DEPARTMENT OF THE AIR FORCE
Headquarters Air Education and Training Command
Joint Base San Antonio Randolph, TX 78150-4324

MILITARY TRAINING LEADER

CAREER FIELD EDUCATION AND TRAINING PLAN (CFETP)

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CAREER FIELD EDUCATION AND TRAINING PLAN
(CFETP)
MILITARY TRAINING LEADER (MTL)
SDI 8B100

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8B100
CAREER FIELD EDUCATION AND TRAINING PLAN

PART I

Preface

1. This Air Force Career Field Education and Training Plan (CFETP) is a comprehensive document that identifies life-cycle education/training requirements, training support resources, minimum core training task requirements for the 8B100 Military Training Leader (MTL) special duty identifier (SDI). The CFETP provides a clear path to success and instills rigor in all aspects of SDI training for personnel performing the Technical Training (TT) mission under the authority of the Air Education and Training Command (AETC), and for MTLs selected to perform 8B100 duties external to AETC within Air Force Special Operations Command (AFSOC), Air Combat Command (ACC), and USAF School of Aerospace Medicine (USAFSAM).

2. The CFETP consists of two parts as described below. Supervisors use both parts to plan, manage, and control training within the SDI.

2.1. Part I provides information for the overall management of training in the SDI 8B100. The sections are arranged as follows:

> Section A explains how everyone will use the plan.
> Section B identifies SDI specialty descriptions, career progression information, duties, responsibilities, and selection criteria.
> Section C is not used.
> Section D is not used.
> Section E describes the SDI 8B100 Specialty Training Requirement Team (STRT)/Utilization and Training Workshop (U&TW) process.

2.2. Part II provides supervisors and trainers information to identify, plan, and conduct training commensurate with the overall goals of this plan. The sections are arranged as follows:

> Section A identifies the Specialty Training Standard (STS) which includes duties, tasks, and technical references to support training and core tasks.

3. This CFETP provides appropriate training for individuals in the SDI 8B100.

ABBREVIATIONS AND TERMS EXPLAINED

Air Force Career Field Manager (AFCFM). Representative appointed by the respective HQ USAF Deputy Chief of Staff or Under Secretariat, to ensure assigned AF specialties are trained and utilized to support AF mission requirements. AFCFM is the OPR; however, works in concert with MAJCOM Functional Managers (FMs) as required.

Air Force Enlisted Classification Directory (AFECD). The directories contain the official specialty descriptions for all military classification codes and identifiers which are used to identify each Air Force job (valid requirement) and describe the minimum mandatory qualifications of personnel to fill these jobs. These standards are used to procure, classify, and employ personnel; to develop career programs for initial training, retraining, and skill upgrade; and to structure unit manpower document (UMD) positions.

Airman in Training (AiT). An Airman who is currently attending a flying or technical training course.

Basic Military Training (BMT). Provides initial accessions training and processing for all enlisted Airmen (active duty, guard and reserve) entering the United States Air Force.

Career Field Education and Training Plan (CFETP). An Air Force publication that describes an Air Force Specialty or Special Duty Identifier (SDI) in terms of tasks and knowledge that an Airman in that specialty may be expected to perform or to know on the job. Also identifies the training provided to achieve advancement within an enlisted Air Force Specialty (AFS) or SDI. It further serves as a contract between AETC and the functional user to show which of the overall training requirements are taught in formal schools and other sources.

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

Certification Official (Task Certifier). A person whom the commander assigns to determine an individual's ability to perform a task to required standards.

Collateral Training Folder (CTF). Folder (electronic or hard copy) established for each AiT to document/record any event relevant to training requirements/military standards training (MST) (i.e. progressive discipline documents, safety briefings, orders, etc.).

Community College of the Air Force (CCAF). The Community College of the Air Force (CCAF) is a multi-campus, federally chartered institution. CCAF confers the associate in applied science degree as part of Air University (AU), which is accredited through the Southern Association of Colleges and Schools Commission on Colleges (SACS/COC).

CCAF Accreditation. A nongovernmental and voluntary process concerned with improving educational quality and assuring member institutions meet established standards. Accreditation of an institution by the Commission on Colleges signifies the institution and its affiliated school has a purpose appropriate to higher education and has resources, programs and services sufficient to accomplish its purpose on a continuing basis.

CCAF Affiliated School. Teach collegiate courses contributing to CCAF degree programs, and affiliation enables those schools to mutually share the benefits and responsibilities of the regional accreditation held by CCAF as part of AU.

Core Task. Tasks the AFCFM identifies as minimum qualification requirements for everyone within an AFSC/SDI, regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC/SDI. Guidance for using core tasks can be found in the applicable CFETP or Air Force Job Qualification Standard (AFJQS) narrative.

Course Training Standard (CTS). Training standard that identifies a specific course's training and proficiency level.

Deliberate Leadership Education (DLE). Education designed to enhance leadership tools and capabilities for all MTLs. Collaborated with Center for Character and Leadership Development (CCLD) and supporting agencies. Covers advanced leadership principles and practices beyond qualification training to promote achievement of each training squadron's strategic vision/goals and AF requirements for Airmen.

Military Standards Training (MST). Builds upon the institutional competencies training initiated during Basic Military Training (BMT) and requires an AiT to perform at an increased (go/no-go) level of proficiency than those exhibited during BMT. Also encompasses Air Force standards, military customs, courtesies, and traditions training as outlined in Air Force Instruction (AFI) 1-1, *Air Force Standards* and AFH 36-2618, *Enlisted Force Structure*, for enlisted AiT. Includes drill and ceremonies training, professional and unprofessional relationships, sexual assault prevention and response program training, suicide prevention program training, risk management training, comprehensive airman fitness education and training, and continuous process improvement training.

Military Training Leader (MTL). Responsible for mentoring, training, and leading all assigned non prior service Airmen during Technical Training. Evaluates standards of conduct, performance, military bearing and discipline while scheduling and conducting military training functions. Advises and counsels students by motivating personnel to develop military attitudes, effective human relations, and social skills for improving interpersonal and military relations. Plans, organizes, and directs military education instructions.

Non-prior Service (NPS). An Airman who is currently attending a flying or technical training course who has not been awarded their 3 skill level.

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

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

Special Category Guide (SPECAT). An assignment guide published by Air Force Personnel Center (AFPC) listing requirements and application instructions for special duty assignments.

Special Duty Identifier (SDI). Identifies authorizations for enlisted Airmen assigned to and performing an actual group of tasks on a semi-permanent or permanent duty basis.

Specialty Training Requirements Team (STRT)/Utilization and Training Workshop (U&TW). For SDI 8B100; a forum of 8B100 AFCFM, functional managers, AETC Training Pipeline Manager, and subject matter experts (SMEs) to identify the education and training needs, develop and review training programs, resolve training or personnel utilization issues, and develop the CFETP.

Specialty Training Standards (STS). Describes an Air Force Specialty in terms of tasks and knowledge Airmen in that specialty may be expected to perform or to know on the job.

Standard. An exact value, a physical entity, or an abstract concept, the appropriate authority, custom, or common consent sets up and defines to serve as a reference, model, or rule in measuring quantities or qualities, developing practices or procedures, or evaluating results. A fixed quantity or quality.

Trainer (MTL). A trained and fully qualified MTL who teaches entry MTLs to perform specific tasks and teaches course objectives through OJT methods. They provide hands-on, over-the-shoulder training to certify MTLs in job and teaching qualification.

Training/Technical Reference (TR). Any guidance documentation used in support of training.

Section A – General Information

1. Purpose of the CFETP

1.1. This CFETP provides information necessary for commanders, training managers, supervisors, and trainers to plan, develop, manage, conduct, and evaluate an effective MTL training program. Standardized education and training requirements for all MTLs are a must. This CFETP accurately reflects what is necessary for a new or experienced Non-Commissioned Officer (NCO) to prepare for MTL duties. Specifically, this CFETP:

1.1.1. Establishes baseline training requirements for initial and advanced qualifications for SDI 8B100 duties.

1.1.2. Identifies resource requirements that impact implementation of the CFETP.

2. Use of the CFETP

2.1. Managers in all training squadrons use this comprehensive, standardized training program to develop qualified faculty who are able to meet the unique requirements of each teaching, management, or instructional support assignment.

2.2. The Air Force Career Field Manager (AFCFM) and AETC Training Manager (TM) ensure MTL training programs complement mandatory initial qualification training requirements.

2.3. All MTL faculty must complete mandatory training requirements as specified in Part II of this CFETP.

3. Coordination and Approval of the CFETP

3.1. The AFCFM for the SDI 8B100 determines 8B100 training requirements and develops and revises an effective CFETP through the Specialty Training Requirement Team (STRT) process and/or Utilization and Training Workshop (U&TW). The AETC TM will maintain the CFETP, suggest necessary revisions and submit new or revised CFETP versions to the AFCFM for action. The AETC TM coordinates, publishes, and maintains the electronic record set of the 8B100 CFETP.

3.2. The AETC TM will conduct an annual review of the CFETP, consolidate inputs from SMEs, and report inadequacies to the AFCFM NLT 45 days prior to the anniversary date of the CFETP (as printed in the upper right corner of the CFETP). Negative replies are required.

3.3. The AFCFM will conduct an annual review within 45 days of the anniversary date of the CFETP to ensure accuracy and relevancy, as well as consider changes provided by the MTL community or senior group staff; will conduct a U&TW/STRT when it appears major revision or replacement of the CFETP is necessary to meet mission requirements; and will publish, issue, announce, and induct the CFETP IAW DAFMAN 36-2689, *Training Program.*

Section B – 8B100, Military Training Leader

4. Specialty Description

4.1. **Special Duty Summary.** Mentor, train, and lead non-prior service (NPS) Airmen-in-Training (AiT) attending technical training, including those of the Air Reserve and Air National Guard. MTLs at United States Air Force Academy (USAFA) mentor, train, and lead cadets through basic and advanced parachuting training as they attend the Air Force Academy.

4.1.1. MTLs utilize the following duty titles: Superintendent, Military Training; Flight Chief, Military Training; or Military Training Leader.
Exception: MTLs at USAFA.

4.2. Duties and Responsibilities:

4.2.1. Plan, direct, and conduct Military Standards Training (MST) for enlisted AiT and USAFA cadets during parachute training. Monitor and evaluate individual compliance with MST objectives and standards of behavior, IAW DoD, Air Force, and AETC instructions and their associated supplements. Counsel individuals who have training, military bearing, or behavior problems and ensure progressive discipline and remediation directly correlates to the deficiency.

4.2.2. Ensure the health, morale, safety, welfare, and accountability of NPS enlisted AiT (Cadets for USAFA). AiT/Cadets placed in a MTL's charge continue to assimilate into the Air Force way of life, as reflected in the Oath, Air Force Core Values, and the Airman's Creed, and develop effective human relations and social skills for improving interpersonal and professional relationships.

4.2.3. Prepare and maintain MST files, records, and reports utilizing applicable systems such as the Training Management System (TTMS)/Learning Management System (LMS) or other approved systems as needed.

5. MTL Special Duty Qualification Requirements. MTL duty is a special duty assignment covered by DAFI 36-2110, *Assignments*. MTL applicants must meet requirements established by the Air Force Personnel Center (AFPC), as contained in the AF Enlisted Classification Directory (AFECD) for the 8B100 Special Duty Identifier and SPECAT Guide.

6. Core Task Requirements. All 8B100 core task requirements are contained in Attachment 1 of this CFETP.

7. Professional Education. MTLs will attend Professional Military Education as required.

8. Controlled Tour. All Developmental Special Duty (DSD) MTL positions have maximum stabilized tour lengths. Developmental special duty tour extensions and subsequent MTL assignments must match Air Force needs. As a general rule, consecutive extensions are discouraged; when applicable, they must be in the best interests of the Air Force.

9. Community College of the Air Force. Enrollment in CCAF occurs upon completion of basic military training. CCAF provides the opportunity to obtain an Associate in Training and Education.

9.1. **Degree Requirements.** All Airmen are automatically entered into the CCAF program. Prior to being awarded an associate degree, the 5-level must be awarded, and the following requirements must be met:

	Semester Hours
Technical Education	24
Leadership, Management, and Military Studies	6
General Education	15
Program Elective	15
Total	60

9.1.1. **Technical Education** (24 Semester Hours): 12 semester hours must be applied from technical core courses. The remaining semester hours are applied from either technical core or technical elective courses.

9.1.2. **Leadership, Management, and Military Studies** (6 Semester Hours): May be satisfied from Professional Military Education, civilian management courses, and/or testing credit.

9.1.3. **Physical Education** (4 Semester Hours): This requirement is satisfied by completion of Basic Military Training.

9.1.4. **General Education** (15 Semester Hours): This requirement is satisfied by application of courses accepted in transfer or by testing credit. The criteria for application of courses to the general education requirement are provided in the CCAF Catalog.

9.1.5. **Program Elective** (15 Semester Hours): Satisfied with applicable technical education; leadership, management, and military studies; or general education requirements. Nine semester hours of CCAF degree-applicable technical course credit, otherwise not applicable to this program of enrollment. See the CCAF Catalog for details regarding the Associate of Applied Science for this specialty.

9.2. **Off-Duty Education.** Although not required for MTLs, completion of an Associate degree and work toward a Bachelor's degree during SDI 8B100 duty is strongly encouraged. Additional off-duty education is a personal choice that is encouraged for all.

Section C – Resource Constraints
There are currently no resource constraints.

Section D – Transitional Training Guide
There are currently no transitional training constraints.

Section E – Training Decisions

13. SDI 8B100, Utilization and Training Workshop (U&TW): On 2– 4 March 2021, the U&TW was convened to revise and identify additional training requirements for SDI 8B100, Military Training Leader. U&TW minutes were correlated and approved by the AFCFM and AETC Training Pipeline Manager to record the events of the U&TW and outline the way ahead for the SDI 8B100. For additional information concerning the U&TW contact the AFCFM.

PART II

Section A – 8B100 Career Field Education and Training Plan (CFETP)

1. Implementation. This STS will be used for 8B100 skill training and will be used to formulate the Course Training Standard (CTS) for the MTL School course provided by AETC for Military Training Leaders.

2. Purpose. Identify the most common tasks and technical references to perform duties in the 8B100 Special Duty Identifier (SDI). Provide a record for completion of tasks and knowledge of training requirements.

2.1. Conduct training according to DAFMAN 36-2689, *Training Program.* Paragraphs and line items identified by an asterisk * in Column 2 are required core tasks to be completed by all MTLs, but do not require third party for certification during task qualification. Note: Jump Instructor MTLs at USAFA, Colorado Springs, CO are exempt from all core task requirements except for the following (must be qualified):

Task	Nomenclature
1.3	AETCI 36-2651, Mission Structure
2.1.3.	Conduct Pre-departure Safety Briefing
2.2.5.	Manage Airmen Accountability
6.2.3.	Counsel Airmen
6.3.1.	Administer Progressive Discipline
6.3.1.1.	Prepare/Issue Administrative Paperwork
6.4.1.	Mentoring Airmen
6.5.	Conduct Rights Advisement (Article 31)
6.6.	Accomplish Official Statements (AF Form 1168)
6.7.	Referral Agencies
9.10.	Professional and Unprofessional Relationships
10.3.	Perform Cardiopulmonary Resuscitation/Automated External Defibrillation

2.2. All MTLs regardless of rank, position, or duty title will maintain training records.

2.3. Document this CFETP training in the electronic training records system or equivalent IAW DAFMAN 36-2689, *Training Program*, paragraph 3.3.2.

2.3.1. All tasks are completed using the "GO/NO GO" standard. "GO" means the MTL can perform the task without assistance and meets local requirements for accuracy, timeliness, and correct use of procedures. The Military Training Leader formal course trains individuals to the Proficiency Code Key (PCK) level indicated under the "FORMAL TRAINING" column. Trainers are MTLs (SSgt and above) who are qualified on tasks to be trained and meet the requirements in DAFMAN 36-2689, *Training Program,* paragraph 5.2.7.17 to include completing the Air Force Training Course.

2.3.2. Upon assignment, the Unit Training Manager/Additional Duty Unit Training Manager (UTM/ADUTM), using the master training plan in the electronic training records system or equivalent selects the specific duty position of the MTL.

2.3.3. If an MTL is assigned an additional duty (i.e., facility management), the supervisor will identify those tasks in the CFETP AF 797/AF 1098 in the training records. The supervisor/trainer develops a plan for the MTL to receive training and become duty position qualified.

2.3.4. Transcribing documentation to a new CFETP is an administrative function and it should not be a training re-evaluation. Transcribe within 120 days of publication of a new CFETP. Upon publication of a new CFETP, review transcribing procedures contained within DAFMAN 36-2689, *Training Program.*

2.4. CPR certification will be completed during the MTL School (MTLS) course, and refresher training accomplished as necessary during the tour of duty.

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Special Duty Manager, Military Training (8B0/8B1)

Attachment:
1. 8B100 Career Field Education and Training Plan (CFETP)

Attachment 1
8B100 Career Field Education and Training Plan (CFETP)

Instructions:
1. Part I is a Course Training Standard (CTS) Proficiency Code Key.
2. Part II
- **Column 1**. Task, Knowledge, and Technical Reference (TR) lists the most common tasks, knowledge, and technical reference(s) necessary for Airmen to perform duties as an MTL.
- **Column 2**. Core Tasks for MTLs
- **Column 3**. Record "Start Date" when task certification training is started.
- **Column 4**. Record "Complete Date" when task certification training is completed.
- **Column 5**. Trainee initials when task certification training is completed.
- **Column 6**. Trainer initials when task certification training is completed.
- **Column 7**. Established proficiency codes used to indicate training information and requirements provided during formal training course E3ALR8B100 0M5B, MILITARY TRAINING LEADER
- **Column 8**. Established proficiency codes used to indicate training information and requirements provided during formal training course E3AAR8B100 0M5A, ADVANCED MILITARY TRAINING LEADER

Part I

QUALITATIVE REQUIREMENTS

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

* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)
** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.
X This mark is used alone instead of a scale value to show that no proficiency training is provided in the course.
- This mark is used alone in the course columns to show that training is required, but not given, due to limitations in resources.

PART II. CFETP MILITARY TRAINING LEADER

Column 1	Column 2	Certification for OJT				Proficiency Codes Used to Indicate Training Information Provided During Formal Training	
		Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Tasks, Knowledge, and Technical References	Core Tasks	Trng Start	Trng Completed	Trainee Initials	Trainer Initials	Initial Skills Course	Advanced MTL Course
1. MISSION STRUCTURE							
1.1. Training Group						-	
1.2. Training Squadron						-	
1.3. AETCI 36-2651	*					B	
1.4. ARC Training Liaison						A	
1.5. Org Structure							B
1.6. Roles and Responsibilities for Superintendent							B
2. AIRMAN MANAGEMENT TR: AETCI 36-2651, Local Guidance							
2.1. Airmen Administration							
2.1.1. Conduct In-Processing	*					-	
2.1.2. Conduct Out-Processing	*					-	
2.1.3. Conduct Pre-departure Safety Briefing	*					-	
2.1.4. Phase Program Management	*					B	
2.1.5. Recruiters Assistance Program Applications Coordination/Completion						A	
2.1.6. Leave Processing	*					-	
2.1.7. Nominate Airmen for Recognition Programs						-	
2.1.8. Coordinate/Supervise Special Activities						-	
2.1.9. Below the Zone Nomination Packages						-	
2.2. LMS or applicable systems							
2.2.1. LMS						B	
2.2.2. Operate LMS or applicable system	*					-	
2.2.3. Create Collateral Training Folders	*					b	
2.2.4. Maintain Collateral Training Folders	*					2b	

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Column 1	Column 2	Certification for OJT				Proficiency Codes Used to Indicate Training Information Provided During Formal Training	
		Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Tasks, Knowledge, and Technical References	**Core Tasks**	**Trng Start**	**Trng Completed**	**Trainee Initials**	**Trainer Initials**	**Initial Skills Course**	**Advanced MTL Course**
2.2.5. Manage Airman Accountability	*					-	
2.2.6. Update Student Status Codes	*					-	
2.3. Airmen Statuses							
2.3.1. Reclassification	*					**A**	
2.3.2. Discharges	*					**A**	
2.3.3. Airmen out-of-training	*					**A**	
2.3.4. Airmen awaiting training	*					**A**	
2.3.5. Airmen ineffective in training	*					**A**	
3. MILITARY STANDARDS TRAINING (MST) TR: DAFI 36-2903; DAFPAM 34-1203; AETCI 36-2651							
3.1. Drill Terminology	*					**A**	
3.2. Perform Drill Movements	*					**2b**	
3.3. Perform Flight Commands	*					**2b**	
3.4. Perform Transitory Drill	*					**2b**	
3.5. Voice Characteristics	*					**2b**	
3.6. Airman Formations TR: AFMAN 36-2203							
3.6.1. Display Command and Control of Flight	*					**2b**	
3.6.2. Perform Open Ranks	*					**2b**	
3.6.3. Evaluate Open Ranks	*					**2b**	
3.6.4. Perform Guidon Bearer Duties						**2b**	
3.6.5. Evaluate Guidon Bearer Duties						-	
3.6.6. Flight Safety	*					**A**	
3.6.7. Ceremonies						**A**	
3.7. Physical Training							
3.7.1. Conduct Physical Training	*					**2b**	

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Column 1	Column 2	Certification for OJT				Proficiency Codes Used to Indicate Training Information Provided During Formal Training	
		Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Tasks, Knowledge, and Technical References	Core Tasks	Trng Start	Trng Completed	Trainee Initials	Trainer Initials	Initial Skills Course	Advanced MTL Course
4. DORMITORY STANDARDS (AIRMAN DORMITORY) TR: AFI 32-6000; AFPD 90-17							
4.1. Communicate and Enforce Standards							
4.1.1. Room Inspection	*					**B**	
4.1.2. Open Wall Locker Inspection	*					**B**	
4.1.3. Common Area Inspection	*					**B**	
4.1.4. Conduct Dormitory Inspection (e.g. rooms/common areas)	*					**2b**	
4.1.5. Charge of Quarters Management						**A**	
4.1.6. Schedule/oversee mass dorm cleanup						**-**	
4.2. Management of Facilities							
4.2.1. Assist with Occupancy Reviews						**-**	
4.2.2. Assist with Bed Space Requirements						**-**	
4.2.3. Assist with Key Control	*					**-**	
4.2.4. Assist with Room Assignments	*					**-**	
4.2.5. Report/Track Work Order Requests						**-**	
4.2.6. Conduct Facilities Inspections						**-**	
4.2.7. Linen Program						**-**	
4.2.8. Assist with Safety and Security Programs						**-**	
4.2.9. Execute Emergency Management Program Procedures							
4.2.10. Conduct FPCON Exercises						**-**	

PART II. CFETP MILITARY TRAINING LEADER

Column 1 Tasks, Knowledge, and Technical References	Column 2 Core Tasks	Certification for OJT				Proficiency Codes Used to Indicate Training Information Provided During Formal Training	
		Column 3 Trng Start	Column 4 Trng Completed	Column 5 Trainee Initials	Column 6 Trainer Initials	Column 7 Initial Skills Course	Column 8 Advanced MTL Course
4.2.11. Security Camera/ Surveillance Procedures						-	
5. DISTINGUISHED AIRMAN DEVELOPMENT PROGRAM (DADP) TR: AETCI 36-2651; Local Guidance							
5.1. Candidates	*					**B**	
5.2. Training						**B**	
5.3. Evaluations						**B**	
5.4. Administration						**B**	
5.5. Records Maintenance						**B**	
6. COUNSELING, DISCIPLINE, AND GUIDANCE TR: DAFI 36-2907, Ch 3; DAFI 36-2710; AFI 36-2909 & AETC Sup 36-2909; AETCI 36-2651							
6.1. Counseling Approaches							
6.1.1. Direct Approach						**B**	
6.1.2. Indirect Approach						**B**	
6.1.3. Combined						**B**	
6.2. Conduct Counseling							
6.2.1. Prepare the Counseling						**2b**	
6.2.2. Establish Rapport						**2b**	
6.2.3. Counsel Airman	*					**2b**	
6.2.4. Close Session						**2b**	
6.2.5. Conduct Follow Up						**2b**	
6.3. Corrective Actions							
6.3.1. Administer Progressive Discipline	*					**2c**	

PART II. CFETP MILITARY TRAINING LEADER

Column 1	Column 2	Certification for OJT				Proficiency Codes Used to Indicate Training Information Provided During Formal Training	
		Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Tasks, Knowledge, and Technical References	**Core Tasks**	**Trng Start**	**Trng Completed**	**Trainee Initials**	**Trainer Initials**	**Initial Skills Course**	**Advanced MTL Course**
6.3.2. Prepare/Issue Administrative Paperwork	*					-	
6.3.3. Remedial Training (RT)	*					**B**	
6.3.4. Develop Remedial Training (RT) Plan	*					**2c**	
6.3.5. Remedial Military Training Day (RMTD)						-	
6.3.6. Physical Exercise	*					**C**	
6.4. Mentoring							
6.4.1. Mentoring Airmen	*					**B**	
6.4.2. Advisor						-	
6.4.3. Coach						-	
6.4.4. Facilitator						-	
6.4.5. Advocate						-	
6.4.6. Conduct Rights Advisement (Article 31)	*					**2c**	
6.4.7. Accomplish Official Statements (AF Form 1168)	*					**2c**	
6.4.8. Referral Agencies	*					**B**	
6.4.9. Financial Counseling						-	
7. CLOTHING RECOVERY TR: AFI 23-101, Air Force Materiel Management							
7.1. Replacement/Exchange							
7.2. Recovery, Inventory, and Disposal of Uniform Items						-	
8. DELIBERATE MTL DEVELOPMENT TR: DAFMAN 36-2689; AETCI 36-2651; AFI 36-3012							
8.1. Superintendent							
8.1.1. Distribute manning IAW Unit Manning Documents							-
8.1.2. Local Orientation Course							-
8.1.3. Distinguished Airman Dev Plan							-

PART II. CFETP MILITARY TRAINING LEADER

Column 1	Column 2	Certification for OJT				Proficiency Codes Used to Indicate Training Information Provided During Formal Training	
		Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Tasks, Knowledge, and Technical References	**Core Tasks**	**Trng Start**	**Trng Completed**	**Trainee Initials**	**Trainer Initials**	**Initial Skills Course**	**Advanced MTL Course**
8.1.4. Self-Inspection program for MST/MTL programs							-
8.1.5. Special Events Activities for VIPs/DVs							-
8.1.6. Respond to Official Inquiries (IG/Cong. Etc.)							-
8.1.7. Advocate hiring/moves for advancement opportunities							-
8.1.8. PAFSC Requal/Immersion Program							
8.1.9. Exodus							
8.1.9.1. Develop Exodus Plan						-	**2b**
8.1.9.2. Develop Exodus Return Report						-	**2b**
8.2. Flight Chief							
8.2.1. Build Master Training Plan						-	**2b**
8.2.2. DAF Form 2096							**2b**
8.2.3. Supplemental Clothing Allowance						-	**B**
8.2.4. MTL Adverse Actions							**B**
8.2.5. Establish duty hours/schedule							
8.2.5. Training Management							
8.2.5.1. Manage OJT program							-
8.2.5.2. Conduct training needs assessment/arrange for Shadow program							-
8.2.5.3. Implement AiT recognition program							-
8.2.5.4. Establish a promotion recognition program							-
8.2.5.5. Health, Morale, and Welfare Inspection						-	-
8.2.5.6. Develop Health, Morale, and Welfare Inspection Plan							**2b**
8.3. Mentoring Program							

Column 1	Column 2	Certification for OJT				Proficiency Codes Used to Indicate Training Information Provided During Formal Training	
		Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Tasks, Knowledge, and Technical References	**Core Tasks**	**Trng Start**	**Trng Completed**	**Trainee Initials**	**Trainer Initials**	**Initial Skills Course**	**Advanced MTL Course**
8.3.1. Professional Development						**A**	**B**
8.3.2. Develop Professional Development Plan						**-**	**2b**
8.3.3. Commander Interaction							**B**
8.3.4. Base Agencies Integration							**B**
8.4. Resource Management							
8.4.1. Planning, Programming, Budgeting, and Execution						**-**	**B**
8.4.2. Develop Spend Plans							**2b**
8.4.3. Unit Manning Document Familiarization							**B**
8.4.3.1. Understand Authorization Change Request Purpose/Process							**2b**
9. HUMAN BEHAVIOR TR: Air Force Core Values "Little Blue Book"; DAFI 36-2710 & AETC Sup 1; AFI 36-2909 & AETC Sup 36-2909; AFI 1-1; and AETCI 36-2651							
9.1. Character Development (MST)						**-**	
9.2. Perform Resilience Training Assistant Duties						**3c**	
9.3. Human Capital Training						**-**	
9.4. Suicide Intervention Methodologies						**B**	
9.5. Personality Types and Traits						**B**	
9.6. Motivational Interviewing						**B**	
9.7. Assertiveness Training						**B**	
9.8. Wingman Concept						**-**	
9.9. Stress Inoculation						**B**	
9.10. Professional and Unprofessional Relationships	*					**B**	
9.11. Deliver Airmanship 200	*					**3b**	
9.12. Effective Team Building							
9.12.1. Group Dynamics Training							**-**

PART II. CFETP MILITARY TRAINING LEADER

Column 1	Column 2	Certification for OJT				Proficiency Codes Used to Indicate Training Information Provided During Formal Training	
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Tasks, Knowledge, and Technical References	**Core Tasks**	**Trng Start**	**Trng Completed**	**Trainee Initials**	**Trainer Initials**	**Initial Skills Course**	**Advanced MTL Course**
9.12.1.1. Subcultures							**B**
9.12.1.2. Student Dynamics							**B**
9.12.1.3. Leadership Behaviors							**B**
9.12.1.5. Conflict Resolution							**B**
9.12.1.6. Conduct Counseling							**2b**
9.12.1.7. Group/Team Communication							**B**
10. FIRST AID TR: American Heart Instructor's Manual; DAFI 48-151							
10.1. Heat Disorders	*					**C**	
10.2. Flag Conditions	*					**A**	
10.3. Perform Cardiopulmonary Resuscitation/Automated External Defibrillation	*					**3c**	