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SECRETARY OF THE AIR FORCE**

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**Flying Operations**

**AIRCREW FLIGHT EQUIPMENT (AFE)  
CAREER FIELD DEVELOPMENT**

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This manual implements Air Force Policy Directive (AFPD) 11-3, *Aircrew Flight Equipment*, and complements Air Force Instruction (AFI) 11-301, Volume 1, *Aircrew Flight Equipment (AFE) Program*. This manual applies to military and civilian members of the Regular Air Force (RegAF), Air Force Reserve (AFR), and Air National Guard (ANG). Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the OPR using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Intervening levels will evaluate all recommendations and forward the AF Form 847 to the next echelon. This publication may be supplemented at any level, but all direct supplements must be routed for coordination prior to certification and approval to the Office of Primary Responsibility (OPR) of this publication, AF/ACTF. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See DAFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestors commander for non-tiered compliance items. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the AF.

***SUMMARY OF CHANGES***

This document has been substantially revised and needs to be completely reviewed. This publication corrects administrative errors, adds clarity to several paragraphs based on feedback from field units, adds 1P0 Chief Master Sergeant (CMSgt) authorization gates, eliminates the 12-month time-in-grade (only) requirement for upgrade to 7-level, expands AFE Duty Title, roles and responsibility verbiage. Additional changes include updates and clarifying tier waiver authority application/designation.

## Chapter 1

### OVERVIEW

**1.1. General.** This manual provides guidance for career field management and personnel development for enlisted, civilian and contract AFE personnel and is complemented by AFI 11-301, Volume 1. It specifies minimum administrative, procedural and operational performance and management standards for services provided by all USAF AFE personnel, including USAF contracted AFE locations where the USAF has functional oversight responsibility.

**1.2. Delegation of Authority.** Air Force Director of Training and Readiness (AF/A3T) delegates to Air Force Task Force (AF/ACTF) career field management responsibilities for Air Force Specialty Codes (AFSC) 1P0XX, AFE. In this capacity, AF/ACTF will interpret policy guidance from the Air Staff and implement AFE upgrade training and architecture matters. Additionally, AF/ACTF will provide technical/functional input to Air Force Personnel Center (AFPC) Civilian Personnel officials regarding General Schedule (GS) 1601/1670 and Wage Grade (WG) 4818 career field management matters. AF/A3T also delegates to AF/ACTF the responsibility of oversight and standardization of unit-level training programs supporting upgrade and qualification training.

#### **1.3. Supplements and Waivers.**

1.3.1. The Division Chief in AF/ACTF is the waiver authority for all T-1 requirements in this manual. Requests for waivers are made on AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*, and must be routed to the publication OPR for consideration for non-tier requirements.

1.3.2. Major Commands (MAJCOMs), ANG Units, Direct Report Units (DRUs), Field Operating Agency (FOA)s, and wings may request waivers as well as deviations to requirements of this manual when unique or unusual circumstances affect the unit's ability to implement stated policy or procedure. MAJCOMs, (e.g., 3-digit or higher), ANG units, DRUs, FOAs and wings will forward the request to appropriate tiered level waiver authority explaining why a waiver is needed and describing the specific requirement creating the problem. **(T-1)**.

1.3.3. If approved, the waiver authority may cancel the waiver in writing if issues change the basic intent or requirement for the waiver. Approved waivers will remain in effect in accordance with DAFI 33-360, paragraph 1.9. **(T-1)**.

## Chapter 2

### ROLES AND RESPONSIBILITIES

#### 2.1. The USAF Career Field Manager (CFM) shall:

2.1.1. Manage the AFE (AFSC 1P0XX) career field in accordance with AFI 36-2670, *Total Force Development*.

2.1.2. Coordinate with Air Education and Training Command (AETC) and/or other MAJCOMs to develop and maintain the appropriate initial qualification and upgrade courses, career development courses, and other career field training courses (as required) in accordance with AFI 36-2670 for military and civilian AFE personnel.

2.1.3. Manage development and publication of AFE training guides and other training products used in qualification training.

2.1.4. Develop standard core personnel documents (SCPD) and standard position descriptions (SPD) for civilian AFE positions.

2.1.5. Ensure civilian hiring authorities use correct job series and SCPDs/SPDs along with minimum training and experience requirements to hire civilian AFE personnel.

2.1.6. Manage AFE Enlisted Development Teams (EDT) in accordance with AFI 36-2670, and this manual. Not applicable to Air Reserve Command (ARC).

2.1.6.1. Chair AFE EDT and coordinate with AFPC to ensure records are available for eligible members during EDTs.

2.1.6.2. Develop a consolidated list of 1P0 Key Leadership Positions (KLP) and/or as needed, key developmental positions (KDP) based on inputs from the MAJCOMs. Forward the list of KLPs and/or KDPs to AFPC/DP2OAA for use during the assignment selection process. The complete list of KLP/KDP positions is maintained on the AF/ACTF AFE SharePoint®. **Exception:** AFE Chief Master Sergeant (1P000) vectors are forwarded to AF/CVXE for use in the 1P0 Chief assignment selection process.

2.1.7. Submit personnel leveling requests to AFPC/DP2OAA for Master Sergeants (MSgts) and Senior Master Sergeants (SMSgts) when shortages exist that have a significant negative effect on the development of assigned personnel.

#### 2.2. The MAJCOM AFE Functional Manager (FM) shall:

2.2.1. Establish a process for prioritizing and scheduling personnel identified by the units for career field supplemental courses, e.g., AFE Program Manager's Course, USAF Life Sciences Equipment Investigation Course, Classroom Instructor Course, etc. **(T-2)**.

2.2.2. Restrict Technical Training Graduates (TTG)s from being assigned to remote assignment locations and units identified by the AF/ACTF AFE assignment plan to ensure the skills taught during initial training are used to the maximum extent possible. **(T-2)**.

2.2.3. Support 1P0 EDT program. **(T-2)**.

2.2.3.1. Participate in 1P0 EDTs. **(T-2)**.

2.2.3.2. Help develop a consolidated list of 1P0 KLPs and/or KDPs. **(T-2)**.

2.2.4. Ensure KLPs and/or KDPs are coded with a “D” prefix in the personnel management system. **(T-2)**. The “D” prefix identifies positions on manning documents and personnel serving in, or qualified to serve in, positions requiring functional area expertise and knowledge.

2.2.5. Inform CFM of AFE programs that are undermanned in the grades of MSgt and SMSgt when unable to fill positions through AFPC 1P0X1 Assignment Functional Manager. **(T-2)**.

2.2.6. Ensure 1P0X1 AFSC, Special Experience Identifiers (SEI) are administered and managed in accordance with the AF Enlisted Classification Directory (AFECD). **(T-2)**.

2.2.7. Review unit force structures on an annual basis and address any resource requirements. **(T-2)**.

**2.3. HQ AFPC/DPAA3 shall:**

2.3.1. Support 1P0 CFM’s Regular Air Force (RegAF) TTG assignment plan. **(T-2)**. Also, restrict TTGs from being assigned to units identified by the assignment plan. **(T-2)**.

2.3.2. Support 1P0 EDT program. **(T-2)**.

2.3.2.1. Provide a list of EDT eligible personnel to the CFM and build required EDT records upon request. **(T-2)**.

2.3.2.2. Ensure only personnel vectored for EDT positions are selected and assigned to these positions. **(T-2)**.

## Chapter 3

### AFE DEVELOPMENT (ENLISTED PERSONNEL)

**3.1. AFE Upgrade Training (UGT).** UGT is necessary to award a higher skill level. UGT requirements and processes are listed in AFI 36-2670, the 1P0X1 Career Field Education and Training Plan (CFETP), and the following paragraphs:

3.1.1. AFE Apprentice (1P031). AFSC 1P031 is awarded upon completion of the AFE Apprentice Course at the Sheppard AFB Technical Training Center. All civilians, contractors and personnel retraining into the AFE career field will attend the apprentice course. **(T-1).**

3.1.2. AFE Journeyman (1P051). AFSC 1P051 is awarded upon completion of the AFE 1P051 Career Development Course (CDC) or AFSC equivalent, all 5-skill level training requirements listed in the 1P0X1 CFETP Part II to include applicable Minimum Weapons System Duty Tasks, and a minimum of 12 months in UGT. **(T-1).**

3.1.3. AFE Craftsman (1P071). AFSC 1P071 is awarded upon completion of the AFE 1P071 CDC or AFSC equivalent and all 7-skill level training requirements listed in the 1P0X1 CFETP Part II to include applicable Minimum Weapons System Duty Tasks.. **(T-1).**

3.1.4. AFE Superintendent/AFE Command Manager/AFE Command Inspector (1P091). AFSC 1P091 is awarded upon promotion to SMSgt and award of SEI 125. **(T-1).**

3.1.5. AFE Chief Enlisted Manager (1P000). AFSC 1P000 is awarded upon promotion to Chief Master Sergeant. **(T-1).**

### **3.2. Approved AFE Duty Positions/Titles.**

3.2.1. AFE personnel in 1P0 positions above the wing-level will use the appropriate duty title and integrate the applicable duty description as listed in Air Force Handbook (AFH) 36-2618, *The Enlisted Force Structure*. **(T-2).** **Senior Noncommissioned Officers (SNCOs)** performing duties at the Headquarters Air Force (HAF)/MAJCOM/FOA Staff level will not use the duty title of "Superintendent". **(T-2).**

3.2.1.1. USAF AFE Career Field Manager.

3.2.1.2. MAJCOM/FOA AFE Functional Manager.

3.2.1.3. Command Manager, AFE: SNCOs assigned to a NAF, MAJCOM, DRU, FOA or Air Staff level who are program, project, and policy managers.

3.2.1.4. Command Inspector, AFE: 1P0 personnel assigned to MAJCOM/FOA 1P0 Inspector General positions.

3.2.1.5. Command Requirements Manager, AFE: 1P0 personnel assigned to MAJCOM/FOA 1P0 requirements position/duties.

3.2.2. In addition to AFH 36-2618, AFE personnel performing 1P0X1 duties at the wing-level or below are required to use the following duty titles and integrate the applicable duty description, when working in corresponding positions within the AFE organization. **(T-1).**

3.2.2.1. AFE Chief Enlisted Manager: 1P0 CMSgt charged with the direct leadership, management, career development, and mission accomplishment of assigned AFE personnel in large scale or complex AFE operations. 1P0 Chief Enlisted Manager will perform/ensure all wing-level and below AFE duties and responsibilities are accomplished in accordance with AFI/AFMAN 11-301 Series publications. **(T-1)**.

3.2.2.2. AFE Superintendent (AFES): A skilled and competent 1P0X1 Senior Noncommissioned Officer (SNCO) MSgt through SMSgt, charged with the growth and development of assigned AFE personnel. This SNCO will perform all duties and responsibilities related to the position as listed in the AFI/AFMAN 11-301 series publications within the AFE section. **(T-1)**. Must be a minimum grade of MSgt, hold AFSC 1P071 or 1P091, have completed the AFE Program Managers Course and possess SEIs 080 and 125. **(T-2)**.

3.2.2.3. AFE Flight Chief (AFEFC): A skilled and competent 1P0X1 Noncommissioned Officer (NCO) or SNCO, assists the AFES with the growth and development of assigned AFE personnel. In addition to being responsible for shop production, this NCO/SNCO must perform all duties and responsibilities related to the position as listed in the AFI/AFMAN 11-301 series publications. **(T-1)**. This NCO or SNCO is normally the second highest ranking 1P0X1 in the organization and performs their duties within the AFE section leading and developing Airmen. Must be a minimum grade of TSgt and hold AFSC 1P071. **(T-2)**.

3.2.2.4. AFE Section Chief: A skilled 1P071 NCO or SNCO in charge of a section with subordinate elements. Normally a Section Chief will have a subordinate NCOIC or Assistant NCOIC (ANCOIC).

3.2.2.5. NCOIC/ANCOIC, AFE Quality Assurance (QA): A skilled and competent 1P0X1 NCO or SNCO, charged with ensuring the safety and serviceability of all assigned equipment. This NCO/SNCO must perform all duties and responsibilities related to the position as listed in the 11-301 series publications. **(T-2)**. This NCO/SNCO possesses exceptional technical skills and is often AFI/AFMAN looked at as the technical Subject Matter Expert (SME)/master trainer. Must be a minimum grade of TSgt, hold AFSC 1P071, and have at least three years of experience in AFE (one of the three years must be working in an AFE facility at the 1P071 level). **(T-2)**.

3.2.2.6. AFE Lead Trainer (AFELT): As a skilled and competent 1P0X1 NCO or SNCO, the AFELT serves as the primary technician training program manager and lead trainer, operating the program in accordance with AFI 36-2670 and AFI/AFMAN 11-301 Series publications. The AFELT will:

3.2.2.6.1. Oversee the training evaluation process, evaluates assigned members and identifies required training in accordance with the Master Training Plan and Master Task Listing. **(T-2)**.

3.2.2.6.2. Manage and maintain the flight's On-the-Job Training Records program through the Training Business Area (or equivalent), ensuring proper documentation of training, capturing progress or identifying obstacles/delays in training. **(T-2)**.

3.2.2.6.3. Plan, schedule and conduct upgrade and duty qualification training on assigned technicians to include task evaluations. **(T-2)**.

- 3.2.2.6.4. Evaluate and recommend members for 077, 078, and 079 Special Experience Identifiers (SEI) and In-Process-inspection certification (IPI). **(T-2)**.
- 3.2.2.6.5. Forecast and maintain all required resources for the training program. **(T-2)**.
- 3.2.2.6.6. Identify, request, and prepare assigned personnel for formal training course attendance. Directs, monitors and ensures the successful execution of the flight's Career Development Course (or AFSC equivalent) in cooperation with supervisors. **(T-2)**.
- 3.2.2.6.7. Interprets and resolves any training related matters or trends discovered during Quality Control/Quality Assurance operations. **(T-2)**.
- 3.2.2.6.8. Ensures supporting AFE trainers are qualified in all areas of the program that they perform (task evaluations, etc.) in accordance with directives, and that all AFE technician training is conducted by approved personnel. Ensures all AFE technician training is performed using the applicable Technical Orders (TOs)/ Commercial off the shelf (COTS) manuals, and all associated support equipment and tools. **(T-2)**.
- 3.2.2.6.9. Serves as the flight's representative for all Air Force training program requirements involving the unit commander and unit/base training manager. **(T-2)**.
- 3.2.2.6.10. Hold a minimum grade of SSgt, hold AFSC 1P071, have been appointed by the AFES, and have at least three years of experience in AFE (one of the three years must be working in an AFE facility at the 1P071 level). **(T-2)**.
- 3.2.2.7. Lead Aircrew Flight Equipment Continuation Training Instructor (AFECTI): in accordance with all AFI 11-301, Volume 1, Lead AFECTI is an 1P0X1 NCO or SNCO, charged with the training and management of assigned AFECTIs and the execution of the AFECT program to meet the unit's mission. Must be a minimum grade of SSgt, hold AFSC 1P071, have been appointed by the AFES, have at least three years of experience in AFE (must have 12 months as a 7-level), 12 months experience teaching AFECT and be assigned SEI 123. **(T-2)**.
- 3.2.2.8. NCOIC or ANCOIC: A skilled 1P0X1 NCO or SNCO charged with oversight of a work center or element. Must be a minimum grade of SSgt and hold AFSC 1P071. **(T-2)**. This NCO will perform all duties and responsibilities related to the position as listed in the AFI/AFMAN 11-301 series publications within the AFE section. **(T-2)**.
- 3.2.2.9. AFE Shift Lead (AFESL): A skilled 1P0X1 NCO or SNCO charged with oversight of a work center or element. This position normally only exists in those shops that cover multiple shifts or includes weekend activities. The positions must be a minimum grade of SSgt and hold AFSC 1P071. **(T-2)**. **Exception:** When this position/duty title is utilized in small shops with 10-people or less, the AFESL may be a highly skilled SrA who holds AFSC 1P051 provided they are performing the duties as outlined above.
- 3.2.2.10. AFE Formal Training Instructor: A skilled T/D1P071 or T/D1P091 assigned to formal training units, schools or courses.



### 3.3. AFE Personnel Requirements:

3.3.1. AFE personnel must meet the minimum specialty qualifications listed in the AFECD, Section II and Section III, Enlisted SEIs (Numeric) via: [https://gum-crm.csd.disa.mil/app/answers/detail/a\\_id/7504/kw/afecd](https://gum-crm.csd.disa.mil/app/answers/detail/a_id/7504/kw/afecd). Upon notification of AFE personnel failing to meet these minimum specialty qualification requirements, the AFES will initiate one of the following two options within 15 days of the original notification. **(T-1)**.

3.3.1.1. Coordinating efforts with the commander and/or MAJCOM AFE FM, AFES will initiate an AF Form 2096, *Classification/On-The-Job-Training Action*, for the removal of the 1P0X1 AFSC, in accordance with guidance in AFI 36-2670 Attachment 22. **(T-1)**.

3.3.1.2. AFES will submit a waiver request for the specific qualification the member was unable to meet. **(T-1)**.

3.3.1.2.1. AFES will ensure waiver requests for specialty qualifications will include copies of the members last three Enlisted Performance Reports (EPR), single page Single Unit Retrieval Format (SURF), and printout of the member's fitness testing results. **(T-1)**. Other documents that may be included are letters of recommendation, a statement from the member or any other documentation the member believes is relevant to the request.

3.3.1.2.2. All minimum specialty qualification waiver requests will be submitted to the AFE CFM in accordance with procedures outlined in AFI 36-2101, *Classifying Personnel (Officers and Enlisted)*, para 3.7. Disapproval of requests at any level will result in the removal of the AFSC using the procedures outlined in AFI 36-2670, Attachment 22. **(T-1)**.

3.3.1.2.3. Approved waivers will remain in effect until the member is selected for Permanent Change of Station (PCS). **(T-1)**. MAJCOM/FOA AFE FMs may initiate AF Form 2096 action for the removal of the 1P0 AFSC from SNCOs failing to meet the minimum functional requirements of the position they are assigned.

3.3.2. As long as the minimum career field manning levels are maintained in accordance with **Paragraph 3.3.3**, of this publication, 1P0s may be released from their AFSC for a three-year maximum tour to fill Developmental Special Duties (DSD). **(T-1)**.

3.3.3. In order to sustain the career field and perform our primary mission, 1P0 career field manning must be maintained at 96% or higher for each rank (Staff Sergeant (SSgt) through SMSgt). If manning is below 96% in a rank, no 1P0X1 AFSC release allocations will be approved by the AFE CFM for the applicable rank(s). **(T-1)**.

3.3.4. CMSgt authorizations are validated and approved by the annual AF CMSgt Grade Review (CGR) process. Initial AFE gates to warrant a CMSgt authorization/position request through the CGR process include but are not limited to: AFE entities with 56 or more assigned 1P0 personnel, multi-MDS & varied/intensive mission sets, the scale and scope of the position (Wing/MAJCOM/AF impact). Units and MAJCOMs develop and coordinate a CGR request on AF Form 81B, *Chief Master Sergeant Military Position Description (MPD)* with the support of the Aircrew Flight Equipment Career Field Manager (AFECFM). AF CGR requests are reviewed by an AF-level board as the approval authority.

### 3.4. Enlisted Development Teams (EDT):

3.4.1. The AFE EDT is the force development steering group for the RegAF AFE career field. This team will review training, education, and experience requirements for the most critical AFE duty positions (KLPs and/or KDPs) as outlined in the EDT Charter. **(T-1)**. Additionally, the team will review the records of each RegAF AFE SNCO against these requirements and recommend (vector) qualified SNCOs to potentially fill KLPs and KDPs. **(T-1)**. Records will be reviewed in accordance with the AFE EDT Charter business rules. **(T-1)**. **Note:** AFE Personnel filling duties outside their CAFSC for more than 130 days will not be considered for a KLP or KDP. **(T-1)**.

3.4.2. A KDP is used to complement leadership qualifications. These positions are utilized to provide experience necessary for KLPs that may not be gained through the normal assignment system.

3.4.3. A KLP is defined as a unique position and/or one with distinguishing responsibilities, education, training, experience, and performance requirements. It demands mission tested/proven SNCOs with advance leadership experience and functional skills that cannot be realized through normal progression planning, and may not be prevalent in the majority of the career field.

3.4.4. A vector is an EDT's collective recommendation for an experience level, training or education opportunity, or position type for an Airman's next or subsequent assignment.

3.4.4.1. Vectors are assigned based on the member's records/level of performance to include (but not limited to); proven skills, experience, and leadership, and the potential for increased responsibility, further growth and development.

3.4.4.2. Vector rules are listed and mandated in the AF/ACTF AFE EDT Charter.

3.4.5. The 1P0 career field will use EDTs to manage the assignment of personnel in the ranks and positions identified by the AFE CFM. **(T-1)**.

3.4.5.1. All vectored positions will be coded and identified with a "D" prefix (developmental position) and specific Vector SEI on Unit Manpower Document (UMD). **(T-2)**. All vectored members currently filling a vectored position must also have a "D" prefix assigned to their CAFSC (e.g., D1P071). **(T-2)**. The MAJCOM AFE FM is responsible for processing all CAFSC "D" prefix updates on assigned vectored personnel (in a vectored position), and will ensure the MAJCOM codes all identified positions. **(T-1)**.

3.4.5.2. Upon conclusion of the 1P0 EDT board, the EDT Chairman will provide AFPC Assignment Functional Manager with a list of personnel and their approved vectors for use in future assignment actions. **(T-1)**.

3.4.6. Vectored AFE Airmen filling "D" prefix positions will not be assigned full time additional duties which remove them from their duty section (e.g., Squadron Superintendent, etc.). **(T-1)**.

3.4.7. If there are no volunteers, the most eligible non-volunteer on the EDT vector list will be selected for the position. **(T-1)**. The CFM will ensure position vectors remain valid until updated by the CFM through the EDT process. **(T-1)**.

3.4.8. If the EDT vector list is exhausted and a vacancy occurs in a KLP/KDP, AFPC will notify and work closely with the CFM to determine the most effective means to fill the position. **(T-1)**.

3.4.9. Non-vectored Airmen will not be used to fill "D" prefix positions. **(T-1)**.

3.4.10. Enlisted career field leadership at lower levels (Superintendent, Flight Chief) will understand career field health and development goals. **(T-2)**. Additionally, they will stay informed of their personnel's progression and encourage development. **(T-2)**.

### **3.5. Special Experience Identifiers (SEI) and Jump Code policy:**

3.5.1. A full list of SEIs is located in the AFECD.

3.5.1.1. The designated authority to recommend, approve, and remove AFE SEIs are listed in the AFECD.

3.5.1.2. MAJCOM AFE FMs are authorized to code up to a total of 50% (per unit) of their assigned positions with the SEIs covered in this section. **Exception:** MAJCOMs may code up to a total of 75% of overseas, remote, and/or special duty positions. **(T-1)**.

3.5.1.3. When requested or supported by the MAJCOM/HAF Personnel Parachute Program Manager, MAJCOM AFE FMs are authorized to J-code up to 50% of Guardian Angel and 75% of Special Tactics assigned AFE billets. **(T-1)**.

3.5.2. SEIs 077 (Aircrew Flight Equipment Pre-Meditated Parachutist Support Specialist), 078 (Aircrew Flight Equipment Heavy Aircraft Specialist), 079 (Aircrew Flight Equipment ACES II Ejection Seat Equipment Specialist) and 080 (Aircrew Flight Equipment Superintendent) are considered critical to the development of 1P0 personnel and are closely monitored by the AFES/AFEO/MAJCOM AFE FM. Award of these SEIs are limited to only those personnel fully qualified on the tasks associated with the SEI. **(T-1)**.

3.5.3. SEIs 122 (Aircrew Flight Equipment Life Sciences Equipment Investigation), 123 (Aircrew Flight Equipment Aircrew Instructor), 124 (Aircrew Flight Equipment Deployed Leadership Course), and 125 (Aircrew Flight Equipment Program Manager) are used to document the completion of critical 1P0 courses as well as field experience. **(T-1)**.

3.5.4. In order to standardize how SEI 077, 078, 079, and 080 are awarded across the Air Force, the following guidance will be used.

3.5.4.1. 1P0X1 personnel meeting SEI requirements listed in the AFECD will coordinate with supervisor to initiate an AF Form 2096 requesting award of SEI. **(T-1)**.

3.5.4.2. Once approved by the individual's supervisor, the AFES will e-mail form to the respective MAJCOM AFE FM for approval. **(T-1)**. **Exception:** ANG Only. AFES will route to Weapons System Team Chief (WSTC) for concurrence in the supervisor block. **(T-1)**. The WSTC will forward to the NGB 1P0 Career Field Functional Manager (CFFM) for approval. **(T-1)**.

3.5.4.3. The MAJCOM AFE FM/CFFM will sign the AF Form 2096 as the authorized representative and return it to the member. **(T-1)**.

3.5.4.4. The member will then forward the completed AF Form 2096 to the servicing Commander's Support Staff (CSS)/ Manpower and Organization Flight (FSM) for processing. **(T-1)**.

### **3.6. AFE Superintendent Development (Certification) Course.**

3.6.1. The AFE Superintendent Development Course is intended to equip AFE SNCOs with the knowledge and skillsets required to lead and manage a wing level AFE function. This course was initiated per direction from AF/A3T. The course consists of in-resident training, certification and biennial recertification. MAJCOMs and National Guard Bureau (NGB) may conduct their own training course, provided they use course material approved by the AF/ACTF CFM.

3.6.2. To successfully complete the course, member must complete a certification test (25-50 questions from the course material) with a passing score of 80%. **(T-1)**. Members are not permitted to use publications/reference material during the test. **(T-1)**. If recommended by the MAJCOM AFE FM, members may retest one time (total of 2 attempts) and then complete remedial training if required. **(T-1)**.

### **3.7. AFE Functional Career Progression & Development.**

3.7.1. A career in AFE requires constant and continued technical & professional development. The journey includes building technical competency and execution, moving on to the skills and experience necessary to lead a section or flight, operate on or lead a headquarters AFE staff, to culminating in leading the AFE specialty as the Career Field Manager. AFE personnel use AFI/AFMAN 11-301 Series publications, the 1POX1 CFETP and career path guide to define and plan career objectives.

3.7.2. While a number of factors may impact the sequence and/or timing of an individual's development (rank, manpower, resources, location etc.), the following provides a general flow/overview to AFE progression:

3.7.3. Trainees concentrate on completing qualification and upgrade training requirements. Once complete, they should focus their efforts on securing the applicable weapon system SEI(s) (e.g., 077, 78, 79) and appointment as a Quality Control Inspector.

3.7.4. Once technical competency and proficiency is achieved, personnel should then pursue formal training/qualification as an AFECT and/or On-the-job training (OJT) Trainer.

3.7.5. Next, Airmen should pursue increased leadership responsibility within the flight to include but not limited to shift/section lead or NCOIC.

3.7.6. Building on that experience and continued rank progression, members should secure Lead AFECT/OJT Trainer and/or QA roles and responsibilities.

3.7.7. Airmen with this level of experience should then target senior flight leadership roles as Flight Chief or Superintendent.

3.7.8. Beyond wing-level AFE opportunities, SNCOs should prepare for vectored AFE Key Development/Leadership positions (e.g., Headquarters AFE Staffs or on MAJCOM/FOA Inspector General Staffs).

3.7.9. AFE Special Duty opportunities provide unique and key functional experiences. These include but are not limited to the USAF Aerial Demonstration Squadron

(Thunderbirds), formal AFE Initial Skills Training Instructor (technical school), ACC 436 TRS AFE Instructor, AFE Air Advisors, Defense POW/MIA Accounting Agency AFE positions, and AFE Acquisition and Sustainment Subject Matter Experts (Air Force Life Cycle Management Center). These positions are generally advertised under the EQUAL Plus assignment process and usually have mandatory job requirements. Members interested in these positions should pursue the job-specific requirements for future consideration/eligibility.

3.7.10. Individual AFE Airmen, AFE supervisors & leaders, must understand and guide personnel along the functional development path. This also involves educating and advising unit leadership (Commander, Group Superintendent, etc.) on AFE-specific development and includes topics like the importance of assignment/airframe diversity, AFE functional training opportunities, the AFE awards program, AFE enlisted evaluation/career recommendations, and AFE-focused vectoring recommendations.

## Chapter 4

### AFE CIVILIAN PERSONNEL

**4.1. Applicability.** This chapter applies to DoD civilians performing AFE duties only.

**4.2. AFE Civilian Personnel Requirements:**

4.2.1. Civilians must possess the knowledge, skills, and abilities to effectively inspect and maintain assigned flight equipment. **(T-1)**. Civilian personnel performing equipment inspection and maintenance duties must meet the following minimum requirements:

4.2.1.1. Must be U.S. Citizens. **(T-1)**.

4.2.1.2. Qualify to operate a government vehicle according to AFI 24-301, *Vehicle Operations*, when required to perform assigned duties. **(T-1)**.

4.2.1.3. Pass color vision, as defined by correctly identifying at least 10 of 14 Ishihara Plates. **(T-1)**.

4.2.1.4. Able to speak clearly and distinctly. **(T-1)**.

4.2.1.5. Maintain distance and near visual acuity correctable to 20/20. **(T-1)**.

4.2.1.6. Contain no record of claustrophobia or claustrophobic tendencies. **(T-1)**.

4.2.1.7. Must be able to secure/maintain use of Air Force Network. **(T-1)**.

4.2.1.8. Specialty may require routine access to secret material or similar environment when required, to perform assigned duties. Any civilian or equivalent specifically hired to perform AFE work/duties that will not involve or put the individual in contact/around secret material (AFE or otherwise), will not require a secret security clearance (does not apply to dual status technicians). **(T-1)**. The hiring unit and MAJCOM AFE FM will determine if a security clearance is required for applicable positions within their span of control. **(T-1)**.

4.2.1.9. All civil service or equivalent personnel internal and external new hires for this career field must be a graduate of one of the following courses: USAF AFE course, Aircrew Life Support (AFSC 1T1X1) and/or Survival Equipment (AFSC 2A7X4) technical training course(s), sister-service equivalent courses (e.g., US Navy Parachute Rigger, US Army Aviation Life Support Equipment), Federal Aviation Administration (FAA) certified background or equivalent training/certification. Ensure this is written into the position(s) requirement, contract, and/or Statement of Work as applicable. Air Force Materiel Command (AFMC) may authorize other methods of training for ALC AFE related hires only with the express permission of AF/ACTF to best meet mission needs. **(T-1)**.

4.2.1.10. A minimum of three years of experience fitting aircrew helmets, oxygen masks, and working with aviator flight equipment. **(T-1)**.

4.2.1.11. Civilians working with pre-meditated parachutes must have also completed or attended one of the following formal training programs:

4.2.1.11.1. Static Line Parachute Systems, US Army Quartermaster Center & School (USAQMC&S), Ft. Lee, VA., or Static Line Parachute Systems, 361 TRS, Sheppard AFB, TX. **(T-2)**.

4.2.1.11.2. RAM-Air Course, Ft. Lee, VA., or Sheppard AFB, TX. **(T-2)**.

## Chapter 5

### CONTRACTED AFE OPERATIONS

**5.1. Applicability.** This chapter applies to contracts for performance of AFE duties. Requirements for these type of contracts are covered in AF/ACTF or MAJCOM approved Performance Work Statement (PWS), Statements of Work (SoW) or Host Nation agreements and will include criteria listed throughout this chapter.

#### **5.2. AFE Contract Personnel Requirements:**

5.2.1. Contracts used to obtain AFE services must require that the contractor personnel possess required knowledge, skills, and abilities to effectively manage and inspect flight equipment for safety and compliance with established Air Force, FAA, ICAO, sister-service or NATO criteria. **(T-1)**. Specific management and/or technical training, experience and responsibilities for all AFE positions must be published in the PWS or SoW. **(T-1)**.

5.2.2. Contracts for personnel selected to fill AFE positions performing equipment inspection and maintenance duties must meet the following minimum requirements:

5.2.2.1. Must be US Citizens. **(T-1)**.

5.2.2.2. Qualification to operate a government vehicle according to AFI 24-301, when required to perform assigned duties. **(T-1)**.

5.2.2.3. Passing color vision, as defined by correctly identifying at least 10 of 14 Ishihara Plates. **(T-1)**.

5.2.2.4. Ability to speak clearly and distinctly. **(T-1)**.

5.2.2.5. Distance and near visual acuity correctable to 20/20. **(T-1)**.

5.2.2.6. No record of claustrophobia or claustrophobic tendencies. **(T-1)**.

5.2.2.7. Must secure/maintain access to the Air Force Network. **(T-1)**.

5.2.2.8. Specialty may require routine access to secret material or similar environment when required, to perform assigned duties. Any civilian or equivalent specifically hired to perform AFE work/duties that will not involve or put the individual in contact/around Secret material (AFE or otherwise), will not require a Secret security clearance. **(T-1)**. The hiring unit and MAJCOM AFE FM will determine if security clearance is required for applicable positions within their span of control. **(T-1)**.

5.2.2.9. All contractor or equivalent personnel internal and external new hires for this career field must be a graduate of one of the following courses: USAF AFE course, Aircrew Life Support (AFSC 1T1X1) and/or Survival Equipment (AFSC 2A7X4) technical training course(s), sister-service equivalent courses (e.g., US Navy Personal Recovery, US Army Aviation Life Support Equipment), FAA certified background or equivalent training/certification. **(T-1)**. Ensure this is written into the position(s) requirement, contract, and/or SoW as applicable. **(T-1)**.

5.2.2.10. A minimum of three years of experience fitting aircrew helmets, oxygen masks, and working with aviator flight equipment. **(T-1)**.



5.2.2.11. Contractors working with pre-meditated parachutes must have also completed or attended one of the following formal training programs:

5.2.2.11.1. Static Line Parachute Systems, US Army Quartermaster Center & School (USAQMC&S), Ft. Lee, VA., or Static Line Parachute Systems, 361 TRS, Sheppard AFB, TX. **(T-1)**.

5.2.2.11.2. RAM-Air Course, Ft. Lee, VA., or Sheppard AFB, TX. **(T-1)**.

**5.3. AFE Contract Personnel Management.** All PWS/SoWs (new/revised) containing AFE services must be reviewed and approved by the MAJCOM AFE FM prior to implementation. **(T-2)**.

5.3.1. MAJCOM AFE FM will:

5.3.1.1. Act as a member of the multi-functional team for the establishment of new contracts or maintenance of existing contracts. **(T-2)**.

5.3.1.2. Review and coordinate on any new contract, proposals or amendments/modifications. **(T-2)**.

5.3.2. Units (OSS/CC) or equivalent per organization that has AFE must :

5.3.2.1. Inform MAJCOM of contract and PWS/SoW proposals, developments and negotiations. **(T-2)**.

5.3.2.2. Submit new contracts, proposed amendments/modifications to current contracts, quality surveillance plans and checklists to the MAJCOM AFE FM for review prior to implementing changes. **(T-2)**.

5.3.2.3. Recommend a Contract Officer Representative (COR) to ensure effective contract oversight. **(T-2)**. Where AFE services are provided exclusively by a contractor, the COR must be a SME on AFE duties and responsibilities. **Note:** Personnel fulfilling COR positions must meet 1P071 requirements. **(T-2)**.

5.3.3. COR must:

5.3.3.1. Be an employee, military or civilian, of the U.S. Government, a foreign government, or North Atlantic Treaty Organization (NATO)/coalition partner. Contractor personnel will not serve as CORs in accordance with DoD Instruction 5000.72, *DoD Standard for Contracting Officer's Representative (COR) Certification*. **(T-0)**.

5.3.3.2. Be appointed and trained prior to assuming COR duties. **(T-2)**.

5.3.3.3. Assist Contracting Officer with the development of AFE PWSs/SoWs. **(T-2)**.

5.3.3.4. Perform QA functions and manage performance (monitor, evaluate, and certify contractor compliance) in accordance with QA Surveillance Plan. **(T-2)**.

5.3.3.5. Notify the Contracting Officer of any performance deficiencies and follow-up for resolution. **(T-2)**.

JOSEPH T. GUASTELLA Jr., Lt Gen, USAF  
Deputy Chief of Staff, Operations

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 11-3, *Aircrew Flight Equipment (AFE)*, 15 January 2019  
AFI 11-301, Volume 1, *Aircrew Flight Equipment (AFE) Program*, 10 October 2017  
AFI 24-301, *Ground Transportation*, 1 November 2018  
AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020  
DAFI 33-360, *Publications and Forms Management*, 1 December 2015  
AFH 36-2618, *The Enlisted Force Structure*, 16 October 2018  
AFI 36-2670, *Total Force Development*, 25 June 2020  
AFI 36-2101, *Classifying Personnel (Officer and Enlisted)* 25 June 2013  
DoD Instruction 5000.72, *DoD Standard for Contracting Officer's Representative (COR) Certification*, 26 March 2015,

***Adopted Forms***

AF Form 81B, *Chief Master Sergeant Military Position Description (MPD)*  
AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approva*  
AF Form 847, *Recommendation for Change of Publication*  
AF Form 2096, *Classification/On-the-Job Training Action*

***Abbreviations and Acronyms***

**AETC**—Air Education and Training Command  
**AF**—Air Force  
**AFE**—Aircrew Flight Equipment  
**AFECD**—Air Force Enlisted Classification Directory  
**AFECFM**—Aircrew Flight Equipment Career Field Manager  
**AFECTI**—Aircrew Flight Equipment Continuation Training Instructor  
**AFEFC**—AFE Flight Chief  
**AFELT**—AFE Lead Trainer  
**AFES**—AFE Superintendent  
**AFESL**—AFE Shift Lead  
**AFH**—Air Force Handbook  
**AFI**—Air Force Instruction  
**AFMAN**—Air Force Manual

**AFMC**—Air Force Materiel Command  
**AFPC**—Air Force Personnel Center  
**AFPD**—Air Force Policy Directive  
**AFR**—Air Force Reserve  
**AFSC**—Air Force Specialty Codes  
**ANCOIC**—Assistant NCOIC  
**ANG**—Air National Guard  
**ARC**—Air Reserve Command  
**CDC**—Career Development Course  
**CFETP**—Career Field Education and Training Plan  
**CFM**—Career Field Manager  
**CFFM**—Career Field Functional Manager  
**CGR**—Chief Master Sergeant Grade Review  
**COR**—Contract Officer Representative  
**COTS**—Commercial off the Shelf  
**DoD**—Department of Defense  
**DRU**—Direct Reporting Units  
**DSD**—Developmental Special Duties  
**EDT**—Enlisted Development Teams  
**EPR**—Enlisted Performance Report  
**EQUAL Plus**—Enlisted Quarterly Assignment Listing Plus  
**FAA**—Federal Aviation Administration  
**FM**—Functional Managers  
**FOA**—Field Operating Agency  
**GS**—General Schedule  
**HAF**—Headquarters Air Force  
**ICAO**—International Civil Aviation Organization  
**IPI**—In-Process-Inspection  
**KDP**—Key Developmental Positions  
**KLP**—Key Leadership Positions  
**MAJCOM**—Major Command  
**NATO**—North Atlantic Treaty Organization

**NCO**—Noncommissioned Officer  
**NGB**—National Guard Bureau  
**OJT**—On-the-job Training  
**OPR**—Office of Primary Responsibility  
**PCS**—Permanent Change of Station  
**PWS**—Performance Work Statement  
**QA**—Quality Assurance  
**RegAF**—Regular Air Force  
**SCPD**—Standard Core Personnel Documents  
**SPD**—Standard Position Descriptions  
**SEI**—Special Experience Identifier  
**SME**—Subject Matter Expert  
**SNCO**—Senior Noncommissioned Officer  
**SoW**—Statement of Work  
**SURF**—Single Unit Retrieval Format  
**TO**—Technical Order  
**TTG**—Technical Training Graduates  
**UGT**—Upgrade Training  
**UMD**—Unit Manpower Document  
**USAF**—United States Air Force  
**USAQMC&S**—US Army Quartermaster Center & School  
**WG**—Wage Grade  
**WSTC**—Weapons System Team Chief