

AFSC 4P0X1 PHARMACY



**CAREER FIELD EDUCATION AND TRAINING PLAN**

**ACCESSIBILITY:** Publications and forms are available on the e-publishing website at [www.e-publishing.af.mil](http://www.e-publishing.af.mil) for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

**CAREER FIELD EDUCATION AND TRAINING PLAN PHARMACY  
SPECIALTY  
AFSC 4P0X1**

**Table of Contents**

**PART I**

<b>Preface .....</b>	<b>3</b>
<b>Abbreviations/Terms Explained .....</b>	<b>4</b>
<b>Section A—General Information.....</b>	<b>7</b>
Purpose of the CFETP Use of the CFETP Coordination and Approval of the CFETP	
<b>Section B—Career Field Progression and Information.....</b>	<b>8</b>
Specialty Descriptions Skill/Career Progression Apprentice Level (3) Journeyman Level (5) Craftsman Level (7) Superintendent Level (9) Training Decisions Community College of the Air Force Academics Programs Career Field Path	
<b>Section C—Skill Level Training Requirements .....</b>	<b>14</b>
Purpose Specialty Qualification Requirements Apprentice Level (3) Journeyman Level (5) Craftsman Level (7) Superintendent Level (9)	
<b>Section D—Resource Constraints.....</b>	<b>15</b>
Purpose Training Constraints	
<b>Section E—Transitional Training Guide .....</b>	<b>15</b>

**Part II**

**Section A—Specialty Training Standard.....15**  
Implementation Purpose Recommendations Qualitative Requirements

**Section B—Course Objective List ..... 31**

**Section C—Support Materials ..... 31**

**Section D—Training Course Index ..... 31**

**Section E—Major Command (MAJCOM) Unique Requirements ..... 32**

**Section F—Documentation of Training (Medical Specific)..... 33**

---

OPR: AF/SG1E

Certified by: CMSgt Awolusi (59 MDTS/SGQP)

Supersedes: CFETP4P0X1, 15 Aug 14; CFETP4P0X1C1, 24 Mar 15; CFETP4P0X1C2, 15 Jul 16

Number of Pages: 37

# PHARMACY SPECIALTY AFSC 4P0X1 CAREER FIELD EDUCATION AND TRAINING PLAN

## PART I

### Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive document that identifies life-cycle education and training requirements, training support resources, and minimum core task requirements for the pharmacy specialty. The CFETP will provide supervisors, trainers, and trainees a clear career path to success and instills rigor in unit level training. 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; some examples are funds, manpower, equipment, and facilities. **Section E** identifies transition training guide requirements for SSgt through MSgt.

2.2. **Part II** provides training guidance for all skills levels. **Section A** identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support Air Education and Training Command (AETC) conducted training, wartime course, core tasks, and correspondence course requirements. **Section B** contains the course objective list and training standards supervisors will use to determine if Airmen satisfied training requirements. **Section C** identifies available support materials. **Section D** identifies a training course index; supervisors can use to determine resources available to support training. Included here are both mandatory and optional courses. **Section E** identifies MAJCOM unique training requirements supervisors can use to determine additional training required for the associated qualification needs.

3. Guidance provided in the 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 the 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 (AEPS).** AEPS is a provisionally designated unit that provides administrative processing and continuing nursing care on a 24-hour basis to patients entering or traveling in the Aeromedical Evacuation (AE) system during emergency conditions or contingency operations.

**Air Force Career Field Manager (AFCFM).** Representative appointed by USAF/SG to ensure assigned AF specialties are trained and utilized to support AF mission requirements.

**Air Force Training Record (AFTR).** A centralized, enterprise-wide internet accessible application that adheres to and complies with AFI 36-2651, *Air Force Training Program*, across the USAF while being tailored to the Air Force Specialty Code (AFSC) that it is supporting.

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

**Ancillary Training.** Additional training assigned by the AF, unit and/or Squadron that are required to be performed.

**Career Broadening.** Duties and responsibilities outside of normal pharmacy activities that provide an opportunity for career advancement (i.e. training or Professional Military Education Instructor, Military Training Instructor (MTI), Military Training Leader, Career Assistance Advisor, squadron or group superintendent).

**Career Development Course (CDC).** Self-study correspondence courses that provide Airmen with the fundamental knowledge of their AFS. CDCs directly support the AF on-the-job training program and AF promotion system.

**Career Field Education and Training Plan (CFETP).** Comprehensive training document that identifies 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 whom the commander assigns to determine an individual's ability to perform a task to required standards.

**Comprehensive Medical Readiness Program (CMRP).** Recurring training used to maintain skills of a fully qualified individual to adequately perform the mission and related duties required in peacetime and wartime.

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

**Core Task.** Tasks the AFCFM identify as minimum qualification requirements for everyone within an AFSC.

**Course Objective List (COL).** 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-, 5-, 7-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with (IAW) AFI 36-2651.

**Defense Medical Logistics Standard Support (DMLSS).** Delivers an automated and integrated information system with a comprehensive range of medical material, equipment, war reserve materiel and facilities management functions for the Military Health System.

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

**Expeditionary Medical Service (EMEDS).** Operational medical equipment, supplies and personnel staged to support and sustain a portable bedded facility to an Air Expeditionary Force (AEF). EMEDS provides acute intervention and primary care to support the deployment of 500-2000 personnel worldwide.

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

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

**Home Station Medical Response (HSMR).** Tactics, techniques and procedures for home station medical commanders to plan, prepare, and employ their assigned assets to respond to chemical, biological, radiological, nuclear, and/or high-yield explosives (CBRNE) events including Weapons of Mass Destruction (WMD) events.

**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 36-2651

**Initial Skills Training.** Training acquired through attending an official AF course that results in an AFSC 3-skill level award for enlisted or mandatory training for upgrade to eligible officers.

**MAJCOM Functional Managers (MFM).** Senior leaders, designated by the appropriate functional authority (FA) who provide day-to-day management responsibility over specific functional communities at the MAJCOM, Field Operating Agency, Direct Reporting Unit, or Air Reserve Component level. While they should maintain an institutional focus in regards to resource development and distribution, Functional Managers (FM) are responsible for ensuring their specialties are equipped, developed, and sustained to meet the functional community's mission as well as encourage force development opportunities in order to meet future needs of the total AF mission.

**Master Task List (MTL).** A comprehensive list (100%) of all tasks performed within a work center and consisting of the current CFETP or Air Force Job Qualification Standard (AFJQS) and locally developed AF Forms 797, *Job Qualification Standard Continuation/Command JQS* (as a minimum). Should include tasks required for deployment and/or unit type code (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, home station training tasks, upgrade, and qualifications tasks.

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

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

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

**Point of Dispensing.** A Point of Dispensing (POD) is a place where vaccines, antibiotics, and other medications or supplies can be quickly dispensed to a large number of people.

**Proficiency Training.** Training provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade.

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

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

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

**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 Requirements Team (STRT).** AFI 36-2651 defines the primary purpose of the STRT: “Use the Specialty Training Requirements Team/Utilization and Training Workshop as forums to determine education and training requirements, by bringing together the expertise to establish the most effective mix of formal and on-the-job training for each AF Specialty skill level. Also use the forums to create or revise training standards, and set responsibilities for providing training.”

**Specialty Training Standard (STS).** An AF publication that describes 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.

**Trainer.** A trained and qualified person approved by the commander to teach personnel to perform specific tasks through on-the-job methods.

**Task Certifier.** A person whom the commander assigns to determine an individual’s ability to perform a task to required standards.

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

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

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

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

**Utilization and Training Workshop (U&TW).** A forum of MAJCOM AFSC FMs, subject matter experts (SMEs), and AETC training personnel that determines career ladder training requirements.

**Wartime Tasks (\*).** Those tasks that must be taught when courses are accelerated in a wartime environment. In response to a wartime scenario, these tasks will be taught in the 3-level course in a streamlined training environment. These tasks are only for those career fields that still need them applied to their schoolhouse tasks.

## Section A - General Information

1. **Purpose.** This CFETP provides information necessary for AFCFMs, 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 4P0X1 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 AFS specific training an individual receives upon entry into the AF 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. UGT 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, these are:

1.1.1. Serves as a management tool to plan, manage, conduct, and evaluate a career field training program. It is also used to help supervisors to 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 that 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. Also, the AFCFM will initiate an annual review of this document to ensure currency and accuracy. MAJCOM representatives and AETC training personnel will identify and coordinate on the career field training requirements. Using the list of courses in Part II, they will eliminate duplicate training.



## Section B – Career Field Progression and Information

### 1. Specialty Descriptions

**Last updated 31 Jan 2019**

NOTE: Refer to *Air Force Enlisted Classification Directory (AFECD)*, Pharmacy

1.1. Specialty Summary. Manages administrative and technical pharmacy activities. Requisitions, stocks, compounds, and dispenses pharmaceuticals. Safeguards controlled drugs. Maintains and operates pharmacy information systems. Related DoD Occupational subgroup: 131200.

1.2. Duties and Responsibilities.

1.2.1. Compounds and dispenses pharmaceuticals. Interprets prescriptions and formulas for appropriateness and conformity with established guidelines. Confers with prescribers or patients on questions to assure desired therapeutic outcome. Performs and verifies pharmaceutical calculations. Selects and prepares drug orders according to accepted standards. Manufactures, labels, and stores preparations according to accepted compendia and reference literature.

1.2.2. Performs inventory control functions. Establishes requirements, requisitions, and stores drugs and equipment. Prepares orders needed for emergency, controlled drug, or other special items. Initiates defective drug product complaints. Processes adverse drug reaction reports.

1.2.3. Plans and organizes pharmacy activities. Develops economical, efficient work methods and operating procedures. Coordinates pharmacy activities with other functional areas. Develops and directs pharmacy quality assurance programs.

1.2.4. Inspects and evaluates pharmacy activities. Conducts periodic inspections of all drug storage and usage areas. Corrects discrepancies and maintains inspection reports.

1.2.5. Develops formulations. Assists in the development of new or modified drug formulations. Maintains current drug information literature for pharmacy and medical staff. Participates in Pharmacy and Therapeutics Committee functions.

1.2.6. Performs pharmacy administrative functions. Provides proper maintenance and disposal for all pertinent Air Force and drug records. Prepares and revises Medical Facility Drug Formulary.

1.2.7. Operates and maintains data automation equipment. Performs routine maintenance of computer software and hardware. Revises data automation needs in accordance with current technology and availability.

**2. Skill and Career Progression.** Training and timely progression from apprentice through the superintendent skill level plays an extremely important role in the AF'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. NOTE: The following narratives and the AFSC 4P0X1 career field flowcharts, identify the training career path. The career path defines the training required in an individual's career.

2.1. Apprentice (3) Level. Initial skill training in this specialty consists of the tasks and knowledge training provided in the 3-skill level Phase I and Phase II resident courses. The decision to train specific tasks and knowledge items in the initial skills course is based on a review of the OAR data and 4P0X1 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 courses to be awarded AFSC 4P031. Upon completion of initial skills training, a trainee will work with a trainer/supervisor in on-the-job training to enhance their knowledge and skills in pharmaceutical dispensing. Once enrolled, they will use their CDCs and task qualification training to progress in the career field. Once task is certified, a trainee may perform that task unsupervised.

2.2. Journeyman (5) Level. 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. Five-skill level technicians may be assigned job positions such as outpatient technician, inpatient technician, pharmacy supply and equipment custodian, vault custodian, and pharmacy information systems manager. SrA will complete Airman Leadership School (ALS) when selected for promotion to SSgt, after reaching 42 months Total Active Federal Military Service (TAFMS) and selected to a 12 month tour area, or when reaching 48 months TAFMS. Individuals will prepare for testing and promotion under the Weighted Airman Promotion System (WAPS).

2.3. Craftsman (7) Level. Upon award of the 7-skill level, a craftsman will maintain national pharmacy certification as well as Tech-Check-Tech currency where applicable. Seven-skill level technicians may be assigned to fill various supervisory and management positions within the pharmacy such as Non-Commissioned Officer in Charge (NCOIC) of a satellite pharmacy operation or NCOIC of an inpatient pharmacy. Seven-skill levels should take courses or obtain additional knowledge on management of resources and personnel. Continued academic education through an Associate's degree or higher level program is encouraged. In addition, after promotion to TSgt, individuals will attend the Noncommissioned Officer Academy (NCOA). MSgts will complete SNCOA in residence IAW formal training guidelines.

2.4. Superintendent (9) Level. A 9-skill level will pursue additional training in the areas of budget, manpower, resources, and personnel management through continuing education or applicable certification programs. Nine-skill level technicians may be expected to fill leadership positions which may include Superintendent duties or various other staff positions within the Medical Group. Higher education and completion of courses outside of the career AFSC are also recommended.

**3. Training Decisions.** The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the 4P0X1 career field. The spectrum includes a strategy for when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training. The following training decisions were made during the 10 December 2018 STRT.

3.1. Training requirements and standards were updated to reflect the most current and future needs of the Pharmacy career field. A comprehensive review was conducted on Part I of the CFETP, training status codes (TSC) for each Specialty Training Standard (STS) line item were discussed, and all changes were agreed upon by the voting members in attendance. The decision was made to revise and implement the 7-level Craftsman course as a management training tool for those placed in supervisory positions. New course parameters will be established to determine the selection criteria for attendees. The 7-level Qualification Training Packages (QTP) will be updated based on changes identified in this CFETP. For additional information and specific changes to this CFETP, please reference the STRT/U&TW meeting minutes. **\*\*NOTE:** Attendance of the revamped course is not a prerequisite to 7-level update.

3.2. Initial Skills Training. The Pharmacy Apprentice Course will be revised to meet new training requirements set by the U&TW.

3.3. Five-Skill Level Upgrade Requirements. Completion of CDCs is mandatory before member is eligible for upgrade to the 5-skill level. Complete all required duty position training and all required 5-skill level core tasks.

3.4. Seven-Skill Level Upgrade Requirements. Completion of all duty training requirements and 7-skill level core tasks, successful completion of both the national pharmacy certification exam and the DOD Tech-Check-Tech program are mandatory for award of a 7-skill level. Refer to the program guide for waivers for the DOD Tech-Check-Tech program.

3.5. Nine-Skill Level Upgrade Requirements. Must be a Senior Master Sergeant. Completion of applicable duty position training.

3.6. Proficiency Training. Any additional knowledge and skill requirements that were not taught through initial skills or upgrade training are assigned to continuation training. Individual pharmacy managers must develop a continuation training program that ensures individuals in the pharmacy career field receive the necessary training at the appropriate point in their career. The training program will identify both mandatory and optional training requirements.

**4. CCAF.** Enrollment in CCAF occurs upon completion of basic military training. The CCAF provides the opportunity to obtain an Associate of Applied Sciences Degree. Visit the CCAF at Web Link <http://www.au.af.mil/au/ccaf/> for additional information. In addition to its associate degree program, the CCAF offers the following:

**4.1 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.

**4.2. 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.

**4.3. CCAF Professional Manager Certification (PMC).** CCAF offers the PMC Program for qualified Air Force NCO's. The PMC is a professional credential awarded by CCAF that formally recognizes an individual's advanced level of education and experience in leadership and management, as well as professional accomplishments. The program provides a structured professional development track that supplements Enlisted Professional Military Education (EPME) and Career Field Education and Training Plan (CFETP).

**4.4. Air Force Credentialing Opportunities On-Line (AF COOL).** The AF COOL Program is managed by CCAF and provides a research tool designed to increase an Airman's awareness of national professional credentialing and funding opportunities available for all Air Force occupational specialties. AF COOL also provides information on specific occupational specialties, civilian occupational equivalencies, 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 examination.
- Identify licenses and certifications relevant to an AFSC.

- Learn how to fill gaps between Air Force 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.

To learn more about AF COOL and funding processes, visit <https://afvec.langley.af.mil/afvec/Public/COOL/Default.aspx>

**4.5. 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.

**4.6. Additional Off-Duty Education.** Off-Duty education is a personal choice that is encouraged for all. Individuals desiring to become an Air Education and Training Command Instructor should be actively pursuing an associate degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and schools.

**4.6 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.

**5. Degree Requirements.** All Airmen are automatically entered into the CCAF program. Degree programs consist of a minimum of 64 semester hours (SH). Prior to completing an associate degree, the 5-skill level must be awarded and the following requirements must be met:

<b>Academic Requirements</b>	<b>Semester Hours</b>
Technical Education	24
Leadership, Management and Military Studies	6
Physical Education	4
General Education (3 hours in each of the following)	15
Oral Communication	3
Written Communication	3
Mathematics	3
Social Science	3
Humanities	3
Program electives	15
<b>Total</b>	<b>64</b>

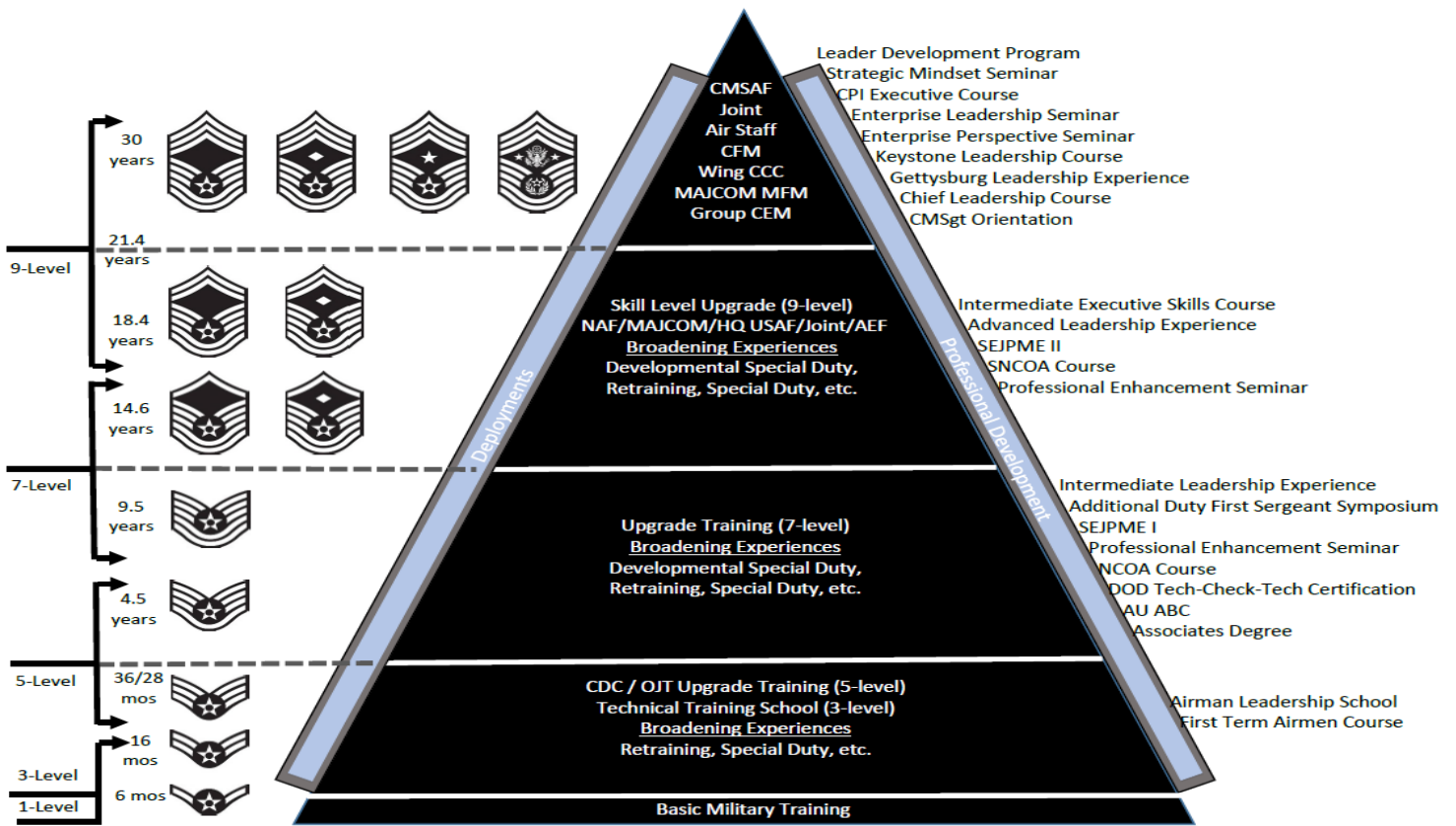


Figure 1.1. Enlisted Career Pyramid

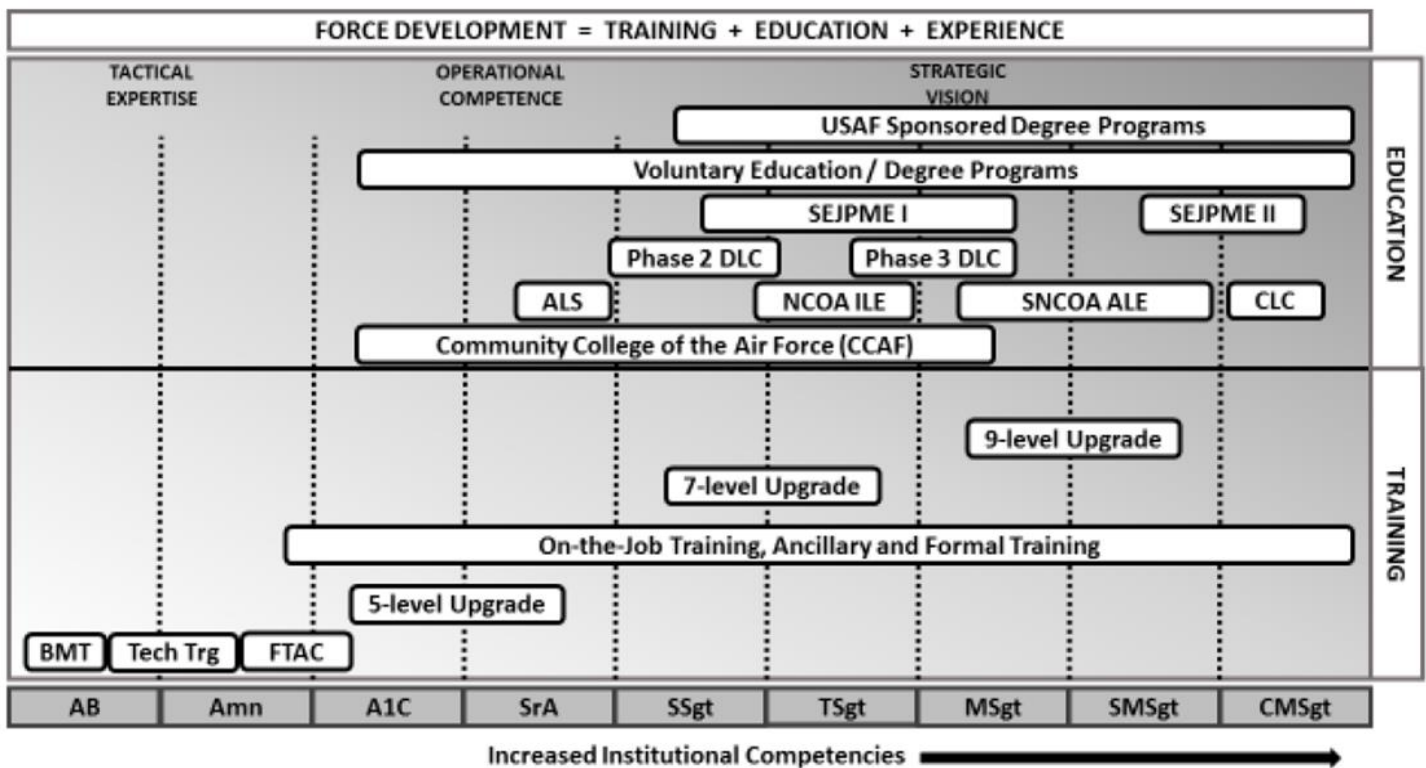


Figure 5.2. Enlisted Career Path

Figure 1.2. Development Pathway







4P0X1 Career Path Education and Training Requirements	GRADE REQUIREMENTS		Education Encouraged
	Rank		
Basic Military Training school	Average 4P0X1 Sew-On	Special Duty Assignments	
Apprentice Technical School (3-Skill Level)	6 Months  10 Months	N/A	CDCs
Upgrade To Journeyman (5-Skill Level) - Complete 4P051 CDCs - Minimum 12 months OJT - Minimum 9 months OJT for retrainees		N/A	Associates Degree, applicable credentials
DOD Tech-Check-Tech Certification	 3 years	N/A	
Airman Leadership School (ALS) - SrA with 48 months TIS or 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 the Air Force Training Course	
Upgrade To Craftsman (7-Skill Level) - Minimum rank of SSgt - 12 months OJT - 6 months OJT for retrainees - National Certification & DOD Tech-Check-Tech pgm - Complete 7-skill level requirements	<b>Certifier</b> - Possess at least the grade of SSgt with 5-skill level or civilian equivalent - Attend the Air Force Training Course  4.4 years	<ul style="list-style-type: none"> <li>• PME Instructor</li> <li>• Recruiter</li> <li>• MTI/MTL</li> </ul>	Bachelor Degree, applicable credentials
Noncommissioned Officer Academy (NCOA)	 12.6 years	<ul style="list-style-type: none"> <li>• Technical School Instructor</li> <li>• PME Instructor</li> </ul>	
Senior NCO Academy (SNCOA)	 15 years	<ul style="list-style-type: none"> <li>• Technical School CDC writer</li> <li>• First Sergeant</li> <li>• Squadron Superintendent</li> <li>• MAJCOM FM</li> <li>• Career Assistant Advisor</li> </ul>	
Upgrade to Superintendent (9-Skill Level) - SMSgts only	 18.8 years	<ul style="list-style-type: none"> <li>• Squadron Superintendent</li> <li>• Career Assistant Advisor</li> <li>• MAJCOM FM</li> </ul>	Master Degree
Chief Enlisted Manager (CEM) (4P000) - CMSgt Orientation Course - CMSgt Leadership Course	 22 years	<ul style="list-style-type: none"> <li>• MAJCOM FM</li> <li>• Squadron Superintendent</li> <li>• Group Superintendent</li> <li>• Career Field Manager</li> <li>• CMEF</li> <li>• Command Chief</li> </ul>	

Table 1.1. 4P0X1 Enlisted Force Development

## 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 Qualification.** This information will be located in the official specialty description in AFECD.

2.1. **Knowledge.** Knowledge is mandatory of pharmaceutical chemistry; pharmaceutical calculations; pharmacology and medical ethics; pharmacy management; medical administrative procedures; quality assurance; medical supply and local procedures; documentation management.

2.2. **Education.** For entry into this specialty, successful completion of one year of high school algebra or one unit of college algebra is mandatory. Completion of high school or college courses in anatomy, physiology, biology, chemistry, computer skills, and typing is desirable.

2.3. **Training.** For award of AFSC 4P031, completion of the Pharmacy Apprentice courses Phase I and Phase II are mandatory.

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

2.5. **4P051.** Qualification in and possession of AFSC 4P031. Also, experience in preparing, storing, or dispensing medications.

2.6. **4P071.** Qualification in and possession of AFSC 4P051. Also, experience performing or supervising functions such as compounding, storing, or dispensing medicinal preparations.

2.7. **4P091.** Qualification in and possession of AFSC 4P071. Also, experience managing functions such as those involved in administrative and technical pharmacy operations.

2.8. **Other.** The following are mandatory as indicated:

2.8.1. For entry into this specialty:

2.8.1.1. Normal color vision as defined in AFI 48-123, *Medical Examinations and Standards*.

2.8.2. For entry, award, and retention of these AFSCs, ability to speak distinctly without speech impediment.

2.8.3. For award and retention of AFSCs 4P031/51, ability to keystroke at a rate of 25 words per minute.

2.8.4. For award and retention of AFSCs 4P091/00, ability to communicate clearly, both orally and in writing.

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

2.9. **Training Sources/Resources.** For apprentice skill level training, the only sources of training are the L5AQJ4P031 01AA and L5ABO4P031 02AB courses, developed by Medical Education & Training Campus (METC) at Joint Base San Antonio (JBSA)-Fort Sam Houston, TX. The source for journeyman training is the 4P051 CDCs, QTPs, and locally developed training. The sources for craftsman training are QTPs and locally developed training.

## Section D – Resource Constraints

1. **Purpose.** This section identifies known resource constraints that 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. Resource constraints will be reviewed and updated annually, as needed.

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

3. **Journeyman Level Training.** There are no resource constraints.

NOTE: Training Standard. Train tasks to the go/no go standard of qualification. Go means the individual can perform the task without assistance and meet local demands for accuracy, timeliness, and correct use of procedures.

4. **Craftsman Level Training.** In rare cases there may be resource constraints pertaining to the DOD Tech-Check-Tech program due to lack of a training program at a joint facility, a facility with limited workload, and/or a qualified Pharmacist to administer the DOD Tech-Check-Tech Program. In these instances, the respective MAJCOM 4P0X1 Functional Manager or AFCFM may grant a waiver for the Tech- Check-Tech portion for craftsman level upgrade.

**Section E – Transitional Training Guide.** There are currently no transition training requirements. This area is reserved.

## Part II

### Section A - Specialty Training Standard

1. Implementation. This STS will be used for 3-skill level technical training provided by METC for Phase I class 26 Oct 20 – 5 Feb 21 and AETC for Phase II class 9 Feb – 9 Mar 21. The new 5-level Journeyman A-set CDCs will be available on or about February 2021.

2. Purpose. As prescribed in AFI 36-2651, this STS:

2.1. Column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and technical references (TR) necessary to perform duties in the 3-, 5-, and 7-skill level.

2.2. Column 2 (Core Tasks) identified by a (5) or (7), indicates specialty-wide training requirements. Also in column 2, third party certification is required on tasks marked with (#).

2.3. Column 3 Provides certification for OJT. Column 3 is used to record completion of tasks and knowledge training requirements. Use AFTR to document technician qualifications. Task certification must show a certification/completed date. (As a minimum, complete the following: Training complete, Trainer initials and Certifier initials when required).

2.4. Column 4 Shows formal training and correspondence course requirements. Column 4 shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task/knowledge and the career knowledge provided by the correspondence course.

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



2.6. Use to document task when placed in AFTR, and used according to AFI 36-2651. AFCFM directs the use of the AFTR.

2.7. A guide for development of promotion tests used in the WAPS. SNCOs with extensive practical experience in their career fields develop Specialty Knowledge Tests at the USAF Occupational Measurement Squadron. 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 References Requirements Catalog (EPRRC). EPRRC is not applicable to the ARC.

2.8. Identify MTP tasks required in an individual's current duty position on the STS. Review the entire STS to ensure supervisor has included all tasks that support the work center responsibilities, not just those tasks in a specific heading area.

3. **Recommendations.** Identify inadequacies and recommend changes to this training standard through channels at 59 TRG/TTS, 2931 Harney, JBSA-Fort Sam Houston, TX 78234 or use the Customer Service Information Line, DSN 420-1080 (commercial 210-808-1080). Reference specific STS paragraphs to report your findings.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

DOROTHY A. HOGG  
Lieutenant General, USAF, NC  
Surgeon General

3 Attachments:

1. Qualitative Requirements
2. 4P0X1 STS
3. 4P0X1 STS Training Reference (TR) Source Summary

## Attachment 1 Qualitative Requirements

<i>This Block Is For Identification Purposes Only</i>		
Name Of Trainee		
Printed Name ( <i>Last, First, Middle Initial</i> )	Initials (Written)	SSAN
Printed Name Of Trainer Certifying Official And Written Initials		
<i>N/I</i>	<i>N/I</i>	
<i>N/I</i>	<i>N/I</i>	
<i>N/I</i>	<i>N/I</i>	
<i>N/I</i>	<i>N/I</i>	
<i>N/I</i>	<i>N/I</i>	
<i>N/I</i>	<i>N/I</i>	
<i>N/I</i>	<i>N/I</i>	
<i>N/I</i>	<i>N/I</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)
<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 with a proficiency level in course columns to show that training is required but not given due to limitations in resources.</p>		

**NOTE 1:** Training references in the source summary are commercial publications or other service publications that are essential for OJT and mission accomplishment. Unit OJT section will consolidate the requirements for the unit they support and order publications through the hospital/clinic library activity.

**NOTE 2:** Items in column 1 marked with a (\*) are wartime tasks (tasks that must be taught when 3-level courses are accelerated in a wartime environment.)

**NOTE 3:** Items in column 2 marked with a (5) or (7) are the core tasks for 4P career field.

**NOTE 4:** Items in Column 3, E, marked with a (^) indicate tasks that require third-party certification.

**NOTE 5:** Items in Column 4, QTP, marked with a (X) indicate tasks where a QTP is under development.

1. Tasks, Knowledge And Technical References	2. Core Task	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 skill Level		C 7 skill Level	D QTP
		Tng Start Date	Tng Compl Date	Trainee Initials	Trainer Initials	Certifier Initials	Phase I	Phase II	CDC CRS A	CDC CRS B	7-lvl Crs	
<b>1. USAF MEDICAL SERVICE</b> TR: AFI 44-102; CFETP 4P0X1, PART 1, SECTION B, TR AFI 36-2651; <a href="https://www.ptcb.org/">https://www.ptcb.org/</a> ; <a href="https://www.nhanow.com/certifications/pharmacy-technician">https://www.nhanow.com/certifications/pharmacy-technician</a>												
1.1. Function						A	-	B	-	-		
1.2. Mission						A	-	B	-	-		
1.3. Organization						A	-	B	-	-		
1.4. Roles of 4P0X1 AFSC skill levels						A	-	-	-	-		
1.5. National Certification						A	-	-	-	-		
1.6. Achieve National Certification	7					-	-	-	-	-		
<b>2. MEDICAL READINESS</b> (Initial Medical Readiness Training directed by AFI 41-106 and AFI 44-102 is provided in the Basic Medical Readiness course conducted by 59 TRG, Completed training is documented on AETC Form 156. Continuing Medical Readiness Training is the responsibility of each medical facility.)												
<b>2.1. Force Health Protection Prescription Products (FHPPP) and HSMR</b>												
2.1.1. Dispensing FHPPP Prescriptions						-	-	B	-	-		
2.1.2. Counseling Patient on FHPPP Medication Administration						-	-	B	-	-		
2.1.3. Home Station Medical Response (HSMR) Principles	7					-	-	B	-	-		X
2.1.4. Assemble Pharmaceutical HSMR Package	7					-	-	b	-	-		X
2.1.5. Maintain Pharmaceutical HSMR Package	7					-	-	b	-	-		X
2.1.6. Operate Point of Dispensing (POD)						-	-	b	-	-		X
2.1.7. Plan and Manage POD						-	-	-	-	2b		
<b>3. OPERATIONS SECURITY (OPSEC)</b> TR: AFI 10-701												
3.1. OPSEC						A	-	-	-	-		

1. Tasks, Knowledge And Technical References	2. Core Task	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 skill Level		C 7 skill Level	D QTP
		Tng Start Date	Tng Compl Date	Trainee Initials	Trainer Initials	Certifier Initials	Phase I	Phase II	CDC CRS A	CDC CRS B	7-lvl Crs	
<b>4. SAFETY AND HEALTH</b> TR: <a href="http://www.jointcommission.org">www.jointcommission.org</a> ; AFI 91-203; <a href="http://www.osha.gov">www.osha.gov</a>												
4.1. OSHA standards for AFSC 4P0X1							A	-	B	-	-	
4.2. Apply OSHA standards for AFSC 4P0X1	5*						2b	2b	-	-	-	
4.3. OSHA requirements for hazardous material							A	-	-	-	-	
4.4. Adverse Drug Reaction (ADR) reporting	7						A	-	B	-	-	
<b>5. PHARMACEUTICAL FOUNDATIONS</b>												
<b>5.1. PRACTICE OF STANDARDS</b> TR: AFIs, 44-102; 44-119; <u>Pharmacy Law Digest</u> ; <a href="http://www.ashp.org">www.ashp.org</a> ; <u>Comprehensive Accreditation Manual for Hospitals</u> ; <a href="http://www.ashp.org">www.ashp.org</a> ; <a href="http://www.usp797.org">www.usp797.org</a> ; <a href="http://www.ismp.org">www.ismp.org</a> ; <a href="http://www.pec.ha.osd.mil">www.pec.ha.osd.mil</a> ; <a href="http://www.hhs.gov/ocr/hippa">www.hhs.gov/ocr/hippa</a> ; <a href="http://www.jointcommission.org">www.jointcommission.org</a>												
5.1.1. Professional ethics	5*						A	-	B	-	-	
5.1.2. Professional relations with patients and medical personnel	5*						A	-	B	-	-	
5.1.3. Pharmacy Law (Federal, State, AF/DoD Directives, etc.)	*						A	-	B	-	-	
5.1.4. Complete JKO HIPAA and Privacy Act Training							3c	-	-	-	-	
5.1.5. Complete Cyber Awareness Training							3c	-	-	-	-	
5.1.6. Inspections surveys							A	-	B	-	C	
5.1.7. Perform Self-Inspections	7					^	-	-	b	-	-	
5.1.8. Accreditation surveys							A	-	B	-	-	
5.1.9. Perform accreditation survey self-inspections	7					^	-	-	b	-	-	
<b>5.2 CALCULATIONS</b> TR: <u>Remington's Pharmaceutical Sciences</u> ; <u>Pharmaceutical Calculations</u>												
5.2.1. Convert Units/Systems of Weights and Measurements	5*					^	2b	2b	b	-	-	

1. Tasks, Knowledge And Technical References	2. Core Task	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided						
		A	B	C	D	E	A 3 Skill Level		B 5 skill Level		C 7 skill Level	D QTP	
		Tng Start Date	Tng Compl Date	Trainee Initials	Trainer Initials	Certifier Initials	Phase I	Phase II	CDC CRS A	CDC CRS B	7-lvl Crs		
5.2.2. Calculate Dosage & Administration Rate	5*					^	2b	2b	b	-	-		
5.2.3. Inpatient Calculations							-	-	-	-	2b		
5.2.4. Perform Sterile Compounding Related Calculations	5*					^	2b	2b	b	-	-		
5.2.5. Perform Non-sterile Compounding Related Calculations						^	2b	2b	b	-	-		
<b>5.3. CHEMICAL COMPOSITION OF MEDICATION</b> TR: <u>Remington's Pharmaceutical Sciences</u> ; <u>Goodman's &amp; Gillman's Pharmacological Basis of Therapeutics</u>													
5.3.1. Concept	*						A	-	B	-	-		
5.3.2. Application	*						A	-	B	-	-		
<b>5.4. NON-STERILE COMPOUNDING</b> TR: <u>Comprehensive Accreditation Manual for Hospitals</u> ; <u>Remington's Pharmaceutical Sciences</u> ; <u>Pharmaceutical Calculations</u> ; <u>The Art, Science, and Technology of Pharmaceutical Compounding</u> ; <a href="http://www.ashp.org">www.ashp.org</a> ; <a href="http://www.usp797.org">www.usp797.org</a> ; ; <a href="http://www.jointcommission.org">www.jointcommission.org</a>													
5.4.1. Dosage forms							A	-	-	-	-		
5.4.2. Complete Quality control forms							2b	-	-	-	-	X	
5.4.3. Use Weight & Measurement Devices							2b	-	-	-	-	X	
5.4.4. Compound Products						^	2b	-	-	-	-	X	
5.4.5. Repackaging products							2b	-	-	-	-	X	
<b>5.5. ANATOMY AND PHYSIOLOGY</b> TR: <u>Stedman's Medical Dictionary for Health Professions and Nursing Illustrated</u>													
5.5.1. Medical terminology	*						A	-	-	-	-		
5.5.2. Functions of human body system	*						B	-	-	-	-		
5.5.3. Fluid and electrolyte balance	*						A	-	-	-	-		

1. Tasks, Knowledge And Technical References	2. Core	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 skill level		C 7 skill	D QTP
		Tng Start Date	Tng Compl Date	Trainee Initials	Trainer Initials	Certifier Initials	Phase I	Phase II	CDC CRS A	CDC CRS B	7-lvl C rs	
<b>5.6. PHARMACOLOGY &amp; THERAPEUTICS</b> TR: <a href="#">Remington's Pharmaceutical Sciences</a> ; <a href="#">Goodman's &amp; Gillman's Pharmacological Basis of Therapeutics</a> ; <a href="#">USP Drug Information</a> ; <a href="#">Applied Therapeutics</a> ; <a href="#">AHFS Drug Information</a> ; <a href="#">Drug Facts &amp; Comparison</a> ; <a href="#">Drug Information handbook</a> ; <a href="#">Pediatric Dosage handbook</a> ; <a href="#">Geriatric Dosage Handbook</a> ; <a href="http://www.firstdatabank.com">www.firstdatabank.com</a> <a href="https://online.lexi.com/lco/help/lco-ug.pdf">https://online.lexi.com/lco/help/lco-ug.pdf</a>												
5.6.1. Terminology	*						A	-	-	-	-	
5.6.2. Principles	*						A	-	-	-	-	
5.6.3. Specific Class/Drug	*						B	-	-	-	-	
5.6.4. Toxicology	*						B	-	-	-	-	
5.6.5. Drug delivery devices	*						A	-	-	-	-	
5.6.6. Demonstrate the use of drug delivery devices	*						1b	2b	-	-	-	
<b>6. INPATIENT PHARMACY</b> TR: AFI 44-102; CHCS Help Menu; <a href="#">ASHP manual for Pharmacy Technicians</a> ; <a href="#">Handbook of Institutional Pharmacy Practice</a> ; <a href="#">Comprehensive Accreditation Manual for Hospitals</a> ; <a href="#">Pharmaceutical Calculations</a> ; <a href="#">Trissel's Stability of Compounded Formulations</a> ; <a href="#">Trissel's Handbook of injectable Drugs</a> ; <a href="#">King's, Guide to Parenteral Admixtures</a> ; <a href="http://www.ashp.org">www.ashp.org</a> ; <a href="http://www.usp797.org">www.usp797.org</a> ; <a href="http://www.jointcommission.org">www.jointcommission.org</a> ; <a href="http://www.hhs.gov/ocr/privacy/">www.hhs.gov/ocr/privacy/</a> ;												
<b>6.1. Inpatient Functions</b>												
6.1.1. Perform Inpatient Menu Operations Electronic Health Record	*						2b	3b	-	-	-	X
6.1.2. Perform Inpatient EHR Functions							-	2b	-	-	-	
6.1.3. Utilize Inpatient Reference Library							2b	2c	-	-	-	

1. Tasks, Knowledge And Technical References	2. Core Task	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 skill Level		C 7 skill Level	D QTP
		Tng Start Date	Tng Compl Date	Trainee Initials	Trainer Initials	Certifier Initials	Phase I	Phase II	CDC CRS A	CDC CRS B	7-lvl Crs	
<b>6.2 Sterile Products (Compounding)</b>												
6.2.1. Dosage & Delivery Systems	*						B	-	-	-	-	
6.2.2. Sources of Contamination	*						A	-	B	-	C	
6.2.3. Compatibility and Stability Principles	*						A	-	B	-	C	
6.2.4. Identify Compatibility and Stability	*						2b	3b	-	-	3b	
6.2.5. Aseptic Technique Principles	*						A	-	B	-	-	
6.2.6. Perform Aseptic Technique	*					^	2b	3b	-	-	3b	
6.2.7. Aseptic Environment Maintenance	*					^	A	-	B	-	-	
6.2.8. IV Principles (IVD/IVPB/TPN)	*						A		B			
6.2.9. Prepare IV Drips	*					^	2b	3b	-	-	3b	
6.2.10. Prepare IV Piggy Backs	*					^	2b	3b	-	-	3b	
<b>6.3 Cytotoxic &amp; Biological Agents</b>												
6.3.1. Principles of Compounding							A	-	B	-	-	
6.3.2. Prepare product						^	-	-	-	-	-	X
6.3.3. Implement Accident Procedures						^	-	-	-	-	-	X
6.3.4. Handle Waste Materials						^	-	-	-	-	-	X
<b>6.4. INPATIENT DISPENSING</b>												
6.4.1. Principles (home station & deployed)	*						A	-	-	B	-	
6.4.2. Responsibilities							A	-	-	B	-	
6.4.3. Perform unit dose operations	5*						2b	2c	-	-	-	
6.4.4. Fill unit/clinic stock orders	5*						1a	1b	-	-	-	
6.4.5. Fill inpatient controlled drug orders	*					^	a	1b		-	-	
6.4.6. Dispense specialty prescriptions, such as air evacuation.	*						a	-	-	b	-	
6.4.7. Investigational drugs							A	-	-	B	-	
6.4.8. Crash carts or emergency administration sets principles	*						A	-	-	B	-	
6.4.9. Maintain crash carts	5*						1a	2b	-	-	-	X
6.4.10. Maintain emergency administration sets	5*						1a	2b	-	-	-	X

1. Tasks, Knowledge And Technical References	2. Core	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 skill Level		C 7 skill Level	D QTP
		Tng Start Date	Tng Compl Date	Trainee Initials	Trainer Initials	Certifier Initials	Phase I	Phase II	CDC CRS A	CDC CRS B	7-lvl Crs	
6.4.11. Inspect drug storage in patient care areas	5*						a	-	b	-	-	X
<b>7. OUTPATIENT PHARMACY</b> TR: EHR Help Menu; <a href="#">Comprehensive Accreditation Manual for Hospitals</a> ; <a href="#">Pharmacy Law Digest</a> ; <a href="#">ASHP manual for Pharmacy Technicians</a> ; <a href="#">Handbook of Institutional Pharmacy Practice</a> ; <a href="http://www.aaahc.org">www.aaahc.org</a> ; <a href="http://www.ashp.org">www.ashp.org</a> ; <a href="http://www.hhs.gov/ocr/hipaa/">www.hhs.gov/ocr/hipaa/</a> ; <a href="http://www.jointcommission.org">www.jointcommission.org</a> ; <a href="http://www.tricare.osd.mil/">www.tricare.osd.mil/</a> ; <a href="http://www.pec.ha.osd.mil/">www.pec.ha.osd.mil/</a>												
<b>7.1 EHR OPERATIONS</b>												
7.1.1. Perform Outpatient Menu operations Electronic Health Record	5*						2b	3b	-	-	-	
7.1.2. Electronic Health Record Support menu operations	*						A	-	B	-	C	
<b>7.2. OUTPATIENT DISPENSING</b>												
7.2.1. Pharmacy benefit options (Tricare, OHI)	*						A	-	B	-	-	
7.2.2. Verify patient eligibility	5*						2b	3b	-	-	-	X
7.2.3. Process hardcopy prescription	5*						2b	3b	-	-	-	X
7.2.4. Process Provider Order Entry (POE) prescription	5*						2b	3b	-	-	-	X
7.2.5. Process electronic prescription (e-Rx)							b	3b		-	-	X
7.2.6. Patient allergy documentation principles							A	-	B	-	-	
7.2.7. Document patient allergies in Electronic Health Record	5*						2b	3b		-	-	X
7.2.8. Clinical screening principles							A	-	B	-	-	
7.2.9. Perform clinical screening functions	5*					^	2b	3b	-	-	-	X
7.2.10. Fill Provider Order Entry (POE) prescriptions	5*						2b	3b	-	-	-	X
7.2.11. Fill hardcopy prescriptions (match label to hardcopy prescription)	5*						2b	3b	-	-	-	X



1. Tasks, Knowledge And Technical References	2. Core	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 skill Level		C 7 skill Level	D QTP
		Tng Start	Tng Compl Date	Trainee Initials	Trainer Initials	Certifier Initials	Phase I	Phase II	CDC CRS A	CDC CRS B	7-lvl Crs	
7.2.12. Fill electronic prescriptions (e-Rx)	5						b	3b				X
7.2.13. Filling outpatient controlled drug prescriptions							a	-	b	-	-	X
7.2.14. Prescription verification principles	*						A	-	B	-	-	
7.2.15. Dispense prescriptions	5*						2b	3b	-	-	-	X
7.2.16. Counsel Patients	5*					^	2b	2b	-	-	-	
7.2.17. Utilize outpatient Reference Library	5*						2b	2b	-	-	-	
7.2.18. Achieve Tech-Check-Tech certification	7						-	-	-	-	-	
<b>8. PHARMACY SUPPORT</b> TR: AFI 31-101; Equipment Manufacturers' end user documentation; AFI 44-102; <u>Comprehensive Accreditation Manual for Hospitals</u> ; <u>Handbook of Institutional Pharmacy Practice</u> ; <a href="http://www.usp797.org">www.usp797.org</a> ; <a href="http://www.aaahc.org">www.aaahc.org</a> ; <a href="http://www.jointcommission.org">www.jointcommission.org</a> ; Unified Facilities Criteria (4-510-01)												
<b>8.1. FACILITIES</b>												
8.1.1. Determine space requirements, layout, lighting and ventilation for personnel, supplies, and equipment							-	-	a	-	b	
8.1.2. Resource Protection							A					X
8.1.3. Security Principles							A	-	B	-	-	
8.1.4. Perform Security Check							-	-	b	-	-	X
8.1.5. Manage Resource Protection Program	7						-	-	-	-	-	
<b>8.2. Pharmacy Equipment</b>												
8.2.1. Operate Pharmacy Workflow Systems	*						1b	2b	-	-	2c	
8.2.2. Operate Outpatient Automated Systems (ex.PharmASSIST®, ScriptPro®, Parata® etc.)							1b	2b	-	-	-	
8.2.3. Operate Pharmacy Inpatient Automation Systems (ex. PYXIS®)							1b	2b	-	-	-	

1. Tasks, Knowledge And Technical References	2. Core	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 skill Level		C 7 skill Level	D QTP
		Tng Start	Tng Compl Date	Trainee Initials	Trainer Initials	Certifier Initials	Phase I	Phase II	CDC CRS A	CDC CRS B	7-lvl Crs	
8.2.4. Operate Patient Queuing Systems (ex. Q-Matic®, Q-Flow.)							-	-	-	-	-	
8.2.5. Operate Automated Will-Call Systems (ex. GSL® cabinet)							-	-	-	-	-	
8.2.6. Operate Automated Call-In Refill System (ex. AudioCare®)							-	-	-	-	-	
8.2.7. Operate Controlled Substance Systems							-	-	-	-	-	
<b>8.3. SUPPLY AND INVENTORY CONTROL ACTIVITIES</b> TR: AFIs, 44-102; 41-209; <u>Drug Topics Red Book</u> ; <u>www.pec.ha.osd.mil/</u> ; <u>www.fda.gov/cder/orange/default.htm</u> ; DMLSS end user documentation <u>www.dmmonline.dscp.dla.mil/index.asp</u>												
8.3.1. Supply Management Principles	7						A	-	B	-	-	
8.3.2. Monitor Strategic Sourcing							-	-	-	-	2b	X
8.3.3. Monitor Brand to Generic Conversion							-	-	-	-	2b	X
8.3.4. Monitor Contract Compliance							-	-	-	-	2b	X
8.3.5. Perform Non-Controlled Drug Audits							-	-	-	-	2b	X
8.3.6. Pharmaceutical Requisition Sources	*						A	-	B	-	-	
8.3.7. Ordering Pharmaceutical Supplies							A	-	B	-	-	
8.3.8. Order Pharmaceutical Supplies using automation (ex. DMLSS)	5*						a	-	b	-	-	
8.3.9. Receive Supplies	5*						1b	2b	-	-	-	
8.3.10. Store Supplies	5*						1b	2b	-	-	-	
8.3.11. Product recall / suspension procedures	5						A	-	B	-	-	

1. Tasks, Knowledge And Technical References	2. Core	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 skill Level		C 7 skill Level	D QTP
		Tng Start	Tng Compl Date	Trainee Initials	Trainer Initials	Certifier Initials	Phase I	Phase II	CDC CRS A	CDC CRS B	7-lvl Crs	
8.3.12. Maintain Pharmaceutical supply files/reports							-	-	-	-	-	
8.3.13. Equipment and equipment records maintenance principles							-	-	B	-	-	
8.3.14. Equipment Procurement							-	-	-	-	B	
8.3.15. Monitor Pharmacy Returns Program	5						a	-	b	-	-	
<b>8.4. CONTROLLED SUBSTANCES MANAGEMENT</b> TR: AFI 44-102; CHCS Help Menu; Pharmacy Law Digest; <a href="http://www.aaahc.org">www.aaahc.org</a> ; <a href="http://www.jointcommission.org">www.jointcommission.org</a>												
8.4.1. Principles	5*						A	-	B	-	-	
8.4.2. Procedures	5*						A	-	B	-	-	X
8.4.3. Reports	5*						A	-	B	-	-	X
8.4.4. Forms and Files	5*						A	-	B	-	-	X
8.4.5. Inventories (Daily, Disinterested, and Biennial)	5*					^	A	-	B	-	-	X
8.4.6. Narcotic Operations principles	5						-	-	B	-	-	X
8.4.7. Perform Narcotic Menu operations	5						-	-	-	-	-	X
8.4.8. Identify Controlled Substance Discrepancies							-	-	-	-	c	
8.4.9. Resolve Controlled Substance Discrepancies							-	-	-	-	c	
<b>9. PHARMACY ADMINISTRATION</b> TR: AFIs, 33-364; 44-102, 41-120; Pharmacy Law Digest; <a href="http://www.jointcommission.org">www.jointcommission.org</a>												
9.1. Prescription filing requirements	5						A	-	B	-	-	
9.2. File Prescriptions	5*						a	-	-	-	-	

1. Tasks, Knowledge And Technical References	2. Core Task	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 skill Level		C 7 skill Level	D QTP
		Tng Start Date	Tng Compl Date	Trainee Initials	Trainer Initials	Certifier Initials	Phase I	Phase II	CDC CRS A	CDC CRS B	7-lvl Crs	
9.3. Outpatient forms and files maintenance requirements							-	-	A	-	-	
9.4. Maintain outpatient forms and files	*						a	-	-	-	-	
9.5. Inpatient forms and Files maintenance requirements							-	-	A	-	-	
9.6. Maintain inpatient forms and files	*						a	-	-	-	-	
9.7. Compile Drug Utilization Review (DUR), Drug Utilization Evaluation (DUE) reports							-	-	-	-	2b	X
9.8. Pharmacy Cost/Workload reports principles							-	-	-	-	2b	X
9.9. Prepare pharmacy cost/workload reports							-	-	-	-	2b	X
9.10. Pharmacy & Therapeutics functions	7						A	-	B	-	-	
9.11. Pharmacy Report Principles							-	-	-	-	-	
9.12. Perform Reports Menu operations	7						a	-	-	-	-	
9.13. Supervisory Menu operations principles							-	-	-	-	-	
9.14. Perform Supervisory Menu operations	7						-	-	-	-	-	
<b>10. MANAGEMENT</b> TR: AFIs, 44-102; 41-120; AFECD; CFETP 4P0X1, PART 1.												
<b>10.1 Personnel</b>												
10.1.1. Manpower Standards							-	-	-	-	B	
10.1.2. Principles of Pharmacy Operations Management							-	-	-	-	B	
10.1.3. Perform dispensing line supervisory functions							-	-	-	-	2b	
<b>10.2. Financial</b>												
10.2.1 Budget preparation							-	-	-	-	B	
10.2.2. Budget execution							-	-	-	-	B	
<b>10.3. Operational</b>												
10.3.1. Operating procedures & Instructions							-	-	-	-	B	

**Attachment 3**  
**4P0X1 STS Training References (TR)**

**Technical Reference Source Summary**

Accreditation Manual for Hospitals, Joint Commission on Accreditation of Hospitals, Chicago, IL: Joint Commission on Accreditation of Hospitals.

American Hospital Formulary Service Drug Information. Bethesda, MD: American Society of Healthcare Pharmacists.

Anatomy and Physiology Thibodeau, Gary A. St. Louis, Mo: Times Mirror/Mosby College Publishing.

ASHP Manual for Pharmacy Technicians Bethesda, MD: American Society of Healthcare Pharmacists.

Applied Therapeutics, Applied Therapeutics, Inc., Vancouver, WA.

Clinical Toxicology of Commercial Products Gleason, Marion N., et al. Baltimore, MD: Williams & Wilkins Co.

CHCS Instructor Training Class Material. San Diego, CA: Science Application International Corporation.

Comprehensive Accreditation Manual for Hospitals. Joint Commission on Accreditation of Hospitals, Chicago, IL: Joint Commission on Accreditation of Hospitals.

Drug Facts and Comparisons, St. Louis, MO.: Facts and Comparisons, Inc.

Drug Information Handbook. Lacy, Charles, et al. Hudson, OH: Lexi-Comp, Inc.

Drug Topics Red Book Thomas Healthcare Publications,

Geriatric Dosage Handbook Semla, Todd, et al. Hudson, OH: Lexi-Comp, Inc.

Handbook of Injectable Drugs, Bethesda, MD: American Society of Healthcare Pharmacists.

Kings Guide to Parental Admixtures King Guide Publications, Napa, CA.

Pharmacy Certified Technician Training Manual, Michigan Pharmacists Association.

Pharmacy Law Digest. St. Louis, Missouri: Facts and Comparisons.

Pharmaceutical Calculations, Stoklosa, Mitchell and Ansel, Howard, Lea and Febiger, Philadelphia, PA

Practice Standards, ASHP. Bethesda, MD: American Society of Healthcare Pharmacists.

Remington's Pharmaceutical Sciences. Easton, PA: Mack Publishing Company.

Stedman's Medical Dictionary for Health Professions and Nursing Illustrated, Stedman, Thomas Lathrop.. Baltimore, MD: Williams & Wilkins.

Sterile Dosage Forms, Their Preparation and Clinical Application. Turco, Salvatore and King Robert E. Philadelphia, PA: Lea & Febiger.

Tabor's Cyclopedic Medical Dictionary, F.A. Davis, Philadelphia, PA

The Art, Science, and Technology of Pharmaceutical Compounding, Allen, Loyd V., American Pharmaceutical Associations.

Trissel's Handbook of Injectable Drugs, Young, Thomas E., M.D. Blackwell Pub

The Pharmacological Basis of Therapeutics Goodman-Gilman, Alfred. Elmsford, NY: Perfamon Press, Inc.

Pediatric Dosage Handbook Taketomo, Carol, et al. Hudson, OH: Lexi-Comp, Inc.

United States Air Force Pharmacy Practice Manual.

United States Pharmacopoeia Drug Information, Taunton. MA: Rand-McNally.

AFI 10-701, *Operations Security*, 8 June 2011

AFI 31-101, *Integrated Defense*, 5 July 2017

AFI 33-364, *Records Disposition Procedures and Responsibilities*, 22 December 2006

AFI 36-2651, *Air Force Training Program*, 3 January 2019

AFI 41-106, *Medical Readiness Program Management*, 9 June 2017

AFMAN 41-120, *Medical Resource Management Operations*, 6 Nov 2014

AFMAN 41-209, *Medical Logistics Support*, 4 January 2019

AFI 44-102, *Medicare Care Management*, 17 March 2015

AFI 44-119, *Medical Quality Operations*, 16 August 2011

AFI 91-203, *Air Force Consolidated Occupational Safety* 15 June 2012

## Section B – Course Objective List

**1. Resident Courses.** If a written copy of the course objective list is required, contact pharmacy training at DSN 420-2705 or write to 382 TRS/XYAD, 3038 William Hardee Road, Building 895, JBSA-Fort Sam Houston, TX 78234.

**2. Career Development Courses.** CDC information can be obtained from the Air Force Career Development Academy.

**Section C – Support Material.** There are currently no support material requirements, this area is reserved.

## Section D – Training Course Index

**3. 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. Refer to the Education & Training Course Announcements website for complete information on the courses listed in this section.

4. Air Force In-residence Courses.

Course Number	Course Title	Location
L5AQJ4P031 01AA	Pharmacy Apprentice Course (Phase I)	JBSA-Fort Sam Houston, TX
L5ABO4P031 02AB	Pharmacy Apprentice Course (Phase II)	JBSA-Fort Sam Houston, TX

5. Air Force Career Development Academy (AFCDA) Courses.

Course Number	Course Title	Location
CDC A4P051	Pharmacy Journeyman	JBSA-Fort Sam Houston, TX
CDC 4P051B	Pharmacy Journeyman	JBSA-Fort Sam Houston, TX

6. Exportable Courses. QTPs are identified by a (X) in Column 4d.

7. Courses under Development/Revision.

Course Number	Course Title	Location
L5AZR4P071 00AA	Pharmacy Enlisted Supervisor Course	JBSA-Fort Sam Houston, TX

## Section E – MAJCOM Unique Requirements

Purpose: This section applies to all Pharmacy Specialty personnel assigned to all ANG units.

The following list of MAJCOM unique requirements is not all-inclusive.

### 1. ANG

1.2. Proficiency training: Upon completion of the basic pharmacy course, all Pharmacy Apprentices will be evaluated by their Medical Group Commander to determine the need for proficiency training requirements. ANG 4P031s may be awarded 30-60 days to obtain proficiency training.

### 1.3. Types of proficiency training:

1.4. Seasoning Training-Upon completion of basic course, (Phase I and II) this training provides unit or equipment specific training not taught at formal training locations or for ANG personnel who are not pursuing a civilian medical-related occupation. ANG/DPDT has pre- approved 30 days for 4P031; additional days must be approved by ANG Career Field Functional Manager (CFFM). Seasoning days for non-prior service personnel (NPS) is mandatory and not mandatory for prior-service personnel.

1.5. Phase III Training. Upon completion of a single basic course or the combination of Phase I and II, (NPS and cross-trainees) 4P031s assigned to a unit that does not have the capability or accessibility to any facilities by which the 4P031 would acquire skill proficiency verification for 5-level upgrade may utilize this training. All Phase III Training must be approved by the ANG CFFM.

1.6. Proficiency training must be accomplished at an active duty treatment facility or an approved civilian facility. During Seasoning Training/Phase III, the member will be assigned to an active duty/civilian supervisor who will ensure that the appropriate experiences and supervision is provided to assist the member achieve the required proficiencies.

1.7. Proficiency training must be accomplished immediately following graduation from technical school (Phase I & II) consecutively without interruption for weekends or holidays. NOTE: Members are only approved to utilize a single type of proficiency training after graduation from the basic course or the combined Phase I & II).

1.8. The ANG CFFM may approve, on a case-by-case basis, 30 additional days for seasoning training.

1.9. To ensure between resident and clinical training, the apprentice will forward a copy of his/her technical school certificate to his/her unit of assignment. The ANG unit will then initiate upgrade action using AF Form 2096, *Classification/On-the-Job-Training Action*, to award the 3-skill level and enter the apprentice in the appropriate TSC "B" or "F".

1.10. OPR: ANG/SGAT, 3500 Fetchet Ave., Andrews AFB, MD 20762-5157, POC: SMSgt Jerilyn Farrar, DSN: 278-8585

### 2. AFR

#### 2.1. Seasoning Training Program (STP)

2.2. The purpose of this program is to provide a means to accelerate upgrade training. It will be offered each fiscal year provided funding and training capability exists.



2.3. Upon completion of Pharmacy Apprentice course, (Phase I and II), all Pharmacy Apprentices (NPS and cross-trainees) will complete STP IAW AFRCI 36-2204, *Air Force Reserve Seasoning Training Program*. The trainee may participate in STP for the current maximum allowable days authorized by the AFRC CFM in conjunction with AFRC/HQ A1KE. As of publication date of this CFETP it is 139 days.

2.4. To ensure continuity between resident and clinical training, the apprentice will forward a copy of his/her technical school certificate to his/her Reserve unit of assignment as soon as possible. The Reserve unit of assignment will initiate upgrade action using AF Form 2096 to award the 3-skill level and enter the apprentice in the appropriate TSC "B" or "F."

2.5. A Memorandum of Understanding (MOU) will be completed when the member returns from technical school and in-processes with his/her Reserve unit of assignment or Reserve Wing Training office. The purpose of the MOU is to establish the time frame of availability and rules of engagement during STP.

2.6. STP should be accomplished at an active duty medical treatment facility or an approved civilian facility. During STP, the member is assigned to a supervisor who will ensure that the appropriate experiences and training is provided to assist the member achieve the required proficiencies.

2.7. If the member's home base of assignment does not have the capability for the member to complete STP, the possibility for the member to receive training from another base/unit does exist.

2.8. The temporary duty location will need to validate training capability (equipment) and capacity by verifying a MTP. The MTP and MTL are available for a qualified trainer and certifier throughout the duration of the STP.

2.9. For further guidance on STP, refer to AFRCI 36-2204.

2.10. OPR: 549 Pine Street, Robins AFB, GA 31098, POC: CMSgt Angela Rabel, DSN: 472-6080, [angela.rabel@us.af.mil](mailto:angela.rabel@us.af.mil).