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“In Demand & Indispensable”

CAREER FIELD EDUCATION AND TRAINING PLAN

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**CAREER FIELD EDUCATION AND TRAINING PLAN
HEALTH SERVICES MANAGEMENT SPECIALTY
AFSC 4A0X1**

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**HEALTH SERVICES MANAGEMENT SPECIALTY
AFSC 4A0X1
CAREER FIELD EDUCATION AND TRAINING PLAN**

PART I

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive document identifying life-cycle education/training requirements, training support resources, and minimum core task requirements for the health services specialty. The CFETP will provide Health Services Management personnel a clear career path to success and will instill rigor in all aspects of career field training. **NOTE:** Civilians occupying associated positions may use Part II to support duty position qualification training.

2. The CFETP consists of two parts; both parts are 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 of the CFETP and 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 skill level with specialty qualifications (knowledge, education, training, and other). Section D indicates resource constraints. Examples are funds, manpower, equipment, and facilities. Section E identifies transition training guide requirements for the ranks of SSgt through MSgt.

2.2. Part II contains six sections. At the unit level, supervisors and trainers use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan. Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references (TRs) to support training, Air Education and Training Command (AETC) conducted training, core tasks, and correspondence course requirements. Section B contains the Course Objective List (COL) and training standards supervisors will use to determine if an Airman has satisfied training requirements. Section C identifies available support materials. An example is a Qualification Training Package (QTP) that may be developed to support proficiency training requirements. 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 Major Command (MAJCOM) unique training requirements supervisors can use to determine additional training required for the associated qualification needs. Training for ARC personnel are identified in this section. Section F outlines the format and documentation to maintain an AFTR.

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

Abbreviations/Terms Explained

Air Education and Training Command (AETC). Conducts basic training for all Air Force enlisted personnel, produces skilled flying and ground personnel, and trains many of the world's military forces. Along with basic military, technical, and flying training, AETC provides other types of training, such as aircrew transitional, special, advanced, lateral, and survival training.

Air Force Career Field Manager (AFCFM). The Air Force focal point for the designated career field within a functional community. Serves as the primary advocate for the career field, addressing issues and coordinating functional concerns across various staffs. Responsible for the career field policy and guidance.

Air Force Job Qualification Standard (AFJQS). A comprehensive task list, which describes a particular job type or duty position. JQSs are used by supervisors to document task qualification. The tasks on AFJQS are common to all persons serving in the described duty position.

Air Force Training Record (AFTR). A hierarchical web-based system used to track enlisted training. The system gives trainee, supervisor, and functional manager access to virtual training products, such as CFETP and AFJQS. Additionally, they are able to create individual training plans and document upgrade training.

Air Force Specialty (AFS). A group of positions (with the same title and code) that require common qualifications.

Air Reserve Component (ARC). The Air Reserve Component consists of the Air Force Reserve and Air National Guard.

Ambulatory Data Module (ADM). Automated information system designed to capture and report patient encounter data at the International Classification of Diseases, Clinical Modification (ICD-CM) and Current Procedural Terminology (CPT) code detail.

Armed Forces Health Longitudinal Technology Application (AHLTA). The military's electronic health record (EHR), AHLTA, is an enterprise-wide medical and dental information management system providing secure online access to Military Health System (MHS) beneficiaries' records. It is used by medical clinicians in fixed and deployed military treatment facilities (MTFs) worldwide. This centralized EHR allows health care personnel worldwide to access complete, accurate health data to make informed patient care decisions - at the point of care - anytime, anywhere. AHLTA is the first system to allow for the central storage of standardized EHR data available for worldwide sharing of patient information.

Army Training Requirement and Resources System (ATRRS). An Army Management Information System of Record for managing student input to training. The on-line system integrates manpower requirements for individual training with the processes by which the training base is resourced and training programs are executed. With the consolidation of the Air Force 3-skill level school with the Army at Medical Enlisted Training Campus (METC), this is the primary training notification system.

Career Development Course (CDC). These self-study courses help Airmen complete the specialty knowledge portion of the dual-channel concept for the enlisted training program. Airmen must complete career development courses successfully at various stages to advance in their careers. Career development courses are also available on a voluntary basis for career broadening.

Career Field Education and Training Plan (CFETP). A CFETP is a comprehensive core training document identifying: Life-cycle education and training requirements; training support resources, and minimum core task requirements. The CFETP aims to give personnel a clear path and instill a sense of industry in career field training.

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

Certification Official. A person the commander assigns to determine an individual's ability to perform a task to required standards (also referred to as task certifier).

Computer-Based Training (CBT). Training accomplished via computer.

Core Task. Tasks the AFCFM identifies as minimum qualification requirements for everyone within an Air Force Specialty Code (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 CFETP narrative.

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- or 7-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations.

Current Procedural Terminology (CPT) Coding. Standardized numeric codes assigned to every task and service a medical practitioner may provide to a patient including medical, surgical and diagnostic services. The codes are then used by insurers to determine the amount of reimbursement a practitioner will receive by an insurer. The standardization throughout both governmental and private sector ensures uniformity.

Defense Medical Human Resources System internet (DMHRSi). A web-based human resource management system providing ready access to essential manpower, personnel, labor cost assignment, education and training, and readiness information for the MHS.

Education and Training Course Announcement (ETCA). Contains specific MAJCOM procedures, fund cite instructions, reporting instructions, and listings for those formal courses conducted or managed by the MAJCOMs or field operating agencies (FOAs). The ETCA contains courses conducted or administered by the AF and Reserve forces and serves as a reference for the AF, DoD, other military services, government agencies, and security assistance programs. ETCA can be accessed through the Air Force Portal.

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

Family Health Operations (FHO). A model for Patient Centered Medical Home (PCMH) in the Family Health Clinics in the Air Force Medical Service. Delivers highest quality, evidence-based, patient-centered care to enrolled patients through team oriented processes, good access, high continuity, communications, prevention, education, and coordinated management of disease. This approach is employed to ensure operational readiness and operational health of military members.

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

Health Care Optimization (HCO). The overall process of optimizing patient care by practicing the PCMH concept and managing patient health and wellness through case and disease management and preventive health.

Health Informatics. A discipline at the intersection of information science, computer science, and health care. It incorporates resources, devices, and methods required for optimizing the acquisition, storage, retrieval, and use of information in health and biomedicine.

Health Information Technology (HIT). The functional area which handles computer systems, local area network connectivity, software support, network security and information management training within our MTF. Also includes management of telecommunication activities.

Health Insurance Portability and Accountability Act (HIPAA). This is Public Law 104-91 enacted 21 August 1996. The purpose of the Act is to improve the portability and continuity of health insurance coverage, improve access to long term care services and coverage, and to simplify the administration of healthcare. A primary component of HIPAA is the protection and privacy of individually identifiable health information. To comply with the HIPAA Privacy Rule the DoD established a regulation, DoD 6025.18-R, *DoD Health Information Privacy Regulation*, to implement the requirements throughout the DoD medical health system.

ICD-CM. Designed for the classification of morbidity and mortality information for statistical purposes, and for indexing of hospital records by diseases and operations for data storage and retrieval.

Initial Skills Training. A formal resident course, which results in award of the entry skill level.

Integrated Disability Enrollment System (IDES). A joint program between the DoD and the Department of Veterans Affairs (VA) designed to ensure seamless transition for DoD wounded, ill or injured personnel regarding care, benefits and services in the VA system.

Interactive Courseware. Computer-controlled training designed for student interaction with the learning environment through input devices such as keyboards and light pens. The student's decisions and inputs to the computer determine the level, order, and pace of instructional delivery.

Major Command (MAJCOM) Functional Manager (MFM). A person appointed by their respective Command Surgeon as the senior representative for an AFS within a specific MAJCOM. Among other responsibilities, the MFMs work with AFCFM to develop, implement and maintain the CFETP.

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 Form 797, *Job Qualification Standard Continuation/Command JQS* (as a minimum). Should include tasks required for deployment and/or Unit Type Codes (UTC) requirements.

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

Medical Information Technology. The dynamic interaction of information management and technological systems designed to meet the needs of a medical business enterprise.

Medical Readiness Decision Support System-Unit Level Tracking and Reporting Application (MRDSS-ULTRA). A computer system used to display the percentages of readiness capability for assigned UTCs; view materiel information; and update readiness personnel, training, and deployment information.

METC. Medical Education and Training Campus.

No Go. Term used to describe that a trainee has not gained enough skill, knowledge, and experience to perform the task without supervision.

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

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

Patient Centered Medical Home (PCMH). A health care setting that facilitates partnerships between individual patients, their personal physicians and when appropriate, their family. Care is facilitated by registries, information technology, health information exchange and other means to

assure patients receive the indicated care when and where they need and want it in a culturally and linguistically appropriate manner.

Primary Care Management (PCM) Team. The patient treatment concept based on health care teams comprised of providers, nurses, medical technicians and health services managers assigned to a specific patient population.

Program Objective Memorandum (POM). A part of the programming phase in the Planning, Programming, Budgeting and Execution process. It is created to develop balanced, capability-based programs. The POM is vetted through a budget review and provides adjustments to programs which are approved by AF/SG to the Office of the Secretary of Defense (OSD).

Proficiency Code. An alpha/numeric code assigned to a subject knowledge, task knowledge or task performance level.

Proficiency Training. Additional training, either in-residence, exportable advanced training courses, or OJT, 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 airman 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 Skill Verification (RSV). Recurring training necessary to maintain skills of a fully qualified individual to adequately perform the mission and related duties required in peacetime and wartime.

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

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

Special Needs Identification and Assignment Coordination (SNIAC). A process to identify eligible US Air Force (USAF) families with special medical and/or education requirements and helps those families obtain required services. The process ensures families have access to necessary services upon reassignment, whether CONUS or OCONUS.

Specialty Training Requirements Team (STRT). Team comprised of AFCFM, MFMs, and Subject Matter Experts (SME) who determine present training requirements to the AETC Training Pipeline Manager and course Training Manager.

Specialty Training Standard (STS). An AF publication describing an AFS in terms of tasks and knowledge an Airman in that specialty may be expected to perform or to know on the job. STSs identify the training provided to achieve a 3-, 5-, or 7-skill level within an enlisted AFS. It

further serves as a contract between AETC and the functional user to show which of the overall training requirements for an AFSC are taught in formal schools and correspondence courses.

Task Certifier. See Certification Official.

Third Party Certification. 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.

Transportation Command (TRANSCOM) Regulating And Command & Control (C2) Evacuation System (TRAC2ES). A Web-based system that tracks and coordinates movement of sick or injured service men and women within the military's network of healthcare facilities around the world, during both war and peace.

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

Training Platforms (TP). Courses, CBT, and other methods of training for specific job training.

Unit Type Code (UTC). A five-character alpha/numerical code that uniquely identifies each type unit of the Armed Forces.

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

Utilization and Training Workshop (U&TW). A forum of MAJCOM AFSC functional managers, SMEs, and AETC training personnel who determine career ladder training requirements.

Section A - General Information

1. Purpose of the CFETP. This CFETP provides information necessary for the AFCFM, MFMs commanders, training managers, supervisors, trainers and certifiers to plan, develop, manage, and conduct an effective career field training program. The plan outlines the training that individuals in the 4A0X1 specialty should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training.

1.1 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. For this AFSC, training is conducted by the Medical Education and Training Campus (METC) at Fort Sam Houston, TX.

1.2. Upgrade Training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 5-, 7- and 9-skill levels.

1.3. 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.

1.4. Proficiency Training is additional training, either in-residence or exportable advanced training courses, or OJT, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade.

1.5. The CFETP has several purposes, some are:

1.5.1. Serves as a management tool to plan, manage, conduct, and evaluate a career field training program. Also, it helps supervisors identify training at the appropriate point in an individual's career.

1.5.2. 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.

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

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

2. Uses of the CFETP. 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.

2.1. METC training personnel will develop/revise formal resident training based on requirements established by the users and documented in Part II of the CFETP. AETC training personnel will develop/revise non-resident, field and exportable training.

2.2. MFMs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. Requirements are satisfied through OJT, resident training, contract training, or exportable courses. MAJCOM developed training to support this AFSC must be identified for inclusion into this CFETP.

2.3. Unit training managers (UTM) and supervisors manage and control progression through the career field by ensuring individuals complete the mandatory training requirements for upgrade specified in this plan and supplemented by their MAJCOM. 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 by AETC and SMEs to ensure currency and accuracy. Using the list of courses in Part II, they will eliminate duplicate training. They will submit, through proper channels, initial and subsequent changes to the CFETP.

Section B - AFS Progression and Information

1. Specialty Description. The following information incorporates the latest changes to the Enlisted Classification Directory located on the Air Force Personnel Services website (Type 'Enlisted Classification Directory' in the search block).

1.1. Duties and Responsibilities.

1.1.1. Clinic Duties (Front Desk Clerk). Greets the patient and verifies patient identity and eligibility. Checks-in patient for scheduled visits. Obtains/verifies third party insurance information. Identifies patients assigned to sensitive duty program. Verifies and updates patient demographics. Determines if the visit is accident or injury-related and documents accordingly. Provides patient with required paperwork and clinic instructions and manages patient flow. Schedules follow-up appointments as required. Tracks, or assists with tracking, diagnostic results and routes to appropriate health care provider. Displays patient appointments. Requests and recharges patient records. Generate provider rosters. Add patients to wait list and modifies wait list requests.

1.1.2. Clinic Duties (Medical Office Manager). Assists Group Practice Manager (GPM) with identifying and managing capacity and demand by utilizing historical workload data. Assists GPM in developing and maintaining provider templates. Inputs appointment templates/schedules into the Composite Health Care System (CHCS). Supports biometric data analysis/medical informatics, utilizing applicable reports and web-based tools. Coordinates patient referrals with the referral management center (RMC) as required. Obtains referral reports from the RMC and routes to the appropriate health care provider. Performs end-of-day processing. Coordinates required documentation with appropriate clinical and support functions.

Assists the resource management office with auditing third party collections and coding activities to ensure maximum reimbursement.

1.1.3. Informatics. Analyzes, evaluates, advises, and ensures the validity, completeness and accuracy of healthcare data collected by automated systems used by the military health system. Additionally, serves as the primary clinic interface for data quality initiatives, clinic audits (records, coding, insurance, etc.) and other administrative processes as related to data integrity, quality and collection. Performs review and research of DoD, Air Force Medical Service and web-based guidance for data quality and business rule compliance. Assists with quantitative and qualitative analysis, trending, projections, and forecasting on patient demographics, clinical data and patient/provider utilization data from multiple automated information sources. Assists in analysis/trending, and data validation of business clinical healthcare data for process improvements and DoD workload compliance.

1.1.4. Health Information Technology (HIT). Performs and manages medical information technology functions and activities. Requests and documents technical assistance. Manages hardware and software activities. Monitors information technology security programs. Performs customer support activities. Manages user-training programs. Oversees service level agreements with communication communities. Manages and coordinates telecommunication activities.

1.1.5. Personnel and Administration (P&A). Manage or perform duties with the Individualized Newcomer Treatment and Orientation (INTRO) program and in/out-processing of unit members. Monitor the OPR/EPR/LOE program. Track and updates duty status. Perform personnel action changes and duty information updates. Manage the awards and decoration program. Be functionally proficient with the Base Level Services Delivery Module, Defense Medical Human Resources System-internet, Defense Travel System and Functional Area Records Manager programs. Understand and assist members with leave, subsistence-in-kind, and controlled spend account issues. Manage the report of survey and inventory management programs.

1.1.6. Personnel Reliability Program (PRP) & Sensitive Duties. Understand the impact of medical conditions on ability/reliability, and recognition of Potentially Disqualifying Information (PDI). Understand documentation and reporting procedures. Manage the suspension and decertification recommendations process as well as the process of returning a member to PRP status.

1.1.7. Medical Readiness. Performs duties as the unit deployment manager, managing Unit Type Codes (UTCs) and ensuring assigned personnel are appropriately trained and equipped. Ensures publication and currency of unit plans and provides input to wing plans Medical Contingency Response Plan (MCRP), Installation Emergency Management Plan 10-2 (per AFI 2501, *Air Force Emergency Management Program Planning and Operations*), Disease Containment Plan, Installation Deployment Plan, etc.). Coordinates and manages medical deployment activities. Serves as the Medical Readiness Decision Support System Unit Level Tracking and Reporting Application unit system administrator and monitors unit reports. Prepares, briefs and submits readiness reports (SORTS, ART, etc.). Conducts, coordinates,

schedules, tracks, and documents medical readiness training. Liaisons with the Medical Logistics Office on war reserve materiel with regards to deployability. Establishes and augments the medical and unit control center. Provides training on management of classified material, utilization of communication devices, log of events, and after-action reports. Supports MCRP, UTC team chiefs and RSV AFSC functional managers.

1.1.8. Resource Management Office (RMO). Compiles information, financial statements, subsistence accounting, and prepares statistical reports. Performs market analysis and business-case analysis. Oversees Uniform Business Office programs to include third party collection (TPC) activities, Medical Affirmative Claims (MAC) and Medical Service Account (MSA) program management. Assists in manpower surveys and in developing manpower standards. Analyzes workload and cost data to validate manpower requirements, and develops adjustments and projections to support clinical or mission changes. Monitors the Unit Manpower Document (UMD) and the Unit Personnel Management Roster (UPMR) to ensure accurate requirements, funding and the correct assignment of personnel. Identifies staffing shortages and coordinates permanent or temporary assignment actions. Collects, maintains, prepares, and analyzes MEPRS data or comparable workload accounting system. Utilizes DMHRSi timesheet tracking program. Prepares budget estimates and financial plans. Monitors expenditures and obligations, analyzes financial reports and accounting and workload reporting procedures and conducts internal audits. Coordinates MOUs, MOAs, Support Agreements and Training Affiliations.

1.1.9. Aeromedical Evacuation - Enplanes and deplanes patients. Receive regulated patients and provides continuing and supportive care. Prepares cleared patients for flight. Briefs patients and accomplish appropriate documentation and TRAC2ES inputs. Coordinates ground transport between MTF and aircraft. Manages aircrew alert schedules.

1.2. Recommended 4A0X1 Rotation Schedule (exceptions may apply). In order to ensure appropriate career broadening opportunities the below table is a recommended rotation schedule for 4A0s working at an MTF. These are only recommendations and deviations may be required to meet the specific mission requirements of each facility.

Aeromedical Staging Facility (ASF)	AB – SrA > 18 months SSgt – SMSgt > 36 months
Clinic/Ancillary Administrative Support	AB – SrA > 18 months SSgt – MSgt > 24 months
Health Information Technology (HIT)	AB – SrA > 36 months SSgt – SMSgt > 48 months
Informatics/Medical Office Management	SSgt – MSgt > 36 months
Medical Readiness	AB – SrA > 24 months SSgt – SMSgt > 36 months
Personnel and Administration	AB – SrA > 18 months SSgt – SMSgt > 24 months
Personnel Reliability Program (PRP)	AB – SrA > 24 months SSgt – SMSgt > 36 months
Physical Evaluation Board Liaison Officer (PEBLO)	SSgt – SMSgt > 24 months

Resource Management	AB – SrA > 18 months SSgt – SMSgt > 36 months
TRICARE Operations/Patient Administration	AB – SrA > 18 months SSgt – SMSgt > 36 months

2. Skill and Career Progression. Adequate training and timely progression from the apprentice through the superintendent skill level play an important role in the AF's ability to accomplish its mission. It is essential everyone involved in training must 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.

2.1. Apprentice (3-Skill Level). Non-prior service and ARC students in this specialty will complete the Health Services Management Apprentice course in-residence at METC for award of the 3-skill level. In accordance to the presidential military initiative, an effort has been made to ensure service members have the opportunity to obtain civilian certifications that can be used for military occupational specialties. The decision to train specific task and knowledge items included in the STS is based on the National Healthcareer Association (NHA) Certified Electronic Health Record Specialist (CEHRS) certification. Students are required to challenge the CEHRS certification exam prior to graduating the Health Services Management Apprentice course. However, the successful achievement of the CEHRS certification exam is not required to be awarded 3-skill level.

After completion of this course and upon arrival at the first duty assignment, the apprentice will work with a trainer to enhance knowledge and skills. The apprentice will enter UGT using CDCs and task qualification training to progress in the career field. Once certified on a task, the apprentice may perform the task unsupervised. NOTE: Retraitees will upgrade via OJT and units are strongly recommended to contact the Health Services Management Course for study material. However, if seats are available, course attendance is strongly recommended.

2.2. Journeyman (5-Skill Level). Individuals must successfully complete the 5-skill level CDC before being upgraded to the 5-skill level. Once upgraded, journeymen enter into continuation training to broaden their experience base. Journeymen will attend the Airman Leadership School (ALS) after 48 months in the Air Force, or sooner, if selected for promotion to Staff Sergeant. After ALS, journeymen can perform duties as trainers and supervisors and be considered for appointment as unit trainers. To enhance their skills, they are encouraged to continue their education toward a Community College of the Air Force (CCAF) degree and complete a specialty certification to enhance their skills and value as a 4A0.

2.3. Craftsman (7-Skill Level). A craftsman must successfully complete the 7-skill level CDC(s) before upgrade to the 7-skill level. Once upgraded, a craftsman can expect to fill various supervisory and management positions, such as noncommissioned officer in charge (NCOIC), supervisor, program manager, and task trainer or certifier. Craftsman will attend the Noncommissioned Officer Academy (NCOA) after selection for promotion to Technical Sergeant (Active Duty only). Continued academic education through CCAF and higher degree programs is encouraged.

2.4. Superintendent (9-Skill Level). Before attaining the 9-skill level, individuals must be promoted to Senior Master Sergeant (AD only). A superintendent can expect to fill positions

such as flight chief, superintendent, functional manager, and various staff positions. Additional training in the areas of resources, leadership skills, and management should be pursued through continuing education. Completion of higher degree programs is highly recommended.

2.5. Chief Enlisted Manager (CEM) 4A000. Awarded after promotion to Chief Master Sergeant. A CEM can expect to fill positions such as functional manager at various command levels, group or squadron superintendent, and flight chief. Additional training in the areas of resources, leadership skills, and management should continue. Completion of higher degree programs is highly recommended.

2.6. Proficiency Training. Any additional knowledge and skill requirements, which were not taught through initial skills, supplemental, or upgrade training. The purpose of the continuation-training program is to provide additional training exceeding minimum upgrade training requirements with emphasis on present and future duty positions. MFMs and MTF Functional Managers (FM) must develop a continuation-training program that ensures individuals receive the necessary training at the appropriate point in their career. The training program will identify both mandatory and optional training requirements. AETC will assist in this continuation training development wherever possible, by providing instructional system design/development expertise and media selection options.

2.7. RSV Training Requirements. Training is conducted through web-based courseware on specific tasks listed in the STS. Tasks are identified with an R in column 4D of the STS. Training tasks, which are identified in the RSV database, are the catalyst for training program development. Supervisors are required to annotate the member's initial RSV training completion in AFTR. Subsequent RSV training or readiness-related training completion will be documented and maintained in MRDSS ULTRA for reporting/tracking purposes. Supervisors and/or members can request an electronic print out of RSV completion from their unit FM and/or unit Medical Readiness flight. **NOTE:** RSV training will also be supplemented with hands-on skill training to reinforce preparedness.

2.8. Training for UTC Requirements. All 4A0X1s assigned to deployable UTCs will complete UTC-specific training, field training, and other requirements as directed in AFI 41-106, *Medical Readiness Program Management*. Training for these tasks normally will be conducted via medical unit readiness training, field training, readiness exercises, or annual ancillary unit training.

2.9. Other Training. Units will establish appropriate 4A0 training to meet unit-specific disaster response training. Generally, this training should include duties associated with TRICARE Operations, Medical Contingency Response Team Training, Aeromedical Evacuation, PRP, HIT, and general duties.

2.10. Special Experience Identifier (SEI). SEIs are established to identify special experience and training not otherwise identified within the Military Personnel Data System (MilPDS). SEIs complement the assignment process, but are not substitutes for AFSCs, CEM codes, prefixes, suffixes, Special Duty Identifiers (SDIs), Reporting Identifiers (RIs), or professional specialty course codes. They are established when identifying training, skills, or experience as critical to the assignment match, or force management needs and no other identification is appropriate or available. SEIs can be used to rapidly identify an already experienced resource to meet unique

circumstances, contingency requirements or management needs. They provide a means to track individuals and identify positions requiring or providing unique experience or training that would otherwise be lost.

2.10.1. SEI 260, Information Assurance Technical Level 1. Requires (1) assignment to perform information assurance technical support at the computing environment level (example: Client Support Administrator); (2) certification as A+, Network+ or System Security Certified Practitioner (SSCP); (3) recommendation of unit commander. There are no minimum grade or skill level requirements to be awarded the SEI.

2.10.2. SEI 264, Information Assurance Technical Level 2. Requires (1) assignment to perform information assurance technical support at the network environment level (example: Infrastructure Technician); (2) certification as GIAC Security Essentials Certification (GSEC), Security +, Security Certified Network Professional (SCNP), or System Security Certified Practitioner (SSCP); (3) recommendation of unit commander. There are no minimum grade or skill level requirements to be awarded the SEI.

2.10.3. SEI 316, AETC Technical Instructor (TI). Award requires completion of one of the following courses: Basic Instructor Course (G, J, L, V, X) 3AIRXXXX OB1A, Military Training Instructor L3ALR8B000, Military Training Leader L3ALR8B100, Enlisted Professional Military Education Instructor Course MESC003 or 12 months of instructor experience following formal certification and supervisor's recommendation.

2.10.4. SEI 325, Medical Readiness (MR). Requires minimum grade of E-4 who has attained NCO status; completion of the Medical Readiness Planning course, J3OZR9000-005 (PDS code M15), or Battlefield Medical Operations Planning (BMOP) course B3OZY-9300-003 (PDS code RZM); and 12 months of experience. Approval authority for award of this SEI is MAJCOM or higher. Local medical function will forward the SEI RIP to the MAJCOM for final award certification. **NOTE:** Individuals who have previously completed the BMOP course and have been in a readiness position for more than 1 year are exempt from this requirement

2.10.5. SEI 386, Instructional Materials Writer/Manager. Requires 6 months of experience in preparation or revision of nonresident training materials and completion of the Technical Writer Nonresident Training Materials course 3AIR75200-015 (PDS code 5AT).

2.10.6. SEI 451, Associate International Health Specialist (IHS). Requires (1) minimum 1/1 Defense Language Proficiency Test (DLPT) score in a foreign language; (2) 8 cumulative weeks of deployed operational health support experience overseas (i.e. NGO/IO/PVO/missionary/Peace Corps/study abroad experience may be considered); (3) completion of the web-based USAF International Health Specialist (IHS) Orientation Course in ADLS; (4) completion of the web-based AFFOR Irregular Warfare/Building Partnerships Course in ADLS; and (5) completion of basic formal coursework or training in at least two of the following concentrations: (a) Region-specific coursework, (b) Civil-military operations, (c) Public health or international health, (d) The interagency process, (e) Cross-cultural communication. **NOTE 1:** The IHS Program Office is the sole approval authority for SEI awards and any courses or requirement substitutions. **Note 2:** Course options are listed under the IHS application resources.

2.10.7. SEI 463, Medical Personal Reliability Program (PRP). Requires successful completion of (1) Certification PRP Training, (2) 12 months experience working in the PRP clinic, (3) SGP recommendation, and (4) Group Commander approval.

2.10.8. Refer to the AFECD (found on the MyPers website) for procedures to award and update personnel data systems with applicable SEI. There are additional SEIs listed in the AFECD that any AFSC can obtain, to include SEI 005 and AFSO21 Level I Certification, which are strongly encouraged for 4A0s to attain.

3. Training Decisions. The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Health Services Management 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. Training decisions are made during the 4A0X1 U&TW, held at the discretion of the 4A0X1 CFM.

3.1. Initial Skills. There were significant changes to the 3-skill level course for AFSC 4A0X1. Most notably was the development and consolidation of an Army and AF training platform. Changes incorporated in the merged program include training in such areas as TRAC2ES, MEDEVAC, ICD-9/10 Coding, and DHMRSi. These additions support the joint doctrine principles fostering interoperability in the deployed environment. Students will continue to interact in scenarios to enhance the realism and application of tasks. Students are awarded the 3-skill level upon completion of the basic course.

3.2. 5-Skill Level. The existing CDC was reviewed to ensure only current material remained and new procedures and duties were added. Major changes were made to Systems and Readiness duties and responsibilities. The number of volumes for the 5-skill level CDC decreased from 5 to 4 volumes.

3.3. 7-Skill Level. The 7-skill level CDC training requirements were reviewed and updated. The number of volumes for the 7-skill level CDC increased from 1 to 2. Readiness tasks were expanded to include the 9-line.

4. 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 to award Associate in Applied Science (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 AAS 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.

4.1. 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:

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

**Note: The Health Care Management degree requires 18 semester hours (SH) of general education (addition of a 3 SH general education elective) and 12 SH of program elective.*

4.1.1. Technical Education (24 semester hours). A minimum of 12 semester hours of Technical Core subject or course must be applied and the remaining semester hours applied from technical core or technical electives 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 Air University. Semester hours for skill level completion are applied as follows: 14 hours for 3-skill level, 8 hours for 5-skill level, and 4 hours for 7-skill level. The 2 remaining semester hours may be rolled over into program electives.

4.1.2. Leadership, Management, and Military Studies (6 Semester Hours). Professional military education and/or civilian management courses.

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

4.1.4. 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.

4.1.5. Program Elective (15 semester hours). Program electives are satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subjects and courses, including natural science courses meeting GER application criteria. Six 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 AAS. degree for this specialty. CLEP and DANTES credits can be applied within the program elective block.

4.1.6. 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 AF 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.

4.2. Professional Certifications. Certifications assist the professional development of Airmen by broadening their knowledge and skills. Additionally, specific certifications may be awarded collegiate credit by CCAF and civilian colleges. To learn more about professional certifications and certification programs offered by CCAF, visit the CCAF website. In addition to its associate degree program, CCAF offers the following certification programs and resources:

4.2.1. CCAF Instructor Certification (CIC) Program. CCAF offers the CIC Program for qualified instructors who teach CCAF collegiate-level credit awarding courses at a CCAF affiliated school. The CIC is a professional credential recognizing the instructor's extensive faculty development training, education and qualification required to teach a CCAF collegiate course and formally acknowledges the instructor's practical teaching experience. The program is a three-level program (CIC-I, CIC-II and CIC-III). The CIC program replaced the CCAF Occupational Instructor Certification (OIC) Program, which officially closed on 1 January 2011. To obtain more information concerning the CIC Program and program procedures, refer to the CCAF Campus Affiliations Policies and Procedures Guidelines.

4.2.2. Instructional Systems Development (ISD) Certification Program. CCAF offers the ISD Certification Program for qualified curriculum writers and managers who are formally assigned to an affiliated school to develop/write and/or manage CCAF collegiate-level credit awarding courses. The ISD certification is a professional credential recognizing the curriculum writer's or manager's extensive training, education, qualifications, and experience required to develop/write and manage CCAF collegiate courses.

4.2.3. CCAF Professional Manager Certification (PMC). CCAF offers the PMC Program for qualified AF 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 CFETP.

4.2.4. Air Force Credentialing Opportunities On-Line (AF COOL). AF COOL replaced the CCAF Credentialing and Education Research Tool (CERT). The AF COOL Program provides a research tool designed to increase an Airman's awareness of national professional credentialing and CCAF education opportunities available for all AF occupational specialties. AF COOL also provides information on specific occupational specialties, civilian occupational equivalencies, CCAF degree programs, AFSC-related national professional credentials, credentialing agencies, and professional organizations. AF COOL contains a variety of information about credentialing and licensing and can be used to:

- Get background information about civilian licensure and certification in general and specific information on individual credentials including eligibility requirements and resources to prepare for an exam.
- Identify licenses and certifications relevant to an AFSC.
- Learn how to fill gaps between AF training and experience and civilian credentialing requirements.

- Get information on funding opportunities to pay for credentialing exams and associated fees.
- Learn about resources available to Airmen that can help them gain civilian job credentials.

4.3. Air University Associate to Baccalaureate Cooperative Program (AU ABC Program):

Directs Airmen with Associate in Applied Science Degrees from the CCAF to a collection of accredited military friendly colleges and universities to consider when completing a four-year degree. The program maximizes the application of military career education and training, and provides a multitude of online academic and support services for the enlisted member.

4.4. Additional Off-Duty Education. Off-duty education is a personal choice encouraged for all. 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.

4.5. Certification Opportunities.

4.5.1. As of the publication date of this CFETP, the 4A0X1 career field does not have any officially sanctioned certification programs. However, the programs and governing bodies listed below are highly recommended within AFI 41-104, *Professional Board and National Certification Examinations*. The long-term goal is for the AF to pay tuition costs for each of these programs. Until such time, it is recommended for those interested in a certification program to request reimbursement through their respective MTF or use their own one-time tuition assistance benefit.

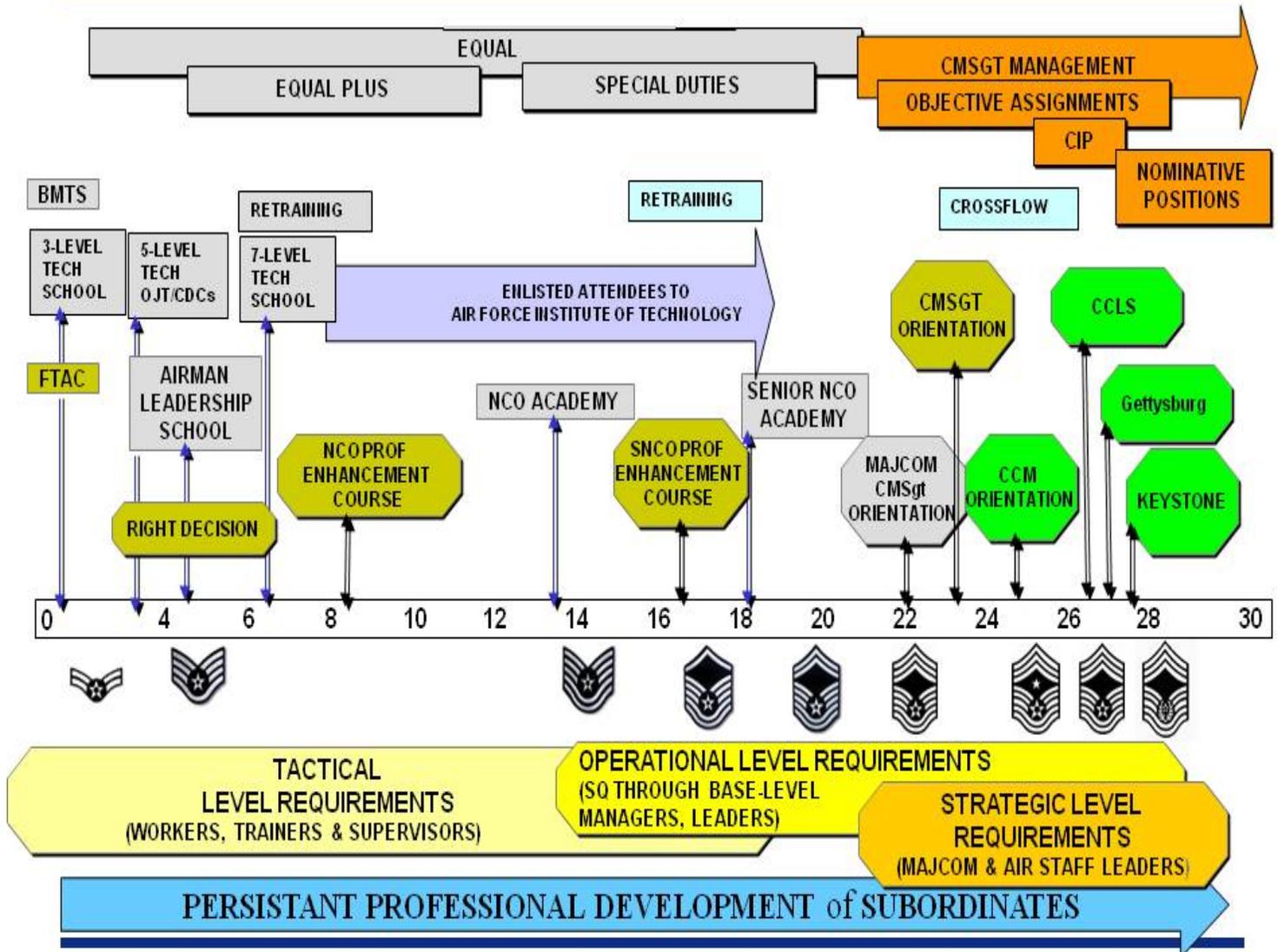
<u>Certifications</u>	<u>Governing Body</u>
Certified Electronic Health Record Specialist (CEHRS)	National Healthcareer Association (NHA)
Certified Medical Administrative Specialist (CMAS)	American Medical Technologies
Certified Clinical Account Technician (CCA)	American Association of Healthcare Administrative Management
Certified Billing and Coding Specialist (CBCS)	National Healthcareer Association (NHA)
Associate Emergency Manager (AEM)	International Association of Emergency Managers
A+ Certification (required for SEI 260)	CompTIA
Security + (required for SEI 264)	CompTIA
Network + (required for SEI 260)	CompTIA

5. Career Field Path. Charts depicting this specialty's career path are presented on this and the next page. The Enlisted Career Path (figure5.1.) outlines when training is required for each skill level and function within this specialty. The Enlisted Education and Training Path (figure5.2.) presents education and training requirements, average sew-on time for stripes, and a chart representing earliest date of rank and high year of tenure (HYT) dates for ranks of SrA and above.

Figure 5.2. Enlisted Education and Training Path



Enlisted Force Development A 30 Year Span



Section C - Skill Level Training Requirements

1. Purpose. Skill level training requirements in this career field are defined in terms of task 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, Sections A and B of this CFETP.

2. Specialty Qualification: The various skill levels in this career field are defined in terms of tasks and knowledge proficiency requirements for each skill level. They are stated in broad general terms and establish the standards of performance. Unit work centers must develop a structured training program to ensure the following requirements are met. All specialty requirements are located in the AFECD.

2.1. Apprentice Level Training (3-Skill Level):

2.1.1. Specialty Qualification.

2.1.1.1. Knowledge. General clerical procedures; medical terminology, regulations, and directives; medical ethics; health records administration; principles of coding; and anatomy and physiology.

2.1.1.2. Education. Completion of high school or General Education Development equivalency is mandatory.

2.1.1.3. Training. For award of AFCS 4A031, completion of the Health Services Management Apprentice course is mandatory.

2.1.1.4. Experience. No prior experience is mandatory for the award of the 3-skill level.

2.1.1.5. Other. For entry into this specialty, a physical profile series factor (PULHES), as defined in AFI 48-123, *Medical Examination and Standards*, is mandatory. For award and retention of AFSC 4A031, member must maintain an Air Force Network License according to AFI 33-115, Vol 2, *Licensing Network Users and Certifying Network Professionals*.

2.1.2. Training Sources and Resources. The initial skills course will provide the required knowledge and qualification.

2.1.3. Implementation. Entry into AFSC 4A031, initial skills training, is accomplished by pipeline students from basic training or by approved retraining from any AFSC. After technical school training, qualification training starts when an individual is assigned to their first duty position. Thereafter, it is initiated any time an individual is assigned duties they are not qualified to perform.

2.2. Journeyman Level Training.

2.2.1. Specialty Qualifications.

2.2.1.1. Knowledge. The individual must know general administrative procedures, medical terminology, publication management procedures, advanced health records administration, patient movement procedures, application of ICD-CM and CPT coding, basic anatomy and physiology, cost and budget estimating, and training methods.

2.2.1.2. Education. Courses in anatomy and physiology, health, business administration, and computers are desirable.

2.2.1.3. Training. Completion of the 4A051 Career Development Course (CDC), STS core tasks, and all local tasks assigned for the duty position. Qualification training and OJT will provide training and qualification on the core tasks identified in the STS. The CDC is written to build from the trainee's current knowledge base and provides more in-depth knowledge to support OJT requirements.

2.2.1.4. Experience. Qualification in and possession of AFSC 4A031 is mandatory.

2.2.1.5. Other. Same as AFSC 4A031.

2.2.1.6. Training Sources and Resources. The CDCs for this course are developed by the 937 TRG, Fort Sam Houston, TX and is available through your UTM.

2.2.1.7. Implementation. The member's commander awards the 5-skill level upon successful completion of the 5-skill level CDC volumes, satisfactory performance during OJT, and a minimum of 12-months time in upgrade training.

2.3. Craftsman Level Training.

2.3.1. Specialty Qualifications:

2.3.1.1. Knowledge. Individual must understand medical terminology, policy and directives, office management practices, financial and manpower management, informatics/data analysis, training methods, and TRICARE principles. Additionally, individuals at the craftsman level should understand the principles of Air Force Smart Operations for the 21 Century (AFSO21).

2.3.1.2. Training. Individuals must complete the 4A071 CDC before being upgraded to the 7-skill level in this specialty.

2.3.1.3. Experience. Qualification in and possession of AFSC 4A051. Also, experience supervising a health services management function and maintenance/management of healthcare-related systems.

2.3.2. Training Sources and Resources. The CDC for this course is developed by the 937 TRG, Fort Sam Houston, TX and is available through your UTM.

2.3.3. Implementation. The member's commander awards the 7-skill level upon successful completion of 7-skill level CDC, satisfactory performance during OJT, and a minimum of 12-months time in upgrade training.

2.4. Superintendent Level Training.

2.4.1. Specialty Qualification:

2.4.1.1. Knowledge. Individuals must know medical service administration theory and techniques, anatomy and physiology, medical terminology, medical ethics, resource management, and management and supervision of personnel. Additionally, individuals at the Superintendent level should fully understand and be able to apply the principles of AFSO21.

2.4.1.2. Training. Completion of duty position training requirements is mandatory for award of the 9-skill level.

2.4.1.3. Experience. Qualification in and possession of AFSC 4A071. Also, experience managing a health services management function, associated healthcare-related systems, and personnel.

2.4.2. Training Sources/Resources. Qualification training is provided by certified trainers using appropriate local and other training materials. Use of exportable and contract training is encouraged when available.

2.4.3. Implementation. 9-skill level will be awarded upon promotion to SMSgt.

Section D - Resource Constraints

1. There are currently no resource constraints. This area is reserved.

Section E. Transitional Training

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

PART II

Section A - Specialty Training Standard (STS)

1. Implementation. The STS will be used for technical training provided by METC for the 3-skill level Education and Training Apprentice course with the class beginning no earlier than October 2015. The 4A051 CDC need date (date the CDC should be available to the field) is 1 Feb 2015 with an activation date of 19 May 15. The 4A071 CDC need date is 15 Nov 2015. All other portions are effective immediately upon publication.

2. Purpose. As prescribed in AFI 36-2201, *Air Force Training Program*, the STS:

2.1. Lists in Column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and technical references (TR) necessary for airmen to perform duties in the 3, 5, and 7-skill level. Column 2 (Core Tasks) identifies the core task requirements. Core task requirements are met after individuals successfully complete the appropriate upgrade training for their skill level, the 3-skill level course (L8ABJ4A031 01AA, Health Services Management Apprentice Course), the entire 4A051 CDC and the entire 4A071 CDC.

2.2. Provides certification for OJT. Column 3 is used to record completion of tasks and knowledge training requirements. Use the automated AFTR to document technician qualifications.

2.3. 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.

2.4. Shows formal training and correspondence course requirements. Columns 4A, 4B and 4C are used to indicate the level of training and knowledge provided by resident training and the CDC. Training for these tasks is achieved through OJT and completion of appropriate CDC. Column 4D identifies RSV tasks. Primary methods are web-based training and frequency is on a 24-month cycle. Units are encouraged to incorporate hands-on training to supplement and verify proficiency.

2.5. The STS serves as a JQS for OJT when placed in AF Form 623, *Individual Training Record Form*, and used according to AFI 36-2201. When used as a JQS, the following requirements apply:

2.5.1. Documentation. Document and certify completion of training in accordance with AFI 36-2201. 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: Start Date, Training Completed, Trainee Initials, Trainer Initials, Certifier Initials (if applicable). 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.

2.5.2. Transcribing to new CFETP. Transcribing documentation to a new CFETP is an administrative function, not a re-evaluation of training. Upon publication of a new CFETP, transcribe IAW AFI 36-2201.

2.5.2.1. For tasks previously certified and still required in the current duty position, 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.

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

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

2.5.3. Documenting Career Knowledge. When a CDC is not available, the supervisor identifies STS training references the trainee requires for career knowledge and ensures, at a minimum, the trainees cover mandatory items in the Enlisted Classification Directory. For two-time CDC course exam failures, See AFI 36-220, *Air Force Training Program*, for specific instructions. *NOTE:* Career knowledge must be documented prior to submitting a CDC waiver.

2.5.4. Decertification. When an Airman is found to be unqualified on a task previously certified for his or her position, the supervisor utilizes the decertification feature found in AFTR. Then appropriate remarks are entered on the AF Form 623a, documenting the reason for decertification. See AFI 36-2201 for specific instructions.

2.5.5. Training Standard. Trainees are trained, evaluated, and certified to the go/no-go level. Go means the individual can perform the task without assistance and meets requirements for accuracy, timeliness, and correct use of procedures. Supervisors and superintendents will manage this process by assessing 4A051 qualifications.

2.5.5.1. Trainers must be recommended by their supervisors, qualified to perform the task being trained and have completed the AF Training Course.

2.5.5.2. Certifiers must be at least a Staff Sergeant, capable of evaluating the task being certified, be someone other than the trainer, and complete the Air Force Training Course. Possession of at least a 7-skill level is desired, but not required.

2.6. The Training Standard is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests are developed at the USAF Occupational Measurement Squadron by SNCOs with extensive practical experience in their career fields. Questions are based upon study references listed in the Enlisted Promotions References and Requirements Catalog. WAPS is only applicable to AD forces.

3. Recommendations. Identify inadequacies and recommend changes to this training standard through channels at 937 TRG/TGE, 2931 Harney Rd, Fort Sam Houston, Texas 78234-7674 or use the Customer Service Information Line (CSIL) at DSN 420-1080, commercial 210-808-1080, or email usaf.jbsa.937-trg.list.937-trg-tge@mail.mil to report your findings.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

MARK A. EDIGER
Lieutenant General, USAF, MC, CFS
Surgeon General

Section A – Health Services Management (4A0X1) STS

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

QUALITATIVE REQUIREMENTS

Proficiency Code Key		
	Scale Value	Definition: The individual
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited)
	2	Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)
*Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (Nomenclature)
	b	Can determine step by step procedures for doing the task. (Procedures)
	c	Can identify why and when the task must be done and why each step is needed. (Operating Principles)
	d	Can predict, isolate, and resolve problems about the task. (Advanced Theory)
**Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (Facts)
	B	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (Analysis)
	D	Can evaluate conditions and make proper decisions about the subject. (Evaluation)
Explanations		
* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)		
** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.		
- This mark is used 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.		
<i>NOTE: All tasks and knowledge items shown with a proficiency code are trained during war time.</i>		
<i>NOTE: In block 2, the "*" marks are used to indicate core task requirements in an identified 5 or 7 skill level for upgrade training.</i>		
<i>NOTE: In block 4D, the "R" indicates RSV training requirements (to be completed every 24 months).</i>		

1. Tasks, Knowledge And Technical References	2. Core Tasks (*)		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level	D RSV
	5 level	7 level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/ Method
GENERAL											
1. THE HEALTH SERVICES MANAGEMENT SPECIALTY TR: 4A0X1 CFETP, Air Force Enlisted Classification Directory											
1.1 The 4A0X1 CFETP								A	-	-	
1.2 Duties for 4A0X1								A	-	-	
1.3 Progression in career ladder 4A0X1								A	-	B	
1.4 Air Force Occupational Safety and Health (AFOSH) Standards for 4A0X1								A	-	-	
2. THE AIR FORCE MEDICAL SERVICE TR: AFI 38-101, <i>AFMS Flight Path</i>											
2.1 USAF Medical Service								A	B	-	
2.2 Air Force Medical Treatment Facilities (MTFs)								A	B	-	
2.3 AFMS History								A	-	-	
3. MEDICAL TERMINOLOGY TR: The Dean Vaughn Learning System - Medical Terminology 350 Learning Guide.											
3.1 Root words								A	B	-	R
3.2 Prefixes								A	B	-	R
3.3 Suffixes								A	B	-	R
3.4 Common diagnostic terms								A	B	-	R
4. ANATOMY AND PHYSIOLOGY TR: Henry Gray. Anatomy Descriptive and Surgical. St Louis MO: Mosby-Year Book, Inc., IBN 0-8151-3851-2											
4.1 Major body systems								A	B	-	R
4.2 Major body organs								A	B	-	R
4.3 Anatomical relationships								A	B	-	R

1. Tasks, Knowledge And Technical References	2. Core Tasks (*)		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level	D RSV
	5 level	7 level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/ Method
5. INTERPERSONAL RELATIONS TR: AFPAM 36-2241 and AFMS Knowledge Exchange - Customer Service											
5.1 Perform exceptional customer service skills								2b	-	-	
5.2 Communication courtesy								-	B	B	
6. OFFICIAL COMMUNICATIONS TR: AFH 33-337, AFMAN 33-326											
6.1 Prepare draft correspondence								1a	b	c	
6.2 Finalize official correspondence								1a	b	c	
6.3 Complete distribution process								-	b	c	
7. Use e-publishing TR: Air Force E-Publishing								1a	-	-	
8. Self Inspection Program and applicable systems TR: AFIs 44-119,90-201								-	A	B	
9. MICROSOFT OFFICE EXCEL, POWERPOINT, WORD APPLICATIONS TR: AF e-Learning											
9.1 Utilize Microsoft Office Suite								1a	-	-	
9.2 Utilize Microsoft Excel								-	-	-	
9.2.1 Complete "Getting Started with Excel IT E-Learning Course"								-	-	-	
9.2.2 Utilize Advanced Data Management in Excel IT E-Learning Course								-	-	-	
9.2.3 Complete Analyzing Data in Excel IT E-Learning Course)								-	-	-	
9.3 Complete Getting Started with PowerPoint IT E-Learning Course								-	-	-	
9.4 Complete Working with Documents in Word IT E-Learning Course								-	-	-	
9.5 Complete Getting Started with Access IT E-Learning Course								-	-	-	

1. Tasks, Knowledge And Technical References	2. Core Tasks (*)		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level	D RSV
	5 level	7 level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/ Method
10. CONTRACTING OFFICER REPRESENTATIVE (COR) TR: Air Force Federal Acquisition Regulation Supplement (AFFARS) Part 36											
10.1 Performance Work Statements								-	-	B	
11. Privacy Act/Freedom Of Information Act (FOIA) Monitor TR: DoDD 5400.11, AFI 33-332								A	B	B	
12. ARMED FORCES HEALTH LONGITUDINAL TECHNOLOGY APPLICATION - THEATER (AHLTA-T)/(TMIP) TR: AHLTA-T and TC2 User Manuals											
12.1 Utilize Theater Medical Information Program (TMIP)								b	-	-	
12.2 Overview of TMIP								-	B	-	R
HEALTH CARE OPTIMIZATION											
13. POPULATION HEALTH TR: AFIs 44-173, 44-176											
13.1 Basic Facts of Population Health								A	-	B	
13.2 Critical Success Factors of Population Health								A	-	B	
13.2.1 Demand Management								-	A	B	
13.2.2 Capacity Management								-	A	B	
13.3 Roles and Responsibilities								A	B	-	
14. ACCESS TO CARE (ATC), SCHEDULING AND APPOINTING, AND PROVIDER TEMPLATE TR: AFIs 41-210, 48-123											
14.1 TRICARE ATC Standards								A	-	B	
14.2 TRICARE ATC Categories								A	-	B	
14.3 Priority of Care								A	-	-	
14.4 Patient Category Status								A	-	-	
14.5 Scheduling Administration								-	A	B	

1. Tasks, Knowledge And Technical References	2. Core Tasks (*)		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level	D RSV
	5 level	7 level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/ Method
14.6 Schedule Appointments Utilizing ATC Standards	*	*						2b	c	-	
14.7 Prepare Provider Templates	*	*						1a	b	-	
14.8 Provider Template Changes								A	-	B	
15. RECEPTION DESK TR: AFI 41-217											
15.1 Check Patients into Clinic using Automated Systems								1a	b	-	
15.2 Verify Patient Demographics								1a	b	-	
15.3 Update Patient Demographics								1a	b	-	
15.4 Verify Other Health Insurance								1a	b	-	
15.5 Update Other Health Insurance								1a	b		
15.6 Verify Injury/Accident Information Manually								a	b	-	
15.7 Verify Injury/Accident Information Electronically								a	b	-	
15.8 Convalescent leave								A	-	-	
15.9 Generate Provider Roster								1a	b	-	
15.10 Display Patient Appointments								1a	b	-	
15.11 Add Patient to Wait List								1a	b	-	
15.12 Accomplish End-of-Day Processing								1a	b	-	
15.13 Request Patient Record								1a	b	-	
15.14 Recharge Patient Record								1a	b	-	
16. CODING TR: DoDI 6040.42. Professional Services and Specialty Coding Guidelines Military Health System Coding Guidelines, CPT Coding Guidelines											
16.1 Coding Manuals								A	B	-	
16.2 Coding Taxonomy								A	B	-	
16.3 Coding Patient Encounters								A	B	-	

1. Tasks, Knowledge And Technical References	2. Core Tasks (*)		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level	D RSV
	5 level	7 level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/ Method
17. INDIVIDUAL MEDICAL READINESS TR: DoDI 6025.19											
17.1 Preventive Health Assessment (PHA)								A	B	-	
17.2 Retrieve relevant documentation to support PHA								a	-	-	
17.3 Review PHA & Individual Medical Readiness (PIMR) for PHA Process								a	-	-	
17.4 Profile Usage – AF Form 422								A	-	-	
18. HEALTH INFORMATICS TR: DoDI 6040.40, 6040.42, and DoDD 6040.41.											
18.1 ATC Reports								A	-	B	
18.2 Utilize Care ATC Report								-	b	c	
18.3 TRICARE Operations Center Tools								-	A	B	
18.4 Biometrics Data Quality Assurance Service (BDQAS)								-	A	B	
18.5 Admission (ADM) Completion Reports and Compliance								-	A	B	
18.6 Composite Health Care System (CHCS) Adhoc Reports								-	A	B	
18.7 Retrieve business data from Automated Systems								a	-	b	
18.8 Verify business data from Automated Systems								a	-	b	
TRICARE OPERATIONS AND PATIENT ADMINISTRATION (TOPA)											
19. TRICARE HEALTH PLAN TR: AFI 41-210											
19.1 Evolution of TRICARE								A	B	-	
19.2 TRICARE Program Features								A	B	-	
19.3 TRICARE On-line Operations								A	B	-	
19.4 Assist beneficiaries with TRICARE benefits	*							-	b	-	

1. Tasks, Knowledge And Technical References	2. Core Tasks (*)		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level	D RSV
	5 level	7 level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/ Method
19.5 Assist beneficiaries with TRICARE patient travel								-	b	-	
19.6 National Defense Authorization Act (NDAA) benefit changes								-	A	-	
20. BENEFICIARY COUNSELING ASSISTANCE COORDINATOR (BCAC) TR: AFI 41-210											
20.1 Roles and Responsibilities of BCAC								A	B	-	
20.2 Marketing TRICARE								-	A	-	
21. Debt Collection Assistance Officer (DCAO) TR: AFI 41-210								A	B	-	
22. HEALTH PLAN ANALYSIS TR: AFI 41-210, Managed Care Forecasting and Analysis System (MCFAS)											
22.1 Data driven decisions								-	A	-	
22.2 Sources of health plan information								-	B	-	
22.3 Resource Sharing								-	-	-	
22.3.1 Veterans Administration agreements								-	A	B	
22.3.2 Managed Care agreements								-	A	B	
22.3.3 Other local support contractor agreements								-	A	B	
23. MEDICAL PROCESSING TR: AFI 41-210											
23.1 In-processing functions								A	-	-	
23.2 Out-processing functions								A	-	-	
23.3 Conduct medical in-processing for all beneficiaries								-	b	-	
23.4 Conduct medical out-processing for all beneficiaries								-	b	-	

1. Tasks, Knowledge And Technical References	2. Core Tasks (*)		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level	D RSV
	5 level	7 level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/ Method
24. OVERALL OUTPATIENT HEALTH RECORDS MANAGEMENT TR: AFIs 33-364, 41-210, AFMAN 33-363, MRTR2 Users Guide											
24.1 Prepare outpatient medical records	*	*						2b	c	-	
24.2 Maintain outpatient medical records	*	*						2b	c	-	
24.3 Records retirement								A	B	-	
24.4 Complete outpatient records retirement process								-	b	c	
24.5 Quality control for medical records management								A	-	B	
24.6 Medical Record Review Function								A	B	-	
24.7 DoD policy on custody and control of medical records								A	B	-	
25. PERFORM DUTIES ASSOCIATED WITH OUTPATIENT RECORDS TR: AFIs 33-364, 41-210, AFMAN 33-363, MRTR2 Users Guide											
25.1 In-processing functions								A	B	-	
25.2 Out-processing functions								A	B	-	
25.3 Perform In-processing functions								2b	-	-	
25.4 Perform Out-processing functions								2b	-	-	
25.5 Retrieve diagnostic reports								2b	-	-	
25.6 Retrieve treatment profiles								2b	-	-	
25.7 Perform annual inventory functions								a	c	-	
25.8 Research medical documents								2b	c	-	
25.9 File medical documents								2b	c	-	
25.10 Distribute medical documents								2b	c	-	
25.11 Perform medical record tracking functions								2b	c	-	

1. Tasks, Knowledge And Technical References	2. Core Tasks (*)		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level	D RSV
	5 level	7 level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/ Method
26. SERVICE TREATMENT RECORD (STR) DISPOSITION PROCESSING TR: AFI 41-210; Revised STR Disposition Plan for Retiring and Separating Airmen											
26.1 STR disposition processing								A	B	B	
26.2 Perform STR process functions								1a	b	c	
27. RELEASE OF INFORMATION AND HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) TR: DoD 6025.18-R. AFIs 41-210, 41-217, 33-332											
27.1 Release of information policies								A	B	B	
27.2 HIPAA requirements								A	B	B	
27.3 Perform sequestered medical records functions	*	*						a	b	c	
28. REFERRAL MANAGEMENT TR: AFI 41-210, Referral Management Center Guide											
28.1 Referral management process								A	B	-	
28.2 Verify contact information on consults								2b	b	-	
28.3 Track referrals								a	b	-	
28.4 Attach supplementary documentation to referrals								1a	b	-	
28.5 Referral instructions to beneficiaries								A	-	-	
29. ELIGIBILITY AND PATIENT REGISTRATION											
29.1 Verify Eligibility	*	*						2b	c	-	
29.2 Register patients (Mini/Full)								2b	c	-	R
29.3 Manage patient registrations								-	-	c	

1. Tasks, Knowledge And Technical References	2. Core Tasks (*)		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level	D RSV
	5 level	7 level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/ Method
30. AEROMEDICAL EVACUATION (AE) PATIENT MOVEMENT TR: AFI 41-301, 41-305, AFI 41-307.											
30.1 Patient movement process								A	B	B	R
30.2 Patient classification and precedence								A	B	-	R
30.3 Prepare mission documentation (DD Forms 601, 602, etc.)								1a	b	-	R
30.4 Initiate patient movement requests (PMR)								-	b	-	R
30.5 Perform anti-hijacking procedures for patients								1a	b	-	R
30.6 Perform anti-hijacking procedures for baggage								1a	b	-	R
30.7 Theater Patient Movement Requirement Center (TPMRC)								A	B	-	R
30.8 Joint Patient Movement Requirement Center (JPMRC)								A	B	-	R
31. TRANSCOM REGULATING AND COMMAND & CONTROL EVACUATION SYSTEM (TRAC2ES) TR: TRAC2ES Training Materials, Joint Patient Movement Requirements center concepts of Aeromedical Evacuation.											
31.1 Utilize TRAC2ES								1a	b	-	R
31.2 Transport Litter Patients											R
31.3 Medevac (Army, Rotary wing medical evacuation)								A	B	-	R
31.4 Initiate 9 Line Medevac Request Form								1a	-	-	R
32. MEDICAL EVALUATION BOARDS (MEB) TR: DTM 11-015. AFIs 10-203, 36-3212, 41-210, 48-123.											
32.1 MEB technician responsibilities								A	B	B	

1. Tasks, Knowledge And Technical References	2. Core Tasks (*)		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level	D RSV
	5 level	7 level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/ Method
32.2 Physical Evaluation Board Liaison Officer (PEBLO) responsibilities								A	B	B	
32.3 Medical Board procedures								A	B	B	
32.4 Integrated Disability Evaluation System (IDES) Overview								A	B	B	
32.5 MEB/IDES Tracking Log Functions (local database & Veteran's Tracking Application (VTA)								-	B	B	
32.6 Perform Medical Board procedures								-	-	c	
32.7 Review in-lieu of (RILO) board								A	B	B	
32.8 Perform RILO board procedures								-	-	c	
32.9 Temporary Disability Retirement List (TDRL)								A	B	B	
32.10 Perform TDRL procedures								-	-	c	
32.11 Permanent Disability Retirement List (PDRL)								A	B	B	
32.12 Perform PDRL procedures								-	-	c	
32.13 Assignment Limitation Code C (ALC-C) (to include deployment)								A	B	B	
32.14 PCS waiver								A	B	B	
32.14.1 Fitness For Duty								A	B	B	
32.14.2 ALC-C Fast Track								A	B	B	
32.14.3 Perform ALC-C procedures								-	-	c	
32.14.4 Deployment Availability Working Group (DAWG)								A	B	B	
32.15 Patient Squadron Management								A	B	-	
33. Perform Line of Duty (LOD) Determinations Procedures TR: AFI 36-2910, 41-210								a	b	c	R
34. QUARTERS MANAGEMENT TR: AFI 41-210											
34.1 Quarters notification								A	B	-	
34.2 Complete quarters notification								-	b	-	

1. Tasks, Knowledge And Technical References	2. Core Tasks (*)		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level	D RSV
	5 level	7 level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/ Method
35. Manage Secretarial Designee Program TR: AFI 41-210								a	b	c	
36. SPECIAL NEEDS IDENTIFICATION AND ASSIGNMENT COORDINATION (SNIAC) PROCESS TR: AFI 41-210, 40-701											
36.1 Manage Family Member Relocation Clearance (FMRC) process								a	b	-	
36.2 Facility Determination Inquiries (FDI)								-	B	-	
36.3 Perform Facility Determination Inquiries (FDI)								-	-	b	
36.4 Assignment Limitation Code Q								-	B	-	
36.5 Perform Assignment Limitation Code Q procedures								-	-	b	
36.6 Q-Base web based tool functions								-	A	B	
37. CASUALTY REPORTING AND PROCEDURES RELATING TO DECEASED PATIENTS TR: AFI 36-3002, 41-210											
37.1 Casualty Assistance Liaison (CAL) responsibilities								A	B	-	
37.2 Process AF Form 570, <i>Notification of Patient's Medical Status</i>								1a	b	-	R
37.3 Perform Casualty Status notifications								1a	b	-	R
37.4 Prepare Seriously Ill/Very Seriously Injured (SI/VSI) roster								1a	b	-	R
37.5 Manage SI/VSI roster								1a	b	-	R
37.6 Process death package								a	b	-	R
38. WARTIME MORTUARY AFFAIRS TR: AFI 34-242; AFH 10-247 V4; JP 4-06											
38.1 Liaison for Mortuary Affairs Operations								-	B	-	R

1. Tasks, Knowledge And Technical References	2. Core Tasks (*)		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level	D RSV
	5 level	7 level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/ Method
38.2 Assist with Remains Processing								-	b	-	R
38.3 Assist with Disposition Processing								-	b	-	R
39. Business Case Analysis TR: AFI 41-210								-	-	B	
40. Joint Incentive Fund TR 41-210, Y2003 NDAA Section 721								-	-	B	
41. Wounded Warrior Program TR: Policy Memorandum on Implementing Disability-Related Provisions of the NDAA 2008, Policy Memorandum-Notification to Congress of Hospitalization of Combat Wounded Members, and DTM 11-015								-	B	B	
INPATIENT SERVICES											
42. DUTIES ASSOCIATED WITH INPATIENT RECORDS TR: AFIs 33-364, 41-210, AFMANS 33-363, MRTR2 Users Guide.											
42.1 Perform Medical records tracking functions								-	b	-	
42.2 Extended ambulatory records management								-	A	B	
42.3 Perform inpatient records disposition procedures								-	b	-	R
42.4 Inpatient Health Records Management								-	-	-	
42.4.1 Prepare inpatient medical records								1a	b	-	R
42.4.2 Maintain inpatient medical records								1a	b	-	R
42.4.3 Inpatient records retirement process								A	B	-	
42.4.4 Complete inpatient records retirement process								-	b	c	
42.4.5 Quality control of Inpatient medical records management								A	-	B	
43. ADMISSIONS PROCESS TR: AFI 41-210, 44-102											

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	5 level	7 level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/ Method
43.1 Perform admission functions								2b	-	-	R
43.2 Perform transfer functions								2b	-	-	R
43.3 Notify appropriate agencies								a	b	-	R
43.4 Prepare admission reports								2b	-	-	R
43.5 Verify admission reports								2b	-	-	R
44. DISPOSITION PROCESS TR: AFI 41-210											
44.1 Perform disposition functions								2b	-	-	R
44.2 Prepare disposition reports								2b	-	-	R
44.3 Verify disposition reports								2b	-	-	R
45. BIRTH REGISTRATIONS TR: AFI 41-210											
45.1 Birth Registration in CONUS								-	B	-	
45.2 Birth Registration in OCONUS								-	B	-	
RESOURCE MANAGEMENT											
46. FINANCIAL MANAGEMENT AND BUDGETING. TR: DoD 7000.14-R, DoDD 7045.14, AFIs 41-210, 65-601, DFAS-DE 7010.1											
46.1 Planning, Programming, & Budgeting System (PPBS)								-	-	B	
46.1.1 PPBS objective								-	-	B	
46.1.2 Future Year Defense Program (FYDP) objective								-	-	B	
46.2 Medical Budget TR: DoD FMR Vol 2B Chap 12, AFI 65-601											
46.2.1 Plan the medical budget								-	a	b	
46.2.2 Manage the medical budget								-	a	b	
46.2.3 Formulate Budget								-	b	c	
46.2.4 Accounting classification structure (BAG, PEC, RC/CC, and EEIC)								-	A	B	

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	5 level	7 level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/ Method
46.3 Accounting Principles TR: DFAS-DE 7010.1, Ch 18, 19, 20, and 21											
46.3.1 Commitments								-	-	B	
46.3.2 Undelivered Orders Outstanding (UOO)								-	-	B	
46.3.3 Accrued Expenditures Unpaid (AEU)								-	-	B	
46.3.4 Accrued Expenditures Paid (AEP)								-	-	B	
46.4 Funds Distribution TR: AFI 65-601 V1 Ch 5, V2 Ch 2-7 and 14											
46.4.1 Total Obligation Authority (TOA)								-	-	B	
46.4.2 Initial Distribution Process								-	-	B	
46.4.3 Annual Funding								-	-	B	
46.4.4 Quarterly Funding								-	-	B	
46.4.5 Continuing Resolution Act (CRA)								-	-	B	
46.5 Budget Execution DoD TR: DoD FMR Vol 3, AFI 36-502, DFAS-DE 7010.1 Ch 27, DFAS 7220.4-I											
46.5.1 Determine Status of Funds								-	-	B	
46.5.2 Track Reimbursements								-	-	B	
46.5.3 Civilian Pay								-	-	B	
46.6 Perform End-of-year close-out activities								-	a	b	
46.6.1 Management of Prior Year Funds								-	-	B	
46.6.2 Perform Tri-Annual Review of Obligations								-	-	b	
46.7 Financial Management System Products TR: Air Force Medical Service Defense Health Program Budget Execution Guide											

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	5 level	7 level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/ Method
46.7.1 Financial documents (MORDS, MIPRS, AF Form 9, and AF Form 616)								-	A	B	
46.7.2 Financial Reports (OBL, ODL, STH, Budget execution)								-	A	B	
46.7.3 Utilize Defense Medical Logistics Standard Support (DMLSS)								-	-	b	
46.7.4 Business Objects Reports								-	-	B	
46.7.5 Open Document List (ODL)								-	-	B	
46.7.6 Selective Transaction History List (STH)								-	-	B	
46.8 Cost Center Managers (CCM) TR: AFI 41-120											
46.8.1 Conduct initial CCM training								-	b	-	
46.8.2 Conduct recurring CCM								-	b	-	
46.8.3 Perform CCM analysis of expenses								-	b	c	
46.8.4 Update CCM Guide								-	a	b	
46.9 Uniform Business Office (UBO) TR: DoD 7000.14-R, AFI 41 210, AFMS Budget Execution Guide, Medical Service Accounts Guide											
46.9.1 Compliance Program								-	-	B	
46.9.2 Third Party Collection (TPC) Program Quarterly Reporting								-	-	B	
46.9.3 TPC Program Annual Reporting								-	-	B	
46.9.4 Purpose of Medical Service Account (MSA)								A	-	B	
46.9.4.1 Perform Control accounts receivable								-	-	b	
46.9.4.2 Deposit funds								-	-	b	
46.9.4.3 Determine rate								-	-	b	
46.9.4.4 Determine billing activities								-	-	b	

1. Tasks, Knowledge And Technical References	2. Core Tasks (*)		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level	D RSV
	5 level	7 level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/ Method
46.9.4.5 Determine collection activities								-	-	b	
46.9.4.6 Utilize MSA Reports								-	-	b	
46.9.5 Medical Affirmative Claims TR: MOA between SG AFJA for Medical Cost Reimbursement Program											
46.9.5.1 Collecting and processing AF Form 1488, <i>Daily Log of Patients Treated for Injuries.</i>								A	B	-	
46.9.5.2 Maintain AF Form 438, <i>Medical Care Third Party Liability Notification</i>								a	b	-	
46.9.5.3 Quarterly reconciliation process								-	B	-	
47. BUSINESS PLAN TR: AFI 41-120, MPPG, DQ Team User Guide (TUG)											
47.1 Components of the Business Plan								-	-	B	
47.2 Create Resource and Program Information Development System (RAPIDS) slide								-	-	b	
48. INFORMATICS/DATA QUALITY (DQ) TR: DODI 6040.40											
48.1 Data Quality								-	A	B	
48.2 Prepare Data Quality (DQ) statement								-	-	b	
49. MEDICAL EXPENSE AND PERFORMANCE REPORTING SYSTEM (MEPRS)/EXPENSE ASSIGNMENT SYSTEM (EAS) TR: DoD 6010.13-M, AFIs 41-102, EAS User Manual											
49.1 MEPRS								A	B	-	
49.2 MEPRS Coding Structure								A	B	-	
49.3 Collect MEPRS data								-	b	-	
49.4 Process MEPRS data								-	b	-	

1. Tasks, Knowledge And Technical References	2. Core Tasks (*)		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level	D RSV
	5 level	7 level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/ Method
49.5 MEPRS reports								-	A	B	
49.6 System Repository								-	-	A	
49.7 Interfacing workload systems								-	B	-	
49.8 Defense Medical Human Resource System internet (DMHRSi)								A	-	-	
49.9 Utilize Defense Medical Human Resource System internet (DMHRSi)								-	b	c	
49.10 Worldwide Workload Report (WWR)								-	-	-	
50. MANPOWER TR: DoDD 7045.14; AFPD 38-2; AFIs 10-401, 16-501, 36-2101, 38-101, 38-201, 38-204; Flight Path; MPPG; Unit Manpower Document Guide											
50.1 AFMS Flight Path								-	-	B	
50.2 AFMS Corporate Structure								-	-	B	
50.3 Unit Manning Document (UMD) (i.e. Action Change Request, Organization Change Request, Career Progression Group, Zero Balance Transfer, Manpower Change Request)								-	A	B	
50.4 Perform UMD reconciliation		*						-	a	b	
50.5 Perform UPMR reconciliation								-	a	b	
50.6 Process Manning Assistance Requests (OCO) (Active Duty, IMA, Reserve, Guard)								-	a	b	
50.7 Program Objective Memorandum (POM)								-	-	B	
51. PATIENT VALUABLES AND WEAPONS TR: DoD 6010.15-M											
51.1 Perform safeguard patient valuables								1a	b	-	R
51.2 Perform safeguard patient weapons procedures								1a	b	-	R

1. Tasks, Knowledge And Technical References	2. Core Tasks (*)		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
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	5 level	7 level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/ Method
52. Support Agreements (MOU/MOA) TR: AFI 25-201								-	-	B	
53. INFORMATION SYSTEMS AND MANAGEMENT TR: AFMAN 33-282											
53.1 Medical automated applications								A	B	-	
53.2 Hardware inventory procedures								A	-	-	
53.3 Software inventory procedures								A	-	-	
53.3.1 Perform hardware inventory procedures								-	b	-	
53.3.2 Perform software inventory procedures								-	b	-	
53.4 Information System Security and User/System Accreditation. (Diacap Process)								A	B	-	
53.5 Basic network components								A	B	-	
53.6 Basic Hardware components								A	B	-	
54. SEI 260 AND A+ CERTIFICATION TRAINING TR: IT E-Learning CBT: DOD 8570 IA Certification Support; AFI 33-115 V1, 33-332, 33-100; DoD 8570.01-M											
54.1 Complete required certification training according to duties associated with ***SEI 260**								-	-	-	
54.1.1 Complete Test Prep: Essentials								-	-	-	
54.1.2 Complete Test Prep: Practical Application								-	-	-	
54.1.3 Identify key internal PC components								-	-	-	
54.1.4 Identify key Standard Desktop Configuration (PC)								-	-	-	
54.1.5 Identify key printer setup								-	-	-	
54.1.6 Publish CAC card certificates								-	-	-	

1. Tasks, Knowledge And Technical References	2. Core Tasks (*)		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level	D RSV
	5 level	7 level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/ Method
54.1.7 Build a network cable								-	-	-	
54.1.8 Test a network cable								-	-	-	
54.2 Support Clinical Software Applications (PIMR, AHLTA, ICDB)								-	-	-	
54.3 AFI 41-211, <i>Management of Medical Information Services</i>								-	A	-	
54.4 AFI 33-114, <i>Software Management</i>								-	-	A	
55. TRAINING FOR LEVEL II INFORMATION ASSURANCE (System Administrators, Network Management, Server room support)											
55.1 Complete required certification training according to duties associated with SEI 264								-	-	-	
55.2 Complete Test Prep: Security + If ob duties require the member to be Security + Certified (264)								-	-	-	
56. SUPPORT CLINICAL SOFTWARE APPLICATIONS TR: AFI 41-211											
56.1 Administer AHLTA Servers								-	-	-	
56.2 Maintain AHLTA Servers								-	-	-	
56.2.1 Pull Server Utilization Reports								-	-	-	
56.2.2 Analyze Server Utilization Reports								-	-	-	
56.2.3 Install Software Updates								-	-	-	
56.2.4 Create User Accounts								-	-	-	
56.2.5 Manage User Accounts								-	-	-	
56.2.6 Configure Server load balance								-	-	-	
56.2.7 Support AHLTA End User Devices								-	-	-	
56.3 Support Corporate Dental Application								-	-	-	
56.4 Maintain Corporate Dental Application								-	-	-	

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	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level	D RSV
	5 level	7 level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/ Method
56.5 Create Defense Medical Human Resources System-internet (DMHRSi) User Accounts								-	-	-	
56.6 Manage DMHRSi User Accounts								-	-	-	
56.7 Update Business Object Applications (M2, EAS IV, etc...)								-	-	-	
56.8 Troubleshoot Business Object Applications (M2, EAS IV, etc...)								-	-	-	
56.9 Troubleshoot Teleradiology Picture Archiving Communications System (PACS) Network configurations								-	-	-	
56.10 Support Teleradiology PACS Network configurations								-	-	-	
56.11 Install DMLSS								-	-	-	
56.12 Configure DMLSS								-	-	-	
56.13 Update DMLSS								-	-	-	
56.14 Install Commanders' Resource Integration System (CRIS)								-	-	-	
56.15 Troubleshoot CRIS								-	-	-	
56.16 Configure CRIS								-	-	-	
56.17 Troubleshoot Q-Matic Pharmacy System								-	-	-	
56.18 Support Q-Matic Pharmacy System								-	-	-	
56.19 Support Tele -Mental Health Program								-	-	-	
56.20 Support Essentris								-	-	-	
56.21 Troubleshoot Essentris								-	-	-	
56.22 Install Centralized Credentials Quality Assurance System (CCQAS)								-	-	-	
56.23 Configure CCQAS								-	-	-	
56.24 Update CCQAS								-	-	-	
56.25 Install BDQAS								-	-	-	

1. Tasks, Knowledge And Technical References	2. Core Tasks (*)		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level	D RSV
	5 level	7 level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/ Method
56.26 Configure BDQAS								-	-	-	
56.27 Update BDQAS								-	-	-	
56.28 Vulnerability assessment								-	-	B	
56.29 Threat assessment								-	-	B	
56.30 Systems Security practices in accordance with HIPAA laws								-	-	B	
57. SUPPORT THEATER MEDICAL INFORMATION PROGRAM-JOINT (TMIP-J) IN THE DEPLOYED ENVIRONMENT											
57.1 Administer TMIP-J Servers								-	-	-	
57.2 Maintain TMIP-J Servers								-	-	-	
57.3 Install AHLTA-T								-	-	-	
57.4 Configure AHLTA-T								-	-	-	
57.5 Administer TC2 Server								-	-	-	
57.6 Maintain TC2 Server								-	-	-	
57.6.1 Install TC2 Application								-	-	-	
57.6.2 Update TC2 Application								-	-	-	
57.6.3 Configure TC2 Application								-	-	-	
57.6.4 Create TC2 Accounts								-	-	-	
57.6.5 Manage TC2 Accounts								-	-	-	
57.7 Troubleshoot TMIP-J End User Devices (EUDs)								-	-	-	
57.8 Repair TMIP-J EUDs								-	-	-	
MEDICAL READINESS											
58. MRNCO OVERSIGHT OF READINESS											
TR: AFIs 10-401 and 10-403											
58.1 Air Force Planning overview								-	-	-	
58.1.1 Objectives of Air Force planning								A	B	-	
58.1.2 Aerospace Expeditionary Force (AEF) Construct								-	B	-	

1. Tasks, Knowledge And Technical References	2. Core Tasks (*)		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level	D RSV
	5 level	7 level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/ Method
58.1.2.1 Composition								-	B	-	
58.1.2.2 Schedule								-	B	-	
58.1.2.3 Battle Rhythm								-	B	-	
58.1.2.4 Vulnerability period								-	B	-	
58.1.3 Deliberate and Crisis action Planning and Execution Segments (DCAPES) Overview								-	B	-	
59. CONTROL CENTER FUNCTIONS TR: AFIs 10-204, 10-206, 10-2501, 41-106											
59.1 Medical Control Center (MCC)								A	B	-	R
59.2 Utilize Secure Comm devices								2b	-	-	R
59.3 Utilize phonetic alphabet								2b	-	-	R
59.4 Utilize Maps								-	b	-	R
59.5 Utilize Events Log								-	b	-	R
59.6 Utilize Status boards								-	b	-	R
59.7 Run MCC Checklists								-	b	-	
60. MEDICAL READINESS NONCOMMISSIONED OFFICER (MRNCO) OVERSIGHT OF READINESS TR: AFIs 10-201, 10-204, 10-401, 10-403, 10-2501, 10-2603, 10-2604, 36-2201, 41-106, 90-1601											
60.1 Medical Readiness Committee								A	B	B	
60.1.1 Develop exercise objectives								-	-	b	
60.1.2 Develop scenario inputs								-	-	b	
60.1.3 Conduct Hotwash (Post-Incident) Exercise Summary								-	-	b	
60.2 Perform Procedures for Medical Readiness In-processing								-	b	-	
60.3 Perform Procedures for Medical Readiness Out-processing								-	b	-	

1. Tasks, Knowledge And Technical References	2. Core Tasks (*)		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level	D RSV
	5 level	7 level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/ Method
60.4 After Action Reports (Lessons Learned program)								-	-	B	
60.5 Unit Medical Readiness (MR) Training Manager (oversight of Formal UTC, Tiered, RSV/MCRP training programs)								-	-	B	
61. UNIT REPORTS MONITOR (MISSION CAPABILITY REPORTING) TR: AFIs 10-401, 10-403, 10-2501, 10-204, 10-201, 10-206, 41-106											
61.1 Status of Resources and Training System (SORTS) Report								A	B	-	
61.2 Complete Status of Resources and Training System (SORTS) Report								-	-	b	
61.3 AEF Reporting Tool (ART)								A	B	-	
61.4 Utilize AEF Reporting Tool (ART)								-	-	b	
61.5 Defense Readiness Reporting System (DRRS)								A	B	-	
61.6 Utilize DRRS								-	-	b	
61.7 Air Force Medical Readiness Decision Support System (MRDSS)								A	B	-	
61.8 Utilize MRDSS								-	-	b	
61.9 Complete OPREP3 Report								a	-	b	R
61.10 Complete SITREP Reports								a	-	b	R
61.11 Unit Designed Operational Capability (DOC) Statement								-	-	B	
61.12 Unit Type Codes (UTC) Availability								-	-	B	
61.13 Input MR training data in MRDSS								-	b	-	
62. UNIT DEPLOYMENT MANAGER (UDM) TR: AFIs 10-201, 10-203, 10-204, 10-401, 10-403, 10-2501, 41-106, AEF Online website											
62.1 UDM responsibilities								-	A	B	
62.2 Installation Deployment Function								-	B	B	

1. Tasks, Knowledge And Technical References	2. Core Tasks (*)		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level	D RSV
	5 level	7 level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/ Method
62.3 Facility Deployment Function								-	B	B	
62.4 Maintain Personnel Readiness Folders								-	b	-	
62.5 Facilitate Reclama Process								-	-	b	
62.6 Facilitate Shortfall Process								-	-	b	
62.7 Facilitate Tasking validation								-	-	b	
62.8 Time Phased Force Deployment Data (TPFDD) contents								-	-	B	
62.9 Deployment Requirements Manning Document (DRMD) contents								-	-	B	
62.10 Utilize AEF Online Logistics Module (LOGMOD)								-	-	b	
62.11 Reporting instructions (Identify theatre-specific deployment requirements)								-	-	B	
62.12 Unit Type Codes (UTC) Management								A	-	B	
62.13 Coordinate Unit Medical Resource Letter (MRL)								-	-	b	
62.14 Unit Plans NCO TR: DODI 6055.17, AFIs 10-401, 10-403, 10-2501, 10-2603, 10-2604, and 41-106								-	-	-	
62.14.1 Installation Deployment Plan (IDP)								-	A	B	
62.14.2 Comprehensive Emergency Management Plan (CEMP)								-	A	B	
62.14.3 Disease Containment Plan (DCP)								-	A	B	
62.14.4 In-Garrison Expeditionary Support Plan (IGESP)								-	A	B	
62.14.5 Medical Contingency Response Plan (MCRP)								-	A	B	
62.14.6 Review unit plans								-	-	b	
62.14.7 Maintain unit plans								-	-	b	

1. Tasks, Knowledge And Technical References	2. Core Tasks (*)		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level	D RSV
	5 level	7 level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/ Method
62.14.8 Coordinate unit plans								-	-	b	
62.14.9 Facilitate procedures for readiness MOAs								-	-	b	
62.14.10 Facilitate procedures for readiness MOUs								-	-	b	
63. MEDICAL COUNTER-CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR (MC-CBRN) OVERSIGHT TR: 29 CFR 1910.120, DODI 6055.17,AFIs 10-204, 10-2501, 10-2603, 10-2604, 41-106, 41-209											
63.1 Exercise requirements overview								-	-	B	
63.2 Budget requirements overview								-	-	B	
63.3 Inventory requirements overview								-	-	B	
63.4 Training requirements overview								-	-	B	
63.5 Coordinate with Team Chiefs											
63.5.1 Resource requirements								-	-	b	
63.5.2 Training requirements								-	-	b	
63.5.3 Budget requirements								-	-	b	
PERSONNEL AND ADMINISTRATION											
64. AUTOMATED SYSTEMS TR: AFI 33-328, Personnel Services Delivery Guide PSD handbook, DMHRSi Student Study Guide											
64.1 Utilize Base Level Service Delivery Model (BLDSM)								-	b	-	
64.2 Utilize Case Management System (CMS)								-	b	-	
64.3 Utilize Defense Medical Human Resources System-internet (DMHRSi) TR: AFI 41-102; DMHRSi Training Instance https://dmhrsitrng.csd.disa.mil ; DMHRSi Student Study Guide https://kx.afms.mil/kxweb/dotmil/kjPage.do?cid=CTB_082980&functionalArea=HealthServicesManagementCFM (HR Module)								-	b	-	

1. Tasks, Knowledge And Technical References	2. Core Tasks (*)		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
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	5 level	7 level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/ Method
64.4 Process TDY Orders in Defense Travel System (DTS)								-	b	-	
65. HUMAN RESOURCES TR: AFIs 36-2102, 36-2103, 36-3202											
65.1 Perform In-processing								-	b	-	
65.2 Perform Out-processing								-	b	-	
65.3 Manage Sponsorship (INTRO)								-	b	-	
65.4 Process Personnel Action Change & Duty Information Updates								-	b	-	
65.5 Retirement procedures								-	B	-	
65.6 Separations procedures								-	B	-	
65.7 Leave Procedures								-	B	B	
66. MANAGEMENT FUNCTIONS TR: AFIs 33-322, 36-2134, 36-2406, 36-2501, 36-2502, 36-2803, 36-2907, 44-120, and 47-10; AFMANs 23-220 and 33-306; AFPAM 36-2801; DoDD 1418.05; AFRIMS											
66.1 Process Unfavorable Information Files								-	-	b	
66.2 Process Control Roster								-	-	b	
66.3 Duty Status Tracking								-	B	-	
66.4 Process Awards								-	b	c	R
66.5 Process Decorations								-	b	c	R
66.6 Process Recognition								-	b	c	R
66.7 Manage Enlisted Performance Report (EPR)								-	b	c	R
66.8 Manage Officer Performance Report (OPR)								-	b	c	R
66.9 Manage Letter of Evaluation (LOE)								-	b	c	R
66.10 Basic Allowance for Subsistence (BAS)								-	A	B	
66.11 Subsistence In Kind (SIK)								-	A	B	
66.12 Promotion								-	B	-	

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	5 level	7 level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/ Method
66.13 Manage Weighted Airman Promotion System (WAPS) Testing								-	b	-	
66.14 Functional Area Records Manager (FARM) Program								-	-	B	
66.15 Oversee Functional Area Records Manager (FARM) Program								-	-	-	
66.16 Maintain Medical Publications & Forms								-	b	c	
66.17 Process Official Mail								-	b	-	
66.18 Monitor Personnel Information File								-	b	-	
66.19 Monitor Drug Demand Reduction (Notification procedures)								-	b	-	
66.20 Manage Controlled Spend Account (CSA) and/or Government Travel Card (GTC)								-	-	-	
66.21 Process Report of Survey (ROS)								-	-	b	
66.22 Process Inventory Management								-	b	-	
SENSITIVE DUTIES (PRP and PSP)											
67. SENSITIVE DUTIES PROGRAM											
TR: DoD 5210.42R, AFMAN 10-3902, AFI 41-210, PRP Interim Certification/Certification, How-To Checklist, Medical PRP Training Guide											
67.1 Personnel Reliability Program (PRP) medical records requirement								A	B	B	
67.2 Presidential Support Program (PSP) medical records requirement								A	B	B	
67.2.1 MTF PRP Monitor Roles & Responsibilities								-	A	B	
67.2.2 MTF PSP Monitor Roles & Responsibilities								-	A	B	
67.2.3 Roles and Responsibilities of the Competent Medical Authority (CMA)								-	A	B	

1. Tasks, Knowledge And Technical References	2. Core Tasks (*)		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
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	5 level	7 level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/ Method
67.2.4 Personnel Data System (PDS) PRP Status Codes								-	B	-	
67.3 Administrative Qualification Procedures								-	-	-	
67.3.1 Screen PRP/PSP medical records for Potential Disqualifying Information (PDI)	*	*						1a	b	c	
67.3.2 Identify and document PDI	*	*						-	b	c	
67.3.3 Perform PDI notification procedures	*	*						a	b	c	
67.4 Certification Process								-	-	-	
67.4.1 Perform Initial Certification Procedures								-	b	c	
67.4.2 Perform Interim Certification Procedures								-	b	c	
67.4.3 Perform Personnel Transfers (PRP to PRP transfers)								-	b	c	
67.5 Removal								-	-	-	
67.6 Reinstatement								-	-	-	
67.6.1 Perform Disqualification								-	b	c	
67.6.2 Perform Permanent Disqualification								-	b	c	
67.6.3 Suspension recommendation								A	B	-	
67.6.4 Process Suspension recommendation								-	b	c	
67.6.5 Temporary Decertification								A	B	-	
67.6.6 Process Temporary Decertification								-	b	c	
67.6.7 Permanent Decertification								A	B	-	
67.6.8 Process Permanent Decertification								-	b	c	
67.6.9 Permanently decertified individuals											
67.6.9.1 Requalification								A	B	-	

1. Tasks, Knowledge And Technical References	2. Core Tasks (*)		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
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	5 level	7 level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/ Method
67.6.9.2 Process Requalification								-	b	c	
67.6.9.3 Reinstatement								A	B	-	
67.6.9.4 Process Reinstatement								-	b	c	
67.6.10 Permanently disqualified individuals											
67.6.10.1 Requalification								A	B	-	
67.6.10.2 Process Requalification								-	b	c	
67.6.10.3 Reinstatement								A	B	-	
67.6.10.4 Process Reinstatement								-	b	c	
67.6.11 Appeal Procedures								A	B	-	
67.7 CAT I Discrepancies Reporting								-	B	-	

TECHNICAL REFERENCE (TR) SOURCE SUMMARY FOR COMMERCIAL PUBLICATIONS AND OTHER SERVICE PUBLICATIONS STS 4A0X1

Commercial Texts

- Gray, Henry, and Henry V. Carter. *Gray's Anatomy: Descriptive and Surgical*. N.p.: Cosimo Classics, 2011. Print.
- Vaughn, Dean. *The Dean Vaughn Learning System Applied to Medical Terminology 350 Learning Guide*. 3rd ed. Westwood, Mass: Damon Instructional Systems Division, 2004.

Other Service Publications

The following publications can be found on the Official Department of Defense Website for DoD Issuances:

- DoD 4515.13R, *Air Transportation Eligibility*
- DoD 5210.42R, *Nuclear Weapons Personnel Reliability Program (PRP) Regulation*
- DoD 6010.13-M, *Medical Expense and Performance Reporting System for Fixed Military Medical and Dental Treatment Facilities Manual*
- DoD 6010.15-M, *Military Treatment Facility Uniform Business Office (UBO) Manual*
- DoD 6025.18-R, *DoD Health Information Privacy Regulation*
- DoD 7000.14-R V 1-15, *Department of Defense Financial Management Regulations (FMRS)*
- DoD 8570.01-M, *Information Assurance Workforce Improvement Program*
- DoDD 1418.05, *Basic Allowance for Subsistence (BAS) Policy*
- DoDD 6040.41, *Medical Records Retention and Coding at Military Treatment Facilities*
- DoDD 7045.14, *The Planning, Programming, Budgeting, and Execution (PPBE) Process*
- DoDI 6000.11, *Patient Movement (PM)*
- DoDI 6025.19, *Individual Medical Readiness (IMR)*
- DoDI 6040.40, *Military Health System Data Quality Management Control Procedures*
- DoDI 6040.42, *Medical Encounter and Coding at Military Treatment Facilities*
- DoDI 6055.17, *DoD Installation Emergency Management (IEM) Program*

4A0X1 Aeromedical Evacuation (AE)
Job Qualification Standards (JQS)

Tasks, Knowledge, and Technical References	DATE STARTED	DATE COMPLETED	TRAINEE INITIALS	TRAINER INITIALS	CERTIFYING OFFICIAL INITIALS
1. TRAC2ES Training TR: TRAC2ES CBT and User Guides					
2. Patient Movement Process TR: AFH41-114, AFIs 13-207, 41-101, 44-165, and 41-301, 41-307, AFJI 41-315, AFJH 41-313, AFJMAN 41-306, DoD 4515.13R, DoDI 6000.11, Joint Publication 4-02.2, Patient Movement Policies, Standard Operating Procedures, TRAC2ES User Guides, and Local Procedures					
2.1. Pre-Mission (Originating Facility)					
2.1.1. Eligibility for Travel					
2.1.2. Commercial Travel Protocols					
2.1.3. Use of AF Form 3839, Patient Reporting Data Collection Sheet					
2.1.4 Reporting Data Collection Sheet Patient Movement Requirements Center (PMRC)					
2.1.5. TRAC2ES Patient Travel Cite Number					
2.1.6. Coordination with External Agencies (Hospitals, Patient Staging Areas or Facilities)					
2.1.7. Patient Briefing					
2.1.8. AE Preparation Checklist Minimum Requirements					
2.1.9. Medical Records and Forms Familiarization					
2.1.9.1. AF Form 3899, Aeromedical Evacuation Patient Record					
2.1.9.2. AF Form 3838, Do Not Resuscitate Order (DNR) Certification for Aeromedical Evacuation					
2.1.9.3. SF Form 502, Medical Record Narrative Summary (Clinical Resume)					
2.1.9.4. SF 513, Medical Record – Continuation Sheet					
2.1.9.5. Nursing Inpt Transfer Sum					
2.1.10. Temporary Duty Travel Orders					
2.1.11. Baggage Requirements					
2.1.11.1. Allowable Weight					
2.1.11.2. AF Form 3851, Patient Baggage Data					
2.1.11.3. DD Form 600, Baggage Tag					
2.1.11.4. Lost/Unaccompanied Baggage					
2.1.11.5. Shipment of Unaccompanied Baggage					

Tasks, Knowledge, and Technical References	DATE STARTED	DATE COMPLETED	TRAINEE INITIALS	TRAINER INITIALS	CERTIFYING OFFICIAL INITIALS
2.1.12. Patient Command Notification					
2.1.13. Rules for Medical and Non-Medical Attendant					
2.1.13.1. AE of Unaccompanied Minor					
2.1.13.2. AF Form 2239, Consent for Medical Care and Transportation in the Aeromedical Evacuation System or Power of Attorney					
2.1.14. Inspection of Patients, Attendants and Baggage					
2.1.14.1. Identification/Confiscation of Country/Area of Responsibility-Specific "Unauthorized" Material					
2.1.14.2. AF Form 1297, Temporary Issue Receipt, for Items Confiscated					
2.1.14.3. Confiscation of Weapons and Ammunition					
2.1.14.4. Anti-Hijacking Statement					
2.1.14.5. Patient and Attendant Meals					
2.1.14.5.1. Meal Orders					
2.1.14.5.2. Special Dietary Requirement					
2.1.14.6. Flight/Patient Tracking using TRAC2ES					
2.1.14.7. AE Crew Briefing					
2.2. Mission Packet Preparation					
2.2.1. AF Form 3860, Aeromedical Patient Record Data					
2.2.2. PMR or AF Form 3839					
2.2.3. AF Form 3830, Patient Manifest					
2.2.4. AF Form 3829, Summary of Patients Evacuated by Air					
2.2.5. SF 600, Health Record—Chronological Record of Medical Care					
2.2.6. Flight and Fleet Kitchen Request					
2.2.7. TRAC2ES Special Diet Roster					
2.2.8. TRAC2ES Patient Special Equipment Roster					
2.2.9. Temporary Duty Travel Orders (Reference 2.1.11)					
2.2.10. Anti-Hijacking Statement (Reference 2.1.15.3)					
2.3. Post-Mission (Receiving Facility)					
2.3.1. In-Transit Visibility Events					
2.3.2. Following Mission to Completion via TRACE2S/PMRC					
2.3.3. Analysis of Discrepancies					
2.3.4. Anti-Hijacking Procedures (Reference 2.1.15)					
2.3.5. Arrangement of Further Medical Care					

Tasks, Knowledge, and Technical References	DATE STARTED	DATE COMPLETED	TRAINEE INITIALS	TRAINER INITIALS	CERTIFYING OFFICIAL INITIALS
2.3.5.1. Ground Transportation					
2.3.5.2. Billeting for Outpatient/Medical Attendant/Non-Medical Attendant					
2.3.6. Death in Flight Procedures					
2.3.7. Remaining Overnight Patient Procedures					
2.3.8. Release of Patients from Aeromedical Evacuation System – AF Form 3841, Certificate of Release					
2.3.9. AF Form 3835, Aeromedical Mission Management I and AF Form 3836, Aeromedical Mission Management II					
3. Bed Status Report TR: AFJI 41-315 and AFI 41-307					
3.1. Patient Status Board or AF Form 3892, Patients Holding in Aeromedical Staging Facility					
3.2. Patient Information Board					
4. Zulu Time TR: AFI 11-2AEV3 CL-2 (Pg 15); Air Force Portal World Clock located at www.my.af.mil ; www.timeanddate.com/worldclock/					
4.1. Zulu Time Conversion					
5. Julian Date Calendar TR: References located on Air Force Portal at www.my.af.mil and AFMS Kx located at https://kx.afms.mil (Search Pages)					
5.1. Julian Date Conversion					
6. Communication TR: AFIs 31-401, 33-201 and 33-332					
6.1. Communication Security					
6.2. Information Security					
6.2.1. Protocol Router Network (Secret and Non-Secure Internet Protocol Router Network)					
6.3. Privacy Act					
7. Customs TR: DoD 4500.54-G and AMCI 24-101 V16					
7.1. Role/Responsibility of Border Clearance Agencies					
7.2. Border Clearance Procedures					
8. Flight Line Driving TR: AFJMAN 24-306, AFMAN 10-100 and Local Guidance					
8.1. Airfield Drivers Course (Via Advanced Distributed Learning Service)					

Tasks, Knowledge, and Technical References	DATE STARTED	DATE COMPLETED	TRAINEE INITIALS	TRAINER INITIALS	CERTIFYING OFFICIAL INITIALS
8.2. International Military Route Signs & Road Signs					
8.3. Vehicle Checks					
9. Patient Load/Unload TR: AFI 41-301					
9.1. Litter Training					
9.2. Patient Loading Procedures					
9.3. Patient Unloading Procedures					
10. CASF CONFIGURATION					
11. Aircraft Tracking					

Section B - Course Objective List

1. Resident Courses. If a written copy of the course objective list is required, contact 382 TRS/TRR, 2931 Harney Road, Fort Sam Houston TX 78234-2532 or call DSN 420-5932. A copy will be sent to you as soon as possible.

2. Measurement. Students are measured in both knowledge and performance elements using a written test and a performance progress check.

3. Standard. The course minimum 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.

4. Proficiency Level. Most course 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.

5. Career Development Courses. CDC information can be obtained from the Air Force Career Development Academy at Maxwell AFB, Gunter Annex, AL.

Section C - Support Material

1. Support Material.

1.1. Training Platforms (TP). The following list of support materials is not all-inclusive; however, it covers the most frequently referenced areas.

1.1.1. Beneficiary Counseling Assistance Coordinator (BCAC) (STS Item 20). Personnel assigned as BCACs should use the following TPs to become proficient in the tasks associated with new responsibilities.

1.1.1.1. The Health Benefits Website provides the latest information and tools on Health Plan Management. Some information on this website is password protected; therefore, personnel will be required to apply for an account in order to gain access.

1.1.1.2. TRICARE Fundamentals Course (STS Item 19) is a regional-based course. Location rotates each quarter. It is an entry-level 3-day course designed for those personnel involved in providing TRICARE assistance and counseling to beneficiaries. Major topics include TRICARE eligibility, medical benefits to include TRICARE Prime Remote and TRICARE for Life, transitional benefits, pharmacy, dental, claims and appeals, and customer service. The target audiences for this course are BCACs, Debt Collection Assistance Officers (DCAOs), and Contract Representatives who are on their initial TRICARE assignment. Other eligible attendees are Airman Family and Readiness Center personnel, Reserve Component Unit Representatives,

TRICARE staff, and other personnel who have TRICARE outreach responsibilities, newly assigned TOPA Flight OIC/NCOICs. There are no prerequisites for this course; however, this course is not intended for those personnel who have attended or other similar courses.

1.1.1.3. TRICARE University is the TRICARE Management Activity (TMA) distance learning training platform for various support functions (BCACs, DCAOs, etc.).

1.1.2. Debt Collections Assistance Officer (DCAO) (STS Item 21). Personnel assigned as DCAOs should use the following TPs to become proficient in the tasks associated with new responsibilities.

1.1.2.1. Health Benefits Website provides the latest information and tools on Health Plan Management. Some information on this website is password protected; therefore, personnel will be required to apply for an account in order to gain access.

1.1.3. Health Plan Analyses (STS Item 22). Personnel assigned duties within the scope of health plan analyses, use the following TPs to become proficient in the tasks associated with new responsibilities. References: Step-by-Step Guide for Population Health, DoD Population Health Improvement Plan and Guide, and A Guide to Population Health.

1.1.4. MEB/PEBLO Clerk (STS Item 32). Personnel assigned as Medical Evaluation Board/Physical Evaluation Board Liaison Officer (MEB/PEBLO) Clerks should thoroughly review AFI 10-203, *Duty Limiting Conditions*, AFI 36-3212, *Physical Evaluation For Retention, Retirement, And Separation*, AFI 41-210, *Patient Administration Functions*, AFI 48-123, *Medical Examinations and Standards*, and *Physical Evaluation Board Liaison Officer Guide* and the DES Pilot Operations Manual, which provides comprehensive information about MEBs and the Disability Evaluation System (DES). The PEBLO Guide can be found on the Health Benefits Website. The measurement of the TP is the responsibility of the using MTF.

1.1.5. PEBLO Training Workshop/Conference. The PEBLO workshop is conducted annually and is sponsored by AFPC, Disability Operations Branch. This informal course was developed to provide advanced, supplemental PEBLO training not currently offered in the 3- and 5-skill level Health Services Management TPs. Subject matter curriculum incorporates fundamental aspects of DoD level disability evaluation system directives as well as specific service administrative requirements that address appropriate case documentation requirements; necessity for timely case submissions; PEBLO-patient counseling; review-in-lieu of MEB guidelines; and other general MEB management functions required of PEBLOs at Physical Evaluation Board referral MTFs.

1.1.6. Integrated Disability Evaluation System (IDES). Personnel assigned duties within or oversight of the IDDES Program should thoroughly review the information provided on the Health Benefits website. The IDDES Operations Manual provides an in-depth review of the processes and responsibilities associated with the management of the IDDES program.

1.1.7. Patient Administration Website (STS Item 24). The patient administration website provides the latest information and tools for managing related functions. Some information on this website is password protected; therefore, personnel will be required to apply for an account in order to gain access.

1.1.8. Medical Records Tracking, Retirement and Retrieval (MRTR2) System (STS Items 24 and 25). The MRTR2 website provides access to CBT for electronic tracking and retirement of records. The training is required for all personnel responsible for retiring medical records.

1.1.9. The Special Needs Identification and Assignment Coordination (SNIAC) Program. The SNIAC website provides the latest information and tools on the SNIAC program. Personnel who perform duties that are part of the overall SNIAC process, e.g., the Family Member Relocation Coordinator, should access this site as well as apply for a password to access the Q-Base online tool.

1.1.10. Working Information Systems to Determine Optimal Management (WISDOM) Course. Stakeholder expectations require astute management of the delivery organizations in the MHS, along with the formulation of policy at all levels that support corporate goals. Data-driven decision-making is key to successful performance. This 40-hour course reviews the basic processes of management decision making, with emphasis on the use and limitations of contemporary Military Health System (MHS) data and data systems. Although the course uses examples set in a typical MTF integrated delivery system, the concepts and tools are equally applicable for other decision-makers, entities, and command levels in the MHS. The target audience for this course is novice to mid-level ARS Bridge (M2) users who use MHS data for analysis.

1.1.11. TRICARE Financial Management Education Program (TFMEP) Basic Course. TMA presents the TFMEP as a means to provide training on current and evolving TRICARE financial management subject areas. Target areas are those where the training and information is generally not available in other courses or workshops. TFMEP course material promotes the ability of managers, at all levels within the MHS, to work with various kinds of financial information available within the current DoD workload, managed care, and cost accounting systems. The program also addresses the sources from which data can be obtained, data quality management, and specific TRICARE software applications that can either utilize or produce some of the relevant cost data. Attendees are introduced to outsourcing alternatives. These principles, coupled with the overarching MHS business plan and budget model techniques, will enable individuals to realize the right balance between the Direct Care System and Private Sector Care System.

1.1.12. Aeromedical Evacuation (AE) Patient Movement Requirements Center (PMRC) Training. AE clerks/technicians and anyone else responsible for patient reporting for movement should complete Transportation Command (TRANSCOM) Regulating and Command & Control (C2) Evacuation System (TRAC2ES) training. This five-day course will train student with hands-on interactive instruction. Class size is up to ten students, the optimum number for effective instruction. TDY costs are the responsibility of the unit. If a significant number of individuals need instruction, the facility can pay TDY costs to have an instructor from the Office of the TRANSCOM Surgeon General teach the course at their home station.

1.1.12.1. This lesson provides background information for all primary participants using the TRAC2ES system. Upon completion, students will have an understanding of the use and function of the TRAC2ES Automated Information System (AIS) and its relationship to the patient movement process. TRAC2ES Enterprise refers to the umbrella system that includes an AIS and non-automated (non-AIS or manual) tasks to support patient movement. The TRAC2ES mission is to link originating and destination MTFs with medical evacuation conveyances and C2 infrastructure to maintain continuous global awareness and management of the patient movement system. It will be used the same way in peace, contingencies, or war. This training focuses on the TRAC2ES AIS, but also includes some non-AIS tasks. You may contact GPMRC for a copy of the TRAC2ES CBT CD-ROM.

1.1.12.2. The 4A0X1 Aeromedical Evacuation (AE) JQS was developed to standardize and document minimum administrative duties and task qualifications relevant to the aeromedical evacuation process.

1.1.13. Health Care Optimization/Operational Medicine Seminar. The Health Care Optimization/Operational Medicine Seminar course is targeted toward newly acquired primary care managers (PCM) and PCM Nurses (46N3) for training in Population Health, Health Care Optimization, and Operational Health. Group Practice Managers and Clinical Flight/Squadron Commanders are also encouraged to attend. Civilians filling PCM or nurse roles should be given equal priority. If class seats have not been filled within 30 days of the start of a class, PCM technicians (4As & 4Ns) may attend on a space available basis. This course includes the following topics: overview of the MHS, principals of population health, PCM team function and process improvement, evidence-based medicine/disease management/clinical preventative services, PHA & Individual Medical Readiness (PIMR) overview, clinical effectiveness/efficiency, demand forecasting & template management, physical exams and standards, introduction to occupational medicine, common occupationally-related injuries/illnesses, fetal protection program, hearing conservation program, deployment surveillance. Prerequisites for PCM Technicians (enlisted and civilian): 5-skill level or above, with at least 3 - 6 months experience in primary care.

1.1.14. AFMS Access Improvement Seminar, 3 day. The Health Benefits Branch, Air Force Medical Support Agency, continues to lead the MHS as experts in the field of access improvement training. The AFMS Access Improvement Seminars provide access managers with comprehensive instruction so that they may gain the most up-to-date access improvement information in the areas of access policy, access data analysis, Family Health Initiative, access to care (ATC) performance measurements, demand management, population/enrollment management clinic, appointing and schedule management, appointing information systems management, referral management, and process improvement. Related decision support tools will also be demonstrated and explained. Students will be given many opportunities to ask questions and interface with the faculty and with each other.

1.1.15. Appointing Information Systems hands-on Training Course. The course objectives provide students with the detailed knowledge of the various appointing functions, the operations and the management of MHS appointing information systems, primarily the Composite Health Care System, (CHCS). Hands-on training, lectures and practical exercises will allow students to

gain the knowledge they need to make improvements in appointing information systems' operations and improve access once they return to their MTFs. Specifically, there will be training/classes on template, schedule, file and table building and management; appointing system functions operations; consult tracking; TRICARE Online appointing system data quality and pertinent aspects of MTF appointing/access data flow and management.

1.1.16. International Health Specialist (IHS). The IHS website provides the latest information and tools on the IHS program. The AFMS developed this program to support the DoD's Joint Vision, which states that today's joint force must be prepared to operate with multinational forces, governmental and non-governmental agencies, as well as with international organizations. The IHS program helps identify those with language, cultural, and/or geopolitical skills, and provides a database of medics with capabilities tailor-made for specific missions. It consists of officer/enlisted members who fulfill IHS duties on a full time basis and also those who have elected to be included in a database pool from which members are selected for IHS positions or to augment specific missions. IHS personnel are expected to be or to become proficient in a second language and to become knowledgeable of the political, military, economic, medical and cultural aspects of the country/region associated with their second language. In addition to becoming an expert in their area of responsibility and establishing host nation relationships, IHS personnel will play a pivotal role in supporting medical planning operations and deployment execution. IHS members are eligible to participate in the Rosetta Stone online language learning center to assist in becoming more proficient in one of 20 languages offered. An IHS SEI is awarded to those who have met necessary criteria.

1.1.17. RSV Training. The RSV training tasks, which are identified in the RSV database which is the catalyst for training program development.

1.1.18. Uniformed Business Office (UBO). Personnel performing UBO functions should refer to the DoD UBO website.

Section D - Training Course Index

7. Purpose. This section of the CFETP identifies training courses available for the specialty. Refer to the ETCA website for complete information on the courses listed in this section.

7.1. Air Force In-Resident Courses:

Course Number	Course Title	Duration	Location
L8ABJ4A031 01AA PDS Code: IFU	Health Services Management Apprentice Course	36 days	JBSA Fort Sam Houston, TX
L5AXO4A071 00AA PDS Code: MQ8	Medical Expense and Performance Reporting System Course	10 days	JBSA Fort Sam Houston, TX
L7OZT4XXX 08AA PDS Code: K8X	Patient-Centered Medical Home Operations (Mobile)	4 days	Various Locations

L3OZR41A3 08AA PDS Code: GPO	Group Practice Manager Orientation Course (In-residence)	5 days	JBSA Fort Sam Houston, TX
L7OZT41A3 08AA PDS Code: IIR	Group Practice Manager Orientation Course (Mobile)	5 days	Various Locations
L3ORP4XXX 00PA PDS Code: 0MG	Aeromedical Evacuation and Patient Staging Course (AEPSC)	5 days	Camp Bullis, TX
L3ORP4XXX 00EA PDS Code: 0MF	Expeditionary Medical Support-Health Response Team (EMEDS-HRT)	5 days	Camp Bullis, TX
L3OZR4XXX 00BC PDS Code:	Medical Readiness Management Course	10 days	JBSA Fort Sam Houston, TX
E7AST1C351 OOC PDS Code:	Status of Resources and Training Systems (SORTS) (Mobile)	3 days	Various Locations
L5OXA4XXX 09AA PDS Code: ODO	Homeland Security Medical Professionals Course (HLSMPC)	5 days	Various Locations
L5OXN4XXX 08AA PDS Code: Q7O	Joint Medical Planners Course	15 days	Bethesda, MD
L5OZO4AXXX 08AA PDS Code: 6XI	Medical Facilities Management	10 days	JBSA Fort Sam Houston, TX
L5OXO4XXX 08CA PDS Code: OTE	AF Medical Service Access Improvement Seminar	3 days	Various Locations

7.2. Air Force Institute for Advanced Distributed Learning Courses:

Course Number	Course Title
CDC 4A051	Health Services Correspondence AF Management Journeyman
CDC 4A072	Health Services Correspondence AF Management Craftsman

8. Exportable Courses – There are no exportable courses at this time.

9. Courses Under Development/Revision – Changes are being made to the apprentice course.

Section E - MAJCOM Unique Requirements

1. Air National Guard (ANG).

1.1. Purpose: This section applies to all Health Services Management specialty personnel assigned to Air National Guard units.

1.2. Proficiency Training.

1.2.1. Prior to attending the Health Services Management Apprentice Course, ANG 4A031 personnel should complete duty-section proficiency training.

1.2.2. Proficiency training will be accomplished immediately following graduation from the Health Services Management Apprentice Course.

1.2.3. The ANG 4A0X1 FM may approve on a case-by-case basis 30 additional days for proficiency training.

1.2.4. The member will forward a copy of his/her technical school certificate to their unit of assignment. The ANG unit will then initiate upgrade action using AF Form 2096, to award the 3-skill level and enter the apprentice in the appropriate training status code (TSC) B or F.

1.3. Formal School Waivers. NGB/SGAT may grant waivers on a case-by-case basis. (OPR: NGB/SGAT, 3500 Fetchet Ave., Andrews AFB, MD 20762-5157)

Section F - Documentation of Training

1. The AFTR serves as the single, automated repository for all medical enlisted specialty training. Consult the most current AFTR training message for detailed instructions regarding automated training documentation requirements.

2. Master Training Plan (MTP) (reference AFI 36-2201) is a reference guide developed for each section that includes all facets of training for individuals assigned. It is to be used as a reference source for the type of training and documentation pertaining to each assigned member. The MTP is used to standardize training and to provide an overview of the training process for the duty section. The MTP is also used as a means to reduce the amount of paperwork previously required during the training process.

4. The MTP is an overview of training for the duty section. It should include all documents involved in the training process for the duty section. Training will vary from section to section and person to person, but there are certain documents that will be a standard requirement for all MTPs. They are listed below.

4.1. MTL.

4.2. CFETP.

4.3. Locally developed AF Form 797s, *Job Qualification Standard Continuation/Command JQS*.

4.4. Milestones for tasks and CDC completion (refer to AFI 36-2201).

4.5. Unit Specific Orientation Checklist.

4.6. Job descriptions/performance standards.

4.7. QTP required to perform peacetime/wartime duties.