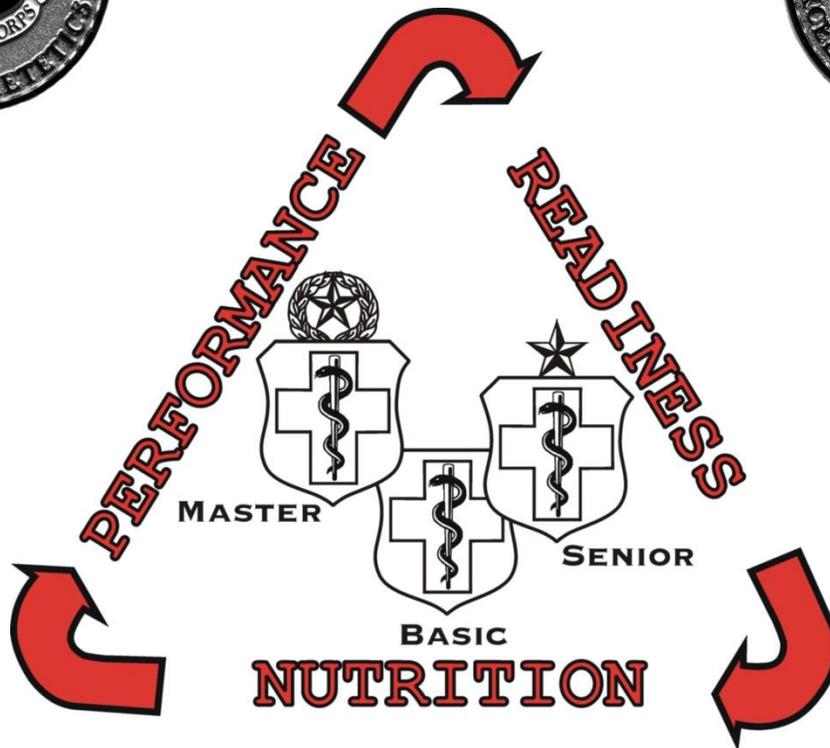


DIET THERAPY  
AFSC 4D0X1



CAREER FIELD EDUCATION  
AND TRAINING PLAN

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**CAREER FIELD EDUCATION AND TRAINING PLAN  
DIET THERAPY  
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## PART I

### Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education and training requirements, training support resources, and minimum core task requirements for the Diet Therapy specialty. The CFETP provides supervisors, trainers, and trainees a clear career path. **NOTE:** Civilians occupying associated positions will use Part II to support duty position qualification training.

2. The CFETP consists of two parts. Supervisors use both parts 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 how everyone will use the plan. **Section B** identifies career field progression information, duties and responsibilities, training strategies, and career field path. **Section C** associates each level with specialty qualifications (knowledge, education, training, and other). **Section D** indicates resource constraints (Examples: funds, manpower, equipment, and facilities). **Section E** identifies transition training guide requirements for SSgt through MSgt.

2.2. Part II includes the following: **Section A** identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) conducted training, core tasks, and correspondence course requirements. **Section B** contains the course objective list and training standards supervisors will use to determine if airmen satisfy training requirements. **Section C** identifies a training course index. Supervisors can use to determine resources available to support training. Included here are both mandatory and optional courses. **Section D** identifies MAJCOM-unique training requirements supervisors can use to determine additional training required for the associated qualification needs. **Section E** provides guidelines for managing and documenting enlisted training (medical specific). **Section F** provides guidelines and examples of proper documentation of all enlisted medical personnel training.

3. Guidance provided in this CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate point in their career. This plan will enable us to train today's work force for tomorrow's jobs. At unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

## ***ABBREVIATIONS/TERMS EXPLAINED***

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

**Aeromedical Evacuation and Patient Staging Course (AEPSC).** The course provides performance based training for a system overview, Air Force Medical Service (AFMS) doctrine and concept of operations, and operational training for commissioned officers and enlisted personnel assigned to Aeromedical Evacuation (AE) units and Patient Staging Unit Type Codes (UTC) and the following patient staging UTCs: FFEPS, FFPPS, FFFPS, and FFHPS.

**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).** Individual appointed by Headquarters United States Air Force (USAF) for assigned AFS. AFCFMs are responsible for overall management of assigned career field. In addition they are responsible for development, implementation and maintenance of the Career Field Education and Training Plan (CFETP).

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

**Air Force Career Development Academy (AFCDA).** Provides instructional opportunities for customers beyond the confines of the formal classroom. AFCDA has an enrollment, distribution, tracking, and testing system in place for distance learning courses.

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

**Air Reserve Component (ARC).** A component of the Air Force comprised of Air National Guard (ANG) and Air Force Reserve (AFR) units.

**Career Broadening.** Duties and responsibilities outside of normal Nutritional Medicine activities that provide an opportunity for career advancement (Enlisted Aide, Air Force Recruiter, Military Training Instructor, First Sergeant, Professional Military Education (PME) Instructor, Career Assistance Advisor, etc.).

**Career Development Course (CDC).** Self-study correspondence courses that provide Airmen with the fundamental knowledge of their AFS. CDCs directly support the Air Force On-the-Job Training (OJT) program and Air Force promotion system.

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

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

**Core Task.** A task AFCFMs identify as a minimum qualification requirement within an AFS.

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

**Expeditionary Medical Readiness Course (EMRC).** The content of this common training is driven by training requirements listed in AFI 41-106, *Medical Readiness Program Management*, and DoDI 1322.24, *Medical Readiness Training*.

**Expeditionary Medical Support-Health Response Team (EMEDS-HRT).** Provide field operational training for commissioned officers and enlisted personnel assigned to the Expeditionary Medical Support Health Response Team (EMEDS-HRT) UTCs.

**Instructional System Development (ISD).** A deliberate and orderly, but flexible process for planning, developing, implementing, and managing instructional systems. It ensures personnel are taught in a cost efficient way the knowledge, skills, and attitudes essential for successful job performance. Reference AFI 36-2201.

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

**MAJCOM Functional Managers (MFM).** MFMs are appointed field representatives who provide the most accurate and up-to-date information to enhance decisions made by the AFCFM. In addition MFMs are command focal points providing guidance, information, and support within command on enlisted issues. Additionally, MFMs are advisors to the Command Surgeon staff on utilization of resources and personnel within the command.

**Nutritional Medicine Activity (NMA).** A function of Nutritional Medicine, could be Nutritional Medicine Element, Flight or Squadron.

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

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

**Patient Decontamination (DECON).** Provides training for personnel required to provide medical Patient Decontamination training in support of worldwide USAF operations.

**Qualification Training.** Actual hands-on task performance training designed to qualify an individual in a specific duty position. This portion of the dual channel on-the-job training program occurs both during and after the upgrade training process. It is designed to provide the performance skills required to do the job.

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

**Readiness Skills Verification Program (RSVP).** Designed to ensure deployable personnel are trained in tasks necessary to support Health Response Team. Training/recertification of tasks is required every 2 deployment cycles.

**Skills Training.** A formal course, which results in the award of a skill level.

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

**Specialty Training Standard (STS).** Describes skills and knowledge that Airman in a particular AFS needs on the job. It further serves as a contract between the AETC and the user to show the overall training requirements for an AFS that the formal schools teach.

**Total Force.** All collective Air Force components (Active, Reserve, Guard, and civilian elements) of the USAF.

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

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

**Utilization and Training Workshop (U&TW).** A forum of MAJCOM Air Force Specialty Code (AFSC) functional managers, subject matter experts (SMEs), and AETC training personnel that determine career ladder training requirements.

## *Section A - General Information*

**1. Purpose.** This CFETP provides information necessary for AFCFMs, MAJCOM Functional Managers (MFMs), commanders, training managers, supervisors, and trainers to plan, develop, manage, and conduct an effective career field training program. This plan outlines the training that individuals in the 4D0X1 specialty should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. Initial skills training is the AFSC specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. Normally, this training is conducted by AETC at one of the technical training centers.

**1.1. Upgrade training** identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3-, 5-, 7-, and 9-skill levels. **Qualification training** is actual hands-on task performance training designed to qualify an Airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills and knowledge required to do the job. **Advanced training** is formal specialty training used for selected Airmen. **Proficiency training** is additional training provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The CFETP has several purposes, some are:

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

**1.1.2.** Identifies task and knowledge training requirements for each skill level in the specialty and recommends education/training throughout each phase of an individual's career.

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

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

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

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

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

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

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

## *Section B - Career Field Progression and Information*

### **1. Specialty Descriptions.**

**1.1. Specialty Summary.** Performs duties in Nutritional Medicine Service to include procuring, storing, preparing, cooking, baking and serving regular and therapeutic diets and nourishment. Performs clinical dietetics tasks and procures equipment. Maintains established sanitation, safety, and security standards. Accomplishes supply and subsistence management control and other duties as assigned. When no dietitian is assigned, consults command dietitian. Related DoD Occupational Subgroup: 132500.

### **2. Duties and Responsibilities.**

**2.1.** Practices timely, quality fundamentals of food preparation for regular and therapeutic diets, tube feedings, therapeutic-in-flight and box lunches. Prepares and cooks food items included in regular and therapeutic diets to conform with menus, recipes and food production worksheets. Portions and selects nourishment for regular and therapeutic diets. Arranges and garnishes foods using available products and equipment. Assembles and disassembles patient trays on food carts in patient tray assembly area. Delivers and returns food carts from nursing units. Cleans and sanitizes food carts, work area, dining area and equipment. Disassembles and cleans patient tray assembly areas and dining hall serving lines. Standardizes recipes and tests new products. Establishes production controls and standards for quantity and quality of foods. Plans menus according to established patterns. Analyzes reports on baking and cooking activities. Provides field feeding, accountability, sanitation, and layout during disasters or contingencies.

**2.2.** Performs clinical dietetic tasks. Receives and processes diet orders, menus and other directives related to patient care. Assists in writing individual therapeutic diet menus according to established patterns and guidelines. Conducts dietary rounds to interview patients on regular and therapeutic diets to determine satisfaction and food preferences. Completes nutrition screenings and basic level assessments. Weighs patients on initial and follow-up visits, recording the information in the patient's medical record. Obtains, evaluates and uses dietary history to plan nutritional care. Calculates simple, routine therapeutic diets. Supports community nutrition requirements.

**2.3.** Accomplishes supply and subsistence management control, and other administrative duties. Collects and turns in subsistence and surcharge monies. Completes menu tallies, patient tray service records and workload data. Assists in determining requirements, preparing requisitions and local purchase orders. Receives, verifies, stores and issues foods and supplies from the prime vendor, commissary and medical logistics. Draws supplies and subsistence. Establishes stock controls, periodic inventories and thawing procedures. Assists in implementing cost control procedures. Inspects and evaluates facility and equipment for proper maintenance, operation and use. Monitors quality, quantity, sanitation, safety and security standards. Practices Quality Management ensuring continuous improvements using metrics. Makes recommendations for corrective actions in effectiveness of the Nutritional Medicine Service operation. Directs, inspects and evaluates completed work of personnel. Establishes work schedules, work assignments, job descriptions and resolves technical difficulties. Formulates and follows standard operating instructions. Advises dietitian on equipment status, maintenance and adequacy; personnel training; and operational efficiency and economy. Provides input

to the MTF budget. Coordinates nutritional medicine service activities with interrelated or using organizations.

### **3. Specialty Qualifications:**

3.1. Knowledge. Knowledge is mandatory of: food preparation methods; standardized recipes; the metric system of weights and measures; food chemistry; medical and dietetic abbreviations and terminology relating to food preparation and clinical dietetics; operating special preparation feeding and service equipment; sanitation and aseptic techniques and standards; use of Material Safety Data Sheets; medical ethics; professional and patient relationships; psychology of serving patients; the digestive tract anatomy and physiology; feeding in wartime or disaster contingencies; patient feeding in aeromedical evacuation; measures necessary to protect foodstuffs from contamination from radiological, chemical and biological agents; food purchasing, storage, preparing, service, merchandising; and managing Nutritional Medicine Service activities, menu planning, diet therapy, patient tray service and dining hall operations, baking, and cooking.

3.2. Education. For entry into this specialty, completion of high school is desirable with courses in mathematics, chemistry, biology, and food preparation.

3.3. Training:

3.3.1. For award of AFSC 4D031, completion of a basic food service course is desirable.

3.3.2. For award of AFSC 4D031, completion of a diet therapy course is mandatory.

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

3.4.1. 4D051. Qualification in and possession of AFSC 4D031. Also, experience in menu, diet planning, preparing, cooking, and serving regular and therapeutic diets.

3.4.2. 4D071. Qualification in and possession of AFSC 4D051. Also, experience supervising nutritional medicine service activities, such as scheduling and food service accounting.

3.4.3. 4D091. Qualification in and possession of AFSC 4D071. Also, experience managing functions such as food production, clinical nutrition, and financial accounting.

3.4.4. Other. The following are mandatory as indicated.

3.4.4.1. For award and retention of AFSC, must maintain an Air Force Network License according to AFI 33-115, Volume 2, *Licensing Network Users and Certifying Network Professionals*.

**4. Skill/Career Progression.** Training and timely progression from apprentice through the superintendent skill level plays an extremely important role in the Air Force's ability to accomplish the mission. It is essential that everyone involved in training do his or her part to plan, develop, manage, conduct, and evaluate an effective training program. The guidance provided in this part of the CFETP will ensure individuals receive viable training at the appropriate points in their careers. The following

narratives, and the AFSC 4D0X1 career field flowcharts, identify the training career path. The career path defines the training required in an individual's career.

**4.1. Apprentice (3) Level.** Initial skill training in this specialty consists of the tasks and knowledge training provided in the 3-skill level resident course located at Joint Base San Antonio (JBSA)-Fort Sam Houston, TX. Initial skills training requirements were identified during the 4D0X1 U&TW held 12 March 2014 at JBSA-Fort Sam Houston. The decision to train specific tasks and knowledge items in the initial skills course is based on a review of the OAR data, training requirements analysis data, and 4D0X1 SME input. Task and knowledge training requirements are identified in the specialty training standard Part II, Sections A and B. Individuals must complete the initial skills course to be awarded AFSC 4D031.

**4.2. Journeyman (5) Level.** Upgrade training to the 5-skill level in this specialty consists of completing (1) Core tasks and (2) CDC 4D051. Individuals must attend the Airman Leadership School (ALS) prior to promotion to SSgt (E-5). Once upgraded to the 5-skill level, a journeyman will maintain proficiency by completing all continuation training required or specified by command or local policies. Individuals will use their CDCs (and other indicated training references) to prepare for testing and promotion under the Weighted Airman Promotion System (WAPS). They should also consider continuing their education toward a Community College of the Air Force (CCAF) degree.

**4.3. Craftsman (7) Level.** Upgrade training to the 7-skill level in this specialty consists of completing: (1) Core tasks (2) CDC 4D071. A Diet Therapy craftsman can be expected to fill various supervisory and management positions within Nutritional Medicine such as Noncommissioned Officer in Charge (NCOIC) of the Nutritional Medicine or a particular section. In addition, they may develop work schedules for subordinate personnel and ensure necessary manning levels are maintained at all time during hours of Nutritional Medicine activity operation. Seven-levels should take courses or obtain added knowledge on management of resources and personnel. Membership in Association of Nutrition & Foodservice Professionals is highly encouraged and provides career enhancement and professional development opportunities through completion of annual continuing education hours. Completion of the Senior Noncommissioned Officer Academy (SNCOA) Course 14, when applicable, and a CCAF degree program is highly encouraged. In addition, when promoted to Technical Sergeant, individuals may be selected to attend the Noncommissioned Officer Academy (NCOA).

**4.4. Superintendent (9) Level.** To be awarded AFSC 4D091, an individual must be an E8, complete requirements specified in Air Force Enlisted Classification Directory (AFECD). A 9-level can be expected to fill positions such as Superintendent of Nutritional Medicine and various staff positions within a medical group. Additional training in the areas of budget, manpower, resources, and personnel management should be pursued through continuing education. Additional higher education and completion of courses outside their career AFSC are also recommended.

**5. Training Decisions.** The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the 4D0X1 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.

**5.1 Initial Skills Training.** The initial skills course provides training needed to prepare graduates for nutrition care related positions. All trainees must complete Nutrition and Diet Therapy Apprentice. The 3-skill level is awarded upon successful completion of the Nutrition and Diet Therapy Apprentice course.

**5.2. Five-Level Upgrade Requirements.** The 4D051 CDC was revised to meet new training requirements identified, and update new technology and regulatory information. Completion of CDCs is mandatory before member is eligible for upgrade to the 5-skill level.

**5.3. Seven-Level Upgrade Requirements.** The 4D071 CDC was developed to meet new training requirements identified, and provide the education and training skills necessary to become a 7-level craftsman. Completion of CDCs is mandatory before member is eligible for upgrade to the 7-skill level.

**5.4. Proficiency Training.** Any additional knowledge and skill requirements that were not taught through initial skills or upgrade training are assigned to continuation training. The purpose of the continuation-training program is to provide additional training exceeding the minimum upgrade training requirements with emphasis on present and future duty positions. Individual Nutritional Medicine managers must develop a continuation-training program that ensures individuals in the Diet Therapy career field receive the necessary training at the appropriate point in their career. The training program will identify both mandatory and optional training requirements. The Nutrition Management and Accounting Course is a proficiency training course designed to enhance Diet Therapy personnel's proficiency in the management of a Nutritional Medicine facility.

**6. CCAF.** Enrollment in CCAF occurs automatically upon completion of basic military training (BMT). CCAF provides the opportunity to obtain an Associate in Applied Sciences Degree.

**6.1. Degree Requirements:** Diet Therapy Personnel must hold at least the journeyman (5) level at the time of program completion (reference CCAF catalog to ensure current requirements).

<i><u>Subject Courses</u></i>	<i><u>Semester Hours</u></i>
Technical education	24
Leadership, Management, and Military Studies	6
Physical Education	4
General education	15
Program elective	15
Total Requirements	64

**6.1.1. Technical Education (24 Semester Hours):** A minimum of 12 semester hours of Technical Core subjects/courses must be applied and the remaining semester hours from Technical Core/Technical Elective subject/courses. Requests to substitute subjects/courses must be approved in advance by the Services Branch at CCAF.

**6.1.2. Leadership, Management, and Military Studies (LMMS) (6 Semester Hours):** Professional military education and/or management courses. The preferred method of completing Leadership, Management, and Military Studies is through attendance at an ALS, NCOA, and/or SNCOA. However,

civilian courses that emphasize fundamentals of managing human or material resources may also be applicable.

**6.1.3. Physical Education (4 Semester Hours):** This requirement is satisfied by completion of BMT.

**6.1.4. General Education (15 Semester Hours):** This requirement is satisfied by application of courses accepted in transfer or by testing credit.

**6.1.5. Program Elective (15 Semester Hours):** The Program Elective requirement is satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subjects/courses, including natural sciences courses meeting General Education requirements application criteria. Six semester hours of CCAF degree-applicable technical credit otherwise not applicable to the program may be applied.

**6.2. Professional Certifications:** Certifications assist the professional development of our 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 <http://www.au.af.mil/au/barnes/ccaf/certifications.asp>. In addition to its associate degree program, CCAF offers the following certification programs and resources:

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

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

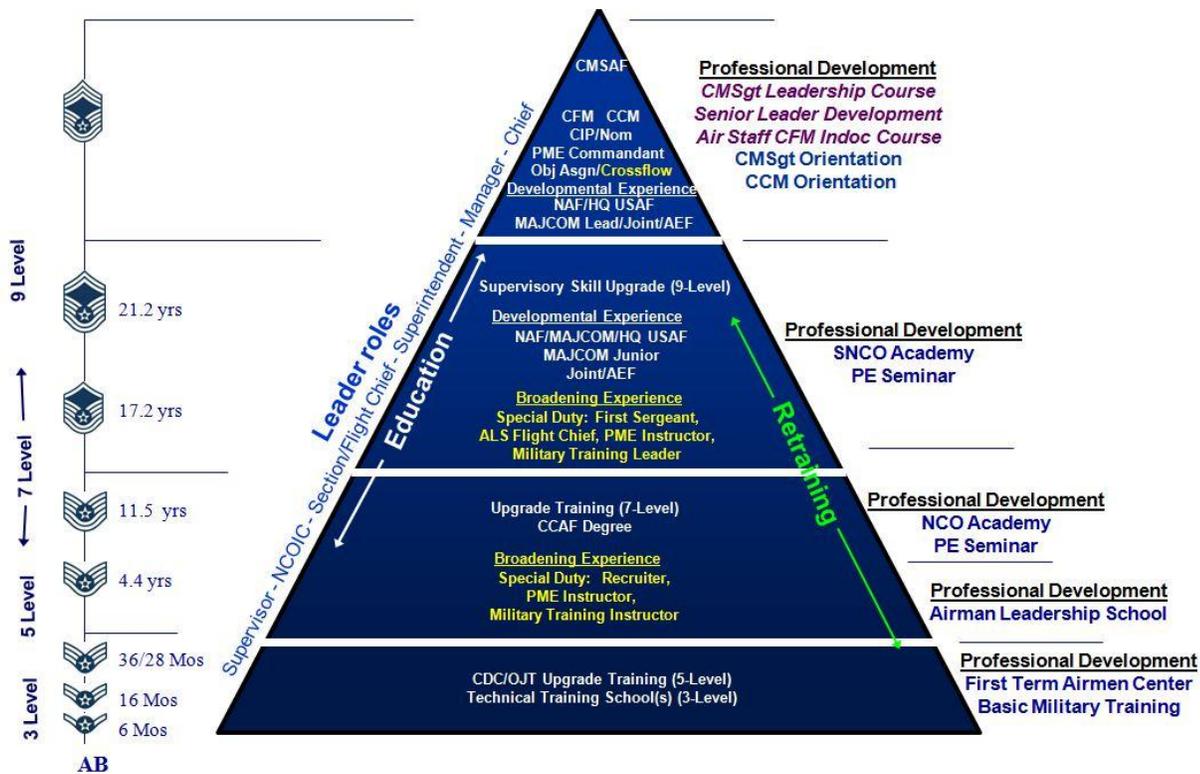
**6.2.3. CCAF Professional Manager Certification (PMC).** The PMC is a professional credential awarded by CCAF that formally recognizes an individual's advanced level of education and experience in leadership and management, as well as professional accomplishments. The program provides a structured professional development track that supplements Enlisted Professional Military Education and CFETP.

**6.3. Off-duty education** is a personal choice that is 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.

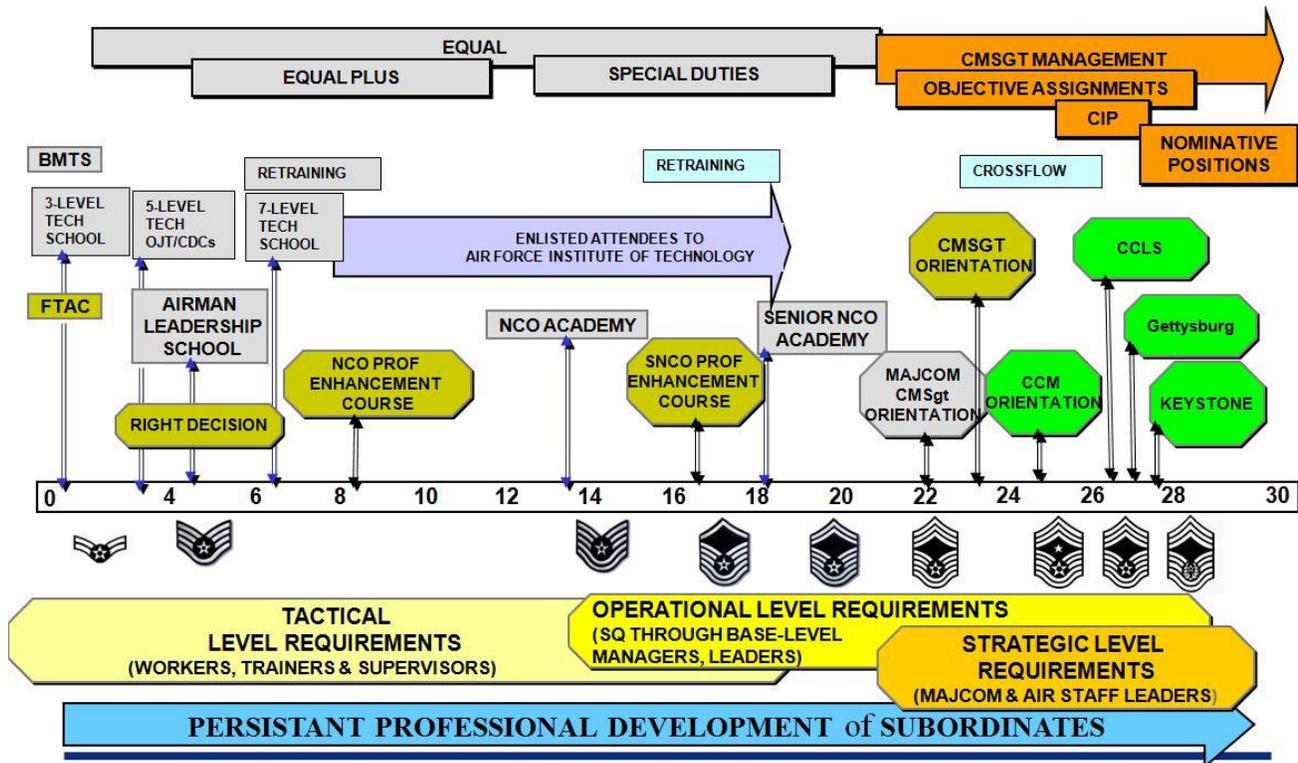
**6.4. Education Office.** First-term Airmen will receive mandatory in-processing briefings from the education services office concerning CCAF and local opportunities. Supervisors should encourage personnel to visit the base education service center for additional information.

**7. Career Field Path.** A chart depicting this specialty's career path is presented on the next page. The Diet Therapy Force Development Pathway, Figure 1-1a and 1-1b, outlines when training is required for each skill level and function within this specialty. The enlisted career path, Table 1-1, presents education and training requirements, average promotion time line, and a chart representing earliest date of rank and high year of tenure dates for ranks Amn and above.

**7.1. Career Field Path for Reserve and Guard Members.** The enlisted education and training path shadows the active duty requirements for the ranks of SrA and below. The ranks SSgt to MSgt are achieved through the availability of authorized positions on the unit manning document (UMD). Personnel may have the opportunity to receive a promotion one grade above the authorized position designated on the UMD. At this time, there are no authorized positions for the ranks SMSgt and CMSgt or (MSgt for Guard).



**Figure 1-1a. Diet Therapy Force Development Pathway**



*Special Appointments within Career Field:* MSgt through CMSgt - MFMs

*Special Duty Assignments within Career Field:* SrA through MSgt - Diet Therapy Instructors and MSgt - CDC Writers

*Career Broadening Opportunities:* Enlisted Aide, First Sergeant, PME Instructor, Career Assistance Advisor, Military Training Instructor/Leader, etc.

**Figure 1-1b. Diet Therapy Force Development Pathway**

<b>Table 1.1. Enlisted Career Path</b>				
<b>Education and Training Requirements</b>	<b>GRADE REQUIREMENTS</b>			
	Rank	Average Promotion	Earliest Promotion	High Year Of Tenure (HYT)
<b>BMT School</b>				
<b>Apprentice Technical School (3-Skill Level)</b>	Amn	6 months		
	A1C	10 months		
<b>Upgrade To Journeyman (5-Skill Level)</b> - Minimum 12 months in Upgrade Training (UGT) - 9 months for retrainees - Complete appropriate CDC if/when available - Completion of core tasks	Amn A1C  SrA	  3 years	  28 months	  8 Years
<b>Airman Leadership School (ALS)</b> - Must be a SrA with 48 months time in service or be a SSgt Selectee - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only)	<b>Trainer</b> - Qualified and certified to perform task to be trained - Must attend AF Training Course and be appointed by Commander - Recommended by supervisor			
<b>Upgrade To Craftsman (7-Skill Level)</b> - Minimum rank of SSgt - 12 months UGT - 6 months for retrainees - Complete all core and duty position tasks - Complete appropriate CDC if/when available	SSgt	4 Years	3 Years	15 Years
<b>NCOA</b> - Must be a TSgt or TSgt Selectee - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only)	TSgt	9 years	5 years	20 Years
	MSgt	14 years	8 years	24 Years
<b>SNCOA</b> - Must be a MSgt or SMSgt Selectee - Resident graduation is a prerequisite for SMSgt sew-on (Active Duty Only)	SMSgt	17 years	11 years	26 Years
<b>Upgrade to Superintendent (9-Skill Level)</b> - Minimum rank of SMSgt	CMSgt	22 years	14 years	30 Years

## 6. Nutritional Medicine Annual Awards Program.

**6.1. Purpose:** As a member of the Nutrition and Diet Therapy career field, outstanding performance and professionalism can be rewarded with a nomination for the CMSgt Harvey A. Cain Award for Diet Therapy. The award, authorized by AFI 36-2856, *Medical Service Awards*, recognizes significant off duty contributions, outstanding duty performance, and exceptional professionalism in diet therapy.

**6.2. Nomination Process:** The office of primary responsibility for the enlisted awards program is the Diet Therapy AFCFM. AF/SG1 solicits nominees for all awards by means of a message distributed no later than 1 August of the current calendar year typically. The awards are for achievements during a 12 month period between October through September.

**6.3. Eligibility:** All Diet Therapy enlisted personnel in the grades of Amn through TSgt including members of the ANG and AFR are eligible to compete.

#### **6.4. Award Categories:**

**6.4.1. Outstanding Diet Therapy Airman of the Year:** Nominees must be in the grade range of Amn through SrA.

**6.4.2. Outstanding Diet Therapy NCO of the Year:** Nominees must be in the grade range of SSgt through TSgt.

**6.5. Criteria:** Individual nominations must include specific facts that clearly distinguish the nominees from their peers citing examples during the award period only. An electronic AF 1206, *Nomination for Award*, will be submitted for each individual nominated unless otherwise noted. It must include the following two headers:

**6.5.1. Leadership and Job Performance (75 points/15 lines maximum):** This area should describe leadership accomplishments and performance of primary and additional duties. It should define the scope and level of responsibility and impact the member had on the mission and/or unit. Describe outstanding actions that improved the delivery of healthcare and include new initiatives that positively impacted the unit/mission. Duty related awards will be included in this section.

**6.5.2. Significant Self Improvement/Base and community Involvement (25 points/5 lines maximum):** Show how the member developed or improved skills related to primary duties in this area. Include achievements in professional associations and involvement in both military and civilian communities. Also, include off-duty education, formal training, CDC enrollment/completion, OJT, PME awards and certifications.

## *Section C - Skill Level Training Requirements*

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

### **2. Specialty Qualifications.**

#### **2.1. Apprentice Level Training:**

**2.1.1. Knowledge.** Knowledge is mandatory of food preparation methods; standardized recipes; garnishing and serving techniques; baking terms and techniques; metric system of weights and measures; food science; normal and therapeutic nutrition; medical terminology and abbreviations relating to food preparation and clinical dietetics; operating food service equipment; sanitation and aseptic techniques; digestive tract anatomy and physiology; measures to protect foodstuffs from contamination by radiological, biological, and chemical agents; and outpatient clinical nutrition.

**2.1.2. Education.** Completion of high school is desirable, with courses in biology, mathematics, chemistry and food preparation, for entry into this AFSC.

**2.1.3. Training.** Completion of the resident Nutrition and Diet Therapy Course L8ABJ4D031 01AB is mandatory for the award of the 3-skill level AFSC.

**2.1.4. Experience.** Not used.

**2.1.5. Training Sources/Resources.** Completion of the resident Nutrition and Diet Therapy Apprentice Course at JBSA-Fort Sam Houston satisfies the training requirements specified in the specialty qualification section (above) for award of the 3-skill level. A list of all training courses is in Part II, Section C of this CFETP.

**2.1.6. Implementation.** Entry into 3-skill level training is accomplished by new accessions upon graduation from BMT. Another avenue is by approved retraining from any AFSC at the 5-skill level or higher (or 3-skill level if no 5-skill level exists; must be a SrA or higher, and be interviewed by the base education, classification and training, and career field personnel). The Nutrition and Diet Therapy Course is a resident course requiring mandatory attendance. There is no proficiency advancement through the basic course. After graduation, job qualification training starts when an individual is assigned to their first duty position. Thereafter, it is initiated anytime an individual is assigned duties they are not qualified to perform.

#### **2.2. Journeyman Level Training:**

**2.2.1. Specialty Qualification.** All 4D031 qualifications apply for the 4D051 requirements.

**2.2.2. Knowledge.** Knowledge is mandatory of food preparation methods; subsistence ordering, issuing and storage controls; cashier procedures; progressive cooking techniques; patient tray assembly procedures; individual and bulk nourishment preparation; patient visitation to determine patient satisfaction and obtain food preferences.

**2.2.3. Education.** Not used.

**2.2.4. Training.** Not used.

**2.2.5. Experience.** Prior qualification as a Nutrition and Diet Therapy Apprentice is mandatory. Experience is mandatory in food production worker, patient tray service worker, diet clerk, and tasks in the all personnel section.

**2.2.6. Training Sources/Resources.** Completion of CDC 4D051, *Diet Therapy Journeyman*, satisfies the knowledge requirements specified in the specialty qualification section (above) for award of the 5-skill level. The STS identifies all the core tasks required for qualification. Qualified trainers using available resources provide upgrade and qualification training. Training courses are listed in Part II, Section C of the CFETP.

**2.2.7. Implementation.** Entry into 5-skill level upgrade training is initiated following graduation from the 3-level course and arrival at permanent duty station. Qualification training is initiated anytime an individual is assigned duties he/she is not qualified to perform. CDC 4D051 is used concurrently to obtain necessary duty position qualifications.

### **2.3. Craftsman Level Training:**

**2.3.1. Specialty Qualifications.** All 4D051 qualifications apply to the 4D071 requirements.

**2.3.2. Knowledge.** Knowledge is mandatory of menu writing; scheduling personnel; cost center budgeting; completing routine therapeutic diet consultations, and performing basic level nutritional assessments.

**2.3.3. Education.** Not used.

**2.3.4. Training.** Not used.

**2.3.5. Experience.** Prior qualification as a Diet Therapy Journeyman is mandatory. Experience is required in menu writing; scheduling personnel; cost center budgeting; completing routine therapeutic diet consultations, performing inpatient and outpatient basic level nutritional assessments to be awarded the 7-skill level.

**2.3.6. Training Sources/Resources.** Completion of CDC 4D071, *Diet Therapy Craftsman*, satisfies the knowledge requirements specified in the specialty qualification section for award of the 7-skill level. The STS identifies all the tasks required for qualification. Qualified trainers using available resources provide upgrade and qualification training. Training courses are listed in Part II, Section C of the

CFETP. Completion of the Nutrition Management and Accounting course is highly encouraged upon award of the 7-skill level.

**2.3.7. Implementation.** Entry into 7-skill level upgrade training is initiated when an individual possesses the 5-skill level and is in the grade of (selected for) E5 or higher. Qualification training is initiated anytime an individual is assigned duties he/she is not qualified to perform. The completion of the 7-level CDC is required for award of the 7-skill level.

#### **2.4. Superintendent Level Training.**

**2.4.1. Specialty Qualifications.** All 4D071 qualifications apply to the 4D091 requirements.

**2.4.2. Knowledge.** Knowledge of overall administrative, logistical, managerial and technical nutrition care activities is mandatory.

**2.4.3. Education.** Not used.

**2.4.4. Training.** Not used.

**2.4.5. Experience.** Prior qualification as a Diet Therapy Craftsman is mandatory.

**2.4.6. Training Sources/Resources.** The STS identifies all the core tasks required for qualification in the individual's duty position. Qualified trainers provide upgrade and qualification training.

**2.4.7. Implementation.** Entry into upgrade training is initiated when an individual possesses the 7-skill level and is a SMSgt selectee or higher. Qualification training is initiated anytime an individual is assigned duties they are not qualified to perform.

*Section D - Resource Constraints*

**1. Purpose.** This section identifies known resource constraints, which preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, office of primary responsibility, and target completion dates. Resource constraints will be, as a minimum, reviewed and updated annually.

**2. Apprentice Level Training:** There are no resource constraints.

**3. Five Level Training:** There are no resource constraints.

**4. Seven Level Training:** There are no resource constraints.

*Section E - Transitional Training Guide*

**NOTE:** There is currently no transitional training guide. This area is reserved.

## PART II

### Section A - Specialty Training Standard

**1. Implementation.** This STS will be used for technical training provided by AETC beginning in June 2015

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

**2.1.** Lists in the column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and technical references (TR) necessary for Airman to perform duties in the 3-, 5-, and 7-skill level. Number task statements sequentially i.e., 1.1, 1.2, 2.1. Tasks identified in Column 2 identified with an (R) are RSVP training tasks for Active, Guard and Reserve personnel. Core tasks are identified in Column 3 by a 5 or 7 depending on what level of upgrade training the Airman is in.

**2.2. Provides certification for OJT.** Columns 4 through 8 are used to record completion of tasks and knowledge training requirements. Use the automated Air Force Training Record (AFTR) to document technician qualifications.

**2.3. Shows formal training and correspondence course requirements.** Columns 9 through 11 show the proficiency to be demonstrated on the job by the graduate as a result of training on the task/knowledge and the career knowledge provided by the correspondence course. See CADRE/AFSC/CDC listing maintained by the unit-training manager for current CDC listings.

**2.4. Qualitative Requirements.** The proficiency code key used to indicate the level of training and knowledge provided by resident training and career development courses.

**2.5. Documentation.** Use the automated system to document all technician qualifications. **NOTE:** An Air Force Job Qualification Standard may be used in lieu of Part II of the CFETP only upon approval of the AFCFM. The AFCFM may supplement these minimum documentation procedures as needed or deemed necessary for their Career Field.

**2.5.1. Transcribing a new or revised CFETP.** The 4D0X1 CFM will provide transcription instructions to the AFTR program manager and field users. This process will be seamless to the field user as all existing trainee records will be auto-transcribed.

**2.5.2. Documenting Career Knowledge.** When a CDC is not available the supervisor identifies STS training references that the trainee requires for career knowledge and ensures, as a minimum, that trainees cover the mandatory items in the AFECD.

**2.5.3. Decertification and Recertification.** When an airman is found to be unqualified on a task previously certified for his or her position, the supervisor deletes the previous AFTR documented certification. Appropriate remarks are entered on the AF Form 623A, *On-The-Job Training Record Continuation Sheet* identifying the reason for decertification. Upon subsequent recertification, document AFTR as for any other training qualification.

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

**2.7.** The CFETP serves as a guide for development of promotion tests used in the WAPS. Senior Noncommissioned Officers (SNCO) with extensive practical experience in their career fields develop Specialty Knowledge Tests (SKTs) at the Airman Advancement Division. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the *Enlisted Promotions Reference and Requirements Catalog*. Individual responsibilities are in AFI 36-2605, *Air Force Military Personnel Testing System*.

**3. Recommendations.** Identify inadequacies and recommend changes to this training standard through channels to 937 TRG/TTS, 2931 Harney Road, JBSA-Fort Sam Houston, TX 78234 or use the Customer Service Information Line, DSN 420-1080 or Commercial (210) 808-1080 to report your findings.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

THOMAS W. TRAVIS  
Lieutenant General, USAF, MC, CFS  
Surgeon General

Attachments:  
Qualitative Requirements  
4DOX1 STS

***This Block Is For Identification Purposes Only***

<b>Name Of Trainee</b>		
<b>Printed Name (Last, First, Middle Initial)</b>	<b>Initials (Written)</b>	<b>SSAN</b>
<b>Printed Name Of Certifying Official And Written Initials</b>		
<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)
<p><b>Explanations</b></p> <p>* 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)</p> <p>** 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.</p> <p>- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.</p> <p>X This mark is used alone in the course columns to show that training is required but not given due to limitations in resources.</p> <p><b>NOTE:</b> All tasks and knowledge items shown with a proficiency code are trained during war time.</p>		

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
	5/7 Level	RSVP	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC
<b>1 CAREER LADDER PROGRESSION TR: AFMAN 36-2101, AFI 36-2306</b>										
1.1 Diet Therapy career field								A	-	-
1.2 Progression in career paths 4D0X1								A	-	-
1.3 Duties of AFSCs 4D031/51/71/91 and 4D000								A	-	-
1.4 USAF Medical Service TR: AFD 41-1, AFI 44-102, AFMAN 44-144								-	-	-
1.4.1 Mission								A	-	-
1.4.2 Organization								A	-	-
1.4.3 Function								A	-	-
<b>2 MEDICAL READINESS FOUNDATIONAL TRAINING Initial Medical Readiness Training directed by AFI 41-106 is provided in the Basic Medical Readiness course conducted at Camp Bullis, Texas. Completed training is documented on front side of the student training record for each course graduate. Continuing/on-going Medical Readiness Training for the individual is the responsibility of each medical facility.</b>										
2.1 Contingency Operations								-	-	-
2.1.1 Planning Process								-	A	-
2.1.2 Revise Contingency Plans								-	b	c
2.1.3 Deployed Operations								A	B	-
2.1.4 Memorandum of Understanding/Agreements (MOU/MOA)								-	-	B
2.1.5 Conduct Contingency Patient Tray Operations								-	c	-
<b>3 AF OCCUPATIONAL SAFETY AND HEALTH (AFOSH) PROGRAM TR: AFIs 91-302, AFI 91-202</b>										
3.1 Hazards of AFSC 4D0X1	5							A	B	-
3.2 AFOSH standards for AFSC 4D0X1	5							A	B	-

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
	5/7 Level	RSVP	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC
3.3 Use safety practices when working with equipment	5							2b	-	-
3.4 Perform safety procedures when working in facilities	5							2b	-	-
3.5 Perform lifting procedures	5							2b	-	-
3.6 Fire prevention measures/procedures	5							A	-	-
3.7 Prepare accident / incident reports	5							-	c	-
3.8 Hazardous communication- Safety Data Sheets (SDS)	5							A	B	-
<b>4 PROFESSIONAL AND PATIENT RELATIONSHIPS TR: DOD 5500.7</b>										
4.1 Customer service relations								-	-	-
4.1.1 Customer service standards								A	-	-
4.1.2 Telephone Etiquette								A	-	-
4.1.3 E-mail Etiquette								A	-	-
<b>5 SANITATION AND PERSONNEL HYGIENE TR: AFI's 48-102, 48-105, 48-116, 48-117, Current FDA Food Code, Current JC Manual and Current Servsafe Manual</b>										
5.1 Maintain personal hygiene	5	R						2b	c	-
5.2 Communicable diseases	5							A	B	-
5.3 Perform disease control measures	5	R						2b	c	-
5.4 Use cleaning agents	5	R						2b	c	-
5.5 Prevention of insect and rodent infestation	5	R						A	B	-
5.6 Sanitize facilities	5							3c	-	-
5.7 Sanitize equipment	5							3c	-	-
5.8 Inspect personnel for sanitation compliance	5	R						-	b	c

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
	5/7 Level	RSVP	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC
5.9 Inspect facility for sanitation compliance	5	R						-	b	c
6 FOOD SERVICE EQUIPMENT TR: Applicable Manufacturers' Handbook										
6.1 Operate food service equipment	5							2b	-	-
6.2 Maintain food service equipment	5							2b	-	-
7 TRAINING TR: AFI 36-2201										
7.1 Conduct In-service Education Programs	7							-	b	c
8 SUPERVISION TR:AFMAN 44-144, AFI 38-201, AFI 38-204										
8.1 Schedule personnel	7							-	b	c
8.2 Schedule daily work assignments	7							-	b	c
8.3 Complete annual budget								-	b	c
8.4 Unit Manpower Document								-	A	B
8.5 Unit Personnel Manpower Roster								-	A	B
8.6 Change manning documents								-	a	b
9 FACILITY AND EQUIPMENT MAINTENANCE TR: AFPAM 32-1004 V.3										
9.1 Request maintenance of								-	-	-
9.1.1 Real Property Equipment (Fac Mgmt/CE)								-	b	c
9.1.2 Medical Equipment								-	b	c
9.1.3 Facility								-	b	c
9.1.4 Contract maintenance								-	b	c
9.2 Track work orders								-	b	c
9.3 Energy conservation in food service facilities								-	-	B
10 CONTRACT MAINTENANCE TR: AFMAN 44-144										

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
	5/7 Level	RSVP	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC
10.1 Contract support services								-	-	B
10.2 Establish Contracts								-	-	c
10.3 Monitor Contracts								-	-	c
10.4 Terminate Contracts								-	-	c
<b>11 MEDICAL MATERIEL PROCEDURES TR: AFMAN 23-110</b>										
11.1 Air Force accountability								-	A	B
11.2 Prepare request for supplies								-	b	c
11.3 Maintain supply stock levels								-	b	c
11.4 Process computer generated supply reports								-	-	-
11.4.1 Weekly Issue List								-	b	c
11.4.2 Monthly Back Order Report								-	b	c
11.4.3 Issue/Turn-in Summary Report								-	b	c
<b>12 MEDICAL EQUIPMENT MANAGEMENT TR: AFMAN 23-110, AFMAN 34-240</b>										
12.1 Review facility layout for 5 year Equipment Plan								-	-	b
12.2 Forecast equipment								-	a	c
12.3 Research equipment for purchase								-	-	c
12.4 Request equipment								-	b	c
12.5 Maintain equipment custodial account								-	b	c
<b>13 HAZARD ANALYSIS OF CRITICAL CONTROL POINT (HACCP) PRINCIPLES TR: Current FDA Food Code, Current Servsafe Manual</b>										
13.1 Hazard Analysis of Critical Control Point (HACCP)								A	B	-
<b>14 SUBSISTENCE CONTROL TR: AFI 34-239, AFMAN 34-240, AFMAN 44-144, Current FDA Food Code,</b>										

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
	5/7 Level	RSVP	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC
<b>Current Servsafe Manual</b>										
14.1 Order subsistence	5							a	b	c
14.2 Receive incoming subsistence	5							a	b	c
14.3 Store Subsistence								-	-	-
14.3.1 Perishable	5							a	b	-
14.3.2 Nonperishable	5							a	b	-
14.3.3 Thawing	5							a	b	-
14.4 Issue Subsistence	5							2b	-	-
14.5 Return Subsistence	5							2b	-	-
14.6 Perform inventory	5							a	b	c
14.7 All-food Act Reports								-	A	-
14.8 Calculate excess costs/supplemental income	7							-	b	c
14.9 Complete spoiled subsistence procedures	7							-	b	c
14.10 Complete AF Form 543	5							1a	b	c
14.11 Complete AF Form 542	7							1a	b	c
14.12 Make inventory adjustments	7							1a	b	c
14.13 Sources of Subsistence								-	-	-
14.13.1 Prime Vendor Management	7							A	B	-
14.13.2 Subsistence Total Ordering and Receipt Electronic System (STORES)	7							-	A	B
14.13.3 Billing/Payments	7							-	-	B
14.14 Local Sources								-	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
	5/7 Level	RSVP	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC
14.14.1 Government Purchase Card (GPC) Cardholder responsibilities								-	B	-
14.14.2 GPC Approving Official responsibilities.								-	-	B
15 NM ACCOUNTING TR: AFMAN 44-144, NDAA 2012										
15.1 Financial Terminology									A	B
15.2 Calculate MTF BDFa	7							-	b	c
15.3 Calculate PT BDFa	7							-	b	c
15.4 Complete Daily Facility Summary Report (544)	7							-	b	c
15.5 Complete Monthly Accounting report (546)	7							-	b	c
15.6 Meal Factors	7							-	A	B
15.7 Ambulatory procedure visit (APV)	7							-	A	B
15.8 Non-admitted Meals (NAM)	7							-	A	B
16 PATIENT TRAY SERVICE TR: Nutrition Care Manual, Krause's Food & the Nutrition Care Process, AFMAN 44-144										
16.1 Operate applicable patient tray delivery system								-	-	-
16.1.1 Hot/cold food carts								2b	-	-
16.1.2 Heated base system								2b	-	-
16.1.3 Insulated food delivery systems-(mermites)								2b	-	-
16.2 Patient Tray Service								-	-	-
16.2.1 Assemble trays for paper service	5							b	c	-
16.2.2 Set up tray line	5							2b	c	-

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
	5/7 Level	RSVP	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC
16.2.3 Assemble patient trays	5							2b	c	
16.2.4 Check patient tray	5							2b	c	-
16.2.5 Break down serving line	5							2b	c	-
<b>17 DIET CLERKS NOTE: AUTHORIZE DIETS APPLICABLE TO YOUR MTF TR: Nutrition Care manual, Krause's Food &amp; the Nutrition Care Process, Understanding Normal &amp; Clinical Nutrition</b>										
17.1 Medical terminology								A	-	-
17.2 Diet for the Life Cycle								-	-	-
17.2.1 General / Regular								A	-	-
17.2.2 Prenatal/lactating								A	B	-
17.2.3 Infant through Adolescent								A	B	-
17.2.4 Vegetarian								A	B	-
17.2.5 Geriatric								A	B	-
17.3 Therapeutic Diets								-	-	-
17.3.1 Modified Consistency		R						A	B	-
17.3.2 Sodium restricted								A	B	-
17.3.3 Calorie restricted/high calorie		R						A	B	-
17.3.4 Diabetic		R						A	B	-
17.3.5 Hyperlipidemias								A	B	-
17.3.6 Fiber and Residue Restricted								A	B	-
17.3.7 Fat Restricted								A	B	-
17.3.8 High Fiber								A	B	-
17.3.9 Cardiac								A	B	-
17.3.10 Lactose Intolerance								A	B	-
17.3.11 Renal/Kidney Disease								A	B	-

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
	5/7 Level	RSVP	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC
17.3.12 Purine Restricted								A	B	-
17.3.13 Hepatic								A	B	-
17.3.14 Gluten/Celiac								A	B	-
17.3.15 Neutropenic								-	B	-
17.3.16 Gastric bypass/sleeve/band diets								-	B	-
17.4 Nourishment Preparation								-	-	-
17.4.1 Commercial tube feedings								A	-	-
17.4.2 Prepare individual nourishments		R						2b	c	-
17.4.3 Prepare bulk nourishments		R						2b	c	-
17.4.4 Deliver nourishments		R						b	c	-
17.5 Patients' body weight								-	-	-
17.5.1 Calculate Ideal body weight status								2b	-	-
17.5.2 Calculate Body Mass Index (BMI)								2b	-	-
17.6 Inpatient unit rounds								-	-	-
17.6.1 Initiate AF Form 1741	5							2b	c	-
17.6.2 Interview patient	5	R						b	c	-
17.6.3 Record patient preferences/food allergies	5	R						2b	c	-
17.6.4 Revise meal patterns	5	R						2b	c	-
17.6.5 Perform Nutritional Screenings	5							1a	b	-
17.6.6 Collect Data from patients' records	5							-	b	-

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
	5/7 Level	RSVP	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC
17.6.7 Annotate patients' dietary intakes	5							b	c	-
17.6.8 Adjust calories for non-standard diabetic diet	5							2b	-	-
17.6.9 Process patients' daily menus	5							2b	b	-
17.6.10 Complete AF Form 1094	5	R						2b	c	-
17.6.11 Complete AF Form 2567	5							2b	c	-
17.6.12 Complete menu pattern forms	5							2b	c	-
17.6.13 Clarify dietary prescriptions	5							a	-	-
17.6.14 Complete weighted diet census	5							2b	b	-
17.6.15 Complete NPO/CL Log	5							a	-	-
18 CLINICAL DIETETICS TR: Nutrition Care Manual, Krause's Food & the Nutrition Care Process, Understanding Normal and Clinical Nutrition, AFMAN 44-144										
18.1 Principles of basic nutrition								-	-	-
18.1.1 Energy metabolism								2b	c	-
18.1.2 Functions of nutrients								A	B	-
18.1.3 Dietary Reference Intakes								A	B	-
18.1.4 Digestion								A	B	-
18.1.5 Absorption								A	B	-
18.2 Perform Nutritional Assessments								-	b	-
18.3 Instruct patients on prescribed diet								a	b	-
18.4 Advanced Counseling Skills								-	A	B

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
	5/7 Level	RSVP	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC
18.5 Complete dietary consultation documents								a	b	-
18.6 Conduct classes in nutrition								-	c	-
18.7 Psychology of eating disorders								-	A	-
18.8 Diet-Drug interaction								A	B	-
18.9 Navigate Nutrition Care Manual								2b	c	-
18.10 Dietary Guidelines for Americans (MyPlate)								A	B	-
<b>19 CASHIER FUNCTIONS TR: AFMAN 44-144</b>										
19.1 Authorized diners	5							A	B	-
19.2 Collect cash	5							1a	b	-
19.3 Collect signatures from diners	5							1a	b	-
19.4 Safeguard cash	5							1a	b	-
<b>20 CASH CONTROL MANAGEMENT TR: AFMAN 44-144</b>										
20.1 Interpret cash register reports	7							-	b	c
20.2 Initiate AF Form 544	7							-	b	c
20.3 Change fund acquisition	7							-	A	B
20.4 Maintain change fund	7							1a	b	c
20.5 Maintain controlled forms	7							1a	b	c
20.6 Reconcile cash collections	7							-	b	c
20.7 Turn in cash to RMO	7							-	b	c
20.8 Cash Register programming	7							-	A	B
<b>21 FOOD PRODUCTION AND SERVICE TR: AFJMAN 34-406V2 (Armed Forces Recipes), AFI 34-239, Current FDA Food Code, Current Servsafe Manual, Current JC Manual</b>										
21.1 Fundamentals of food preparation								-	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
	5/7 Level	RSVP	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC
21.1.1 Food preparation terms	5							A	-	-
21.1.2 Baking terms	5							A	-	-
21.1.3 Armed Forces Recipe Service	5							A	-	-
21.1.4 Alternate recipe sources	5							-	B	-
21.1.5 Adjust recipe yield	5							2b	b	-
21.1.6 Measure ingredients	5							3c	-	-
21.1.7 Waste prevention measures	5							A	B	-
21.1.8 Take food temperatures	5							3c	c	-
21.1.9 Record food temperatures	5							2b	c	-
21.1.10 Apply progressive cooking techniques	5							2b	c	-
21.1.11 Perform taste test	5							2b	-	-
21.1.12 Conservation of nutrients	5							B	-	-
21.2 Preparation of food								-	-	-
21.2.1 Prepare								-	-	-
21.2.1.1 Meat	5							2b	c	-
21.2.1.2 Eggs	5							2b	c	-
21.2.1.3 Vegetables	5							2b	c	-
21.2.1.4 Fruits	5							2b	c	-
21.2.1.5 Soups	5							2b	c	-
21.2.1.6 Sauces and gravies	5							2b	c	-
21.2.1.7 Starches	5							2b	c	--
21.2.1.8 Beverages	5							2b	c	-
21.2.1.9 Sandwiches	5							2b	c	-

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
	5/7 Level	RSVP	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC
21.2.1.10 Desserts	5							1a	-	-
21.2.2 Use seasonings and condiments	5							2b	c	-
21.3 Cooking Methods								-	-	-
21.3.1 Dry heat	5							B	-	-
21.3.2 Frying	5							B	-	-
21.3.3 Moist heat	5							B	-	-
21.3.4 Verify product quality	5							2b	c	-
21.4 Food preparation for therapeutic diets TR: AFJMAN 34-406V2 (Armed Forces Recipes), AFI 34-239, Current FDA Food Code, Current Servsafe Manual, Current JC Manual, Nutrition Care Manual, Krause's Food & the Nutrition Care Process								-	-	-
21.4.1 Cook therapeutic foods	5							2b	c	-
21.5 Serving line techniques								-	-	-
21.5.1 Set up serving line	5							2b	c	-
21.5.2 Garnish foods	5							2b	c	-
21.5.3 Select appropriate serving utensils	5							2b	-	-
21.5.4 Serve proper food portions	5							2b	c	-
21.5.5 Break down serving line	5							2b	c	-
22 PRODUCTION TR: AFJMAN 34-406V2 (Armed Forces Recipes), AFI 34-239, AFMAN 44-144, Current FDA Food Code, Current Servsafe Manual, Current JC Manual										
22.1 Develop standardized recipes	7							-	b	c
22.2 Complete production worksheets	5							a	c	-

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
	5/7 Level	RSVP	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC
22.3 Make menu substitutions	5							a	b	-
22.4 Cost menus	7							-	b	c
22.5 Compute price reduction	7							-	b	c
<b>23 NUTRITIONAL MEDICINE ADMINISTRATION TR: AFMAN 44-144</b>										
23.1 Write cycle menus	7							-	b	c
23.2 Interpret financial reports	7							-	b	c
23.3 Resolve problems with BDFAs	7							-	b	c
23.4 Conduct FY close-out	7							-	b	c
23.5 Process Improvement								-	-	-
23.5.1 Process improvement programs								-	A	B
23.6 Process Improvement activities								-	-	-
23.6.1 Patron Questionnaires								-	A	B
23.6.2 Inspection reports								-	A	B
23.6.3 Cycle menus								-	A	B
23.6.4 Patient tray service								-	A	B
23.6.5 Clinical dietetics								-	A	B
23.6.6 Peer Review								-	A	B
23.6.7 Sanitation								-	A	B
23.6.8 Customer follow-up								-	A	B
23.7 Use MEPRS (DMHRSi or current version)								2b	c	-
<b>24 PUBLICATIONS TR: AFI 33-360</b>										
24.1 Official publications								-	B	-
24.2 Commercial publications								-	B	-

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
	5/7 Level	RSVP	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC
24.3 Nutritional Medicine records								-	A	B
24.4 Write operating instructions								-	a	b
25 NUTRITION MANAGEMENT DATABASES (COMPUTRITION or current version) TR: Contractors Training Manuals										
25.1 Use Nutrition Management Database								b	-	-
25.2 Downtime procedures								-	A	B
26 OUTPATIENT CLINICAL NUTRITION TR: AFMAN 44-144, AFI 40-101, Nutrition Care Manual, Krause's Food & the Nutrition Care Process, Understanding Normal and Clinical Nutrition										
26.1 Sports nutrition								A	B	-
26.2 Aircrew nutrition								A	B	-
26.3 Supplements								A	B	-
26.4 Smoking cessation								-	B	-
26.5 Alcohol abuse								-	B	-
26.6 Healthy Nutrition Guidelines								-	-	-
26.6.1 Healthy Food Choices								A	B	-
26.6.2 Menu guidelines								A	B	-
26.6.3 Sales evaluation								A	B	-
26.7 Marketing Techniques								-	-	-
26.7.1 Healthy Food Choices								A	B	-
26.7.2 Community Nutrition Programs								A	B	-

FOR COMMERCIAL AND OTHER SERVICE PUBLICATIONS

<u>Academy of Nutrition and Dietetics</u> , <a href="http://nutritioncaremanual.org">nutritioncaremanual.org</a>
Whitney, Eleanor Noss et.al, Understanding Normal and Clinical Nutrition, 9th ed, Wadworth Publishing, Belmont CA, 2009
Mahan, L. Katheleen et. al, Krause's Food & the Nutrition Care Process, 13th ed, Saunders Elsevier Publishing, St Louis MO, 2008
<u>Comprehensive Manual for Hospitals (CAMH) (JC Manual)</u>
<u>FOOD CODE, US Food and Drug Administration, 2005 (FDA Food Code)</u>
<u>Servsafe Manager, National Restaurant Association Educational Foundation, 2012</u>

*Section B - Course Objective List*

**1. Resident Courses.** If a written copy of the course objectives list is required, contact Nutrition and Diet Therapy at DSN 420-5160 or write to 382 TRS/XYJ (Training Manager), 2931 Harney Road, JBASA-Fort Sam Houston, TX 78234. A copy will be sent to you as soon as possible.

**2. Career Development Courses.** CDC information can be obtained from the Air Force Career Development Academy at Maxwell AFB, Gunter Annex, AL, or by contacting the CDC writer/manager at DSN 420-6553.

*Section C - Training Course Index*

**1. Purpose.** This section of the CFETP identifies training courses available for the specialty and shows how courses are used by each MAJCOM in their career field training programs.

**1.1. AIR FORCE IN-RESIDENCE COURSES.**

<u>Course Number</u>	<u>COURSE TITLE</u>	<u>LOCATION</u>	<u>USER</u>
L8ABJ4D031 01AB	Nutrition and Diet Therapy	JBASA-Fort Sam Houston, TX	Joint
(Part of EIS Course)	Expeditionary Medical Readiness Course	JBASA-Camp Bullis, TX	AF
L3AZJ4D071 00AA	Nutrition Management & Accounting Course	JBASA-Fort Sam Houston, TX	AF

**1.2. OTHER MAJCOM AND FOA COURSES:** See AETCI 36-2202 Para 3.

**2. AIR FORCE CAREER DEVELOPMENT ACADEMY COURSES**

<u>Course Number</u>	<u>COURSE TITLE</u>	<u>LOCATION</u>	<u>USER</u>
CDC 4D051	Diet Therapy Journeyman	Gunter Annex, Maxwell AFB, AL	AF
CDC 4D071	Diet Therapy Craftsman	Gunter Annex, Maxwell AFB, AL	AF

**3. Exportable Courses-** N/A

**4. Courses Under Development/Revision:** Nutrition and Diet Therapy combining Diet Therapy Fundamentals and Diet Therapy Apprentice courses.

*Section D – MAJCOM-Unique Requirements*

**NOTE:** There are currently no MAJCOM-unique requirements.

## *Section E – Training Documentation*

**1. 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).

**2.1. The MTP** 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

**2.2. 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. As a minimum the training plan must include:

**2.2.1. Master Task List.**

**2.2.2. CFETP.**

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

**2.2.4. Milestones for tasks and CDC completion** (Reference to AFI 36-2201).

**3.** To ensure all initial and on-going work center training meets required standards, each work center will maintain a training binder (electronic or hard copy). This training binder will be utilized by supervisors and trainers and will be set up in the following order:

**3.1. Work center Description.** This includes daily work center mission, responsibilities, and any age range of patients cared for in this work center.

**3.2.** Work center training monitor appointment letter identifying primary, alternate and roles and responsibilities.

**3.3.** Roster identifying work center trainer(s)

**3.4.** Job Description/performance standards for each work center duty position.

**3.5.** Current CFETP and associated change(s) as found on Air Force E-Publishing for each AFSC assigned to the work center.

**3.6.** Copy of the master training plan, as found in AFTR, for each duty position that includes: STS, 797s, 1098s, 623II, 623III, and schedule.

**3.7.** Copies of all QTPs and/or ISD checklist(s) used during orientation and or location(s) of any training plans/evaluation tools used to validate trainee qualifications.

**3.8. Work center orientation checklist.** In addition to minimum requirements stated in AFI 36-2201, include milestones for each task identified.

**3.9. AF Form 623a** sample entry of supervisor initial evaluation of trainee qualification. Minimum information required in statement can be found in AFI 36-2201.

**3.10. AF Form 623a** sample entry of annual job description/job performance standards review.

## ***Section F - Documentation of Training.***

**1. Work Center Training Plans.** The purpose of this section is to provide guidelines and examples of proper documentation for the many electronic forms used in training of all enlisted medical personnel. Training documentation helps to assess readiness capability as well as individual strengths and weaknesses. It also aids compliance with all The Joint Commission, Accreditation Association for Ambulatory Health Care, and Health Services Inspections regulatory requirements. The enlisted training documentation has migrated from the hard copy to electronic AFTR. AFTR is accessible from the Advance Distance Learning Service via the Air Force Portal. Refer to your unit training manager (UTM) for the most current policies and guidance on training documentation.

**2. Air Force Training Record.** The AFTR is an enterprise-wide custom training management system designed to replace the paper-based training records system. It is the electronic equivalent of an AF Form 623, *Individual Training Record Folder*, and will be used by career fields within the AFMS to document all training actions. The AFTR allows training plans to be established by; Career Field/AFSC, duty position/team member, trainee/trainer/certifier, and any group of tasks that require management, tracking, and documentation. The AFTR components managed by the supervisor are:

**2.1. Master Task List (MTL).** The MTL is a list containing all the tasks that are to be trained in a work center and is often broken out by specialty. The MTL consists of the STS; AF Form 623 Parts II and III; AF Form 797 and AF Form 1098, *Special Task Certification and Recurring Training*; and Qualification Training Packages (QTPs). The supervisor creates the MTL by selecting tasks from the Unit Task List produced by the UTM and the STS.

**2.2. Master Training Plan (MTP).** The MTP is a list containing a schedule of training for all tasks within a particular duty position. The MTP consists of the STS; 623 Parts II and III; AF Force Forms 797 and 1098 tasks; and QTPs. The supervisor creates the MTP by assigning training times and methods to tasks in the duty position. Refer to AFI 36-2201 and AFH 36-2235, Volume 11, *Information for Designers of Instructional Systems Application to Unit Training*, for guidance in developing the MTP.

**2.3. Duty Task List (DTL).** The DTL is a list containing all the tasks to be trained on in a duty position. The DTL consists of the STS; AF Form 623 Parts II and III; AF Force Forms 797 and 1098 tasks; and QTPs. The supervisor creates the DTL by selecting tasks from the MTL.

**2.4. Individual Training Record (ITR).** All training is documented in the ITR. This is the electronic version of the former Enlisted Training and Competency Folder. The ITR is made up of the AF Form 623 Parts I, II and III; AF Forms 623a, 797, 803 and 1098; QTPs and the JQS. This record is automatically populated based upon the duty position the individual is assigned to. Refer to AFI 36-2201 for guidance in documenting training on the various forms contained within the ITR. Maintenance of the CFETP is mandatory for all assigned MSgts and below.

**2.4.1.** The AFTR provides the capability to incorporate training source documents and/or to manually enter completed training into the ITR. The following documents will be incorporated into the ITR:

**2.4.1.1.** The member's initial MTF and clinic orientation checklists.

**2.4.1.2.** Recurrent training such as Basic Life Support and Health Insurance Portability and Accountability Act.

**2.4.1.3.** AF Form 2096, *Classification/On-the-Job Training Action*.

**2.4.1.4.** Medical Education & Training Campus (METC) Student Training Report (STR). METC STR documents the level of success, strengths, and weaknesses that a student demonstrated during technical school. It is emailed to the base training manager shortly after the graduate arrives at his/her duty station. This form is maintained in the record until 5-skill level upgrade training is complete.

**2.4.1.5. AF Form 803, Report of Task Evaluation.** AF Form 803 is used to conduct and document completion of task evaluations during training staff assisted visits, when directed by the commander, or when a task certification requires validation.

**2.4.1.6.** Other forms as appropriate.

**3. Documentation of Training.** The purpose of this section is to provide guidelines and examples of proper documentation on the many forms used in training medical materiel personnel. Training documentation helps to assess mission capability and readiness, individual strengths and weaknesses, resources needed to support quality patient care, and defines requirements for individual career progression.

**3.1. AF Form 797.** The AF Form 797 (Figure 3.1) will be used to record training for tasks that are not otherwise documented in the CFETP.

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS							
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION				
			START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
<input checked="" type="checkbox"/>	1	Cook therapeutic foods					
<input checked="" type="checkbox"/>	2	Garnish foods					
<input checked="" type="checkbox"/>	3	Serve proper food portions					
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
TRAINEE NAME DOE, JOHN				CFETP/JQS NUMBER		PAGE NO.	

AF IMT 797, 20020801, V3

PREVIOUS EDITIONS ARE OBSOLETE

**Figure 3.1. Sample, AF Form 797 Documentation**

**3.2. AF Form 1098** (Figure 3.2.). Mandatory training requirements may vary from facility to facility. At a minimum, these requirements should be reviewed on an annual basis and updated as required.

SPECIAL TASK CERTIFICATION AND RECURRING TRAINING							
TASK OR RECURRING TRAINING AND TECHNICAL REFERENCES A.	DATE COMPLETED B.	SIGNATURE OF CERTIFYING OFFICIAL C.	INITIAL OF TRAINEE D.	EVALUATION OF TRAINING			
				SCORE OR HOURS E.	TYPE F.	FREQUENCY G.	DUE DATE H.
COTR Training	20130715			91		1 Time	
CPR Training	20130915			P		Annual	20140915
CMRT	20130928			P		Annual	20140928
NAME OF TRAINEE (Last, First, Middle Initial) DOE, JOHN		GRADE A1C	UNIT AND OFFICE SYMBOL MDTS/SGQD				

AF IMT 1098, 19850401, V2 PREVIOUS EDITION WILL BE USED.

**Figure 3.2. Sample, Recurring Mandatory Training Documentation (AF Form 1098)**

3.3. Qualification Training Progress Records were developed to enhance OJT. It provides the trainer with a breakdown of task performance skills to aid in performance evaluation. The evaluations of each task results in either a satisfactory or unsatisfactory score (Figure 3.3).

Rank/ Name _____		
Qualification Upgrade Training to: 5-Skill Level                      7-Skill Level		
PERFORMANCE ITEM	SAT	UNSAT
<b>STS Task 21.5 – Serving Line techniques</b>		
Set up serving line		
Garnish foods		
Select appropriate serving utensils		
Serve proper food portions		
Break down serving line		

**Figure 3.3. Sample, Qualification Training Progress Record**

3.4. AF Form 623a (Figures 3.4. thru 3.7.). Use the AF Form 623a available in the AFTR to document all progress of individual training. Document on AF Form 623a the start and completion dates of unit orientation, and reference the date of the orientation checklist. In addition, document the member’s entry into upgrade training, initial evaluation results, and periodic evaluations of training progress to include CDC progress. Information on extensions, waiver requests, or breaks in training

should be clearly documented. Document on the AF Form 623a any decertification proceedings, including dates, reasons for decertification, and other applicable information. Accomplish an initial evaluation when a new person arrives to the unit or when an individual changes duty positions. Document all other actions pertaining to training IAW AFI-36-2201. **NOTE:** Templates for documentation of orientation, initial upgrade training brief, upgrade training documentation, sample job description review, and etcetera are housed in AFTR.