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CFETP 3N0XX
Parts I and II
1 June 2020

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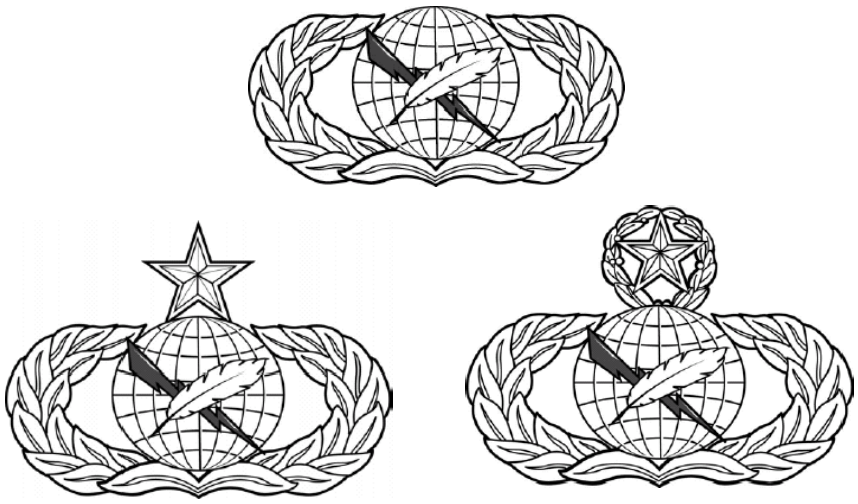
Public Affairs Specialties



CAREER FIELD EDUCATION AND TRAINING PLAN (CFETP)

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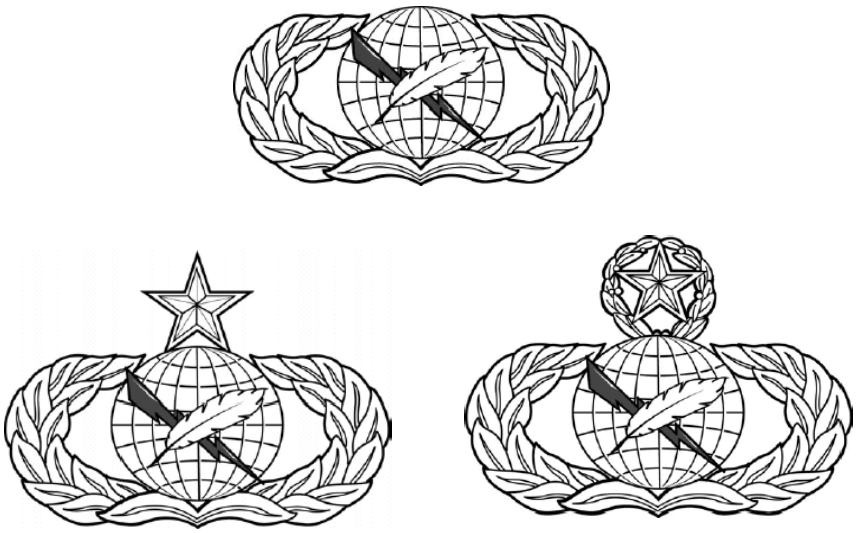

"The quill represents the free flow of information about the Air Force, and the lightning bolt symbolizes the speed of communication. The globe denotes our worldwide audience."

IAW AFI 36-2101, *Classifying Military Personnel*, the Public Affairs badge is awarded as follows:

Wear the basic badge after completing technical school. Wear the senior badge after award of the 7-skill level and the master badge as a master sergeant or above with 5 years in the specialty from award of the 7-skill level.

CFETP
PUBLIC AFFAIRS SPECIALTIES
AFSC 3N0XX

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PUBLIC AFFAIRS SPECIALTIES

AFSC 3N0XX CFETP

Part I

Preface

1. The CFETP is a comprehensive education and training document that identifies life-cycle education/training requirements, training support resources, and minimum core task requirements for this specialty. The CFETP will provide Public Affairs (PA) personnel a clear career path to success and will instill rigor in all aspects of career field training. ***Note*****:** *Civilians occupying associated positions may use Part II to support duty position qualification training. Air Force Reserve Command (AFRC) and Air National Guard (ANG) career paths will differ from the career paths depicted in this document. They may develop career paths that more accurately describe the life- cycle of reserve and guard personnel.*

2. The CFETP consists of two parts; both parts of the plan are used by supervisors to plan, manage, and control training within the career field.

2.1. Part I provides information necessary for overall management of the specialty. **Section A** explains how everyone will use the plan; **Section B** identifies career field progression information, duties and responsibilities, training strategies, and career field path; **Section C** associates each level with specialty qualifications (knowledge, education, training, and other); **Section D** indicates resource constraints (some examples are funds, manpower, equipment, and facilities); **Section E** identifies transition training guide requirements for SSgt through MSgt.

2.2. Part II includes the following: **Section A** identifies the Specialty Training Standards (STS) and includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) conducted training, wartime course, core task, and correspondence course requirements; **Section B** identifies the course objective list; **Section C** identifies available support materials (an example is a Qualification Training Package (QTP) which may be developed to support proficiency training and they are identified in http://www.e-publishing.af.mil); **Section D** identifies a training course index supervisors can use to determine resources available to support training (included here are both mandatory and optional courses); **Section E** identifies a major command's (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 PA specialties receive effective and efficient training at the appropriate point in their career. This plan will enable us to train today's work force for tomorrow's jobs. At unit-level, supervisors and trainers will use Part II to identify, plan and conduct training commensurate with the overall goals of this plan.

Abbreviations/Terms Explained

3N0 Designations. 3N0XX includes PA specialties, 3N0X6 and 3N090 AFSC; does not include 3N000. 3N03X, 3N05X, and 3N07X refer to the skill level progression for the respective specialty (i.e. 3N03X = 3N036).

Advanced Distributed Learning Service (ADLS). A worldwide-accessible, web-based Learning Management System (LMS) that provides delivery, tracking, and on-demand reporting of training with no client software required to access the system. ADLS is located at https://golearn.adls.af.mil/login.aspx.

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

AEF Reporting Tool (ART). The Air Expeditionary Force (AEF) reporting tool on SIPRNET that provides timely and accurate readiness.

AETC Training Manager (AETC-TM). AETC-TM acts as a link between the customer, MAJCOMs and the training providers (schoolhouse). Collectively, we refer to the training squadrons, courses, instructors, and curriculum developers, as the schoolhouse. The AETC-TM moderates the long-term, visionary training goals of the career field with the real-time ability of the schoolhouse to meet those training goals.

AETC Training Pipeline Manager (AETC-TPM). Responsible for the oversight, development and execution of all formal training to include money, manpower, and machines to bring new training on-line. Co-chairs with the Air Force Career Field Manager (AFCFM), Utilization and Training Workshops (U&TWs), and AFS planning meetings. Acts as liaison between AFCFM and training community.

Air Force Career Field Manager (AFCFM). An individual who is the single point of contact (POC) responsible for overall management of an AFS. The AFCFM's responsibilities include policy development, training, skills management, and career progression.

Air Force Enlisted Classification Directory (AFECD). Establishes the occupational structure of the Air Force enlisted force. The occupational structure is flexible to permit enlisted personnel to specialize and develop their skills and abilities while allowing the Air Force to meet changing mission requirements. It is located at https://mypers.af.mil/app/answers/detail/a_id/7504.

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

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

Allocation Curves. The relation of hours of training in different training settings to the degree of proficiency which can be achieved on specified performance requirements.

Automated Information Multimedia Management (AIM2). An online system designed for users to input and query data regarding current unit information, equipment requirements and inventory status, and production reporting information for each DVIAN-authorized Visual Information (VI) activity. AIM2 assists Air Force Public Affairs Agency (AFPAA) and MAJCOM leaders with decision-making analysis for the VI Equipment Plan (VIEP) and production reporting throughout the Air Force PA community.

Bridge Course. A formal or informal course of training which allows an Airman to expand their knowledge in another area of expertise.

Career Field Education and Training Plan (CFETP). A comprehensive core training document that identifies life-cycle education and training requirements, training support resources, and the minimum core task requirements for a specialty.

Career Training Guide (CTG). A document that uses task modules (TMs) in lieu of tasks to define performance and training requirements for a career field.

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

Certification Official. A person whom the supervisor assigns to determine an individual's ability to perform a task to required standards.

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

Core Task. Tasks the AFCFM identifies as minimum qualification requirements within an AFSC, regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC. Guidance for using core tasks can be found in the applicable CFETP narrative.

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

Defense Visual Information Activity Number (DVIAN). A unique five-character identifier assigned to each DoD Visual Information Activity.

Duty Position Task. The tasks assigned to an individual for the position currently held. These include, as a minimum all core tasks that correspond to the duty position, and tasks assigned by the supervisor.

Education and Training Course Announcements (ETCAs). The primary tool used for information on education and training courses, such as available courses, prerequisites, and reporting instructions. The ETCAs are available at https://cs2.eis.af.mil/sites/app10-ETCA/SitePages/Home.aspx.

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

Exportable Course. Instructional packages that personnel design for use in the field. The course may include printed, computer-based, or other audiovisual materials.

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

Go/No Go. The stage relating to a required decision of whether an individual has gained enough skill, knowledge, and experience to perform tasks without supervision, or if they have not.

Initial Skills Training. Formal school courses that result in an AFSC 3-skill level award for enlisted or mandatory training to qualify officers for upgrade training.

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

MAJCOM Functional Manager (MFM). The individual responsible for MAJCOM management of an AFS. The MFM's responsibilities include coordination with the AFCFM, policy development, training, skills management, and career progression within the MAJCOM-level.

Master Training Plan (MTP). A work center document which identifies strategy for ensuring the completion of all work center job requirements by using a Master Task Listing. It also provides milestones for upgrade/qualification tasks and Continuation Course completion, and prioritizes deployment/Unit Tasking Code (UTC) tasks.

Mass Communication Foundations (MCF). Pipeline course for PA enlisted Airmen that teaches concepts/skills needed in both PA and visual information specialties.

Mobile Training Team (MTT). Technical training conducted at operational locations by an approved course instructor using the facilities and equipment at those locations.

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 a duty location uses to train personnel in both upgrade (skill level award) and job qualification (duty position certification) training.

Optimal Training. The ideal combination of training settings resulting in the highest levels of proficiency on specified performance requirements within the minimum time possible.

Program Element Code (PEC). A combination of forces, manpower, equipment, and facilities related to a mission capability or activity. The PEC is the basic building block of the Future Years Defense Program (FYDP). The first five digits relate to an associated DOD code, while the sixth digit is coded with an "F" for Air Force funds.

Position Qualification Training. Training designed to qualify an Airman in a specific position.

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

Program Objective Memorandum (POM). Developed by individual services to set objectives for their forces, weapon systems, and logistical support within the fiscal limits assigned to them by the Secretary of Defense. Covers a 6-year period.

Public Affairs Continuation Course (PACC). The digital and interactive replacement for Public Affairs Career Development Courses. Required for Airman to earn their appropriate skill level.

Public Affairs VI Learning in an Online Network (PAVILION). A DINFOS managed, interactive learning and reference site for all services. Its purpose is to connect PA offices with the resources they need to complete their mission in the best and most efficient way possible.

Qualification Training (QT). Hands-on performance training designed to qualify an Airman in a specific duty position. This training occurs both during and after upgrade training to maintain up-to-date qualifications. It is designed to provide the performance skills required to do the job.

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

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

Schoolhouse. The principle AETC location where training is conducted and/or managed. For PA Airmen this is the Defense Information School (DINFOS) at Fort George G. Meade, Maryland.

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

Specialty Training. The total training process (life cycle) used to qualify Airmen in their assigned specialty.

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

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

Standard Operating Procedure (SOP). Used to describe a procedure or set of procedures to perform a given operation, or evolution or in reaction to a given event.

Subject Matter Expert (SME). Highly experienced individual who is an effective communicator and has a thorough understanding of career field issues. The AFCFM and training personnel call on SMEs for specialty related issues such as attending U&TWs and for writing Specialty Knowledge Tests (SKTs) for Weighted Airman Promotion System (WAPS) testing.

Superintendent Course (SC). Designed to teach new MSgts and MSgt selects, assigned to a wing PA office, how to operate in the superintendent role. The course focuses on the managerial and leadership functions a SNCO is responsible for in a wing PA office. It is offered on an annual basis, pending resource constraints.

Tactics, Techniques, & Procedures (TTPs). Describes the proper employment of specific Air Force assets, individually or in concert with other assets, to accomplish detailed objectives.

Task Module (TM). A group of tasks performed within an AFS that are performed together and that require common knowledge, skills and abilities. They are identified by an identification code and a statement.

Total Force. All collective active, reserve, guard, and civilian elements of the U.S. Air Force.

Trainer. A trained and qualified individual who teaches personnel how to perform specific tasks through OJT methods.

Total Force Training Record (TFTR). A web-based application providing Air Force warfighters with global, real-time visibility into the technical qualifications, certifications and training status of logistics, communications and information professionals Air Force-wide. TFTR supports base, wing, and workcenter-level training management activities by automating training management business processes.

Training Capability. The ability of a unit or base to provide training. Authorities consider the availability of equipment, qualified trainers, study reference materials, and etc., in determining a unit's training capability.

Training Planning Team (TPT). Comprised of the same personnel as a U&TW; however, TPTs

are more intimately involved in training development and the range of issues are greater than is normal in the U&TW forum.

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

Training Setting. The forum in which training is provided (schoolhouse, OJT, field training, mobile training team, self-study, etc.).

Training Session. Training conducted by trainers based on technical data for a maintenance task that existing courses could not support.

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

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

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

Web-Based Training. See Advanced Distributed Learning System (ADLS).

Section A, General Information

1. Purpose. The CFETP provides information necessary for AFCFM, MFMs, commanders, training managers, supervisors and trainers to plan, develop, manage and conduct effective career field training programs. This plan outlines the training individuals in these AFSs should receive 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, this training is conducted by AETC at one of the technical training centers. UGT identifies the mandatory courses, task qualification requirements and correspondence course completion requirements for award of the 3-, 5-, 7- and 9-skill levels. QT 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 UGT process. It is designed to provide the performance skills/knowledge required to do the job. Advanced training is formal specialty training used for selected Airmen. Proficiency training is additional training, either in-residence, exportable advanced training courses, or OJT, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The CFETP has several purposes, some are:

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

1.2. Identifies task and knowledge training requirements for each skill level in the specialty, and recommends education/training throughout each phase of an individual's career. It also lists training courses available in the specialty, and identifies training sources and delivery methods.

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

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

2.2. MFMs will ensure their training programs complement the mandatory initial, upgrade and proficiency requirements found in the CFETP. Identified requirements can be satisfied by OJT, resident training, contract training or exportable courses. MAJCOM-developed training to support these AFSCs must be identified for inclusion in the plan.

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

3. Coordination and Approval. The AFCFM is the approval authority. MAJCOM representatives and AETC training personnel will identify and coordinate on the career field training requirements. The AETC training manager for 3N0XX specialties will initiate an annual review of this document by AETC (DINFOS) and MFMs to ensure currency and accuracy. Using the list of courses in Part II, they will eliminate duplicate training.

Section B, Career Progression and Information

4 Specialty Descriptions. Typically, specialty descriptions provide a summary of the specialty, insight into duties and responsibilities associated to the specialty, and qualifications for entry or progression within the specialty. Descriptions for each of the specialties in the PA career field follow. This information supplements that which is presented in AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, and the Air Force Enlisted Classification Directory.

4.1. 3N0XX Specialty Summary. The Public Affairs Career Field serves the United States Air Force by providing professional, trained communication practitioners to leaders and managers for planning, training, executing, and reporting. It encompasses the total spectrum of the Air Force's human communication activities, including the (3N0) Public Affairs and (3N1) Band career fields. All print and electronic communication media are used along with interpersonal communication techniques. The functions involve community engagement, graphics, media operations, music, photo, print, radio, television, and video. They are designed to facilitate communication flow between the Air Force and general public, as well as active duty Air Force members and their families, Reserve components, and civilian employees.

4.2. Chief Enlisted Manager (CEM) Code 3N000
AFSC 3N090, Superintendent PUBLIC AFFAIRS

(Changed 30 Jul 18, Effective 31 Oct 20)

4.2.1. Specialty Summary. Manages PA programs. Related DoD Occupational Subgroup: 157000.

4.2.2. Duties and Responsibilities:

4.2.2.1. Coordinates PA functions with other base, command, Air Force, DoD and non- DoD agencies. Advises commanders and their staffs on the PA implications of plans, policies, and programs. Provides PA inputs to operational plans.

4.2.2.2. Oversees procedures used in collecting, evaluating and disseminating news and information. Evaluates effectiveness of PA programs. Monitors and ensures compliance with applicable DoD, Air Force, MAJCOM and local PA policy.

4.2.2.3. Directs written, photographic, graphic arts, video documentation, broadcasting, and quality assurance activities. Assigns projects, controls performance, and ensures compliance with federal law, established policies, directives, and practices.

4.2.3. Specialty Qualifications:

4.2.3.1. Knowledge. Knowledge is mandatory of PA management functions: communication theory and planning; mission and structure of DoD and Air Force PA, multimedia and broadcast agencies; policy directives and instructions concerning the management and release of information and digital images; and deliberate and contingency planning functions.

4.2.3.2. Education. Not used.

4.2.3.3. Training. Not used.

4.2.3.4. Experience. For award of AFSC 3N090, qualification in and possession of AFSC 3N076 is mandatory. Experience is mandatory in directing PA, multimedia or broadcasting functions.

4.2.3.5. Other. The following are mandatory as indicated.

4.2.3.5.1.1. For entry, award and retention AFSCs 3N090/00:

4.2.3.5.1.2. The absence of any speech impediment and; the ability to read aloud and speak clearly and distinctly.

4.2.3.5.1.3. Normal color vision is required for this AFSC as defined by AFI 48-123, *Medical*

Examinations and Standards.

4.2.3.5.1.4. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 3N090/3N000, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management.*

4.2.3.5.1.5. Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, *Vehicle Operations.*

4.2.3.5.2. For award and retention of AFSCs 3N090/00, must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security.*

4.3. AFSCs 3N076, Craftsman; 3N056, Journeyman; 3N036, Apprentice; AFSC 3N016, Helper PUBLIC AFFAIRS *(Changed 30 Jul 18, Effective 31 Oct 20)*

4.3.1. Specialty Summary. Plans, organizes, coordinates, and conducts command information, community engagement, and media operations activities. Engages in digital and print photojournalism, to include photographing, writing, editing and managing content for base websites, social media platforms, and print products. Provides operational war fighting documentation; supports Air Force [or DOD] communication efforts by preparing material for use by internal and external audiences, and conducts broadcast and production operations. Captures, stores, enhances, crops, captions, prints, or transmits audio, video and still imagery through secure and unsecure systems. Prepares and releases news for internal audiences and media, arranges and conducts tours, and other community engagement activities. Researches and writes speeches. Documents visual history of Air Force mission. Related DoD Occupational Subgroups: 140000 and 157000.

4.3.2. Duties and Responsibilities:

4.3.2.1. Prepares, edits, and distributes PA program material. Determines best medium and message content to reach key audiences. Advises commanders at all levels and their staffs on the internal, media operations, and community engagement implications of plans, policies, and programs. Applies communication theory and techniques to PA activities for most effective resource use.

4.3.2.2. Prepares and releases news and imagery for internal and public audiences. Establishes procedures for collecting, evaluating, and distributing products. Conducts research and interviews subject matter experts. Photographs, writes, and edits news, features, editorials, captions, and other copy. Reviews material for compliance with local and Air Force policy and operational security.

4.3.2.3. Supervises or directs documentation, broadcast, and production functions. Manages resources to support Air Force PA plans and programs. Coordinates messages and themes for use by internal and external audiences.

4.3.2.4. Determines equipment requirements, researches subject matter, and establishes shooting outlines. Performs operational equipment checks and preventative maintenance. Assists in selecting shooting locations. Determines camera angles, lighting, and special effects. Operates camera, lighting, microphones, and related equipment. Acquires data for captions, background material, cover stories, and logs. Ensures proper slating and identification.

Prepares photographic assignments. Coordinates with customers. Acquires imagery in controlled, uncontrolled and combat environments. Applies principles of photographic composition. Conceives, visualizes, and produces images. Accomplishes combat documentation, investigative, informational, editorial and other photography. Obtains data and writes captions and cover stories. Selects and crops pictures for layouts and picture stories. Performs digital photographic acquisition processing and printing. Selects, inspects, and tests camera, and digital photographic processing

systems. Determines and uses appropriate camera, lens, filters, lighting and accessory equipment. Obtains optimum exposures using various meters, electronic flash, and exposure control methods. Uses light intensifier tubes (night vision). Operates communications equipment to transmit, receive and archive images, in garrison and under field conditions. Complies with copyright, reproduction, and alteration restrictions.

4.3.2.5. Performs investigative/forensic video documentation to include legal, safety, medical, and criminal requirements. Responds to natural disasters and incidents such as vehicle accidents, aircraft mishaps, suicides, homicides, domestic abuse and sexual assault. Performs medical documentation, to include autopsies, and surgical procedures. Coordinates with medical staff to perform clinical and surgical micro and macro photography using specialized photographic cameras and lighting equipment.

4.3.2.6. Performs historical documentation. Maintains archive library and ensures appropriate accessioning of media.

4.3.2.7. Performs ground and aerial video documentation to include combat and non-combat operations.

4.3.2.8. Conducts aerial photo and video documentation and coordinates with aircraft commander to ensure proper aircraft positioning and maneuvering. Determines techniques to be used in aerial documentation. Supports scientific analysis, test documentation, and aerial documentation requirements.

4.3.2.9. Produces news and information products to support mission requirements. Develops scripts, graphics, special effects, and audio/video material. Prepares and schedules program elements and products for distribution.

4.3.2.10. Programs, directs and hosts radio and television broadcasts. Reviews program materials for sensitivities before airing. Coordinates receipt and disposition of program materials. Operates radio and television broadcast equipment. Arranges remote broadcast coverage of special events.

4.3.2.11. Conducts media operations. Maintains liaison with media. Receives queries for news media, researches and obtains information, coordinates answers, and provides response to news media. Establishes personal contact with local and regional news media. Receives visiting news media, makes arrangements for interviews, provides briefings, and escorts media representatives. Assists with news conferences, and establishes and operates media center for contingency operations. Prepares and disseminates current imagery to media outlets. Supports Joint Hometown News Service.

4.3.2.12. Conducts crisis communication. Writes and maintains accident and other contingency plans. Responds to accidents and incidents.

4.3.2.13. Conducts community engagement activities. Maintains liaison with local and regional government and civic leaders. Develops promotional material on military events of interest to surrounding civilian communities. Prepares material for presentation to civic groups, and arranges for and assists military speakers. Plans base tours, orientations and open houses for local community members.

4.3.2.14. Conducts quality review on all PA products prior to release. Continuously collects, measures, and analyzes communication program effectiveness.

4.3.2.15. Documents joint operations, exercises and contingencies for internal and external use. Provides leadership with decision-making tools. Photographs under austere conditions day and night, in any weather condition. Records real-time historic events globally.

4.3.2.16. Performs studio operations. Arranges studio lighting, backdrops and determines subject placement. Captures full-length and portraiture imagery.

4.3.3. Specialty Qualifications:

4.3.3.1. Knowledge. Knowledge is mandatory of: basic communication theory; regulations, directives and policies governing release of information; PA, American Forces Radio and Television Services (AFRTS) and Combat Camera activities; research methods; interview techniques; broadcast journalism; broadcast equipment capabilities including video camera operations, video editing systems, audio, lighting; and studio equipment; principles of video framing, compositions, visualization, storytelling, and audio and video editing; video production and documentation of military events and features; methods of researching public attitudes; community engagement practices; composition, grammar, and spelling; news writing and editing; layout and design; photographic theory, aesthetics, and technology; camera operation and imagery production systems; characteristics of digital light sensors; color correction; exposure and processing effects; imagery evaluation; digital image noise, and resolution; community engagement techniques and practices.

4.3.3.2. Education. Completion of high school or general educational development equivalency is mandatory for entry into this specialty. Courses in creative arts and communications are advantageous.

4.3.3.3. 3N036. Completion of the Mass Communication Foundations Course is mandatory.

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

4.3.3.4.1. 3N056. Qualification in and possession of AFSC 3N036. Experience supervising and performing Public Affairs functions. Airmen who held a 5 level as a 3N0X2 or 3N0X5 as of 1 November 2017, must have completed the Public Affairs Consolidation training by 31 Oct 2020 to maintain their current skill level. Airmen who graduated from the Broadcast Communication Specialist course or the Basic Photojournalist Course after 1 Nov 2017, must complete the Public Affairs Consolidation training by 31 Oct 2021 to maintain their current skill level.

4.3.3.4.2. 3N076. Qualification in and possession of AFSC 3N056. Experience managing and directing Public Affairs functions. Airmen who held a 7 level as a 3N0X2 or 3N0X5 as of 1 November 2017, must have completed the Public Affairs Consolidation training by 31 Oct 2020 to maintain their current skill level.

4.3.3.5. Other. The following is mandatory as indicated:

4.3.3.5.1. For entry into this specialty:

4.3.3.5.1.1. Ability to type 20 words per minute (wpm).

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

4.3.3.5.1.3. See attachment 4 for additional entry requirements.

4.3.3.5.2. For entry, award, and retention of this AFSC:

4.3.3.5.2.1. Absence of any speech impediment, and ability to read aloud and speak distinctly.

4.3.3.5.2.2. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 3N0X6, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

Note: Award of the 3-skill level without a completed NACLC is authorized provided an interim Secret clearance has been granted according to AFI 31-501.

4.3.3.5.2.3. Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, *Vehicle Operations.*

4.3.3.5.3. For award and retention of these AFSCs, must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.

5. Skill/Career Progression. Adequate training and timely progression from the apprentice to the

superintendent skill level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training must do their part to plan, manage and conduct an effective training program. The guidance provided in this part of the CFETP will ensure each individual receives viable training at appropriate points in their career. The following narrative and AFSC 3N0XX Career Development Flow Charts identify career skill progression.

5.1. Apprentice (3-skill level): Upon completion of initial skills training, trainees work with a trainer to enhance their knowledge and skills. Individuals will use a combination of PA continuation courses, OJT and advanced courses to progress in the career field. Education towards an associate degree should continue. The goal to completing 5-skill level upgrade training is 12 months but an apprentice must have a minimum of 9 months of UGT for 3N0XX AFSC.

5.2. Journeyman (5-skill level): Once upgraded to the 5-skillevel, journeymen will enter into continuation training to broaden their experience base. Journeymen will complete required available advanced courses, and MAJCOM-specific training. Individuals will use AFMAN 35-10, *Public Affairs Responsibilities and Management* and appropriate reference materials to prepare for testing under the Weighted Airman's Promotions System (WAPS). Education toward an associate degree or higher should continue.

5.3. Craftsman (7-skill level): Craftsmen can expect to fill various supervisory and management positions and may be assigned to headquarters staff positions and 3N0XX formal schools. Personnel are encouraged to take additional courses to obtain added knowledge on management of resources and personnel. Continue academic education through associate and higher degree programs.

5.4. Superintendent (9-skill level): A 9-skill level is expected to fill leadership, supervisory and management positions and may be assigned to headquarters staff positions. Additional training through continuing education in the areas of budget, manpower, resources and personnel management is necessary. The 9-skill level is awarded upon sew-on of Senior Master Sergeant. Additional higher education and completion of courses outside the career AFSC are also recommended.

6. Training Decisions. The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the PA career field. The spectrum includes a strategy for when, where and how to meet the training requirements. Strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training. The CFETP was revised at the Specialty Training Requirements Teams (STRT) held July 2018 in San Antonio, Texas.

6.1. Initial Skills Training. The initial skills courses were revised to provide the training needed to better prepare graduates for the tasks they will be facing in the field.

6.2. Upgrade Training.

7. Public Affairs Career Path. The following summarizes career progression and personnel allocations across the career ladder. 3N0XX personnel maintain their individual AFSC identifiers through the rank of MSgt. Upon promotion to SMSgt, individuals holding the 3N0X6 AFSC become 3N090. Upon promotion to CMSgt, individuals holding the 3N090 AFSC become 3N000.

3N Career Planning Diagram

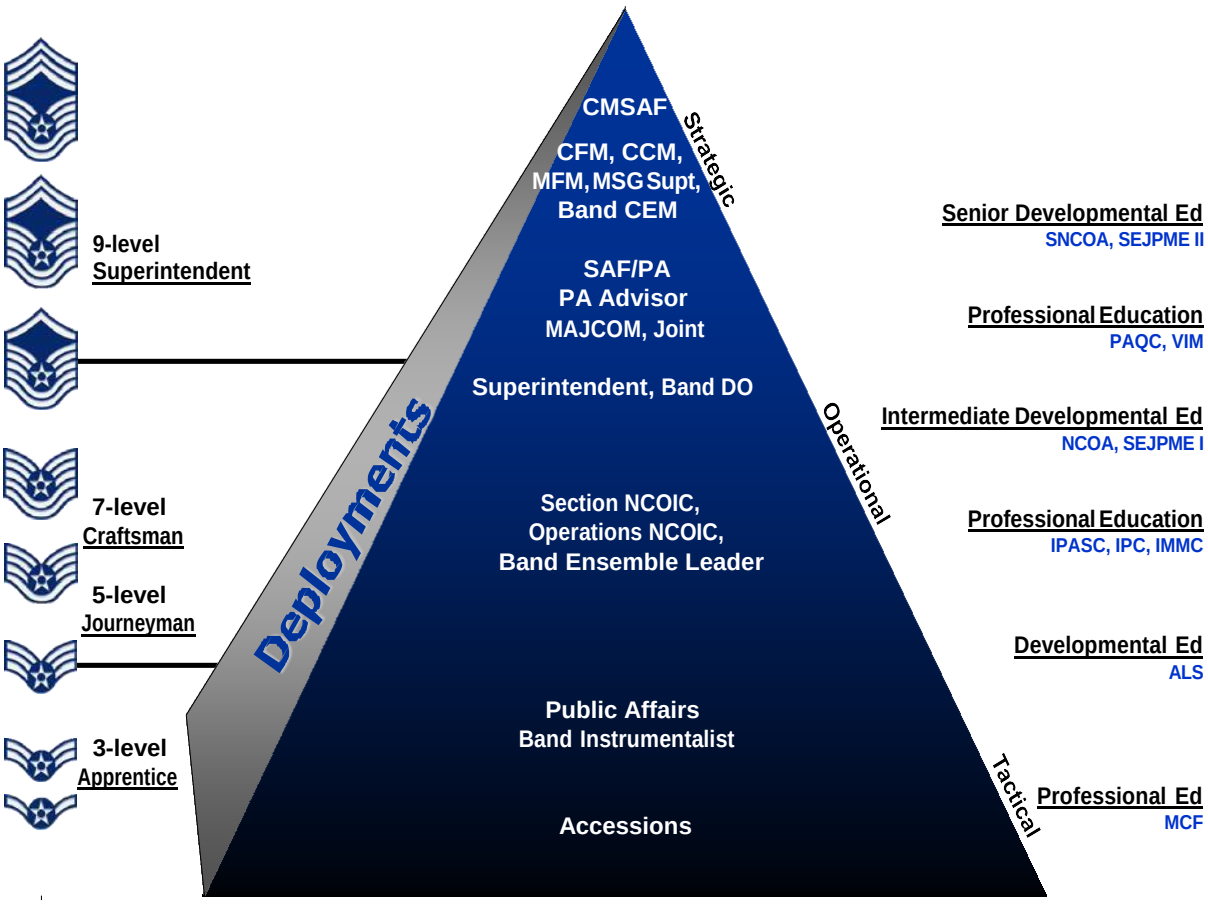

Table 7.1 Enlisted Career Path			
Education and Training Requirements	**GRADE REQUIREMENTS**		
	Rank	Earliest Sew-On	High Year of Tenure (HYT)
Basic Military Training School			
Apprentice Technical School (3-skill level)	Amn		8 Years
Upgrade to Journeyman (5-Skill Level) - Minimum 12 months UGT (9 months for retrainees), career field goal 24 months max - Complete appropriate continuation course and/or 5-level course if/when available - Complete all 5-level core tasks - Recommendation by supervisor	A1C SrA	 36 months TIS and 20 months TIG or 28 months TIG (whichever occurs first)	8 Years 10 Years
Airman Leadership School (ALS) - Must be a SrA with 48 months time in service or be a SSgt selectee - Completion is a prerequisite for SSgt sew-on (Active Duty only)	**<u>Trainer</u>** - Recommendation by the supervisor - Qualified to perform the task being trained - Attend the Air Force Training Course		
Upgrade to Craftsman (7-skill level) - Minimum rank of SSgt - Minimum 6 months UGT (6 months for retrainees), career field goal 18 months max - Complete appropriate continuation course and/or 7-level course if/when available - Complete all 5-level core tasks - Recommendation by supervisor	SSgt	3 years	20 Years
Noncommissioned Officer Academy (NCOA) - Must be a TSgt, MSgt select, or MSgt - Completion is a prerequisite for MSgt sew-on (Active Duty only)	TSgt MSgt	5 years 8 years	22 Years 24 Years
Upgrade To Superintendent (9-skill level) - Minimum rank of SMSgt **USAF Senior NCO Academy (SNCOA)** - Must be a MSgt, SMSgt, or SMSgt select - Completion is a prerequisite for SMSgt sew-on (Active Duty only) **Associate Degree**	SMSgt	11 years	26 Years
Chief Leadership Course - Minimum rank of CMSgt or CMSgt select	CMSgt	14 years	30 Years

Section C, Skill Level Training Requirements

8. 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.

9. Specialty Qualifications:

9.1. Apprentice (3-skill level).

9.1.1. Specialty Qualifications.

9.1.1.1. Knowledge.

9.1.1.1.1. AFSC 3N0X6. Knowledge is mandatory of basic communication theory; regulations and policies governing AFRTS; release of information; research methods; interview techniques, composition, grammar and spelling; news writing and editing; layout and design; photographic theory, aesthetics and technology; camera operation and imagery production systems; characteristics of digital light sensors; color correction; exposure and processing effects; imagery evaluation; digital image noise and resolution; community engagement techniques and practices; broadcast journalism; broadcast equipment capabilities including video camera operations, video editing systems, audio and lighting; studio equipment; principles of video framing, compositions, visualization, storytelling, and audio/ video editing; video production and documentation of military events and features; methods of researching public attitudes; release of information; community engagement practices; graphics; social media.

9.1.1.2. Education. Completion of high school or general educational development equivalency is mandatory for entry into this specialty. Courses in creative arts and communications are advantageous.

9.1.1.3. Training.

9.1.1.3.1. AFSC 3N0X6. For award of AFSC 3N036, completion of the Mass Communication Foundations Course (DINFOS-mas) is mandatory.

9.1.1.4. Experience. None required.

9.1.1.5. Other.

9.1.1.5.1. AFSC 3N0X6. **AFSC 3N0X6**. For entry, award, and retention of the 3N036 AFSC: (1) A favorable voice audition evaluation, absence of any speech impediment, and the ability to read aloud and speak clearly and distinctly; (2) a minimum score of 72 in the General area of the Armed Services Vocational Aptitude Battery (ASVAB); (3) ability to lift 60 lbs.; (4) qualification to operate government vehicles according to AFI 24-301, *Vehicle Operations;* (5) be able to obtain and retain a secret clearance according to AFI 31-501, *Personnel Security Program Management*; (6); the ability to type 20 words per minute; (7) Normal color vision as defined by AFI 48-123, *Medical Examination and Standards*.

9.1.1.6. Training Sources. The initial skills courses will provide the required knowledge and qualifications. The STS identifies core tasks required for qualification in the individual's duty position. Continuation (advanced) training courses are available and attendance should be based on the individual's particular training needs.

Implementation. Upon graduation from Basic Military Training, or approved retraining from any AFSC, Airmen are assigned to DINFOS for completion of technical training courses.

9.2. Journeyman (5-Level).

9.2.1. Specialty Qualifications.

9.2.1.1. Knowledge. Knowledge is mandatory of the purpose and objectives of crisis communication, command information, media operations, visual information and community engagement; the communication cycle including research, planning, execution, and assessment; directives and instructions governing release of information; visual information and multimedia in the PA realm; PA's role and uses for the public web; Air Force Public Affairs organization and structure. Additionally, individuals must possess the knowledge necessary to maintain equipment and conduct training.

9.2.1.2. Training. Completion of the following requirements is mandatory for the award of the 5-skill level: (1) continuation course 3N056, as applicable; (2) all 5-skill level STS core tasks; (3) tasks assigned to the individual's duty position.

9.2.1.3. Experience.

9.2.1.4. AFSC 3N056. Experience supervising and performing Public Affairs functions. Airmen who held a 5 level as a 3N0X2 or 3N0X5 as of 1 November 2017, must have completed the Public Affairs Consolidation training by 31 Oct 2020 to maintain their current skill level. Airmen who graduated from the Broadcast Communication Specialist course or the Basic Photojournalist Course after 1 Nov 2017, must complete the Public Affairs Consolidation training by 31 Oct 2021 to maintain their current skill level.

9.2.1.5. Other. Must be recommended by supervisor and must maintain a Non-Secure Internet Protocol Router Network (NIPRNET) access.

9.2.1.6. Training Sources. Completion of training references listed in CFETP Part II satisfies the knowledge requirements specified in the specialty qualification section for award of the 5-skill level. The CFETP Part II identifies all core tasks required for qualification. Continuation (advanced) training courses are available and attendance should be based on the individual's particular training needs.

9.2.2. Implementation. Training to the 5-skill level is performed at unit-level using STS exportable courses and continuation courses. Upgrade to the 5-skill level requires completion of applicable continuation courses, completion of all core tasks and minimum 12 months in upgrade training and 6 months for retrainees.

9.3. Craftsman (7-Level).

9.3.1. Specialty Qualifications.

9.3.1.1. Knowledge. Knowledge is mandatory of office supervision and resource management; purpose and objectives of crisis communication, command information, media operations, visual information and community engagement; the communication cycle including research, planning, execution, and assessment; directives and instructions governing release of information; visual information and multimedia in the PA realm; PA's role and uses for the Public Web; Air Force Public Affairs organization and structure; role of American Forces Network, Air Force bands, and Combat Camera in the communication mission; and environmental issues.

9.3.1.2. Training. Completion of the following requirements is mandatory for the award of the 7-skill level: (1) Continuation Course 3N076; (2) 7-skill level course (when available); (3) all 7-skill level STS core tasks; (4) tasks assigned to the individual's duty position.

9.3.1.3. Experience. Prior qualification in 3N056 AFSC. A minimum of 6 months UGT (six months for retrainees with TSC "F") is required before awarding the 7-skill level.

9.3.1.4. Other. Must be recommended by supervisor and must maintain an Air Force Network License according to AFI 33-115, Vol 2, *Licensing Network Users and Certifying Network Professionals*.

9.3.1.5. Training Sources. Completion of training references listed in CFETP Part II satisfies the knowledge requirements specified in the specialty qualification section for award of the 7-skill level. The CFETP Part II identifies all core tasks required for qualification. Continuation (advanced) training courses are available and attendance should be based on the individual's

particular training needs.

9.3.1.6. Implementation. Initiate formal upgrade training when the individual is notified of selection for promotion to SSgt. Initiate qualification training anytime an individual is assigned duties for which they are not qualified. Use specialized continuation courses to obtain the necessary qualification for refresher and cross-utilization training.

9.4. Superintendent (9-skill level), AFSC 3N0X6 changes at the 9-skill level.

9.4.1. Specialty Qualifications:

9.4.1.1. Knowledge. Knowledge is mandatory of PA management functions; communication theory and planning; mission and structure of DoD and Air Force PA; multimedia and broadcast agencies; policy directives and instructions concerning the management and release of information and digital imagery; and deliberate and contingency planning functions.

9.4.1.2. Training. Prior qualification in 3N076 AFSC is mandatory.

9.4.1.3. Experience. Promotion to SMSgt.

9.4.1.4. Other.

9.4.1.5. Training Sources. Continuation (advanced) training courses are available and attendance should be based on the individual's particular training needs.

9.4.1.6. Implementation. Entry into UGT starts when an individual possesses the 7-skill level and is a SMSgt select.

Section D, Transition Training Guide

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

Part II

Section A, Specialty Training Standard (STS)

1. Implementation. The STS will be used for technical training provided by DINFOS for the 3N0 apprentice courses with the class beginning on a date not yet determined. The creation of 5-skill level continuation courses using the proficiency codes listed in column 4B/4C is scheduled to be released on a date not yet determined. The STS is broken into 5 distinct sections, outlined as attachments; Public Affairs, Wing, Production, AFN, and Combat Camera Functional STS's. Members in UGT will complete required Public Affairs Functional STS and an additional Functional STS aligned with their respective work center. Wing level Airmen complete PA & Wing Functional STS requirements, AFN Airmen complete PA & AFN STS requirements, Production center Airmen complete PA & Production STS requirements, and Combat Camera Airmen complete PA & Combat Camera STS requirements.

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

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

2.2. Identifies, in column 2, core tasks by skill level. Tasks identified with a number "5" are required for 5-skill level upgrade training. Tasks identified with a number "7" are required for 7-skill level upgrade training.

2.3. Provides, in column 3, certification for OJT by documenting completion of tasks and knowledge training requirements.

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

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

2.6. Is used to document task completion within TFTR. CFETP documentation shall be IAW AFI 36-2201, or any subsequent messages.

Note: Required upgrade training "core task(s)" identified by local unit, as "not available for training" must be annotated in TFTR. The 5- or 7-skill level can then be awarded when all other training and core tasks are complete.

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

3. Transcribing. Transcribing documentation to a new CFETP is an administrative function, not a re-evaluation of training. Therefore, supervisor and trainer are considered synonymous for the purpose of documentation. Transcribe within 120 days (240 days for ARC) of CFETP revision date or from date revision is posted to automated training records system.

4. Third-Party Certification. Core tasks identified in this CFETP do not require third-party certification.

5. Decertification and Recertification. When an Airman is found to be unqualified on a task previously certified on for their duty position in TFTR, the supervisor will take action to decertify the task and complete Journal Entry IAW the *TFTR Application User's Guide*, Decertify IPT Task instructions.

6. Training Standard. Tasks are trained and qualified to the "go/no go" level. "Go" means the individual

can perform the task without assistance and meet local demands for accuracy, timeliness and correct use of procedures IAW AFI 36-2201.

7. Recommendations. Please submit all training-related comments and recommendations through appropriate command channels to SAF/PAR, 1690 Air Force Pentagon, Room 4B912, Washington D.C. 20330.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

PATRICK S. RYDER, Brigadier General, USAF
Director, Air Force Public Affairs

Attachments:
1. Qualitative Requirements
2. Public Affairs (3N0) Functional STS
3. Wing Functional STS
4. AFN Functional STS
5. Production STS
6. Combat Camera STS

Attachment 1

Qualitative Requirements

Proficiency Code Key		
	Scale Value	Definitions: The Individual
Task Performance Levels	1	Can do simple parts of task. Needs to be told or shown how to do most of the task. (Extremely Limited)
	2	Can do most parts of the task. Needs only help on the hardest parts. (Partially Proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	4	Can do the complete task quickly and accurately. Can tell or show other how to do the task. (Highly Proficient)
*Task Knowledge Levels	a	Can name parts, tools and simple facts about the task. (Nomenclature)
	b	Can determine step by step procedures for doing the task. (Procedures)
	c	Can identify why and when the task must be done and why each step is needed. (operating Principles)
	d	Can predict, isolate and resolve problems about the task. (Advanced Theory)
**Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (Facts)
	B	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (Analysis)
	D	Can evaluate conditions and make proper decisions about the subject. (Evaluation)

Explanations:

"*" A task knowledge scale value may be used alone or with a 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 task.

"-" This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or Continuation Course.

"X" This mark is used alone in course columns to show that training required but not given due to limitations in resources.

Note for Core/Wartime Task (Column 2):

Items in Core/Wartime Tasks column marked with a symbol/character (5, 7, A, C and V) are mandatory "core" tasks that must be completed before the next skill level can be awarded. Required up-grade training "core task(s)" identified by local unit, as "not available for training" must be annotated in TFTR. Comments regarding training availability may also be annotated in TFTR. The 5- or 7-skill level can then be awarded when all other training and core tasks are complete.

Attachment 2

PUBLIC AFFAIRS FUNCTIONAL STS

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE/WAR TIME TASKS	3. CERTIFICATION FOR OJT				4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED						
		A	B	C	D	3 SKILL LEVEL	5 SKILL LEVEL		7 SKILL LEVEL			
		TNG START	TRNG COMP	TRAINEE INIT	TRAINER INIT	A	B	C	D	E	F	G
						Course	DL	OJT	DL	OJT	Course	SC
1. GENERAL												
1.1. Read CFETP Part I and II						-	-		-		-	-
1.2. Read PA Core Competencies						A	B		-		-	-
1.3. Read applicable Career Field AFM and DODIs (e.g. AFMAN 35-101 and DoDI 5040.02)								A				
2. PUBLIC AFFAIRS FUNCTIONS TR: AFMAN 35-101												
2.1. American Forces Network (AFN)						A	B	-	C			
2.2. Combat Camera						A	B	-	C			
2.3. Production Centers						A	B	-	C			
2.4. Wing PA Office						A	B		C			
2.5. Premier and Regional Bands						A	B		-		C	
2.6. AFSC Prefixes (D), Suffixes (T, K, G, X, Q) and Special Experience Identifiers 0G6, 332 and 333 TR: AF Enlisted Classification Directory (AFECD)							A				-	-
3. SAFETY RESPONSIBILITIES TR: AFI 91-203. AFMAN 35-101	5											
3.1. Hazards of AFSC (all AFOSH standards for AFSC)						A	A		-		-	-
3.2. On-location Safety Considerations						A	A		-		-	-
3.3. AFSC Equipment Hazards (flash, lighting, etc.)						A	A					
3.4. Rating of Circuit Breakers, Fuses, and Extension Cords						A	B		-		-	-
3.5. Electrical Principles												
3.5.1. Circuit Wattage						A	B		-		-	-
3.5.2. Circuit Amperage							B		-		-	-
3.6. Demonstrate Safe Use of Lighting Equipment (e.g. gloves, C-clamps, chains, extension cords)						2b		3c	-		-	-
4. CLASSIFIED MATERIAL CONTROL TR: DoDD 5200.1; ACP 122; AFH 31-602: AFI 31-601	5											
4.1. Classified Media Handling						A	B		-		-	-
4.2. Classified Imagery Processing						-	B					
4.3. Classified Material Distribution						-	B					
4.4. Classified Material Storage						-	B					
4.5. Classified Equipment Handling						-	B					

5. LEGAL AND ETHICAL RESPONSIBILITIES TR: DoD 5500.07-R, DoDI 5040.02, AP Style Book & Briefing on Media Law, AFIs 10-701, 51-303, AFMAN 35-101												
5.1. Joint Ethics Regulation						A						
5.2. Conflicts of Interest (e.g. activities, employment, gifts)						A	B					
5.3. Legal & Ethics Reviews (e.g. non-DoD sanctioned use or product submissions for contests, events)							B			C		
5.4. Copyright and Reproduction Standards	5											
5.4.1. Copyright Permission						A	A		B		C	
5.4.2. Copyright Protected Products Dissemination						A	A		B		C	
5.5. Section 508 Compliance						A	A		B		-	-
5.6. Libel, Slander, and Right of Privacy						A	B		-		-	-
5.7. Plagiarism						A	B		-		-	-
5.8. Privacy Act						A	B		-		-	-
5.9. Freedom of Information Act (FOIA)						A	B		-		-	-
5.10. Guidelines for Release						A	A		-		-	-
5.11. Security, Accuracy, Policy & Propriety Review (SAPP)	5					A	B		-		C	
5.12. Operational Security (OPSEC)	5					A	B		C			B
5.12.1. Critical Information List (CIL)						A	B		C			
5.13. Essential Elements of Friendly Information (EEFI)							B		C			
5.14. Health Insurance Portability & Accountability Act (HIPAA)						A	B		-		-	-
5.15. Photo/Video/Audio Manipulation Policy	5					A	B		-		-	-
5.16. Reputation Management												
5.16.1. Proactive						A	B		-		C	B
5.16.2. Reactive						A	B		-		C	B
5.17. AF Branding & Trademark Licensing												
5.17.1. Responsibilities						A	A					
5.17.2. Air Force Symbol						A	A					
5.17.3. Air Force Emblem							A					
5.17.4. Air Force Seal							A					
6. MISSION PLANNING TR: AFMAN 35-101, DoD 5040.2, DoD 5040.7, Judge Advocate												
6.1. Commander's Priorities/Intent						B	B		-		C	B
6.2. Communications Cycle (RPIE)												
6.2.1. Research Assignment/Subject	5											
6.2.1.1. Key Publics						A	B		-		-	B
6.2.1.2. Key Audience Research						B	B		-		B	B
6.2.2. Planning												
6.2.2.1. Message Development	5					B	B		-		B	B
6.2.2.2. Determine Product Distribution (approach/strategy/KPIs)						2b	b		-		-	B
6.2.2.3. Develop Storyboards for Video and Multimedia Products						2b	b	3c	-		-	

6.2.2.4. Create Shot List						2b	b	3c				
6.2.2.5. Location and Talent Release Forms												
6.2.2.6. Coordinate with Customer						-	-	3c	-		-	-
6.2.2.7. Site Survey						-	B		-		-	-
6.2.2.7.1. Limiting Factors						A	A		-		-	-
6.2.2.7.2. Equipment Requirements						-	B		-		-	-
6.2.2.7.3. Determine Equipment Requirements						1a	-		-		-	-
6.2.2.7.4. Identify Safety Considerations						2b	a		-		-	-
6.2.2.7.5. Identify Limiting Factors (e.g. restricted area access/concerns, public climate)						2b	a		-		-	-
6.2.2.7.6. Conduct Site Survey						2b	-		-		-	-
6.2.2.8. Speeches						-	A		B		-	-
6.2.2.9. Biographies						A	A		-		-	-
6.2.2.10. Fact Sheets						A	A		-		-	-
6.2.3. Implement									-			
6.2.3.1. Process Work Order						-	-	3c	-		-	-
6.2.3.2. Correct Appearance Issues (e.g. cosmetic, PPE, uniform requirements)						1a	b		-		-	-
6.2.3.3. Interview Techniques						A	B		-		-	-
6.2.3.4. Conduct Interviews	5					2c	b	3c	-		-	-
6.2.4. Evaluate (analytics)	5											
6.2.4.1. Surveys (e.g. questionnaires, focus groups, etc.)						B	B		-		C	
6.3. Message Delivery	5											
6.3.1. Demonstrate Verbal Communication Skills (perform as a spokesperson)						2b	-		-	3c	-	-
6.3.2. Print						B	B		-		C	
6.3.3. Radio						B	B		-		C	
6.3.4. Television						B	B		-		C	
6.3.5. Social Media						B	B		-		C	
6.3.6. Interpersonal						B	B		-		C	
6.4. Productions												
6.4.1. Production Folders												
6.4.2. PIN Assignment Letter												
6.4.3. 508 Compliance Letter												
6.4.4. Cost Sheet												
6.4.5. Music Contracts												
6.4.6. Treatments												
6.4.7. Correspondence												
6.4.8. Submit Completed Project to AFPAA												
7. RESOURCE MANAGEMENT TR: AFI 38-201, AFI 65-601, AFM 35-101, AFPD 90-6, AFH1, AFGM 2018-90-01**,** AFI 36-2651, 2201, AFPAM 36-2241; DoD VI Records Schedule; Still Imagery Accessioning – ADLS, Video Accessioning - ADLS												
7.1. Manpower Actions						-	-		-		-	B
7.2. Personnel (e.g. military, civilian, contractor)						-	-		A		-	B
7.3. Program Management												

7.3.1. Work Center												
7.3.1.1. Establish Work Center Processes										3c		
7.3.1.2. Plan Work Assignments and Priorities						-	-		-		2b	
7.3.1.3. Long-Range Planning Calendar	5							3c				
7.3.1.4. Orient New Personnel						-	-		-	2b		
7.3.1.5. Obtain Restricted Area Access for Personnel										2b		
7.3.1.6. Create Visual Information Record Identification Number (VIRIN)	5					2b	b		-	-	-	-
7.3.1.7. Create Vision I.D.	5					2b	b					
7.3.1.8. Schedule Work Assignments						-	-		-		2b	
7.3.1.9. DVIAN Validation TR: DoDI 5040.02						-	A		B		B	
7.3.1.10. Support Agreements						-	A		B		-	B
7.3.1.11. Host Tenant Agreements						-	A		B		-	B
7.3.2. Quality Control	7											
7.3.2.1. Quality Standards						-	-		B		-	-
7.3.2.2. Maintain Quality Standards						-	-		-		2b	
7.3.2.3. Analyze Product Assessments/Improvement						-	-		-		2b	
7.3.3. Disposition of Visual Information Products and Records	5											
7.3.3.1. Purpose						A	A		-		-	-
7.3.3.2. DoD VI Records Schedule TR: DAA-0330-2013-0014						-	A		-		-	-
7.3.3.3 Historical Documentation						A	B		B		-	-
7.3.3.4. Accession Visual Information Products and Records	5					b	b	3c	c		c	
7.3.4. Equipment Management	7											
7.3.4.1. Principles of Program and Equipment Management						-	-		B		B	B
7.3.4.2. Manage VI Equipment Plan						-	-		b		2b	b
7.3.4.3. Manage Production Reports						-	-		b		2b	b
7.3.4.4. Technical Documentation TR: Commercial Manuals												
7.3.4.4.1. Use Manuals and Pamphlets to Obtain Operating Instructions for Equipment						2b	-		-		-	-
7.3.4.4.2. Preventative Maintenance												
7.3.4.4.2.1. Camera						A	B		-		-	-
7.3.4.4.2.2. Audio Equipment						A	B		-		-	-
7.3.4.4.2.3. Accessories (tripod, battery, light, etc.)						A	B		-		-	-
7.3.4.4.2.4. Equipment Transportation and Storage						A	B		-		-	-
7.3.4.4.3. Perform Preventative Maintenance												
7.3.4.4.3.1. Camera								3c	-		-	-
7.3.4.4.3.2. Audio Equipment								3c	-		-	-
7.3.4.4.3.3. Accessories (tripod, battery, light, etc.)								3c	-		-	-

7.3.4.4.3.4. Equipment Transportation and Storage								3c	-		-	-
7.3.4.5. Local Equipment Account Policy												
7.3.4.5.1. Create Tracking Account with Correct Permissions, or Local Software										3c		
7.3.4.5.2. Determine Status of Equipment										3c		
7.3.4.5.3. Demonstrate How to Locate a Project and Input Estimated Return Date										3c		
7.3.4.5.4. Proper Treatment and Handling of Unit Property										3c		
7.3.4.5.5. Packing for Travel										3c		
7.3.5. Manage Budget	7											
7.3.5.1. Budget Programming Principles (Program Element Codes)						-	-		B		-	B
7.3.5.2. Reports						-	-		-		-	B
7.3.5.3. Costs (research, requirements, justification)						-	-		-		-	B
7.3.6. Financial Plan												
7.3.6.1 Five-year						-	-		-		-	B
7.3.6.2. Annual						-	-		-		-	B
7.3.6.3. Program Objectives Memorandum						-	-		-		-	B
7.3.6.4 Reimbursement of Funds from Contingency Operations (ESP codes)						-	-		-		-	B
7.3.6.5 Unfunded Requirements						-	-		-		-	B
7.3.6.6 Administer Management Control Program						-	-		-		-	B
8. INFORMATION OPERATIONS TR: AFDD 2-54, JP 3-61									-		-	-
8.1. Principles									-		-	-
8.1.1. Public Affairs						A	A		B	B		
9. DEPLOYMENT TR: DODI 5040.02, AFMAN 35-101, AFI 10-401												
9.1. Explain Communication Goals in Theater						A						
9.2. Planning												
9.2.1. LOGDET (equipment/supply)						-	A		B		-	-
9.2.2. Personnel						-	A		B		-	-
9.2.3. Technology Challenges in Austere Environments						A	A		-		-	-
9.3. Post-Deployment Phase												
9.3.1. After Action Report						-	A		-		-	-
9.3.2. Equipment Reconstitution						-	A		B		-	-
10. AERIAL PROGRAM TR: AFI 11-401, AFMAN 35-101, AFMAN 11-202 Vol 1/2/3, AFMAN 11-2AP Vol 1/2/3, AFMAN 11-502, Federal Aviation Administration UAS Website, 14 CFR part 107, FAA Order JO 7200.23A, B4UFLY App												
10.1. PA Responsibilities						-	A		B		C	B

10.2. Aerial Programs: Aircrew (9D, must have X,K, or Q prefix on UMD)Operational Support Flyer (OSF or 9C), non-interference, MEP						-	A		B		C	B
10.3. Coordination						-	-		-		-	B
10.4. Documentation Techniques (e.g. stabilization, glare reduction, illumination)						-	-		-		-	-
10.5. Training (e.g. localized, HARMS, AF 781, Crew Resource Management, altitude chamber)						-	A		-		-	B
10.6. Aerial Safety						-	A		-		-	B
10.7. Specialized Training (e.g. water survival, SERE,local area survival)						-	A		-		-	B
10.8. Approved Equipment (EMI testing)						-	A		B		-	B
10.9. Small Unmanned Aircraft Systems (SUAS/drones) TR: AFMAN 11-502												
10.9.1. Purpose						-	A		-			
10.9.2. FAA Guidelines						-	A					
10.9.3. FAA Registration							A					
10.9.4. Local Policies								A	-	B		
10.9.5. Airfield Management Notification							A		-		-	-
10.9.6. Waiver Process							A					
10.9.7. Certification							A					
10.9.8. Checkride							A					
10.9.9. Demonstrate Use (if applicable)								3c		3c		
11. WRITING TR: AFMAN 35-101, The Associated Press Stylebook and Briefing on Media Law, The AP Guide to News Writing, Associated Press Guide to Punctuation, Merriam- Webster's Collegiate Dictionary, The Word, The Elements of Style, DoD VI Style Guide, Blank Slate: Writing – DVIDS, Introduction to News Writing - ADLS												
11.1. Fundamentals	5											
11.1.1. Concepts of Writing						B	B		-		-	-
11.1.2. Structure/Development						B	B		-		-	-
11.1.3. Accuracy, Brevity, Clarity (ABCs)						B	B		-		-	-
11.1.4. Elements of Mass Appeal						B	B		-		-	-
11.1.5. Attribution						B	B		-		-	-
11.1.6. Types of Writing (e.g. narratives, news, sports, scripts, captions)						B	B		-		-	-
11.2. Apply Fundamentals	5											
11.2.1. Concepts of Writing						2b		3c				
11.2.2. Structure/Development						2b		3c				
11.2.3. Use Accuracy, Brevity, Clarity (ABCs)						2b		3c				
11.2.4. Elements of Mass Appeal (SPICECOPPS)						2b		3c				
11.2.5. Attribution						2b		3c				

11.2.6. Develop Story (e.g. angle, focus, sources)						2c	b	3c	-		-	-
11.3. Basic Writing Structure	5											
11.3.1. Lead						B	B		-		-	-
11.3.2. Bridge						B	B		-		-	-
11.3.3. Conclusion						B	B		-		-	-
11.3.4. Inverted Pyramid						B	B		-		-	-
11.4. Write												
11.4.1. Captions	5					2b	-		-		-	-
11.4.2. Broadcast (e.g. scripts)	5					2b						
11.4.3. Headlines	5					2b	-		-		-	-
11.4.4. News Story	5					2b	-		-		-	-
11.4.5. Narratives (features)	5					2b	-		-		-	-
11.4.6. Series						-	-		-		-	-
11.4.7. Commentaries (e.g. blogs)	5					-	-		-		-	-
11.4.8. Sports						-	-		-		-	-
11.4.9. Alternate Story Format (e.g. sidebar/supporting element)						a	-		-		-	-
11.4.10. Localized Story						2b	-		-		-	-
11.4.11. Media Releases/Advisories	5					2b	a		-		-	-
11.4.12. Description/Metadata						2b	b		-		-	-
11.5. Copy Edit	5											
11.5.1. Check for Style Consistency (e.g. AP, local, social media)						2c	c		-		-	-
11.5.2. Check Copy Structure, Grammar and Cohesiveness						2c	c		-		-	-
11.5.3. Check Adherence to DoD VI Style Guide							c					
11.5.4. Use Copy Edit Symbols						2c	a		-		-	-
12. PRODUCTION STORYTELLING TR: The Associated Press Stylebook, Associated Press Guide to Punctuation, The Elements of Style									-		-	-
12.1. Story Structure						A	B					
12.2. Elements of Conflict						A	B		-		-	-
12.3. Protagonist vs. Antagonist						A	B					
12.4. Character Development						A	B		-			
12.5. Three Act Structure						A	B					
13. SOCIAL MEDIA TR: AFMAN 35-101	5											
13.1. Develop Post (type, focus, message, etc.)						2c	b					
13.2. Select Platform(s)						2b	b		-		-	-
13.3. Platform Types												
13.3.1. Video (YouTube, Vimeo, etc.)						A	B					
13.3.2. Microblog (Twitter)						A	B					
13.3.3. Cross-Format (Facebook, etc.)						A	B					
13.3.4. Photo (Instagram, Tumblr, etc.)						A	B					
13.4. Set-up site (directory registration, etc.)						a	b					
13.5. Analyze Social Media Data (platform specific, e.g., tweet deck, Facebook)						a					3c	

13.6. Analytics (platform specific, e.g., tweet deck, Facebook analytics)							B		C			
13.7. Basic Composition Structure												
13.7.1. Message						A	B					
13.7.2. Tone						A	B					
13.7.3. Length						A	B					
13.7.4. Tags						A	B					
13.7.5. Hash Tags						A	B					
13.7.6. Check for Platform Consistency (e.g. tone, tagging, audience, style)						1a	b					
13.7.7. Posting												
13.7.8. Scheduling						A	B					
13.7.9. Live						A	B					
13.7.10. Monitoring						A	B					
13.7.11. Responding						A	B					
13.7.12. Comment Removal/Hiding (adherence to terms of use)						A	B					
13.8. Records Management												
13.8.1. Posts						A	B					
13.8.2. Comments						A	B					
14. DIGITAL IMAGERY TECHNOLOGY TR: DODI 5040.02, Basic Still Photography – ADLS, Blank Slate: DSLR Video - DVIDS												
14.1. Theory of Digital Imagery	5					B	B		-		-	-
14.2. Camera												
14.2.1. Types						A	B		-		-	-
14.2.2. Components (lens, body, sensor, etc.)						A	A		-		-	-
14.2.3. Select Filter	5					2b	b		-		-	-
14.2.4. Adjust Shutter Speed	5					2b	b		-		-	-
14.2.5. Set White/Black Balance	5					2b	b		-		-	-
14.2.6. Adjust Gain Control						2b	b		-		-	-
14.2.7. Set Audio Levels	5					2b	b		-		-	-
14.2.8. Operate Viewfinder Controls	5					2b	b		-		-	-
14.2.9. Operate Zebras						2b	b		-		-	-
14.3. Lens												
14.3.1. Characteristics						A	B		-		-	-
14.3.2. Types (wide-angle, macro, night vision, etc.)						A	B		-		-	-
14.3.3. Demonstrate Manual/Auto Focus	5					2b	b		-		-	-
14.3.4. Demonstrate Manual/Auto Iris control	5					2b	b		-		-	-
14.3.5. Demonstrate Manual Zoom/Servo Zoom						2b	b					
14.3.6. Back Focus							A		-		-	-
14.3.7. Demonstrate Filter Use (external protector/ND, UV, etc.)						a	b	3c	-		-	-
14.4. Software	5											
14.4.1. Types						A	A		-		-	-
14.4.2. Use Editing Software (video, photo, graphics)						2b	b	3c				
14.4.3. Produce Imagery						2b	b	3c	-		-	-
14.4.4. Input Metadata						2b	b	3c	-		-	-
14.4.5. Manage Imagery						2b	b	3c	-		-	-

14.4.6. Compress and Decompress Data						2b	b	3c	-		-	-
14.4.7. Transfer/Transmit Data						2b	b	3c	-		-	-
15. COMPOSITION TR: Basic Still Photography – ADLS	5											
15.1. Principles						A	B		-		-	-
15.2. Composition Techniques						A	B					
15.3. Apply Composition Techniques												
15.3.1. Rule of Thirds						2b	b	3c	-		-	-
15.3.2. Framing						2b	b	3c	-		-	-
15.3.3. Balance						2b	a	3c	-		-	-
15.3.4. Leading Lines						2b	b	3c	-		-	-
15.3.5. Perspective						2b	b	3c	-		-	-
15.3.6. Layering						1a	a	3c	-		-	-
16. IMAGERY EXPOSURE TR: Basic Still Photography, Blank Slate: Flash Photography - DVIDS												
16.1. Theory of Light	5					A	B		-		-	-
16.2. Principles of lighting						A	B		-		-	-
16.3. Transmission												
16.3.1. Absorption						A	B					
16.3.2. Refraction						A	B					
16.3.3. Dispersion						A	B					
16.3.4. Diffraction						A	B					
16.3.5. Reflection						A	B					
16.4. Types of Light	5											
16.4.1. Fluorescent						A	B		-		-	-
16.4.2. Incandescent						A	B		-		-	-
16.4.3. Quartz Halogen						A	B		-		-	-
16.4.4. Electronic Flash						A	B		-		-	-
16.4.5. Ultraviolet (UV)						A	B		-		-	-
16.4.6. Daylight						A	B		-		-	-
16.5. Determine Exposure	5											
16.5.1. Adjust Shutter Speed						2b	b	3c	-		-	-
16.5.2. Adjust Aperture						2b	b	3c	-		-	-
16.5.3. Exposure Review (histogram)						2b	b	3c	-		-	-
16.6. Overview												
16.6.1. Fundamentals of Color Management						A	B					
16.6.2. Grey Card Theory						A	B		-		-	-
16.6.3. Use White Balance						2b		3c	-		-	-
16.6.4. Use Light/Flash Meter						2b		3c	-		-	-
16.6.5. Identify Scene Brightness Range						2b		3c	-		-	-
16.6.6. Select ISO						2b		3c	-		-	-
17. LIGHTING TR: Blank Slate: Flash Photography – DVIDS, Studio Photography – ADLS, Blank Slate: Official Portraits – DVIDS, Blank Slate: Lighting for Video – DVIDS												
17.1. Use Flash	5											
17.1.1. On-Camera						2b	-		-		-	-
17.1.2. Off-Camera						2b	-		-		-	-
17.1.3. Syncho-Sun Fill						2b	-		-		-	-
17.1.4. Multiple Light						2b	-		-		-	-

17.1.5. Bounce						2b	-		-		-	-
17.2. Demonstrate Lighting Techniques												
17.2.1. Three Point	5					2b	b		-		-	-
17.2.2. Two Point						1b	b					
17.2.3. One Point						1b	b	3c	-		-	-
17.2.4. Key (chroma/matte)						1b	b	3c	-		-	-
17.2.5. Effect						1b	b	3c	-		-	-
17.2.6. Field	5					2b	b	3c	-		-	-
17.2.7. Studio						1b	b	3c	-		-	-
17.3. Lighting												
17.3.1. Ratios						A	B	3c	-		-	-
17.3.2. Key/Main						A	B	3c	-		-	-
17.3.3. Fill						A	B	3c	-		-	-
17.3.4. Hair						A	B	3c	-		-	-
17.3.5. Background						A	B	3c	-		-	-
17.3.6. Special effects (under lighting, side lighting, etc.)						A	B	3c	-		-	-
17.4. Types of Lighting Techniques	5							3c	-		-	-
17.4.1. Broad						A	B					
17.4.2. Short						A	B		-		-	-
17.4.3. Flat						A	B		-		-	-
17.4.4. Butterfly						A	B		-		-	-
17.4.5. Rembrandt						A	B		-		-	-
17.5. Demonstrate Lighting Techniques	5								-		-	-
17.5.1. Broad						2b			-		-	-
17.5.2. Short						2b						
17.5.3. Flat						2b			-		-	-
17.5.4. Butterfly						2b			-		-	-
17.5.5. Rembrandt						2b			-			-
18. EQUIPMENT TR: Commercial/Manufacturer's Manuals, Blank Slate: Natura and Foley Sound – DVIDS, Blank Slate: Microphone Selection – DVIDS									-		-	-
18.1 Microphones									-		-	-
18.1.2. Characteristics						A	A					
18.2. Types								3c	-		-	-
18.2.1. Condenser						A	B	3c	-		-	-
18.2.2. Dynamic						A	B	3c	-			-
18.3. Microphone Accessories								3c	-		-	-
18.3.1. Microphone Clips						A			-		-	-
18.3.2. Alternative Securing Methods						A						
18.3.3. Wind Guards						A						
18.3.4. Microphone Stands						A			-		-	-
18.3.5. Shotgun C-Stand Mount						A			-		-	-
18.4. Types of Flash	5											
18.4.1. Flash						A	B					
18.4.2. Ring Flash						A	B					
18.5. Lighting Accessories												
18.5.1. Barn Doors						A						
18.5.2. Flags												
18.5.3. Soft Box												
18.5.4. Silks												
18.5.5. Tough Spun												

18.5.6. C-Stands												
18.6. Camera Stabilization (tripod, monopod, etc.)												
18.6.1. Types						A	B		-		-	-
18.6.2. Operate	5					2b	b	3c	-		-	-
18.6.3. Techniques						A	A					
18.7. Production Equipment												
18.7.1. Editing Systems	5					A	A		-		-	-
18.7.2. Switchers						A	A		-		-	-
18.7.3. Audio Consoles/Mixers/Multbox						A	A		-		-	-
18.7.4. Teleprompters						A	A		-		-	-
18.7.5. Light Consoles						A	A		-		-	-
18.7.6. Waveform/Vectorscope						A	A		-		-	-
18.7.7. Green/Blue Screen						A	A		-		-	-
18.7.8. Media Storage						A	A		-		-	-
18.7.9. Truck							A					
18.7.10. Dolly							A					
18.7.11. Pedestal							A					
18.7.12. JIB/Crane							A					
19. MULTIMEDIA SKILLS TR: Blank Slate: DSLR Video – DVIDS												
19.1. Shooting	5											
19.1.1. Principles						A	B		-		-	-
19.1.2. Concepts of Shooting						B	B		-		-	-
19.1.3. Camera Placement						B	B		-		-	-
19.1.4. Manipulate Depth-of-Field						2b	b		-		-	-
19.2. Camera Functions	5											
19.2.1. Focal Length						A	B					
19.2.2. F-Stop						A	B					
19.2.3. Tracking						A			B		C	
19.3. Demonstrate Camera Functions	5											
19.3.1. Focal Length						2b		3c				
19.3.2. F-Stop						2b		3c				
19.3.3. Tracking						2b		3c				
19.4. Apply Shooting Principles												
19.4.1. Exercise/Contingencies	5					2b	b	3c	-		-	-
19.4.2. Uncontrolled Action	5					2b	a	3c	-		-	-
19.3.3. Controlling Background						2b		3c				
19.4.4. Group Photos						2b	b	3c	-		-	-
19.4.5. Architecture/Construction						-	a		-		-	-
19.4.6. Material Deficiency Reports	5					2b	b		-		-	-
19.5. Demonstrate Production Shooting (if applicable)												
19.5.1. Truck								3c				
19.5.2. Dolly								3c				
19.5.3. Pedestal								3c				
19.5.4. JIB/Crane								3c				
19.6. Demonstrate Sequencing Techniques	5											
19.6.1. Cut-ins/Cutaways/Transitions						2b	-	3c	-		-	-
19.6.2. Compound Camera Movement						2b	-	3c	-		-	-
19.6.3. Overlapping/Matching Action						2b	-	3c	-		-	-
19.6.4. Clean Entrance/Exit						2b	-	3c	-		-	-

19.6.5. Action Axis/Screen Direction						2b	-	3c	-		-	-
19.6.6. Controlled/Uncontrolled action						2b	-	3c	-		-	-
19.6.7. Action/Reaction						2b	-	3c	-		-	-
19.7. Fundamentals of Sound	5											
19.7.1. Natural Sound						B	B		-		-	-
19.7.2. Foley/Sound Effects						A	B					
19.7.3. Sound Transitions	5											
19.7.3.1. Purpose						A	B		-		-	-
19.7.3.2. Audio Precedes Video						A	B		-		-	-
19.7.3.3. Intercutting						A	B		-		-	-
19.7.3.4. Pacing						A	B		-		-	-
19.7.3.5. Foley/Sound Effects						A	B		-		-	-
19.7.4. Demonstrate Sound Transitions	5											
19.7.4.1. Purpose								3c	-		-	-
19.7.4.2. Audio Precedes Video								3c	-		-	-
19.7.4.3. Intercutting								3c	-		-	-
19.7.4.4. Pacing								3c	-		-	-
19.7.4.5. Foley/Sound Effects								3c	-		-	-
19.7.5. Microphone Pick-up Patterns									-		-	-
19.7.5.2. Cardioid						A	B					
19.7.5.3. Super-, Hyper-cardioid						A	B					
19.7.5.4. Omnidirectional						A	B					
19.7.5.5. Bidirectional						A	B					
19.7.6. Microphone Selection									-		-	-
19.7.6.1. Place	5					2b	b		-		-	-
19.7.6.2. Impedance Matching						A	A		-		-	-
19.7.6.3. Control Background Noise						2b	b		-		-	-
20. EDITING TR: DODI 5040.02 6.11, Blank Slate: Video Editing - DVIDS	5											
20.1. Principles of Editing						B	B		-		-	-
20.2. Import Media						2b	-		-		-	-
20.3. Build a Timeline						2b	-		-		-	-
20.4. Apply Transitions						2b	-		-		-	-
20.5. Apply Special Effects						1a	-		-		-	-
20.6. Finalize the Project												
20.6.1. Export/Compress	5					2b	-		-		-	-
20.6.2. Media Management	5					A	-		-		-	-
20.6.3. Product distribution						-	-		-		-	-
20.6.4. Archive						-	-		-		-	-
20.7. Demonstrate Advanced Editing												
20.7.1 Project										3c		
20.7.2. Format										3c		
20.7.3. Organization										3c		
20.7.4. Timing										3c		
20.7.5. Pacing										3c		
20.7.6. Music Selection										3c		
20.7.7. Color Correction and Grading										3c		
20.7.8. Correct/Sync Audio in Post-Production										3c		
20.7.9. Motion Graphics										3c		
20.7.10. Speed/Duration Control										3c		
20.7.11. Codecs										3c		

21. GRAPHIC DESIGN TR: Blank Slate: Print and Web Graphics – DVIDS	5											
21.1. Graphic Design Theory						A	B					
21.2. Principles and Elements of Graphic Design						B	B		-		-	-
21.3. Graphics Design Types (print, web, motion, etc.)							B					
21.4. Vector-Based Graphics						A	B				-	-
21.5. Raster-Based Graphics						A	B		-		-	-
21.6. Alpha Channel							-		-		-	-
21.7. Masking/Matte						A	-		-		-	-
21.8. Apply Graphics/Titles						2b	-	3c	-		-	-
21.9. Create Vector-Based Graphics						2b	b	3c			-	-
21.10. Create Raster-Based Graphics						2b	b	3c	-		-	-
21.11. Create Infographic						2b		3c				

Attachment 3

WING FUNCTIONAL STS

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE/WAR TIME TASKS	3. CERTIFICATION FOR OJT				4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED						
		A	B	C	D	3 SKILL LEVEL	5 SKILL LEVEL		7 SKILL LEVEL			
		TNG STA RT	TRNG COMP	TRAINEE INIT	TRAINER INIT	A	B	C	D	E	F	G
						Course	DL	OJT	DL	OJT	Course	SC
1. PROGRAM MANAGEMENT TR: AFM 35-101												
1.1. Public Affairs Employment Plan (e.g. Prioritization plan, etc.)	5					A	B					
2. COMMAND INFORMATION									-		-	-
2.1. Product Integration						B	B		-			
2.2. Commanders' Call Support (town hall)							A					
2.3. Joint Hometown News Service						A	A					
3. PLANS AND ANNEXES TR: AFM 35-101												
3.1. Purpose							A		B		-	-
3.2. PA Annexes to Contingency Plans												
3.2.1. Develop									b		2b	
3.2.2. Review									b		2b	
3.3. Communication Plans												
3.3.1. Strategic									b		2b	
3.3.2. Tactical									b		2b	
4. PUBLIC WEB TR: AFM 35-101	5											
4.1. Public Affairs Roles and Responsibilities						A	A		B			
4.2. American Forces Public Information Management System (AFPIMS)						A	B					
4.3. Use American Forces Public Information Management System (AFPIMS)								3c				
5. STUDIO PHOTOGRAPHY TR: Posing and Lighting Techniques for Studio Portrait Photography (ISBN: 158428031XV) AFI 36-2632; Photography (ISBN 0-13-175201-4)												
5.1. Principles	5					-					-	-
5.1.1. Personal Interaction with Customers						A	B					
5.1.2. Posing						A	B					
5.2. Conduct studio shoots	5					-						
5.2.1. Formal						-	-		-		-	
5.2.1.1. Portrait						2b	b	3c	-		-	-
5.2.1.2. Full Length						2b	b	3c	-		-	
5.2.1.3. ISOPREP/Passport						2b	b	3c	-		-	
5.2.2. Informal						-			-		-	
5.2.2.1. Individual						2b	a	3c			-	
5.2.2.2. Group						2b	a	3c				

6. PRODUCTION PLANNING TR: 35-109, DoD 5040.2, DoD 5040.7, Commercial/Manufacturer's Manuals									-		-	-
6.1. Draft Production Script						2b		3c	-		-	-
6.2. Video Production (news, sports, feature, training, etc.)						A	B		-			
6.3. Audio Production Story (news, sports, feature, etc.)						A	B		-			
7. MULTIMEDIA SKILLS TR: AFIS 11-202 v3, 11-401, AFM 35-101, DODD 5040.02						-			-			
7.1. Combat Documentation	5											
7.1.1. Philosophy						A	A		-		-	-
7.1.2. Light and Noise Discipline						A	A		-		-	-
7.1.3. Missions						A	A					
7.1.4. Planning						A	B					
7.1.5. Unit Integration (TTPs/SOPs)						A	B	-				
7.2. Shooting Categories												
7.2.1. Sports							B					
7.2.2. Training Aids							B					
7.2.3. Research/Development							B					
7.3. Apply Shooting Principles												
7.3.1. Sports						2b	b	3c				
7.3.2. Training Aids						-	b	3c				
7.3.3. Research/Development						a	a	3c				
7.3.4. Picture Story	5					2b	b	3c				
7.3.5. Illustration	5					2b	a	3c				
7.3.6. Pictorial	5						a	3c				
7.3.7. Portrait/Personality	5					2b	a	3c				
7.3.8. Feature	5					2b	a	3c				
7.3.7. Ceremony	5					2b	a	3c				
8. COMMUNITY ENGAGEMENT TR: AFM 35-101												
8.1. Purpose	5					B	B		-		-	-
8.2. Choir/Non-Choir Audience Identification	5					A	A					
8.3. Community Contact Lists						A	B					
8.4. Political Guidelines							A		-		-	-
8.5. Open Houses						A	A		B		-	-
8.6. Honorary Commanders Program						-	A		B			
8.7. Speaker's Program						A	A		-		-	-
8.8. Base Community Councils											-	-
8.9. Action Lines						A	B					
8.8. Orientation Flight Requests						A	A		-		-	-
8.11. Air Force Participation Requests (equipment, flyovers, performance groups, etc.)						A	B					
8.12. Responding to the Public												
8.12.1. Public Requests for Information						-	B					
8.12.2. Respond to Public Requests for Information						-	b	3c				
8.12.3. Complaints (noise, environmental, etc.)	5					A	B					

8.13. Tours												
8.13.1. Base						A	B					
8.13.2. Civic Leader							B					
9. ENVIRONMENTAL PUBLIC AFFAIRS TR: AFM 35-101	7								-		-	
9.1. Purpose						A	A		B		B	-
9.2. Hazardous Materials Incident Response						-			B		B	-
9.3. Air Installation Compatibility Use Zone program (AICUZ)							-		B		B	-
9.4. Installation Restoration Program (IRP)									B		B	-
9.5. National Environmental Protection Act (NEPA)						-			B		B	-
9.6. Environmental Impact Analysis Process (EIAP)							-		B		B	-
10. MEDIA OPERATIONS TR: AFM 35-101												
10.1. Conduct Media Training (senior leaders, SMEs, pre-deployment, etc.)	7						a		b		3c	
10.2. Arrange SME Interviews						1a	b	3c				
10.3. Prepare SME						1a	b					
10.4. Interaction with the Media									-		-	-
10.4.1. Media Contacts						A	B					
10.4.2. Manage Media Contacts						-			-	3c		
10.4.3. Arrange Media Engagements (credentialing, ground rules, etc.)	5					1a	c			3c	c	
10.4.4. Media Travel						A	A					
10.4.5. Provide Media Escort	5					2b	c	3c	-			
10.4.6. Embedded Media						A	A					
10.4.7. Respond to Queries (AF Form 39)	5					2b	b		-	-	-	-
10.4.8. Complete Query Logs						2b	b					
10.4.9. Maintain Query Logs								3c				
10.4.10. Release Logs						A	B		-			
10.4.11. Track Media Coverage	5						a	3c				
10.4.10. Media Coverage Analysis						-	-		B		C	
11. CRISIS COMMUNICATION TR: AFM 35-101	5											
11.1. Purpose						A	A	-	B			
11.2. Crisis Response												
11.2.1. Crisis Action Team (CAT)						A	A		B			
11.2.2. Emergency Operations Center (EOC)						A	A		B		-	-
11.2.3. On-Scene						A	B		-		-	-
11.2.4. Crisis (Crash) Kit						A	A		B		-	-
11.2.5. PA Office Activities						A	B		B		-	-
11.2.6. Crisis Response Checklist							A		B			
11.3. Demonstrate Crisis Response Actions												
11.3.1. Crisis Action Team (CAT)										3c		
11.3.2. Emergency Operations Center (EOC)						-		3c			-	-
11.3.4. On-Scene									-	3c	-	-
11.3.5. PA Office Activities								3c			-	-

11.3.6. Establish Rumor Control (social media, marquee, "Straight Talk" line, etc.)								3c	-		-	-
11.4. Media Operations Center (MOC)												
11.4.1. Support Media Operations Center						2b	c	3c	-		-	-
11.4.2. Respond (RTQ)						2b	c	3c				
12. ALERT DOCUMENTATION TR: AFM 35-101, AFI 91-204	5								-		-	-
12.1. Overview							A		B			
12.2. Aircraft Mishaps						A	B					
12.3. Ground Mishaps						A	B					
12.4. Critical Incident Stress Management (CISM)						A	A		B			
12.5. Investigations												
12.5.1. Legal							A					
12.5.2. Criminal							A					
12.5.3. Medical							A					
12.6. Document Mishaps												
12.6.1. Aircraft Mishaps							b	3c	b			
12.6.2. Ground Mishaps							2b	3c	b			
12.7. Document Investigations												
12.7.1. Legal							2b					
12.7.2. Criminal							2b					
12.7.3. Medical							b					
12.7.4. Use Alert/Crash kit						a	a	3c				
13. SOCIAL MEDIA STRATEGIC PLANNING PROCESS	7											
13.1. Vision/Mission												
13.1.1. Create a Unique Value Proposition (UVP) to social media platforms									B			
13.2. Situational Analysis												
13.2.1. Perform a Social Media Audit									B			
13.2.2. Identify Component of a Social Media Audit									A			
13.2.3. Perform a PESTLE Analysis of a social media platform									B			
13.2.4. Define the Target Audience of a social media platform									A			
13.2.5. Identify the components and steps needed to establish a social media personal and voice									A			
13.3. Goals, Objectives, Key Performance Indicators (KPI)												
13.3.1. Identify SMART goals as they relate to social media management									A			
13.4. Strategy												
13.4.1. Develop a Social Media Strategy that corresponds to a UVP									B			
13.4.2. Identify the algorithmic factors of different social media platforms									A			
13.5. Tactical Plan/Budget												
13.5.1. Identify the necessary steps needed to implement a social media tactical plan									A			
13.5.2. Identify the means and methods of amplifying social media content									A			

13.5.3. Create a social media content calendar									B			
13.5.4. Identify the difference between Content Curation and Content Creation									A			
13.5.5. Identify strategies and tactics of content marketing									A			
13.6. Monitoring/Return on Investment (ROI)												
13.6.1 Identify the meaningful metrics on social media									A			
13.6.2. Apply social media metrics to assess success of a UVP									B			

Attachment 4												
AFN FUNCTIONAL STS												
1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE/WAR TIME TASKS	3. CERTIFICATION FOR OJT				4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED						
		A	B	C	D	3 SKILL LEVEL	5 SKILL LEVEL		7 SKILL LEVEL			
		TNG STA RT	TRNG COMP	TRAINEE INIT	TRAINER INIT	A	B	C	D	E	F	G
						Course	DL	OJT	DL	OJT	Course	SC
1. COMMAND INFORMATION TR: DODI 5040.07, AFM 35-101		B	-									
1.1. Product Integration							B		-		-	-
1.2. Commanders' Call Support (Town hall)							A		-			
2. PLANS AND ANNEXES TR: AFM 35-101												
2.1. Purpose							A		B			
2.2. Write and Review												
2.2.1. PA Annexes to Contingency Plans									b		2b	
2.3. Communication Plans												
2.3.1. Strategic									b	2b	-	-
2.3.2. Tactical									b	2b	-	-
3. WRITING TR: AFI 35-101, The Associated Press Stylebook, DoD VI Style Guide, The Associated Press Guide to News Writing, Associated Press Guide to Punctuation, Merriam-Webster's Collegiate Dictionary, The Elements of Style												
3.1. Write for broadcast									-		-	-
3.1.1. Broadcast Writing Principles							A		-		-	-
3.1.2. TV spots						2b		3c			-	-
3.1.3. TV news						2b		3c	-		-	-
3.1.4. TV feature						2b		3c	-			
3.1.5. TV Production (newsbreak, newscast)						-		3c				
3.1.6. Radio spots						2b		3c	-		-	-
3.1.7. Radio news						2b		3c				
3.1.8. Radio feature						2b		3c				
4. PRODUCTION PLANNING TR: 35-109, DoD 5040.2, DoD 5040.7 Commercial/Manufacturer's Manuals												
4.1. Draft Production Script	5					2b		3c				
4.2. Video Production	5											
4.2.1. Spot						A	B					
4.2.2. Story (news, sports, feature, etc.)						A	B					
4.2.3. Newscast						-	B					-
4.3. Audio Production (Radio, Podcasts, etc.)	5											-
4.3.1. Spot						A	B				-	-
4.3.2. Story (news, sports, feature, etc.)						A	B				-	-
4.3.3. Newscast						A	B					

4.3.4. Information Program (training, mission, etc.)						A	B				-	-
4.4. Perform Video Production												
4.4.1. Spot								3c				
4.4.2. Story (news, sports, feature, etc.)								3c				
4.4.3. Newscast								3c				-
4.5. Perform Audio Production (Radio, Podcasts, etc.)	5											-
4.5.1. Spot								3c			-	-
4.5.2. Story (news, sports, feature, etc.)								3c			-	-
4.5.3. Newscast								3c				
4.5.4. Information Program (training, mission, etc.)								3c			-	-
5. PRODUCTION SKILLS TR: Commercial Manuals												
5.1. Talent						-						
5.1.1. Demonstrate Proper Voice & Diction						2b		3c				
5.1.2. Narrate Scripts (News, Spots, Info Program, Radio)	5					2b		3c				
5.1.3. Perform as Anchor/Host	5					2b		3c				
5.1.4. Perform Stand-up						2b		3c				
5.2. Radio												
5.2.1. Radio Operations												
5.2.1.1. Principles						B	B		-			
5.2.1.2. Day-parting Programming						A	A					
5.2.1.3. Remote Broadcast						A	B					
5.2.2. Radio Show Host/Producer									-	-	-	-
5.2.2.1. Prepare Show						2b		3c				
5.2.2.2. Construct Bits (Hook, Tease and Payoff)						2b		3c				
5.2.2.3. Prepare for Interviews (Research, Questions and pre-interview)						2b		3c	-			
5.2.2.4. Select Production Elements						2b		3c				
5.2.2.5. Perform as Radio Newscast Producer						2b	-	3c				
5.2.3. Music Management												
5.2.3.1. Principles						A	B					
5.2.3.2. Database management						A	B					
5.2.3.3. List/Report/Log creation						A	B					
5.2.4. Automation												
5.2.4.1. Principles						A	B					-
5.2.4.2. Product Import						A	B					
5.2.4.3. Types of Playlists						A	A					
5.2.4.4. Playlist Creation						A	B					
5.2.4.5. Playlist Editing						A	A					
5.2.4.6. Offline Recording						A	A					
5.2.4.7. As Run Logs						A	A					
5.3. News Operations												
5.3.1. Principles						-	B					
5.3.2. Assignments Editor						-	B					
5.3.3. Perform as Assignments Editor							-	3c				
5.4. TV Studio												
5.4.1. Duty Positions												

5.4.1.1. Producer						A	B		-		-	
5.4.1.2. Director						-	B					-
5.4.1.3. Technical Director						-	B					-
5.4.1.4. Floor Manager						-	B					-
5.4.1.5. Camera Operator							B					-
5.4.1.6. Lighting Technician						-	B					-
5.4.1.7. Audio Operator							B					-
5.4.1.8. Perform Localized Position Training								3c				
6. SOCIAL MEDIA STRATEGIC PLANNING PROCESS	7											
6.1. Vision/Mission												
6.1.1. Create a Unique Value Proposition (UVP) to social media platforms									B			
6.2. Situational Analysis												
6.2.1. Perform a Social Media Audit									B			
6.2.2. Identify Component of a Social Media Audit									A			
6.2.3. Perform a PESTLE Analysis of a social media platform									B			
6.2.4. Define the Target Audience of a social media platform									A			
6.2.5. Identify the components and steps needed to establish a social media personal and voice									A			
6.3. Goals, Objectives, Key Performance Indicators (KPI)												
6.3.1. Identify SMART goals as they relate to social media management									A			
6.4. Strategy												
6.4.1. Develop a Social Media Strategy that corresponds to a UVP									B			
6.4.2. Identify the algorithmic factors of different social media platforms									A			
6.5. Tactical Plan/Budget												
6.5.1. Identify the necessary steps needed to implement a social media tactical plan									A			
6.5.2. Identify the means and methods of amplifying social media content									A			
6.5.3. Create a social media content calendar									B			
6.5.4. Identify the difference between Content Curation and Content Creation									A			
6.5.5. Identify strategies and tactics of content marketing									A			
6.6. Monitoring/Return on Investment (ROI)												
6.6.1 Identify the meaningful metrics on social media									A			
6.6.2. Apply social media metrics to assess success of a UVP									B			

Attachment 5

PRODUCTION FUNCTIONAL STS

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE/WAR TIME TASKS	3. CERTIFICATION FOR OJT				4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED						
		A	B	C	D	3 SKILL LEVEL	5 SKILL LEVEL		7 SKILL LEVEL			
		TNG STA RT	TRNG COMP	TRAINEE INIT	TRAINER INIT	A	B	C	D	E	F	G
						Course	DL	OJT	DL	OJT	Course	SC
1. PRODUCTION STORYTELLING TR: AFI 35-113, The Associated Press Stylebook, Associated Press Guide to Punctuation, The Elements of Style									-		-	-
1.1. Write for Production	5							3c				
1.2. Select Production Elements								3c				-
1.3. Talent												
1.3.1. Demonstrate Proper Voice & Diction						2b		3c			-	-
1.3.2. Narrate Scripts	5							3c			-	-
1.3.3. Perform as Talent (Standup, host, etc.)	5							3c				
1.4. Script Writing (Screenplay format vs. A/V two-column script)												
1.4.1 The Two-Column Script								a				
1.4.2 The Screenplay Format								a	-			
1.5. Principles of Production												
1.5.1. Determine Customer Requirements/Goals								2B				
1.5.2. Acquire Copyright Permission if Needed								2b				
1.5.2.1. Determine if Project Requires a PIN or AF Form 833 Work Order								2A				
1.5.3. DD Form 1995 Completion								2b				
1.5.3.1. DD Form 1995 is Completed and part of final documentation								2b				
1.5.4. Use the Production Folders								2a				
1.5.4.1. DD Form 1995								2a				
2. PHOTOGRAPHIC SKILLS TR: AFIS 11-202 v3, 11-401, AFM 35-109, DODD 5040.02									-			
2.1. Shoot in Raw								3c				
2.2. “Nose Room” or “Lead Room”								3b	-		-	-
2.3. Head Room								3b	-		-	-
2.4. Foreground Framing								3b				
3. PRODUCTION SKILLS												
3.1. Studio Operations	5											
3.1.1. Duty Positions												
3.1.1.1. Director							B					
3.1.1.2. Technical Director (e.g. Switcher)							B				-	-
3.1.1.3. Floor Manager							B					
3.1.1.4. Camera Operator							B					-
3.1.1.5. Lighting Technician							B				-	-
3.1.1.6. Audio Operator							B				-	-
3.1.1.7. Perform Localized Position Training								3c				
3.1.2. Live Audio												
3.1.2.1. Mic Selection							B				-	-
3.1.2.2. Mic Placement							B					

3.1.2.3. Source Identification							B		-			-
3.1.2.4. Function Checks							B		-		-	-
3.1.2.5. Characteristics of Sound								B				
3.1.2.6. Polar Pattern/Directionality								B				
3.2. Graphics												
3.2.1. 3D Graphics							B	3c				
3.3. Perform Studio Operations	5											
3.3.1. Quality Control of Live Camera								3c			-	-
4. LIVE PRODUCTION												
4.1. Camera Operator								3c				
4.1.1. Iris Controls								3c				
4.1.2. Focus Controls								3c				
4.1.3. Back Focus								3c				
4.1.4. Camera Assembly								3c				
4.1.5. Function Checks								3c				
4.2. Floor Director								B				
4.3. Live Audio								2b				
4.3.1. Mic Selection								2b				
4.3.2. Mic Placement								2b				
4.3.3. Source Identification								2b				
4.3.4. Audio Board								2b				
4.4. Technical Director								B				
4.4.1. Switcher								2b				
4.4.1.1. Graphics Key								2b				
4.4.2. Quality Control of Live Camera								2b				
4.5. Graphics								B				
4.5.1. Creation								3b				
4.5.2. Quality Control								3b				
4.6. Producer								B				

Attachment 6

COMBAT CAMERA FUNCTIONAL STS

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE/WAR TIME TASKS	3. CERTIFICATION FOR OJT				4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED						
		A	B	C	D	3 SKILL LEVEL	5 SKILL LEVEL		7 SKILL LEVEL			
		TNG STA RT	TRNG COMP	TRAINEE INIT	TRAINER INIT	A	B	C	D	E	F	G
						Course	DL	OJT	DL	OJT	Course	SC
1. COMBAT CAMERA ACCULTURATION TR: AFM 35-101, CJCSI 3205.01D, DoDI 5040.02, DODI 5040.07, JCCC Smart book, COMCAM Smart Book												
1.1. Explain the Mission of Combat Camera							B					
1.2. Understand Key Regulations Governing Combat Camera Operations												
1.2.1. DODD 5040.02							A				-	-
1.2.2. CJCSI 3205.01D							A					
1.2.3. Multi-Service Tactics, Techniques, and Procedures for Combat Camera Operations ATP 3-55.12/MCRP 3-33.7A/NTTP 3-61.2/AFTTP 3-2.41							A				-	-
1.2.4. Directives and Series AFM 35-101, AFIs 11-215, 33-360, 11-401, 11-402, 65-503 Table A36-1, 11-202v1-3, T.O. 00-20							A				-	-
1.2.5. Combat Camera Smart Book							A					
2. MULTIMEDIA SKILLS TR: AFIS 11-202 v3, 11-401, 35-101, DODD 5040.02												
2.1. Combat Documentation	5										-	-
2.1.2. Philosophy						A	A				-	-
2.1.3. Light and noise discipline						A	A				-	-
2.1.4. Missions						A	A					
2.1.5. Planning						A	B				-	-
2.1.6. Unit Integration (TTPs/SOPs)						A	B					
2.2. Shooting Categories												
2.2.1. Training Aids							B					
2.2.2. Research/Development							B					
2.2.3. Picture Story	5						B					
2.2.4. Illustration	5						B					
2.2.5. Pictorial	5						B					
2.2.6. Portrait/Personality	5						B					
2.2.7. Feature	5						B					
2.2.8. Ceremony	5						B					
2.3. Apply Shooting Principles												
2.3.1. Training Aids						-	b	3c			-	-
2.3.2. Research/Development						a	a	3c			-	-
2.3.3. Picture Story	5					2b	b	3c				-
2.3.4. Illustration	5					2b	a	3c				
2.3.5. Pictorial	5						a	3c				
2.3.6. Portrait/Personality	5					2b	a	3c			-	-
2.3.7. Feature	5					2b	a	3c			-	-
2.3.8. Ceremony	5					2b	a	3c				

3. CLASSIFIED IMAGERY TR: DoDIs 5040.02 and 5040.07, DoD Manual 5200.01, Volume 2 DoD Visual Information Style Guide Chapter 6												
3.1. Process Controlled Imagery								3c				
3.2. Identify Required Forms and Labels								3c				
3.3. Complete AF IMT 310 Document Receipt and Destruction Certificate								3c			-	-
3.4. Demonstrate Labeling Physical Media								3c			-	-
3.5. Demonstrate Labeling Digital Media								3c				
3.6. Courier Duties												
3.6.1. Responsibilities of a Courier							B					
3.6.2. Courier Cards							B					
3.6.3. Request Courier Letters								3c				
3.7. Handling Controlled Media on IT systems												
3.7.1. NIPR vs SIPR							B					
3.7.2. IT Provisions for Classified Editing							B					
4. INFORMATION OPERATIONS TR: AFDD 2-54, JP 3-61								-				
4.1. Principles							B	-				
4.2. Combat Camera							B					
5. DIGITAL IMAGERY TR: JP3-13, COMCAM Smart Book, JCCC Smart Book, DoDI 5040.02, DoDD 5230.09, Photo Mechanic Manual, AFM 35-101, DoD VI Style Guide, Http://www.dimoc.mil												
5.1 Camera Setup TR: Applicable Technical Manuals												
5.1.1. Set Camera Video Quality								3c			-	-
5.1.2. Camera Color Space								3c			-	
5.1.3. Time Zone, Date, and Daylight Savings								3c				
5.1.4. Set Camera Image Quality to (Joint Photographic Experts Group) JPEG L Fine								3c				
5.2. Imagery Management Team (IMT) Operations												
5.2.1. Fundamentals of Internal vs. External Distribution							B					
5.2.2. Operate BGAN and DVIDS Terminal Systems in a Field Environment								3c				
5.2.3. Transmit via DoD SAFE (Secure Access File Exchange)								3c				
5.3. Visual Information (VI) Products in Support of Operations												
5.3.1. Identifying Users of Imagery								3c			-	-
5.3.2. Establishing Means of Distribution								3c				
5.3.3. Provide VI Support to IO in a Deployed Environment								3c				
5.3.4. Demonstrate Care for Equipment in Austere Environments								3c				
5.3.5. Demonstrate Wear Equipment in Austere Environments								3c				
5.4. Store and Manage											-	-
5.4.1. Batch Rename Multiple Clips								3c				

5.4.2. Apply Batch Metadata to Multiple Clips								3c				
5.4.3. Demonstrate Standard File Folder Structures								3c				
5.4.4. Develop Labeling								3c			-	
5.4.5. Demonstrate Continuity								3c				
5.5. Setup Folders												
5.5.1. Describe File Folder Structures								3c			-	-
5.5.2. Perform Combat Camera Imagery Management								3c			-	-
6. LIGHT AND EXPOSURE												
6.1. Exposure ISO White Balance Aperture or Shutter (IWAS)											-	-
6.1.1. Importance of Lens Speed							B				-	-
6.1.2. Use IWAS Technique to Determine a Starting Exposure for Background								3c			-	-
6.1.3. Demonstrate Equivalent Exposure								3c			-	-
8.2. Operate and Maintain Primary Duty Weapon TR: AFI 31-207, AFMAN 31-129, AFTTP3-4, TC 3-22.9, TM 9-1005-319-10, AFMAN 36-2655, AFPD 16-8, AFI 36-2226, DOD 5200.76, T.O. 11W3-3-5-1, T.O. 11W3-3-5-4, T.O. 11W3-3-6-1, FM 23-14												
6.1.4. Use Tri, Mono, & Mini Tripod to Achieve Consistent/Properly Focused Low Light Action Imagery w/ Shutter Speeds > 2 Seconds								3c			-	-
6.1.5. Document in Extreme Low Light Environment Without the Use of Night Vision Lens Systems								3c				
6.2. Flash Use											-	-
6.2.1. Operate Flash Units On- and Off-Camera								3c			-	-
6.2.2. Determine Flash Output								3c			-	-
6.2.3. Sink Multiple Flash Units to Photograph Images								3c				
6.2.4. Circle of Illumination								3c			-	-
6.2.5. Demonstrate 3:1, 2:1 and 1:1 Lighting Using Multiple Flashes								3c				
6.3. Balancing Light												
6.3.1. Balance Light Using Flash and Indoor/Outdoor Ambient Light								3c				
6.3.2. Determine Outside Exposure Using Camera's Metering Modes								3c				
6.3.3. Determine Screen Exposure								3c				
6.3.4. Demonstrate Background Elimination Techniques								3c				
7. EQUIPMENT TR: Applicable Equipment Manuals, COMCAM Smart Book												
7.1. BGAN							A					
7.2. DVIDS Terminal System							A					
7.3. Slider							A				-	-
7.4. Gimbal							A					-
7.5. Night Vision Devices (NVDs)												
7.5.1 Night Vision Googles												
7.5.1.1. Operate NVGs								3c				
7.5.1.2. Change Batteries								3c				
7.5.1.3. Proper Storage, and Cleaning of NVGs								3c				

7.5.2. Operate NVDs in Low-Light and No-Light Conditions												
7.5.2.1. Proper Camera Connection								3c				
7.5.2.2. Proper Storage, and Cleaning of NVDs								3c				
7.5.2.3. Shoot Documentation with NVDs								3c				
7.5.2.4. Shoot Uncontrolled Action with NVDs								3c				
7.5.2.5. Troubleshooting NVDs								3c				
7.5.2.6. Demonstrate Camera Settings at Night with NVDs								3c			-	-
7.6. Emergency Equipment												
7.6.1. Oxygen Systems							a				-	-
7.6.2. Fire Extinguishers							a					
7.6.3. Smoke Masks							a				-	-
7.6.4. First Aid Kits							a				-	-
7.6.5. Survival Vest							a				-	-
7.6.6. Crash Axes							a				-	-
7.6.7. LPU/Life Vest							a				-	-
8. COMBAT SKILLS AND TACTICS											-	-
8.1. Combat Lifesaving Techniques TR: 081-831-1001, (NSN) 6545-01-254-9551												
8.1.1. Demonstrate Combat Life Saving Techniques								3c				
8.2.1. Maintenance and Operation of The M4												
8.2.1.1. Safety							b					
8.2.1.2. Identify parts							a					
8.2.1.3. Assemble and Disassemble								3c			-	
8.2.1.4. Cleaning and Inspecting Procedures								3c			-	
8.2.1.5. Immediate and Remedial Actions								3c				
8.2.1.6. Carrying								3c				
8.2.1.7. Basic Marksmanship								3c				
8.2.1.8. Firing Positions								3c				
8.2.1.9. Stationary Turns								3c				
8.2.1.10. Rapid and Tactical Magazine Changes								3c				
8.2.1.11. Reflexive Firing								3c				
8.2.1.12. Failure to Stop Drills								3c				
8.2.1.13. Rapid Firing								3c				
8.2.2. Maintenance and Operation of The M9							A					
8.2.2.1. Safety							b					
8.2.2.2. Identify Parts							a				-	
8.2.2.3. Assemble and Disassemble								3c			-	
8.2.2.4. Cleaning and Inspecting Procedures								3c			-	
8.2.2.5. Immediate and Remedial Actions								3c				
8.2.2.6. Carrying								3c			-	
8.2.2.7. Basic Marksmanship								3c			-	
8.2.2.8. Firing Positions								3c			-	
8.2.2.9. Stationary Turns								3c			-	
8.2.2.10. Rapid and Tactical Magazine Changes								3c			-	
8.2.2.11. Reflexive Firing								3c			-	
8.2.2.12. Failure to Stop Drills								3c				
8.2.2.13. Rapid Firing								3c			-	

8.3. Combat Marksmanship (CMMS) TR: SH 71-76, FM 7-8, AFI 31-207, AFMAN 36-2655, AFI 36-2226, AFMAN 10-100, FM 3-22.9, TM 9-1005-319-10, AFMAN 36-2227, AFPD 16-8, AFI 36-2226, DOD 5200.76, T.O. 11W3-3-5-1, T.O. 11W3-3-5-4, T.O. 11W3-3-6-1, FM 23-14, AFTTP 3-4, FM 3-23.35											-	
8.3.1. CMMS Defined							B				-	-
8.3.2. Physical Discipline							B				-	-
8.3.3. Intensities							B					
8.3.4. Implement Fundamentals of CMMS								3c				
8.3.5. Demonstrate Principles of CMMS								3c				
8.3.6. Clearing Malfunctions Under Fire								3c				
8.3.7. Method of Aim (MOA)								3c			-	-
8.3.8. Method of Engagement (MOE)								3c			-	-
8.3.9. Methods of Weapon Employment								3c			-	-
8.4. Mounted and Dismounted Patrols TR: SH 71-76, FM 7-8												
8.4.1. Definition of Mounted/Dismounted Patrol							B				-	-
8.4.2. Characteristics of Mounted/Dismounted Patrol							B				-	-
8.4.3. Roles and Responsibilities in a Patrol							B					
8.4.4. Squad Movement and Formations							b	3c				
8.4.5. Team Movement and Formations							b	3c				
8.4.6. Identify Rally Points								3c				
8.4.7. Identify and Execute Movement Through Danger Areas								3c			-	-
8.4.8. Execute Individual Actions/Movements								3c			-	
8.4.9. Principles of Communication							B				-	
8.4.10. Occupy Patrol Base								3c			-	
8.5. Close Quarters Battle (CQB) TR: SH 71-76, FM 7-8, JP 3-06, FM 90-10, FM 3-06, FM 06.11, FM 06.1, MCWP 3-35.3, FM 3-07.22, FM 3-25.26											-	
8.5.1. Principles of CQB							B					
8.5.2. Room Clearing Sequence							B					
8.5.3. Actions at Point of Entry							B					
8.5.4. Execute CQB								3c				
8.6. Use of Force (UOF), Escalation of Force (EOF), and Rules of Engagement (ROE) TR: AFI 31-207, AFI 31-117, AFI 31-201, AFPAM 10-100, AFPD 51-4, CJCS 3121.01B, AFTTP 3-4												
8.6.1. Principles of Use of Force							B					
8.6.2. AFI 31-207 Arming and Use of Force by Air Force Personnel							B					
8.6.3. Title 10/Title 32 and Posse Commitatus Act							B					
8.6.4. Law of Armed Conflict							B					
8.6.5. Generic ROEs							B				-	-

8.7. Radio Communication Operating Procedures TR: AR25–6, DODI 4650.02, ACP 125, ATP 1-02.1, ATP 3-01.4, MCRP 3-25B, AFI 17-210, AFMAN 17-1302, AFTTP3-4, ATTP 3-4											-	-
8.7.1. Procedure Words (PROWORDs)							B				-	-
8.7.2. Phonetic Alphabet							B				-	-
8.7.3. COMSEC							B					
8.7.4. Multi-Service Brevity Codes							B					
8.7.5. Radio Operating Procedures								B				
8.7.6. 9-Line MEDEVAC Report Using Proper Radio Etiquette							B					
8.7.7. UXO 9-line							B					
8.8. Demonstrate Radio Communication Operating Procedures TR: AR25–6, DODI 4650.02, ACP 125, ATP 1-02.1, ATP 3-01.4, MCRP 3-25B, AFI 17-210, AFMAN 17-1302, AFTTP3-4, ATTP 3-4											-	-
8.8.1. Procedure Words (PROWORDs)								3c			-	-
8.8.2. Phonetic Alphabet								3c			-	-
8.8.3. COMSEC								3c				
8.8.4. Multi-Service Brevity Codes								3c				
8.8.5. Radio Operating Procedures								3c				
8.8.6. Identify Classified Communication Equipment								3c				
8.8.7. Complete a 9-Line MEDEVAC Report Using Proper Radio Etiquette								3c				
8.8.8. Complete a UXO 9-line								3c				
8.9. Unexploded Ordnance (UXO) and Improvised Explosive Device (IED) Recognition Techniques TR: AFPAM 10-100, FM 3-21.8, FM 21.75, AFI 32-3001, AFPD 32-30, FM4-01.45/MCRP 4-11.3H/NTTP 4-01.3/AFTTP(I) 3-2.58, Airman's Manual												
8.9.1. Conduct UXO Survey								3c			-	-
8.9.2. Documenting								3c				
8.9.3. IED Threats During Mounted and Dismounted Patrols							B					
8.9.4. Identify Indicators							B					
8.9.5. Identify Types of IEDs							B					
8.9.6. Reporting Procedures							B					
8.9.7. Demonstrate Modern Army Combatives Program Level 1 TR: FM3-25.150								3c				
9. COMCAM TEAM LEAD (if applicable) TR: AF IMT 703, AFI 10-206, AFI 10-204, AFM 35-101, CJCS 3205.01, DODI 540.02											-	-
9.1. Deliver COMCAM Capabilities Brief								3c			-	-
9.2. Use Team Lead Checklist								3c			-	-
9.3. Create Situation Report (SITREP)								3c			-	-
9.4. Create After Action Report (AAR)								3c			-	-
9.5. Understand Operations Order (OPORD)							B					

10. AIRCREW QUALIFICATION (Flight Status Flyers Only)												
10.1. AIRCREW TRAINING TR: AFI 11-2MDS V1, 11-202v1/2, 36-2101, 36-2201, Education & Training Course Announcements (ETCA)												
10.1.1. Initial Aircrew Qualification								3c				
10.1.2. Physiological Training (Altitude Chamber)								3c				
10.1.3. SERE S-V80-A Combat Survival Training Course								3c				
10.1.4. SERE S-V85-A Emergency Parachute & Water Survival Training								3c			-	-
10.2. Continuation Training / Currency											-	-
10.2.1. Standardization/Evaluation Familiarization								3c			-	-
10.2.2. Familiarization of Aircrew Flight Equipment								3c			-	-
10.2.3. Complete Block Training (i.e. SS & LL series)								3c				
10.2.4. Pass Open/Closed Book Test								3c			-	-
10.2.5. Pass Examiner Led Evaluation Flight								3c				
10.3. Aircrew Instructor Training											-	-
10.3.1. Complete Instructor Course								3c			-	-
10.3.2. Pass Open/Closed Book Test								3c			-	-
10.4. Aircrew Examiner Training											-	-
10.4.1. Complete Instructor Course								3c			-	-
10.4.2. Pass Open/Closed Book Test								3c			-	-
10.5. Aircrew Security TR: DOD 5200.01, AFI 10-1101, 16-1404, 10-701											-	-
10.5.1. Aircrew COMSEC Familiarization								3c			-	-
10.5.2. Aircrew OPSEC Familiarization								3c				
10.5.3. Perform Anti-Hijacking / Anti-Terrorism Procedures								3c			-	-
10.5.4. Aircrew Information Security Familiarization								3c			-	-
10.5.5. Aircrew Physical Security Familiarization								3c				
11. AIRCREW MANAGEMENT TR: AFPD 11-4, AFI 11-401, 11-402, 11-412, 11-202, 38-201, 48-123											-	-
11.1. Aircrew Responsibilities and Obligations											-	-
11.1.1. MAJCOM and AFPAA Aircrew Managers Duties								B				
11.1.2. Flying Program Manager Duties								B			-	-
11.2. Familiarization of Individual Aircrew Duties and Requirements												
11.2.1. Currency Requirements								B				
11.2.2. Demonstrate Proper Aircrew Terminology								3c				
11.3. Aviation Resource Management (ARM) Responsibilities												
11.3.1. Host Aviation Resource Management (HARM)								B				
11.3.2. Squadron Aviation Resource Management (SARM)								B			-	-

11.4. Aerial Visual Documentation/Authorization for Inflight Duties												
11.4.1. Complete HARM Requirements								3c				
11.4.2. Complete SARM Requirements								3c				
11.5. Flying Codes and Badges												
11.5.1. Flying Activity Codes								B				
11.5.2. Aviation Service Codes								B				
11.5.3. Positions								B				
11.5.4. Aeronautical Badges								B				
11.6. Flight authorization – AF Form 4327a												
11.6.1. Review/Make corrections to AF Form 4327a								3c				
11.7. Logging Flight Activity												
11.7.1. Log Flight Time								3c				
11.7.2. Log flight time in non-USAF aircraft								3c				
11.7.3. Log flight time in foreign aircraft								3c				
11.7.4. Complete Adopted Forms								3c				
11.7.5. Complete Prescribed Forms								3c				
11.7.6. Flight Pay/ Career Enlisted Flight Incentive Pa y (CEFIP)/gates								B				
11.7.7. Complete Flight Evaluation Folder (FEF) Requirements								3c				
11.8. Flight Medicine												
11.8.1. Grounding / Duties Not to Include Flying (DNIF) Status								B				
11.8.2. Complete Flight Medicine Flight Records Folder (FRF) Requirements								3c				
12. AVIATION SAFETY / AF OCCUPATIONAL SAFETY AND HEALTH (AFOSH) PROGRAM TR: AFI 32-7086, 91-202, 91-203, AFMAN 24-204, 91-201												
12.1. Aviator Hazards												
12.1.1. Demonstrate Engine Air Intake and Exhaust Safety								3c				
12.1.2. Demonstrate High Intensity Sound Safety								3c				
12.1.3. Demonstrate Rotor / Propeller Planes of Rotation Safety								3c				
12.1.4. Demonstrate Aerospace Ground Support Equipment Safety								3c				
12.1.5. Demonstrate Safety During Refueling Operations								3c			-	-
12.1.6. Weather Hazards								B			-	-
12.1.7. Foreign Object Damage (FOD) Hazards /Prevention							B				-	-
12.1.8. Use of High Intensity Light (Strobes)							B				-	-
12.1.9. Understand the Application of Safety Privilege							B				-	-
13. CREW RESOURCE MANAGEMENT (CRM) TR: AFI-11-290											-	-
13.1. Crew Resource Management Core Curricula								B				
13.2. Demonstrate Aircrew Communication (Terms and Definitions)								3c			-	-
13.3. Demonstrate Crew Flight Coordination								3c				

13.4. Demonstrate Mission Analysis								3c			-	-
13.5. Demonstrate Time/Resource Management								3c			-	-
13.6. Demonstrate Situational Awareness								3c			-	-
13.7. Demonstrate Risk Management/Decision Making								3c			-	-
13.8. Demonstrate Task Management								3c			-	-
13.9. Demonstrate Safety/Judgement								3c			-	-
14. AIRCREW ACTIVITIES TR: AFI 10-707, MIL-STD-461F											-	-
14.1. Pre-Flight											-	-
14.2. Mission Planning											-	-
14.2.1. Schedule/Coordinate Mission Logistics								3d				
14.2.2. Coordinate Imagery Requirements								3d			-	-
14.2.3. Determine Required Aircrew Flight Equipment (AFE)								3d			-	-
14.2.4. Determine Required Photo/Video Equipment								3d			-	-
14.2.5. Test Audio Visual Equipment to Determine Suitability for Use in Flight IAW MIL-STD-461F								3d			-	-
14.2.6. Review and Update Required Publications/Crew Book								3c				
14.2.7. Participate in Crew Brief								3c			-	-
14.2.8. Brief Imagery/Training/Operational Requirements								3d			-	-
14.3. Demonstrate Use of Emergency Equipment												
14.3.1. Oxygen Systems								3c			-	-
14.3.2. Fire Extinguishers								3c				
14.3.3. Smoke Masks								3c			-	-
14.3.4. First Aid Kits								3c			-	-
14.3.5. Survival Vest								3c			-	-
14.3.6. Crash Axes								3c			-	-
14.3.7. LPU/Life Vest								3c			-	-
14.4. Emergency Procedures												
14.4.1. Primary Exits (Air/Ground/Ditching)								B			-	-
14.4.2. Secondary Exits (Air/Ground/Ditching)								B				
14.4.3. Egress Alarms								B				
14.4.4. Bailout/Parachute Operations								B			-	-
14.4.5. Smoke/Fumes								B			-	-
14.4.6. Loss of Cabin Pressure								B			-	-
14.4.7. Unsafe Door								B			-	-
14.5. Demonstrate Emergency Procedures												
14.5.1. Primary Exits (Air/Ground/Ditching)								3c			-	-
14.5.2. Secondary Exits (Air/Ground/Ditching)								3c				
14.5.3. Egress Alarms								3c				
14.5.4. Bailout/Parachute Operations								3c			-	-
14.5.5. Smoke/Fumes								3c			-	-
14.5.6. Loss of Cabin Pressure								3c			-	-
14.5.7. Unsafe Door								3c			-	-
14.6. Aircraft Interior Familiarization											-	-

14.6.1. Strapping In/Life Support Equipment								3c			-	-
14.6.2. Set-up Communications Intercom/Navigation Displays								3c				
14.6.3. Flight Controls								B			-	-
14.6.4. Instrument Layout								B			-	-
14.6.5. Galley/Lavatory								B				
14.6.6. Cabin Configurations								B				
14.6.7. Flight Deck								B				
14.7. Aircraft Exterior Familiarization												
14.7.1. Airframe Hazard Areas (Flight Controls, Intakes, Probes)								a				
14.7.2. Engine/Prop Hazard Areas (Intake, Exhaust, Turbine Plane)								a				
14.7.3. RF Radiation Hazard Areas (Antennas, Radar)								B				
14.7.4. Crew/Fuel Door								B			-	-
14.8. In-Flight											-	-
14.8.1. Understand Photo/Video Considerations											-	-
14.8.1.1. FOD/Dropped Object Prevention								D			-	-
14.8.1.2. Personal Equipment Accountability - Secure Photo/Video Equipment								D			-	-
14.8.1.3. Emergency Procedures								C			-	-
14.8.1.4. Communication with Crew/Feedback								b			-	-
14.8.1.5. Physiological Effects								B			-	-
14.8.1.6. Demonstrate Situational Awareness								3d				
14.8.1.7. Avoiding Unsafe Acts								3d			-	-
14.8.1.8. Use of Knock It Off								3d			-	-
14.8.1.9. Use of Harness with Doors Open While in Flight								3c			-	-
14.8.1.10. Mitigate Windshield/Canopy Issues/Reflections/Scratches Issues								3d				
14.8.1.11. Mitigate Sun Angles and Condensation Issues								3d				
14.8.1.12. Tripod/Camera Stabilization/Vibration Reduction								D			-	-
14.8.1.13. Scaling/Perspective								D			-	-
14.8.1.14. Determine Reference Points								3d			-	-
14.8.1.15. Set-up Camera Configurations								3d			-	-
14.8.1.16. Demonstrate Composition/Framing								3d			-	-
14.8.1.17. Demonstrate Audio Collection Techniques								3d				
14.8.1.18. Camera Audio Connection with Aircraft Systems								3d				
14.8.1.19. Brief Possible Shooting Delays (i.e. Retakes/Changing Out lens/batteries)								3d			-	-
14.8.1.20. Demonstrate Lighting Principles								3d			-	-
14.8.1.21. Demonstrate Infrared Lighting								3d			-	-
14.8.1.22. Demonstrate Camera Angles/Placement								3d			-	-
14.8.1.23. Demonstrate Problems Associated with a Zoom Lens								3d			-	-
14.8.1.24. Employ Specialized Visual Information Equipment								3d				
14.8.2. Demonstrate Documentation During Aerial Events											-	-
14.8.2.1. Where to Position								3c				

14.8.2.2. Demonstrate Camera Placement								3c			-	-
14.8.2.3. Demonstrate Night Vision/Low Light Camera Capability								3c			-	-
14.8.2.4. Demonstrate Indoor/Open Door Lighting								3c			-	-
14.8.2.5. Demonstrate Camera Configuration								3c			-	-
14.8.2.6. Air Delivery/Personnel Drops								3c			-	-
14.8.2.7. Infiltrate/Exfiltrate (Infil/Exfil) Operations												
14.8.2.8. Aerial Refuel Operations								3c			-	-
14.8.2.9. Low Level Flying								3c			-	-
14.8.3. Understand Formation/Chase Positioning											-	-
14.8.3.1. In/Out Up/Down Forward/Back								3c			-	-
14.8.3.2. Quantitative Corrections (Up Five Feet, Back 10 Feet)								3c			-	-
14.8.3.3. Formation Echelon Left and Right								3c			-	-
14.9. Post Flight											-	-
14.9.1. Participate in Crew Debrief								3c				
14.9.2. Complete Required Paperwork								3c			-	-
14.9.3. Return AFE Gear								3c			-	-
14.9.4. Complete Imagery Editing/Post Production								3c			-	-
14.9.5. Complete Imagery Review/Release Classification								3c			-	-
14.9.6. Complete Imagery Accessioning								3c			-	-

Section B - Course Objective List.
This area is reserved.

Section C - Support Materials.
1. References. For additional training, refer to the Defense Information School PAVILION website, and the Air Force Public Affairs Continuation Courses.

Section D - Training Course Index.

Purpose. This section of the CFETP identifies training courses available for continuation/ supplemental training. For information on all formal courses, refer to the Air Force Education and Training Course Announcements (ETCA) database at https://cs2.eis.af.mil/sites/app10-ETCA/SitePages/Home.aspx.

1.1. Initial Skills Courses

Course Title	Location
Mass Communication Foundations Course	Defense Information School (DINFOS)

1.2. Public Affairs Computer Based Training courses are available on the Advanced Distributed Learning Service (ADLS) website: https://golearn.adls.af.mil/login.aspx

Section E - MAJCOM Unique Requirements.
There are currently no MAJCOM unique requirements. This area is reserved.