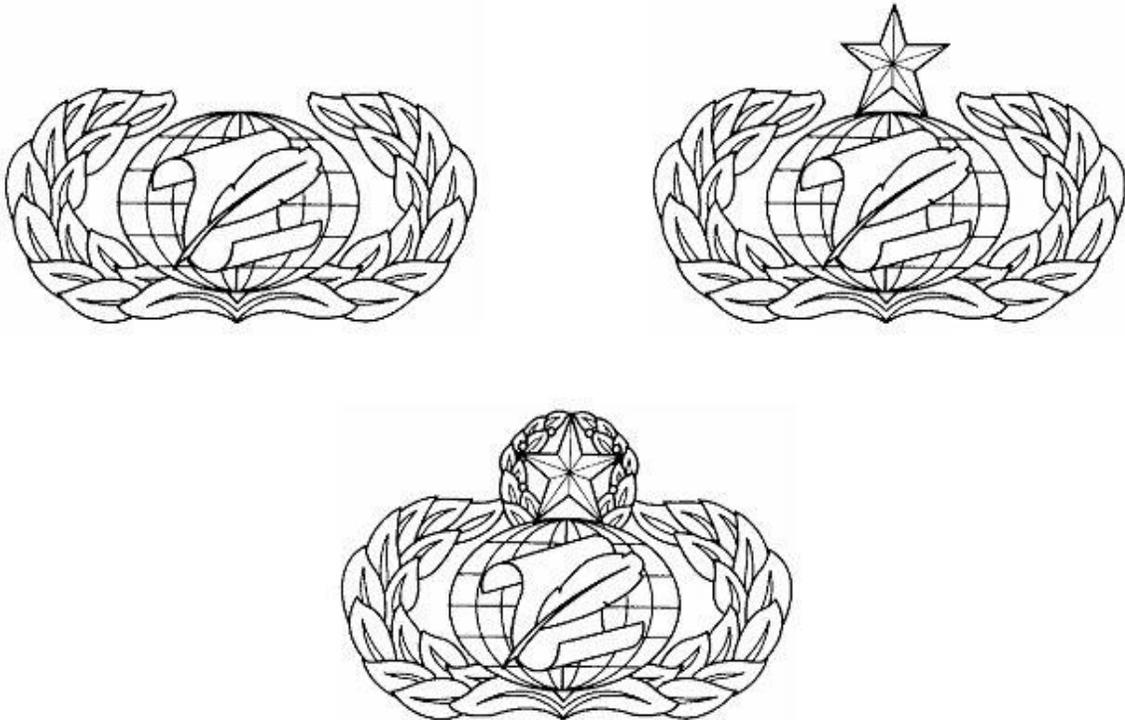


**AFSC 3A1X1**  
**ADMINISTRATION**



**CAREER FIELD EDUCATION  
AND TRAINING PLAN**

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

**CAREER FIELD EDUCATION AND TRAINING PLAN (CFETP)  
ADMINISTRATION  
AFSC 3A1X1**

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OPR: 336 TRS/TRR

Certified by: CMSgt Cynthia L. Barrowman, 3A1 AF Career Field Manager (SAF/CIO A6CF)

Pages: 49

**CAREER FIELD EDUCATION AND TRAINING PLAN  
ADMINISTRATION  
AFSC 3A1X1**

**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 this specialty. The CFETP ensures individuals in this specialty receive effective and efficient training at appropriate points in their career. It provides a clear career path to success and instills rigor in all aspects of career field training. **NOTE:** Civilians and military filling associated positions may use Part II to support duty position qualification training.
- 2.** The CFETP consists of two parts. Supervisors plan, manage, and control training within the specialty using both parts of the plan.

  - 2.1.** Part I provides information necessary for overall management of the specialty. Section A explains how to use the plan. Section B identifies career field progression information, duties and responsibilities, training strategies, and career field path. Section C associates each level with specialty qualifications (knowledge, education, experience, training, and other). Section D indicates resource constraints (i.e. funds, manpower, equipment, facilities). Section E identifies transition training plans for the 3A1X1 career field.
  - 2.2.** Part II includes specific training standards and resources. Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, and technical references to support training. Air Education and Training Command (AETC) conducts training, core task and correspondence course requirements. Section B is not used for this specialty. Section C identifies available support materials. Section D identifies a training course index supervisors can use to determine resources available to support training, including both mandatory and optional courses. Section E identifies Major Command (MAJCOM) unique training requirements to determine additional training required for the associated qualification needs. Supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.
- 3.** Use of the guidance provided in this CFETP provides the foundation for effective and efficient training for individuals in this career field at the appropriate points in their careers. This plan enables the Air Force to train today's workforce for tomorrow's mission.

## *Abbreviations/Terms Explained*

This section provides a common understanding of the terms that apply to the Administration Career Field and Education Training Plan.

**Advanced Distributed Learning (ADL).** An evolution of distributive learning (distance learning) that emphasizes collaboration on standards-based versions of reusable objects, networks, and learning management systems, yet may include some legacy methods and media.

**Air and Space Expeditionary Force (AEF).** The AEF is the Air Force's methodology for organizing, training, equipping, and sustaining rapidly responsive air and space forces to meet defense strategy requirements. Through the AEF, consisting of enabler and tempo banded capabilities, the Air Force supports defense strategy requirements using a combination of both permanently assigned and rotational (allocated) forces.

**Air and Space Expeditionary Task Force (AETF).** The Air Force's primary warfighting organization and the means by which we present forces to a Joint Forces Commander (JFC). When established, AETFs will form up under the designated Air Force component headquarters.

**Air Education Training Command (AETC).** Responsible for the recruiting, training and education of Air Force personnel. AETC also provides pre-commissioning, professional military and continuing education.

**Air Force Career Field Manager (AFCFM).** Representative appointed by the respective HQ USAF Deputy Chief of Staff or Under Secretariat to ensure that assigned Air Force specialties are trained and utilized to support Air Force mission requirements.

**Air Force Enlisted Classification Directory (AFECD).** The official directory for all military enlisted classification descriptions, codes, and identifiers establishes the occupational structure of the Air Force enlisted force. The occupational structure is flexible to permit enlisted personnel to specialize and develop their skills and abilities while allowing the Air Force to meet changing mission requirements. Individual enlisted personnel have a joint responsibility with commanders and supervisors at all levels to fully develop their abilities consistent with Air Force needs and within the established patterns of specialization.

**Air Force Job Qualification Standard (AFJQS).** A comprehensive task list that describes a particular job type or duty position. Supervisors use the AFJQS to document task qualification. The tasks on AFJQSs are common to all persons serving in the described duty position.

**Air Force Occupational Measurement Squadron (AFOMS).** A unit that supports Air Force personnel and training programs through occupational analyses, enlisted promotion tests, and professional development study guides.

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

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

**Air Force Tactics, Techniques and Procedures (AFTTP).** The actions and methods that implement joint doctrine that describe how forces will be employed in joint operations. They are promulgated by the Chairman of the Joint Chief of Staff in coordination with the Combatant Commands, Services and the JCS.

**Assignment Management System (AMS).** An online program used for assignment preferences and career management, contains career information on officers and enlisted airmen.

**Air University Associate-to-Baccalaureate Cooperative (AU ABC).** An education program which allows Airmen to turn a Community College of the Air Force Associate's Degree into a Bachelor's Degree from an accredited university. The ABC program has established a partnership with various civilian higher-education institutions to offer four-year degree opportunities via distance learning. The participating schools will accept all of the credits earned by Airmen who have attained a CCAF degree and apply them to a Bachelor's degree related to their Air Force specialty.

**Advanced Training (AT).** A formal course of training that leads to a technical or supervisory level of an AFS. Training is for selected Airmen at the advanced level of an AFS.

**Base Level Service Delivery Model (BLSDM).** A system that provides commanders the capability to produce a wide variety queries, rosters and reports. This system requests actions to be taken and query personnel data in clear text.

**Career Field Education and Training Plan (CFETP).** A CFETP is a comprehensive core training document that identifies: life-cycle education and training requirements, training support resources, and minimum core task requirements for a specialty. The CFETP aims to give personnel a clear path and instill a sense of industry in career field training. CFETPs are officially posted at <http://www.e-publishing.af.mil/>

**Case Management System (CMS).** A system used for entering, tracking, resolving and reporting on human resource (HR) system-related cases. It enables base-level offices to communicate with all levels of the human resources communities to resolve problems with member's computer records that cannot be resolved by directly updating the various HR systems.

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

**Certifying Official.** A person assigned by the commander to determine an individual's ability to perform a task to required standards.

**Chief Enlisted Manager (CEM) Code.** A code used to identify all chief master sergeant positions in the Enlisted Classification Structure. They also identify chief master sergeants who, through extensive experience and training, have demonstrated managerial ability to plan, direct, coordinate, implement, and control a wide range of work activity. Some managerial duties and responsibilities that are common to all chief enlisted managers are: managing and directing personnel resource activities; interpreting and enforcing policy and applicable directives; establishing control procedures to meet work goals and standards; recommending or initiating actions to improve functional operation efficiency; planning and programming work commitments and schedules; developing plans regarding facilities, supplies, and equipment procurement and maintenance.

**Commanders Programs.** Commander or unit-level responsibilities not directly connected to the unit's primary mission, including unit-appointed positions and associated tasks required of all organizations.

**Computer Based Training (CBT).** A training method in which students learn through a computer terminal or similar device; emphasizes effective and efficient delivery of training

objectives by allowing students to train from virtually any location and control the pace and length of training.

**Continuation Training.** Additional advanced training that exceeds the minimum upgrade training requirements and emphasizes present or future duty assignments.

**Core Task.** A task identified as a minimum qualification requirement for every member within an AFSC, regardless of duty position. Core task may be specified for a particular skill level or in general across the AFSC.

**Course Objective List (COL).** A publication derived from initial/advanced skills Course Training Standard (CTS), identifying the tasks and knowledge requirements and respective standards provided to achieve a 3-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations.

**Course Training Standard (CTS).** A standard developed for all courses not governed by an STS, including specialized training packages and computer-based training courses.

**Critical Tasks.** Tasks that require specific training and certification above and beyond other tasks. Tasks may be defined as critical either through publication, higher headquarters, or at any level in the organization.

**Cross Utilization Training.** Training on-non duty AFSC specific tasks.

**Defense Information System Network (DISN).** Integrated Network, centrally managed and configured to provide long-haul information transfer services for all Department of Defense activities. It is an information transfer utility designed to provide dedicated point-to-point, switched voice and data, imagery, and video teleconferencing services.

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

**Education and Training Course Announcement (ETCA).** A reference website listing courses conducted or administered by the Air Force, and includes specific MAJCOM procedures, fund cite instructions, reporting instructions, and listings for those formal courses the MAJCOMs or FOAs conduct or manage. Located at <https://etca.randolph.af.mil>.

**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.

**Executive Support.** Administrative support provided to General Officers and Senior Executive Service civilians, and command chief master sergeants.

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

**Functional Area Manager (FAM).** The individual accountable for the management and oversight of all personnel and equipment within a specific functional area to support the operational planning and execution. Responsibilities include developing and reviewing policy; developing, managing, and maintaining Unit Type Codes (UTC); developing criteria for and monitoring readiness reporting; force posturing; and analysis. At each level of responsibility (Headquarters Air Force, MAJCOM, Air Component, FOA, DRU, and Unit), the FAM should be the most highly knowledgeable and experienced person within the functional area and have the widest range of visibility over the functional area readiness and capability issues.

**Functional Manager (FM).** An individual assigned responsibility for training, classification, utilization, and career development of personnel within a specified functional community.

**Human Resources.** Administrative support for organizational personnel and manpower programs.

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

**Master Training Plan (MTP).** A comprehensive strategy for ensuring completion of all work center job requirements. The MTP includes a Master Task Listing and provides specific milestones for task, CDC completion, and prioritizes deployment/UTC, home station training tasks, upgrade, and duty qualification tasks.

**Military Postal Service (MPS).** The command, organization, personnel, and facilities established to provide for the transmission of mail to and from the Department of Defense, members of the US Armed Forces, and other authorized agencies and individuals.

**Occupational Analysis Report (OAR).** A detailed report showing the results of an occupational survey of tasks performed within a particular AFSC. Surveys are conducted by the Air Force Occupational Measurement Squadron (<http://oa.aetc.af.mil/>).

**Official Mail.** Mail sent to or from military organizations related to US Government business.

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

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

**Skill Progression Training.** Training toward a portion of an AFS without a change in AFSC. It is formal training on equipment, methods, and technology that are not suited for OJT and not included in AFS upgrade training.

**Specialty Training Requirements Team (STRT).** A meeting chaired by the AFCFM with MAJCOM FMs, AETC Training Managers, Subject Matter Experts (SME) and HQ AETC Occupational Analysis Division (OAD) in attendance. Typically held three months prior to a Utilization and Training Workshop (U&TW) to finalize any CFETP changes or enlisted classification directory descriptions.

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

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

**Training Business Area (TBA).** A web-based system used to provide global, real-time visibility into the technical qualifications, certifications and training status of logistics,

communications and information professionals Air Force wide. TBA supports base, wing and work center level training management activities by automating training management business processes.

**Training Planning Team (TPT).** A team organized to examine training and development issues; comprises the same personnel as a Utilization and Training Workshop (U&TW), but more intimately involved in training development and examines a greater range of issues.

**Upgrade Training.** Mandatory training which leads to attainment of a higher level of proficiency.

**Unit Type Code (UTC).** A five-character alphanumeric designator uniquely identifying each unit type in the Armed Forces in support of deployment planning and execution.

**Utilization and Training Workshop (U&TW).** A forum, co-chaired by the AFCFM and the Training Pipeline Manager, consisting of MAJCOM Functional Managers, Subject Matter Experts (SME), and AETC training personnel that determines career training requirements.

**Wartime Task.** Those tasks 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.

## ***Section A - General Information***

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

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

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

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

**1.4.** Identifies major resource constraints that impact full implementation of the desired career field training process.

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

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

**2.2.** MAJCOM FMs 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 the plan.

**2.3.** 81 TRSS/TSQ Qualification Training Flight (Q-Flight) personnel develop training packages (AFJQs/AFQTPs) based on requests submitted by the MAJCOMs and according to the priorities assigned by the CFM.

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

**2.5.** Submit recommended CFETP corrections to the 81 TRSS Q-Flight Customer Service Desk at 81 TRSS/TSQS, 601 D Street, Keesler AFB MS 39534-2235 or call DSN 597-3343. To contact electronically send email to: [qflight.customer.service@us.af.mil](mailto:qflight.customer.service@us.af.mil).

**2.6.** Submit recommended CFETP additions/deletions through your MAJCOM Functional Manager.

**3. Coordination and Approval.** 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. The AFCFM is the approval authority.

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

### **4. Specialty Description and Key Positions.**

**4.1. Specialty Summary.** Provides administrative support to Air Force, Department of Defense (DoD), and joint organizations. Coordinates, performs, and manages a variety of tasks and activities in direct support of organizational commanders, directors, and senior leaders to include office management, human resources, executive staff support, postal, official mail, and a variety of other services and duties.

### **4.2. Duties and Responsibilities.**

**4.2.1. Office Management.** Manages processes and activities to support organizational communications, including correspondence preparation, distribution, suspense tracking, workflow management, electronic mail management, content management, and other related duties. Also performs various administrative functions in support of military and civilian leaders, including calendar management, meeting support, and customer services duties. Ensures communications comply with standards for style and format. Manages publications and forms policies and processes. Ensures unit publications and forms are formatted, coordinated, and made available to customers.

**4.2.2. Human Resources.** Provides administrative support for organizational personnel and manpower programs, such as personnel rosters, evaluations, decorations, supervisory data, orders, in-/out-processing personnel and manpower authorization requests. Ensures accuracy of information in personnel and manpower database systems. Coordinates personnel actions between unit of assignment and military personnel organizations.

**4.2.3. Executive Support.** Provides executive administrative support to General Officers and Senior Executive Service civilians, and command chief master sergeants to include arranging travel and lodging, coordinating itineraries, and preparing trip folders. Assists in planning, preparing, arranging and conducting official functions. Coordinates with Protocol and assists with Distinguished Visitor (DV) support and events: manages recognition/special ceremonies, schedules event locations, coordinates mementos, and manages guest lists.

**4.2.4. Postal and Official Mail.** Performs postal financial services, supply/receipt/dispatch functions, and mail delivery services. Provides security for all mail and postal directory services. Accepts items for mailing and advises patrons of all applicable postal and customs requirements. Maintains postal records, prepares forms/reports, supplies, operations plans, and adequate stock of postage and accountable money orders. Sells and cashes money orders and remits funds from postage stock/money orders back to United States Postal Service (USPS). Prepares and receives incoming/outgoing mail from military or commercial carrier and ensures proper receipt and accountability. Operates Official Mail Center and prepares/distributes organizational mail.

**4.3. Base-Level 3A1X1 Functional Manager (FM).** Advises squadron, group, and wing commanders on 3A1X1 utilization and training issues. Assigns collateral responsibility for training, classification, utilization, and career development of enlisted Administration personnel. Ensures depth and breadth of career field training, experience, and development by rotating 3A1X1 Airmen through a variety of jobs, duty positions, activities, and/or organizations. Communicates and coordinates with MAJCOM (or Agency) Functional Manager. This position serves at the operational level.

**4.4. MAJCOM 3A1X1 Functional Manager (MFM).** Advises the MAJCOM/A6 and staff on 3A1X1 utilization and training issues. Serves as the MAJCOM representative during the career field Specialty Training Requirements Team (STRT) meetings. Assists in gathering inputs and data to complete enlisted grade allocation for Career Progression Group (CPG) reviews. Provides guidance to subordinate units on 3A1X1 personnel issues. Assists with the dissemination of information regarding Air Force and career field policies, plans, programs, and procedures to subordinate units. Assists in identifying qualified subject matter experts to help with the development of Specialty Knowledge Tests (SKT) and the Career Development Course (CDC). Acts as the primary MAJCOM reviewer on CDC training and classification waiver request packages. Coordinates on all MAJCOM 3A1X1 staffing and manpower issues.

**4.5. Air Force 3A1X1 Career Field Manager (AFCFM).** Appointed by the Air Force Chief of Warfighting Integration and Chief Information Officer (SAF/CIO A6). Advisor to the SAF/CIO A6 on all matters affecting the Administration career field. Communicates directly with MFMs and AETC Training Managers to disseminate Air Force and career field policies and program requirements. Ensures development, implementation, and maintenance of the CFETP. Serves as the chairperson for the career field Specialty Training Requirements Team meetings and uses it as a forum to determine and manage career field education and training requirements as they apply to mission needs. Possesses final authority to waive CFETP requirements, including CDCs. Assists AETC training managers and course supervisors with planning, developing, implementing, and maintaining all AFSC-specific training courses. Assists in the development of AFSC-related manpower standards.

**5. Skill and Career Progression.** Adequate training and timely progression from the apprentice to the superintendent level play an important role in the Air Force's ability to accomplish its mission. Everyone involved in training must do their part to plan, manage, and conduct an effective training program. The guidance provided in this CFETP will ensure each individual receives viable training at appropriate points in their career.

**5.1. Apprentice (3) Level.** The Administration Apprentice Course (*Course Number E3ABR3A1X1 00AA*), serves as the initial skills course and must be completed for the award of AFSC 3A131. (*until this course is available, , the Knowledge Operations Management course will be used (E3ABR3D031 00AA)*)

**5.2. Journeyman (5) Level.** Upgrade training consists of: (1) completing Career Development Course (CDC) 3A151; (2) completing all core tasks identified for 5-level; (3) meeting time-in-training requirements IAW AFI 36-2201; and (4) obtaining supervisor recommendation and commander approval for the award of AFSC 3A151.

**5.3. Craftsman (7) Level.** Upgrade training consists of: (1) completing all core tasks identified for 7-level; (2) meeting time-in-training requirements as identified in AFI 36-2201; and (3) obtaining supervisor recommendation and commander approval for the award of AFSC 3A171.

**5.4. Superintendent (9) Level.** Upgrade training consists of: (1) meeting time-in-training requirements, and (2) obtaining supervisor recommendation and commander approval for the award of AFSC 3A191.

**6. Training Decisions.** This CFETP was developed to encompass the entire spectrum of training requirements for the 3A1X1 career field. This 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.

**7. Community College of the Air Force (CCAF).** Enrollment in CCAF occurs upon completion of basic military training and assignment to an Air Force career field. CCAF provides the opportunity for all enlisted members to obtain an Associate of Applied Science (AAS) degree. Refer to the AF Virtual Education Center (accessible via the AF Portal, <https://www.my.af.mil>) for CCAF credits earned during attendance at technical training courses. To be awarded a CCAF AAS degree, degree requirements must be completed before the student separates from the Air Force, retires, or is commissioned as an officer. In addition to its associate’s degree program, CCAF offers the following:

**7.1 Certifications.**

**7.1.1. Occupational Instructor Certification.** Upon completion of instructor qualification training, consisting of the instructor methods course and supervised practice teaching, CCAF instructors who possess an associate’s degree or higher may be nominated by their school commander and commandant for certification as an occupational instructor.

**7.1.2. CCAF Instructional Systems Design Certification.** CCAF offers the Instructional Systems Development (ISD) Certification for qualified individuals who develop CCAF courses/curriculum at CCAF affiliated schools. The purpose of the certification is to recognize the training and education required for individuals to be qualified to develop and manage CCAF collegiate courses. The certification also recognizes the individual’s ISD qualification and experience in planning, developing, implementing, and managing instructional systems. Qualified officer, enlisted, civilian, and other service curriculum writers/developers are eligible for this certification.

**7.2. The Information Management (1AU) program** applies to the 3A1X1 career field. Individuals must hold the 5-skill level at the time of program completion.

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

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

**7.2.2. Leadership, Management, and Military Studies (6 semester hours):** Professional Military Education (PME) and/or civilian management courses. See CCAF General Catalog for application of civilian management courses.

**7.2.3. Physical Education (4 semester hours):** Satisfied upon completion of basic military training.

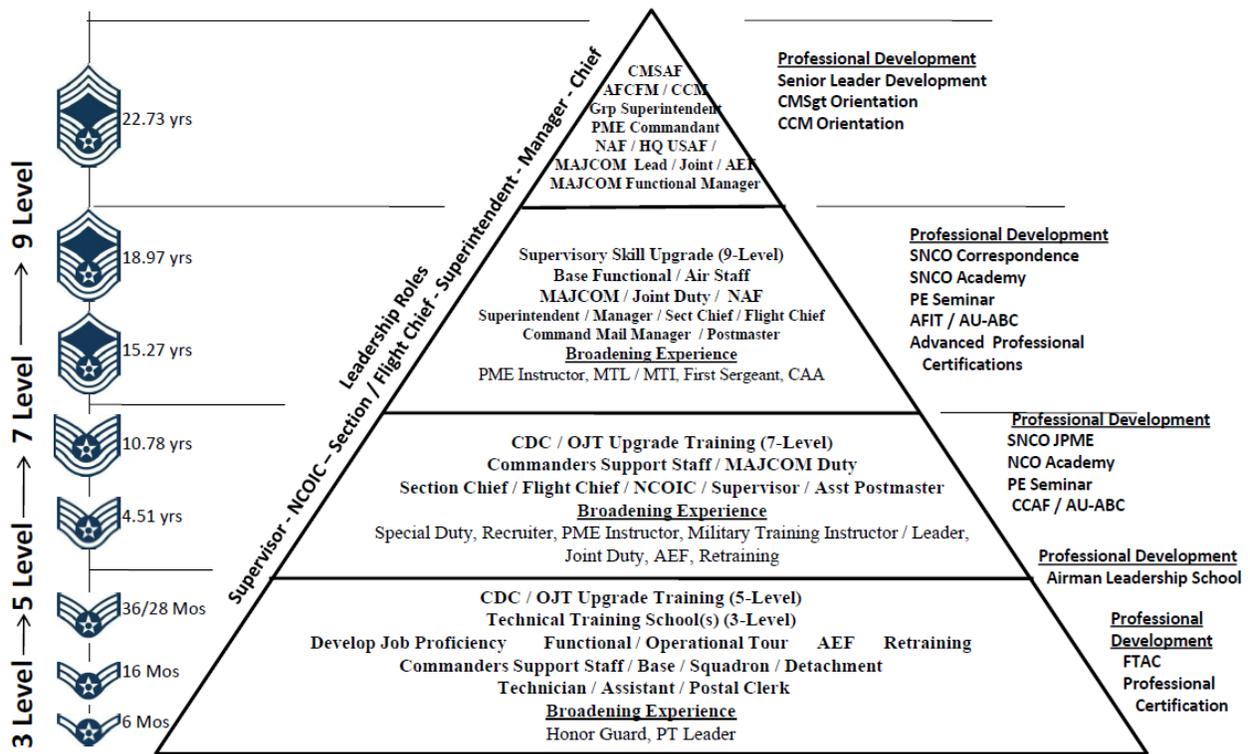
**7.2.4. General Education (15 semester hours):** Courses must meet the criteria for application of courses to the General Education requirement and be in agreement with the definitions of applicable General Education subjects/courses as outlined in the CCAF General Catalog.

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

**7.3.** Additional off-duty education is highly encouraged. Individuals desiring to become an AETC instructor should be actively pursuing an associate degree. A degreed faculty is necessary to maintain CCAF’s accreditation through the Southern Association of Colleges and Schools.

**8. Career Field Path.** The following summarizes career progression. 3A1X1 personnel maintain their individual AFSC identifiers through the rank of SMSgt. Upon promotion to CMSgt, they assume the AFSC 3A100.

### 3A1X1 Career Path Chart



Note: Average Time in Service (TIS) based on 2013 AF Promotion results. Refer to AFPC Web site for current information.

**8.1. Occupational Badges.** The following guidance outlines requirements for the Administration occupational badge. In accordance with AFI 36-2903, Dress and Appearance of

Air Force Personnel, the 3A1X1 Administration occupational badge will be displayed center ½ inch above the top row of ribbons or left pocket.

**8.1.1. Basic.** Enlisted Airmen will wear the basic Administration badge after completing technical school.



**8.1.2. Senior.** Enlisted Airmen will wear the senior Administration badge after attaining a 7-skill level.



**8.1.3. Master.** Enlisted Airmen will wear the master Administration badge after 5 years as a 7-skill level and upon sewing on the rank of Master Sergeant.



## **8.2. The Military Postal Service (MPS) Duty Badge.**

**8.2.1. Authorized Wear.** Military members of AFSC 3A1X1 may wear the optional MPS Duty Badge; however, this badge is only authorized while filling Key Postal Positions identified with SEI 984.

**8.2.2. Unauthorized Wear.** Military members may not wear the MPS Duty Badge while serving in positions not identified with SEI 984. In addition, personnel who are authorized to wear the badge must remove the badge once they move to a non-SEI 984 coded position.

**8.2.3. Civilian Personnel.** Civilian personnel may not wear the MPS Duty Badge; however, embroidered versions of the badge may be worn on civilian clothing by all personnel not on duty or in uniform.

**8.2.4. Availability.** The MPS Duty Badge is not available in Exchange Military Clothing Sales Store. It can be personally procured through the International Insignia Corporation at <http://www.internationalinsignia.com>.



<b>3A1X1 ADMINISTRATION CAREER PATH</b>				
	<b><i>GRADE REQUIREMENTS</i></b>			
<b><i>Education and Training Requirements</i></b>	<b><i>Rank</i></b>	<b><i>Average Sew-On</i></b>	<b><i>Earliest Sew-On</i></b>	<b><i>High Year Of Tenure (HYT)</i></b>
<b>BMTS</b>				
<b>Apprentice Technical School</b> (3-Skill Level)	Amn	6 months		
<b>Upgrade To Journeyman</b> (5-Skill Level) <b>MANDATORY</b> - Minimum 12 months on-the-job (OJT) training. - Minimum 9 months OJT training for retrainees. - Complete appropriate CDC. - Specific AFJQSs/AFQTPs and other training requirements required by duty position. <b>OPTIONAL</b> - AETC Supplemental training courses as determined by MAJCOM.	A1C  SrA	16 months  3 years	  28 months	  8 Years
<b>Airman Leadership School</b> - Must be a SrA with 48 months time in service or be a SSgt Selectee.  - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only).	<b>Trainer</b> Must attend the AF Training Course (AFTC) and be qualified/certified to perform the task to be trained. <b>Certifier</b> Must be at least a SSgt (E-5) with a 5-skill level or civilian equivalent, capable of evaluating the task being certified, and have completed the AFTC.			
<b>Upgrade To Craftsman</b> (7-Skill Level) <b>MANDATORY</b> - Minimum rank of SSgt. - 12 months OJT. - 6 months for retrainees. - Specific AFJQSs/AFQTPs and other training requirements required by duty position.	SSgt	4.51 years	3 years	15 Years

<b>3A1X1 ADMINISTRATION CAREER PATH</b>				
	<b>GRADE REQUIREMENTS</b>			
<b><i>Education and Training Requirements</i></b>	<b><i>Rank</i></b>	<b><i>Average Sew-On</i></b>	<b><i>Earliest Sew-On</i></b>	<b><i>High Year Of Tenure (HYT)</i></b>
<b>OPTIONAL</b> - AETC Supplemental training courses as determined by MAJCOM.				
<b>Noncommissioned Officer Academy</b> - Must be a TSgt, or MSgt. - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only). - ANG/AFRC SSgt or TSgt may attend in-residence or TSgt and TSgt Selectee may complete by correspondence course.	TSgt MSgt	10.78 years 15.27 years	5 years 8 years	20 years 24 years
<b>Upgrade To Superintendent</b> (9-Skill Level) <b>MANDATORY</b> - Minimum rank of SMSgt. <b>USAF Senior NCO Academy</b> - Must be a SMSgt or SMSgt Selectee. - Resident graduation is a prerequisite for SMSgt sew-on (Active Duty Only).	SMSgt	18.97 years	11 years	26 Years
<b>Chief Enlisted Manager (CEM)</b>	CMSgt	22.73 years	14 years	30 years

**NOTE 1:** Published sew-on times are Air Force averages. Refer to the Air Force Personnel Center's Web site for current information:

<http://www.afpc.randolph.af.mil/promotions/index.asp>.

**NOTE 2:** See Part II, Sections C and D for a list of AFJQSs/AFQTPs and AETC supplemental training.

**NOTE 3:** All core position tasks must be completed prior to upgrade.

**Section C - Skill Level Training Requirements**

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

**10. Specialty Qualification Requirements.**

**10.1. Apprentice (3-Level) Training.**

KNOWLEDGE	Knowledge is Mandatory of Office Management Policies, Technologies, and Procedures; Administrative Support for Personnel and Manpower Programs; Executive Support Processes and Responsibilities; Postal and Mail Policies and Procedures; and other Support Tasks.
EDUCATION	For entry into this specialty, Completion of High School or General Education Development Equivalency is Mandatory. Courses in Business, English Composition, Computer Software and Keyboarding Are Desirable.
TRAINING	Completion of course ( <i>Course Number E3ABR3A1X1 00AA</i> ), Administration Apprentice, is mandatory for award of the 3-skill level AFSC ( <i>until this course is available, the Knowledge Operations Management course will be used (E3ABR3D031 00AA)</i> ).
EXPERIENCE	None required.
OTHER	For award and retention of AFSC 3A131, must maintain an Air Force Network License according to AFI 33-115, Vol 2, <i>Licensing Network Users and Certifying Network Professional</i> ; and AFMAN 33-282, Computer Security (COMPUSEC).
IMPLEMENTATION	Entry into training is accomplished by approved retraining from any AFSC or initial classification.

**10.2. Journeyman (5-Level) Training.**

KNOWLEDGE	All 3A131 Knowledge Qualifications.
TRAINING	Completion of 3A151 Career Development Course. Completion of all STS 5-level core tasks and applicable AFJQs and AFQTPs. Completion of all local tasks assigned for the duty position.
EXPERIENCE	Qualification in and possession of AFSC 3A131. Experience supervising and performing administrative functions.
OTHER	For award and retention of AFSC 3A151, must maintain an Air Force Network License according to AFI 33-115, Vol 2, <i>Licensing Network Users and Certifying Network Professional</i> ; and AFMAN 33-282, Computer Security (COMPUSEC).
IMPLEMENTATION	Entry into formal journeyman upgrade training is accomplished once

	individuals are assigned to their first duty station. Qualification training is initiated anytime individuals are assigned duties for which they are not qualified. Use OJT, CBTs, CDCs, and AFJQSs/AFQTPs concurrently to obtain the necessary qualifications.
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### 10.3. Craftsman (7-Level) Training.

KNOWLEDGE	All 3A151 Knowledge Qualifications. Comm and Info organizational structures. Information/Knowledge Management planning. Liaison/outreach between customers and IT providers. Information integration/presentation.
TRAINING	Completion of all STS 7-level core tasks and applicable AFJQSs and AFQTPs. Completion of all local tasks assigned for the duty position.
EXPERIENCE	Qualification in and possession of AFSC 3A151. Experience supervising and performing administrative functions.
OTHER	For award and retention of AFSC 3A171, must maintain an Air Force Network License according to AFI 33-115, Vol 2, <i>Licensing Network Users and Certifying Network Professionals</i> ; and AFMAN 33-282, Computer Security (COMPUSEC).
IMPLEMENTATION	Entry into OJT is initiated when individuals are selected for promotion to SSgt. Qualification training is initiated anytime an individual is assigned duties for which they are not qualified. Use OJT, CBTs, CDCs, and AFJQSs/AFQTPs concurrently to obtain the necessary qualifications.

### 10.4. Superintendent (9-Level) Training.

KNOWLEDGE	All 3A171 Knowledge Qualifications.
TRAINING	N/A
EXPERIENCE	Qualification in and possession of AFSC 3A171. Experience managing and directing administrative functions.
OTHER	For award and retention of AFSC 3A191, must maintain an Air Force Network License according to AFI 33-115, Vol 2, <i>Licensing Network Users and Certifying Network Professionals</i> ; and AFMAN 33-282, Computer Security (COMPUSEC).
IMPLEMENTATION	Entry into OJT is initiated when individuals are selected for the rank of SMSgt. Qualification training is initiated anytime individuals are assigned duties for which they are not qualified. Completion of CDCs associated with related 3D090 career fields is recommended.

### 10.5. Training Sources.

10.5.1. AFSC specific training - 336 TRS, Keesler AFB, MS at <https://etca.randolph.af.mil/>.

**10.5.2.** CDCs 3A151 are available for upgrade purposes through the unit training manager or online at Air University. For individual qualification and cross-utilization training, CDCs are ordered through the unit training office.

**10.5.3.** Satisfy all knowledge requirements listed in CFETP.

**10.5.4.** AFJQSs/AFQTPs are Air Force publications and are mandatory for use by personnel in upgrade or qualification training. They are developed by the 81 TRSS (Q-Flight), Keesler AFB, MS and may be downloaded from [https://cs3.eis.af.mil/sites/20946/AFKN\\_Docs/Forms/AllItems.aspx](https://cs3.eis.af.mil/sites/20946/AFKN_Docs/Forms/AllItems.aspx). Procedures for requesting product development are found in AFI 33-154. AFJQSs/AFQTPs are listed in Part II, Section C, of this CFETP.

## ***Section D - Resource Constraints***

**11. Purpose.** This section identifies known resource constraints that preclude optimal and desired training from being developed or conducted, including information such as cost and manpower. Resource constraints will be, as a minimum, reviewed and updated annually.

**12. Apprentice (3-Level) Training.** E3ABR3A1X1 00AA, Administration Apprentice Training Course.

**12.1. Constraints.** Required lead-time for development of resident training to meet added and changed training requirements specified in this CFETP.

**12.2. Impact.** Required training will not be ready for implementation upon publication of this CFETP.

**12.3. Resources Required.** Manpower resources are available to complete required course revisions. Command assistance may be necessary to supplement job experience and subject matter expertise of the assigned instructor staff.

**12.4. Action Required.** Complete creation of the 3-level course to meet all training requirements and proficiency codes identified in this CFETP.

**12.5. OPR/Target Completion Date.** 336 TRS/UUB will implement revised training with the class beginning TBD.

**13. Journeyman (5-Level) Training.** CDC 3A151, Administration Journeyman.

**13.1. Constraints.** Required lead-time for development of non-resident training to meet added and changed training requirements specified in this CFETP.

**13.2. Impact.** Required training will not be ready for implementation upon publication of this CFETP.

**13.3. Resources Required.** Manpower resources are available to complete required course revisions by the specified target completion date. Command assistance may be necessary to supplement job experience and subject matter expertise of the assigned CDC development staff.

**13.4. Action Required.** Complete creation of CDC 3A151 to meet all training requirements identified in this CFETP.

**13.5. OPR/Target Completion Date.** 336 TRS/UUB will create and publish CDC 3A151, Administration Journeyman. The CDC will be available for order from AU/A4L after TBD.

**14. Craftsman (7-Level) Training.** No constraints.

**15. Superintendent (9-Level) Training.** No constraints.

## ***Section E - Transition Training Guide***

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

## PART II

### *Section A - Specialty Training Standard (STS)*

**1. Implementation.** The STS will be used for technical training provided by AETC for the Administration Apprentice course with the class dates TBD. The creation of 5-level CDC using the proficiency codes listed in column 4B is scheduled to be TBD.

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

**2.1.** Lists, in column 1, the most common tasks, knowledge, and Technical References (TR) necessary for Airmen to perform their duties in the 3-, 5-, 7-, and 9-skill level.

**2.2.** Identifies, in column 2, core tasks by skill level. Tasks identified with a number “5” are required for 5-level upgrade training. Tasks identified with a number “7” are required for 7-level upgrade training. Base level 3A1X1 Functional Manager will schedule training for personnel tasked to fill a deployed training position as required.

**2.3.** Provides, in column 3, certification for on-the-job training (OJT) by documenting completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available.

**2.4.** Shows, in column 4, formal training and correspondence course requirements by listing the proficiency to be demonstrated on the job by the graduate as a result of training on the task and the career knowledge provided by the corresponding course.

**2.5.** Contains, in Attachment 1, the proficiency code key used to indicate the level of training and knowledge provided by resident training and career development courses.

**2.6.** Is used to document task completion when placed in the AF Form 623, Individual Training Record, and used according to AFI 36-2201. CFETP documentation shall be IAW AFI 36-2201 or any subsequent messages.

**2.7.** Is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKT) are developed at the USAF AETC Airmen Advancement Division by senior NCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the Enlisted Promotion References and Requirements Catalog (EPRRC). Individual responsibilities are listed in chapter 1 of AFI 36-2605, *Air Force Military Personnel Testing System*. WAPS is not applicable to the Air National Guard or Air Reserve Forces.

**3. Recommendations.** Comments and recommendations are invited concerning the quality of AETC training. A Customer Service Information Line (CSIL) has been installed for the supervisors' convenience. For a quick response to concerns, call our CSIL at DSN 597-4566, or fax us at DSN 597-3790, or e-mail us at [81trg-tget@keesler.af.mil](mailto:81trg-tget@keesler.af.mil). Reference this STS and identify the specific area of concern (paragraph, training standard element, etc.).

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

MICHAEL J. BASLA, Lieutenant General, USAF  
Chief, Information Dominance and  
Chief Information Officer

Attachments:

1. Qualitative Requirements
2. 3A1X1 Specialty Training Standard

## PREFACE

**NOTE 1:** Users are responsible for annotating technical references to identify current references pending STS revision. Locate current Air Force publications at:

DOD Issuances and OSD Administrative Instructions at

<http://www.dtic.mil/whs/directives/>

Air Force publications at <http://www.e-publishing.af.mil/>.

AFSSIs at <https://private.afca.af.mil/ip/>

DISA Circulars and Instructions at <https://ca.intranet.disa.mil/pubs/circulars/circular.html>

Technical Orders (TO) at <https://www.my.af.mil/etims/ETIMS/index.jsp>

Online Reference Ware and CBTs: <https://www.my.af.mil/faf/FAF/fafHome.jsp> (Under AF e-Learning)

**NOTE 2:** Knowledge and/or performance tasks are defined in the AFJQS. AFJQS items set the standard for qualification and certification and are mandatory for use in conjunction with this STS when applicable to the duty position.

**NOTE 3:** All tasks are trained during wartime.

**NOTE 4:** Track and manage training for TSgts and below and MSgt/SMSGt retrainees using Training Business Area (TBA).

**NOTE 5:** When an AFJQS is loaded into TBA, AFJQS task numbering will vary from the STS. The numbering scheme is defined by your work center specific master training plan.

**NOTE 6:** Third person certification is not required for Administration personnel.

**NOTE 7:** MSgts in the 3A1X1 AFSC no longer require an Individual Training Plan (ITP) with the following exceptions: personnel in upgrade training status. Unit Commanders can require MSgt's with UTC tasks to have an ITP

Qualitative Requirements

<p><i>THIS BLOCK IS FOR IDENTIFICATION PURPOSES ONLY</i></p> <p>Personal Data – Privacy Act of 1974</p>		
<p>PRINTED NAME OF TRAINEE (<i>Last, First, Middle Initial</i>)</p>	<p>INITIALS (<i>Written</i>)</p>	<p>SSN</p>
<p>PRINTED NAME OF TRAINER AND CERTIFYING OFFICIAL AND WRITTEN INITIALS</p>		
N/I	N/I	

<b>Proficiency Code Key</b>		
	<b>Scale Value</b>	<b>Definition: The individual</b>
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (EXTREMELY LIMITED)
	2	Can do most parts of the task. Needs only help on hardest parts. (PARTIALLY PROFICIENT)
	3	Can do all parts of the task. Needs only a spot check of completed work. (COMPETENT)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (HIGHLY PROFICIENT)
*Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (NOMENCLATURE)
	b	Can determine step-by-step procedures for doing the task. (PROCEDURES)
	c	Can identify why and when the task must be done and why each step is needed. (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)
<b>Explanations</b>		
<p><b>The following codes are used in the Core &amp; Wartime Tasks column of the STS:</b></p> <p>“-“ indicates that the qualification is a local determination.</p> <p>“5” indicates the CFM has mandated this task as a core 5-level requirement. The training to satisfy this requirement is either provided through OJT, CBTs, CDCs, or a combination.</p> <p>“7” indicates the CFM has mandated this task as a core 7-level requirement. The training to satisfy this requirement is either provided through OJT, CBTs, CDCs, or a combination.</p>		

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	Course	CDC
<b>1. ADMINISTRATION CAREER FIELD</b> TR: AFI 37-101; AFI 36-2618; 3A1X1 CFETP; AFECD										
1.1. Career Field Structure	5						A	-	-	-
1.2. CFETP 3A1X1 Part I	5						A	-	-	-
1.3. Air Force Specialty Code 3A1X1										
1.3.1. Duties	5						A	A	-	-
1.3.2. Responsibilities	5						A	B	-	-
1.3.3. Core Competencies	5						A	B	-	-
1.3.4. Qualifications	5						A	A	-	-
1.3.5. Progression	-						A	B	-	-
1.4. Functional Management Responsibilities										
1.4.1. AF Career Field Manager	5						A	A	-	-
1.4.2. MAJCOM Functional Manager	5						A	A	-	-
1.4.3. Wing/Base Functional Manager	5						A	A	-	-
<b>2. OFFICE MANAGEMENT</b> TR: AF e-Learning; AFIs 31-401, 33-129, 33-322, 33-332, 33-360, 33-364; AFH 33-337; AFMANs 33-152, 33-302, 33-326, 33-361, 33-363; AFD 33-3; TO 00-33D-3001										
2.1. Customer Service										
2.1.1. Techniques	5						A	A	-	-
2.1.2. Etiquette	5						A	A	-	-
2.2. Basic Computing										
2.2.1. Identify Parts of Computer	-						A	A	-	-
2.2.2. File Storage	-						A	A	-	-
2.2.3. File Extensions	-						A	A	-	-
2.3. Office Applications										
2.3.1. Word-Processing Applications										
2.3.1.1. Navigate User Interface	5						2b	b	-	-

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		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	Course	CDC
2.3.1.2. Create Document	5						2b	b	-	-
2.3.1.3. Modify Document	5						2b	b	-	-
2.3.1.4. Proof Document	5						2b	b	-	-
2.3.1.5. Search Document	5						2b	b	-	-
2.3.1.6. Track Changes	5						2b	b	-	-
2.3.1.7. Insert Digital Signature	5						2b	b	-	-
2.3.1.8. Merging Document	5						2b	b	-	-
<b>2.3.2. Database Applications</b>										
2.3.2.1. Navigate User Interface	-						2b	b	-	-
2.3.2.2. Create/Modify Tables	-						2b	b	-	-
2.3.2.3. Create/Modify Queries	-						2b	b	-	-
2.3.2.4. Create/Modify Forms	-						2b	b	-	-
2.3.2.5. Create/Modify Reports	-						2b	b	-	-
2.3.2.6. Import/Export Data	-						2b	b	-	-
<b>2.3.3. Spreadsheet Applications</b>										
2.3.3.1. Navigate User Interface	5						2b	b	-	-
2.3.3.2. Create/Modify Spreadsheet	5						2b	b	-	-
2.3.3.3. Create/Modify Reports	5						2b	b	-	-
2.3.3.4. Create Charts	5						2b	b	-	-
2.3.3.5. Create Formulas	5						2b	b	-	-
2.3.3.6. Create Pivot Tables	5						2b	b	-	-
<b>2.3.4. Graphic Presentation Applications</b>										
2.3.4.1. Navigate User Interface	5						2b	b	-	-
2.3.4.2. Create Presentation	5						2b	b	-	-
2.3.4.3. Design Presentation	5						2b	b	-	-
2.3.4.4. View Presentation	5						2b	b	-	-
2.3.4.5. Modify/Edit	5						2b	b	-	-
2.3.4.6. Insert Text	5						2b	b	-	-
2.3.4.7. Insert Graphics	5						2b	b	-	-

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		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	Course	CDC
2.3.4.8. Insert Animation	5						2b	b	-	-
2.3.4.9. Insert Slide Transitions	5						2b	b	-	-
2.3.5. Electronic Mail Applications										
2.3.5.1. Navigate User Interface	5						2b	b	-	-
2.3.5.2. Manage Permissions	5						2b	b	-	-
2.3.5.3. Save Email Items in Message (msg) Format	5						2b	b	-	-
2.3.5.4. Create Subfolders	5						2b	b	-	-
2.3.5.5. Track Messages	5						2b	b	-	-
2.3.5.6. Create Profiles	5						2b	b	-	-
2.3.5.7. Publish Certificates	5						2b	b	-	-
2.3.5.8. Create Personal Storage Template (pst)	5						2b	b	-	-
2.3.5.9. Flag for Follow Up	5						2b	b	-	-
2.3.5.10. Digitally Sign Message	5						2b	b	-	-
2.3.5.11. Encrypt Message	5						2b	b	-	-
2.3.6. Calendar Management										
2.3.6.1. Navigate User Interface	5						2b	b	-	-
2.3.6.2. Schedule Appointments	5						2b	b	-	-
2.3.6.3. Set Reminders	5						2b	b	-	-
2.3.6.4. Invite Attendees	5						2b	b	-	-
2.3.6.5. Manage Permissions	5						2b	b	-	-
2.3.6.6. Cancel Appointments	5						2b	b	-	-
2.3.7. Adobe Acrobat Pro										
2.3.7.1. Overview	5						A	A	-	-
2.3.7.2. Modify Document	5						2b	b	-	-
2.3.7.3. Merge Document	5						2b	b	-	-
2.4. Official Communications										
2.4.1. Create										
2.4.1.1. Official Memorandum	5						2b	b	-	-
2.4.1.2. Staff Summary Sheet	5						2b	b	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	Course	CDC
2.4.1.3. Endorsement	5						2b	b	-	-
2.4.1.4. In Turn Memo	5						2b	b	-	-
2.5. Suspense Management										
2.5.1. Overview	5						A	A	-	-
2.5.2. Suspense Tracking Program	5						A	A	-	-
2.6. Content Management										
2.6.1. SharePoint										
2.6.1.1. Policy	5						A	B	-	-
2.6.1.2. Roles and Responsibilities	5						A	B	-	-
2.6.2. Site Structure										
2.6.2.1. Purpose	5						A	B	-	-
2.6.3. Site										
2.6.3.1. Purpose	5						A	B	-	-
2.6.3.2. Types	5						A	B	-	-
2.6.3.3. Site Layout	5						A	B	-	-
2.6.3.4. Dashboards	5						A	B	-	-
2.6.4. Content										
2.6.4.1. Links	5						A	B	-	-
2.6.4.2. Graphics	5						A	B	-	-
2.6.4.3. Calendar	5						A	B	-	-
2.6.4.4. Create Custom Content Types	-						-	-	-	-
2.6.4.5. Add	-						-	-	-	-
2.6.4.6. Move	-						-	-	-	-
2.6.4.7. Remove	-						-	-	-	-
2.6.5. Library										
2.6.5.1. Templates	-						A	B	-	-
2.6.5.2. Document Library	-						-	-	-	-
2.6.5.3. Check Out a Document	-						-	-	-	-
2.6.5.4. Check In a Document	-						-	-	-	-
2.6.5.5. Version Control	-						A	B	-	-
2.6.5.6. Alerts	-						A	B	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	Course	CDC
2.6.6. Workflow										
2.6.6.1. Purpose	-						A	B	-	-
2.6.6.2. Create/Use Workflows	-						-	-	-	-
2.6.6.3. Enable Out of the Box Workflows	-						-	-	-	-
2.6.6.4. Associate Workflows to Lists	-						-	-	-	-
2.6.6.5. Associate Workflows to Libraries	-						-	-	-	-
2.6.6.6. Prepare/Route Content for Approval	-						-	-	-	-
2.6.7. Permissions										
2.6.7.1. Hierarchy	-						A	B	-	-
2.6.7.2. Create/Manage	-						-	-	-	-
2.6.7.3. Create/Manage Groups	-						-	-	-	-
2.6.7.4. Create Custom Lists	-						-	-	-	-
2.6.7.5. Remove Users	-						-	-	-	-
2.6.8. Galleries										
2.6.8.1. Establish Site Columns	-						-	-	-	-
2.6.8.2. Add Site Content Type	-						-	-	-	-
2.6.9. Site Settings	-						A	B	-	-
2.6.10. Organize Content	-						-	-	-	-
2.6.11. Web Parts										
2.6.11.1. Uses	-						A	B	-	-
2.6.11.2. Add	-						-	-	-	-
2.6.11.3. Modify	-						-	-	-	-
2.6.11.4. Embed Hyperlinks	-						-	-	-	-
2.6.11.5. Edit Chrome State	-						-	-	-	-
2.6.12. Embed Multimedia	-						-	-	-	-
2.6.13. Export Document to Microsoft office	-						-	-	-	-
2.6.14. Site Actions										
2.6.14.1. Web Analytics	-						-	-	-	-
2.6.14.2. Site Features	-						A	B	-	-
2.6.14.3. Site Collection Features	-						A	B	-	-

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		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	Course	CDC
2.6.14.4. Site Collection Audit	-						A	B	-	-
2.6.15. Navigation										
2.6.15.1. Custom Navigation	-						A	A	-	-
2.6.16. HTML										
2.6.16.1. Create Hyperlinks Using HTML	-						-	-	-	-
2.6.16.2. Create Marquee Using HTML	-						-	-	-	-
2.6.17. View										
2.6.17.1. Manage	-						-	-	-	-
2.6.17.2. Standard	-						A	A	-	-
2.6.17.3. Data Sheet	-						A	A	-	-
2.6.18. Filters										
2.6.18.1. Manage	-						-	-	-	-
2.6.18.2. Create	-						-	-	-	-
2.6.19. SharePoint Designer										
2.6.19.1. Purpose	-						A	B	-	-
2.6.19.2. Create Workflows	-						-	-	-	-
2.6.19.3. Create Impersonation Steps	-						-	-	-	-
2.6.19.4. Create Action Statements	-						-	-	-	-
2.6.20. Condition Statements										
2.6.20.1. Purpose										
2.6.20.1.1. If-Then Statements	-						-	-	-	-
2.6.20.1.2. If-Else Statements	-						-	-	-	-
2.6.21. Move Site	-						-	-	-	-
2.6.22. Reset Site	-						-	-	-	-
2.6.23. Delete Site	-						-	-	-	-
2.6.24. Item Recovery										
2.6.24.1. From Recycle Bin	-						-	-	-	-
2.6.24.2. From Site Collection Recycle Bin	-						-	-	-	-
2.6.25. Data										
2.6.25.1. Export	-						-	-	-	-

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		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	Course	CDC
2.6.25.2. Retrieve Archived Data	-						-	-	-	-
2.6.26. Workflow Kickflow Activation										
2.6.26.1. Purpose	-						A	B	-	-
2.6.26.2. Manual	-						-	-	-	-
2.6.26.3. Automatic	-						-	-	-	-
2.7. Air Force Portal										
2.7.1. Program Objectives	-						A	B	-	-
2.7.2. Roles and Responsibility	-						A	B	-	-
2.7.3. Portal Architecture										
2.7.3.1. Production Environment	5						A	b	-	-
2.7.3.2. Manipulate User Navigation	5						-	-	-	-
2.7.3.3. Profile	5						A	B	-	-
2.7.3.4. Workspaces	5						A	B	-	-
2.7.3.5. Groups	-						A	B	-	-
2.7.4. Development Environment										
2.7.4.1. Global Navigation	-						A	B	-	-
2.7.4.2. Portlet	-						A	B	-	-
2.7.4.3. Edit Portlet	-						-	-	-	-
2.7.4.4. Remove Portlet	-						-	-	-	-
2.7.4.5. Topic	-						A	B	-	-
2.7.4.6. Edit Topic	-						-	-	-	-
2.7.4.7. Remove Topic	-						-	-	-	-
2.7.4.8. Manage the Calendar	-						-	-	-	-
2.7.4.9. Content	-						A	B	-	-
2.7.4.10. Edit Site Header	-						-	-	-	-
2.7.5. AF Portal Deployment Cycle	-						A	B	-	-
2.7.6. Portal Updates										
2.7.6.1. Add Channel	-						-	-	-	-
2.7.6.2. Add Program	-						-	-	-	-
2.7.6.3. Add Content	-						-	-	-	-
2.7.7. Portlet										

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		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	Course	CDC
2.7.7.1. Change Topic Status	-						-	-	-	-
2.7.8. Graphics	-						A	A	-	-
2.7.9. Links	-						A	A	-	-
2.7.10. On-line/Off-line	-						A	A	-	-
2.8. Meeting Management										
2.8.1. Schedule/Book Facility	-						2b	b	-	-
2.8.2. Cancel Appointments	-						2b	b	-	-
2.8.3. Facilitate Meeting										
2.8.3.1. Setup (Name Tents, Seating, etc)	-						-	-	-	-
2.8.3.2. Read-Aheads	-						-	-	-	-
2.8.3.3. Notes/Minutes	-						-	-	-	-
2.8.3.4. Presentation Requirements (slides, podium, etc)	-						-	-	-	-
2.8.4. Technologies										
2.8.4.1. Video Teleconference (VTC)										
2.8.4.1.1. Account Creation	5						A	A	-	-
2.8.4.1.2. Site ID	5						A	A	-	-
2.8.4.1.3. Scheduling a Meeting	5						A	A	-	-
2.8.4.1.4. VTC Equipment	5						A	A	-	-
2.8.4.1.5. Reservation Report	5						A	A	-	-
2.8.4.2. Defense Connect Online (DCO)										
2.8.4.2.1. Create Account	5						2b	b	-	-
2.8.4.2.2. Create Meeting	5						2b	b	-	-
2.8.4.2.3. Post Content	5						2b	b	-	-
2.8.4.3. Teleconference										
2.8.4.3.1. Dial-in Information	5						A	A	-	-
2.8.4.3.2. Telecom Equipment	5						A	A	-	-
2.9. Information Access and Security										
2.9.1. Information Security Categories										
2.9.1.1. Classified										

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		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	Course	CDC
2.9.1.1.1. Marking	5						A	B	-	-
2.9.1.1.2. Protection	5						A	B	-	-
2.9.1.1.3. Transmission	5						A	B	-	-
2.9.1.1.4. Disposal	5						A	B	-	-
2.9.1.2. For Official Use Only (FOUO)										
2.9.1.2.1. Program Objectives	5						A	B	-	-
2.9.1.2.2. Marking	5						A	B	-	-
2.9.1.2.3. Protection	5						A	B	-	-
2.9.1.2.4. Transmission	-						A	B	-	-
2.9.1.2.5. Disposal	5						A	B	-	-
2.9.1.3. Privacy Act (PA)										
2.9.1.3.1. Program Objectives	5						A	B	-	-
2.9.1.3.2. Requests	5						A	A	-	-
2.9.1.3.3. Marking	5						A	B	-	-
2.9.1.3.4. Protection	5						A	B	-	-
2.9.1.3.5. Transmission	5						A	B	-	-
2.9.1.3.6. Disposal	5						A	B	-	-
2.9.1.3.7. Warning Banner	-						A	B	-	-
2.9.1.3.8. Program Exemptions	-						A	B	-	-
2.9.1.4. Personally Identifiable Information (PII)										
2.9.1.4.1. Definition	5						A	A	-	-
2.9.1.4.2. Protection	5						A	B	-	-
2.9.1.4.3. Transmission	5						A	B	-	-
2.9.1.4.4. Breach Processing	-						A	B	-	-
2.9.1.4.5. Disposal	5						A	B	-	-
2.9.1.5. Freedom of Information Act (FOIA)										
2.9.1.5.1. Program Objective	5						A	B	-	-
2.9.1.5.2. Requests	5						-	-	-	-
2.9.1.5.3. Electronic Reading Rooms	-						-	-	-	-
2.9.1.5.4. End-of-Year Report	-						-	-	-	-

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		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	Course	CDC
2.9.2. Publications and Forms										
2.9.2.1. Program Objectives	5						A	B	-	-
2.9.2.2. Roles and Responsibilities	5						A	B	-	-
2.9.2.3. Formats	5						-	A	-	-
2.9.2.4. Categories	-						-	A	-	-
2.9.2.5. Routing and Coordinating	5						-	B	-	-
2.9.3. Compliance										
2.9.3.1. FOIA Exempted Information	-						-	A	-	-
2.9.3.2. Records Management	-						-	A	-	-
2.9.3.3. Information Collection Report Control	-						-	A	-	-
2.9.4. E-Pubs Account	5						A	B	-	-
2.9.5. Physical Product Ordering	5						A	B	-	-
2.9.6. Product Announcements	-						-	-	-	-
2.9.7. Interim Changes (IC)	-						-	-	-	-
2.9.8. Administrative Changes (AC)	-						-	-	-	-
2.9.9. Policy and Guidance Memorandums	5						A	B	-	-
2.9.10. Operating Instruction	-						-	-	-	-
2.10. Records Management										
2.10.1. Program Objectives	5						A	B	-	-
2.10.2. Roles and Responsibilities	5						A	B	-	-
2.10.3. Official Records										
2.10.3.1. Definition	-						A	B	-	-
2.10.4. Types of Records	5						A	B	-	-
2.10.5. Electronic Records Management (ERM)										
2.10.5.1. Business Rules	5						A	B	-	-
2.10.5.2. Filing Procedures	5						A	B	-	-
2.10.5.3. Structure	5						A	B	-	-
2.10.6. Air Force Records Information Management System (AFRIMS)										

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		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	Course	CDC
2.10.6.1. Overview	5						A	B	-	-
2.10.6.2. Roles and Responsibilities	5						A	B	-	-
2.10.6.3. Log into AFRIMS	5						-	-	-	-
2.10.6.4. File Maintenance and Disposition Plan										
2.10.6.4.1. Purpose	-						A	B	-	-
2.10.6.4.2. Process for Production	-						A	B	-	-
2.10.6.4.3. Content	-						A	B	-	-
2.10.6.4.4. Add an Item	5						-	-	-	-
2.10.6.4.5. Edit an Item	5						-	-	-	-
2.10.6.4.6. Delete an Item	5				+		-	-	-	-
2.10.6.4.7. File Plan Approval	5						A	B	-	-
2.10.6.4.8. File Plan Printing	5						A	B	-	-
2.10.6.4.9. Print Labels	-						-	-	-	-
2.10.6.4.10. Records Disposition Schedule (RDS)	-						A	B	-	-
2.10.6.4.11. Records Search										
2.10.6.4.11.1. Overview	5						A	B	-	-
2.10.6.4.11.2. Search	5						A	B	-	-
2.10.6.4.11.3. Positive Records Preservation	5						A	B	-	-
2.10.6.4.11.4. Complete and Close Out	5						A	B	-	-
2.11.7. Filing Procedures										
2.11.7.1. Arrange File Folders	-						-	-	-	-
2.11.7.2. Arrange Disposition Guide Cards	-						-	-	-	-
2.11.7.3. Mark Records for Filing	-						-	-	-	-
2.11.7.4. Use Cross Reference Documents	-						-	-	-	-
2.11.7.5. Charge Out Records Use	-						A	B	-	-
2.11.8. Records Staging										
2.11.8.1. Overview	5						A	B	-	-
2.11.8.2. Official Repository Transfer	5						A	B	-	-

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		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	Course	CDC
<b>3. HUMAN RESOURCES</b>										
TR: AFIs 33-150, 33-154, 36-2102, 36-2103, 36-2201, 36-2401, 36-2406, 36-2501, 36-2502, 36-2604, 36-2605, 36-2606, 36-2803, 36-2805, 36-2845, 36-2905, 36-2907, 36-3003, 36-3203, 38-201; AFMAN 65-116, V2; AFCSM 36-699, V1; DoDM 1348-33, V2; DOD 5210.42-R_AFMAN 10-3902; BLSDM CONOPS PSD Guide										
3.1. Manpower Requirements										
3.1.1. Overview	-						A	A	-	-
3.1.2. Unit Manpower Document (UMD)	7						-	A	-	-
3.1.3. Authorization Change Request (ACR)	7						-	A	-	-
3.1.4. Organizational Change Request (OCR)	7						-	A	-	-
3.1.5. Program Element Code (PEC)	-						-	A	-	-
3.1.6. Unit Personnel Management Roster (UPMR)	7						-	A	-	-
3.1.7. Position Numbers	7						-	A	-	-
3.1.8. AF Manpower Standards	7						-	A	-	-
3.2. Training										
3.2.1. Training Documentation	5						A	B	-	-
3.2.2. Newly Assigned Personnel										
3.2.2.1. Evaluate	5						-	b	-	-
3.2.2.2. Identify Individual Training Requirement	5						-	b	-	-
3.2.3. Conduct On-the-Job Training (OJT)	5						-	b	-	-
3.2.4. Evaluate Quality Of OJT and Provide Trainee Feedback	7						-	b	-	-
3.2.5. Develop Master Training Plan	7						-	b	-	-
3.2.6. Develop Individual Training Plan in TBA	7						-	b	-	-
3.2.7. Document Training Progression	5						-	b	-	-
3.3. Leave										
3.3.1. Overview	-						A	B	-	-
3.3.2. Permissions	-						-	A	-	-
3.3.3. Types	-						-	A	-	-
3.4. Evaluations										
3.4.1. Overview	-						A	B	-	-
3.4.2. Officer Performance Report	-						A	A	-	-

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		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	Course	CDC
3.4.3. Enlisted Performance Report	-						A	A	-	-
3.4.4. Civilian Appraisals	-						A	A	-	-
3.4.5. Performance Feedback	-						A	A	-	-
3.4.6. Letter of Evaluation	-						A	A	-	-
3.4.7. Evaluation Rater/Supervisor Change	-						A	B	-	-
3.4.8. Reports										
3.4.8.1. Distribution	-						A	B	-	-
3.4.8.2. Suspenses	-						A	B	-	-
3.4.8.3. Monitor	-						A	B	-	-
3.5. Promotions										
3.5.1. Overview	-						A	B	-	-
3.5.2. Weighted Airmen Promotion System (WAPS) Materials	-						-	A	-	-
3.5.3. Promotion Test Scheduling	-						-	A	-	-
3.5.4. Unit Promotion Rosters	-						-	A	-	-
3.5.5. Below-The-Zone Promotions (BTZ)	-						-	A	-	-
3.5.6. Stripes for Exceptional Performers (STEP)	-						-	A	-	-
3.5.7. Promotion Recommendation Form (PRF)	-						-	A	-	-
3.5.8. Administrative Demotions	-						-	A	-	-
3.6. Reenlistments and Extensions										
3.6.1. Overview	-						A	B	-	-
3.6.2. Career Job Reservation (CJR)	-						-	A	-	-
3.6.3. Selective Reenlistment Bonus (SRB) Actions	-						-	A	-	-

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		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	Course	CDC
3.6.4. Unit Special Duty Pay Program	-						-	A	-	-
3.6.5. Career Status Bonus (CSB)	-						-	A	-	-
3.7. Unfavorable Information File (UIF) Program										
3.7.1. Overview	-						A	B	-	-
3.7.2. Update	-						-	-	-	-
3.7.3. Access	-						-	-	-	-
3.7.4. Review and Document	-						-	-	-	-
3.7.5. Rosters	-						-	-	-	-
3.7.6. Removal	-						-	-	-	-
3.7.7. Transfer and Disposal	-						-	-	-	-
3.7.8. Control Roster										
3.7.8.1. Overview	-						-	B	-	-
3.7.8.2. Add and Remove	-						-	-	-	-
3.7.9. Counseling, Admonitions and Reprimands										
3.7.9.1. Overview	-						-	B	-	-
3.7.9.2. Record of Individual Counseling	-						-	A	-	-
3.7.9.3. Letter of Counseling (LOC)	-						-	A	-	-
3.7.9.4. Letter of Admonishment (LOA)	-						-	A	-	-
3.7.9.5. Letter of Reprimand (LOR)	-						-	A	-	-
3.8. In/Out Processing										
3.8.1. Overview	-						A	B	-	-
3.8.2. Allocation Notices	-						A	B	-	-
3.8.3. Unit Sponsorship Program	-						A	B	-	-
3.8.4. Unit Overdue Arrival Confirmation Actions	-						-	A	-	-

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		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	Course	CDC
3.8.5. Virtual Out-Processing	-						-	A	-	-
3.9. Recognition Programs										
3.9.1. Types										
3.9.1.1. Information Dominance Awards	-						-	A	-	-
3.9.1.2. Special Awards and Trophies	-						-	A	-	-
3.9.1.3. Quarterly	-						A	A	-	-
3.9.1.4. Annual	-						A	A	-	-
3.9.2. Decorations										
3.9.2.1. Overview	5						A	B	-	-
3.9.2.2. Décor 6	5						A	B	-	-
3.9.2.3. Forms	5						A	B	-	-
3.9.2.4. Formats	5						A	B	-	-
3.9.2.5. Monitoring	5						A	B	-	-
3.9.2.6. Edits	5						A	B	-	-
3.10. Retirements										
3.10.1. Overview	-						A	B	-	-
3.10.2. Certificates	-						-	A	-	-
3.11. AFPC Secure										
3.11.1. Base-Level Service Delivery Model (BLSDM)										
3.11.1.1. Rosters	-						A	B	-	-
3.11.1.2. Duty Status	-						A	B	-	-
3.11.1.3. Product Requests	-						A	B	-	-
3.11.2. Assignment Management System (AMS) Records Retrieval	-						A	B	-	-
3.11.3. Personnel Records Display Application (PRDA) Records retrieval	-						A	B	-	-
3.11.4. Case Management System (CMS) Status	-						A	B	-	-
3.11.5. Duty Title Update	-						A	B	-	-
3.12. Personnel Reliability Program (PRP)										
3.12.1. Overview	-						-	B	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	Course	CDC
3.12.2. Requirements	-						-	-	-	-
3.12.3. Training	-						-	-	-	-
3.12.4. Codes	-						-	-	-	-
3.12.5. Unit Deployments and Redeploying Actions	-						-	-	-	-
3.12.6. Personnel Transfers	-						-	-	-	-
3.12.7. Discrepancy Reports	-						-	-	-	-
<b>3.13. Unit Fitness Program Manager (UFPM)</b>										
3.13.1. Overview	-						A	B	-	-
3.13.2. Roles and Responsibilities	-						-	B	-	-
3.13.3. Air Force Fitness Management System (AFFMS)	-						-	-	-	-
3.13.4. Fitness Screening Questionnaire (FSQ)	-						-	-	-	-
3.13.5. Schedule	-						-	-	-	-
3.13.6. Remedial Classes	-						-	-	-	-
3.13.7. Case Files	-						-	-	-	-
<b>3.13.8. Physical Training Leader (PTL)</b>										
3.13.8.1. Overview	-						A	B	-	-
3.13.8.2. Roles and Responsibilities	-						A	B	-	-
<b>4. EXECUTIVE SUPPORT</b> TR: AFI 34-1201, AFPAM 34-1202										
<b>4.1. Protocol</b>										
4.1.1. Etiquette	-						A	B	-	-
4.1.2. Roles and Responsibilities	-						A	B	-	-
4.2. Flags	-						-	-	-	-
4.3. Distinguished Visitors (DVs)	-						-	-	-	-
4.4. Transportation	-						-	-	-	-

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		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	Course	CDC
4.5. Titles and Forms of Address	-						A	A	-	-
4.6. Precedence	-						-	-	-	-
4.7. Seating	-						-	-	-	-
4.8. Customs and Courtesies	-						-	-	-	-
4.9. Functions										
4.9.1. Military	-						-	-	-	-
4.9.2. Social	-						-	-	-	-
<b>5. POSTAL &amp; OFFICIAL MAIL</b> TR: AFPDs 31-4, 33-3; DoD 4525.6M_AFMAN 33-306, DoDI 4525.8, USPS Pub 52, and USPS HBK T-7										
5.1. Overview										
5.1.1 Overview of Military Postal Service (MPS)	5						A	A	-	-
5.1.2. MPS Chain of Command	-						-	A	-	-
5.1.3. Responsibilities										
5.1.3.1. Assistant Deputy Under Secretary of Defense for Acquisition, Transportation and Logistics (ADUSD AT&L)	-						-	A	-	-
5.1.3.2. Executive Director, Military Postal Service Agency (MPSA)	-						-	A	-	-
5.1.3.3. Joint Military Postal Activities (JMPA) in Postal Matters	-						-	A	-	-
5.1.3.4. MAJCOM Postal Representative	-						-	A	-	-
5.1.3.5. Higher Headquarters Military Postal Service	-						-	A	-	-
5.1.3.6. Official Mail Managers (OMM)	-						-	A	-	-
5.1.4. Relationship of United States Postal Service (USPS) to Military Postal Service (MPS)	-						-	B	-	-
5.1.5. Additional Training Resources	-						-	A	-	-

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		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	Course	CDC
5.2. Postal Mail Functions										
5.2.1. Official Mail Center (OMC)	5						A	A	-	-
5.2.2. Activity Distribution Office (ADO)	5						A	A	-	-
5.2.3. Aerial Mail Terminal (AMT) Functions	-						-	A	-	-
5.2.4. Military Post Office (MPO)	-						-	A	-	-
5.2.5. Postal Service Centers (PSC)	-						-	A	-	-
5.2.6. Mail Control Activity (MCA)	-						-	A	-	-
5.3. Mail Processes										
5.3.1. Mail Classes	5						A	B	-	-
5.3.2. Incoming Mail										
5.3.2.1. Overview	-						A	B	-	-
5.3.2.2. Verify	5						A	b	-	-
5.3.2.3. Inspect	5						A	b	-	-
5.3.2.4. Process	5						A	b	-	-
5.3.3. Outgoing Mail										
5.3.3.1. Overview	-						A	B	-	-
5.3.3.2. Preparing	5						-	B	-	-
5.3.3.3. Inspecting	5						-	B	-	-
5.3.3.4. Processing	5						-	B	-	-
5.3.4. Suspicious Mail										
5.3.4.1. Handling	5						A	A	-	-
5.3.4.2. Investigative Agencies	-						A	A	-	-
5.3.5. Mail Security										
5.3.5.1. Classification	5						A	B	-	-
5.3.5.2. Packaging	5						A	B	-	-
5.3.5.3. Tracer Actions	-						-	A	-	-
5.3.6. Directory/Locator Services										
5.3.6.1. Mail Requiring Directory Services	-						-	A	-	-
5.3.6.2. General Delivery Mail	-						-	A	-	-
5.3.6.3. Undeliverable Mail	-						-	A	-	-
5.3.7. Claims	-						-	B	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	Course	CDC
<b>6. COMMANDER SUPPORT</b> TR: AFI 33-328, 34-1201, 36-2905, 38-206, 44-120, 64-117, 65-103, 65-114; AFPAM 34-1202; www.defense travel.osd.mil, <a href="http://www.defensetravel.dod.mil">www.defensetravel.dod.mil</a>										
6.1. Commander Programs										
6.1.1. Defense Travel System (DTS)										
6.1.1.1. Overview	-						A	A	-	-
6.1.1.2. Roles and Responsibilities	-						-	A	-	-
6.1.1.3. Maintenance Tools and People	-						-	-	-	-
6.1.1.4. Reports	-						-	-	-	-
6.1.1.5. Tier II Help Desk	-						-	-	-	-
6.1.1.6. Routing Lists	-						-	-	-	-
6.1.1.7. Lines of Accounting	-						-	-	-	-
6.1.2. Orders										
6.1.2.1. Administrative	-						-	-	-	-
6.1.2.2. Temporary Duty	-						-	-	-	-
6.1.3. Government Purchase Card (GPC)										
6.1.3.1. Overview	-						A	B	-	-
6.1.3.2. Purchase Card Uses	-						-	B	-	-
6.1.3.3. Purchase Card Benefits	-						-	B	-	-
6.1.3.4. Purchase Card Online System (PCOLS)										
6.1.3.4.1. Overview	-						-	B	-	-
6.1.3.4.2. Roles and Responsibilities	-						-	B	-	-
6.1.3.4.3. Procedures	-						-	B	-	-
6.1.4. Government Travel Card (GTC)										
6.1.4.1. Overview	-						A	B	-	-
6.1.4.2. Roles and Responsibilities	-						-	B	-	-
6.1.4.3. Maintenance	-						-	-	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	Course	CDC	Course	CDC
6.1.5. Trusted Agent/Unit Demand Reduction Program Monitor										
6.1.5.1. Overview	-						A	B	-	-
6.1.5.2. Required Documents for Testing	-						-	-	-	-
6.1.5.3. Chain of Custody Form, DD Form 2624	-						-	-	-	-
6.1.5.4. Drug Testing Supplies	-						-	-	-	-
6.1.5.5. Testing at Geographically Separated Units	-						-	-	-	-
6.2. Ceremony Support										
6.2.1. Protocol	-						A	A		
6.2.2. Commanders Call	-						A	A	-	-
6.2.3. Promotion	-						A	A	-	-
6.2.4. Retirement	-						A	A	-	-
6.2.5. Reenlistment	-						A	A	-	-
6.2.6. Change of Command	-						A	A	-	-
<b>7. COMPUTER-BASED TRAINING</b> TR: AF e-Learning										
7.1. 5-Skill Level Training Tracks	5						-	-	-	-
7.2. 7-Skill Level Training Tracks	7						-	-	-	-

**Section B – Course Objective List**

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

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

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

**Section C - Support Materials**

**9.** The following list of support materials is not all-inclusive; however, it covers the most frequently referenced areas. The most current products are available for download at the 81 TRSS/TSQ web page at [https://cs3.eis.af.mil/sites/20946/AFKN\\_Docs/Forms/AllItems.aspx](https://cs3.eis.af.mil/sites/20946/AFKN_Docs/Forms/AllItems.aspx). Procedures for requesting product development are found in AFI 33-154.

Generic AFJQSs/AFQTPs applicable to AFSC 3A1X1:

<u>Publication Number</u>	<u>Pseudo File Code</u>	<u>Publication Title</u>
AFJQS 3DXXX-200TBA	N/A	Training Business Area
AFQTP 3DXXX-225M	N/A	MAJCOM Functional Managers Handbook

**Section D - Training Course Index**

**10. Purpose.** This section of the CFETP identifies training courses available for continuation/ supplemental training. For information on all formal courses, refer to the Air Force Education and Training Course Announcements (ETCA) database at <https://etca.randolph.af.mil/>.

**Interservice Postal Training Activity (IPA) In-Residence Courses.**

<u>Course Number</u>	<u>Course Title</u>	<u>Location</u>
E5ALA8M000 00BA	Postal Operations Course	Ft. Jackson SC
E5ALA8M000 00AA	Postal Supervisory Course	Ft. Jackson SC

**11. Air Force In-Residence Courses.**

<u>Course Number</u>	<u>Course Title</u>	<u>Location</u>
E3ABR3A1X1 00AA	Administration	Keesler AFB MS
MFSS200	Protocol Fundamentals	Maxwell AFB AL
TBD	DISN VTC Facilitator	Williamsburg VA

**12. Air University/A4L Courses.**

For a current listing of Air University A4/6 courses go to <http://www.au.af.mil/au/afiadl>.

**13. Exportable Courses.**

For a current listing of available CBT courses refer to AF e-Learning at <https://www.my.af.mil>.

For a current listing of available CBT courses refer to Defense Information System Agency <http://www.disa.mil/>.

***Section E - MAJCOM Unique Requirements***

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