

## AFSC 2T1X1

# VEHICLE OPERATOR/DISPATCHER CAREER FIELD EDUCATION AND TRAINING PLAN



**MASTER**



**BASIC**



**SENIOR**

## CAREER FIELD EDUCATION AND TRAINING PLAN VEHICLE OPERATOR/DISPATCHER SPECIALTY

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VEHICLE OPERATOR/DISPATCHER SPECIALTY  
AFSC 2T1X1**

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**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 requirements for this specialty. The CFETP will provide personnel a clear career path to success and instill rigor in all aspects of career field training. This CFETP supersedes CFETP2T1X1, 1 March 2006 and CFETP2T1X1C1, 17 May 2007.

NOTE: Civilians occupying associated positions will use Part II to support duty position qualification training.

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

2.1. Part I provides information necessary for overall management of the specialty. Section A explains how everyone will use the plan. Section B identifies career field progression information, duties and responsibilities, training strategies and career field path. Section C associates each level with specialty qualifications (knowledge, education, experience, training and other). Section D indicates resource constraints; some examples include funds, manpower, equipment and facilities. 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) and includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) conducted training, wartime course, core task and correspondence course requirements. Section B contains the course objective list and training standards supervisors will use to determine if Airmen satisfied training requirements. Section C identifies available support materials; an example is a Qualification Training Package (QTP) developed to support proficiency training. These packages are identified in <http://www.e-publishing.af.mil>. Section D identifies a training course index supervisors can use to determine resources available to support training. Included here are both mandatory and optional courses. Section E identifies MAJCOM unique training requirements supervisors can use to determine additional training required for the associated qualification needs.

2.2.1. At unit level, supervisors and trainers will use Part II to identify, plan and conduct training commensurate with the overall goals of this guide.

3. Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate point in their careers. This plan will enable us to train today's work force for tomorrow's jobs.

## **ABBREVIATIONS AND TERMS EXPLAINED**

**Advanced Distributive Learning (ADL).** Anytime, anyplace learning within DoD consisting of instructional modules comprised of sharable content objectives in an Internet/Intranet environment.

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

**Air Force Career Field Manager (AFCFM).** An individual, usually a CMSgt on the Air Staff charged with the responsibility for overseeing all training and career field management aspects of an Air Force specialty or group of specialties.

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

**Air Force Qualification Training Package (AFQTP).** 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. AFQTPs identify the Air Force's standardized method for performing the task. The AFQTP may be printed (paper-based), computer-based or in other audiovisual media.

**Career Field Education and Training Plan (CFETP).** A comprehensive, multipurpose document encapsulating the entire spectrum of education and training for a career field. It outlines a logical growth plan that includes training resources and is designed to make career field training identifiable, to eliminate duplication, and to ensure this training is budget defensible.

**Computer-Based Training (CBT).** A stand-alone computer product used to deliver interactive subject and task knowledge.

**Continuation Training.** Additional training exceeding requirements with emphasis on present and future duty assignments.

**Core Task.** A task Air Force Career Field Managers (AFCFMs) identified as a minimum qualification requirement within an AFS or duty position. These tasks exemplify the essence of the career field.

**Course Objective List (COL).** A publication derived from initial/advanced skills course training standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3-, 5- and 7-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2201, *Air Force Training Program*.

**Critical Task.** Tasks identified by the work center supervisor as having a detrimental effect on mission accomplishment if not performed correctly. Critical tasks may or may not be the same as core tasks but are mandatory if identified as "critical" to the individual's position by the supervisor or work center.

**Distance Learning (DL).** Includes Video Teleseminar (VTS), Video Teletraining (VTT), and Computer-Based Training (CBT). Formal courses a training wing or contractor develops for export to a field location (in place of in-resident training) for trainees to complete without the on-site support of the formal school instructor. For instance, courses are offered by Air Force Institute of Technology, Air University, and Training Detachment.

**Duty Position Task.** The tasks assigned to an individual for the position currently held. These include as a minimum all core tasks, critical tasks and any other tasks assigned by the supervisor.

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

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

**Field Technical Training (Type 4 and Type 7).** Special or regular on-site training conducted by a Field Training Detachment (FTD) (Type 4) or by a Mobile Training Team (MTT) (Type 7).

**Initial Skills Training.** 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 normally conducted by AETC at one of the technical training centers.

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

**MAJCOM Functional Manager (MFM).** An individual who is the POC responsible for MAJCOM management of an AFS. MFM responsibilities include coordination with the AFCFM, policy development, training and skills management and career progression at the MAJCOM-level.

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

**On-the-Job Training (OJT).** Hands-on, supervised training conducted to certify personnel in both upgrade (skill-level award) and job qualification (duty 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, 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).** Actual hands-on task performance training designed to qualify an individual in a specific duty position. This portion of the dual channel on-the-job training program occurs both during and after the upgrade training process. It is designed to provide the performance skills required to do the job.

**Readiness Training Package (RTP).** Establishes standard levels of knowledge and proficiency for common Disaster Preparedness and Readiness subject areas by providing instructors with training references, materials and lesson objectives used in teaching and evaluating the course subject matter.

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

**Resource Constraints.** Resource deficiencies, such as money, facilities, time, manpower, or equipment that precludes desired training from being delivered.

**Skills Training.** A formal course resulting in the award of a skill level.

**Specialty Training.** A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade Airmen in the award of a skill level.

**Specialty Training Standard (STS).** Describes skills and knowledge that Airmen in a particular AFS need on the job. It further serves as a contract between the Air Education and Training Command (AETC) and the user to show the overall training requirements for an AFS taught in the resident and nonresident courses.

**Standard.** An exact value, a physical entity, or an abstract concept, established and defined by authority, custom, or common consent to serve as a reference, model or rule in measuring quantities or qualities, establishing practices or procedures or evaluating results, a fixed quantity or quality.

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

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

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

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

**Upgrade Training (UGT).** Identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 5-, 7- and 9-skill levels.

**Utilization and Training Workshop (U&TW).** A forum of the AFCFM, MAJCOM Functional Managers (MFMs), Subject Matter Experts (SMEs), and AETC training personnel that determines career ladder training requirements.

## SECTION A - GENERAL INFORMATION

**1. Purpose.** This CFETP provides the information necessary for Air Force Career Field Managers (AFCFM), MAJCOM Functional Managers (MFM), commanders, training managers, supervisors and trainers to plan, develop, manage and conduct an effective career field training program. This plan outlines the training individuals in the AFS should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced and proficiency training. Initial skills training is the AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. Normally, this training is conducted by AETC at one of the technical training centers. Upgrade training identifies the mandatory courses, task qualification requirements and correspondence course completion requirements for award of the 3-, 5-, 7- and 9-skill level. Qualification training is actual hands-on task performance training designed to qualify an Airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills and knowledge required to do the job. Advanced Training is formal specialty training used for selected Airmen. Proficiency training is additional training, either in-residence or exportable advanced training courses, or on-the-job training provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The CFETP has several purposes; some are:

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

**2. Uses.** The plan will be used by MFMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

NOTE: The Air Force District of Washington (AFDW) serves as the MFM for personnel assigned in Air Force Elements (AFELM).

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

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

2.3. Unit Education and Training Managers and supervisors must ensure each individual completes the mandatory training requirements (including MAJCOM supplemental requirements) for the upgrade training specified in this plan.

2.4. Each individual will complete the mandatory training requirements specified in this plan. The lists of courses in Part II will be used as a reference to support training.

**3. Coordination and Approval.** The AFCFM is the approval authority for the CFETP. Also, the AFCFM will initiate an annual review of this document to ensure currency and accuracy. MAJCOM representatives and AETC personnel will identify and coordinate on the career field training requirements. Using the list of courses in Part II, they will eliminate duplicate training.

## **SECTION B - CAREER FIELD PROGRESSION AND INFORMATION**

### **4. Specialty Description.**

**4.1. Specialty Summary.** Vehicle Operations' personnel perform the Air Force organic ground transportation capability for passengers and cargo using a multitude of vehicles in direct support of mission requirements. This includes operating light and heavy-duty vehicles such as buses, truck and semi-trailer combinations, forklifts and wrecker/recovery vehicles. They perform motor vehicle preventative maintenance checks and services and plan, organize and direct vehicle transportation to support operational missions. Related DoD Occupational Subgroup: 181100. Refer to Air Force Enlisted Classification Directory (AFECD), Part I.

[https://gum-crm.csd.disa.mil/app/answers/detail/a\\_id/7504/kw/afecd](https://gum-crm.csd.disa.mil/app/answers/detail/a_id/7504/kw/afecd)

**4.2. Duties and Responsibilities.** Refer to AFECD, Part I.

[https://gum-crm.csd.disa.mil/app/answers/detail/a\\_id/7504/kw/afecd](https://gum-crm.csd.disa.mil/app/answers/detail/a_id/7504/kw/afecd)

4.2.1. Prepares, reviews and maintains vehicle operator forms, records and reports. Conducts pre- and post-operation vehicle inspections, documents results and operates, cleans, services and performs preventative maintenance on government motor vehicles.

4.2.2. Conducts Vehicle Operations Control Center dispatch operations through planning and scheduling of vehicle operations resources to meet transportation support requirements. Designates and coordinates shuttle bus and mass transportation requirements; develops taxi zones or stands and maintains records and logs. Controls and safeguards trip kit, equipment and packet supplies such as national credit cards, tickets, and fuel coupons. Serves as unit control center and initiates quick reaction checklists, operations plans and personnel recalls.

4.2.3. Coordinates and schedules documented cargo movement. Uses automated and non-automated tracking processes for cargo accountability and maintains applicable forms. Reviews records and logs to ensure proper turn in of accountable documents.

4.2.4. Provides transportation services for distinguished visitors and special events. Plans and coordinates special arrangements with protocol functions. Displays appropriate customs and courtesies.

4.2.5. Administers installation driver qualification and licensing program. Serves as liaison with state, local and host nation authority on licensing matters and ensures compliance by base agencies. Initiates vehicle trainer background checks on individuals identified in writing as trainers. Coordinates and maintains a listing of vehicle lesson plans by using organization. Documents and tracks reported cases of vehicle misuse.

4.2.6. Reviews contingency, mobility and natural disaster plans to determine support requirements. Establishes sub motor pool procedures and implements deployment and redeployment actions. Prepares and conducts convoy operations. Safely operates vehicles while in mission oriented protective postures. Reviews mission capability statement to determine training and equipment requirements for deployments. Conducts night vehicle operations to include operating vehicles in blackout conditions with night vision goggles and global positioning systems (GPS). Determines and implements personnel and collective security measures for convoy and in-garrison operations. Develops and implements tactics, techniques and procedures commensurate with combat operational requirements. Identifies and establishes required bare-base vehicle operations activities. Conducts operations under communications blackout conditions.

4.2.7. Manages work centers and establishes work methods and performance standards. Develops operating and administrative procedures. Develops cost center resource requirement estimates. Compiles operating costs, maintains expense records and seeks reimbursement as applicable and prepares and defends budget. Allocates and inspects facilities and equipment. Conducts self-inspections. Investigates accidents or incidents within functional areas. Coordinates manning requirements with manpower personnel. Evaluates services provided by vehicle operations. Negotiates support agreements. Advises commander, staff and operating agencies of availability, limitations and requirements for motor vehicles and personnel. Monitors and coordinates on military construction projects. Establishes a local permissible operating distance. Makes official use of government vehicle determinations. Evaluates and approves special requests. Reviews and validates records, directives and documents. Performs as quality assurance evaluator and functional area chief. Develops and monitors contract transportation services. Coordinates with base contracting.

**5. Skill and Career Progression.** Adequate training and timely progression from the apprentice to the superintendent level play an important role in the Air Force's ability to accomplish its mission. It is essential everyone involved in training must do his or her 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. Supervisors will use feedback sessions to clarify expectations and develop career goals. Inability to advance on skill level after objective evaluation will require retraining to another career field, or separation from military service. HQ AFPC 2T1X1 functional manager, working with HQ AFPC/DPAAD1 (Accessions) should make every effort possible to ensure 3-skill level residence course graduates are allocated to a Continental United States (CONUS) or Overseas main operating base (OCONUS).

### **5.1. Apprentice (3-Level).**

5.1.1. Upon completion of initial skills training, a trainee will work with a trainer to enhance their knowledge and skills to progress to the 5-level.

5.1.2. Utilize the Career Development Course (CDC) and other exportable courses for subject and task fundamentals in the career field.

5.1.3. Once trained and task certified, a trainee may perform the task unsupervised.

5.1.4. After all upgrade training requirements are completed, supervisors and Unit Education and Training Managers (UETM) coordinate upgrade procedures.

5.1.5. All trainees are automatically enrolled in the Community College of the Air Force (CCAF) when awarded their primary AFSC.

### **5.2. Journeyman (5-Level).**

5.2.1. A Journeyman may be assigned job positions such as team leader, shift supervisor and task trainer.

5.2.2. Enter into continuation training to broaden experience base and to advance to the 7-level.

5.2.3. Attend the Airman Leadership School (ALS) after serving 48 months in the Air Force or selection to rank of SSgt (active duty only). Either the in-residence or correspondence course is required for Air National Guard and Air Force Reserve Command (ANG and AFRC) personnel.

5.2.4. Use CDCs and Professional Development Guide (PDG) to prepare for Weighted Airman Promotion System (WAPS) testing.

5.2.5. Continue pursuing a degree from the Community College of the Air Force (CCAF).

5.2.6. After all upgrade training requirements are completed; supervisors and UETMs will coordinate upgrade procedures.

### **5.3. Craftsman (7-Level).**

5.3.1. A craftsman can expect to fill various supervisory and management positions such as shift leader, team chief, supervisor or task certifier.

5.3.2. Completion of 100% core task training is prerequisite to award of the 7-level.

5.3.3. Must complete, as a minimum, twelve months OJT before award of the 7-level.

5.3.4. Craftsman should take continuation training courses and obtain additional knowledge on management of resources and personnel.

5.3.5. Continue academic education through CCAF and higher degree programs is encouraged.

5.3.6. Attend the Noncommissioned Officer Academy (NCOA) after promotion to TSgt (active duty only). Either the in-residence or correspondence course is required for Air National Guard and Air Force Reserve Command (ANG and AFRC) personnel.

5.3.7. After all upgrade training requirements are completed; supervisors and UETMs will coordinate upgrade procedures.

#### **5.4. Superintendent. (9-Level)**

5.4.1. A superintendent can be expected to fill positions such as flight chief and various staff positions.

5.4.2. Must be a SMSgt for award of the 9-skill level.

5.4.3. Should pursue increased knowledge of budget, manpower, resources and personnel management.

5.4.4. A superintendent should have completed a CCAF degree at this point. Recommend the pursuit of additional higher education and completion of courses outside of their career AFS.

#### **5.5. Chief Enlisted Manager (CEM).**

5.5.1. CEMs work in a variety of similar jobs and functional areas where general managerial and supervisory abilities can be most effectively used.

5.5.2. Must be selected for CMSgt and possess qualifications as a 2T191.

5.5.3. Resident graduation of the USAF Senior NCO Academy (SNCOA) or sister service equivalent is a prerequisite for SMSgt sew-on (active duty only). Either the in-residence or correspondence course is required for Air National Guard and Air Force Reserve Command (ANG and AFRC) personnel.

**6. Training Decisions.** The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Vehicle Operations career field. The spectrum includes a strategy for when, where and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training. The following decisions were made as a result of close coordination between 364 TRS TDE, school house, field SMEs, functional managers and the AFCFM. The final training requirements were approved by the AFCFM.

**6.1. Initial Skills Training.** The Vehicle Operator Apprentice course was designed to provide foundation training needed by graduates to assume vehicle operator apprentice positions Air Force wide. The initial skill course was reviewed for content, additions, deletions and modifications were made to the

course based on contingency requirements and lessons learned. Changes were made to task proficiency codes to allow inclusion of the new training items without extending the course length.

**6.2. Five-Level Upgrade Training Requirements.** This training is conducted using a combination of two training packages; OJT (minimum 12 months) coupled with the 2T151 CDC. Existing 5-level CDCs were reviewed and updated to ensure necessary information in support of contingency operations and lessons learned were included. Unit or mission-specific skills and knowledge are locally determined and taught.

**6.3. Seven-Level Upgrade Training Requirements.** This training is conducted using a combination of three training packages; OJT (minimum 12 months), coupled with the 2T171 CDC and completion of the Vehicle Operations Craftsman on-line course (J6ACW2T171 00AB). The 7-level CDCs and Vehicle Operations Craftsman course were reviewed and updated to ensure necessary information in support of contingency operations and lessons learned were included.

**6.4. Proficiency Training.** Any additional knowledge and skill requirements not taught through initial skills or upgrade training are assigned as continuation training. Purpose of continuation training is to provide training exceeding minimum upgrade training requirements with emphasis on present and future duty positions.

**7. Community College of the Air Force (CCAF) Academic Programs.** Enrollment in the CCAF occurs upon completion of Basic Military Training and provides the opportunity to obtain an Associate in Applied Sciences degree. The CCAF offers professional credentialing programs in addition to its associate's degree program. More information can be found at <http://www.au.af.mil/au/ccaf/certifications.asp>.

**8. Degree Requirements.** The **Transportation Associates Degree (1ATY)** applies to this AFSC. Prior to completing an associate degree, the 5-level must be awarded and the following requirements must be met:

<b>Course Semester</b>	<b>Hours</b>
Technical Education.....	24
Leadership, Management, and Military Studies.....	6
Physical Education.....	4
General Education.....	15
Program Elective.....	15
Technical Education; Leadership, Management, and Military Studies; or General Education	
<b>Total.....</b>	<b>64</b>

**8.1. Technical Education** (24 Semester Hours): A minimum of 12 semester hours of Technical Core subjects and courses must be applied and the remaining semester hours applied from Technical Core or Technical Elective subjects and courses.

<b>Technical Core Requirements Maximum Semester</b>	<b>Hours</b>
Air Cargo Procedures.....	3

Air Transportation Principles.....	3
Business/Transportation Law.....	6
CCAF Internship.....	18
Freight Transportation.....	6
Hazardous Materials.....	4
Household Goods Movement.....	9
Introduction to Transportation.....	3
Motor Fleet Management and Safety.....	9
Passenger Routing/Movement.....	9
Traffic Management.....	15
Transportation Automated Systems.....	6
Vehicle Operations.....	9

**Technical Electives Maximum Semester Hours**

Business Mathematics/Statistics.....	3
Computer Science.....	6
Contract Management.....	3
Human Relations.....	3
Industrial Safety.....	3
Introduction to Aviation/Aeronautics.....	6
Introduction to Business.....	3
Introduction to Logistics.....	3
Physical Distribution.....	3
Principles of Accounting.....	3
Principles of Marketing.....	3
Quality Assurance.....	3
Warehouse Storage and Operations.....	3

**8.2. Leadership, Management, and Military Studies** (6 Semester Hours): Professional military education, civilian management courses accepted in transfer and/or by testing credit.

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

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

**General Education Subjects/Courses Semester Hours**

Oral Communication.....	3
Speech	
Written Communication.....	3
English Composition	
Mathematics.....	3

An intermediate algebra or a college-level mathematics course that satisfies the delivering institution's mathematics requirement for graduation. If an acceptable mathematics course is applied as a technical or program elective, a natural science course may be substituted for mathematics.

Social Science.....	3
Anthropology, archaeology, economics, geography, government, history, political science, psychology and sociology	
Humanities.....	3
Fine arts (criticism, appreciation, historical significance), foreign language, literature, philosophy and religion.	

**8.5. Program Elective (15 Semester Hours):** Program electives are satisfied with; applicable technical education, Leadership Management and Military Studies (LMMS) or general education requirements, natural science courses meeting the general education requirement application criteria, foreign language credits earned at Defense Language Institute or through Defense Language Proficiency Test, maximum of six semester hours of CCAF degree-applicable technical course credit otherwise not applicable to this program may be applied. See the *CCAF General Catalog* for details regarding the Associates of Applied Sciences degree for this specialty.

**8.6.** Additional off-duty education is a personal choice and encouraged for all enlisted members. Individuals desiring to become an AETC Instructor should be actively pursuing an associate degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

**9. Career Field Path.** The following chart depicts the Vehicle Operations' career path.

<b>9.1 Enlisted Career Path</b>				
<b>Education and Training Requirements</b>	<b>GRADE REQUIREMENTS</b>			
	<b>Rank</b>	<b>Average Sew-On</b>	<b>Earliest Sew-On</b>	<b>High Year Of Tenure (HYT)</b>
<b>Basic Military Training school</b>				
<b>Apprentice Technical School</b> (3-Skill Level)	Amn A1C	6 months 16 months		
<b>Upgrade To Journeyman</b> (5-Skill Level) - Minimum 12 months on-the-job training. (9 months for retrainees) - Complete 5-level CDC - Complete all core and duty related tasks identified in CFETP	SrA	3 years	28 months	8 years
<b>Airman Leadership School</b> - Must be a SrA with 48 months time in service or be a SSgt selectee. - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only).	<b>Trainer</b> - Must be qualified and certified to the perform tasks to be trained. - Must attend formal OJT Trainer Training.			
<b>Upgrade To Craftsman</b> (7-Skill Level) - Minimum rank of SSgt. - 12 months OJT. - 6 months OJT for Retrainees - Complete 7-level CDC - Complete 7-level ADL. - Complete all core and duty related tasks identified in CFETP	SSgt	7.5 years	3 years	15 years
	<b>Certifier</b> - SSgt with 5-skill level or civilian equivalent. - Attend formal OJT Certifier course. - Be a person other than the trainer (for core and critical tasks only). - Must attend formal OJT Trainer training			
<b>Noncommissioned Officer Academy</b> - Must be a TSgt or TSgt selectee. - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only).	TSgt	12.5 years	5 years	20 years
	MSgt	16 years	8 years	24 years
<b>USAF Senior NCO Academy</b> - Must be a MSgt, SMSgt selectee, or SMSgt - Resident graduation is a prerequisite for SMSgt sew-on (Active Duty Only) <b>Upgrade To Superintendent</b> (9-Skill Level) - Minimum rank of SMSgt.				
	SMSgt	19.2 years	11 years	26 years
<b>Chief Enlisted Manager (CEM)</b> - Must be selected for CMSgt and possess qualifications as 2T191.	CMSgt	21.5 years	14 years	30 years

**9.2. Transportation Occupational Badge.** The Transportation badge reflects a great history and tradition. By wearing it, you will be recognized by your fellow Airmen as having achieved an expected level of competence. The multitude of transporters before you established this expectation through excellent service in both peace and war. Eligibility criteria for award and wear of Air Force occupational badges can be found in AFI 36-2903, *DRESS AND PERSONAL APPEARANCE OF AIR FORCE PERSONNEL*.

**9.2.1. Transportation Badge Heraldry.** The falcon at the center of the badge is derived from the Triforium Termination Stone Carving dedicated to the United States Air Force Logistics Personnel at the National Cathedral, Washington D.C. on 10 May 1970. The Falcon represents the dedication and devotion to duty of logistics personnel who aid the generation and employment of defense forces across the spectrum of warfare. The Field of the badge symbolizes the peace aerospace forces engender through professional transportation. In its talons, the falcon grasps a globe which represents earth as seen from space. Encircling the globe are three arrows running parallel to each other to symbolize the teamwork between all facets of transportation. The globe and arrows symbolize the Air Force Transportation vision statement: Building the world's most effective movement systems to provide global reach for America. The globe represents the span of our systems around the world and into space. The three arrows indicate rapid, responsive movements by all modes of transportation, Land, Sea and Air.

**9.2.2. Basic Badge.** The basic badge is awarded upon successful completion of the Vehicle Operator apprentice course.

**9.2.3. Senior Badge.** The senior badge adds a star to the top of the badge. Wear the senior badge after award of the 7-skill level.

**9.2.4. Master Badge.** The master badge adds a wreath around the star. The master badge is awarded to Master Sergeants or above with 5 years in the specialty from award of the 7-skill level.

## SECTION C - SKILL LEVEL TRAINING REQUIREMENTS

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

**11. Specialty Qualification.** This information will be located in the official specialty description in AFECD. [https://gum-crm.csd.disa.mil/app/answers/detail/a\\_id/7504/kw/afecd](https://gum-crm.csd.disa.mil/app/answers/detail/a_id/7504/kw/afecd)

### 11.1. Apprentice (3-Level) Training Requirements.

**11.1.1. Specialty Qualification.** For entry, award and retention of the 2T1X1 Air Force Specialty (AFS), qualification/licensing on government vehicles in accordance with AFI 24-301, *Vehicle Operations*, is mandatory.

**11.1.1.1. Knowledge.** Knowledge of vehicle operation, official use of government vehicles and equipment, dispatch operations, driver qualification and licensing functions, evaluating, staffing, negotiating transportation support agreements, evaluating requirements and developing operating procedures to support contingency and mobility operations, custodial responsibilities, budget preparation, and development and monitoring contracted services is mandatory.

**11.1.1.2. Education.** For entry into this specialty, completion of high school is desirable.

**11.1.1.3. Training.** For award of AFSC 2T131, completion of the Vehicle Operators Apprentice course is mandatory.

**11.1.1.4. Experience.** For entry, award, and retention of the 2T1X1 Vehicle Operations Air Force Specialty (AFS), personnel must possess a valid state driver's license.

**11.1.1.5.** Normal color vision as defined in AFI 48-123, *Medical Examination and Standards* and other requirements as stated in the AFEDC.

## **11.1.2. Training Sources and Resources.**

**11.1.2.1.** Formal training is accomplished through the Vehicle Operator Apprentice course conducted by the 364th Training Squadron, Detachment 1, at Ft Leonard Wood MO.

**11.1.2.2.** The Course Objective List (COL) Part II, Section B of this CFETP, identifies all the knowledge and tasks with their respective standards.

**11.1.2.3.** Training Business Area (TBA). A web-based application providing Air Force War fighters with global, real-time visibility into the technical qualifications, certifications and training status of logistics, communications and information professionals Air Force wide. TBA supports base, wing and work center level training management activities by automating training management business processes. Information concerning TBA can be found on the TBA Community of Practice on the Air Force Portal:

<https://www.my.af.mil/afknprod/community/views/home.aspx?Filter=OO-LG-ES-04>

## **11.1.3. Implementation.**

**11.1.3.1.** The 3-skill level is awarded upon graduating the Apprentice course.

## **11.2. Journeyman (5-Level) Training Requirements.**

**11.2.1. Specialty Qualification.** For entry, award and retention of the 2T1X1 Air Force Specialty (AFS), qualification/licensing on government vehicles in accordance with AFI 24-301, *Vehicle Operations*, is mandatory.

**11.2.1.1. Knowledge.** Knowledge of vehicle operation, official use of government vehicles and equipment, dispatch operations, driver qualification and licensing functions, evaluating, staffing and negotiating transportation support agreements, evaluating requirements and developing

operating procedures to support contingency and mobility operations, custodial responsibilities, budget preparation and developing and monitoring contracted services is mandatory.

**11.2.1.2. Education.** N/A

**11.2.1.3. Training.** The following training is mandatory for award of the 5-skill level:

**11.2.1.3.1.** Completion of 5-skill level CDCs.

**11.2.1.3.2.** Certification of all 5-level core tasks identified with a single asterisk (\*) in the 5-level core task column of the STS.

**11.2.1.3.3.** Certification of duty position requirements identified by the supervisor.

**11.2.1.3.4.** Completion of courses/training leading to the award of a Commercial Drivers License (CDL) desirable and strongly encouraged.

**11.2.1.4. Experience.**

**11.2.1.4.1.** Qualification in and possession of 3-skill level.

**11.2.1.4.2.** Experience performing vehicle operations functions such as inspecting, servicing, operating, scheduling, dispatching vehicles, controlling equipment, performing custodial duties, preparing, reviewing and maintaining vehicle forms and records.

**11.2.1.4.3.** Minimum 12 months on-the-job training (9 months for re-trainees).

**11.2.1.5. Other.** Normal color vision as defined in AFI 48-123, *Medical Examination and Standards* and other requirements as stated in the AFEDC.

**11.2.2. Training Sources and Resources.**

**11.2.2.1.** CDC 2T151, Vehicle Operator.

**11.2.2.2.** The STS (Part II, Section A of the CFETP) identifies all core tasks required for qualification in the individual's duty position.

**11.2.2.3.** Qualified trainers provide upgrade and qualification training for duty positions, managed programs and/or equipment to be used.

**11.2.2.4.** Training Business Area (TBA). A web-based application providing Air Force War fighters with global, real-time visibility into the technical qualifications, certifications and training status of logistics, communications and information professionals Air Force wide. TBA supports base, wing and work center level training management activities by automating training management business processes. Information concerning TBA can be found on the TBA

Community of Practice on the Air Force Portal:

<https://www.my.af.mil/afknprod/community/views/home.aspx?Filter=OO-LG-ES-04>

**11.2.3. Implementation.** Entry into 5-level upgrade training is initiated after the individual has completed the 3-level school and have been assigned to their first duty station. Qualification training is initiated any time individuals are assigned duties they are not certified to perform.

### **11.3. Craftsman (7-Level) Training Requirements.**

**11.3.1. Specialty Qualification.** For entry, award and retention of the 2T1X1 Air Force Specialty (AFS), qualification/licensing on government vehicles in accordance with AFI 24-301, *Vehicle Operations*, is mandatory.

**11.3.1.1. Knowledge.** Knowledge is mandatory of limitations, capabilities and assigned vehicle use, preparing vehicle records and reports and management techniques.

#### **11.3.1.2. Education.**

**11.3.1.2.1.** To assume the grade of SSgt, individuals must successfully complete Airman Leadership School (active duty only).

**11.3.1.2.2.** To assume the grade of MSgt, individuals must successfully complete the NCO Academy (active duty only).

**11.3.1.2.3.** For ANG and AFRC, completion of Air Force Institute for Advanced Distributive Learning (AFIADL) courses 00001 (ALS) and 00006 D&E (NCO Academy) satisfy the requirements.

**11.3.1.3. Training.** The following training is mandatory for award of the 7-skill level:

**11.3.1.3.1.** Completion of 7-skill level CDCs.

**11.3.1.3.2.** Completion of Vehicle Operations Craftsman on-line course (J6ACW2T171 00AB)

**11.3.1.3.3.** Certification of all 5 and 7-skill level core tasks identified with a single asterisk (\*) in the 5-level core task column and in the 7-level core task column of the STS.

**11.3.1.3.4.** Certification of duty position requirements identified by the supervisor.

**11.3.1.3.5.** Completion of courses/training leading to the award of a Commercial Drivers License (CDL) desirable and strongly encouraged.

#### **11.3.1.4. Experience.**

**11.3.1.4.1.** Qualification in and possession of a 5-level.

**11.3.1.4.2.** Experience performing or supervising functions such as vehicle dispatch, planning and scheduling transportation support, performing operations analyses, administering driver qualification and licensing program, developing cost center estimates, investigating accidents and incidents.

**11.3.1.4.3.** Must be SSgt with minimum 12 months on-the-job training (6 months for re-trainees).

**11.3.1.5. Other.** Normal color vision as defined in AFI 48-123, *Medical Examination and Standards* and other requirements as stated in the AFEDC.

### **11.3.2. Training Sources and Resources.**

**11.3.2.1.** CDC 2T171, Vehicle Operations Craftsman

**11.3.2.2.** Vehicle Operations Craftsman Advanced Distributed Learning Course.

**11.3.2.3.** The STS, Part II, Section A of this CFETP identifies all core tasks required for qualification in the individual's duty position.

**11.3.2.4.** Qualified trainers provide upgrade and qualification training for duty positions, managed programs and/or equipment to be used.

**11.3.2.5.** Training Business Area (TBA). A web-based application providing Air Force War fighters with global, real-time visibility into the technical qualifications, certifications and training status of logistics, communications and information professionals Air Force wide. TBA supports base, wing and work center level training management activities by automating training management business processes. Information concerning TBA can be found on the TBA Community of Practice on the Air Force Portal:

<https://www.my.af.mil/afknprod/community/views/home.aspx?Filter=OO-LG-ES-04>

**11.3.3. Implementation.** Entry into 7-level training is initiated when an individual is selected for SSgt and has fulfilled all 5-level requirements. Qualification training is initiated any time an individual is assigned duties they are not certified to perform.

### **11.4. Superintendent (9-Level) Training Requirements.**

**11.4.1. Specialty Qualification.** For entry, award and retention of the 2T1X1 Air Force Specialty (AFS), qualification/licensing on government vehicles in accordance with AFI 24-301, *Vehicle Operations*, is mandatory.

**11.4.1.1. Knowledge.** Knowledge is mandatory of, limitations, capabilities and assigned vehicle use, preparing vehicle records and reports, and management techniques.

**11.4.1.2. Education.**

**11.4.1.2.1.** Completion of applicable CCAF degree is desirable.

**11.4.1.2.2.** ANG and AFRC must complete AFIADL course 00012 (computer base CD-ROM)/AFIADL course 00014 (computer web based).

**11.4.1.3. Training.** Completion of duty position training requirements is mandatory

**11.4.1.4. Experience.**

**11.4.1.4.1.** Qualification in and possession of 7-skill level.

**11.4.1.4.2.** Experience managing vehicle operations functions such as Vehicle Operations Control Center (VOCC), VOCC support functions, and Operator Records and Licensing (OR&L).

**11.4.1.5. Other.** Normal color vision as defined in AFI 48-123, *Medical Examination and Standards* and other requirements as stated in the AFEDC.

**11.4.2. Training Sources and Resources.**

**11.4.2.1.** In-residence Senior NCO Academy located at Maxwell AFB, Gunter Annex AL.

**11.4.2.2.** Senior NCO Academy Course 00012 (exportable computer based CDROM for ANG/AFR)/AFIADL course 00014 (computer web based).

**11.4.2.3.** Training Business Area (TBA). A web-based application providing Air Force War fighters with global, real-time visibility into the technical qualifications, certifications and training status of logistics, communications and information professionals Air Force wide. TBA supports base, wing and work center level training management activities by automating training management business processes. Information concerning TBA can be found on the TBA Community of Practice on the Air Force Portal:

<https://www.my.af.mil/afknprod/community/views/home.aspx?Filter=OO-LG-ES-04>

**11.4.3. Implementation.**

**11.4.3.1.** Entry into 9-level training is initiated when an individual is selected for SMSgt and is a fully qualified 7-Level. Qualification training is initiated any time an individual is assigned duties they are not certified to perform.

**11.5. Chief Enlisted Manager.**

**11.5.1. Specialty Qualification.** For entry, award and retention of the 2T1X1 Air Force Specialty (AFS), qualification/licensing on government vehicles in accordance with AFI 24-301, *Vehicle Operations*, is mandatory.

**11.5.1.1. Knowledge.** Knowledge is mandatory of managing and directing personnel resource activities, interpreting and enforcing policy and applicable directives, establishing control procedures to meet work goals and standards, recommending or initiating actions to improve operational efficiency, planning and programming work commitments and schedules, developing plans regarding facilities, supplies and equipment procurement and maintenance.

**11.5.1.2. Education.** Must be a graduate of the in-residence Senior NCO Academy (active duty only).

**11.5.1.3. Training.** N/A

**11.5.1.4. Experience.** Qualification and possession of 9-skill level.

**11.5.1.5. Other.** Normal color vision as defined in AFI 48-123, *Medical Examination and Standards* and other requirements as stated in the AFEDC.

**11.5.2. Training Sources and Resources.** N/A

**11.5.3. Implementation.** Entry into Chief Enlisted Manager code 2T100 is initiated when an individual is selected for CMSgt and possess qualifications in feeder specialty 2T191.

## **SECTION D - RESOURCE CONSTRAINTS**

**12. Purpose.** This section identifies known resource constraints, which preclude optimal and 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. Resource constraints will be, as a minimum, reviewed and updated annually.

**12.1. Apprentice Level Training:** None

**12.2. Journeyman Level Training.** None

**12.3. Craftsman Level Training.** None

## **Section E – TRANSITIONAL TRAINING GUIDE**

**13. There are currently no transition training requirements. This area is reserved.**

## PART II

### SECTION A – COURSE OBJECTIVE LIST

**1. Measurement.** Measurement of each objective is indicated as follows: “W” indicates task or subject knowledge which is measured using a written test. “PC” indicates required task performance which is measured with a performance progress check. “PC/W” indicates separate measurement of both knowledge and performance elements using a written test and a performance progress check.

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

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

**4. Course Objective List.** A detailed listing of initial skills course objectives may be obtained by contacting the school house Training Manager, at DSN 736-2772, Comm (940) 676-2772 or 364 TRS/TRR, 511 9th Ave STE 1, Sheppard AFB TX, 76311-2338.

### SECTION B – SUPPORT MATERIALS

**5. There are currently no support materials requirements. This area is reserved.**

### SECTION C – TRAINING COURSE INDEX

**6. Purpose.** This section of the CFETP identifies training courses available for the Vehicle Operations specialty. Refer to the Education and Training Course Announcement (ETCA) website at <https://etca.randolph.af.mil> for complete information on the Air Force in-resident and distance learning courses.

#### 7. Air Force In-Residence Courses

Course Number	Course Title	Location
JCABP2T131 00AB	Vehicle Operator Apprentice	Fort Leonard Wood MO

#### 8. Distance Learning Courses

Course Number	Course Title	Location
J6ACW2T171 00AB	Vehicle Operations Craftsman	Internet based

#### 9. Air Force Institute for Advanced Distributive Learning (AFIADL)

<http://www.au.af.mil/au/afiadl/>

Course Number	Course Title	Volumes
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CDC 2T151	Vehicle Operator	3
CDC 2T171	Vehicle Operations Craftsman	1

## SECTION D – MAJCOM UNIQUE REQUIREMENTS

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

## SECTION E - SPECIALTY TRAINING STANDARD

**11. Implementation.** This STS will be used for technical training provided by AETC for classes beginning 13 December 2012 and graduating 7 February 2013.

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

**12.1.** Lists in Column 1 (*Tasks, Knowledge, and Technical References*) the most common tasks, knowledge and Technical References (TR) necessary for Airmen to perform duties in the 3-, 5- and 7-skill level.

**12.2.** Column 2 (*Core Tasks*) identifies core tasks (specialty-wide training requirements) by an asterisk (\*) in the 5-skill level column or in the 7-skill level column. As a minimum, trainees must complete hands-on certification on appropriate 5 or 7-skill level core and critical tasks for skill-level upgrade.

**12.2.1.** All tasks in the 3-level course column are considered wartime tasks. In response to a wartime scenario, these tasks will be taught in the 3-level course in a streamlined training environment.

**12.3. Provides certification for OJT.** Column 3 is used to record completion of task and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. **Task certification** must show a training completion date and initials of the trainee, trainer and certifier. All non-core tasks require training completion date and initials of the trainee and trainer only.

**12.4. Shows formal training and correspondence course requirements.** Column 4 shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task and knowledge provided by the initial skills and craftsman courses and the career knowledge provided by the correspondence course. See the unit education and training manager for current CDC listings.

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

**12.6.** Tasks are identified on the Job Qualification Standard (JQS) for on-the-job training when placed in AF Form 623, *Individual Training Record* and used according to AFI 36-2201. For OJT, the tasks in Column 1 are trained and qualified to the “go” or “no go” level. “Go” means the individual can perform the task without assistance and meets local requirements for accuracy, timeliness and correct use of procedures. When used as a JQS, the following requirements apply:

**12.6.1. Documentation.** Document and certify completion of training.

**12.6.1.1. Transcribing.** Transcribing documentation to a new CFETP is an administrative function, not a re-evaluation of training. Therefore, supervisor and trainer are considered synonymous for the purpose of documentation. Transcribe within 120 days (240 days for ARC) of published date of revised CFETP. Upon publication of a new CFETP, use the following procedures to transcribe:

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

**12.6.1.3.** For tasks previously certified and required in the current duty position, circle the subparagraph number next to the task statement and enter the current date in the completion column. Trainee initials in the trainee column and the current task certifier or supervisor/trainer initials in the trainer column.

**12.6.1.4.** For tasks previously certified but not required in the current duty position (do not circle), transcribe only the previous certification date (no initials). If the task later becomes required in the duty position, recertify using current dates and initials.

**12.6.1.5.** Annotate the AF Form 623a, *On-The-Job Training Record Continuation Sheet*, (for example; "I certify the information contained in the CFETP dated XX was transcribed to the CFETP dated XX, and the trainee was given the superseded CFETP." Signed and dated by supervisor and trainee).

**12.6.1.6.** Identify current duty position requirements by circling the subparagraph number or letter next to the task statement. Additionally, all core tasks (\*) should be circled. Document task completion by annotating columns 3A, 3B, 3C, 3D and 3E as appropriate.

**NOTE:** All entries shall be made in pencil.

**12.6.1.7. Documenting Career Knowledge.** When a CDC is not available, the supervisor identifies STS training references the trainee requires for career knowledge IAW AFI 36-2201 and ensures, as a minimum, trainees cover all mandatory items specified in AFMAN 36-2108, Enlisted Classification. For two-time CDC exam failures, the unit commander will take appropriate action IAW AFI 36-2201. **NOTE:** Career knowledge must be documented prior to submitting a CDC waiver.

**12.6.1.8. Decertification and Recertification.** When an Airman is found to be unqualified on a task, the supervisor shall erase previous certification and enter Airman into qualification training. 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 using the normal certification process.

**12.7.** The STS is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKTs) are developed at the USAF Occupational Measurement Squadron 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. Individual responsibilities are in chapter 14 of AFI 36-2606, *United States Air Force Reenlistment, Retention, and NCO Status Programs*. WAPS is not applicable to the Air National Guard or Air Reserve Forces.

**13. Recommendations.** Comments and recommendations are invited concerning the quality of training AETC graduates receive. Reference specific STS paragraphs and address correspondence regarding changes to 782 TRG/TGAV, 620 9th Avenue, Suite 3, Sheppard AFB TX 76311-2268. 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 training standard. For a quick response to problems, call our customer service information line at DSN: 736-2574 or email [csil@sheppard.af.mil](mailto:csil@sheppard.af.mil) anytime day or night.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

BILLY E. DAVIS, JR., CMSgt, USAF  
Vehicle Operations (2T1XX) Career Field Manager

**Attachments:**

1. Proficiency Code Key
2. 2T1X1 Specialty Training Standard (STS)

## PROFICIENCY CODE KEY

<b><i>This Block Is For Identification Purposes Only</i></b>		
Name Of Trainee		
Printed Name ( <i>Last, First, Middle Initial</i> )	Initials (Written)	SSAN
Printed Name Of Certifying Official And Written Initials		
N/I	N/I	
N/I	N/I	
N/I	N/I	

### QUALITATIVE REQUIREMENTS

Proficiency Code Key		
	Scale Value	Definition: <b>The individual</b>
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.
	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)

**Explanation**

\* 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 no proficiency training is provided in the course or CDC.

X This mark is used alone in the course columns to show 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 war time.

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## 2T1X1 Specialty Training Standard (STS)

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
	5	7	A	B	C	D	E	A 3 Level	B 5 Level	C 7 Level	
			Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	(1) Course	(2) CDC
Note 1: BLK #4 headers can be added or relabeled to meet Career Field Requirements; i.e., 2 phase 3 skill level course, 5 lvl QTPs. Note 2: Address comments and recommended changes through the MAJCOM Functional Managers to the AETC Training Manager, DSN 736-2772.											
1. ORGANIZATION AND MISSION TR: AFI 24-301, AFI 38-101 Figure 3.24, AFDD1, 1-2, 2-4, JP 4-0, Chapter 3 and AFECD											
1.1. Organizational Structure								-	A	-	B
1.2. -- reserved --								-	-	-	-
1.3. Duties of the Air Force Specialty Code (AFSC)								A	B	-	B
1.4. Hazards of the Air Force Specialty Code (AFSC)								A	B	-	B
1.5. Logistics Doctrine								-	A	-	B
1.6. Career Progression								A	B	-	-
2. CAREER FIELD INFORMATION WARFARE/OPSEC VULNERABILITIES TR: AFI 31-401, AFI 33-119											
2.1. Operational Security (OPSEC)								A	B	-	-
2.2. Computer Security								A	B	-	-
2.3. Communication Security (COMSEC)								A	B	-	-
3. COMMUNICATIONS TR: AFI 33-106, AFI 24-301, AFMAN 24-306 (I), AFMAN 10-100											
3.1. Operate Radios	*							1a	-	-	-
3.2. Radio Discipline								A-	-	-	-
3.3. Contingency Radio Operation								A	B	-	-
3.4. Use 10-Code Series								1a	-	-	-
3.5. Use Phonetic Alphabet								1a	-	-	-
3.6. Duress Codes								A	B	-	-
4. Air Force Occupational Safety and Health (AFOSH) Program TR: AFI 32-7086, AFI 91-202, AFI 90-821 and AFOSH STD 91-203											
4.1. Accident prevention								A	B	-	B
4.2. Hazardous material management								-	A	-	B
4.3. Material Safety Data Sheet (MSDS)								-	B	-	B
4.4. Lock-out/tag-out program								A	B	-	B
5. LEADERSHIP AND MANAGEMENT								-	-	-	-
5.1. Small Unit Leadership								-	A	-	B
5.2. Manpower TR: AFI 38-201, AFI 24-301, and Vehicle Operations Training Standards											
5.2.1. Unit Manpower Document		*						-	-	-	A
5.2.2. Unit Personnel Management Roster		*						-	-	-	A
5.2.3. Manpower Standard		*						-	-	-	A
5.2.4. Manpower Core/Variations		*						-	-	-	A
5.2.5. Workload Data Collection Sources		*						A	B	-	B

## 2T1X1 Specialty Training Standard (STS)

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
	5	7	A	B	C	D	E	A 3 Level	B 5 Level	C 7 Level	
			Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	(1) Course	(2) CDC
5.3. Policies TR: AFI 25-301, AFI 33-360 and DoD 4500.36-M											
5.3.1. Develop Operating Instructions		*						-	-	-	b
5.3.2. Develop Checklists								-	-	-	b
5.3.3. Conduct Self-Assessments/Inspections		*						-	-	-	c
5.3.4. Permissible Operating Distance								-	B	-	-
5.4. Budget Management Program TR: AFI 24-301, AFI 25-201, AFPD 65-6, AFI 65-601 V1, and AFI 65-601 V3											
5.4.1. Develop Budget		*						-	-	c	b
5.4.2. Monitor Expenditures		*						-	-	c	b
5.4.3. Develop Unfunded Requirements								-	-	c	b
5.4.4. Initiate Reimbursement Collections		*						-	-	c	b
5.4.5. Support Agreements		*						-	A	-	B
5.4.6. Conduct Analyses		*						-	b	-	c
6. TRAINING RESPONSIBILITIES TR: AFI 36-2101, AFI 36-2201 and AFECD											
6.1. Develop Training Programs											
6.1.1. Conduct training		*						-	a	-	b
6.1.2. Counsel trainees on their progress		*						-	a	-	b
6.2. Training Program Evaluation								-	A	-	B
6.3. Initiate/Maintain CFETP, Specialty Training Standard (STS), Job Qualification Standard (JQS), Master Task Listing (MTL)		*						-	b	c	-
6.4. Monitor Qualification Training Status								-	b	-	c
6.5. Monitor Upgrade Training (UGT) Status								-	b	-	c
7. OFFICIAL MOTOR VEHICLE USE/MISUSE PROGRAM TR: AFI 24-301 and DoD 4500.36-M											
7.1. Policy								A	-	B	B
7.2. Reporting procedures								A	-	-	-
8. AUTOMATED DATA SYSTEMS TR: AFI 24-301 and Users Manuals											
8.1. On-Line Vehicle Interactive Management System (OLVIMS) Dispatch Module		*						A	-	B	-
8.2. OLVIMS Licensing Module		*						A	-	B	-
9. MATERIAL MANAGEMENT IN DISTRIBUTION TR: DoD 4100.39R-M, Federal Logistics Information System Website (FEDLOG), AFMAN 23-110, and Enterprise Solutions-System (ES-S) User's Guide											

## 2T1X1 Specialty Training Standard (STS)

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			Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	(1) Course	(2) CDC	
9.1. General												
9.1.1. National Stock Numbers								A	A	A	-	
9.1.2. Documents												
9.1.2.1. Document Numbers								A	A	A	-	
9.1.2.2. Source Documents								A	A	A	-	
9.2. Role of Accountable Officer								A	A	A	-	
9.3. Role of Distribution Management in asset accountability								A	B	A	B	
9.4. Classified property receipt Letters of Authorization								A	B	A	B	
9.5. Supply Handheld System TR: AFI 24-203, AFI 24-301, AFMAN 23-110, Vol 2, Parts 2 & 5, and Asset Management System (AMS) Users Manual												
9.5.1. Concept								A	B	B	-	
9.5.2. Hand Held Terminal (HHT)												
9.5.2.1. Reboot (warm/cold)								-	b	b	-	
9.5.2.2. Flash								-	b	b	-	
9.5.3. Functions												
9.5.3.1. Process movement								b	b	b	-	
9.5.3.2. Process delivery								b	b	b	-	
9.5.4. Workstation Functions												
9.5.4.1. Process delivery								b	b	b	-	
9.6. Accountable Document Distribution												
9.6.1. Turn-in of accountable documents								A	B	-	B	
9.6.2. Resolve Delinquent documents								-	b	b	-	
9.7. Special Handling Assets/Types												
9.7.1. Nuclear Weapons Related Materiel (NWRM)								A	A	B	-	
9.7.2. Classified Assets								A	A	B	-	
9.7.3. Electrostatic Discharge Items								A	A	B	-	
9.7.4. Controlled Cryptographic Item (CCI) Communication Security (COMSEC) Serialized Control Items								A	A	B	-	
9.7.5. Weapons								A	A	B	-	
9.7.6. Sensitive								A	A	B	-	
9.7.7. Serialized control								A	A	B	-	
10. MOBILITY/CONTINGENCY OPERATIONS TR: AFI 10-403												
10.1. Planning/systems TR: AFI 10-403, AFI 24-301, AFMAN 24-306 (I), AFMAN 10-401, AFPD 10-2 and DoD 4500.9R Part III												
10.1.1. Operational Plans		*						-	A	-	B	

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			Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	(1) Course	(2) CDC
10.1.2. Base Support and Expeditionary (BaS&E) Site Plan								-	A	-	B
10.1.3. Time-phased force and deployment data (TPFDD)								-	A	-	B
10.1.4. Unit Type Codes (UTC)/Mission Capabilities Statements (MISCAPS)		*						-	A	-	B
10.1.5. Status of Resources and Training System (SORTS)		*						-	-	-	B
10.1.6. Designed operational capability (DOC)		*						-	-	-	B
10.1.7. Air Expeditionary Force (AEF) requirements		*						-	A	-	B
10.1.8. Deployment/reception process		*						A	B	-	B
10.1.9. Installation Deployment Plan (IDP)		*						-	A	-	B
10.1.10. Resource Augmentation Duty (READY) support								-	-	-	B
10.2. Convoy operations		*						A	A	-	B
<b>11. CARGO MOVEMENT</b>											
11.1. Distribute load		*						a	a	-	-
11.2. Secure Cargo TR: TO 00-85 series											
11.2.1. Tie-Down straps		*						2b	b	-	-
11.2.2. Chains & Binders		*						2b	b	-	-
11.2.3. Blocking & Bracing		*						2b	b	-	b
11.3. Safeguard cargo											
11.3.1. Cargo covers		*						A	A	-	-
11.3.2. Oversized cargo		*						A	A	-	-
11.3.3. Hazardous cargo		*						A	A	-	B
11.4. Cargo Security TR: AFI 24-301 and AFMAN 24-306 (I)											
11.4.1. Determine minimum security standards		*						-	b	b	b
11.4.2. Emergency procedures		*						-	B	B	B
11.5. Documented Cargo/ <b>Delivery Procedures</b> TR: AFI 23-110, AFI 23-111, AFI 24-301 and Local Directives											
11.5.1. Issue/control property using DD Form 1348-1, DD Form 1348-6, AF Form 2005.		*						a	b	-	-
11.5.2. Priorities								A	B	-	-
11.5.3. Mission Capable (MICAP)		*						A	B	-	-
11.5.4. Item refusal								A	B	-	-
11.6. Munitions Movements TR: AFI 24-301, AFMAN 24-306 (I), AFMAN 91-201, Joint Hazard Classification System (JHCS), Item TO, DoD 4500.9R Part II and TO 13C2-1-1											
11.6.1. General handling procedures (cargo/tie-down/movement)								-	B	-	B

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			Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	(1) Course	(2) CDC	
11.6.2. Vehicles Placards TR: Title CFR 49									-	A	-	A
11.6.3. Movement communications and coordination procedures									-	A	-	A
11.7. In-transit Visibility									-	A	-	B
<b>12. OPERATOR RECORDS AND LICENSING TR: AFI 24-301</b>												
12.1. Process AF Form 171									-	b	-	-
12.2. Initiate/Maintain AF Form 2296, Operator Information Record and AF Form 2293, Operator Identification Card									-	b	-	-
12.3. Initiate Trainer Background Check									-	b	-	-
12.4. Maintain Certified Vehicle Trainer's List									-	b	-	-
12.5. Maintain list of unit vehicle Plans of Instruction									-	b	b	-
12.6. Coordinate license suspension or revocation with Security Forces									-	b	b	-
12.7. Process personnel departure listings									-	b	-	-
12.8. Initiate/maintain misuse case files									-	b	-	b
<b>12.9. Operator Certification TR: AFI 24-301</b>												
12.9.1. Develop written test									-	a	-	b
12.9.2. Administer written test									-	b	-	-
12.9.3. Develop over-the-road evaluations									-	a	-	b
12.9.4. Administer over-the-road evaluations									-	b	-	-
<b>13. CONTRACT ADMINISTRATION ACTIVITIES TR: AFIs 24-301 and Quality Assurance Surveillance Plan (QASP)</b>												
13.1. Statement of Work (SOW)									-	-	-	B
13.2. Surveillance Plans and Evaluation Guides									-	-	-	B
13.3. Performance Work Statement (PWS) / Performance Requirements Documents (PRD)									-	-	-	B
13.4. Perform contract surveillance									-	-	-	b
13.5. Document contractor performance									-	-	-	b
13.6. Maintain contract files									-	-	-	b
13.7. Process invoices									-	-	-	b
<b>14. VEHICLE OPERATIONS CONTROL CENTER TR: AFI 24-301</b>												
14.1. Dispatch Operations									-	-	-	-
14.1.1. Vehicle Dispatch Process									A	A	-	-
14.1.2. Receive/validate request for vehicle support	*								-	a	-	b
14.1.3. Input request into automated dispatch system	*								-	b	-	-
14.1.4. Dispatch Vehicle and/or /Operator	*								-	b	-	-

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			A	B	C	D	E	A 3 Level	B 5 Level	C 7 Level	
	5	7	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	(1) Course	(2) CDC
14.1.5. Prioritize/select most economical method	*							-	b	c	-
14.1.6. Process Requests to Exceed Permissible Operating Distances (PODs)								-	b	-	-
14.1.7. Coordinate road permits								-	b	-	b
14.1.8. Coordinate requirements with Dispatch Support								-	-	-	-
14.1.9. Maintain accountability of controlled items (fleet service cards, toll tickets, bridge pass, keys, radios, cell phones)	*							a	a	-	-
14.1.10. Maintain Log of Events								-	a	-	-
14.1.11. Conduct shift change briefings	*							-	a	-	-
14.1.12. Maintain AF Form 1800, Vehicle Operator Inspection Report								-	b	-	-
14.1.13. Identify reimbursable services								-	a	-	-
14.1.14. Coordinate with Base Operations/Command Post								-	-	-	-
14.1.15. Emergency/Contingency Checklist	*							-	B	-	-
14.1.16. Maintain maps								-	-	-	-
14.1.17. Plot grid coordinates	*							1a	b	b	-
14.1.18. Recall personnel								-	a	-	-
14.1.19. Vehicle Recall procedures								-	A	-	-
14.1.20. Minimum Essential List (MEL) and Priority Recall List								-	A	-	-
14.1.21. Verify Fleet Service Card Receipts								-	a	-	-
14.1.22. Validate Accuracy of Future and Historical Workload Data								a	b	c	c
14.1.23. Validate operator licenses	*							-	b	-	-
14.1.24. Issue non-availability letters								-	-	-	-
14.1.25. Evaluate requests for extended use								-	-	-	b
14.1.26. Automated/Manual AF Form 868	*							-	b	-	-
14.2. Vehicle Operations Control Center support											
14.2.1. Review Requirements vs Capabilities		*						-	b	c	-
14.2.2. Develop work schedule		*						-	b	c	-
14.3. Base vehicle wash racks								-	A	-	B
14.4. Distinguished Visitor (DV) support								-	A	-	B
15. VEHICLES TR: CFR 29 & 40, AFI 24-301, AFI 24-302, AFMAN 24-306 (I), TO 36-1-191 and Applicable Plans of Instruction											
15.1. Vehicles Under 10,000 GVW								A	A	-	-
15.2. Vehicles Over 10,000 GVW								A	A	-	-
15.3. Operate 28 Passenger Bus								2b	-	-	-
15.4. Operate 44 Passenger Bus	*							2b	b	-	-

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15.5. Operate forklift Under 10,000 lbs	*							2b	b	-	-
15.6. Operate forklift 10K 463L	*							2b	b	-	-
15.7. Operate forklift 10K AT	*							2b	b	-	-
15.8. Wrecker/Recovery Vehicle											
15.8.1. Recovery Vehicles								A	A	-	-
15.8.2. Operate Wrecker	*							-	b	-	-
15.8.3. Operate Rollback Wrecker	*							-	b	-	-
15.8.4. Operate M-Series Wrecker								-	b	-	-
15.8.5. Use M-Series tow-bar								-	b	-	-
15.8.6. Perform Jump-Start operations								a	b	-	-
15.8.7. Cage/Un-cage Air Brakes								-	b	-	-
15.9. Truck Tractor											
15.9.1. Operate truck-tractor combinations	*							2b	b	-	-
15.9.2. Use Flatbed trailer	*							2b	b	-	-
15.9.3. Use Tilt-deck trailer								-	a	-	-
15.9.4. Use Van trailer								-	a	-	-
15.9.5. Use Lowboy trailer								-	a	-	-
15.9.6. Use Tow Hitch/Pintle Hook								a	b	-	-
15.10. Military Design Vehicles (Highly Mobile Multipurpose Wheeled Vehicle (HMMWV); Cargo trucks; Truck Tractors)								A	B	-	-
15.11. Operator Care/Maintenance Responsibilities TR: AFI 24-301, AFI 24-302, AFMAN 24-306 (I) and TO 36-1-191											
15.11.1. Perform Vehicle Inspections											
15.11.1.1. Pre-trip	*							2b	b	-	-
15.11.1.2. Post-trip	*							2b	b	-	-
15.11.2. Correct operator care discrepancies	*							b	b	-	-
15.11.3. Vehicle Identification Link (VIL)								A	A	-	-
15.11.4. Fleet Service Card								A	A	-	-
15.11.5. Turn-in vehicle to maintenance								b	b	-	-
15.11.6. Report vehicle status to Dispatch Operations								-	-	-	-
15.11.7. Inspect vehicles released from maintenance								b	b	-	-
15.11.8. Remove and Replace Wheel Assembly TR: Vehicle Instruction Manual, Applicable Plans of Instruction											
15.11.8.1. Single wheel	*							2b	b	-	-
15.11.8.2. Dual wheel	*							2b	b	-	-

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			Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	(1) Course	(2) CDC
15.11.9. Install and remove tire chains								-	b	-	-
15.12. Vehicle Forms TR: AFI 24-301, AFMAN 24-306 (I) and AFMAN 37-104											
15.12.1. Document AF Form 1800	*							2b	b	-	-
15.12.2. Validate Permanent Waiver Card	*							b	b	-	-
15.12.3. Complete DD Form 518, Accident Identification Card	*							1a	a	-	-
15.12.4. Complete SF 91, Motor Vehicle Accident Report	*							1a	a	-	-
16. PROTOCOL SUPPORT TR: LOCAL DIRECTIVES											
16.1. Purpose of Protocol								A	-	-	-
16.2. Vehicle operator customs & courtesies								A	-	-	-
16.3. Proper vehicle marking (Plates and flags)								A	-	-	-
16.4. Route reconnaissance/dry run								A	-	-	-
17. OPERATE VEHICLES TR: AFI 13-213, AFI 24-301, AFMAN 24-306 (I), AFI 91-207 and Local Directives											
17.1. Operate Vehicle on the Flightline	*							b			
18. LAND NAVIGATION TR: AFMAN 24-306 (I), T.O. 31R-2PSN11-1 and FM 3-25.26.											
18.1. Use Maps											
18.1.1. Strip/Route/City/Highway	*							1a	b	-	-
18.1.2. Military Grid/Base	*							1a	b	-	-
18.2. Navigation Aids TR: AFMAN 24-306 (I), T.O. 31R-2PSN11-1 and FM 3-25.26.											
18.2.1. Military GPS								A	B	-	-
18.2.2. Commercial GPS								A	B	-	-