

AFSC 3F0X1

PERSONNEL



Basic



Senior



Master

**CAREER FIELD EDUCATION AND
TRAINING PLAN**

ACCESSIBILITY: Publications and forms are available on the e-publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

**CAREER FIELD EDUCATION AND TRAINING PLAN
PERSONNEL SPECIALTY
AFSC 3F0X1**

TABLE OF CONTENTS

PART I

Preface	4
Abbreviations and Terms Explained	5
Section A -- General Information.....	7
Purpose of the CFETP	7
Use of the CFETP	7
Coordination and Approval of the CFETP.....	8
Section B -- Career Progression and Information	8
Specialty Descriptions	8
Specialty Qualifications.....	9
Training Decisions.....	9
Initial Skills	
Five-Skill Level	
Seven-Skill Level	
Proficiency	
Community College of the Air Force.....	10
Professional Affiliations and Fraternal Organization.....	10
Career Field Path	11
Section C -- Skill Level Training Requirements	13
Purpose	13
Specialty Qualifications.....	13
Apprentice Level Training	
Journeyman Level Training	
Craftsman Level Training	
Superintendent Level Training	
Section D -- Resource Constraints	15
Section E -- Transitional Training Guide.....	15

PART II

Section A, Specialty Training Standard	16
Section B, Course Objective List	32
Section C, Support Materials	32
Section D, Training Course Index	32
Section E, MAJCOM Unique Requirements.....	32

OPR: 335 TRS/TRR

Certified by: CMSgt Mel Rose Jr., 3F0X1 AF Career Field Manager (HAF/A1XO)

Supersedes: CFETP3F0X1, 1 APR 2015

**PERSONNEL
SPECIALTY AFSC
3F0X1
CAREER FIELD EDUCATION AND TRAINING PLAN**

Part I

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education/training requirements, training support resources, and minimum requirements for this specialty. The CFETP will provide personnel a clear path to success and instill rigor in all aspects of career field training. Note: Civilians occupying associated positions may use Part II to support duty position qualification training.

2. The CFETP consists of two (2) 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, experience, and other mandatory requirements). Section D indicates resource constraints. Section E identifies transition training guide requirements for SSgt through MSgt.

2.2. Part II includes the following: Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) conducted training, wartime course and core task and correspondence course requirements. Section B contains the training standards which supervisors will use to determine if airmen satisfied training requirements. Section C identifies available support materials. An example is a Qualification Training Package (QTP) which may be developed to support proficiency training. Section D identifies a training course index supervisors can use to determine resources available to support training. Included here are both mandatory and optional courses. Section E identifies MAJCOM unique training requirements supervisors can use to determine additional training required for the associated qualification needs. At unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

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

Abbreviation and Terms Explained

Advanced Distributed Learning (ADL). An evolving, outcomes-focused approach to education, training, and performance aiding that blends standards-based distributed learning models emphasizing reusable content objects, content and learning management systems, performance support systems/devices, web applications services, and connectivity. ADL is an evolution of distributed learning (distance learning) that emphasizes collaboration on standards-based versions of reusable objects, networks, and learning management systems, yet may include some legacy methods and media. ADL is structured learning that takes place without requiring the physical presence of an instructor. Although the AF uses the term advanced distributed learning, some federal agencies and DoD components may use the term distance learning. These terms refer to the same basic concept.

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, FOA, DRU, ANG, and AFRC Functional Managers (FMs) as required.

Air Force Integrated Personnel and Pay System (AFIPPS). AFIPPS will be a web-based system designed to provide integrated personnel and pay capabilities across the Active, National Guard, and Reserve Components. AFIPPS will create a single personnel/pay record for an Airman's entire career. Personnel actions will automatically trigger associated pay events which will reduce inefficiencies, standardize data, and streamline personnel and pay processes.

Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS). A comprehensive task list which describes 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.

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

Air Force Training Record System (AFTRS). The purpose of the Air Force Training Record (AFTR) is to reduce the administrative burden of the unit training managers; automate management, enrollment and transcription of upgrade training records; and reduce or eliminate printing, handling, packaging, revising, and shipping costs associated with the distribution of training material.

Assignment Management System (AMS). AMS is an online program used for assignment preferences and career management, contains career information on officers and enlisted airmen, as well as some personal information such as birth dates and social security numbers. It does not contain personal addresses, phone numbers or specific information about family members.

Career Field Education and Training Plan (CFETP). CFETP is a comprehensive core training document that identifies: life-cycle education and training requirements; training support resources; and minimum core task requirements for a specialty. The CFETP aims to give personnel a clear path and instill a sense of industry in career field training.

Case Management System (CMS). HR-CMS is a case management system used for entering, tracking, resolving and reporting on human resources (HR) system related cases within the United States Air Force. It was developed to give base-level offices the ability to communicate with all levels of the human resources communities to resolve problems with member's computer records that cannot be resolved by directly updating the various HR systems. It also provides a tracking capability that enables all levels of the HR community to perform management oversight. Finally, the embedded reporting system using a central database can be used to monitor trends in all types of HR systems related member cases.

Central Functional Advisor (CFA). The CFA is responsible for advising the AFCFM and MAJCOM/MFA's on career field issues. This position works for the AFCFM and MFAs and executes every MAJCOM's 3F0X1 assignment allocations as well as assists with career field training and development.

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

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

Commander's Support Staff (CSS). The CSS is a unit level function which performs personnel, administration, education and training, unit deployment manager, and other critical squadron functions on behalf of the unit commander.

Continuation Training. Additional advanced training exceeding the minimum upgrade training requirements with emphasis on present or future duty assignments.

Core Task. Tasks the AFCFM identify as minimum qualification requirements for everyone 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.

Cross Utilization Training (CUT). Training designed to qualify personnel to perform tasks that are not established requirements in their awarded AFSC.

DCAPES. DCAPES is an Air Force system which is used to deploy personnel. DCAPES is used by several functional communities and includes modules for the Installation Personnel Readiness (IPR) office and Personnel Support for Contingency Operations (PERSCO) team. DCAPES resides on the Global Command and Control System (GCCS).

Education and Training Course Announcements (ETCA). Contains specific MAJCOM procedures, fund cite instructions, reporting instructions, and listings for those formal courses conducted or managed by the MAJCOMs or field operating agencies (FOAs). The ETCA contains courses conducted or administered by the AF and reserve forces and serves as a reference for the AF, DoD, other military services, government agencies, and security assistance programs. Airmen may access ETCA at: <https://app10-eis.aetc.af.mil/etca/SitePages/Home.aspx>

Enlisted Specialty Training. 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.

Enroute (PCS-Associated) Training. The training of students in a temporary duty (TDY) status while undergoing a permanent change of station (PCS). Usually accomplished due to special training required at the new duty location.

Essential Station Messing (ESM). Food furnished to enlisted personnel at government expense. ESM is also termed "Rations-In-Kind."

Field Training. Technical, operator, and other training either a training detachment or field training team conducts at operational locations on specific systems and associated direct-support equipment for maintenance and aircrew personnel.

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

Initial Skills Training (IST). A formal school course that results in an AFSC 3-skill level award for enlisted or mandatory training for upgrade to qualified officers.

In-house Training (IHT). Conducted by the Military Personnel Flight, in-house training is career field specific training for all 3FOX1's on an installation. This training is scheduled by the MPF superintendent and is mandatory for all 3FOX1 personnel. Note: Military Personnel Data System (MilPDS) training (if scheduled) is mandatory for all MilPDS users (military and civilian) (all AFSCs) IAW the MilPDS User Access Policy.

Installation Personnel Readiness (IPR). The base level deployment function for personnel. The IPR is the life blood of the deployment machine and must be manned with highly skilled personnelists. The IPR resides in the Military Personnel Flight (MPF)

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

JOPES. The Joint Operations Planning and Execution System is the system used by all services (Army, Navy, Air Force) to plan for and execute deployments. It allows combatant commanders to state what functional capabilities they require (fighter planes, airborne infantry, etc.) and the services to provide those capabilities. It also provides TRANSCOM with a tool to move the forces to the required locations.

MAJCOM Functional Advisors (MFAs). Manager for all matters related to the training and utilization of individuals within a particular MAJCOM and AFSC.

Military Personnel Data System (MilPDS). The Air Force's Oracle based personnel data system used to manage personnel, create reports and maintain historical data of a member's career.

Management Assessment Products (MAPS). Standardized data analysis products used to identify errors in the Military Personnel Data System (MilPDS). Data collected from MAPS may also be used to identify training deficiencies within the Military Personnel Flight (MPF) or Commanders Support Staff (CSS).

Military Personnel Flight (MPF). A designated organization at base-level designed, staffed, and operated to support the host commander's mission by providing personnel services.

MyPERS. MyPERS is the single authoritative data source for all personnel program procedures. Procedures are located either in Personnel Service Delivery Messages (PSDMs) or program guides located under "resources for FSS".

No Go—Trainee has not gained enough skill, knowledge, and experience to perform task without supervision.

Occupational Analysis (OA). Collecting and analyzing factual data on the tasks and/or knowledge performed by Air Force career fields. This data is used to provide personnel and training decision-makers with factual and objective job information which enables them to justify and/or change personnel utilization policies and programs, refine and maintain occupational structures, and establish, validate, and adjust testing and training programs.

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

Oracle Training Administration (OTA). A HQ AFPC/DPSIT managed computer support system that links Air Force units or activities, which use the system for planning, controlling, and funding formal training throughout the Air Force, including the MAJCOM TDY-to-School Program.

Personnel Processing Application (PPA). A web-based application allowing a customer to gain insight, request services and obtain approval of their request.

Personnel Records Display Application (PRDA). PRDA is an electronic viewer allowing Airmen to view their military personnel records. PRADA has the ability to grant role based access allowing commanders, supervisors, first sergeants, MPS personnel, etc, access to other individual’s records in order to perform their military duties.

Personnel Support for Contingency Operations (PERSCO). PERSCO is the acronym used to describe the mission of the personnel career field while deployed. The primary mission of PERSCO is personnel accountability and casualty reporting. Other basic personnel services may also be provided during sustainment.

Position Qualification Training. Training designed to qualify an airman in a specific position that occurs after upgrade training.

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

Qualification Training Package (QTP). An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media. Refer to section C of this CFETP for available training packages and courses.

Satellite Personnel Activity (SPA). An extension organization of a Military Personnel Flight, usually consisting of 2 - 7 people, that services smaller military installations that are segregated by a significant distance from the host base.

Specialty Training. The total training process used to qualify airmen in their assigned specialty.

Specialty Training Standard (STS). An Air Force publication that describes an Air Force specialty 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 a 3-, 5-, or 7-skill level within an enlisted AFS. It further serves as a contract between AETC and the functional user to show which of the overall training requirements for an Air Force Specialty Code (AFSC) are taught in formal schools and correspondence courses.

Task Certifier. See Certification Official.

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

Task Qualification Training (TQT): Training conducted after Nuclear, Biological, Chemical and Conventional (NBCC) defense classroom training in which individuals perform wartime mission essential tasks in a simulated wartime environment while wearing full ground crew individual protective equipment (IPE) or aircrew IPE. HAF, MAJCOM and local functional area managers (FAMs) identify wartime mission essential tasks. See AFI 10-2501 and AFMAN 10-2602 for additional information/ requirements.

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

Total Force Service Center (TFSC). The TFSC is a consolidated operation servicing the entire AF. Customer service experts are available 24/7 with smart tools, delivering high quality customer service. Its purpose is to leverage technology to execute and integrate personnel operations to support commanders, their people, and personnel field activities. The TFSC servicing the active component is located at the Air Force Personnel Center on Joint Base San Antonio-Randolph and the ANG and AFR TFSC is located at the Air Force Reserve Personnel Center, Buckley AFB, CO.

Trainer. A trained and qualified person who teaches personnel to perform specific tasks through OJT methods. Also, equipment that the trainer uses to teach personnel specified tasks.

Training Capability. The ability of a unit or base to provide training. Authorities consider the availability of equipment, qualified trainers, study reference materials, and so on 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 Session. Training conducted based on technical data for a task that existing courses cannot support.

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

Unit Personnel Record Group (UPRG). A hardcopy file of important personnel documents relevant to an Air Force member at base-level, usually created and stored at a Military Personnel Flight.

Utilization and Training Workshop (U&TW). A forum of MAJCOM Air Force Specialty Code (AFSC) functional managers, Subject Matter Experts (SMEs), and AETC training personnel that determines career ladder training requirements.

Virtual Military Personnel Flight (vMPF). The starting point for customers to access their personnel records, make decisions about their career options and submit requests.

Virtual Personnel Center (vPC). This secure web site enables members access to many personnel services from anywhere with internet access, 24-hours a day, seven days a week, 365 days a year. For active duty, vPC is used to process officer and enlisted evaluations and certain decorations.

Section A - General Information

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

- 1.1.** Serves as a management tool to plan, manage, conduct, and evaluate a career field training program. It is also used to help supervisors identify training at the appropriate points in an individual's career.
- 1.2.** Identifies task and knowledge training requirements for each skill level in this specialty and recommends education and training throughout each phase of an individual's career.
- 1.3.** Lists training courses available in the specialty, identifies sources of training, and the training delivery method.
- 1.4.** Identifies major resource constraints that impact full implementation of the desired career field training program.

2. Use of the CFETP. Use of the guidance provided in this CFETP provides the foundation for effective and efficient training for individuals in this career field at the appropriate points in their careers. This plan enables the Air Force to train today's workforce for tomorrow's jobs.

- 2.1.** AETC training personnel will develop or revise formal resident and 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.** MFAs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. OJT, resident training, contract training, or exportable courseware can satisfy identified requirements. MAJCOM developed training to support this AFS must be identified for inclusion in this 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 of the CFETP. The AFCFM is the approval authority. Also, the AFCFM will initiate an annual review of this document to ensure currency and accuracy. MAJCOM representatives and AETC training personnel will identify and coordinate on the career field training requirements. Using the list of courses in Part II, they will eliminate duplicate training. Airmen may send suggestions or inputs for future revisions of the CFETP to the AFCFM, CMSgt Mel Rose at: melvin.rose3.mil@mail.mil , please ensure you courtesy copy your MFA on any correspondence.

Section B - Career Progression and Information

4. Specialty Descriptions.

4.1.1. Specialty Summary. Manages, supervises, and leads military personnel and human resource programs. Analyzes Air Force policy and provides recommendations to commanders, supervisors, and Airmen on benefits, entitlements, career progression, retention, and relocation programs. Updates and maintains personnel data systems, analyzes data mismatches, and provides Air Force leadership with accurate data points to make force management decisions. Related DoD Occupational Subgroup: 153100.

4.1.2. Duties and Responsibilities.

4.1.3. Manages military personnel programs and advises commanders and Airmen on Air Force personnel policy. Manages a myriad of Air Force programs including; assignments, promotions, evaluations, identification cards, separations, retirements, benefits, entitlements, retention, classification, awards, decorations, retraining, casualty, personnel reliability, and personnel readiness programs. Determines program eligibility and counsels airmen on career progression. Manages and executes force management tools such as; force management boards, selective reenlistment and bonus programs. Counsels airmen on reenlistment opportunities, benefits, and entitlements. Advises commanders and provides reports and statistics to make personnel.

4.1.4. Manages data analysis products and ensures the accuracy of both deployed and in-garrison personnel data. Creates, interprets, and audits management assessment products and transaction registers and identifies mismatches. Works with commanders and Airmen to resolve discrepancies and ensures the accuracy of personnel data. Routinely crosschecks data from the personnel data system with source documents in the personnel record to ensure accuracy.

4.1.5. Performs personnel actions. Conducts in and out processing at both in garrison and deployed and maintains accountability of Air Force personnel. Manages duty status reporting to include; leave, temporary duty, hospitalization, sick in quarters, and casualty reporting

4.1.6. Oversees personnel activities and functions. Inspects personnel activities for compliance with policies and directives. Reports discrepancies and recommends corrective action. Monitors personnel actions for timeliness, propriety, and accuracy. Ensures proper counseling of individuals on personnel programs, procedures, and benefits. Organizes and compiles management data and submits reports.

4.1.7. Performs CSS personnel functions. Prepares and processes administrative support actions relating to unit programs such as in and out-processing, evaluations. Manages leave web program. Maintains suspense system for personnel actions and correspondence. Maintains and monitors duty status changes. Provides customers with guidance on how to use web-based applications for personnel actions. Prepares and processes Articles 15, letters of reprimand, investigation reports, unfavorable information files, and separation actions.

4.1.8. Performs Personnel Support for Contingency Operations (PERSCO) functions. Ensures accountability and casualty reporting for deployed forces, reports data to combatant commanders, and enables sound wartime decisions. Provides additional personnel support, as required.

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

6. Training Decisions. This CFETP was completely rewritten and training decisions were made at the Specialty Training Requirements Team (STRT) from 12-16 Feb 2018. The AFCFM and MFAs (to include ANG) made a conscious decision to revitalize career field training, bringing back the basics, while ensuring 3F0X1 Airmen received the right training, at the right time in their career. The team also restructured career field training, added divergent tasks for the Air National Guard and Air Force Reserve, and ensured Airmen's proficiency increased with grade, while eliminating redundancy between the 3,5, and 7-level courses.

6.1. Three Skill-Level. The IST course was completely rewritten to move towards a "student centered" learning concept (also known as "flip the classroom") and to cover basic information that every 3F0X1 Airmen needs to know. Added to the course was; customer service techniques, how to use myPers, how to research customer queries, how to conduct briefings, and joint Commander's Support Staff (CSS) and Military Personnel Data System (MilPDS) training with the 3F5X1 (Administration) career field. Removed from the course was career field history, MAJCOM organizational structure, and extensive readiness terminology and wartime planning processes. These items were determined to have very little use for 3F0X1 Airmen at this point in their career.

6.2. Five and Seven-Skill Level. Decisions were made to transition Career Development Courses (CDCs) to modular blackboard courses for both the 5 and 7-skill level. The group felt CDC development was too cumbersome and that CDCs could not keep pace with personnel policy changes. The team determined that distance learning courses would provide 3F0X1 Airmen with a higher level of learning and move Airmen's training beyond task and subject knowledge.

6.3. The 5-level course was designed to focus primarily on duty position tasks, while the 7-level course will develop managerial and supervisory skills. The revised CFETP was also broken down by work center and over 200 tasks and multiple work centers were added. Additionally, duty position tasks for; Career Development, Customer Service, Force Management, Installation Personnel Readiness, Personnel Systems Management, as well as a section on Office Management, were added as well.

6.4. The group also approved the career field’s integration into Q-Flight to build Qualification Training Packages (QTPs) and supplemental courses for each MPF and CSS work center. Courses will include supervisor courses for; Customer Service, Career Development, Commander’s Support Staff, Force Management, Military Personnel Flight Superintendent. Additional course can be added at the discretion of the AFCFM.

6.5. Proficiency. This training provides qualification standards for award of the 3F0X1 AFSC and consists of completing all identified core tasks and the applicable 5 or 7-level course (or CDC until courses are available) for upgrade. Completion of duty position tasks are not required for skill-level upgrade. This decision was made to enhance the development of 3F0X1 Airmen by allowing installations to rotate Airmen freely without delaying their skill-level upgrade.

7. Community College of the Air Force (CCAF). CCAF is one of several federally chartered degree-granting institutions; however, it is the only 2-year institution exclusively serving military enlisted personnel. The college is regionally accredited through Air University by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award AAS degrees designed for specific Air Force occupational specialties and is the largest multi-campus community college in the world. Upon completion of basic military training and assignment to an AF career field, all enlisted personnel are registered in a CCAF degree program and are afforded the opportunity to obtain an Associate in Applied Science degree. In order to be awarded, degree requirements must be successfully completed before the student separates from the Air Force, retires, or is commissioned as an officer. See the CCAF website for details regarding the AAS degree programs at <http://www.au.af.mil/au/barnes/ccaf/>.

7.1. CCAF Degree Requirements. All enlisted airmen are automatically entered into the CCAF program. Prior to completing an associate degree, the 5-level must be awarded and the following requirements must be met:

	<u>Semester Hours</u>
Technical Education	24
Leadership, Management, and Military Studies.....	6
Physical Education	4
General Education	15*
Program Elective	15*
	Total: 64

7.1.1. Technical Education (24 Semester Hours): Completion of the career field apprentice course satisfies some semester hours of the technical education requirements. A minimum of 24 semester hours of Technical Core subjects/courses must be applied and the remaining semester hours applied from Technical Core/Technical Elective courses. Some academic degree programs have specific technical education requirements. Refer to the CCAF General Catalog for specific degree requirements for your specialty.

7.1.2. Leadership, Management, and Military Studies (6 Semester Hours): Enlisted Professional Military Education (EPME) and/or civilian management courses.

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

7.1.4. General Education (15 Semester Hours): Applicable courses must meet the criteria for application of courses to the General Education Requirements (GER) and be in agreement with the definitions of applicable General Education subjects/courses as provided in the CCAF General Catalog.

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

7.1.6. Residency Requirement (16 Semester Hours): Satisfied by credit earned for coursework completed in an affiliated school or through internship credit awarded for progression in an Air Force occupation specialty. Enlisted members attending Army, Navy, and/or DOD initial or advanced training do not receive resident credit since these schools are not part of the CCAF system. However, the college awards proficiency credit to AF enlisted members completing these courses. Note: Physical education credit awarded for basic military training is not resident credit.

7.2. Professional Certifications. Certifications assist the professional development of our Airmen by broadening their knowledge and skills. Additionally, specific certifications may be award collegiate credit by CCAF and civilian colleges, saving time and Air Force tuition assistance funds. It also helps airmen to be better prepared for transition to civilian life. To learn more about professional certifications and certification programs offered by CCAF, visit <http://www.au.af.mil/au/barnes/ccaf/certifications.asp>. In addition to its associate degree program, CCAF offers the following certification programs and resources:

7.2.1. CCAF Instructor Certification (CIC) Program. CCAF offers the three-tiered CIC Program for qualified instructors teaching at CCAF affiliated schools who have demonstrated a high level of professional accomplishment. The CIC is a professional credential that recognizes the instructor's extensive faculty development training, education and qualification required to teach a CCAF course, and formally acknowledges the instructor's practical teaching experience.

7.2.2. CCAF Instructional Systems Development (ISD) Certification Program. CCAF offers the ISD Certification Program for qualified curriculum developers and managers who are formally assigned at CCAF affiliated schools to develop and manage CCAF collegiate courses. The ISD Certification is a professional credential that recognizes the curriculum developer's or manager's extensive training, education, qualifications and experience required to develop and manage CCAF courses. The certification also recognizes the individual's ISD qualifications and experience in planning, developing, implementing and managing instructional systems.

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

Education (EPME) and Career Field Education and Training Plan (CFETP).

7.3. Air Force Credentialing Opportunities On-Line (AF COOL). AF COOL replaced the CCAF Credentialing and Education Research Tool (CERT). The AF COOL Program is managed by CCAF and provides a research tool designed to increase an Airman's awareness of national professional credentialing and funding opportunities available for all Air Force occupational specialties. AF COOL also provides information on specific occupational specialties, civilian occupational equivalencies, AFSC-related national professional credentials, credentialing agencies, and professional organizations. AF COOL contains a variety of information about credentialing and licensing and can be used to:

- Get background information about civilian licensure and certification in general and specific information on individual credentials including eligibility requirements and resources to prepare for an exam.
- Identify licenses and certifications relevant to an AFSC.
- Learn how to fill gaps between Air Force training and experience and civilian credentialing requirements.
- Get information on funding opportunities to pay for credentialing exams and associated fees.
- Learn about resources available to Airmen that can help them gain civilian job credentials.

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

7.4. Air University Associate to Baccalaureate Cooperative Program (AU ABC Program). Directs Airmen with Associate in Applied Science Degrees from the CCAF to a collection of accredited military friendly colleges and universities to consider when completing a four-year degree. The program maximizes the application of military career education and training, and provides a multitude of online academic and support services for the enlisted member.

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

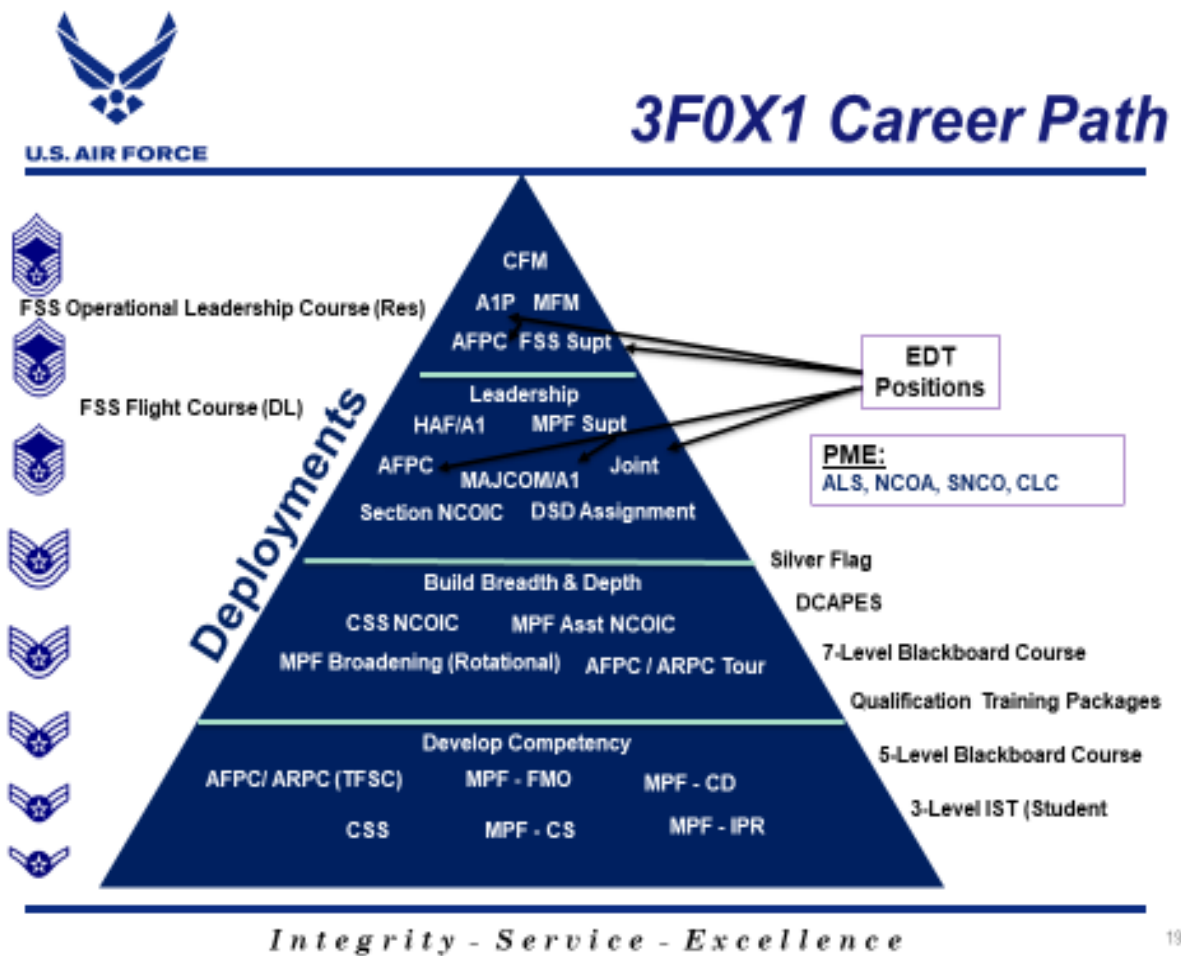
7.6. Occupational Instructor Certification. Individuals desiring to become an Air Education and Training Command Instructor should be actively pursuing an associate degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools. Air Force and other service members currently assigned to a CCAF-affiliated course are eligible for the Instructor of Technology and Military Science (ITMS) degree program. Individuals desiring to pursue the Instructor of Technology & Military Science (ITMS) degree program can obtain further information through the CCAF website and catalog at: <http://www.au.af.mil/au/ccaf>.

7.7. Trade Skill Certification. When a CCAF student separates or retires, a trade skill certification is awarded for the primary occupational specialty. The College uses a competency- based assessment process for trade skill certification at one of four proficiency levels: Apprentice, Journeyman, Craftsman (Supervisor), or Master Craftsman (Manager). All are transcribed on the CCAF transcript.

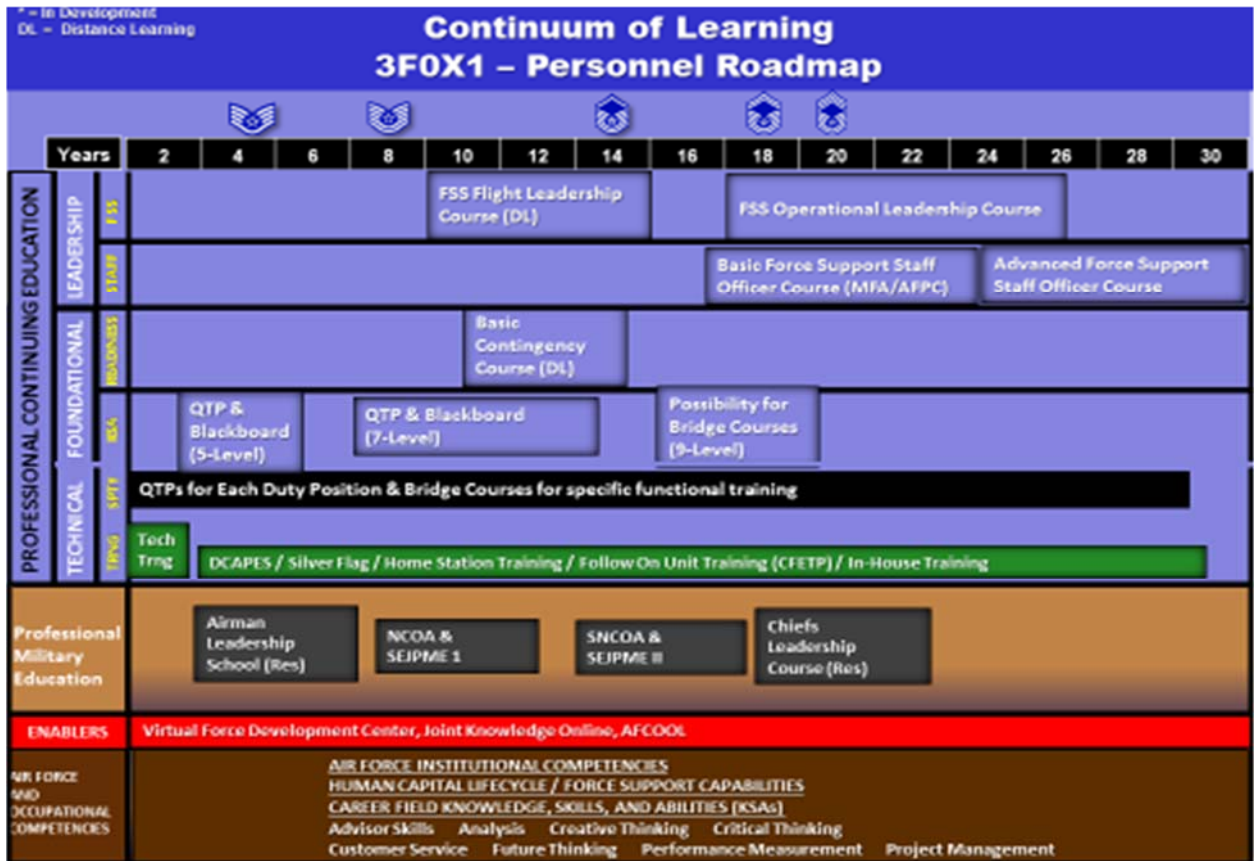
7.8. Degree Requirements. Visit the CCAF website for the current catalog and degree requirements <http://www.au.af.mil/au/ccaf/>

8. Career Field Path.

8.1. Sample Career Pyramid.



8.2. 3F0X1 Continuum of Learning (CoL):



9.3. Enlisted Career Path

Education and Training Requirements	Grade Requirements		
	Rank	Average Sew-On	Earliest Sew-On
Basic Military Training School			
Apprentice Technical School (3-Skill Level)	Amn A1C	6 months 16 months	
Upgrade To Journeyman (5-Skill Level) - Minimum 12 months OJT - Minimum 9 months OJT for retrainees - Complete all 5-level core tasks - Complete appropriate Course/CDC	Amn A1C SrA	6 months 16 months 3 years	28 months
Airman Leadership School (ALS) - Must be a SrA with 3 year time in service - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only).	<u>Trainer</u> -Trained and qualified to perform the task to be trained -Must attend the Air Force Training Course (AFTC) <u>Certifier</u> -Certification of tasks is not required for 3F0X1.		
Upgrade To Craftsman (7-Skill Level) - Minimum rank of SSgt - Minimum 12 Months OJT - Minimum 6 Months OJT for retrainees - Complete all 5- and 7-level core tasks - Complete appropriate Course/CDC	SSgt	4.4 years	3 years
noncommissioned Officer Academy (NCOA) - Must be a TSgt, MSgt Selectee, or MSgt - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only)	TSgt MSgt	8.2 years 14.3 years	5 years 8 years
Upgrade to Superintendent (9-Skill Level) - Minimum rank of SMSgt	SMSgt	18.3 years	11 years
USAF Senior NCO Academy (SNCOA) - Must be a MSgt, SMSgt, or SMSgt Selectee			
Chief Enlisted Manger (CEM)	CMSgt	20.5 years	14 years

Section C - Skill Level Training Requirements

9. 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 Specialty Training Standard (STS) at Part II, Sections A and B of this CFETP.

10. Specialty Qualifications:

10.1. Knowledge: Knowledge is mandatory of personnel functions across the Air Force. These functions include; Military Personnel Flight, Commanders Support Staff, MAJCOM/A1, AFPC, ARPC, HAF, and Joint personnel functions. 3F0X1 Airmen must understand customer service techniques, data analysis, and how to best advise commanders and Airmen on their options.

10.1.1. Education. For entry into this specialty, completion of high school with courses in English composition and speech is desirable.

10.1.2. Training. For award of AFSC 3F031, completion of a basic personnel course is mandatory. For award of AFSC 3F051, completion of applicable CDC or DL course and completion of all core tasks is required. For award of AFSC 3F071, completion of applicable CDC or DL course and completion of all core tasks is also required.

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

10.1.3.1. 3F051. Qualification in and possession of AFSC 3F031. Also, experience in functions such as CSS, Force Management, Customer Support, Career Development, Installation Personnel Readiness, etc....

10.1.4.1. 3F071. Qualification in and possession of AFSC 3F051. Also, experience performing or supervising one or more of the functions in an MPF, CSS, MAJCOM, AFPC, HAF, joint environment, etc...

10.2. Other. See AFECD attachment 4 for additional entry requirements. It can be found on the AFPC web site under military classification.

Section D - Resource Constraints

11. There are currently no resource constraints. This area is reserved.

Section E - Transitional Training Guide

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

Part II

Section A – Specialty Training Standard

1. Implementation. This STS will be used for technical training provided by AETC for Apprentice classes beginning **TBD** and graduating **TBD**.

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

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

2.2. Identifies, in column 2, core tasks by skill level. Tasks identified with an “*” in the 5-level core task column are required for 5-level upgrade training. Tasks identified with an “**” in the 7-level core task column are required for 7-level upgrade training.

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

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

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

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

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

3. Recommendations. Comments and recommendations are invited concerning the quality of AETC training. A Customer Service Information Line (CSIL) has been installed for the supervisors' convenience. For a quick response to concerns, call our CSIL at DSN 597-4566, or fax us at DSN 597-3790, or e-mail us at 81trg-tget@keesler.af.mil. (incorrect email, no longer valid, new email [81 TRG/TGE Workflow](#))-- Reference this STS and identify the specific area of concern (paragraph, training standard element, etc.).

BY ORDER OF THE SECRETARY OF THE AIR FORCE

GINA M. GROSSO
Lieutenant General, USAF
Deputy Chief of Staff, Manpower & Personnel

OFFICIAL

1 Atch
Qualitative Requirements

This Block Is For Identification Purposes Only		
Name Of Trainee		
Printed Name (<i>Last, First, Middle Initial</i>)	Initials (Written)	SSAN
Printed Name of Certifying Official and Written Initials		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/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.

(#) Indicates this task is taught jointly in initial skills training with the 3F5X1 AFSC. Note: Does not apply to 5 or 7 level course.

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

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

NOTE: All tasks and knowledge items shown with a proficiency code are trained during war time.

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
1. PERSONNEL CAREER FIELD. TR: Force Support Squadron Execution and Responsibilities Guide, AFECD										
1.1 Personnel Community. TR: Joint Publication (JP) 1-02, Force Support Squadron (FSS) Execution, Organization and Responsibilities & Applicable PSDGs										
1.1.1 Overview										
1.1.1.1 Joint TR: JP 1-02								-	-	A
1.1.1.2 Air Staff/A1								-	-	-
1.1.1.2.1 Personnel policy development								-	A	B
1.1.1.2.2 Personnel program development								-	A	B
1.1.1.3 MAJCOM/A1								-	A	B
1.1.1.4 AFPC/ARPC								-	-	-
1.1.1.4.1 Structure								A	B	B
1.1.1.4.2 Program execution								A	B	B
1.1.1.5. AFIMSC								A	-	-
1.1.1.6. ARC										
1.1.1.6.1. AFRC								A	B	-
1.1.1.6.2. ANG								A	B	-
1.1.1.7 Force Support Execution & Responsibilities, TR: Force Support Execution & Responsibilities Guide								-	-	-
1.1.1.7.1. Personnel organization structure								A	B	-
1.1.1.7.2. Functional responsibilities								A	B	-
1.1.1.7.3. Military Personnel Flight								A	B	-
1.1.1.7.4. Commander's Support Staff (CSS)								A	B	-
1.1.1.7.5. Personnel activities (SPAs, GSUs)								A	B	-
1.1.1.7.6. Wartime functional responsibilities TR: AFI 36-3802; JP 1-02; AFI 10-401; AFI 10-402; AFI 10-403								A	B	-

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
1.2 Structure of the Personnel Career Field TR: AFI 36-2101 Chapter 1; AFECD, Force Support Execution and Responsibilities Guide										
1.2.1 Duties and Responsibilities of a Personnelist										
1.2.1.1 Apprentice								B	-	-
1.2.1.2 Journeyman								A	-	-
1.2.1.3 Craftsman								A	-	-
1.2.1.4. Military Personnel Flight Superintendent								A	-	-
2. Military Personnel Flight.										
2.1. Career Development Section. TR: Force Support Squadron Execution, Organization and Responsibilities; AFI 36-2110, 36-2102, myPers, vMPF, Applicable PSDGs										
2.1.1. Assignments. TR: AFI 36-2110, & myPers AD Assignment Programs										
2.1.1.1. Initial Relocation Briefing								A	B	-
2.1.1.2. Process Orders								a	b	-
2.1.1.3. Process Changes								-	b	-
2.1.1.4. Verify Retainability Requirements								a	b	-
2.1.1.5. Process Declinations								a	b	-
2.1.1.6. Assignment Availability Codes. TR: AFI 36-2110, Table 2.1 & myPers AD Assignment Programs										
2.1.1.6.1. Codes								A	B	-
2.1.1.6.2. Dates								A	B	-
2.1.1.6.3. Authority								A	B	-
2.1.1.7. Assignment Limitation Codes. TR: AFI 36-2110, Table 2.1 & myPers AD Assignment Programs										
2.1.1.7.1. Codes								A	B	-
2.1.1.7.2. Dates								A	B	-
2.1.1.7.3. Authority								A	B	-

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
2.1.1.8. PCS Processing Discrepancies								-	A	B
2.1.1.9. Relocation Documentation. TR: 36-2102, AFI 36-3020, AF Form 907, vMPF & myPers AD Assignment Programs										
2.1.1.9.1. Relocation Folder								A	B	-
2.1.1.9.2. Relocation Checklist								A	B	-
2.1.1.9.3. Process Required Relocation Forms (TR: AF 907)								-	a	b
2.1.1.10. Virtual Out-processing vOP								A	B	-
2.1.1.11. Process SECAF BAH Waivers (TR: AFI 36-3020)								-	-	-
2.1.1.12. Dependent Family Member Travel Programs								-	B	B
2.1.1.13. Concurrent Travel								-	B	B
2.1.1.14. DEROS Management								-	B	B
2.1.1.15. Passport/Visa								A	B	-
2.1.1.16. Manning Assist Requests								-	A	B
2.1.1.17. Personnel Processing Codes (PPCs)								A	B	B
2.1.1.18. Utilize Orders Processing Application (OPA)								a	b	-
2.1.1.19. Misc. Assignment Programs (Special Duty, EFMP, Humanitarian, Threatened Airmen, Expedited Transfer, etc...)								A	B	-
2.1.1.20. Quarters and Furnishings Availability Report								A	B	-
2.1.1.21. System Updates and Data Validation. TR: AFI 36-2102; 36-2107; AFI 33-328; AFI 65-103; AFI 36-2110; Joint Travel Regulation Vol 1; DoD 5210.42R, Air Force Manual 13-501										
2.1.1.21.1. Update System Data (MilPDS, vOP, etc...)								-	b	-
2.1.1.21.2.. Validate Assignment Data (MAPS, TRs, OBIEE Queries)								-	-	c
2.1.1.22. Miscellaneous Actions										
2.1.1.22.1. TDY Enroute								A	B	-

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
2.1.1.22.2. Intercommand Permanent Change of Assignment (PCA) Actions								-	A	-
2.1.1.22.3. Personnel Reliability Program (PRP)								-	A	B
2.1.1.22.4. Active Duty Service Commitment (ADSC) program TR: AFI 36-2107; PSD guide								-	A	-
2.1.2. Retirements/Separations. TR: AFI 36-3203; AFI 36-3208; 36-2102; AFI 36-2604; AFI 36-3204; AFI 36-3205; AFI 36-3207; AFI 36-3208; AFI 36-3003; Retirement PSDG; Separations PSDG; Separations Processing Base; Personnel Systems Management PSDG; PSM Handbook										
2.1.2.1. Application process								A	B	-
2.1.2.2. Conduct Final Out-processing								a	b	-
2.1.2.3. Create Relocation folders								-	-	-
2.1.2.4. Utilize Relocation checklists								-	-	-
2.1.2.5. Process Administrative discharges TR: AFI 36-2604; AFI 36-3204; AFI 36-3205; AFI 36-3207; AFI 36-3208								-	a	b
2.1.2.6. Process Appellate leave TR: AFI 36-3003								-	a	b
2.1.2.7. High Year Tenure (HYT) Program								-	B	-
2.1.2.8. System Updates and Data Validation										
2.1.2.8.1. Update System Data (MilPDS, vOP, etc...)								-	b	-
2.1.2.8.2. Validate Retirement/Separation Data (MAPS, TRs, OBIEE Queries)								-	-	c
2.1.3. Reenlistment and Extensions TR: AFI 36-2606; Reenlistment PSDG; Selective Reenlistment PSDG; Personnel Systems Management PSDG; PSM Handbook										
2.1.3.1. Selective reenlistment program TR: AFI 36-2606; PSD guide								-	B	-
2.1.3.2. Career Job Reservations (CJR) TR: AFI 36-2606, chapter 1; PSD guide								A	B	-
2.1.3.3. Selective Reenlistment Bonus (SRB)								A	B	-

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
program. TR: AFI 36-2606 PSD guide										
2.1.3.4. Determine Reenlistment eligibility								a	b	-
2.1.3.5. Process Reenlistment waivers								-	-	-
2.1.3.6. Extensions								A	B	-
2.1.3.7. Prepare Reenlistment/Extension contracts								-	b	c
2.1.3.8. Perform DJMS Actions/Reconciliation								-	b	c
2.1.3.9. System Updates and Data Validation										
2.1.3.9.1. Update System (MilPDS, DJMS, vOP, etc...)								-	b	-
2.1.3.9.2. Validate Data (MAPS, TRs, OBIEE Queries)								-	-	c
2.1.4. Enlisted Promotions. TR: AFI 36-2502; AFI 36-2605; AFPAM 36-2241; Enlisted Promotions PSDG										
2.1.4.1. Computerized promotion products								-	B	-
2.1.4.2. Administrative Demotions								-	B	-
2.1.4.3. Determine Promotion Eligibility								a	b	c
2.1.4.4. Promotion Eligibility Status Codes										
2.1.4.4.1. Changes due to fitness status changes (failure or failure to now passing) as of PECD								A	B	-
2.1.4.4.2. Changes due to other quality force actions								A	B	-
2.1.4.5. SrA and Below Promotions								A	B	-
2.1.4.5.1. SrA Below-the-Zone Program								A	B	-
2.1.4.6. SSgt-CMSgt Promotions								A	B	C
2.1.4.7. Query the WAPS Information Retrieval Application (WIRE)								-	-	-
2.1.4.8. Accomplish Stripes for Exceptional Performer Actions								-	-	-
2.1.4.9. Process Nonrecommendation, Withhold, and Deferral of Promotions								a	b	c
2.1.4.10. System Updates and Data Validation										

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
2.1.4.10.1. Update System Data (MilPDS, WIRE, etc...)								-	b	-
2.1.4.10.2. Validate Data (MAPS, TRs, OBIEE Queries)								-	-	c
2.1.5. Officer Promotions. TR: AFI 36-2406; AFI 36-2501										
2.1.5.1. Air Force Promotion Management System (AFPROMS)								-	-	-
2.1.5.1.1. Produce, validate, and suspense Master Eligibility Listings (MELs)								-	b	-
2.1.5.1.2. Analyzing Audit Transactions								-	b	c
2.1.5.1.3. Distributing Promotion Products (MEL, OPB, PRF notice)								-	a	-
2.1.5.1.4. Process Old Guy/New Guy Actions								-	b	c
2.1.5.1.5. Change SRIDs								-	a	-
2.1.5.1.6. Initial and Final DP Allocation Process								-	A	B
2.1.5.1.7.. Promotion Recommendation Forms (PRFs)								-	A	B
2.1.5.1.8. Process Officer Promotion Releases								-	b	c
2.1.5.1.9. Promotion Propriety Actions								-	A	B
2.1.5.1.10. Process Narrative Only PRFs								-	a	b
2.1.5.2. System Updates and Data Validation										
2.1.5.2.1. Update System Data (AFPROMS, MilPDS, ARMS)								-	b	-
2.1.5.2.2. Validate Data (MAPS, TRs, OBIEE Queries to validate codes/entitlements)								-	-	c
2.2. Force Management.										
2.2.1. Actions for Units without a CSS										
2.2.1.1. Perform Inter/Intracomband Permanent Change of Assignment (PCA) Actions								-	-	-
2.2.1.2. Update Duty Status								-	-	-
2.2.1.3. Maintain Unit Personnel Manning Roster (UPMR)								-	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
2.2.1.4. Process Awards and Decorations. TR AFI 36-2803, Awards & Decorations PSD guide								-	-	-
2.2.1.5. Maintain Unfavorable Information Files								-	-	-
2.2.1.6. Publish G-Series Orders								-	-	-
2.2.2. Air Force Classification System. TR: AFI 36-2101; AFCSM 36-699, Vol 1; AFOCD; AFECD; PSD guide										
2.2.2.1. AFSC Management										
2.2.2.1.1. Award								-	B	-
2.2.2.1.2. Downgrade								-	B	-
2.2.2.1.3. Withdraw								-	B	-
2.2.2.1.4. AFSC conversion actions								-	B	-
2.2.2.1.5. Special experience identifiers								-	B	-
2.2.2.1.6. Reporting/Special Duty identifiers								-	B	-
2.2.2.1.7. DAFSC vs CAFSC TR: AFI 36-2101								-	B	-
2.2.2.1.8. Duty out of CAFSC								-	B	-
2.2.3. Overseas Assignment History TR: AFI 36-2110; AFCSM 36-699, Vol 1, chapter 7										
2.2.3.1. Overseas Duty Selection Date (ODSD)								-	A	B
2.2.3.2. Short Tour Return Date (STRD)								-	A	B
2.2.3.4. Overseas tour history								-	A	B
2.2.4. Evaluations										
2.2.4.1. Officer Evaluation System (OES). TR: AFI 36-2406; PSD guide										
2.2.4.1.1. Officer Performance Reports								B	B	-
2.2.4.2. Mandatory LOE/Training Reports								A	B	-
2.2.4.3. Enlisted Evaluation System (EES). TR: AFI 36-2406; PSD guide										
2.2.4.3.1. Enlisted Performance Reports (AF IMT 910/911/912)								B	B	-

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
2.2.4.3.2. Execute Forced Distribution (FD)										
2.2.4.3.2.1. FD Allocations								1a	2b	-
2.2.4.3.2.2. Master Eligibility Listings Distribution/Validation								1a	2b	-
2.2.4.3.2.3. Exception to Policy									b	b
2.2.4.3.2.4. FDID Changes								b	b	-
2.2.4.3.2.5. Large Unit Procedures								b	-	c
2.2.4.3.2.6. Small Unit Procedures								b	-	c
2.2.4.3.2.6.1. Enlisted Force Distribution Panels								b	-	c
2.2.4.3. Restricted Stratification								A	B	-
2.2.4.4. Prohibited Statements/Considerations								A	B	-
2.2.4.5. Evaluation appeals TR: AFI 36-2401; PSD guide								-	A	-
2.3. Customer Support										
2.3.1. Actions for units without a CSS. TR: TR: AFI 36-2101; 36-2102; 36-3003; Military Leave Program PSD Guide; Base Level In-processing PSD Guide; Accession Confirmation PSD Guide; AFMAN 65-116V2, Chap 7										
2.3.1.1. Perform In-processing								-	-	-
2.3.1.2. Process Leav								-	-	-
2.3.1.3. Update Initial Allocations								-	-	-
2.3.1.4. Process Accessions								-	-	-
2.3.2. DEERS/RAPIDS										
2.3.2.1. Identification Cards TR: DoDI 1000.13; AFI 36-3026; AE Regulation 600-700; Customer Service MilPDS Updates PSD guide										
2.3.2.1.1. Determine eligibility								a	-	b
2.3.2.1.2. Process application								a	-	b
2.3.2.1.3. Retrieve ID cards								a	-	
2.3.2.2. Update Dependency Changes								1a	-	b

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
2.3.2.3. Update Marital Changes								1a	-	b
2.3.2.4. Update Join Spouse Intent								a	b	-
2.3.2.5. Update Gender Changes								1a	-	b
2.3.3.. Government Life Insurance TR: DoDI 1341.14; AFI 36-3002; SGLI Enrollment System PSD Guide; PSDM 17-38										
2.3.3.1. Complete Service members' Group Life Insurance (SGLI)								-	b	-
2.3.3.2. SOES administration. TR: Servicemembers' Group Life Insurance Online Enrollment System (SOES) PSD GUIDE								A	-	c
2.3.3.3. Complete Family Group Life Insurance (FGLI)								-	b	-
2.3.3.4. Complete Traumatic SGLI								-	b	-
2.3.4. Line of duty determinations TR: AFI 36-2910								-	B	-
2.3.5. Memorialization TR: AFI 36-3108								-	-	A
2.3.6. Passports								-	A	-
2.3.7. Initial enlistment bonus TR: AFI 36-2002, chapter 4								A	B	-
2.3.8. Family Care Program								-	A	B
2.3.9. Application for correction of records TR: AFI 36-2603; AFPAM 36-2607; PSD guide								-	A	-
2.3.10. System Updates and Data Validation										
2.3.10.1. Update System Data (MilPDS, DEERS/RAPIDS, LeaveWeb, etc...)								-	b	-
2.3.10.2. Validate Data (MAPS, TRs, OBIEE Queries to validate codes/entitlements)								-	-	c
2.4. Personnel System Management (PSM) Functional Responsibilities. TR: AFCSM 36-699, Vol 6; BLSDM guide, Personnel System Management (PSM) Military Personnel Data System (MilPDS) Guide, Military Personnel Data System (MilPDS) Fundamentals Guide, Military Personnel Data System (MilPDS) Security Access Control – Total Force (TF) M-DSA and HR-User PSD Guide, System Problem										

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
Reporting Guide, Personnel Systems Management (PSM) Handbook										
2.4.1. Manage MilPDS Actions										
2.4.1.1. Access								-	-	-
2.4.1.2. Batch Updates								-	-	-
2.4.1.3. Audit Procedures								-	-	-
2.4.1.4. Data Integrity								-	-	-
2.4.1.5. System Outages and Changes								-	-	-
2.4.1.6. Training								-	-	-
2.4.1.7. Transaction Register (TR)								-	-	-
2.4.1.7.1. TR analysis								-	-	-
2.4.1.7.2. Corrective actions/training								-	-	-
2.4.1.7.3. TR Distribution								-	-	-
2.4.1.8. Local Tables								-	-	-
2.4.1.9. Reporting system issues/defects								-	-	-
2.4.1.10. MilPDS product distribution								-	-	-
2.4.1.11. PAS Table Management								-	-	-
2.4.2. Oracle Business Intelligence Enterprise Edition (OBIEE) TR: Personnel Systems Management (PSM) Handbook										
2.4.2.1. Create Standard Workbooks								-	-	-
2.4.2.2.. Create Analysis tools for MPF work centers								-	-	-
2.4.2.3.. Manage Management Assessment Products (MAPS)								-	-	-
2.4.3. Manage DJMS Actions. TR: AFMAN 65-116 v1 DEFENSE JOINT MILITARY PAY SYSTEM ACTIVE COMPONENT (DJMS-AC) FSO PROCEDURES, AFMAN 65-116 v3, DEFENSE JOINT MILITARY PAY SYSTEM (DJMS) - RESERVE COMPONENT (DJMS-RC)										
2.4.3.1. DJMS reconciliation								-	-	-
2.4.3.2. DJMS training								-	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
2.4.3.3. DJMS access								-	-	-
2.4.3.4. DJMS product Distribution								-	-	-
2.4.4. Case Management System (CMS) Actions. TR: Case Management System (CMS) PSD Guide										
2.4.4.1. Managing Access								-	-	-
2.4.4.2. Conducting Training								-	-	-
2.4.4.3. Producing Reports								-	-	-
2.4.5. Manage Base Level Service Delivery Module (BLSDM). TR: BLSDM-IT Personnel Services Delivery (PSD) Guide										
2.4.5.1. Access								-	-	-
2.4.5.2. Training								-	-	-
2.4.6. Manage VPC access. TR: Human Resources Distributed Systems Administrator (HR DSA) Handbook, virtual Personnel Center (vPC) Dashboard Roles								-	-	-
2.4.7. Manage PRDA. TR: Personnel Records Display Application (PRDA) Guide; Personnel Records Display Application/Role-Based Access Administrator's User Manual, AFI 36-2608, Military Personnel Records System								-	-	-
2.4.8. Managing System Interfaces								-	-	-
2.5. Installation Personnel Readiness										
2.5.1. DCAPES Wing Level Tasking Process TR: AFI 10-401										
2.5.1.1. Tasking Information								-	A	B
2.5.1.2. Sourcing								-	A	-
2.5.1.3. Line Remarks								-	A	-
2.5.1.4. Verify Eligibility								-	a	b
2.5.1.5. Substitutions								-	A	B
2.5.1.6.. Perform Departure Updates								-	a	b
2.5.1.7. Perform Return Updates								-	a	b
2.5.1.8. Perform Individual Force Gains								-	a	b

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
2.5.1.9. Review Personnel Tasking Details								-	a	-
2.5.2. Process Deployment Availability Codes TR: AFI 36-3802								-	-	-
2.5.2.1. Validate								-	a	b
2.5.2.2. Process Waivers								-	a	b
2.5.3. Process Shortfall/Reclama								-	a	b
2.5.4. Transaction Register TR: AFI 36-3802										
2.5.4.1. Manage Deployed Personnel Change Log								-	a	b
2.5.4.2. Manage Daily MilPDS TR								-	a	b
2.5.4.3. Manage DCAPEs Daily TR								-	a	b
2.5.5. Manage AEF Indicators								-	a	b
2.5.6. Use Deployment Discrepancy Reporting Tool (DPDRT)								-	a	b
2.5.7. Contingency Exercise and Deployment (CED) Orders. TR: AFI 36-3802										
2.5.7.1. Create								-	a	b
2.5.7.2.. Amend								-	a	b
2.5.7.3. Revoke								-	a	b
2.5.8. Create NATO Orders								-	a	b
2.5.9. Update Unit Defaults in DCAPEs								-	a	-
2.5.10. Update Optional Legends and Remarks								-	a	-
2.5.11. Other IPR Actions TR: AFI 36-3803										
2.5.11.1. Navigate AEF Online								-	a	b
2.5.11.2. AF personnel accountability and assessment system (AFPAAS)								A	B	-
2.5.12. System Updates and Data Validation, TR: AFI 36-3802										
2.5.12.1. Update System Data (DCAPEs, MilPDS)								-	b	-
2.5.12.2. Validate Data (MAPS, TRs, OBIEE								-	-	c

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
Queries)										
3. Commanders Support Staff										
3.1. CSS Duties & Responsibilities TR: CSS Organization, Execution, and Responsibilities Guide										
3.2. (#) CSS HR Data Systems TR: Total Force Evaluations PSD Guide and Federal Awards & Decorations PSD Guide, TR: AFMAN 65-1162V2 Chapter 7, AFI 36-3003, Military Leave Program PSD Guide										
3.2.1. Perform Virtual Personnel Center (vPC) Actions								2b	-	-
3.2.2. Perform LeaveWeb Actions										
3.2.2.1. Procedures								1a	2b	-
3.2.2.2. Audit Reconciliation								1a		2b
3.2.3. Perform other System Updates MilPDS Fundamentals Guide, AFI 36-3803, AFPAAS PSD Guide, CMS PSD Guide, BLSDM-Information Technology Guide, PRDA PSD Guide										
3.2.3.1. Perform Military Personnel Data System (MilPDS) Updates								2b	-	-
3.2.3.2. AF personnel accountability and assessment system (AFPAAS)								A	B	-
3.2.3.3. Update Air Force Integrated Personnel & Pay System (AFIPPS) Transactions								-	-	-
3.2.3.4. Process Case Management System (CMS) Actions								2b	-	-
3.2.3.5. Retrieve Base Level Service Delivery Module (BLSDM) Products								1a	-	-
3.2.3.6. Perform PRDA Actions (Role Based Administrator and user)								2b	-	-
3.3. (#) CSS Programs										
3.3.1. Manage Duty Status TR: AFI 36-2134								2b	-	c
3.3.2. Unit Manpower Document (UMD) TR: AFI 38-201, AFM 36-204, Squadron Orderly Room 10S100 AF Manpower Determinant, Personnel Systems Manager (PSM)								-	-	B

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
Handbook										
3.3.3. Manage Unit Personnel Management Roster (UPMR). TR: Squadron Orderly Room Air Force Manpower Determinant 10S100, Personnel Systems Manager Handbook								1a	b	-
3.3.4. Unfavorable Information File (UIF) & Control Rosters TR: AFI 36-2907, AFI 36-2608, AFI 51-202, Adverse Actions PSD Guide										
3.3.4.1. Create Unfavorable Information Files (UIFs)								1b	-	c
3.3.4.2. Maintain Unfavorable Information Files (UIFs)								1b	-	c
3.3.5. Use EPROM Release EPROM Release PSD Guide								1a	-	-
3.3.6. Evaluations										
3.3.6.1. Officer Evaluation System. TR: AFI 36-2406; Total Force Evaluations PSD guide										
3.3.6.1.1. Officer Performance Reports								B	B	-
3.3.6.1.2. Mandatory LOE/Training Reports								A	B	-
3.3.6.2. Enlisted Evaluation System. TR: AFI 36-2406; AFI 36-2401, Total Force Evaluations PSD guide, Forced Distribution Identification PSD Guide										
3.3.6.2.1. Enlisted Performance Reports (AF IMT 910/911/912)								B	B	-
3.3.6.2.2. Execute Forced Distribution										
3.3.6.2.2.1. FD Allocations								1a	2b	-
3.3.6.2.2.2. Master Eligibility Listings Distribution/Validation								1a	2b	-
3.3.6.2.2.3. Exception to Policy								-	b	b
3.3.6.2.2.4. FDID Changes								b	-	
3.3.6.2.2.5. Large Unit Procedures								a	-	b
3.3.6.2.2.6. Small Unit Procedures								b	-	c
3.3.6.2.2.7. Enlisted Force Distribution Panels								b	-	c
3.3.6.2.3. Restricted Stratification								A	B	-

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
3.3.6.2.4. Prohibited Statements/Considerations								A	B	-
3.3.6.2.5. Evaluation appeals								-	A	-
3.3.6.2.6. vPC Routing Procedures								2b	-	-
3.3.6.2.7. Update Reporting Official/Duty Information								1a	-	-
3.3.7. Manage Unit Leave Program TR: AFI 36-3003; AFMAN 65-1162 V2, Chapter 7, Military Leave Program PSD Guide										
3.3.7.1. Ordinary Leave								b	b	-
3.3.7.2. Permissive TDY								b	b	-
3.3.7.3. Other types								a	-	-
3.3.8. BAS Program TR: AFMAN 65-116 VOL 2, ESM and BAS Procedures PSD Guide										
3.3.8.1. Overview								B		-
3.3.8.2. Administration procedures								-	B	-
3.3.9. Essential Station Messing (ESM) TR: AFI 34-145, ESM and BAS Procedures PSD Guide										
3.3.9.1. Overview								B		-
3.3.9.2. Administration procedures								-	B	-
3.3.10. INTRO Program										
3.3.10.1. Project Duty Information/Allocation Notices. TR: Base Level In-Processing PSDG								2b	-	-
3.3.10.2. Process Accessions TR: Base Level In-Processing PSD Guide, Accession Confirmation Process PSD Guide								2b	-	-
3.3.10.3. Perform In-Processing/Arrival Actions TR: Base Level In-Processing PSD Guide								2b	-	-
3.3.10.4. Overdue arrival actions TR: Base Level In-Processing PSD Guide								A	B	-
3.3.11. Perform Inter/Intracommend Permanent Change of Assignment (PCA) Actions TR: AFI 36-2110, Permanent Change of Assignment (PCA) PSD Guide								1a	2b	-

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
3.3.12. Update AEFI TR: AFI 10-401, AEFI PSD Guide								-	-	-
3.3.13. Special duty assignment pay program TR: AFI 36-3017, Special Duty Assignment Pay (SDAP) PSD Guide								A	B	-
3.3.14. Awards and decorations TR: AFI 36-2803 PSD guide										
3.3.14.1. Create/route vPC site TR: AFI 36-3803, Federal Awards & Decorations PSD Guide								1a	2b	-
3.3.14.2. Decoration Requirements TR: AFI 36-3803, Federal Awards & Decorations PSD Guide								A	B	-
3.3.15. Advanced Assignment Notification TR: Assignment Notification PSD Guide								A	-	-
3.3.16. AFSC Management										
3.3.16.1. Award TR: AFI 36-2101, AFSC Maintenance PSD Guide								A	B	-
3.3.16.2. Downgrade TR: AFI 36-2101, Classification Enlisted AFSC Disqualification PSD Guide								A	B	-
3.3.16.3. Withdraw TR: AFI 36-2101, Classification Enlisted AFSC Disqualification PSD Guide								A	B	-
3.3.16.4. AFSC conversion actions AFI 36-2101, AFSC Conversion PSD Guide								A	B	-
3.3.16.5. Special experience identifiers TR: AFI 36-2101, SEI Process PSD Guide								A	B	-
3.3.16.6. Reporting/Special Duty identifiers TR: AFI 36-2101, SEI Process PSD Guide								A	B	-
3.3.16.7. DAFSC vs CAFSC TR: AFI 36-2101, AFSC Maintenance PSD Guide								A	B	-
3.3.16.8. Duty out of CAFSC TR: AFI 36-2101, Classification Duty out Control AFSC PSD Guide								A	B	-
4. HR Data Systems/Management										

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
4.1. Military Personnel Data System (MilPDS). TR: Personnel System Management (PSM) Military Personnel Data System (MilPDS)Guide, Military Personnel Data System (MilPDS) Fundamentals Guide, Military Personnel Data System (MilPDS) Security Access Control – Total Force (TF) M-DSA and HR-User PSD Guide, System Problem Reporting Guide, Personnel Systems Management (PSM) Handbook										
4.1.1. (#) Use Transaction Registers		*	*					1a	-	c
4.1.2. (#) Analyze Transaction Registers			*					-	-	c
4.1.3 Manage Management Assessment Products (MAPS)		*	*					-	b	c
4.1.4. (#) Log-in								2b	-	-
4.1.5. (#) Navigate								2b	-	-
4.1.6. Folders										
4.1.6.1 (#) Modify								2b	-	-
4.1.6.2 (#) Save								2b	-	-
4.1.7. Execute queries										
4.1.7.1. (#) Group								2b	-	-
4.1.7.2. (#) Individual								2b	-	-
4.1.8. (#) Export data								2b	-	-
4.1.9. (#) Perform updates								2b	-	-
4.1.10. (#) Use help screens								2b	-	-
4.1.11. Request										
4.1.11.1. (#) Briefs								2b	-	-
4.1.11.2. (#) RIPS								2b	-	-
4.1.11.3. (#) SURFS								2b	-	-
4.1.11.4. (#) Request reports								2b	-	-
4.1.12. Update Local data items. TR: Personnel System Management (PSM) Military Personnel Data System (MilPDS) Guide Section C										

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
4.1.13. Batch processing								-	A	B
4.1.14. Date tracking (update v/s correct) TR: PSDG								A	B	C
4.2. DJMS actions TR: chapter 5 and 8								A	B	C
4.3. Perform LeaveWeb Actions										
4.3.1. (#) Procedures								1a	2b	-
4.3.2. (#) Audit Reconciliation								1a	-	2b
4.4. (#) Navigate vMPF										
4.4.1. (#) Procedures								1a	-	-
4.5. Retrieval Application Website (RAW)										
4.5.1. Navigate RAW								-	-	-
4.5.2. Navigate WIRE								-	-	-
4.6. EPROM. TR: AFI 36-2502; AFI 36-2605										
4.6.1. Navigate EPROM								-	-	-
4.6.2. Pull data by PAS or SRID								-	-	-
4.7. PRDA. TR: Personnel Records Display Application (PRDA) Guide; Personnel Records Display Application/Role-Based Access Administrator's User Manual, AFI 36-2608, Military Personnel Records System										
4.7.1. Navigate PRDA.								-	-	-
4.8. Virtual Personnel Center (vPC). TR: Human Resources Distributed Systems Administrator (HR DSA) Handbook Virtual Personnel Center (vPC) Dashboard Roles										
4.8.1. (#) Navigate Virtual Personnel Center (vPC).								1a	-	-
4.9. Assignment Management System (AMS). TR: AIR FORCE OFFICER ASSIGNMENT SYSTEM (AFOAS) PSD Guide										
4.9.1. (#) Navigate Assignment Management System (AMS).								1a	-	-
4.10. Air Force PAS Directory (AFPC Secure)										

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
4.10.1. (#) Navigate PAS Directory								1a	-	-
4.11. SOES										
4.11.1. Navigate SOES. TR: Servicemembers' Group Life Insurance Online Enrollment System (SOES) PSD GUIDE								-	-	-
4.12. Base Level Service Delivery Module (BLSDM). TR: Base-Level Service Delivery Model Information Technology (BLSDM-IT) Personnel Services Delivery (PSD) Guide										
4.12.1. (#) Navigate BLSDM.								-	-	-
4.13. Deliberate Crisis Action Execution and Segments (DCAPES)										
4.13.1. Navigate DCAPES. TR: DCAPES Wing Level & PERSCO Quick Reference Guide (Available from AEF online)								-	-	-
4.14. DCIPS										
4.14.1. Navigate DCIPS. TR: DCIPS Users Guide								-	-	-
4.15. MyPers										
4.15.1. (#) Navigate myPers								2b	-	-
4.15.2. (#) Subscribe to myPers messaging (TR: myPers message)								2b	-	-
4.16. Management Internal Control Tool (MICT)										
4.16.1. Navigate MICT								-	-	-
4.17. Orders Processing Application (OPA)										
4.17.1. Navigate Orders Processing Application (OPA). TR: Orders Processing Application (OPA) PSD Guide								-	-	-
4.18. Case Management System (CMS)										
4.18.1. Navigate Case Management System (CMS). TR: Case Management Systems (CMS) PSD Guide								-	-	-
4.19. Virtual Out-processing System (vOP)										
4.19.1. Navigate vOP. TR: virtual out Processing Application (vOP) PSD Guide								-	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
4.20. Virtual Emergency Data (vRED)										
4.20.1. Navigate vRED								-	-	-
4.21. DEERS/RAPIDS										
4.21.1. Navigate DEERS/RAPIDS								-	-	-
4.22. AFPAAS										
4.22.1. Navigate AFPAAS								-	-	-
5. Office Management										
5.1. Communications TR: AFH 1, 33-337 and TR: Personnel & Human Resource Managers Guide, 5S Program Guide and CPI reading list on AFCFM SharePoint site at: https://cs2.eis.af.mil/sites/11786/enlisted/3s0%20afcm%20forum/forms/allitems.aspx										
5.1.1. Use Customer Service Techniques										
5.1.1.1. (#) Protocol for senior ranking members								2b	-	-
5.1.1.2. Dealing with Challenging Customers										
5.1.1.2.1. (#) In Person								2b	-	-
5.1.1.2.2. (#) On the Phone								2b	-	-
5.1.1.3. (#) Customer Referrals								2b	-	-
5.1.2. Use Communication Etiquette										
5.1.2.1. (#) Telephone								2b	-	-
5.1.2.2. (#) In Person								2b	-	-
5.1.2.3. (#) E-mail								2b	-	-
5.1.3. Privacy Act of 1974/FOUO Information. TR: Force Support Privacy Act Training (available under the training folder at: https://cs2.eis.af.mil/sites/11786/enlisted/3s0%20afcm%20forum/forms/allitems.aspx), 5 U.S.C. 552a, OMB A-130, OMB M-12-12, DoD 5400.11, AFI 33-332										
5.1.3.1. (#) Safeguard PII/FOUO		*	*					a	b	c
5.1.3.2. (#) Encrypt E-Mail		*	*					a	b	c
5.1.3.3. (#) Set-up Organizational E-Mail Encryption		*	*					a	b	c

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
5.1.3.4. (#) Sanitize Data Exports		*	*					a	b	c
5.1.3.5. (#) Penalties and Repercussions								A	-	-
5.1.4. (#) Conduct customer counseling TR: Personnel & Human Resource Managers Guide								a	b	-
5.1.5. (#) Prepare/Conduct briefings								2b	-	-
5.2. Office Applications										
5.2.1. Use Word-Processing Applications										
5.2.1.1. (#) Track Changes								1a	-	-
5.2.1.2. (#) Insert Digital Signature								2b	-	-
5.2.2. (#) Use Spreadsheet Applications								2b	-	-
5.2.3. (#) Use Graphic Presentation Applications								2b	-	-
5.2.4. (#) Use Electronic Mail Applications								2b	-	-
5.2.5. Task/Suspense Management. TR: Personnel & Human Resource Managers Guide										
5.2.5.1. (#) Use MS Outlook		*	*					2b	-	-
5.2.5.2. (#) Use spreadsheets		*	*					2b	-	-
5.2.6. Conduct Self Inspections. TR: Personnel & Human Resource Managers Guide, AFI 90-201, Continuous Process Improvement										
5.2.6.1. Use MICT			*					-	-	c
5.2.6.3. Use MAPS			*					-	-	c
5.2.6.3. Evaluate TRs			*					-	-	c
5.2.6.4. Custom OBIEE Queries to Validate Data			*					-	-	b
5.2.6.5. Quality Assurance Techniques			*					-	-	c
5.2.7. Air Force Training Record (AFTR). TR: Personnel & Human Resource Managers Guide										
5.2.7.1. Develop Effective Master Training Plans (MTPs)			*					-	-	c
5.2.7.2. Develop Effective Master Task Listings (MTLs)			*					-	-	c
5.2.7.3. Conduct work center Orientation			*					-	-	c

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
5.2.7.4. Track Trainee Progression			*					-	-	c
5.2.7.5. Utilize 797s			*					-	-	c
5.2.8. MPF In-House Training. TR: Personnel & Human Resource Managers Guide										
5.2.8.1. Schedule Training			*					-	-	c
5.2.8.2. Conduct Training			*					-	-	c
5.2.9. Home Station Readiness Training (HRST). TR: Personnel & Human Resource Managers Guide and HSRT Training material at: https://es2.eis.af.mil/sites/10666/Personnel_Readiness_Training/_layouts/15/start.aspx#/SitePages/Home.aspx										
5.2.9.1. Schedule Training			*					-	-	c
5.2.9.2. Conduct Training			*					-	-	c
6. Personnel Support for Contingency Operations (PERSCO). TR: AFI 36-3802; USAF Manpower Force Package system (MANFOR); Logistic Detail (LOGDET)										
6.1. PERSCO Operations										
6.1.1. Identify Teams		*	*					a	b	c
6.1.2. Perform Pre-deployment planning		*	*					a	b	c
6.1.3. Perform Personnel processing										
6.1.3.1. Reception processing		*	*					a	b	c
6.1.3.2. Personnel Functions		*	*					a	b	c
6.1.3.3. Transient movement		*	*					a	b	c
6.1.3.4. Redeployed personnel		*	*					a	b	c
6.1.3.5. Forward deployed personnel		*	*					a	b	c
6.1.3.6. Force management		*	*					a	b	c
6.1.3.7. Reach back support		*	*					a	b	c
6.1.3.8. Discrepancy reports		*	*					a	b	c
6.1.3.9. Filler and replacement functions		*	*					a	b	c
6.1.3.10. Casualty Reporting		*	*					a	b	c

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
7. AFR/ANG Divergent Tasks										
7.1. Process overgrade								-	-	-
7.2. Process excess/overages								-	-	-
7.3. Point Credit Accounting and Reporting System (PCARS)										
7.3.1. Manage Point Summary Information								-	-	-
7.3.2. Update Points								-	-	-
7.4 Manage Member Participation										
7.4.1. Satisfactory Service								-	-	-
7.4.2. Regular Scheduled Duty and Annual Tour excusals/substitutions								-	-	-
7.5. Sanctuary Zone										
7.5.1 Monitor members								-	-	-
7.5.2 Process waivers								-	-	-
7.5.3 Process claims for Sanctuary								-	-	-
7.6 Manage 1095 Program								-	-	-
7.7 Update ANG Tech ID's								-	-	-
7.8 Update Guard to Guard (INTRA and INTER) Transfers								-	-	-
7.9 Update ACDU Codes								-	-	-
7.10 Compute service dates								-	-	-
7.11 Navigate AROWS/AROWS-R								-	-	-
7.12 Navigate Manpower MPA Man-day System (M4S)								-	-	-
7.13 Navigate AFRISS-TF								-	-	-
7.14 Roles and Responsibilities (ANG ONLY)										
7.14.1 Understand Joint Forces Headquarters								-	-	-
7.14.2 Understand State Human Resources Office								-	-	-
7.15. Unit Training Assembly Processing System (UTAPS) (AFR ONLY)										

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
7.15.1 Complete Participation processing								-	-	-
7.15.2 Process Exceptions								-	-	-
7.15.3 Maintain AF Form 40A								-	-	-
8. AFJQS/AFQTP APPLICABLE TO AFSC 3F0X1										
8.1. AFJQS 3F0X1, Personnel Support for Contingency Operations (PERSCO)										
8.2. AFJQS 3F0X1, Installation Personnel Readiness (IPR)										
8.3. Home Station Readiness Training (https://cs2.eis.af.mil/sites/10666/Personnel_Readiness_Training/_layouts/15/start.aspx#/SitePages/Home.aspx)										
8.4. Program Service Delivery Guides - myPers										
8.5. Project Management and CPI Guides (AFCFM SharePoint Site)										
8.6. Force Support Development Center (https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s330D98A145D1A7750145D8196345013B)										

SECTION B - Course Objective List

4. Not Used. *This area is reserved.*

Section C - Support Materials

5. There are currently no support materials available. *This area is reserved.*

Section D - Training Course Index

6. Purpose. This section of the CFETP identifies training courses available for the specialty and shows how the courses are used by each MAJCOM in their career field training programs.

7. Air Force In-Residence Courses.

<u>COURSE NUMBER</u>	<u>TITLE</u>	<u>LOCATION</u>
E3ABR3F031-0A1C	Personnel Apprentice	Keesler
E3AZR3F051 AA2B	DCAPES Wing level Operators	Keesler
E7AZT3F051 0A1B	DCAPES Wing level Operators	MTT

8. Specialized Air Force Institute for Advanced Distributed Learning (AFIADL).

<u>COURSE NUMBER</u>	<u>TITLE</u>
3F051	Personnel Journeyman
3F071	Personnel Craftsman

9. Exportable Courses. There are currently no exportable courses. *This area is reserved.*

10. Courses Under Development/Revision. Career Development Courses are being revised for both 3F051 and 3F071. Once revised, CDCs will be deleted and transition to a DL course.

Section E – MAJCOM Unique Requirements.

11. Contact servicing MAJCOM for availability of MAJCOM unique requirements. *This area is reserved.*