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FINANCIAL MANAGEMENT AND COMPTROLLER

CAREER FIELD EDUCATION AND TRAINING PLAN



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SUMMARY OF CHANGES

Major publication changes include the following:

- Updated STS tasks
 - Task re-alignment
 - FMCJ task changes
- Updated 9.1.1 – enlisted career pyramid
- Updated 9.1.2 – Occupational badge
- Updated enlisted career path chart
- Removed requirement to complete A1 UTC tasks for those assigned to the A7 UTC; para 6.2. Journeyman 5-Level
- Added contingency training section; Part I, Section F
 - Includes new TQT requirements
- Updated training course index; Part II, Section D
- Added sample workload mitigation plan template & the excel CFETP STS to attachments

AFSC 6F0X1

FINANCIAL MANAGEMENT AND COMPTROLLER

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**FINANCIAL MANAGEMENT AND COMPTROLLER
SPECIALTY AFSC 6F0X1
CAREER FIELD EDUCATION AND TRAINING PLAN**

PART I

PREFACE

1. Career Field Education and Training Plan (CFETP) This Career Field Education and Training Plan is a comprehensive education and training document identifying life-cycle education and training requirements, support resources, and the minimum core task requirements for this specialty. The CFETP will provide personnel a clear career path to success and instill rigor in all aspects of career field training.

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

2. CFETP Parts The CFETP consists of two parts, and supervisors will plan, manage, and control training within this specialty using both parts of the plan.

2.1. Part I provides information necessary for overall management of the specialty.

Section A: Explains how everyone will use the plan.

Section B: Identifies information for career field progression, duties and responsibilities, training strategies, and career field path.

Section C: Associates each level with specialty qualifications (knowledge, education, experience, training, and other).

Section D: Indicates resource constraints. Some examples are funds, manpower, equipment, facilities.

Section E: Identifies requirements for transition training guide for SSgt through MSgt.

2.2. Part II will be used by unit level supervisors and trainers to identify, plan, and conduct training commensurate with the overall goals of this plan.

Section A: Identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) conducted training, core task and correspondence course requirements.

Section B: Contains the course objective list and training standards, which supervisors will use to determine if Airman satisfied training requirements.

Section C: Identifies available support materials. An example is a Qualification Training Package (QTP), which may be developed to support proficiency training.

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 MAJCOM unique training requirements supervisors can use to determine additional training required for the associated qualification needs.

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

ABBREVIATIONS

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

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

Career Field Education and Training Plan (CFETP). A CFETP is a comprehensive, multi-purpose document covering the entire spectrum of education and training for a career field.

Control AFSC (CAFSC). The CAFSC is a management tool to make assignments, assist in determining training requirements, and consider individuals for promotion. Often an enlisted Airman's PAFSC will reflect a higher skill level than their CAFSC since the CAFSC skill level is tied to rank while the PAFSC skill level is tied to upgrade training.

Core Task. Tasks the Air Force Career Field Manager (AFCFM) identify as minimum qualification requirements for everyone within an AFSC, regardless of duty position. Additionally, core tasks are any tasks identified by higher headquarters for personnel to perform during deployments, contingencies, or wartime. Core tasks for a particular skill level or in general across the AFSC are specified.

Course Objective List (COL). A publication derived from initial and advanced skills course training standards. Tasks, knowledge requirements, and respective standards to achieve a 3-/7-skill level in this career field are identified. Supervisors use the COL to assist in conducting graduate evaluations in accordance with DAFI36-2670, *Total Force Development*.

Duty AFSC (DAFSC). The DAFSC reflects the actual manpower position the Airman is assigned to. Usually, the PAFSC, DAFSC, and CAFSC will be the same. However, the PAFSC, DAFSC, and CAFSC may vary due to situations such as retraining, special duties, or upgrade training. Additionally, Airmen that have retrained into multiple specialties will have several secondary AFSCs (2AFSC, 3AFSC, etc.).

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

Field Technical Training (Type 4). Special or regular on-site training conducted by a field training detachment (FTD) or by a mobile training team.

Initial Skills Training. A formal in-resident course that results in award of the 3-skill level.

Instructional System Development (ISD). A deliberate and orderly process for developing, validating, and reviewing instructional programs that teaches personnel the knowledge and skills essential for successful job performance.

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

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

Primary AFSC (PAFSC). The PAFSC is the designation for the specialty in which the individual possesses the highest skill level and is, therefore, the AFSC that he or she is best qualified to perform.

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 up-to-date 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.

Resource Training Center (RTC). The career field's central repository of training resources supporting the full spectrum of Financial Management (FM) capabilities and bridging the gap between formal and informal training.

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

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

Specialty Training Standard (STS). An Air Force publication that describes skills and knowledge that Airman in a particular Air Force specialty needs on the job. It further serves as a contract between the Air Education and Training Command and the user to show the overall training requirements for an Air Force specialty code that the formal schools teach.

Standard. An established and defined practice or procedure used in measuring results.

Total Force. All collective Air Force components (active, reserve, guard, and civilian elements) of the United States Air Force.

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

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

Upgrade Training (UGT). Training that leads to the award of a higher skill level.

Utilization and Training Workshop (U&TW). A forum of the Career Field Manager (CFM), MAJCOM Chief Enlisted Managers (CEM), Subject Matter Experts (SME), and AETC training personnel that determines career field training requirements.

SECTION A – GENERAL INFORMATION

1. Purpose This CFETP provides the information necessary for Air Force Career Field Managers (AFCFM), Chief Enlisted Managers (CEM), 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. Normally, Air Education and Training Command (AETC) conducts this training at one of the technical training bases. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3-, 5-, 7-, 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 will provide the performance skills and knowledge required to do the job. Selected Airman will use advanced formal specialty training. Proficiency training, either in-residence or exportable, is additional training, advanced training courses, or on-the-job training provided to personnel to increase their skills and knowledge beyond the minimum requirement for upgrade. The CFETP has several purposes:

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

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

1.3. Lists training courses available in this AFS, identifies sources of training, and the training delivery method.

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

2. Uses. CEMs, Senior Enlisted Leaders, and supervisors will use this plan to ensure comprehensive and cohesive training programs are available for each individual in the specialty. Each enlisted financial manager should have a copy of this plan for their personal reference.

2.1. AETC training personnel, to include the Resource Training Center (RTC), will develop or revise formal resident, non-resident, field, and exportable training based on requirements established by the users and documented in Part II of the CFETP. They also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

2.2. CEMs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. Identified training requirements can be satisfied through OJT, resident training, contract training, or exportable courses. MAJCOMs must identify developed training to support this AFSC for inclusion into this training plan.

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

3. Coordination and Approval The CFM is the approval authority and 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.

4. Interim CFETP Changes The CFM can approve CFETP changes at any time. Messages, emails, or other documentation that identifies CFM approved changes will serve as the official CFETP supplement until the next formal CFETP revision.

SECTION B – CAREER FIELD PROGRESSION AND INFORMATION

5. Specialty Description Financial Management and Comptroller (Apprentice AFSC 6F031, Journeyman AFSC 6F051, Craftsman AFSC 6F071, Senior Enlisted Leader AFSC 6F091, CEM Code 6F000)

5.1. Specialty Summary.

5.1.1. Financial Management and Comptroller Apprentice, AFSC 6F031: Performs financial management activities. Provides customer service and effectively communicates financial matters and data to unit, leadership, and customers. Demonstrates critical thinking through reading and interpreting regulations by analyzing the information objectively and making a reasonable judgement. Evaluates and analyzes financial data issues using logical thoughts and determines the best solution. Maintains financial records for pay and travel transactions. Briefs status of funds for assigned Organization to flight leadership or Comptroller. Maintains accounting records and prepares reports. Determines fund availability and propriety of claims. Accounts for and safeguards cash, checks, and other negotiable instruments. Prepares commitments, obligations, payments and collections. Adheres to compliance and audit requirements. Assists in developing and compiling financial data with Microsoft (MS) Excel or Power BI and PowerPoint for preparation of budgets, budget execution plans and reports, and narrative justifications.

5.1.2. Financial Management and Comptroller Journeyman, AFSC 6F051: Supervises and performs Financial Management and Comptroller decision support activities. Trains for deployment operations to deliver financial management support and customer service to deployed personnel and site commander. Maintains financial records for pay and travel transactions. Maintains accounting records and prepares reports. Determines fund availability and propriety of claims. Prepares and processes commitments, obligations, payments and collections. Accounts for and safeguards cash, checks, and other negotiable instruments. Processes commitments and obligations, payments, and collections. Serves as the financial advisor to commanders and resource managers by creating and sustaining data visualization (dashboards) to assist with data-driven decisions. Adheres to compliance and audit requirements. Compiles, analyzes, and summarizes data with MS Excel, Power BI and PowerPoint for preparation of budgets, budget execution plans and reports, and narrative justifications.

5.1.3. Financial Management and Comptroller Craftsman, AFSC 6F071: Supervises and manages Financial Management and Comptroller decision support activities. Trains for deployment operations to deliver financial management support and customer service to deployed personnel and site commander. Determines fund availability and propriety of claims. Processes commitments, obligations, payments and collections. Maintains accounting records and reviews financial reports. Accounts for and safeguards cash, checks, vouchers, and other negotiable instruments. Serves as the financial advisor to commanders and resource managers by creating and sustaining data visualization (dashboards) to assist

with data-driven decisions. Adheres to compliance and audit requirements. Compiles, analyzes, and summarizes data with MS Excel, Power BI, and PowerPoint for preparation of budgets, budget execution plans and reports, and narrative justifications. Supports data visualization through big data manipulation.

5.1.4. Financial Management and Comptroller Senior Enlisted Leader, AFSC 6F091/Chief Enlisted Manager (CEM) Code 6F000: This position provides leadership, management, and guidance in organizing, equipping, training, and mobilizing the enlisted force within their organization to meet home station and expeditionary mission requirements. Senior Enlisted Leaders work closely with their commander and first sergeant to prepare the enlisted force to best execute mission requirements. They manage and direct resource activities as well as interpret and enforce policies and applicable directives. They also establish control procedures to meet mission goals and act as a liaison to the FM MAJCOM CEM on all enlisted issues along with the wing Command Chief on functional topics and enlisted issues. Additionally, they recommend or initiate actions to improve organizational effectiveness and efficiency as well as ensure the management of personnel and resources are consistent with current practices and procedures in support of the wing's mission.

5.2. Duties and Responsibilities.

5.2.1. Financial Management and Comptroller Apprentice, AFSC 6F031:

5.2.1.1. Acquires proficiency in financial management warfighting and general military skills.

5.2.1.2. Provides customer service. Interacts, effectively communicates, and coordinates with organizations on financial matters. Analyzes financial directives objectively and clearly communicate interpretation. Prepares, verifies, computes and processes pay transactions. Processes and verifies travel claims, estimates travel costs, determines fund availability, and performs follow-up on outstanding travel orders.

5.2.1.3. Processes financial transactions. Performs follow-up on commitments, outstanding obligations, military pay transactions, and processes disbursement and collection transactions. Disburses, collects, and safeguards cash, negotiable instruments and certified vouchers. Prepares accountability records and reports.

5.2.1.4. Records, reconciles, and verifies entries into automated systems based on accounting documents. Processes payment and collection vouchers. Maintains appropriated funds accounting records and files.

5.2.1.5. Provides customer service on financial data analysis for various organizations, vendors and the Travel Pay Processing Ellsworth. Reconciles funding authorities with accounting records. Prepares, and verifies financial reports.

5.2.1.6. Possesses knowledge and understanding on the basic functions and formulas of MS Excel or Power BI and PowerPoint. Utilizes MS Excel, Power BI and PowerPoint to gather, analyze, and prepare financial data and reports.

5.2.1.7. Assists in developing and compiling factors for planning, programming and budgeting. Assists in the preparation of budgets, execution plans, and reports. Assists in the preparation of narrative justifications to support financial requirements.

5.2.1.8. Uses analytical and critical thinking skills to provide financial guidance and decision support to all levels of leadership.

5.2.1.9. Adheres to compliance and audit requirements.

5.2.2. Financial Management and Comptroller Journeyman, AFSC 6F051:

5.2.2.1. Maintains proficiency and trains others in financial management contingency/warfighting and general military skills.

5.2.2.2. Provides customer service. Advises, interacts and coordinates with organizations on financial matters. Interprets financial directives. Prepares, verifies, computes, processes, and audits pay transactions. Processes, verifies, and audits travel claims, estimates travel costs, determines fund availability, and performs follow-up on outstanding travel orders for travelers.

5.2.2.3. Processes financial transactions. Performs follow-up on commitments, outstanding obligations, and processes disbursement and collection transactions. Disburses, collects, and safeguards cash, negotiable instruments and certified vouchers. Prepares accountability records and reports.

5.2.2.4. Determines propriety of funding and certifies fund availability. Records, reconciles, and verifies entries into automated systems based on accounting documents. Certifies and processes payment and collection vouchers. Maintains appropriated funds accounting records and files. Schedules, prepares, verifies, and submits financial reports.

5.2.2.5. Provides customer service and financial analysis for various organizations, vendors and the Travel Pay Processing Ellsworth. Reconciles funding authorities with accounting records.

5.2.2.6. Analyzes accounting reports and financial data to identify trends for evaluating effectiveness and efficiency of Air Force activities. Develops and compiles factors for improved planning, programming and budgeting. Prepares budgets, execution plans, and reports. Analyzes financial execution, identifies and explains variances, and prepares narrative justification to support financial requirements.

5.2.2.7. Reviews financial data for accuracy and resolves discrepancies. Receives, reconciles, and distributes funding authorities. Examines funding and reprogramming actions to determine financial implications. Reviews reimbursement program status.

5.2.2.8. Uses analytical and critical thinking skills to provide financial guidance and decision support to all levels of leadership.

5.2.2.9. Possesses knowledge and understanding on the intermediate functions and formulas of MS Excel and Power BI dashboard visualization. Utilizes MS Excel, Power BI and PowerPoint to gather, analyze, and prepare financial data and reports.

5.2.2.10. Adheres to compliance and audit requirements.

5.2.3. Financial Management and Comptroller Craftsman, AFSC 6F071:

5.2.3.1. Maintains proficiency and trains others in financial management contingency/warfighting and general military skills.

5.2.3.2. Plans, organizes, and schedules comptroller activities. Develops instructions, techniques, and performance standards for operating Financial Management systems.

5.2.3.3. Establishes internal controls to ensure compliance with directives, laws, and statutes. Prescribes procedures for jobs not covered by directive or precedent.

5.2.3.4. Provides customer service. Interacts and coordinates with organizations on financial matters. Interprets and supplements financial directives. Prepares, verifies, computes, processes, and audits pay transactions. Processes, verifies, and audits travel claims, estimates travel costs, determines fund availability, and performs follow-up on outstanding travel orders for travelers.

5.2.3.5. Processes financial transactions. Performs follow-up on commitments, outstanding obligations, and processes disbursement and collection transactions. Disburses, collects, and safeguards cash, negotiable instruments and certified vouchers. Prepares accountability records and reports.

5.2.3.6. Determines propriety and certifies fund availability. Records, reconciles, and verifies entries into automated systems based on accounting documents. Certifies and processes payment and collection vouchers. Maintains appropriated funds accounting records and files. Schedules, prepares, verifies, and submits financial reports.

5.2.3.7. Provides customer service and financial analysis for various organizations, vendors and the Travel Pay Processing Ellsworth. Reconciles funding authorities with accounting records.

5.2.3.8. Analyzes accounting reports and financial data to identify trends for evaluating effectiveness and efficiency of Air Force activities. Develops and compiles factors for improved planning, programming and budgeting. Prepares budgets, execution plans, and execution reports. Analyzes financial execution. Identifies and explains variances. Provides budget call instructions to organizations. Prepares narrative justification to support financial requirements.

5.2.3.9. Reviews financial data for accuracy and resolves discrepancies. Receives, reconciles, and distributes funding authorities. Examines funding and reprogramming actions to determine financial implications. Reviews reimbursement program status.

5.2.3.10. Performs audits as required by directives and adheres to compliance and audit requirements.

5.2.3.11. Uses analytical and critical thinking skills to provide financial guidance and decision support to all levels of leadership.

5.2.3.12. Functions as principal advisor to flight commander. Leads and develops enlisted members of the flight. Works hand in hand with Squadron Senior Enlisted Leader to provide decision support to leadership. Possesses knowledge and understanding on the advanced functions and formulas of MS Excel. Utilizes Excel, Power BI, dashboards and PowerPoint to gather, analyzes, and prepares financial data and reports. Supports data-driven decisions through big data manipulation.

5.2.4. Financial Management and Comptroller Senior Enlisted Leader/Chief Enlisted Manager (CEM), AFSCs 6F091 and 6F000:

5.2.4.1. Maintains proficiency and trains others in financial management contingency/warfighting and general military skills.

5.2.4.2. Leads, manages, plans, organizes, and directs Comptroller operations. Develops related reports. Improves work methods and procedures for internal control and efficient operation. Coordinates with units and other activities on matters pertaining to Comptroller policies, procedures, and operations.

5.2.4.3. Inspects, reviews, and examines Comptroller activities for operational efficiency and compliance with established procedures and policies. Takes or recommends corrective action.

5.2.4.4. Adheres to compliance and audit requirements.

5.2.4.5. Establishes internal controls to ensure compliance with directives, laws, and statutes. Prescribes procedures for jobs not covered by directive or precedent.

5.2.4.6. Studies and develops solutions to problems encountered by operating units in maintaining accounts, collecting and disbursing funds, paying military and civilian personnel and commercial accounts, and preparing reports and summary cost data.

6. Career Skill Progression. Adequate training and timely progression from the apprentice to the superintendent level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training do his or her part to plan, manage, and conduct an effective training program. The guidance provided in this part of the career field education and training plan ensures each individual receives viable training at appropriate points in their career.

6.1. Apprentice 3-Level. Financial Management and Comptroller AFSC 6F031: Initial skills training in this specialty consist of the tasks and knowledge training provided in the 3-skill level in-resident course. Individuals must complete the basic Financial Management Course for the 6F031 AFSC to be awarded. As a 6F031, you may be assigned to any functional area within a base level Comptroller organization.

6.2. Journeyman 5-Level. Financial Management and Comptroller, AFSC 6F051: The Financial Management Journeyman is a leader in the making. To attain the 5-skill level, Airmen must complete all STS core tasks, Unit Type Code (UTC) training based on the UTC the member is assigned to, job qualification training based on the duty task list, and FMCJ – Financial Operations **or** FMCJ – Financial Analysis based on duty section the airman is assigned to. Air National Guard and Air Force Reserve personnel must also complete the FMCJ available online when entered into 5-skill level upgrade training. This ensures adequate progression towards attainment of the higher skill level. Job qualification consists of completion of duty section task and knowledge areas. Senior Airmen will attend Airman Leadership School (ALS) before promotion to Staff Sergeant. Additional knowledge and use of automated systems is also required during this phase of an Airman's career. Active pursuit of an associate in applied science Degree (or equivalent) in Financial Management through the Community College of the Air Force (CCAF) or higher from an accredited university/college is highly encouraged.

5-level UGT Requirements <i>(If assigned to the XFFA1 UTC)</i>
FMCJ – Operations OR FMCJ – Analysis (determined by the section an individual is assigned to)
5-level STS core tasks
Job qualifications tasks (duty section tasks & knowledge areas)
XFFA1 UTC tasks

5-level UGT Requirements <i>(If assigned to the XFFA7 UTC)</i>
FMCJ – Operations OR FMCJ – Analysis (determined by the section an individual is assigned to)
5-level STS core tasks
Job qualifications tasks (duty section tasks & knowledge areas)
XFFA7 UTC tasks

6.3. Craftsman 7-Level. Financial Management and Comptroller, AFSC 6F071: Further broadening of our financial warrior and leader continues with the requirements set forth to obtain this skill level. The breadth of experience widens and the increase in responsibilities grows upon attainment of our Financial Management 7-skill level. To be upgraded to the 7-skill level in this specialty, individuals must be trained and signed-off on all core tasks, complete qualification training, and the 7-level craftsman course in-residence. In addition to this training, individuals must be signed off on all tasks listed on the XFFA2 Unit Type Code (UTC) task listing. Craftsmen may be assigned to any financial management functional area at base level or a MAJCOM/FOA staff (preferably as a MSgt). TSgt or TSgt selectees will complete the Non-Commissioned Officer Academy (NCOA) by correspondence or in-residence. MSgt's are encouraged to seek opportunities to complete Senior Non-Commissioned Academy (SNCOA) in-residence. MSgt's may also attend the Professional Financial Management Course (PFMC), which requires an associate degree through CCAF or an accredited university/college. CCAF or equivalent is highly recommended for all promotion eligible MSgt's. Obtaining a professional certification such as Certified Defense Financial Manager (CDFM), Certified Government Financial Manager (CGFM), etc. is encouraged. Additional certifications can be located through the AF Credentialing Opportunities On-Line (AF COOL) website. Individuals are highly encouraged to pursue a Baccalaureate Degree in a related functional field.

6.4. Senior Enlisted Leader 9-Level. Financial Management and Comptroller, AFSC 6F091: By obtaining this skill level, you are achieving a significant step towards the pinnacle of the enlisted career ladder. For upgrade to the 9-skill level in this specialty, you must be a SMSgt. SMSgt's or SMSgt selectees should attend the Senior Noncommissioned Officer Academy in-residence and will attend the Senior Enlisted Leader Workshop hosted by SAF/FM. Completion of the Defense Financial Management Course (DFMC) will further enhance this financial management leader's skills (completion of the SNCOA in-residence and an Associate in Applied Science Degree in Financial Management through CCAF or an associate degree from an accredited university/college are requirements for enlisted attendance). Completion of DoD FM Certification, Level 3 is required. Obtaining a professional certification such as Certified Defense Financial Manager (CDFM), Certified Government Financial Manager (CGFM), etc., is encouraged. Additional certifications can be located on the AF Credentialing Opportunities On-Line (AF COOL) website. Individuals should pursue a Baccalaureate Degree in a related field and certification under the SAF/FM Professional Development Program.

6.5. Job rotations. Allowing members to rotate sections adds depth and breadth to a career and is pivotal to the enhancement and professional development of each individual. This will promote a greater scope of knowledge and technical expertise. Enlisted members below the rank of SMSgt must rotate to a different section at a minimum of every 36 months. This does not preclude moving an individual to a different section prior to the 36th month and does not reset due to permanent change of station (PCS) or

permanent change of assignment (PCA). Sections include Financial Analysis, Financial Operations, Quality Assurance, Resource Advisor, and Major Command (MAJCOM) staff positions. Base level Senior Enlisted Leaders are authorized to postpone assignment to a different section due to mission requirements, upcoming separations, PCS, or deployments for up to one year. Extensions beyond one year must be approved by the MAJCOM CEM. Base level Senior Enlisted Leaders and CEMs will work together to ensure individuals assigned to one-deep positions are afforded the opportunity for job rotation when feasible. This may require transferring a person from one MAJCOM to another. Job rotations are not applicable to members of the Air Force Reserve, Air National Guard or Active Duty MSgts permanently assigned to a Senior Enlisted Leader billet at a Comptroller Squadron or Flight.

6.6. FM Certification. The FY12 National Defense Authorization Act authorized the Secretary of Defense to establish a Financial Management Professional Certification Program that requires all who perform Financial Management functions to attain and maintain a DoD FM Certification. Achieving this certification serves as a guide towards professional development, helps identify training when seeking new responsibilities, and improves Financial Management and leadership skills. Additional guidance can be found in Department of Defense Instruction (DoDI) 1300.26, *Operation of the DoD Financial Management (FM) Certification Program*.

6.6.1. DoD FM Certification applies to officer, enlisted, and civilian personnel occupying financial management-coded positions. It provides guidance relating to certification requirements applicable to the 6F0X1 career specialty.

6.6.2. Certification Requirements. The financial management & comptroller career path includes three progressive levels of certification. Each level identifies the completion of specific training, education and experience requirements.

6.6.3. Certification/Skill Level/Grade Association. Air Force financial management & comptroller has determined that positions on unit manning documents should be coded to require levels of certification commensurate with the required grade of the position. DoD FM certification is designed to be a balanced and progressive program of training, experience, and education. It is not intended for quick attainment without having practical on-the-job experiences to accompany the certification. SAF/FM (FME) has final approval authority for enlisted members to attend any in house non FM myLearn training course. See the table below for established position certification levels by grade:

Rank	POSITION CERTIFICATION LEVEL	SEI
AB / Amn	None	NA
A1C / SrA / SSgt	Level I	096
TSgt / MSgt	Level II	097
SMSgt / CMSgt	Level III	098

6.6.4. Satisfying DoD FM Certification Requirements. Reference the FM Certification Program page under quick links on the <https://comptroller.defense.gov> site or DOD INSTRUCTION 1300.26.

6.6.5. Continuous Education Training (CET). Complete the requisite quantity of CETs credits every 2 years to sustain the achieved certification level. Reference the FM Certification Program page under quick links on the <https://comptroller.defense.gov> site or DOD INSTRUCTION 1300.26.

6.7. Special Experience Identifiers (SEI).

6.7.1. Purpose. SEIs identify special experience and training not otherwise identified within the personnel data system (PDS). They are used when identifying experience or training is critical to the job and person assignment match and no other identification is appropriate or available. SEIs are tied to the assignment process and better distribute personnel to optimize the job and person match.

6.7.2. Financial Management & Comptroller SEIs. SEIs reflects DoD FM certification and warrant level:

6.7.2.1. SEI Code 096. Represents DoD FM Level I certification.

6.7.2.2. SEI Code 097. Represents DoD FM Level II certification

6.7.2.3. SEI Code 098. Represents DoD FM Level III certification.

6.7.3. Each member is responsible for ensuring the appropriate SEI code is reflected on their records. Supervisors and SELs should ensure that the SEI code aligns with rank and updated timely with assistance from the Commander Support Staff (CSS) or local Military Personnel Section (MPS).

7. Training Decisions. The CFETP uses a building block approach (simple to complex) to complete training requirements for the Financial Management and Comptroller career field. It 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.

- A Specialty Training Requirement Team (STRT) was held August 2018 followed by the Utilization and Training Workshop (U&TW) to review and discuss STS tasks related to the Financial Management and Comptroller career field. These U&TW decisions form the basis of the STS items found in Part II, Section A of this CFETP and are considered necessary training requirements, both during initial skills training and beyond, to support this AFSC in the future.
- The Training Planning Team (TTP) was held from 27 – 28 June 2022 to review and make changes to the Apprentice course and FMCJ courses.

7.7. Initial Skills Training. The initial skills course is designed to prepare the graduate to begin working in any base-level Financial Management and Comptroller organization. An outcome of the U&TW includes increased training in Customer Service, Critical Thinking, Communication Skills, Microsoft Office applications, and locating and interpreting publications.

7.8. 5-Level Upgrade Requirements. Financial Management and Comptroller, AFSC 6F051: Successful completion of the Financial Management and Comptroller Journeyman course online is required for upgrade. The major outcome of the TTP was the removal of the FMCJ – Fundamentals course.

7.9. 7-Level Upgrade Requirements. Financial Management and Comptroller, AFSC 6F071: Includes tasks related to the Financial Management and Comptroller career field and successful completion is required for upgrade. The 7-level in-residence course provides financial managers an understanding of skills necessary for deployment to a contingency operation. Completion of the course, all core tasks, job qualification training, and tasks listed on the XFFA2 Unit Type Code (UTC) task listing are required for upgrade.

7.10. Proficiency Training. Additional knowledge and skill requirements not taught through initial skills or upgrade training are available through supplemental training courses. Personnel should take active interest in obtaining additional training at every opportunity. Record additional proficiency training in an approved records system.

8. Community College of the Air Force. Enrollment in CCAF occurs upon completion of Basic Military training. CCAF provides the opportunity to obtain an Associate of Applied Sciences Degree. Additional off-duty education is a personal choice that is encouraged for all. Individuals desiring to become an AETC Instructor must possess as a minimum an Associate Degree or should be actively pursuing an associate degree. Special Duty Assignment requires an AETC instructor candidate to have a CCAF degree or be within one year of completion (45 semester hours). A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

8.1. Degree Requirements: Prior to completing an associate degree, the members must be awarded their 5-level and the following CCAF requirements must be met:

Semester Hours	
Technical Education	24
Leadership, Management, and Military Studies	6
Physical Education	4
General Education	15
Program Elective	15
Technical Education; Leadership, Management, and Military Studies; or General Education Total	64

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

8.1.2. Technical Core Subject/Courses include the following with maximum semester hours in parenthesis: American Society of Military Comptrollers Certified Defense Financial Manager Certification (6); Business Law (6); Business Mathematics (3); CCAF Internship (18); Financial Analysis (9); Financial Principles/Management (9); Microcomputer Software Applications (6); Military Pay & Accounting (12); Principles of Accounting (6); Statistics (3); and Travel Accounting (3).

8.1.3. Technical Electives Subject/Courses include the following with maximum semester hours in parenthesis: Business Finance (3); Computer Science (6); International Finance (3); Leadership/ Management (3); Managerial Communications (3); Money and Banking (6); Principles of Economics (Micro/Macro) (6); and Principles of Marketing (3).

8.1.4. Leadership, Management, and Military Studies (6 semester hours). Professional military education and/or civilian management courses.

8.1.5. Physical Education (4 semester hours). This requirement is satisfied by completion of Basic Military Training.

8.1.6. General Education (15 semester hours). Applicable courses must meet the criteria for application of courses to the General Education Requirements (GER) and be in agreement with the definitions of applicable General Education subject/courses as provided in the CCAF General Catalog.

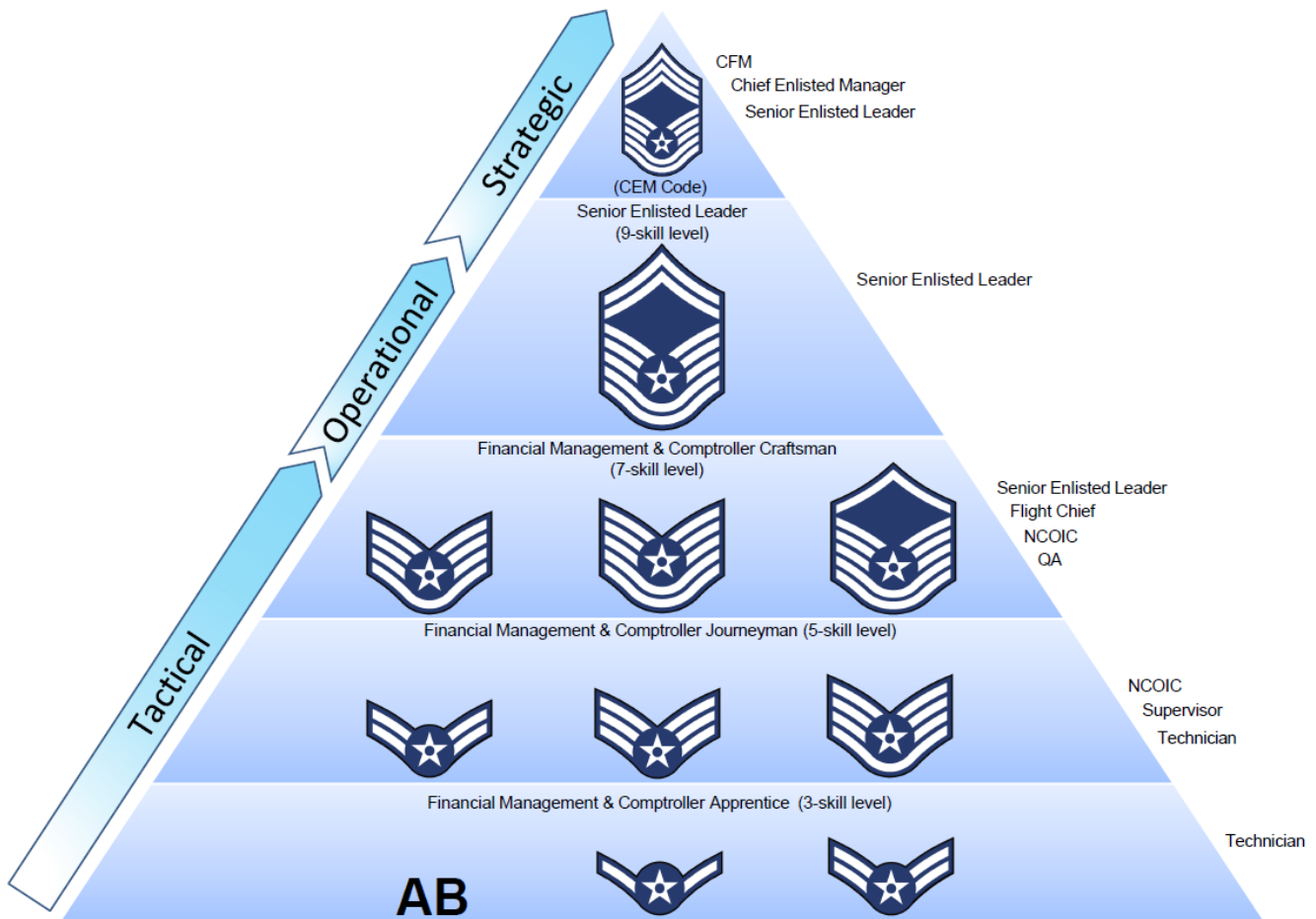
8.1.7. Program Elective (15 Semester Hours). Satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subjects and courses, including natural science courses meeting GER application criteria. Nine semester hours of CCAF degree applicable technical credit otherwise not applicable to this program may be applied. See the *CCAF General Catalog* for details regarding the Associates of Applied Sciences degree for this specialty.

8.2. Off-Duty Education. Additional off-duty education is a personal choice that is encouraged for all.

9. 6F0X1 Education and Career Development Plan.

9.1. Career Field Path. The following charts depict a complete picture of education, training, certification, and assignment positions through all 6F0XX skill levels. Information outlined in each of these two figures represents a "snapshot" of the Financial Management and Comptroller career field as of the publication date of this CFETP. This information should be understood as labeled (e.g., "average" promotion TIS, "desirable" education status, and possible duty level/assignment) and not interpreted as AFSC requirements. Air Force Enlisted Classification Directory, Airman Classification, contains a specialty summary, duties and responsibilities, and specialty qualifications for all AFSCs.

9.2. Enlisted Career Pyramid



The above pyramid depicts the path of the typical financial management & comptroller Airman and is not intended to be restrictive in any form.

9.3. Occupational Badge



Wear the basic badge after completing technical school.



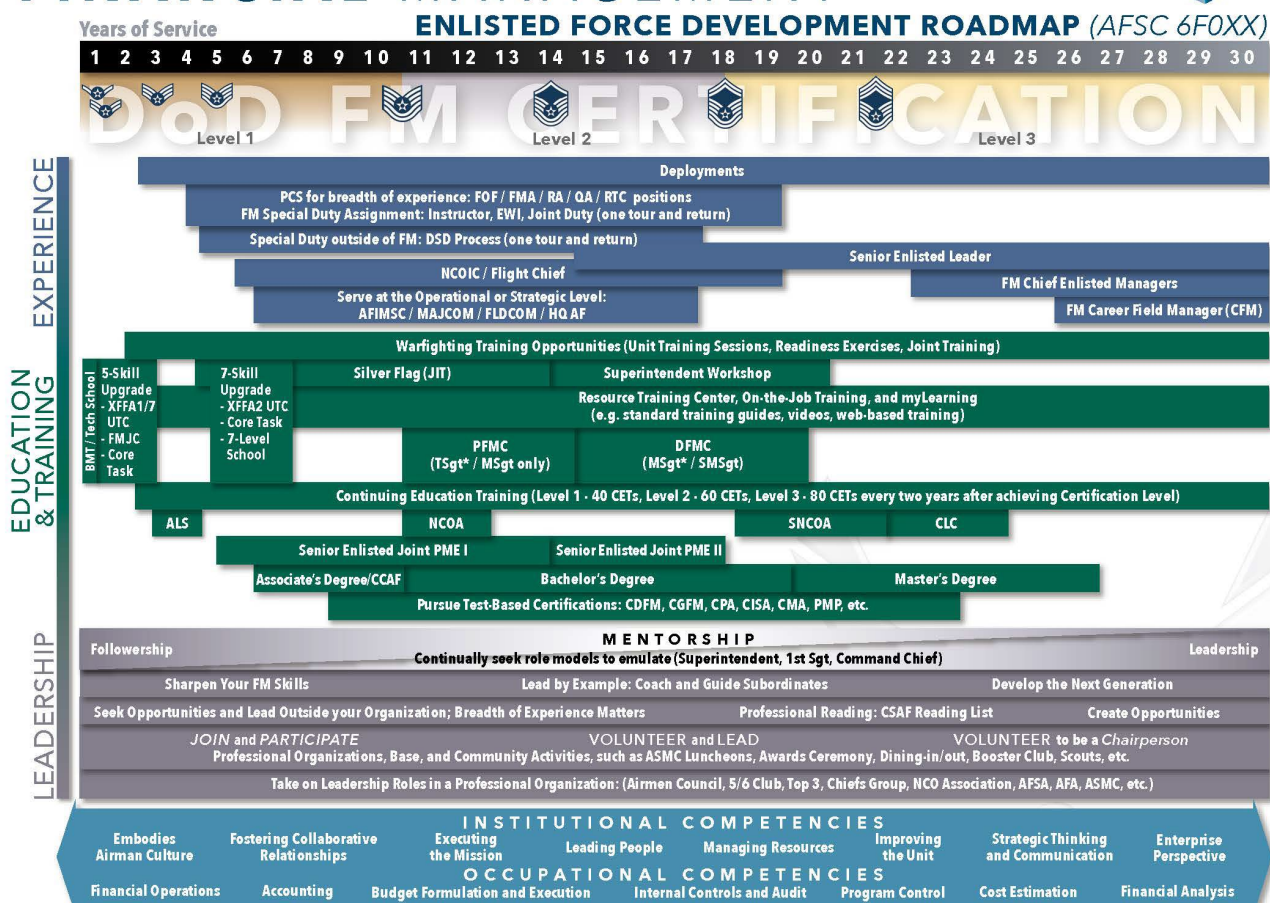
Wear the senior badge after award of the 7-skill level.



Wear the master badge upon promotion to MSgt. Exception: MSgt cross-trainees must have at least 6 years in the 6F AFSC.

9.4. Enlisted Career Path The following table completes the career field path area and presents education, training, and grade mandatory requirements for all aspects of an AFSC. Together with the figure at paragraph 9.1, this table provides enlisted Financial Management and Comptroller personnel with a complete, viable path/outline, which, if followed, should result in a highly successful career in the 6F0XX AFSC.

FINANCIAL MANAGEMENT



* By Exception Only

Air Force Enlisted Career Path

Education and Training Requirements	Rank	Average Sew-On	Earliest Sew-On	High Year of Tenure
Basic Military Training School				
Apprentice Technical School (3-Skill Level)	Amn A1C	6 months 10 months		
Upgrade to Journeyman (5-Skill Level) - Minimum 12 months on-the-job training. - Minimum 9 months on-the-job training for re-trainees. - Complete Financial Management and Comptroller Journeyman (FMCJ) course - FMCJ – Operations or FMCJ – Analysis (determined by the member's duty section). - Complete XFFA1 or the XFFA7 UTC tasks (refer to para 6.2) <u>Note:</u> FMCJ – Ops & FMCJ – Analysis courses will also be available for just-in-time training as personnel rotate.	Amn A1C SrA	10 months 3 years	28 months	10 years
Airman Leadership School - Must be a SrA with 48 months time-in-service or be a SSgt select. - Prerequisite for SSgt sew-on (Active Duty Only).	Trainer - Signed off on tasks to be trained. - Completed the Air Force Training Course Recommended by their supervisor.			
Upgrade to Craftsman (7-skill level) - Minimum rank of SSgt - Minimum 12-months on-the-job training (6 months for re-trainees) - Complete XFFA2 UTC tasks - Attend Craftsman course	SSgt	4.5 years	3 years	20 years
Noncommissioned Officer Academy - Must be a TSgt or TSgt select. - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only).	TSgt MSgt	12.5 years 16 years	5 years 8 years	22 years 24 years
USAF Senior NCO Academy - Must be a MSgt or SMSgt select. - Resident graduation is a prerequisite for SMSgt sew-on. (Active Duty Only)	SMSgt	19.2 years	11 years	26 years
Upgrade to Senior Enlisted Leader (9 Skill Level) - Minimum rank of SMSgt.	CMSgt	21.5 years	14 years	30 years

SECTION C – SKILL LEVEL TRAINING REQUIREMENTS

10. 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.

11. Training Requirements.

11.1. Apprentice Level Training (3-Level)

11.1.1. Specialty Qualification. This information is derived from the official specialty description in the AFECD.

11.1.2. Knowledge. (Financial Management and Comptroller AFSC 6F031): Knowledge of career ladder progression, AF organizations' functions and missions, financial improvement and audit readiness, customer service, federal budget system, fiscal law, funds distribution, budget principles and execution, accounting and payment principles/procedures, contingency operations, financial management systems and basic computer applications, pay/entitlements and allowances, duty status, deductions, allotments, indebtedness, courts martial sentences and non-judicial punishment, military payments computation, interpret MMPA, military and dependent PCS/retirement and separation travel, military and civilian TDY, travel card program, reporting requirements, analysis techniques, Financial Management policies, procedures and regulations, management principles and controls, critical thinking techniques, MS Excel advance, ethics, visual, oral, and written presentation techniques and Air Force missions.

11.1.2.1. Education. For entry into this specialty, completion of high school courses in mathematics, accounting, business law, ethics, and computer applications are desirable.

11.1.2.2. Training. The following training is mandatory as indicated for award of AFSC 6F031: Completion of the Financial Management and Comptroller Apprentice course.

11.1.2.3. Experience. None required.

11.1.2.4. Other. The following are mandatory for entry, award, and retention of the Financial Management and Comptroller Apprentice AFSC (6F031): No record of conviction by a civilian court for offenses involving larceny, robbery, wrongful appropriation, burglary, or fraud. Never received non-judicial punishment under the Uniform Code of Military Justice (UCMJ) for offenses involving acts of larceny, wrongful appropriation, robbery, burglary or fraud as defined in UCMJ Articles 121, 122, 129, and 132 or never been convicted by military courts-martial for these same offenses. For award and retention of AFSC 6F031, the member must maintain an Air Force Network License.

11.1.2.5. Training Sources and Resources. Formal AETC initial skills course provide the required knowledge and task proficiency training for award of the 3-skill level.

11.1.2.6. Implementation. Upon graduation from Basic Military Training, Airmen are assigned to the 335th Training Squadron at Keesler AFB, MS to attend formal technical training. This training culminates with foundational skills within this specialty. Successful completion of formal technical training results in the award of the 3-skill level.

11.2. Journeyman Level Training (5-level)

11.2.1. Specialty Qualification. This information is from the official specialty description in the ECD.

11.2.1.1. Knowledge. (Financial Management and Comptroller AFSC 6F051): Knowledge of career ladder progression, Fiscal Law, accounting and payment principles/procedures, contingency operations, Financial Management systems and basic computer applications, military pay and entitlements, allowances, duty status, deductions, allotments, indebtedness, reenlistments, courts martial sentences and non-judicial punishment, civilian pay, dependency determination, military/civilian/dependent PCS and retirement/separation travel, travel card program, DDO operations, cost and economics, competitive sourcing, Air Force organizations' functions and missions, quality assurance program, customer service principles, Federal budgets system, O&M execution plans, funds distribution, reporting requirements, analysis techniques, financial management policies, procedures and regulations, management principles and controls, budgeting principles and execution, MS Excel, financial management critical thinking techniques, ethics, visual, oral, and written presentation techniques, and Air Force missions.

11.2.1.2. Education. There are no formal education requirements for upgrade to AFSC 6F051. However, progress toward an Associate in Applied Science Degree from CCAF or an associate degree from an accredited university/college is highly encouraged.

11.2.1.3. Training. The following training is mandatory as indicated: Completion of the Financial Management and Comptroller Journeyman courses online. See para 12.1 & 6.2 for detailed 5-skill level upgrade requirements.

11.2.1.4. Experience. Qualification in and possession of AFSC 6F031. Experience in financial management such as customer service, document and voucher processing, computation, systems, funds control, reporting, reconciliation and follow-up.

11.2.1.5. Other. The following are mandatory for entry, award, and retention of the Financial Management and Comptroller Journeyman AFSC (6F051): No record of conviction by a civilian court for offenses involving larceny, robbery, burglary, wrongful appropriation, burglary, or fraud. Never received non-judicial punishment under the Uniform Code of Military Justice (UCMJ) for offenses involving acts of larceny, wrongful appropriation, robbery, burglary or fraud as defined in UCMJ Articles 121, 122, 129, and 132 or never been convicted by military courts-martial for these same offenses.

11.2.1.6. For award and retention of AFSC 6F051 must maintain an Air Force Network License.

11.2.1.7. Training Sources and Resources. The Financial Management and Comptroller Journeyman online courses provide the required career knowledge training. The online course and OJT will provide training and qualification on the core tasks identified in the STS. The online course is designed to build from the trainee's current knowledge base and provide more in-depth knowledge to support OJT requirements.

11.2.1.8. Implementation. Units will utilize the STS and web-based training to perform training to the 5- level.

11.3. Craftsman Level Training (7-level)

11.3.1. Specialty Qualification. This information is from the official specialty description in the ECD.

11.3.1.1. Knowledge. (Financial Management and Comptroller AFSC 6F071): Knowledge of fiscal law, accounting and payment principles/procedures, contingency operations, financial management systems and basic computer applications, pay and travel entitlements, Air Force organization, reporting requirements, analysis techniques, financial management policies, procedures and regulations, management principles and controls, budgeting principles, financial management critical thinking techniques, visual, oral, and written presentation techniques, and Air Force missions.

11.3.1.2. Education. Completion of an Associate in Applied Science Degree from CCAF or an Associate Degree from an accredited university/college, and Baccalaureate Degree is highly encouraged.

11.3.1.3. Training. The following training is mandatory as indicated: Completion of the Financial Management and Comptroller Craftsman course (7-level in-residence). See para 12.2 for detailed 7-skill level upgrade requirements.

11.3.1.4. Experience. Qualification in and possession of AFSC 6F051. Experience in performing or supervising activities of Financial Management such as customer service, financial analysis document and voucher processing, computation, systems, funds control, reporting, reconciliation and follow-up.

11.3.1.5. Other. The following are mandatory for entry, award, and retention of the Financial Management and Comptroller Craftsman AFSC (6F071): No record of conviction by a civilian court for offenses involving larceny, robbery, burglary, wrongful appropriation, burglary, or fraud. Never received non-judicial punishment under the Uniform Code of Military Justice (UCMJ) for offenses involving acts of larceny, wrongful appropriation, robbery, burglary or fraud as defined in UCMJ Articles 121, 122, 129, and 132 or never been convicted by military courts-martial for these same offenses.

11.3.1.6. For award and retention of AFSC 6F071 must maintain an Air Force Network License.

11.3.1.7. Training Sources and Resources. Seven-level upgrade training will be conducted and completed by certified trainers.

11.3.1.8. Implementation. Units will utilize the STS and in-residence and web-based training to perform training to the 7-level.

11.4. Senior Enlisted Leader Level Training (9-level)

11.4.1. Specialty Qualification. This information is from the official specialty description in the ECD.

11.4.1.1. Knowledge. (Financial Management and Comptroller AFSC 6F091): Knowledge of Fiscal Law, accounting and payment principles/procedures, contingency operations, financial management systems and basic computer applications, pay and travel entitlements, Air Force organization, reporting requirements, analysis techniques, financial management policies, procedures and regulations, management principles and controls, budgeting principles, financial management decision support techniques, visual, oral, and written presentation techniques, and Air Force missions.

11.4.1.2. Education. Completion of an Associate in Applied Science Degree from CCAF or an Associate degree from an accredited university/college.

11.4.1.3. Training. Completion of the Professional Financial Management Course (PFMC) or Defense Financial Management Course (DFMC) is desirable. See para 12.3 for detailed 9-skill level requirements.

11.4.1.4. Experience. Qualification in and possession of AFSC 6F071. Experience in managing and directing financial management activities.

11.4.1.5. Other. The following are mandatory for entry, award, and retention of the Financial Management and Comptroller Senior Enlisted Leader AFSC (6F091): No record of conviction by a civilian court for offenses involving larceny, robbery, burglary, wrongful appropriation, burglary, or fraud. Never received non-judicial punishment under the Uniform Code of Military Justice (UCMJ) for offenses involving acts of larceny, wrongful appropriation, robbery, burglary or fraud as defined in UCMJ Articles 121, 122, 129, and 132 or never been convicted by military courts martial for these same offenses.

11.4.1.6. For award and retention of AFSC 6F091 must maintain an Air Force Network License.

11.4.1.7. Training Sources and Resources. No formal training is required. Qualification training and experience inherent in career specialty job performance are desired sources of training.

11.4.1.8. Implementation. The 9-level will be awarded after promotion to SMSgt.

12. Financial Management Formal Upgrade Program.

12.1. Award of 6F051 Air Force Specialty Code.

12.1.1. Complete minimum requirements in DAFI36-2670, *Total Force Development*.

12.1.2. Successfully complete Financial Management and Comptroller Journeyman courses online in addition to job qualification training.

12.1.3. Be signed off on all core tasks as identified in the CFETP using the OJT training guides.

12.1.4. Be signed off on all tasks listed based on the Unit Type Code (UTC) the member is assigned.

12.2. Award of 6F071 Air Force Specialty Code.

12.2.1. Complete minimum requirements in DAFI36-2670, *Total Force Development*.

12.2.2. Successfully complete job qualification training.

12.2.3. Complete Financial Management and Comptroller Craftsman course.

12.2.4. Complete identified core tasks.

12.2.5. Be signed off on all tasks listed on the XFFA2 Unit Type Code (UTC) task.

12.3. Award of 6F091 Air Force Specialty Code.

12.3.1. Promotion to SMSgt.

12.3.2. Complete minimum requirements in DAFI36-2670, *Total Force Development*.

12.4. Grandfathering rules. N/A

12.5. Functional Areas. Quality Assurance, Resource Advisor, Financial Analysis, Financial Services, AFIMSC, MAJCOM Staff, Air Staff, and Special Duty Assignments.

12.5.1. Special Duty Assignments. Any assignment within the career field, but outside of the above functional areas where the individual retains their 6FAFSC such as: CDC Writer, Technical Training Instructor, Resource Training Center, etc. Also included are Special Duty Assignments outside of the career field, such as: First Sergeant, Military Training Instructor, Recruiter, etc.

12.5.2. Upgrade Management. Base-level Senior Enlisted Leaders are responsible for monitoring the upgrade process for 6F0XX personnel assigned to their base (i.e., host and tenant) to ensure personnel meet the minimum requirements prior to the Commander awarding the appropriate skill level. Commanders must ensure UTC task list requirements are met before awarding a higher skill level.

SECTION D – RESOURCE CONSTRAINTS

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

13.1 Reference Section B, Training Course Index for the list of courses.

SECTION E – TRANSITIONAL TRAINING GUIDE

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

SECTION F – CONTINGENCY TRAINING

This section replaces policy formerly directed in the Comptroller Contingency Training memorandum, signed on 18 November 2020, and in AFI 10-213, Combat Comptroller Deployment Program, which has been rescinded effective 21 July 2020.

15. Contingency Training is a Total Force initiative from cradle-to-grave. All military personnel will participate in a minimum of two unit led contingency training periods per month. FM contingency training will ensure each FM member is fully prepared to deploy without prior notice and will be able to successfully execute their assigned mission. FM military personnel are required to participate in Combat Comptroller Contingency training as part of skill-level upgrade training and home station training. A sound base-level contingency training program must include self-paced study, over-the-shoulder training, lecture and hands-on techniques. Each enlisted person will be certified on all of the tasks

associated with his or her assigned UTC list. These periods will include UTC tasks if within six months of an AEF window or ancillary training to include the unit's Continuity of Operations (COOP) plan for contingencies short of war and must specifically address contingency operations. Commanders and Senior Enlisted Leaders will ensure enlisted members (E7 and below) attend Silver Flag training during their pre-deployment training window. Once the Department of the Air Force (DAF) transitions to AFFORGEN deployment model, FM enlisted members will attend Silver Flag during their Ready Phase of the AFFORGEN cycle. At a minimum, Silver Flag must be completed every four years. If loaded against a different Unit Type Code (UTC) within four years, member must recomplete Silver Flag training during his/her next Ready Phase cycle. Note: Record contingency training in training management system.

15.1. Comptroller Squadron Commanders are responsible for and will ensure:

15.1.1. All military personnel assigned to their units are associated to an Air Expeditionary Forces (AEF) window in Military Personnel Data System (MilPDS) within 15 calendar days of in-processing.

15.1.2. Determine home station support requirements.

15.1.3. In coordination with the functional MAJCOM, develop and implement home station military workload mitigation plans to maximize deployable capability during AEF rotational and surge operations. These plans are due to the functional HHQ annually. FM Chief Enlisted Managers will ensure requirements are implemented through a Risk-Based Sampling method and coordinate with MAJCOM/IG to ensure it is inspected and reported within their respective AOR.

15.1.3.1. Budget for additional home station workload capability, (e.g., civilian over hires, Individual Mobilization Augmentees and Man-days).

15.1.3.2. Elevate mitigation options requiring higher-level approval.

15.1.3.3. If programmed mitigations are not sufficient, then consider delay of non-essential training and exercises and finally, reduction in facilities and/or service provided by the functional area.

15.1.4. Base-level organizations will synchronize planned activities (e.g., training exercises, inspections, PME, non-deployment related TDYs, leaves, etc.) with the AEF battle rhythm to ensure forces are ready during their scheduled AEF deployment period.

15.1.5. Organizations are required to develop local checklists and/or operating instructions to outline Comptroller Squadron actions and procedures to support base/MAJCOM Operational Plans (OPLANs), Continuity of Operations (COOPs) IAW AFI 10-208, Continuity of Operations (COOP) Program, and all contingency situations. This includes deployments, major accident response, pandemics, natural disaster response, terrorist or other base attack response, Force Protection Conditions, Health Protection Conditions, reception, and bed down of incoming forces, and non-combatant evacuation and/or reception. All units will plan, budget and be prepared to execute their Mission Essential Functions (MEFs). Continuity requirements must be incorporated into the daily and routine operations of organizations to ensure rapid response to a wide range of emergencies, including local or regional natural disasters, health-related emergencies, man-made disasters, accidents and technological or attack-related emergencies.

15.1.6. All FM enlisted military personnel will conduct self-paced Unit Type Code (UTC), scenario-based training six months prior to their AEF Window. All other military personnel outside of their AEF

Window will participate in COOP based training to include actual relocation of operations and offline processing to demonstrate FM capability in a cyber-contested environment.

15.2. All FM military personnel are required to participate in Combat Comptroller training, which includes home station training, Silver Flag, and the Comptroller Contingency Familiarization Course – Basic. Training begins with the accession to the career field and continues throughout each member’s career. It will include formal and home station training, exercises, and self-study to ensure each member’s proficiency in assigned contingency duties. Effective home station training is critical to provide deployed commanders with fully qualified personnel who can provide a full range of financial management capabilities that are demanded in a contingency environment. These sessions must occur twice per month, be documented, results recorded and followed-up for corrective actions.

15.2.1. All Airmen are assigned to a UTC which is populated in UTC Availability (UTA) based on funded position identified on the Unit Manning Document (UMD). Airmen must be fully trained and qualified to fill that UTC.

15.2.2. All UTC self-paced training will be scenario based, UTC Task list connected, and will be located on the Financial Information Collaboration Space (FICS) site. COOP training will be local scenario driven.

15.3. To align with the 2018 National Defense Strategy and AFMAN 10-2503, Operations in a Chemical, Biological, Radiological and Nuclear (CBRN) Environment, CBRN Defense Task Qualification Training (TQT) is being included for the Financial Management career field. During exercises that direct MOPP gear, unit Commanders and Senior Enlisted Leaders should ensure Airmen are evaluated on their ability to execute wartime tasks identified below and these tasks will be accomplished in Mission Oriented Protective Posture (MOPP) 4 (as permitted) and annotated on the 623A. Squadrons with unique requirements may include, but not remove, additional tasks to align with their wing’s priorities.

FMF	FMA	Paying Agent
012.001 Interpret MMPA	009.006 Load Fund Targets/Limitations	011.032 Cash Management
013.005 Process Hostile Fire and Imminent Danger	010.002 Determine Status of Funds	011.037 Determine Budget Rate
013.007 Process Hardship Duty Pay	011.009 Perform Funds Certification	011.038 Determine Daily Exchange Rate
014.002 Compute BAS	011.016 AF Form 9, Request for Purchase	037.013 Perform Destruction of Funds Process
014.005 Process BAH	011.018 AF Form 4009, Government Purchase Card Fund Cite Authorization	037.014 Balance Manual AF Form 616
014.007 Compute Family Separation	011.019 DD Form 448, Military Interdepartmental Purchase Request	037.021 SF 44 Invoice/Purchase Order/Receiving Report
014.003 Process Meal Deductions	011.024 DD Form 448-2, Acceptance Military Interdepartmental Purchase Request	037.031 Present Status of Funds Briefing
027.002 Compute Travel and Transportation Options and Allowances		
029.006 Process CED Travel		

PART II

SECTION A – SPECIALTY TRAINING STANDARD (STS)

1. Implementation. This STS will be used for technical training provided by AETC for 3-skill level classes beginning 31 May 2023. The Financial Management and Comptroller Course Journeyman (FMCJ) online will be effective 11 Sep 2023. The 7-skill level in-residence class has not changed and the STS in this document will be effective on the date of CFETP publication.

2. Purpose. As prescribed in DAFI36-2670, *Total Force Development*, this STS contains the following:

2.1. Lists in the column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and Technical References (TR) necessary for Airmen to perform duties in the 3-, 5-, and 7-skill level. Number task statements sequentially, i.e., 1.1, 1.2, and 2.1 Column 2 (Core Tasks) identifies, by asterisk (*), specialty-wide training requirements.

2.2. Provides certification for OJT. Column 3 is used to record completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. Task certification must show a certification or completed date. (As a minimum, use the following column designators: Training Complete, Certifier Initials.)

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

2.4. Contains the proficiency code key for qualitative requirements and used to indicate the level of training and knowledge provided by resident training and on-line course.

2.5. Used to document task when placed in AF Form 623, Individual Training Record, and used according to DAFI36-2670, *Total Force Development*.

2.6. Becomes a job qualification standard (JQS) for on-the-job training when placed in AF Form 623, *On-The-Job Training Record*, and used according to DAFI36-2670, *Total Force Development*. When used as a JQS, the following requirements apply:

2.6.1. Documentation. Consult DAFI36-2670, *Total Force Development*, for documentation questions and issues.

2.6.2. Training Standard. For On-the-Job Training, tasks are trained and qualified to the “go/no go” level. Do not use the proficiency codes for OJT. These codes are used strictly for the in residence 3- skill level and 7-skill level courses and the Financial Management and Comptroller Journeyman courses online. “Go” means the individual is capable and competent to perform tasks without assistance and meets local demands for performance, accuracy, timeliness, and correct use of procedures.

2.6.3. The STS is a guide to develop promotion tests used in the Weighted Airman Promotion System (WAPS) for Airmen and Junior NCO’s testing to higher ranks. Senior NCOs with extensive practical experience in their career fields develop Specialty Knowledge Tests (SKT) 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 WAPS catalog. WAPS is not applicable to the Air National Guard or Air Force Reserve.

3. Recommendations. Comments and recommendations concerning the quality of AETC training are welcomed. Information or questions regarding changes to training outlined in this CFETP should be addressed to 81 TRG/TGE, 106 Phantom Dr. Suite 232, Keesler AFB, MS 39534-2037. Additionally, a customer service information line (CSIL) has been installed for the supervisor's convenience. The CSIL may be used to identify graduates who may have potential training deficiencies or who may have received training beyond the STS requirement. For a quick response to problems, call the CSIL at DSN 597-4566, or e-mail the request to 81trg.tge.workflow@us.af.mil at Keesler AFB.

SECTION B – COURSE OBJECTIVE LIST

N/A

SECTION C – TRAINING COURSE INDEX

N/A

SECTION D – TRAINING COURSE INDEX

1. Purpose

1. This section of the CFETP identifies training courses available for the 6F specialty.

2. Air Force In-Residence Courses:

Course Number	Title	Location
E3ABR6F031 0A1E	FM & COMPTROLLER APPRENTICE	Keesler AFB
E3ACR6F071 0A1E	FM & COMPTROLLER CRAFTSMAN	Keesler AFB

3. Air Force Distance Learning Courses:

Course Number	Title
E6ANW6F051	FM CJ – OPERATIONS
E6ANW6F051	FM CJ – ANALYSIS

4. Other AFSC Courses:

Title	Location
Professional Financial Management Course	Maxwell AFB
Defense Financial Management Course	Maxwell AFB

5. Optional Courses (<https://digitalu.af.mil/>)

Title

Microsoft Excel - From Beginner to Expert in 6 Hours
Microsoft Excel - Data Visualization, Excel Charts & Graphs
Excel Data Analysis for Dummies
Complete Power BI Bootcamp: Go from Zero to Hero
The Science of Leadership
Foundations of Project Management

Agile Project Management
Agile Scrum Training: Scrum Master+Agile Project Management

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

Kristyn E. Jones
Assistant Secretary of the Air Force
(Financial Management and Comptroller)

Attachments:

1. Sample Workload Mitigation Plan Template
2. STS 6F0X1 CFETP

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When performing in-house training, units should maximize the RTC and utilize the training packages on their site.

Name of Trainee		
Printed Name (Last, First, Middle Initial)	Initials (Written)	SSAN
Printed Name Of Certifying Official and Written Initials		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

QUALITATIVE REQUIREMENTS

Proficiency Code		
	Scale Value	Definition: The Individual
Task Performance Levels	1	IS EXTREMELY LIMITED (Can do simple parts of the task. Needs to be told or shown how to do most of the task).
	2	IS PARTIALLY PROFICIENT (Can do most parts of the task. Needs only help on hardest parts).
	3	IS COMPETENT (Can do all parts of the task. Needs only a spot check of completed work).
	4	IS HIGHLY PROFICIENT (Can do the complete task quickly and accurately. Can tell or show others how to do the task).
*Task Knowledge Levels	a	KNOWS NOMENCLATURE (Can name parts, tools, and simple facts about the task).
	b	KNOWS PROCEDURES (Can determine step-by-step procedures for doing the task).
	c	KNOWS OPERATING PRINCIPLES (Can identify why and when the task must be done and why each step is needed).
	d	KNOWS ADVANCED THEORY (Can predict, isolate, and resolve problems about the task).
**Subject Knowledge Levels	A	KNOWS FACTS (Can identify basic facts and terms about the subject).
	B	KNOWS PRINCIPLES (Can identify relationship of basic facts and state general principles about the subject).
	C	KNOWS ANALYSIS (Can analyze facts and principles and draw conclusions about the subject).
	D	KNOWS EVALUATION (Can evaluate conditions and make proper decisions about the subject).

Explanations

* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)

** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.

- This mark is used alone instead of a Scale Value to show that no proficiency training is provided in the course or CDC.

Tasks, Knowledge, and Technical References	Core Tasks		Training Proficiency			
	5-level	7-level	3-skill level (course)	5-skill lvl (FMCJ)		7-skill level (course)
				FMCJ-O	FMCJ-A	
1. CAREER LADDER PROGRESSION						
1.1 Career Field Education and Training Plan (CFETP)			A	-	-	-
1.2 Financial Management (FM) Certification TR: https://fmonline.ousdc.osd.mil/Certification/Certification.aspx			A	-	-	-
1.3 Intro to FM			A	-	-	-
1.4 myVector			-	-	-	-
2. PUBLICATIONS						
2.1 Locate Functional Publications Using Electronic Media TR: https://www.e-publishing.af.mil/	*		2b	-	-	-
2.2 Interpret Functional Publications FM publications-65 series: https://www.e-publishing.af.mil/DoDFMR:https://comptroller.defense.gov/fmr/	*		2b	-	-	-
3. ORGANIZATIONS, FUNCTIONS AND MISSIONS						
3.1 Department of Defense (DoD) DoDD 5100.01: https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodd/510001p.pdf			A	-	-	-
3.2 Secretary of the Air Force (SAF) DoDD 5100.01: https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodd/510001p.pdf TR: AFI 38-101			A	-	-	-
3.3 Major Command (MAJCOM)/Field Command (FLDCOM) Level DoDD 5100.01: https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodd/510001p.pdf TR: AFI 38-101			A	-	-	-
3.4 Wing/Base Level/Delta TR: AFI 38-101			A	-	-	-
3.5 Defense Finance and Accounting Service (DFAS) https://www.dfas.mil/			A	-	-	-
3.6 Air Force Accounting and Finance Office (AFAFO) TR: https://usaf.dps.mil/sites/11098/AF-FM-AFO/00-FM-AF/00-FM-AF-03/default.aspx			-	-	-	-
3.7 Air Force Installation and Mission Support Center (AFIMSC) TR: https://usaf.dps.mil/teams/RMSO/rmportal/SitePages/Home.aspx			A	-	-	-
3.8 Resource Training Center (RTC) TR: https://usaf.dps.mil/sites/FICS			A	B	B	
3.9 FM Strategic Plan TR: https://www.saffm.hq.af.mil/About-Us/FM-Strategic-Plan/			A	B	B	-
4. QUALITY ASSURANCE PROGRAM TR: AFI65-202; FICS site: https://usaf.dps.mil/sites/FICS						
4.1 Audit			-	A	A	-
4.2 Self-Assessment			A	B	B	-
4.3 Internal Reviews, Validations, Reconciliations and Audits			-	A	A	-
4.4 Fraud Prevention			A	-	-	-
4.5 Cross Feeds / Best Practices			-	A	A	-
4.6 Quality Assurance Plan			-	A	A	-
4.7 Risk Management and Internal Control (RMIC)			-	-	-	-
4.8 Financial Improvement & Audit Readiness (FIAR) (Your Role)			A	-	-	-
4.9 Major Graded Areas			-	-	-	
5. CUSTOMER SERVICE TR: FICS site: https://usaf.dps.mil/sites/FICS						
5.1 Principles	*		B	-	-	-
5.2 Apply Personal Etiquette	*		2b	-	-	-
5.3 Apply Telephone Etiquette	*		2b	-	-	-
5.4 Apply Electronic Communication Etiquette	*		2b	-	-	-

Tasks, Knowledge, and Technical References	Core Tasks		Training Proficiency			
	5-level	7-level	3-skill level (course)	5-skill lvl (FMCJ)		7-skill level (course)
				FMCJ-O	FMCJ-A	
6. FEDERAL BUDGET SYSTEM TR: https://www.usa.gov/budget ; DAFMAN65-601 Vol 1; FICS site: https://usaf.dps.mil/sites/FICS						
6.1 Planning, Programming, Budgeting & Execution (PPBE)			A	-	B	-
6.2 Budget Process			A	-	B	-
7. FISCAL LAW TR: Principles of Federal Appropriation Law, Title 31 USC 1341,1342,1517; https://uscode.house.gov/search/criteria.shtml ; FICS site: https://usaf.dps.mil/sites/FICS						
7.1 Purpose, Time and Amount TR: Title 31 USC 1341,1342,1344,1511-17			A	-	-	-
7.2 Determine Purpose, Time and Amount TR: Title 31 USC 1341,1342,1344,1511-17	*		-	b	2b	-
7.3 Feed and Forage Act TR: Title 41 USC 6301			-	-	-	B
7.4 Comptroller General Decisions TR: Title 31 USC 1341,1342,1344,1511-17 https://www.gao.gov/legal/appropriations-law/search			-	-	-	-
8. O&M EXECUTION PLANS TR: DAFMAN 65-605,V1; FICS site: https://usaf.dps.mil/sites/FICS						
8.1 Flying Hour Program			-	-	A	-
8.2 Official Representation Funds			-	-	A	-
8.3 Travel / Transportation			-	-	A	-
8.4 Purchase Services						
8.4.1 Utilities			-	-	A	
8.4.2 Communications			-	-	A	-
8.4.3 Rents/Leases			-	-	A	-
8.4.4 Sustainment, Restoration, and Modernization (SR&M)			-	-	A	-
8.4.5 Miscellaneous Contract Services/Purchases Maintenance			-	-	A	-
8.5 Supplies and Equipment			-	-	A	-
8.6 Non-Flying DLRs			-	-	A	-
8.7 Civilian Pay			-	-	A	-
8.8 Submission			-	-	A	-
9. FUNDS DISTRIBUTION TR: DAFMAN 65-605,V1; FICS site: https://usaf.dps.mil/sites/FICS						
9.1 Interpret Direct and Reimbursement Funding			-	-	b	-
9.2 Interpret Funding Guidance			-	-	b	-
9.3 Interpret Initial Distribution						
9.3.1 Annual Funding			-	-	b	-
9.3.2 Quarterly Phasing			-	-	b	-
9.3.3 Load Fund Targets/Limitations			-	-	a	-
9.3.4 Defense Enterprise Accounting Management System (DEAMS)			-	-	a	-
9.3.5 Supply			-	-	b	-
9.3.6 Medical			-	-	b	-
9.4 Verify Target/Limitation Loads Against Document			-	-	a	-
10. BUDGET EXECUTION AFMAN 65-605,Vol 1; FICS site: https://usaf.dps.mil/sites/FICS						
10.1 Propriety of Funding			A	-	-	-
10.2 Determine Propriety of Funding	*		-	-	b	2b
10.3 Determine Status of Funds			-	-	b	2b
10.4 Track Reimbursements			-	-	b	-
10.5 Flying Hour Program			-	-	-	-
10.6 Civilian Pay			-	-	A	-
10.7 Quarterly Variance Analysis			-	-	-	-
10.8 Management of Prior Year Funds			-	-	B	-
10.9 Resource Management System (RMS)						
10.9.1 Training			-	-	A	-
10.9.2 Financial Working Group (FWG)			-	-	A	-
10.9.3 Financial Management Board (FMB)			-	-	A	-
10.9.4 Prepare FWG Briefing			-	-	-	-

Tasks, Knowledge, and Technical References	Core Tasks		Training Proficiency			
	5-level	7-level	3-skill level (course)	5-skill lvl (FMCJ)		7-skill level (course)
				FMCJ-O	FMCJ-A	
10.9.5 Prepare FMB Briefing			-	-	-	-
10.10 Perform Analysis of Budget Program			-	-	2b	-
11. ACCOUNTING PRINCIPLES TR: DAFMAN 65-605, Vol 1; AFMAN65-604; FICS site: https://usaf.dps.mil/sites/FICS						
11.1 Stages of Accounting						
11.1.1 Disbursement Accounting			A	-	-	-
11.1.2 Apply Stages of Disbursement Accounting	*		-	-	2b	-
11.1.3 Reimbursement Accounting			A	-	-	-
11.1.4 Apply Stages Reimbursement Accounting	*		-	-	2b	-
11.2 Data Elements of the Accounting Structure			A	-	-	-
11.3 Determine Data Elements of the Accounting Structure	*		-	b	2b	-
11.4 Standard Accounting			-	-	-	-
11.5 Government Accounting						
11.5.1 Budgetary Accounts			-	-	A	-
11.5.2 Proprietary Accounts			-	-	A	-
11.6 Funds Certification			A	-	-	-
11.7 Perform Funds Certification			-	-	2b	-
11.8 Defense Enterprise Accounting Management System (DEAMS) Interfaces						
11.8.1 Purpose			-	-	B	-
11.8.2 On-Line Updates			-	-	B	-
11.8.3 DEAMS to Automated Disbursing Sysytem (ADS) Daily Reconciliation (DADR)			-	-	B	-
11.9 Funding Management Notices			-	-	-	-
11.10 Process Commitment Documents						
11.10.1 AF Form 9, Request for Purchase			-	-	2b	-
11.10.2 AF Form 616, Fund Cite Authorization			-	-	2b	-
11.10.3 AF Form 4009, Government Purchase Card Fund Cite Authorization			-	-	2b	-
11.10.4 DD Form 448, Military Interdepartmental Purchase Request			-	-	2b	-
11.11 Validate Obligation Documents						
11.11.1 Contracts/Purchase Orders			-	-	b	-
11.11.2 Project Order			-	-	-	-
11.11.3 AF Form 406, Miscellaneous Obligation Reimbursement Document			-	-	b	-
11.11.4 DD Form 448-2, Acceptance Military Interdepartmental Purchase Request			-	-	b	-
11.11.5 Travel Orders			-	-	b	-
11.11.6 Military/Civilian Training (SF182)			-	-	-	-
11.11.7 Local Drayage			-	-	-	-
11.11.8 Utility Bills			-	-	-	-
11.12 Payment Process						
11.12.1 Receiving Reports			A	-	B	-
11.12.2 Invoices			A	-	B	-
11.12.3 Cash Management			-	-	-	-
11.12.4 Payment Date			-	-	-	-
11.12.5 Interest Penalty Payments			-	-	-	-
11.12.6 Discounts			-	-	-	-
11.12.7 Foreign Currency Fluctuation Account			-	-	-	-
11.12.8 Determine Budget Rate			-	-	-	b
11.12.9 Determine Daily Exchange Rate			-	-	-	2b
11.12.10 Prepare and Process Adjustment Vouchers			-	-	-	-
11.13 Prompt Payment Act (PPA)			A	-	B	-
11.14 Accounts Receivable						
11.14.1 Customer Billings - Stock Fund			-	-	-	-
11.14.2 Customer Billings - Miscellaneous			-	-	-	-
11.14.3 Process Collections			-	-	b	b
11.14.3 Delinquent Accounts Receivable/Write-Offs			-	-	-	-
11.15 FM System Products						
11.15.1 Accounts Payable Management Products			-	-	B	-
11.15.2 Open Document List			-	-	B	-
11.15.3 Daily Audit List			-	-	B	-
11.15.4 Automated Execution Reports			-	-	B	-
11.15.5 Selective Transaction History List			-	-	B	-

Tasks, Knowledge, and Technical References	Core Tasks		Training Proficiency			
	5-level	7-level	3-skill level (course)	5-skill lvl (FMCJ)		7-skill level (course)
				FMCJ-O	FMCJ-A	
11.15.6 Outstanding Orders, Travel Advances, and Obligations List			-	-	B	-
11.16 Perform Dormant Account Review Quarterly (DAR-Q)			-	-	2b	-
12. MILITARY PAY TR: AFMAN 65-116 v1; FICS site: https://usaf.dps.mil/sites/FICS						
12.1 Interpret Master Military Pay Account (MMPA)			-	b	-	-
12.2 Interpret Leave and Earning Statement (LES)	*		2b	-	-	-
12.3 Clear Management Notices			-	b	-	-
12.4 Correct Rejects			-	b	-	-
12.5 Voucher Balancing			-	B	-	-
13. ENTITLEMENTS TR: AFMAN 65-116 v1; FICS site: https://usaf.dps.mil/sites/FICS						
13.1 Basic Pay						
13.1.1 Basic Pay Information			A	-	-	-
13.1.2 Compute Basic Pay			-	2b	-	-
13.2 Special Pay						
13.2.1 Medical and Dental			-	-	-	-
13.2.2 Proficiency/Special Duty Assignment			-	-	-	-
13.2.3 Process Hostile Fire and Imminent Danger			-	b	-	-
13.2.4 Aviation Retention Pay			-	-	-	-
13.2.5 Process Hardship Duty Pay			-	b	-	-
13.2.6 Incentive Pay			-	-	-	-
13.2.7 Aviation Career Incentive Pay			-	-	-	-
13.3 Career Status Bonus			-	-	-	-
13.4 Initial Enlistment Bonus			-	-	-	-
13.5 Entitlement Verification/Recertification						
13.5.1 Member			-	B	-	-
13.5.2 Unit/Agency Verification			-	B	-	-
13.6 Process Combat Zone Tax Exclusion/Qualified Hazardous Duty Area Entitlement			-	b	-	-
14. ALLOWANCES TR: JTR; AFMAN 65-116 v1; FICS site: https://usaf.dps.mil/sites/FICS						
14.1 Basic Allowance for Subsistence (BAS)						
14.1.1 BAS Purpose			A	-	-	-
14.1.2 Compute BAS			-	2b	-	-
14.1.3 Process Meal Deductions			-	b	-	-
14.1.4 Family Subsistence Supplemental Allowance (FSSA)			-	-	-	-
14.2 Basic Allowance for Housing (BAH)						
14.2.1 BAH Purpose			A			
14.2.2 Process BAH			-	b	-	-
14.3 Clothing			-	B	-	-
14.4 Compute Family Separation Allowance (FSA)			-	2b	-	-
14.5 Cost of Living Allowance (COLA)			A	B	-	-
14.6 Overseas Housing Allowance (OHA)			A	B	-	-
14.7 Travel Lodging Allowance (TLA)			-	B	-	-
14.8 Move In Housing Allowance (MIHA)			-	B	-	-
15. DUTY STATUS TR: AFMAN 65-116 v1; FICS site: https://usaf.dps.mil/sites/FICS						
15.1 Process Permanent Change of Station (PCS)			-	b	-	-
15.2 Process Leave			-	-	-	-
15.3 Absent Without Leave (AWOL)			-	A	-	-
15.4 Confinement			-	A	-	-
15.5 Accessions			-	B	-	-
16. DEDUCTIONS TR: AFMAN 65-116, Vol 1, 2; FICS site: https://usaf.dps.mil/sites/FICS						
16.1 Taxes						
16.1.1 Taxes Information (Federal Income Tax Withholding (FITW), Federal Insurance Contribution Act (FICA), Medicare and State Income Tax Withholding (SITW))			A	-	-	-
16.1.2 Compute Taxes (FITW, FICA, Medicare and SITW)			-	2b	-	-
16.2 Servicemember's Group Life Insurance (SGLI)			A	-	-	-

Tasks, Knowledge, and Technical References	Core Tasks		Training Proficiency			
	5-level	7-level	3-skill level (course)	5-skill lvl (FMCJ)		7-skill level (course)
				FMCJ-O	FMCJ-A	
16.3 Armed Forces Retirement Home (AFRH)			A	-	-	-
16.4 Thrift Savings Plan (TSP)			-	B	-	-
17. ALLOTMENTS (DEDUCTIONS) TR: AFMAN 65-116, Vol 1; FICS site: https://usaf.dps.mil/sites/FICS						
17.1 Allotments (Deductions)			-	A	-	-
18. INDEBTEDNESS TR: AFMAN 65-116 v1; FICS site: https://usaf.dps.mil/sites/FICS						
18.1 Types of Indebtedness			-	B	-	-
18.2 Debt Notification			-	B	-	-
18.3 Debt Repayment			-	B	-	-
18.4 Appeals and Rebuttals			-	B	-	-
18.5 Debt Remissions			-	B	-	-
18.6 Debt Waivers			-	B	-	-
18.7 Open/Suspended Questionable Indebtedness Listing			-	B	-	-
18.8 Garnishments			-	B	-	-
19. COMPUTE FINAL PAY TR: AFMAN 65-116, Vol 1; FICS site: https://usaf.dps.mil/sites/FICS						
19.1 Compute Final Pay			-	2b	-	-
19.2 Process 350 Checklist			-	2b	-	-
20. REENLISTMENTS TR: AFMAN 65-116, Vol 1; FICS site: https://usaf.dps.mil/sites/FICS						
20.1 Compute Bonus			-	b	-	-
20.2 Compute Leave Settlement			-	b	-	-
21. COURTS MARTIAL SENTENCES AND NONJUDICIAL PUNISHMENT TR: AFMAN 65- 116, Vol 1; FICS site: https://usaf.dps.mil/sites/FICS						
21.1 Fines			-	B	-	-
21.2 Forfeitures			-	B	-	-
22. MILITARY PAYMENTS TR: AFMAN 65-116, Vol 1; FICS site: https://usaf.dps.mil/sites/FICS						
22.1 Compute Advance Pay			-	2b	-	-
22.2 Compute Partial Pay			-	2b	-	-
22.3 Compute Casual			-	2b	-	-
22.4 Process Death Gratuity			-	b	-	-
23. DEPENDENCY DETERMINATION TR: AFMAN 65-116, Vol 1; JTR Appendix A						
23.1 Dependency Determination			-	A	-	-
24. CIVILAN PAY TR: DoDFMR Vol 8						
24.1 Change of Address			-	A	-	-
24.2 Deductions			-	A	-	-
24.3 Direct Deposit			-	A	-	-
25. GUARD AND RESERVE COMPONENTS TR: AFMAN 65-116, Vol 3; FICS site: https://usaf.dps.mil/sites/FICS						
25.1 Status (Title 10 & 32) TR: Title 10 & Title 32 of US Code			-	-	-	-
25.2 Interpret Master Military Pay Account (MMPA)			-	-	-	-
26. MILITARY AND DEPENDENT PCS, RETIREMENT AND SEPARATION TRAVEL AND TRANSPORTATION TR: JTR; FICS site: https://usaf.dps.mil/sites/FICS						
26.1 Compute Leave and Allowable Travel Time			-	2b	-	-
26.2 Travel and Transportation Allowances			A	-	-	-
26.3 Compute Travel and Transportation Allowances			-	2b	-	-
26.4 In-Place Consecutive Overseas Tour (IPCOT)/Consecutive Overseas Tour (COT)			-	A	-	-
26.5 Transportation of Student Dependent			-	A	-	-
26.6 Determine Dislocation Allowance (DLA)			-	b	-	-
26.7 POV Shipment/Storage			-	A	-	-

Tasks, Knowledge, and Technical References	Core Tasks		Training Proficiency			
	5-level	7-level	3-skill level (course)	5-skill lvl (FMCJ)		7-skill level (course)
				FMCJ-O	FMCJ-A	
26.8 Compute Travel Lodging Expense (TLE)			-	b	-	-
27. CIVILIAN AND DEPENDENT PCS TRAVEL AND TRANSPORTATION TR: JTR; FICS site: https://usaf.dps.mil/sites/FICS						
27.1 Allowable Travel Time			-	A	-	-
27.2 Travel and Transportation Allowances			-	A	-	-
27.3 Temporary Quarters Subsistence Expenses (TQSE)			-	A	-	-
27.4 Relocation Income Tax Allowance (RITA)/Withholding Tax Allowance (WTA)			-	A	-	-
27.5 House Hunting			-	A	-	-
27.6 Real Estate			-	A	-	-
27.7 Miscellaneous Expense			-	A	-	-
27.8 Computer Voucher - CONUS-CONUS			-	a	-	-
27.9 Computer Voucher - Involving Overseas			-	a	-	-
28. MILITARY AND CIVILIAN TEMPORARY DUTY TRAVEL AND TRANSPORTATION TR: JTR; FICS site: https://usaf.dps.mil/sites/FICS						
28.1 Travel and Transportation Allowances			A	-	-	-
28.2 Determine Travel and Transportation Allowances			-	b	-	-
28.3 Determine Leave and Allowable Travel Time			-	b	-	-
28.4 Determine Reimbursable Expenses			-	b	-	-
28.5 Determine Guard and Reserve Travel Allowances			-	b	-	-
28.6 Review Settlement Vouchers			-	b	-	-
28.7 Process Contingency, Exercise, and Deployment (CED) Travel			-	b	-	-
28.8 Fund Cite Authorization			-	A	-	-
29. LOCAL VOUCHER REIMBURSABLE EXPENSES TR: JTR; FICS site: https://usaf.dps.mil/sites/FICS						
29.1 Determine Local Voucher Reimbursable Expenses			-	-	-	-
30. OVERSEAS EMERGENCY LEAVE TR: JTR; FICS site: https://usaf.dps.mil/sites/FICS						
30.1 Determine Overseas Emergency Leave Procedures			-	-	b	-
31. EVACUATION ENTITLEMENTS TR: JTR; FICS site: https://usaf.dps.mil/sites/FICS DAF Evacuation Guide: https://usaf.dps.mil/teams/RMSO/rmportal/rmf/PolicyMemoandGuidelinesLibrary/Forms/AllItems.aspx?id=%2Fteams%2FRMSO%2Frmportal%2Frmf%2FPolicyMemoandGuidelinesLibrary%2FDAF%20Emergency%20and%20Evacuation%20Guide%5FFeb%202023%2Epdf&parent=%2Fteams%2FRMSO%2Frmportal%2Frmf%2FPolicyMemoandGuidelinesLibrary						
31.1 Determine Evacuation Entitlements - Emergency			-	b	b	-
31.2 Determine Evacuation Entitlements - Non-combatant			-	b	b	-
32. PERSONAL PROCURED MOVES TR: JTR; AFI 65-114						
32.1 Process Personal Procured Moves			-	-	-	-
33. DOUBTFUL CLAIMS TR: DoDFMR Vol 5; JTR; FICS site: https://usaf.dps.mil/sites/FICS (add IMSC SOP)						
33.1 Doubtful Claims			-	A	-	-
34. TRAVEL CARD PROGRAM TR: https://www.defensetravel.dod.mil/Docs/regulations/GTCC.pdf ; FICS site: https://usaf.dps.mil/sites/FICS						
34.1 Travel Card Program			-	-	-	-
35. DEPUTY DISBURSING OFFICER (DDO) OPERATIONS TR: DoDFMR Vol 5; FICS site: https://usaf.dps.mil/sites/FICS						
35.1 Appointment and Duties of Agents						

Tasks, Knowledge, and Technical References	Core Tasks		Training Proficiency			
	5-level	7-level	3-skill level (course)	5-skill lvl (FMCI)		7-skill level (course)
				FMCI-O	FMCI-A	
35.1.1 DDO			-	-	-	-
35.1.2 Agents			-	-	-	-
35.1.3 Cashiers			-	-	-	-
35.2 Safeguarding Funds, Negotiable Instruments, and Vouchers			-	-	-	-
35.3 Accountability			-	-	-	-
35.4 US Treasury and Limited Depository Account Operations			-	-	-	-
35.5 Submission of Original Vouchers			-	-	-	-
36. CONTINGENCY OPERATIONS						
TR: DODFMR Vol5; FICS site: https://usaf.dps.mil/sites/FICS						
36.1 Appoint Disbursing Agent			-	-	-	b
36.2 Appoint Paying Agent			-	-	-	b
36.3 Appoint Cashier			-	-	-	2b
36.4 Safeguarding Funds, Negotiable Instruments, and Vouchers			-	-	-	B
36.5 Identify Sources of Funds (Cash)			-	-	-	2b
36.6 Manage Limited Depository Account (LDA)			-	-	-	2b
36.7 Perform Agent Accountability			-	-	-	2b
36.8 Perform Cashier Accountability			-	-	-	2b
36.9 Perform Accommodation Exchange			-	-	-	2b
36.10 Savings Deposit Program Entitlement (SDP)			-	-	-	B
36.11 Perform Destruction of Funds Process			-	-	-	2b
36.12 Balance Manual AF Form 616						
36.12.1 Account for Commitment Documents						
36.12.1.1 AF Form 9, Request for Purchase			-	-	-	2b
36.12.1.2 AF Form 49, Government Purchase Card Fund Cite Authorization			-	-	-	-
36.12.1.3 DD Form 448, Military Interdepartmental Purchase Request			-	-	-	2b
36.12.2 Account for Obligation Documents						
36.12.2.1 SF 1449, Contract			-	-	-	2b
36.12.2.2 SF 44, Invoice/Purchase Order/Receiving Report			-	-	-	2b
36.12.2.3 DD 448-2, MIPR Acceptance			-	-	-	2b
36.12.2.4 Blanket Purchase Agreement (BPA)			-	-	-	2b
36.13 Open Safe and Close			-	-	-	2b
36.14 Change Safe Combination			-	-	-	2b
36.15 Prepare Vouchers			-	-	-	2b
36.16 Certify Vouchers			-	-	-	2b
36.17 Combat Comptroller TR: https://usaf.dps.mil/teams/fmhub/cc/default.aspx			-	-	-	-
36.18 Site Survey			-	-	-	-
36.19 Prepare Agent Turn-ins			-	-	-	2b
36.20 Present Status of Funds Briefing			-	-	-	2b
36.21 Support Agreements						
36.21.1 Coalition Forces			-	-	-	B
36.21.2 Host Nation			-	-	-	B
36.21.3 Administer Acquisition and Cross Service Agreements (ACSA)			-	-	b	b
36.22 Deployed Fiscal Law			-	-	-	-
36.23 Joint Deployed Operations						
36.23.1 Combatant Commands TR: Joint Pub 1-06			-	-	-	B
36.23.2 Joint Pubs TR: Joint Pub 1-06			-	-	-	B
36.23.3 Deployed Finance Operations TR: Joint Pub 3-80			-	-	-	B
36.23.4 Joint Deployments TR: Joint Pub 1-06			-	-	-	B
36.24 Deployed Automated Tools						
36.24.1 Eagle Cash			-	-	-	-
36.24.2 Paper Check Conversion Over The Counter (PCC O.T.C.) Procedures			-	-	-	-
36.24.3 International Treasury Service (ITS).gov			-	-	-	A
36.25 Identify Sources of Funding			-	-	-	2b

Tasks, Knowledge, and Technical References	Core Tasks		Training Proficiency			
	5-level	7-level	3-skill level (course)	5-skill lvl (FMCJ)		7-skill level (course)
				FMCJ-O	FMCJ-A	
37. COST AND ECONOMICS						
TR: FICS site: https://usaf.dps.mil/sites/FICS						
37.1 Productivity Enhancement Capital Investment (PECI)			-	-	-	-
37.2 Cost Analysis						
37.2.1 Develop Cost Estimates			-	-	-	-
37.2.2 Employ Time Value of Money			-	-	-	-
37.2.3 Apply Activity Based Costing Principles			-	-	-	-
37.2.4 Business Case Analysis (BCA)			-	-	-	-
37.3 Accomplish Economic Analysis			-	-	-	-
37.4 Law of Supply and Demand			-	-	-	-
37.5 Perform Risk Management Analysis			-	-	-	-
37.6 Perform Descriptive Statistics			-	-	-	-
37.7 Models Used to Perform Trend Analysis			-	-	-	-
38. ETHICS						
TR: FICS site: https://usaf.dps.mil/sites/FICS						
38.1 Ethics	*		A	-	-	-
39. PUBLIC SPEAKING						
39.1 Perform Public Speaking	*		2b	-	-	-
40. MANAGEMENT AND SUPERVISION						
TR: DAFI36-2670; DAFI 36-2406; DAFI 36-2803; DAFI 36-2907; FICS site: https://usaf.dps.mil/sites/FICS						
40.1 OMB Circular A-123						
40.1.1 Internal Control			-	A	A	-
40.1.2 Management Internal Control Program			-	A	A	-
40.1.3 Pay Record Accessibility and Travel Record Audit			-	B	-	-
40.2 Manpower Issues						
40.2.1 Unit Manpower Document			-	-	-	-
40.2.2 Unit Personnel Management Roster			-	-	-	-
40.2.3 Manpower Variance			-	-	-	-
40.2.4 AFMS 11C – AF Manpower Standard			-	-	-	-
40.3 Training						
40.3.1 OJT Core Task Training Guides			A	-	-	-
40.3.2 Mission Readiness Training			-	-	-	-
40.3.3 Contingency			A	B	B	-
40.3.4 UTC Task List FICS: https://usaf.dps.mil/sites/FICS (Tools & Training Search Page)			A	B	B	-
40.3.5 Electronic Training Record			-	-	-	-
40.4 Supervision						
40.4.1 Establish Standards for Work Performance			-	-	-	-
40.4.2 Job Rotation Plans			-	-	-	-
40.4.3 Job Performance Feedback			-	-	-	-
40.4.4 Establish Training Schedules - UGT Requirements			-	-	-	-
40.4.5 Individual Training Management			-	-	-	-
40.5 Recognition Programs			-	-	-	-
40.6 Air Force Audit Program			-	A	A	-
40.7 Mobility and Deployment -						
40.7.1 Installation Deployment Plans, Pre-deployment and Deployment Procedures TR: CFETP			-	-	-	-
40.7.2 Mission Capability Statements TR: CFETP; AFI 10-403			A	B	B	-
40.7.3 FM Role in the AF Force Presentation Model TR: CFETP; AFI 10-403			A	B	B	-
40.8 Readiness Reporting System (Resource Readiness, Capability Readiness)			-	A	A	-
40.9 UTC Readiness			-	A	A	-
41. CRITICAL THINKING						
41.1 Demonstrate Inductive Reasoning		*	2b	-	-	2b
41.2 Demonstrate Deductive Reasoning		*	2b	-	-	2b
41.3 Apply Rational Analysis		*	a	-	-	2b
42. MICROSOFT OFFICE SUITE						
42.1 Use Word	*		-	-	-	-
42.2 Use Excel	*		2b	-	-	-
42.3 Use PowerPoint	*		2b	-	-	-
42.4 Use Access			-	-	-	-

Tasks, Knowledge, and Technical References	Core Tasks		Training Proficiency			
	5-level	7-level	3-skill level (course)	5-skill lvl (FMCJ)		7-skill level (course)
				FMCJ-O	FMCJ-A	
42.5 Use Outlook	*		2b	-	-	-
43. FM SYSTEMS						
TR: FICS site: https://usaf.dps.mil/sites/FICS						
43.1 Defense Travel System (DTS) TR: http://www.defensetravel.osd.mil/dts/site/index.jsp						
DTMO Passport Account Login TR: https://www.defensetravel.dod.mil/Passport/bin/Passport.html?CFID=39661558&CFTOKEN=14ca2bef1843fc62-1918D887-B26F-6A90-9A51A2F013794FF6#			A	B	B	-
Defense Travel Management Office TR: http://www.defensetravel.dod.mil/site/training.cfm						
43.1.1 Create DTS Authorization			1a	-	-	-
43.1.2 Create DTS Voucher			1a	-	-	-
43.2 Reserve Travel System (RTS)			-	-	-	-
43.3 Defense Joint Military Pay System (DJMS)			A	B	-	-
43.4 Query DJMS records			1a	-	-	-
43.5 Web Defense MilPay Office (WebDMO)			A	B	-	-
43.6 Process WebDMO transactions			-	-	-	-
43.7 Case Management System (CMS)			A	B	-	-
43.8 Create and Close Case in CMS			-	-	-	-
43.9 Automated Disbursing System (ADS)			-	-	-	-
43.10 Financial Management Workflow (FMWF)			-	B	-	-
43.11 Query and Add Comments to Vouchers in FMWF			-	-	-	-
43.12 Defense Civilian Pay System (DCPS)			-	-	-	-
43.13 Automated Time and Attendance Production System (ATAAPS)			-	-	-	-
43.14 Remedy			-	-	-	-
43.15 Air Force Integrated Personnel and Pay System (AFIPPS)			-	-	-	-
43.16 Commanders Resource Information System (CRIS) TR: https://cris.af.mil/#Help (must have access to CRIS to view training guide)			-	-	-	-
43.16.1 CRIS Purpose			-	-	A	-
43.16.2 Create New Data Source Query in CRIS TR: https://cris.af.mil/#Help (must have access to CRIS to view training guide)			-	-	-	-
43.17 FM Suite			A	-	B	-
43.18 Upward Obligation Adjustment			-	-	-	-
43.19 Review FM Suite Data			-	-	-	-
43.20 DFAS Transaction Interface Module (DTIM)			-	-	-	-
43.21 Procurement Integrated Enterprise Environment (PIEE)			A	-	B	-
43.22 Query Contracts in Electronic Document Access (EDA)			-	-	-	-
43.23 General Accounting and Finance System (GAFS)			-	-	-	-
43.24 Defense Enterprise Accounting and Management System (DEAMS)						
43.24.1 Navigate DEAMS			1a	-	-	-
43.24.2 Certify Documents and Load Funds in DEAMS			-	-	2b	-
43.25 Government Purchase Card (GPC) System			-	-	-	-
43.26 Purchase Card On-Line System (PCOLS)			-	-	-	-
43.27 Government Travel Card (GTC) System TR: https://home.cards.citidirect.com/CommercialCard/login			-	-	-	-
43.28 Query GTC System			-	-	-	-
43.29 Online Report Viewing (OLRV)			-	-	-	-
43.30 Electronic Document Access (EDA), Electronic Document Management (EDM)			-	-	-	-
43.31 Defense Medical Logistics Standard Support (DMLSS) TR: AFMAN 41-216, Section 2B			-	-	-	-
43.32 Automated Funds Management (AFM)			-	-	-	-
43.33 LeaveWeb TR: https://leave.af.mil (training guides located in "User Guides" after logging in)			A	-	-	-
43.34 Verify LeaveWeb Information TR: https://leave.af.mil (training guides located in "User Guides" after logging in)			-	-	-	-

Tasks, Knowledge, and Technical References	Core Tasks		Training Proficiency			
	5-level	7-level	3-skill level (course)	5-skill lvl (FMCJ)		7-skill level (course)
				FMCJ-O	FMCJ-A	
43.35 MyPay			A	-	-	-
43.36 Reset MyPay Passwords			-	-	-	-
43.37 e-Finance			-	-	-	-
43.38 Review e-Finance Accuracy			-	-	-	-
43.39 FM Certification Learning Management System (LMS)			A	-	-	-
43.40 Update FM Certification LMS			-	-	-	-
43.41 Comptroller Service Portal (CSP)			A	B	B	-
43.42 Process Tickets in CSP			-	-	-	-
43.43 Forms & Account Management Service (FAMS)			-	-	-	-
43.44 Inspector General Evaluation Management System (IGEMS)			-	-	-	-
44. TERMINAL AREA SECURITY OFFICER (TASO) DUTIES						
TR: AFMAN 65-116, Vol 1; FICS site: https://usaf.dps.mil/sites/FICS						
44.1 TASO Duties			-	A	A	-