catalog
AFH 36-2235, Information for Designers of Instructional System, Vols. 1-11
AFI 36-2101, Classifying Military Personnel (Officers and Enlisted)
AFI 36-2201, Air Force Training Program OJT Administration
AFI 36-2301, Professional Military Education
AFI 36-2304, Community College of the Air Force
AFI 36-2502, Airman Promotion Program
AFI 36-2605, Air Force Military Personnel Testing System
AFI 36-2903, Dress and Personal Appearance of Air Force Personnel
AFI 38-101, Air Force Organization
AFMAN 36-2234, Instructional System Development
AFPAM 36-2241, Professional Development Guide

Section H-Materiel Management Enlisted Career Broadening Program

7. Training Objectives

This program provides the full spectrum of training, knowledge, experience, and perspectives to promote a better understanding of the entire supply chain for materiel management noncommissioned officers. This program introduces Supply chain management/acquisition related processes that include functional interfaces, item and system program management, requirements or item processing, and provisioning, procuring, budgeting, and funding processes at an Air Force Materiel Command (AFMC) Air Logistics Complex or Defense Logistics Agency (DLA) center.

8. Program Qualifications

Nominees must possess the rank of Technical Sergeant (Select), Technical Sergeant, or Master Sergeant, have less than 15 years in service as of 1 October the year reporting into the program, have a 2S071 control AFSC, be eligible for Permanent Change of Station (PCS) in accordance with AFI 36-2110, *Assignments*, have completed one overseas tour, have a SECRET security clearance, have no quality control restrictions, and be recommended by the squadron commander. Additional qualifications are listed in AFI 23-101.

9. Program Administration

9.1. The Materiel Management Career Field Manager solicits volunteers during the month of April of each year by sending a message to all MAJCOM A4Rs and MFMs for dissemination to all field and base level agencies. Volunteers submit a package to their organization commander, who ensures the individual meets the mandatory requirements, endorses the approved package and forwards the package to their respective Materiel Management MAJCOM Functional Manager (MFM). The Materiel Management MFM will scrutinize the package and if he/she concurs with the organization commander's recommendation, the MFM will upload their respective MAJCOM nominee(s) package to the Materiel Management Sharepoint link, free of any Personal Identification Information.

9.2. Once all nominations are received, the AFPC Materiel Management Assignments Functional will screen nominees for PCS eligibility. After PCS eligibility is determined, a selection panel chaired by AF Career Field Manager will convene in July of each year. The panel will make selections based on the nominee's performance reports and breadth of retail supply experience. The selectees will be notified by message soon after the selections have been made.

9.3. On average, HQ AFPC assigns six NCOs per year to the Enlisted Career Broadening Program; three per year at the Air Logistics Complexes (ALC) within the Air Force Materiel Command (AFMC), and three per year at the Defense Supply Centers (DSC) within the Defense Logistics Agency (DLA).