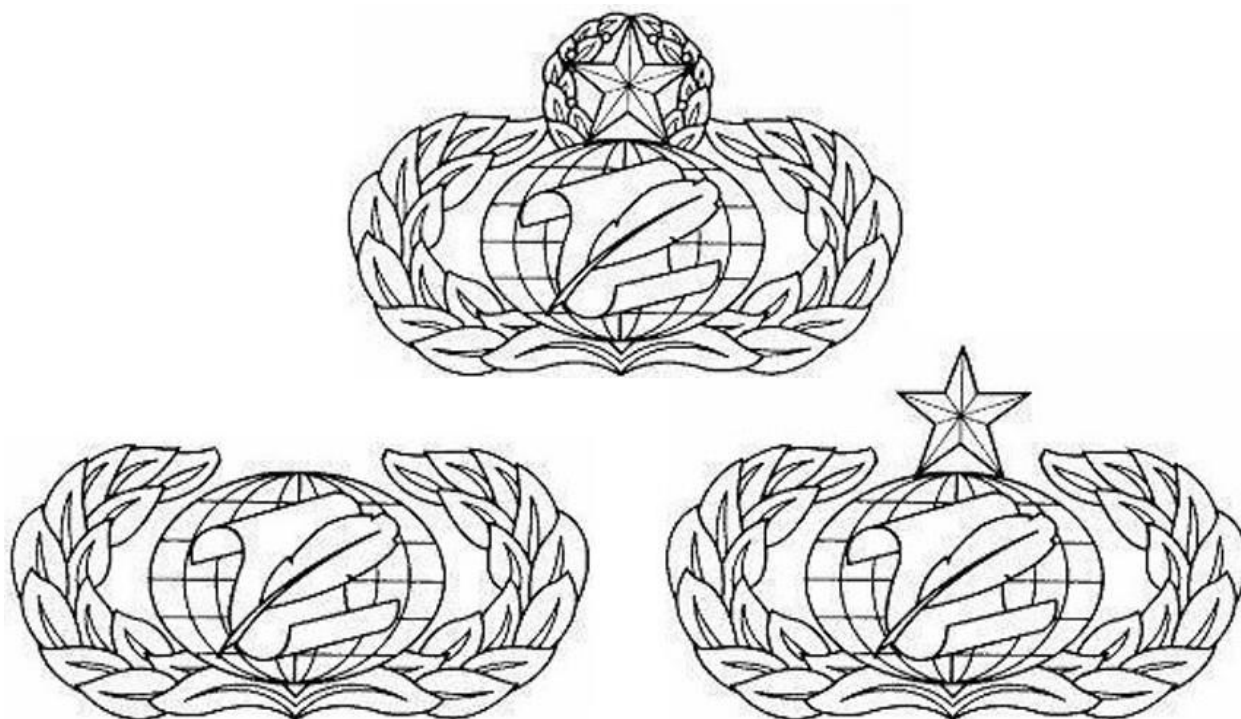


AFSC 3F5X1

ADMINISTRATION



**CAREER FIELD EDUCATION
AND TRAINING PLAN**

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**CAREER FIELD EDUCATION AND TRAINING PLAN (CFETP)
ADMINISTRATION
AFSC 3F5X1**

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**CAREER FIELD EDUCATION AND TRAINING PLAN
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AFSC 3F5X1**

PART I

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education and training requirements, training support resources, and minimum core task requirements for this specialty. The CFETP ensures individuals in this specialty receive effective and efficient training at appropriate points in their career. It provides a clear career path to success and instills rigor in all aspects of career field training. **NOTE:** Civilians and military filling associated positions may use Part II to support duty position qualification training.

2. The CFETP consists of two parts. Supervisors plan, manage, and control training within the specialty using both parts of the plan.

2.1. Part I provides information necessary for overall management of the specialty. Section A explains how to use the plan. Section B identifies career field progression information, duties and responsibilities, training strategies, and career field path. Section C associates each level with specialty qualifications (knowledge, education, experience, training, and other). Section D indicates resource constraints (i.e. funds, manpower, equipment, facilities). Section E identifies transition training plans for the 3F5X1 career field.

2.2. Part II includes specific training standards and resources. Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, and technical references to support training. Air Education and Training Command (AETC) conducts training, core task and correspondence course requirements. Section B is not used for this specialty. Section C identifies available support materials. Section D identifies a training course index supervisors can use to determine resources available to support training, including both mandatory and optional courses. Section E identifies Major Command (MAJCOM) unique training requirements to determine additional training required for the associated qualification needs. Supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

3. Use of the guidance provided in this CFETP provides the foundation for effective and efficient training for individuals in this career field at the appropriate points in their careers. All service men and women belong to the Profession of Arms, from the most junior enlisted to our most senior leaders. As professionals, we are defined by our strength of character, a life-long commitment to core values and a dedication to maintain our professional abilities through continuous improvement, individually and institutionally. This plan enables the Air Force to train today's workforce for tomorrow's mission.

Abbreviations/Terms Explained

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

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

Aerial Mail Terminal (AMT). Sorting facility for inbound/outbound mail prior to releasing for onward movement to either a military base or a mail control activity.

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

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

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

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

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

Air Force Integrated Personnel and Pay System (AFIPPS). A modernized Human Resource system that integrates personnel and pay processes for Airmen and Guardians across the Total Force. Designed to improve upon and expand Military Personnel Data System (MilPDS), by implementing payroll, workflow and self-service capabilities.

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

Air Force Occupational Analysis (AFOA). Facilitate decision-making on Department of the Air Force technical training and personnel programs through development, fielding, and analysis of occupational surveys – providing objective information about Air Force career fields. Air Force's expert on specialty data critical to effective employment of Airmen and Guardians.

Air Force Post Office (APO). Operated by the Department of Defense to serve military personnel overseas where the United States Postal Service does not operate; common services include postage stamp sales, money orders, parcel mailing, and parcel delivery.

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

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

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

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

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

Base Functional Manager (BFM). Responsible to provide day-to-day management over the 3F5 functional community. To accomplish this task, the BFM should maintain an institutional focus on resource development and distribution. In addition, the BFM has a responsibility to ensure the Administration career field is equipped, developed, and sustained to provide the required Air Force capabilities at the installation-level.

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

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

Career Progression Group (CPG). Allocated grades by AFS used in the enlisted grade review process.

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

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

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

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

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

Computer Based Training (CBT). A training method in which students learn through a computer terminal or similar device; emphasizes effective and efficient delivery of training objectives by allowing students to train from virtually any location and control the pace and length of training.

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

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

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

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

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

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

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

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

Education and Training Course Announcement (ETCA). A reference website listing courses conducted or administered by the Air Force, and includes specific MAJCOM procedures, fund cite instructions, reporting instructions, and listings for those formal courses the MAJCOMs or FOAs conduct or manage. Located at <https://cs2.eis.af.mil/sites/app10-etca/SitePages/home.aspx#Home>

Enlisted Developmental Team (EDT). The 3F5X1 EDT is the deliberate force development steering group for the 3F5X1 career field. The 3F5X1 EDT outlines the training, education, and experience requirements for critical Administration duty positions, and provides vector recommendations for the best qualified Airmen into key leadership and key developmental positions across the Air Force. The 3F5X1 EDT also identifies other developmental opportunities for Administration SNCOs to facilitate their deliberate development. These recommendations, or vectors, are the 3F5X1 EDT's collective recommendation for experience level, training and/or education opportunity, or position type that a member should be considered and seek out for professional growth. 3F5X1 vectoring will consist of recommendations for identified positions within the Administration construct for which a member should be considered in subsequent assignments, but will not identify a specific location of assignment.

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

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

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

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

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

Human Resources. Administrative support for organizational personnel and manpower programs. Analyzes Department of Defense and Department of the Air Force policy and provides recommendations to commanders, supervisors, Airmen and Guardians. Updates and maintains personnel data systems, analyzes data mismatches, and provides Air Force leadership with accurate data points to make force management decisions

Key Developmental Positions (KDP). Complement leadership qualifications and provide unique mission challenges which enable the enlisted leader an advanced leadership experience and technical skill development. These positions are utilized to provide the experience necessary for advancement to KLPs that may not have been gained through the normal assignment process.

Key Leadership Positions (KLP). Critical "No fail" positions with distinguishing responsibilities and education, training, experience, or performance requirements. These positions require mission-tested enlisted leaders who are ready to immediately lead Airmen, mentor officers, supervise civilians, manage complex projects, and maintain the highest level of readiness to ensure mission success.

Mail Control Activity (MCA). Entry control point for mail into a geographic region; receives, dispatches, and processes mail and ensures mail is continually moving by inspecting air carrier facilities and cargo warehouses; creates and issues invoices/vouchers to commercial air carriers for mail transportation to Continental United States (CONUS) gateways or foreign destinations.

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

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

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

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

myTraining. 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.

Occupational Analysis Report (OAR). A detailed report showing the results of an occupational survey of tasks performed within a particular AFSC. Surveys are conducted by the Air Force Occupational Analysis ([https://usaf.dps.mil/sites/aetc-hq/A9/SAS/OA/SitePages/Occupational%20Analysis%20\(OA\).aspx](https://usaf.dps.mil/sites/aetc-hq/A9/SAS/OA/SitePages/Occupational%20Analysis%20(OA).aspx)).

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

Official Mail Center (OMC). Central collection point on an installation responsible for metering, postage, consolidation, tracking, and distribution of Official Mail between authorized units or departments.

Official Mail Manager (OMM). Manages the acquisition, use, or disposition of supplies and property to operate an OMC along with budgeting for and the expenditure of appropriated funds for postage and fees; must be appointed in writing and personnel must be in the grade of E-6 or a Department of Defense civilian, GS-9 or higher. Deviations must be coordinated and approved by your servicing MAJCOM Official Mail Manger.

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

Postal Service Center (PSC). Parcel staging area located inside an Air Force Post Office (APO) that receives and delivers personal mail for personnel stationed at an overseas location.

Program. A group of related projects managed in a coordinated manner to obtain benefits not available from managing them individually.

Program Management. The application of knowledge, skills, tools and techniques to meet program requirements and to obtain benefits and control not available by managing projects individually.

Project. Temporary endeavor with a beginning and end time and defined by scope and resources. It is unique in that it is not a routine operation, but a specific set of operations designed to accomplish a singular goal.

Project Management. The application of knowledge, skills, tools and techniques to project activities to meet project requirements.

Project Manager. The person assigned by the performing organization to lead the team that is responsible for achieving the project objectives.

Project Team. A set of individuals who support the project manager in performing the work of the project to achieve its objectives.

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

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

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

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

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

Stock Custodian (previously referred to as Custodian of Postal Effects (COPE)). Financial specialist entrusted with managing unit's stamp stock, money orders, and capital equipment along with accounting for and submitting daily counter sales for deposit to USPS. Personnel designated as Stock Custodian (COPE) must be in the grade of E-5 or GS-7 and above. Deviation of this requirement must be coordinated with the servicing MAJCOM Air Postal Squadron.

Task Management Tool (TMT). A web-based system used to support task management processing, routing and coordination by providing the ability to organize tasks, track suspense and process staffing packages reducing time required to manage each task.

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

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

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

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

Wartime Task. Those tasks taught when courses are accelerated in a wartime environment. In response to a wartime scenario, these tasks will be taught in the 3-level course in a streamlined training environment.

Section A - General Information

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

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

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

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

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

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

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

2.2. MAJCOM FMs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. OJT, resident training, contract training, or exportable courses can satisfy identified requirements. MAJCOM-developed training to support this AFSC must be identified for inclusion into the plan.

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

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

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

3. Coordination and Approval. The AFCFM will initiate a biannual review of this document to ensure currency and accuracy. MAJCOM representatives and AETC training personnel will identify and coordinate on the career field training requirements. Using the list of courses in Part II, they will eliminate duplicate training. The AFCFM is the approval authority.

Section B - Career Field Progression and Information

4. Specialty Description and Key Positions. This information supplements the AFECD. The AFECD can be found at: <https://mypers.af.mil/>.

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

The Administration Career Field performs a variety of administrative support roles and manages organizational programs in direct support of commanders, directors, and senior leaders at all levels in the Department of the Air Force, DoD, and Joint organizations. Human Resources, to include administrative functions, administering and managing organizational programs such as evaluations, decorations, supervisory data, in-/out-processing personnel, manpower authorization requests, personnel rosters, project management, program management and official communications support. Executive support for General Officers and Senior Executive Service civilians, such as arranging travel and lodging, coordinating itineraries, preparing trip folders, managing recognition/special ceremonies, coordinating gifts, and managing guest lists. Office management duties, such as managing workflows, preparing and distributing correspondence, tracking suspense, supporting meetings, and maintaining organizational and organizational commander's calendars at the unit level. Postal/official mail functions, such as accepting and preparing items for mailing, processing incoming mail, maintaining postal records, selling money orders, and verifying mail manifests.

4.2. Duties and Responsibilities.

4.2.1. Human Resources. Manages organizational personnel and manpower programs, such as personnel rosters, evaluations, decorations, recognition programs, supervisory data, in-/out-processing personnel and manpower authorization requests. Ensures accuracy of information in personnel and manpower database systems. Coordinates personnel actions between unit of assignment and military personnel organizations.

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

4.2.3. Office Management. Manages processes and activities to support organizational communications, including correspondence preparation, distribution, suspense tracking, workflow management, electronic mail management and content management. Performs various administrative functions in support of military and civilian leaders, including calendar management, meeting support, and customer services duties. Ensures communications comply with standards for style and format.

4.2.4. Postal Operations. Includes overseas Military Post Offices (MPO), Aerial Mail Terminals (AMT), and Mail Control Activities (MCA). Performs postal financial services, supply/receipt/dispatch functions, and mail delivery services for authorized users of the MPS.

Provides security for all mail and performs postal directory services. Accepts items for mailing and advises patrons of all applicable postal and customs requirements. Maintains postal records, prepares forms/reports, supplies, operations plans, and maintains adequate stock of postage and accountable money orders. Sells and cashes money orders and remits funds from postage stock/money orders back to United States Postal Service (USPS). Receives, sorts, and distributes incoming and outgoing mail and resolves issues with commercial and military modes of transportation. Monitors air carrier facilities to ensure all mail tendered to carriers is moved per established schedules or agreements and coordinate flight line/warehouse access as required.

4.2.5. Official Mail. Prepares and receives incoming/outgoing mail from military or commercial carrier while ensuring proper receipt and accountability in accordance with Private Express Statutes. Operates Official Mail Center (stateside and overseas) and prepares/distributes organizational mail to authorized users. Records/tracks daily unit mail expenditures and submits report to local resource advisor for reimbursement actions. Submits annual appropriated funds expenditure reports to their Command Official Mail Manager or via the automated military postal system at the end of each fiscal year. Performs contracting officer representative duties when operations within the Official Mail Center are contracted out.

4.3. Base-Level 3F5X1 Functional Manager (BFM). Advises squadron, group, and wing commanders, and senior leaders, to include tenant organizations, on 3F5X1 utilization, training, and development issues. Assigns collateral responsibility for training, classification, utilization, and career development of enlisted Administration personnel. Ensures depth and breadth of career field training, experience, and development by rotating 3F5X1 Airmen through a variety of jobs, duty positions, activities, and/or organizations and conducts 3F5 all calls. Communicates and coordinates with MAJCOM (or Agency) Functional Manager. This position serves at the host base, and resides at the wing Headquarters. Deviations to this will be coordinated with the Career Field Manager.

4.4. MAJCOM 3F5XX Functional Manager (MFM). Advises the MAJCOM/A1 and staff on 3F5X1 manning, utilization, training, and development issues. Serves as the MAJCOM representative during the career field EDT and Specialty Training Requirements Team (STRT) meetings. Assists in gathering inputs and data to complete enlisted grade allocation for Career Progression Group (CPG) reviews. Provides guidance to subordinate units on 3F5X1 personnel issues. Assists with the dissemination of information regarding Air Force and career field policies, plans, programs, and procedures to subordinate units. Assists in identifying qualified subject matter experts to help with the development of Specialty Knowledge Tests (SKT) and to upgrade training material. Acts as the primary MAJCOM reviewer on upgrade training and classification waiver request packages. Coordinates on all MAJCOM 3F5X1 staffing and manpower issues.

4.5. Air Force 3F5XX Career Field Manager (AFCFM). Appointed by the Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1). Advisor to the AF/A1 on all matters affecting the Administration career field. Communicates directly with MFMs and AETC Training Managers to disseminate Air Force and career field policies and program requirements. Ensures development, implementation, and maintenance of the CFETP. Serves as the chairperson for the career field Specialty Training Requirements Team meetings and uses it as a forum to determine and manage career field education and training requirements as they apply to mission needs. Possesses final authority to waive CFETP requirements, including CDCs and Distance Learning courses. Assists AETC training managers and course supervisors with

planning, developing, implementing, and maintaining all AFSC-specific training courses. Assists in the development of AFSC-related manpower standards.

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

5.1. Apprentice (3) Level. The Administration Apprentice Course (*Course Number E3ABR3F531 00AB*), serves as the initial skills course and must be completed for the award of AFSC 3F531.

5.2. Journeyman (5) Level. Upgrade training consists of: (1) completing the 5-level course (*Course Number E6ANW3F551 00AA*). (2) completing all core tasks identified for 5-level; (3) meeting time-in-training requirements IAW AFI 36-2651; and (4) obtaining supervisor recommendation and commander approval for the award of AFSC 3F551.

5.3. Craftsman (7) Level. Upgrade training consists of: (1) completing the 7-level course (*Course Number E6ACW3F571 00AA*). (2) completing all core tasks identified for 7-level; (3) meeting time-in-training requirements as identified in AFI 36-2651; and (4) obtaining supervisor recommendation and commander approval for the award of AFSC 3F571.

5.4. Superintendent (9) Level. Upgrade training consists of: (1) meeting time-in-training requirements, and (2) obtaining supervisor recommendation and commander approval for the award of AFSC 3F591.

6. Training Decisions. This CFETP was developed to encompass the entire spectrum of training requirements for the 3F5X1 career field. This spectrum includes a strategy for when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training.

7. Community College of the Air Force (CCAF). One of the most notable programs is the Community College of the Air Force (CCAF). The college is one of several federally chartered degree-granting institutions; however, it is the only 2-year institution exclusively serving enlisted personnel. The college awards the Associate of Applied Science (AAS) degree upon completing program of instruction within the applicable discipline designed for an Air Force specialty. CCAF is a part of Air University. Air University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The associate degree from CCAF is awarded under the authority of Air University. All new enlisted accessions (Airmen/Guardians) are admitted and registered in the degree program designed for the designated Primary AFSC, normally during the fourth week of Basic Military Training. In order to be awarded a degree, requirements must be successfully completed before the student separates, retires, or is commissioned as an officer. See the CCAF website for details regarding degree programs at <https://www.airuniversity.af.edu/Barnes/CCAF/>.

7.1. CCAF Degree Requirements. Refer to the *CCAF General Catalog* for specific degree requirements. To graduate in a CCAF AAS degree, the student must attain at least the Journeyman 5-skill level and completed the following requirements:

	<u>Semester Hours</u>
Technical Education.....	24
Leadership, Management, and Military Studies.....	6
General Education.....	15*
Program Elective.....	15*
Total:	60

**Note: The Paralegal degree requires 18 semester hours (SH) of general education (addition of a 3 SH general education elective) and 12 SH of program elective.*

Attaining the journeyman (5) level is exempt for students in occupational specialties that do not have the Journeyman 5-skill level (i.e., 3N2X1, 7S0X1).

7.1.1. Technical Education. (24 Semester Hours): To graduate, the student must complete sufficient credit-bearing formal specialty technical training applied toward the academic discipline (Technical Core) of the degree. At least nine semester hours of CCAF institutional credit must be applied toward the academic discipline (Technical Core) requirements. Technical Elective requirements may be satisfied by institutional or non-institutional credit, approved credit in-transfer from other accredited institutions, testing credit, ACE credit recommendations, or credit awarded for approved professional credentialing.

7.1.2. Leadership, Management, and Military Studies. (6 Semester Hours): This requirement is satisfied primarily by CCAF academic credit awarded for completion of Enlisted Professional Military Education (EPME). However, this requirement may be satisfied by applying applicable civilian course credit accepted in-transfer, and/or by testing credit. The preferred method of satisfying the requirement is completion of EPME.

7.1.3. General Education (15 Semester Hours): This requirement is satisfied by applying course credit accepted in-transfer or by testing credit. Applicable courses must meet specific criteria for application of credit toward the general education requirements specified in the *CCAF General Catalog*.

7.1.4. Program Elective (15 semester hours): Courses applying to technical education, LMMS or General Education requirements; natural science courses meeting General Education requirement application criteria; foreign language credit earned at Defense Language Institute; maximum 9 semester hours of CCAF degree-applicable technical course credit otherwise not applicable to program of registration.

7.1.5. Institutional Credit Requirement. (15 Semester Hours): This requirement is commonly known as “residency credit”. Per SACSCOC accreditation standards, at least 25% of the credit hours required for an undergraduate degree must be earned through **instruction** offered by the institution awarding the degree. To graduate in a CCAF AAS degree:

7.1.5.1. The student must have at least 15 semester hours of CCAF institutional credit earned from formal specialty-related technical training, EPME and/or any courses offered under the Air University umbrella (i.e. AFCLC) applied.

7.1.5.2. The student must have at least 9 semester hours of CCAF institutional credit applied toward the degree major/academic discipline (Technical Core). This requirement is satisfied by CCAF institutional credit earned from completed formal specialty-related technical training. Students must have completed formal specialty-related technical training (initial skills, follow-on, and/or advanced) for which CCAF institutional credit is awarded and applied.

7.2. Professional Certifications. Certifications assist the professional development of our Airmen and Guardians by broadening their knowledge and skills. Additionally, specific certifications may award collegiate credit by CCAF and civilian colleges, saving time and Air Force tuition assistance funds. It also helps Airmen and Guardians to be better prepared for transition to civilian life. Visit <https://www.airuniversity.af.edu/Barnes/CCAF/> for additional information. In addition to its associate degree program, CCAF offers the following certificate programs and resources:

7.2.1. CCAF Instructor Certification (CIC) Program. CCAF offers this three-tiered certificate program for qualified CCAF faculty teaching at a CCAF off-campus instructional site (affiliated school) who have demonstrated a high level of professional accomplishment. This is a professional credential that recognizes the CCAF faculty member's extensive faculty development training, education, and qualification required to teach a CCAF collegiate course, and formally acknowledges the faculty member's practical teaching experience.

7.2.2. CCAF Instructional Systems Development (ISD) Certification Program. CCAF offers this certificate program for qualified curriculum developers and managers who are assigned at a CCAF off-campus instructional site (affiliated school) to develop and manage CCAF collegiate courses. This is a professional credential that recognizes the curriculum developer's or manager's extensive training, education, qualifications and experience required to develop and manage a CCAF collegiate course. It also recognizes the individual's qualifications and experience in planning, developing, implementing and managing instructional systems.

7.2.3. Air Force Credentialing Opportunities On-Line (AF COOL). This program supports recruitment, retention, readiness, and transition. It provides Airmen and Guardians a vehicle for pursuing civilian industry credentials (certifications, licensures, and registries) related to their Air Force occupational specialty and expands their career-related technical expertise and professionalism. It also prepares Airmen and Guardians for entry into civilian jobs upon separation or retirement. The program provides Airmen and Guardians the capability to research industry credentials and apply for program-funded opportunities. Program information and guidance is available at <https://afvec.us.af.mil/afvec/Public/COOL/>

7.3. Additional off-duty education is a personal choice encouraged for all. Airmen desiring to become a CCAF faculty member at any CCAF off-campus instructional site should be actively pursuing at least an associate degree. Academically qualified faculty is necessary to maintain SACSCOC accreditation and specialized accreditation.

8. Career Path.

8.1. Career Field Development. The following summarizes career progression opportunities based on the Continuum of Learning (CoL) model. The CoL is the deliberate process of combining education, training, and experience to produce the right expertise and competence to meet the Department Air Force's operational needs. The CoL is a career-long process of individual development where challenging experiences are combined with education and training to produce Airmen and Guardians who possess the tactical expertise, operational competence, and strategic vision to lead and execute the full spectrum of Air Force missions.

8.1.1. Career Field Development Team. There are multiple team members involved in successfully developing our career field; functional managers at all levels (base, MAJCOM and AF) and members of the career field.

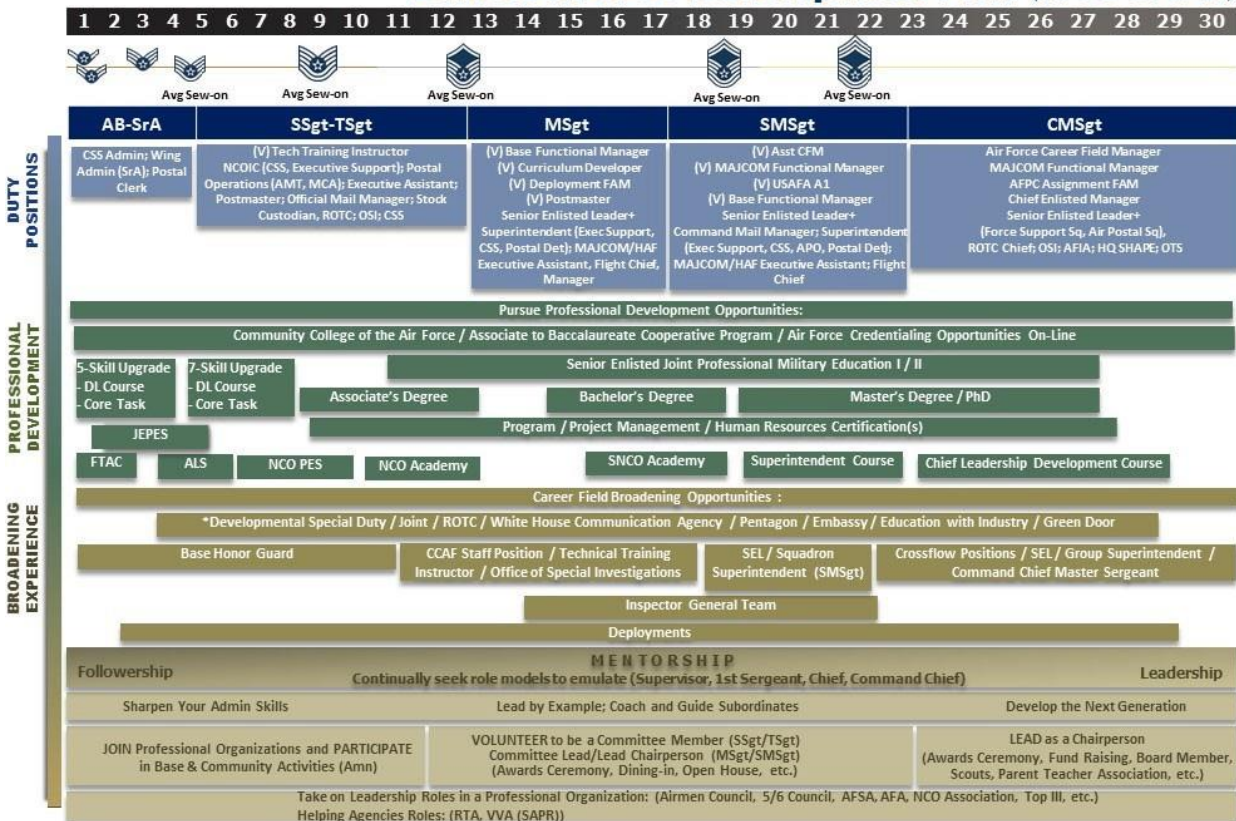
8.1.1.1. Functional Managers. In the past, much of the focus for functional managers at all levels was to match inbound with vacancies with the primary drivers being dates and grades to minimize vacancies. To effectively develop our career field in the future, we must also give past experience strong consideration to ensure we are developing a well-rounded force. Functional managers at all levels now should be aimed at identifying the right Airman for the right job at the right time whenever possible.

8.1.1.2. Members of the Career Field. Each member plays a part to ensure they are well rounded. Members need to seek assignments and diverse positions (reference CoL and 3F5XX Career Path Chart) that will provide challenging experiences to enhance overall development and breadth of experience. Failing to do so could have negative impacts on future growth and developmental opportunities.

8.1.1.3. AFSC and CEM code. 3F5X1 personnel maintain their individual AFSC identifiers through the rank of SMSgt. Upon promotion to CMSgt, they assume the AFSC 3F500 Chief Enlisted Manager (CEM) code.

Years of Service

Enlisted Force Development Plan (AFSC 3F5XX)



*As career field manning supports

V – Denotes Vectored positions; only select identified positions are vectored

+Serving as part of a command team and aligned with a G-Series Commander at the Detachment, Squadron and Group (or equivalent) level

Enlisted Force Development Plan

In order to succeed in the 21st Century fight, our people need an **interconnected development system** to support continual growth – when, where, and how they need it. Development must be agile and **Airmen-centered** to keep up with the fast-paced and ever-changing operational environment. By harnessing the capabilities of the Information Age, we build greater connections between initial skills, technical, and on the job training, education, and experiences.

- *Enlisted Force Development Action Plan 2022-2023*

Experience

Combine what you learned in basic military and technical training school with what you learn through on-the-job training to continue building a solid foundation as an administrator. Your first position will start in administrative or postal operations. As your time on station approaches 2 years, look to increase your breadth of experience and knowledge through job rotation.



Education & Training

The "Basic Badge" is awarded upon completion of technical school. Your primary focus is earning your 5-skill level by completing your Distance Learning Course and mastering your core task skills. Enroll and complete off-duty education toward your CCAF/Associate's degree when applicable.

Postal

Members may wear the optional MPS Duty Badge or Duty Identifier Tab when filling Postal positions. Personnel must remove the badge or tab once they are no longer assigned to a Postal position.



Experience

Seek opportunities to build functional depth in administrative and/or postal duties and expand your knowledge both at home station and in the deployed environment. As a frontline leader, continue developing your supervisory skills as a NCOIC, Section Chief or Postmaster. As you approach 5-6 years in-service, seek out and increase your breadth of experience in other occupational competencies and positions (office management, human resources executive support and postal operations). Consider an overseas tour, if you have yet to complete one.

Education & Training

The "Senior Badge" is awarded upon upgrade to 7-skill level. Complete your CCAF/Associate's degree. Look for other professional development and broadening experiences.



Experience

As a SNCO, you need to hold leadership positions (to include Key Developmental Positions and Key Leadership Positions) to build on the functional and supervisory skill sets you developed as you worked your way through the ranks. Seek out operational and joint positions to develop your strategic-level perspective as this foundation will benefit you in deliberately developing Airmen.



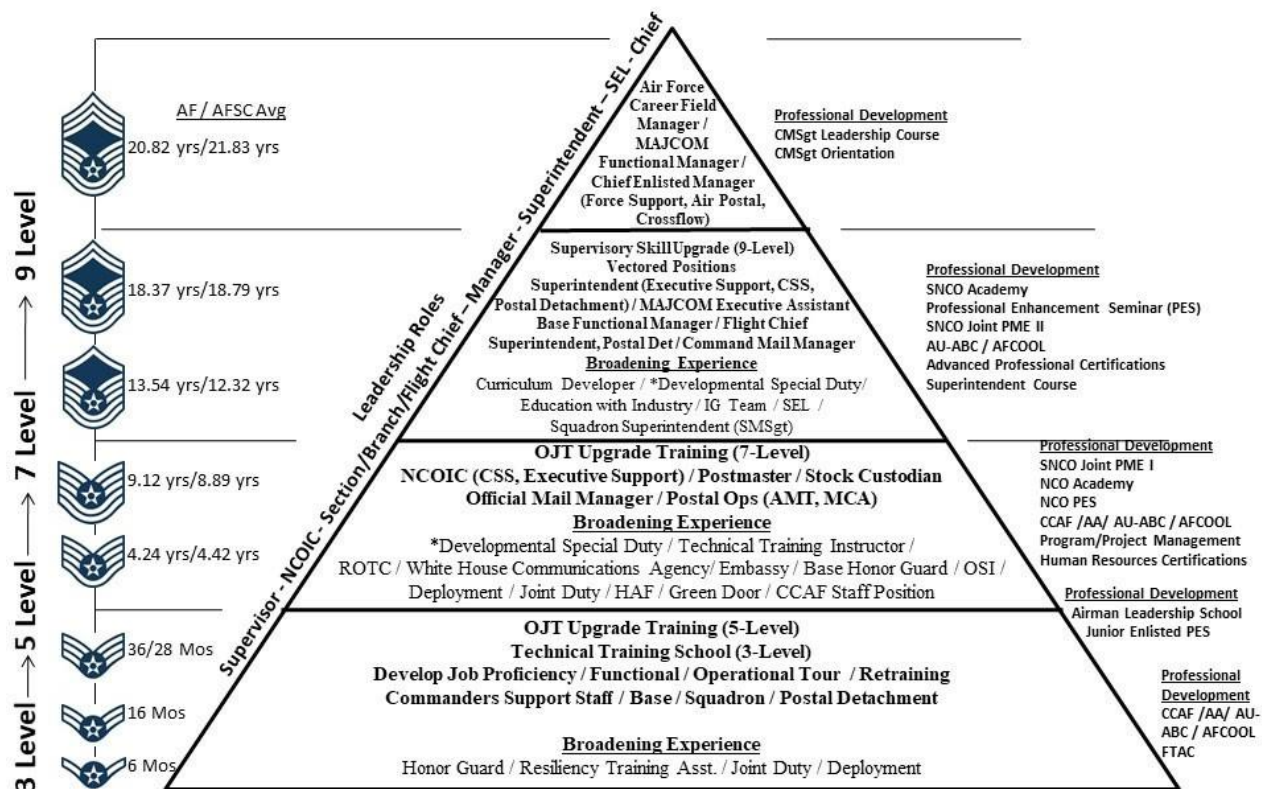
Education & Training

The "Master Badge" is awarded to MSgt & above with 5 years as a 7-level. Complete your SNCOA as soon as you are eligible. While waiting for the opportunity to attend SNCOA in-residence, complete your off-duty education with a focus on a Bachelor's/Master's degree.

FOUNDATIONAL COMPETENCIES				
Developing Self	Developing Others	Developing Ideas	Developing Organizations	
OCCUPATIONAL COMPETENCIES				
Office Management	Human Resources	Executive Support	Postal Operations	Official Mail

NOTE: MPS Duty Badge (blues) and Duty Identifier (OCPs) should be worn only when performing postal duties

3F5XX Career Path Chart



Note: Average Time in Service (TIS) based on 2021 AF Promotion results. Refer to myPERS for current information. *As career field manning supports

8.2. Occupational Badges. The following guidance outlines requirements for the Administration occupational badge. In accordance with AFI 36-2903, Dress and Appearance of Air Force Personnel, the 3F5X1 Administration occupational badge will be displayed centered ½ inch above the top row of ribbons or left pocket.

8.3. The Military Postal Service (MPS) Duty Badge.

8.3.1. Authorized Wear. Military members of AFSC 3F5X1 may wear the optional MPS Duty Badge on service uniform while assigned to a MPS position. This includes: AIRPS, AMT/MCA, APO, OMC and AFCENT/AIU.

8.3.2. Unauthorized Wear. Military members may not wear the MPS Duty Badge on OCPs. In addition, personnel who are authorized to wear the badge must remove the badge when no longer assigned to a MPS position.

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

8.3.4. Availability. The MPS Duty Badge is not available in Exchange Military Clothing Sales Store. It can be personally procured from International Insignia Corporation. You must contact the company directly to procure. Their contact information is on their website:

<http://www.internationalinsignia.com>.

8.4. Authorized Duty Identifier Tabs.

8.4.1. Authorized Wear. Military members of AFSC 3F5XX may wear the optional ADMIN or MPS Duty Identifier Tab on their OCPs according to the policy outlined in DAFI 36-2903, *Dress And Personal Appearance Of United States Air Force And United States Space Force Personnel*. ADMIN is authorized for all 3F5XX personnel and MPS is authorized for wear while performing any part of postal operations. This includes: AIRPS, AMT/MCA, APO, OMC and AFCENT/A1U. Only one Duty Identifier Tab may be worn, ADMIN or MPS.

8.4.2. Unauthorized Wear. Military members may not wear the approved Duty Identifier on service uniforms. In addition, personnel who are authorized to wear the MPS Duty Identifier must remove the Tab when no longer assigned to the MPS.

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

8.4.4. Availability. The ADMIN and MPS Duty Identifier Tab is not available in Exchange Military Clothing Sales Store. It can be personally procured from the list of authorized vendors provided by the Air Force Personnel Center located on its official messaging platform (i.e, myPers or myFSS Force Notifications).

3F5X1 ADMINISTRATION CAREER PATH				
	GRADE REQUIREMENTS			
<i>Education and Training Requirements</i>	<i>Rank</i>	<i>Average Sew-On</i>	<i>Earliest Sew-On</i>	<i>High Year Of Tenure (HYT)</i>
BMTS				
Apprentice Technical School (3-Skill Level)	Amn	6 months		8 Years
Upgrade To Journeyman (5-Skill Level)	A1C	16 months		8 Years
MANDATORY - Minimum 9 months on-the-job (OJT) training (this also applies to retrainees.) - Complete appropriate skill-level course. - Specific AFJQSS/AFQTPs and other training requirements required by duty position (if applicable).	SrA	3 years	28 months	10 Years
OPTIONAL - AETC Supplemental training courses as determined by MAJCOM.				

3F5X1 ADMINISTRATION CAREER PATH

<i>GRADE REQUIREMENTS</i>				
<i>Education and Training Requirements</i>	<i>Rank</i>	<i>Average Sew-On</i>	<i>Earliest Sew-On</i>	<i>High Year Of Tenure (HYT)</i>
<p>Airman Leadership School</p> <ul style="list-style-type: none"> - Must be a SrA with 48 months time in service or be a SSgt Selectee. - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only). 	<p>Trainer Must attend the AF Training Course (AFTC) and be qualified/certified to perform the task to be trained.</p> <p>Certifier Must be at least a SSgt (E-5) with a 5-skill level or civilian equivalent, capable of evaluating the task being certified, and have completed the AFTC.</p>			
<p>Upgrade To Craftsman (7-Skill Level) MANDATORY</p> <ul style="list-style-type: none"> - Minimum rank of SSgt. - 6 months OJT (this also applies to retrainees.) - Complete appropriate skill-level course - Specific AFJQSS/AFQTPs and other training requirements required by duty position (if applicable). <p>OPTIONAL</p> <ul style="list-style-type: none"> - AETC Supplemental training courses as determined by MAJCOM. 	SSgt	4.42 years	3 years	20 Years
<p>Noncommissioned Officer Academy</p> <ul style="list-style-type: none"> - Must be a TSgt or MSgt. -Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only). -ANG/AFRC SSgt or TSgt may attend in-residence or TSgt and TSgt Selectee may complete by correspondence course. 	TSgt MSgt	8.89 years 12.32 years	5 years 8 years	22 years 24 years

3F5X1 ADMINISTRATION CAREER PATH				
	GRADE REQUIREMENTS			
<i>Education and Training Requirements</i>	<i>Rank</i>	<i>Average Sew-On</i>	<i>Earliest Sew-On</i>	<i>High Year Of Tenure (HYT)</i>
Upgrade To Superintendent (9-Skill Level) MANDATORY - Minimum rank of SMSgt. USAF Senior NCO Academy - Must be a SMSgt or SMSgt Selectee. - Resident graduation is a prerequisite for SMSgt sew-on (Active Duty Only).	SMSgt	18.79 years	11 years	26 Years
Chief Enlisted Manager (CEM)	CMSgt	21.83 years	14 years	30 years

NOTE 1: Published sew-on times are Air Force averages. Refer to the myPers website for current information: <https://mypers.af.mil/>.

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

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

Section C - Skill Level Training Requirements

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

10. Specialty Qualification Requirements.

10.1. Apprentice (3-Level) Training.

KNOWLEDGE	Knowledge is mandatory of Office Management Policies, Technologies, and Procedures; Personnel and Manpower Programs; Postal and Mail Policies and Procedures; and other Support Tasks.
EDUCATION	For entry into this specialty, completion of high school or General Education Development Equivalency is Mandatory. Courses in Business, English Composition, Computer Software, Applications, and Keyboarding are desirable.
TRAINING	Completion of course (<i>Course Number E3ABR3F531 00AB</i>), Administration Apprentice, is mandatory for award of the 3-skill level AFSC.
EXPERIENCE	None required.
OTHER	For award and retention of AFSC 3F531, individual must maintain local network access IAW AFI 17-130, <i>Cybersecurity Program Management</i> and AFMAN 17-1301, <i>Computer Security (COMPUSEC)</i>
IMPLEMENTATION	Entry into training is accomplished by approved retraining from any AFSC or initial classification.

10.2. Journeyman (5-Level) Training.

KNOWLEDGE	All 3F531 Knowledge Qualifications.
TRAINING	Completion of 3F551 5-level distance learning course (Course Number <i>E6ANW3F551 00AA</i>). Completion of all STS 5-level core tasks and applicable AFJQs and AFQTPs. Completion of all local tasks assigned for the duty position.
EXPERIENCE	Qualification in and possession of AFSC 3F531. Experience supervising, training and performing administrative functions.
OTHER	For award and retention of AFSC 3F551, individual must maintain local network access IAW AFI 17-130, <i>Cybersecurity Program Management</i> and AFMAN 17-1301, <i>Computer Security (COMPUSEC)</i> .
IMPLEMENTATION	Personnel who graduated the 3-level course 23 Sep 19 and after will be the only individuals eligible to complete the distance learning course. Entry into formal journeyman upgrade training is accomplished once individuals are assigned to their first duty station. Qualification training is initiated anytime individuals are assigned duties for which they are not qualified. Use OJT and AFJQs/AFQTPs concurrently to obtain the necessary qualifications.

10.3. Craftsman (7-Level) Training.

KNOWLEDGE	All 3F551 Knowledge Qualifications.
TRAINING	Completion of 3F571 7-level distance learning course (Course Number <i>E6ACW3F571 00AA</i>). Completion of all STS 7-level core tasks and applicable AFJQs and AFQTPs. Completion of all local tasks assigned for the duty position.
EXPERIENCE	Qualification in and possession of AFSC 3F551. Experience supervising and performing administrative functions.
OTHER	For award and retention of AFSC 3F571, individual must maintain local network access IAW AFI 17-130, <i>Cybersecurity Program Management</i> and AFMAN 17-1301, <i>Computer Security (COMPUSEC)</i> .
IMPLEMENTATION	Individuals entering upgrade training effective 1 Oct 19 and after will be the only individuals eligible to complete the distance learning course. Entry into UGT is initiated when individuals are <i>selected</i> for promotion to SSgt. Qualification training is initiated anytime an individual is assigned duties for which they are not qualified. Use OJT and AFJQs/AFQTPs concurrently to obtain the necessary qualifications.

10.4. Superintendent (9-Level) Training.

KNOWLEDGE	All 3F571 Knowledge Qualifications.
TRAINING	N/A
EXPERIENCE	Qualification in and possession of AFSC 3F571. Experience managing and directing administrative functions.
OTHER	For award and retention of AFSC 3F591, individual must maintain local network access IAW AFI 17-130, <i>Cybersecurity Program Management</i> and AFMAN 17-1301, <i>Computer Security (COMPUSEC)</i> .
IMPLEMENTATION	Entry into UGT is initiated when individuals are <i>selected</i> for the rank of SMSgt. Qualification training is initiated anytime individuals are assigned duties for which they are not qualified.

10.5. Training Sources.

10.5.1. AFSC specific training - 335 TRS, Keesler AFB, MS at <https://cs2.eis.af.mil/sites/app10-ETCA/SitePages/Home.aspx>

10.5.2. Registration in courses for upgrade purposes will be through the unit training manager. For individual qualification and cross-utilization training, course registration is through the unit training office.

10.5.3. Satisfy all knowledge requirements listed in CFETP.

10.5.4. AFJQSs/AFQTPs are Air Force publications and are mandatory for use by personnel in upgrade or qualification training. They are developed by the 81 TRSS (Q-Flight), Keesler AFB, MS and may be downloaded from <https://usaf.dps.mil/teams/10445/default.aspx>. Procedures for requesting product development are found in AFI 17-204. AFJQSs/AFQTPs are listed in Part II, Section C, of this CFETP.

Section D - Resource Constraints

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

12. Apprentice (3-Level) Training. No constraints.

13. Journeyman (5-Level) Training. *E6ANW3F551 00AA*, Administration Journeyman Distance Learning Course.

13.1. Constraints. Limited course allocations due to instructor/student capacity. Additionally,

13.2. Impact. There will be a backlog of students and lag time of Airmen able to achieve their 5 level.

13.3. Resources Required. Manpower resources need to be reevaluated to identify updated manpower requirements.

13.4. Action Required. Manpower study.

13.5. OPR/Target Completion Date. 335 TRS/UOB will request a manpower study to assess instructor manpower requirements.

14. Craftsman (7-Level) Training. E6ACW3F571 00AA, Administration
Craftsman Distance Learning Course.

14.1. Constraints. Limited course allocations due to instructor/student capacity.

14.2. Impact. There will be a backlog of students and lag time of Airmen able to achieve their 7 level.

14.3. Resources Required. Manpower resources need to be reevaluated to identify updated manpower requirements.

14.4. Action Required. Manpower study.

14.5. OPR/Target Completion Date. 335 TRS/UOB will request a manpower study to assess instructor manpower requirements.

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

Section E - Transition Training Guide

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

PART II

Section A - Specialty Training Standard (STS)

1. Implementation. The STS will be used for technical training provided by AETC for the Administration Apprentice course with the class date TBD. The creation of the 5/7-level course using the proficiency codes listed in column 4 is scheduled TBD.

2. Purpose. As prescribed in AFI 36-2670, *Total Force Development*, this STS:

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

2.2. Identifies, in column 2, core tasks by skill level. Tasks identified with a number “5” are required for 5-level UGT. Tasks identified with a number “7” are required for 7-level UGT. Base level 3F5X1 Functional Manager will schedule training for personnel tasked to fill a deployed training position as required.

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

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

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

2.6. Is used to document task completion when placed in the AF Form 623, Individual Training Record, and used according to AFI 36-2670 CFETP documentation shall be IAW AFI 36-2670 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 4 of AFMAN 36-2664, *Personnel Assessment Program*. 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.TGE.Workflow@us.af.mil. Reference this STS and identify the specific area of concern (paragraph, training standard element, etc.).

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

CAROLINE M. MILLER, Lt Gen, USAF
Deputy Chief of Staff, Manpower,
Personnel, and Services

Attachments:

1. Qualitative Requirements
2. 3F5X1 Specialty Training Standard

PREFACE

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

DOD Issuances and OSD Administrative Instructions at

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

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

Online Reference Ware and Courses:

<https://usafprod.skillport.com/skillportfe/main.action>

PSD Guides via MyPers at <https://mypers.af.mil/>

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

NOTE 3: All tasks are trained during wartime.

NOTE 4: Certification of CBRN Task Qualification Training (TQT) requirements is outlined in AFI 36-2670 and AFI 10-2501. Any core 5 and 7 level tasks are appropriate for evaluation under TQT; supervisors, in conjunction with the 3F5 BFM, must tailor task selection based on the Airman's assigned UTC, MAJCOM-specific or locally directed requirements. Work centers will identify additional TQT tasks as required.

NOTE 5: Track and manage training for TSgts and below and MSgt/SMSGt retrainees using an automated training system (e.g., myTraining).

NOTE 6: When an AFJQS is loaded into an automated training system, AFJQS task numbering will vary from the STS. The numbering scheme is defined by your work center specific master training plan.

NOTE 7: Third person certification is not required for Administration personnel.

NOTE 8: MSgts in the 3F5X1 AFSC no longer require an Individual Training Plan (ITP) with the following exceptions: personnel in upgrade training status. Unit Commanders can require MSgt's with UTC tasks to have an ITP.

NOTE 9: Air Force Postal Training Guide (STS Item #9.2) is currently not available at this time but will be during 2023. The requirement for 5-level upgrade is waived until the guide is published and a training message released to the field during 2023.

Qualitative Requirements

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

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 help only 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		
<p>* 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)</p> <p>** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks. This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or Distance Learning (DL) Course.</p> <p>(-) This mark is used alone in Proficiency Codes Course columns to show that training is required but not given due to limitations in resources.</p> <p>NOTE: All tasks and knowledge items shown with a proficiency code are trained during wartime.</p> <p>(-) When this code is used in the Core & Wartime Tasks Column it indicates that the qualification is a local determination.</p> <p>(5) When this code is used in the Core & Wartime Tasks Column it indicates the CFM has mandated this task as a core 5-level requirement. The training to satisfy this requirement is either provided through OJT, CBTs, DL, or a combination.</p> <p>(7) When this code is used in the Core & Wartime Tasks Column it indicates the CFM has mandated this task as a core 7-level requirement. The training to satisfy this requirement is either provided through OJT, CBTs, DL, or a combination.</p> <p>(5-) When this code is used in the Core & Wartime Tasks Column it indicates the CFM has selected this task as core 5-level tasks if loaded to the individual's ITA. This code indicates that training to satisfy this requirement is normally provided through OJT.</p> <p>(7-) When this code is used in the Core & Wartime Tasks Column it indicates the CFM has selected this task as core 7-level tasks if loaded to the individual's ITA. This code indicates that training to satisfy this requirement is normally provided through OJT.</p>		

1. Implementation. This STS will be used for technical training provided by AETC for the 3-level course beginning on TBD.

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL	9 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	COURSE	COURSE	COURSE
1. ADMINISTRATION CAREER FIELD TR: AFI 36-2618; 3F5X1 CFETP; AFECD										
1.1. Career Field Structure	5						A	-	B	-
1.2. CFETP 3F5X1 Part I	5						A	-	B	-
1.3. Air Force Specialty Code 3F5X1										
1.3.1. Duties	5						A	B	B	-
1.3.2. Responsibilities	5						A	B	B	-
1.3.3. Core Competencies	5						A	B	B	-
1.3.4. Qualifications	5						A	B	B	-
1.3.5. Progression	7						A	B	B	-
1.4. Functional Management Responsibilities										
1.4.1. AF Career Field Manager	5						A	B	B	-
1.4.2. MAJCOM Functional Manager	5						A	B	B	-
1.4.3. Wing/Base Functional Manager	5						A	B	B	-
2. OFFICE MANAGEMENT										
TR: AF e-Learning; 5 U.S.C. 552a, OMB A-130, OMB M-12-12, DoD 5400.11, AFIs 16-1404, 17-100, 33-332, 33-360; AFH 33-337; AFMANs 17-1301, 33-302, 33-326; AFD 33-3										
2.1. Communications										
TR: AFH 1; AFI 33-337										
2.1.1. Customer Service Techniques										
2.1.1.1. Use Protocol for Senior Ranking Members	5						2b	-	-	-
2.1.1.2. Challenging Customers										
2.1.1.2.1. Addressing Challenging Customers In Person	7						2b	-	-	-

2.1.1.2.2. Addressing Challenging Customers On the Telephone	7						2b	-	-	-
2.1.1.2.3. Dealing with Challenging Customer Referrals	7						2b	-	-	-
2.1.2. Communication Etiquette										
2.1.2.1. Use Communication Etiquette In Person	5						2b	-	-	-
2.1.2.2. Use Communication Etiquette On the Telephone	5						2b	-	-	-
2.1.2.3. Use Communication Etiquette Through Email	5						2b	-	-	-
2.1.3. Conduct Customer Counseling	5						2b	-	-	-
2.1.4. Prepare Briefings	5						2b	-	-	-
2.1.5. Conduct Briefings	7						2b	-	-	-
2.2. Office Applications										
2.2.1. Word-Processing Applications										
2.2.1.1. Use Word-Processing Applications	5						2b	-	-	-
2.2.1.2. Use Track Changes	5						2b	2b	-	-
2.2.1.3. Insert Digital Signature	5						2b	-	-	-
2.2.2. Use Spreadsheet Applications	5						2b	-	-	-
2.2.3. Use Graphic Presentation Applications	5						2b	-	-	-
2.2.4. Use Electronic Mail Applications	5						2b	-	-	-
2.2.5. Perform Calendar Management	5						2b	-	-	-
2.2.6. Use Adobe Acrobat Pro	5						2b	-	-	-
2.3. Official Communications										
TR: AFH 33-337										
2.3.1. Prepare Official Memorandum	5						2b	-	-	-

2.3.2. Prepare Staff Summary Sheet (SSS)/electronic SSS	5						2b	-	-	-
2.3.3. Prepare Indorsement	5						2b	-	-	-
2.3.4. Prepare In Turn Memo	5						2b	-	-	-
2.3.5. Ready To Send (RTS) Email										
TR: AFH 33-337, Document Standards										
2.3.5.1. RTS Email Overview	5						A			
2.3.5.2. Prepare RTS Email	5							2b		
2.4. Suspense Management										
2.4.1. Use MS Outlook	5						2b	-	-	-
2.4.2. Use Spreadsheets	5						-	-	-	-
2.4.3. Use Other Suspense Tracking Program	5						2b	-	-	-
2.4.4. Manage Suspense Tasking Program	5						-	2b	-	-
2.5. Content Management										
2.5.1. SharePoint Content	-						A	-	-	-
2.5.2. Air Force Portal Content	-						A	-	-	-
2.5.3. MilSuite Content	-						A	-	-	-
2.6. Facilitate Meeting										
2.6.1. Schedule/Book Facility	5						2b	-	-	-
2.6.2. Cancel Appointments	5						2b	-	-	-
2.6.3. Setup (Name Tents, Seating, Protocol, etc)	5						2b	-	-	-
2.6.4. Read-Aheads	-						A	-	-	-
2.6.5. Annotate Notes/Minutes	-						2b	-	-	-
2.6.6. Video Teleconference (VTC)	-						A	-	-	-
2.6.7. Virtual Teleconference Applications (TEAMS/Zoom)										
2.6.7.1. Log-in Account	-						2b	-	-	-
2.6.7.2. Schedule Meeting	-						2b	-	-	-
2.6.7.3. Facilitate Conference	7						2b	-	-	-

2.6.8. Teleconference										
2.6.8.1. Setup equipment	5						b	-	-	-
2.6.8.2. Dial-in	5						b	-	-	-
2.7. Information Access and Security										
2.7.1. Information Security Categories										
2.7.1.1. National Security Information/Classified										
TR: AFI 16-1604										
2.7.1.1.1. Classification Levels	5						A	-	-	-
2.7.1.1.2. Marking	5						A	-	-	-
2.7.1.1.3. Protection	5						A	-	-	-
2.7.1.1.4. Transmission	5						A	-	-	-
2.7.1.1.5. Disposal	5						A	-	-	-
2.7.1.2. Privacy Act of 1974/Controlled Unclassified Information (CUI)										
TR: DoD 5400.11 and AFI 33-332										
2.7.1.2.1. Safeguard PII/CUI	5						a	b	c	-
2.7.1.2.2. Encrypt E-Mail	5						a	b	c	-
2.7.1.2.3. Set-up Organizational E-Mail Encryption	5						-	b	c	-
2.7.1.2.4. Sanitize Data Exports	5						a	b	c	-
2.7.1.2.5. Penalties and Repercussions	-						A	-	-	-
2.7.1.2.6. Conduct Customer Counseling	7						a	b	-	-
2.8. Prepare/Conduct Briefings TR: Personnel & Human Resource Manager's Guide	7						2b	-	-	-
2.9. Operations Security (OPSEC)										
TR: DoDD 5205.02, DoDM 5205.02, and AFI 10-701										
2.9.1. Overview	5						B	-	-	-
2.9.2. Responsibilities	-						B	-	-	-
2.9.3. Apply OPSEC	-						C	-	-	-

3. HUMAN RESOURCES

TR: AFIs 36-2102, 36-2651, 36-2406, 36-2501, 36-2502, 36-2604, 36-2605, 36-2606, 36-2803, 36-2805, 36-2905, 36-2907, 36-3003, 36-3203, 38-101; AFMAN 65-116 (V2), AFMAN 13-501; PSD Guides located on MyPers; DoDM 1348-33 (V2); DODM 5210.42

3.1. Manpower Requirements

3.1.1. Overview	-						A	-	-	-
3.1.2. Unit Manpower Document (UMD)	5						-	A	B	-
3.1.3. Manage UMD	7						-	-	b	-
3.1.4. Manpower Change Request (MCR)	5						-	A	-	-
3.1.5. Create MCR	7						-	-	2b	-
3.1.6. Organizational Change Request (OCR)	7						-	A	B	-

3.1.7. Unit Personnel Management Roster (UPMR)

3.1.7.1. Overview	5						A	B	-	-
3.1.7.2. Manage UPMR	7						-	-	2b	-
3.1.7.3. Position Number Management	5						A	-	-	-
3.1.7.4. Assign/Manage Position Numbers	7						-	2b	-	-
3.1.8. AF Manpower Determinants	5						-	A	-	-
3.1.9. Utilize AF Manpower Determinants	7						-	-	b	-

3.2. Training

3.2.1. Training Documentation in System of Record	5						A	B	-	-
3.2.2. Assigned Personnel										
3.2.2.1. Individual Training Requirement	7						-	A	B	-
3.2.2.2. On-the-Job Training (OJT)	5						-	A	B	-
3.2.2.3. Trainee Feedback	7						-	A	B	-
3.2.2.4. Master Training Plan	7						-	A	B	-

3.2.2.5. Individual Training Plan in System of Record	7						-	A	B	-
3.2.2.6. Training Progression	7						-	A	B	-
3.3. Manage Unit Leave Program	5						1a	-	-	-
3.4. myFSS/myevall/myDecs										
3.4.1. Process Evaluations	5						2b	-	-	-
3.4.2. Process Decorations	5						2b	-	-	-
3.4.3. Monitoring	5						A	B	-	-
3.4.4. Edits	5						A	B	-	-
3.5. Evaluations (Executive Support)										
3.5.1. Overview	5						A	B	-	-
3.5.2. Officer Performance Report	5						B	B	-	-
3.5.3. Enlisted Performance Report	5						B	B	-	-
3.5.4. Airman Comprehensive Assessment	5						A	B	-	-
3.5.5. Letter of Evaluation	5						A	B	-	-
3.5.6. Evaluation Rater/Supervisor Change	5						A	B	-	-
3.6. Decorations (Executive Support)										
3.6.1. Overview	5						A	B	-	-
3.6.2. Forms	5						A	B	-	-
3.6.3. Formats	5						A	B	-	-
3.7. Promotions										
3.7.1. Overview	7						A	B	-	-
3.7.2. Weighted Airmen Promotion System (WAPS) Materials	-						-	A	-	-
3.7.3. Promotion Test Scheduling	-						-	A	-	-
3.7.4. Unit Promotion Rosters	-						-	A	-	-

3.7.5. Below-The-Zone Promotions (BTZ)	-						-	A	-	-
3.7.6. Stripes for Exceptional Performers (STEP)	-						-	A	-	-
3.7.7. Promotion Recommendation Form (PRF)	-						-	A	-	-
3.7.8. Administrative Demotions	-						-	A	-	-
3.8. Reenlistments and Extensions										
3.8.1. Overview	7						A	B	-	-
3.8.2. Career Job Reservation (CJR)	-						-	A	-	-
3.8.3. Selective Reenlistment Bonus (SRB) Actions	-						-	A	-	-
3.8.4. Unit Special Duty Pay Program	-						-	A	-	-
3.8.5. Career Status Bonus (CSB)	-						-	A	-	-
3.9. Counseling, Admonitions and Reprimands										
3.9.1. Overview	7						A	-	-	-
3.9.2. Record of Individual Counseling	-						-	-	-	-
3.9.3. Letter of Counseling (LOC)	-						-	-	-	-
3.9.4. Letter of Admonishment (LOA)	-						-	-	-	-
3.9.5. Letter of Reprimand (LOR)	-						-	-	-	-
3.10. In/Out Processing										
3.10.1. Overview	5						A	B	-	-
3.10.2. Allocation Notices	-						A	B	-	-
3.10.3. Unit Sponsorship Program	-						A	B	-	-
3.10.4. Unit Overdue Arrival Confirmation Actions	-						-	A	-	-
3.10.5. Virtual Out-Processing	-						-	A	-	-

3.11. Special Awards and Trophies Management	-						A	-	-	-
3.12. Retirements										
3.12.1. Overview	-						A	B	-	-
3.12.2. Certificates	-						-	A	-	-
3.13. AFPC Human Resources (HR) Programs										
3.13.1. Base-Level Service Delivery Model (BLSDM)	5						A	B	-	-
3.13.2. Assignment Management System (AMS) Records Retrieval	5						A	B	-	-
3.13.3. Personnel Records Display Application (PRDA) Records Retrieval	5						A	B	-	-
3.13.4. Case Management System (CMS) Status	5						A	B	-	-
3.14. Personnel Reliability Program (PRP)	-						-	-	-	-
4. EXECUTIVE SUPPORT										
TR: AFI 34-1201; AFPAM 34-1202										
4.1. Commander's Support Etiquette										
4.1.1. General Etiquette	5						A	B	-	-
4.1.2. Roles and Responsibilities	5						A	B	-	-
4.1.3. Titles and Forms of Address	5						A	-	-	-
5. POSTAL OPERATIONS										
TR: AFPD 33-3; DoDI 4525.09, DoD 4525.6-M; USPS Pub 52, and USPS HBK T-7										
5.1. Overview of Military Postal Service (MPS)	5						B	-	B	-
5.2. Responsibilities										
5.2.1. MAJCOM Postal Representative	7						A	-	-	-
5.2.2. Relationship of United States Postal Service (USPS) to Military Postal Service (MPS)	5						B	-	-	-

5.3. Postal Mail Functions										
5.3.1 Postal Duty Sections	5						B		B	
5.3.2. Aerial Mail Terminal (AMT) Functions	-						B	-	B	-
5.3.3. Military Post Office (MPO)	-						B	-	B	-
5.3.4. Mail Control Activity (MCA)	-						B	-	B	-
5.4. Automated Military Postal System (AMPS)										
5.4.1. Overview	5						A	-	-	
5.4.2. Forms	-						A	-	-	
6. OFFICIAL MAIL										
TR: AFPD 33-3; AFI33-365; AFMAN 33-306; DoD 4525.8, DoDI 4525.8-M, DoDI 4525.09, DoDM 4525.8-M										
6.1. Overview	5						A	-	-	-
6.2. Official Mail Center (OMC)	5						B	B	-	-
6.3. Official Mail Managers (OMM)	5						A	B	-	-
6.4. Activity Distribution Office (ADO)	5						B	B	-	-
6.5. Mail Security										
6.5.1. Classification	5						A	B	-	-
6.5.2. Packaging	5						A	B	-	-
6.5.3. Tracer Actions	-						-	A	-	-
6.5.4. Undeliverable Mail	-						-	A	-	-
6.5.5. Suspicious Mail	5						A	A	-	-
6.5.6. Forms	-						A	-	-	
7. COMMANDER SUPPORT										
TR: AFIs 33-328, 34-1201, 36-2905, 38-206, 90-507, 64-117, 65-103, 65-114; AFPAM 34-1202; www.defense travel.osd.mil; www.defensetravel.dod.mil; PSD Guides located on MyPers										
7.1. Commander Programs										
7.1.1. Defense Travel System (DTS)										
7.1.1.1. Overview	5						A	A	-	-

7.1.1.2. Roles and Responsibilities	5						-	A	-	-
7.1.1.3. Maintenance Tools and People	-						-	-	-	-
7.1.1.4. Tier II Help Desk	-						-	-	-	-
7.1.1.5. Lines of Accounting	-						-	-	-	-
7.1.1.6. Add Navigation	-						a	b	-	-
7.1.1.7. Travel Voucher Authorization/Review	-						-	B	-	-
7.2. Organizational Defense Travel Administrator (ODTA)										
7.2.1. Reports	-						A	-	-	-
7.2.2. Permissions	-						A	B	-	-
7.2.3. Routing Lists	-						-	-	-	-
7.2.4. Gain/Detach/Delete Member	-						a	b	-	-
7.3. Government Purchase Card (GPC)										
7.3.1. Overview	-						A	B	-	-
7.3.2. Purchase Card Uses	-						-	B	-	-
7.3.3. Purchase Card Benefits	-						-	B	-	-
7.4. Government Travel Card (GTC)										
7.4.1. Overview	-						A	B	-	-
7.4.2. Roles and Responsibilities	-						A	B	-	-
7.4.3. Maintenance	-						A	B	-	-
7.4.4. Reports	-						A	B		
7.5. Ceremony Support										
7.5.1. Protocol										
7.5.1.1. Overview	5						A			
7.5.1.2. Provide Protocol Support	5							1b		
7.5.2. Commander's Call										
7.5.2.1. Overview	5						A		B	

7.5.2.2. Provide Commander's Call Support	5							1b		
7.5.3. Promotion										
7.5.3.1. Overview	5						A		B	
7.5.3.2. Provide Promotion Ceremony Support	5							1b		
7.5.4. Retirement										
7.5.4.1. Overview	5						A		B	
7.5.4.2. Provide Retirement Ceremony Support	5							1b		
7.5.5. Reenlistment										
7.5.5.1. Overview	5						A		B	
7.5.5.2. Provide Reenlistment Ceremony Support	5							1b		
7.5.6. Change of Command										
7.5.6.1. Overview	5						A		B	
7.5.6.2. Provide Change of Command Ceremony Support	5							1b		
7.6. Commanders Support Staff										
7.6.1. CSS Duties & Responsibilities										
TR: CSS Organization, Execution, and Responsibilities Guide										
7.6.1.1. CSSHR Data Systems										
TR: Total Force Evaluations PSD Guide and Federal Awards & Decorations PSD Guide; AFMAN 65-1162V2 Chapter 7; AFI 36-3003; Military Leave Program PSD Guide										
7.6.1.1.1. Navigate myForce Support Squadron (myFSS)	-						1a	-	-	-
7.6.2. Leave Program										
TR: AFI 36-3003; AFMAN 65-1162 (V2), Chapter 7; Military Leave Program PSD Guide										
7.6.2.1. Overview	-						A	-	-	
7.6.2.2. Procedures	-						-	B	-	-
7.6.2.3. Process Ordinary Leave	-						-	2b	-	-

7.6.2.4. Process Permissive TDY	-						b	2b	-	-
7.6.2.5. Process Other Types	-						a	-	-	-
7.6.2.6. Process Audit Reconciliation	-						1a	-	2b	-
7.6.3. Other System Updates										
TR: Military Personnel Data System (MiiPDS) Fundamental's Guide; AFI 36- 3803; AFPAAS PSD Guide, CMS PSD Guide, BLSMD-Information Technology Guide, PRDA PSD Guide										
7.6.3.1. Perform MiiPDS Updates	-						2b	-	-	-
7.6.3.2. AF Personnel Accountability and Assessment System (AFPAAS)	-						A	B	-	-
7.6.3.3. Update Air Force Integrated Personnel & Pay System (AFIPPS) Transactions	-						-	-	-	-
7.6.3.4. Process Case Management System (CMS) Actions	-						2b	-	-	-
7.6.3.5. Retrieve Base Level Service Delivery Module (BLSMD) Products	-						2b	-	-	-
7.6.3.6. Perform PRDA Actions (Role Based Administrator and User)	-						2b	-	-	-
7.7. CSS Programs										
7.7.1. Manage Duty Status TR: AFI 36-2134	-						-	-	c	-
7.7.2. Unit Manpower Document (UMD) TR: AFI 38-20; AFM 36-204; Commander's Support Staff 10S100; AF Manpower Determinant; Personnel Systems Manager (PSM) Handbook	-						A	-	B	-
7.7.3. Manage Unit Personnel Management Roster (UPMR) TR: Commander's Support Staff; Air Force Manpower Determinant 10S100; PSM Handbook	-						-	b	-	-

7.7.4. Unfavorable Information File (UIF) & Control Rosters										
TR: AFIs 36-2907, 36-2608, 51-202; Adverse Actions PSD Guide										
7.7.4.1 Unit UIF Program Management	5						A	b	-	-
7.7.4.2 Create Unfavorable Information Files (UIFs)	-						1b	-	c	-
7.7.4.3 Access UIF	-						1b	-	-	-
7.7.4.4 Review and Document UIF	-						1b	-	-	-
7.7.4.5 Maintain Unfavorable Information Files (UIFs)	-						1b	-	c	-
7.7.4.6 Review Rosters	-						1b	-	-	-
7.7.4.7 Remove Suspended Personnel from UIF	-						1b	-	-	-
7.7.4.8 Transfer and Disposal of UIF	-						1b	-	-	-
7.7.4.9 Perform UIF Update	-						1b	-	-	-
7.7.5 Control Roster										
7.7.5.1 Unit Control Roster Management	5						-	B	-	-
7.7.5.2 Add and Remove Personnel	-						1b	-	-	-
7.7.6. Evaluations										
7.7.6.1. Officer Evaluation System										
TR: AFI 36-2406; Total Force Evaluations PSD Guide										
7.7.6.1.1. Officer Performance Reports	-						B	B	-	-
7.7.6.1.2. Mandatory LOE/Training Reports	-						A	B	-	-
7.7.6.2. Enlisted Evaluation System										
TR: AFI 36-2406; AFI 36-2401; Total Force Evaluation's PSD Guide, Forced Distribution Identifications PSD Guide										
7.7.6.2.1. Enlisted Performance Reports (DAF FORM 910/911/912)	-						B	B	-	-
7.7.6.2.2. Forced Distribution (FD)										
7.7.6.2.2.1. Execute FD Allocations	-						1a	2b	-	-

7.7.6.2.2.2. Execute Master Eligibility Listings Distribution/ Validation	-						-	2b	-	-
7.7.6.2.2.3. Execute Exception to Policy	-						b	b	b	-
7.7.6.2.2.4. Execute Force Distribution Identification Changes	-						-	-	-	-
7.7.6.2.2.5. Execute Large Unit Procedures	-						-	-	c	-
7.7.6.2.2.6. Execute Small Unit Procedures	-						-	-	c	-
7.7.6.2.2.7. Execute Enlisted Force Distribution Panels	-						-	-	c	-
7.7.6.2.3. Restricted Stratification	-						A	B	-	-
7.7.6.2.4. Prohibited Statements/Considerations	-						B	B	-	-
7.7.6.2.5. Evaluation Appeals	-						A	B	-	-
7.7.6.2.6. Execute myEval Routing Procedures	-						2b	-	-	-
7.7.6.2.7. Update Reporting Official/Duty Information	-						b	-	-	-
7.7.7. Basic Allowance for Subsistence Program										
TR: AFMAN 65-116 (V2); ESM and BAS Procedures PSD Guide										
7.7.7.1 Overview	-						A		-	-
7.7.7.2. Administration Procedures	-						-	B	-	-
7.7.8. Essential Station Messing (ESM)										
TR: AFI 34-145; ESM and BAS Procedures PSD Guide										
7.7.8.1. Overview	-						A		-	-
7.7.8.2. Administration Procedures	-						-	B	-	-
7.7.9. Base Level Inprocessing										
7.7.9.1. Project Duty Information/Allocation Notices TR: Base Level In-Processing PSD Guide	-						-	-	-	-

7.7.9.2. Process Accessions TR: Base Level In-Processing PSD Guide, Accession Confirmation Process PSD Guide	-						-	-	-	-
7.7.9.3. Perform In-Processing/Arrival Actions TR: Base Level In-Processing PSD Guide	-						b	-	-	-
7.7.9.4. Overdue Arrival Actions TR: Base Level In-Processing PSD Guide	-						B	B	-	-
7.7.9.5. Perform Inter/Intra Command Permanent Change of Assignment (PCA) Actions TR: AFI 36-2110; Permanent Change of Assignment (PCA) PSD Guide	-						-	2b	-	-
7.7.9.6. Update AEFI TR: AFI 10-401; AEFI PSD Guide	-						1a	-	-	-
7.7.9.7. Special Duty Assignment Pay Program TR: AFI 36-3017; Special Duty Assignment Pay (SDAP) PSD Guide	-						B	B	-	-
7.7.10. Awards and Decorations TR: AFI 36-2803; PSD Guide										
7.7.10.1. Create/Route myDec Site TR: AFI 36-3803; Federal Awards & Decorations PSD Guide	-						1a	2b	-	-
7.7.10.2. Decoration Requirements TR: AFI 36-3803; Federal Awards & Decorations PSD Guide	-						B	B	-	-
7.7.11. Advanced Assignment Notification TR: Assignment Notification PSD Guide	-						A	-	-	-
7.7.12. AFSC Management										
7.7.12.1. Award TR: AFI 36-2101; AFSC Maintenance PSD Guide	-						-	B	-	-
7.7.12.2. Downgrade TR: AFI 36-2101; Classification Enlisted AFSC Disqualification PSD Guide	-						-	B	-	-
7.7.12.3. Withdraw TR: AFI 36-2101; Classification Enlisted AFSC Disqualification PSD Guide	-						-	B	-	-

7.7.12.4. AFSC Conversion Actions TR: AFI 36-2101; AFSC Conversion PSD Guide	-						-	B	-	-
7.7.12.5. Special Experience Identifiers TR: AFI 36-2101; SEI Process PSD Guide	-						-	B	-	-
7.7.12.6. Reporting/Special Duty Identifiers TR: AFI 36-2101; SEI Process PSD Guide	-						-	B	-	-
7.7.12.7. DAFSC vs CAFSC TR: AFI 36-2101; AFSC Maintenance PSD Guide	-						-	B	-	-
7.7.12.8. Duty out of CAFSC TR: AFI 36-2101; Classification Duty Out Control AFSC PSD Guide	-						-	B	-	-
7.7.13 Use EPROM Release	-						1a	-	c	-
8. HR DATA SYSTEMS/MANAGEMENT										
8.1. 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										
8.1.1. Use Transaction Registers	5						1a	-	c	-
8.1.2. Analyze Transaction Registers	7						-	-	c	-
8.1.3. Log-in	-						2b	-	-	-
8.1.4. Navigate	-						2b	-	-	-
8.1.5. Folders										
8.1.5.1 Modify	-						2b	-	-	-
8.1.5.2. Save	-						2b	-	-	-
8.1.6. Execute Queries										
8.1.6.1. Group	-						2b	-	-	-
8.1.6.2. Individual	-						2b	-	-	-
8.1.6.3. Export Data	-						2b	-	-	-
8.1.6.4. Perform Updates	-						2b	-	-	-
8.1.6.5. Use Help Screens	-						2b	-	-	-

8.1.7. Request										
8.1.7.1. Briefs	-						2b	-	-	-
8.1.7.2. RIPs	-						2b	-	-	-
8.1.7.3. SURFs	-						2b	-	-	-
8.1.7.4. Reports	-						2b	-	-	-
8.2. Perform Leave Web Actions										
8.2.1. Procedures	-						1a	2b	-	-
8.2.2. Audit Reconciliation	-						1a	-	2b	-
8.3. Navigate Virtual Military Personnel (vMPF) Flight	-						1a	-	-	-
8.4. Navigate Virtual Personnel Center myFSS	-						1a	-	-	-
8.5. Navigate Assignment Management System (AMS) TR: Air Force Officer Assignment System (AFOAS) PSD Guide	-						1a	-	-	-
8.6. Navigate Air Force Personnel Accounting Symbol (PAS) Directory (AFPC Secure) TR: AFCSM 36-699	-						1a	-	-	-
8.7. Navigate Base Level Service Delivery Module (BLSDM) TR: Base-Level Service Delivery Model Information Technology (BLSDM-IT) Personnel Services Deliver (PSD) Guide	-						-	-	-	-
8.8. MyPers										
8.8.1. Navigate MyPers	-						2b	-	-	-
8.8.2. Subscribe to MyPers Messaging TR: MyPers Message	-						2b	-	-	-
9. AIR FORCE JOB QUALIFICATION STANDARDS APPLICABLE TO 3F5XX AFSC TR: AFIs 33-150, 33-154, Military Postal Service Procedures Manual										
9.1. Complete all AFJQs/AFQTPs Applicable to AFSC 3F5X1 located at: https://usaf.dps.mil/teams/10445/default.aspx .	-						-	-	-	-
9.2 Complete Air Force Postal Training Guide Attachments located at: https://usaf.dps.mil/teams/10445/default.aspx .	5									

Section B – Course Objective List

4. There is currently no advanced course. This area is reserved.

Section C - Support Materials

5. The following list of support materials is not all-inclusive; however, it covers the most frequently referenced areas. The most current products are available for download at the 81 TRSS/TSQ web page at <https://usaf.dps.mil/teams/10445/default.aspx>. Procedures for requesting product development are found in AFI 17-204.

5.1. Generic AFJQs/AFQTPs applicable to AFSC 3F5X1 family is available at: <https://usaf.dps.mil/teams/10445/default.aspx>.

Section D - Training Course Index

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

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

<u>Course Number</u>	<u>Course Title</u>	<u>Location</u>
E9AZA3F551 00AA	Postal Operations Course	Ft. Jackson SC
E5ALA3F571 00AA	Postal Supervisor Course	Ft. Jackson SC

8. Air Force In-Residence Courses.

<u>Course Number</u>	<u>Course Title</u>	<u>Location</u>
E3ABR3F531 00AB	Administration	Keesler AFB MS

9. Air Force Distance Learning Courses.

<u>Course Number</u>	<u>Course Title</u>	<u>Location</u>
E6ANW3F551 00AA	Administration Journeyman	Virtual
E6ACW3F571 00AA	Administration Craftsman	Virtual

10. Exportable Courses.

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

b. Air Force Postal Training Guide (STS 9.2) is currently not available at this time but will be during 2023. The requirement for 5-level upgrade is waived until the guide is published and a training message released to the field during 2023.

c. If assigned to a position in support of USSF or USSPACECOM missions, recommend completion of the Introduction to Space (ITS) course through the National Security Space Institute. ITS is a self-paced, online fundamentals course for all branches of service and government agencies, as well as select partner nations. The course covers a wide range of topics from space history to future systems. Upon completion, graduates will be able to:

1. Know basic scientific concepts and terminology associated with space operations.
2. Know the principles of operating in space and how those principles influence space operations.
3. Know how space capabilities support Joint operations.

Visit <https://halfway.peterson.af.mil/nssi/hub/> for course information and enrolment process.

Section E - MAJCOM Unique Requirements

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