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AVIATION RESOURCE MANAGEMENT



CAREER FIELD
EDUCATION AND TRAINING PLAN
(CFETP)

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CAREER FIELD EDUCATION AND TRAINING PLAN
AVIATION RESOURCE MANAGEMENT SPECIALTY
AFSC 1C0X2

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AVIATION RESOURCE MANAGEMENT SPECIALTY
AFSC 1C0X2
CAREER FIELD EDUCATION AND TRAINING PLAN

PART I

PREFACE

1. This CFETP was developed in accordance with the requirements in DAFI 36-2670, Total Force Development. Tasks identified by the Air Force Career Field Manager (AFCFM) as minimum qualification. This CFETP is a comprehensive education and training document that identifies life cycle education and training requirements, training support resources, minimum core task, and critical task requirements for this specialty. The CFETP will provide personnel a clear career path to success and will instill consistency in all aspects of career field training. **Note:** Civilians occupying associated positions will use Part II to support duty position qualification training.

1.1. The CFETP consists of two parts. Supervisors/trainers plan, manage, conduct and control training within the specialty using both parts of the plan.

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

1.3. Part II contains five sections. Section A: identifies the Specialty Training Standard (STS) and includes duties, tasks, training references (TRs) to support training, AETC conducted training, wartime course, and core task and correspondence course requirements. Section B contains the Continuum of Learning (COL) and training standards supervisors will use to determine if Airmen satisfied training requirements. Section C identifies available support materials. Section D identifies a training course index in which supervisors can use to determine resources available to support training. Section E identifies MAJCOM unique training requirements supervisors can use to determine additional training required for the associated qualification needs. At unit level, supervisors and trainers will use Part II to identify, plan, conduct, and document training commensurate with the overall goals of this plan. Note: Training will be tracked with an electronic equivalent program authorized by 1C0 CFM.

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

ABBREVIATIONS/TERMS EXPLAINED

Advanced Training (AT). Formal course that provides individuals qualified in one or more positions of the Air Force Specialty (AFS) with additional skills/knowledge to enhance their career field expertise.

AETC Distance Learning (DL). An online, interactive upgrade training course developed for export to a field location for trainees to complete without the on-site support of the formal school instructor.

Air Force Career Field Manager (AFCFM). Determines training needs, requirements, and resources for the entire career field. Sole waiver authority for training deviations.

Air Force Enlisted Classification Directory (AFECD). The Official directory for all military enlisted classification descriptions, codes, and identifiers. The specialty descriptions and codes will be used to identify each Air Force job (valid requirements) and describes the minimum mandatory qualifications of personnel to fill these jobs.

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

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

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

Certification test. A test of one's ability to perform at the required skill level or Special Experience Identifier (SEI) qualification.

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

Core Task. Tasks identified by the Air Force Career Field Manager (AFCFM) as minimum qualification requirements within an AFS regardless of duty position and **will be trained at a proficiency code of '3c' IAW DAFI 36-2670, Total Force Development.** This core knowledge must be maintained through local or recurring training. These tasks will be identified by an "*" in column 2 of the STS.

Critical Task. Tasks, which affect pay entitlements, safety of flight or other important items. These tasks are identified by a "+" in column 2 of the STS.

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

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

Go/No-Go. The stage at which an individual has gained enough skill, knowledge, and experience to perform the tasks without supervision. Meeting the task standard of proficiency code '3c' IAW

DAFI 36-2670.

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

Initial Skills Training. A formal resident course which results in award of the entry level AFSC.

Job Qualification Standard (JQS). Defines locally assigned duty position, home station training, and deployment/UTC requirements not included in the CFETP, Part II. It is also used to develop the Air Force Job Qualification Standard (AFJQS) and the Command Job Qualification Standard (CJQS) if deemed necessary by the AFCFM.

Master Task List (MTL). A comprehensive list (100%) of all tasks performed within a work center and consisting of the current CFETP or AF Job Qualification Standard and locally developed AF Forms 797 (as a minimum). Should include tasks required for deployment and/or unit type code requirements.

Master Training Plan (MTP). Employs a strategy for ensuring the completion of all work center job requirements by using a master task listing and provides milestones for task, Distance Learning completion, and prioritizes deployment/unit type code, home station training tasks, upgrade, and qualification tasks.

Occupational Analysis Report (OAR). A detailed report showing the results of an occupational survey of tasks performed within a particular AFS which affects the development of the STS, course development, and WAPS testing and enlisted career field classification.

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

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

Process. All applicable steps to complete the task.

Proficiency Certification. Recurring task certification which is required to be performed on certain critical tasks to ensure a minimum level of proficiency is maintained. All individuals possessing SEI 066 will accomplish fulfill Continuing Professional Education and Development requirements on a biennial basis. Refer to AFMAN 11-421, *Aviation Resource Management*.

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

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

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

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

Special Experience Identifier (SEI). SEIs identify special experience and training not otherwise reflected in the classification system. They are established when identifying experience or training critical to the job and person assignment match, and no other identification is appropriate or available.

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

Specialty Training Requirements Team (STRT). Held 4-months prior to a Utilization and Training Workshop (U&TW), the primary purpose is for career field functional leaders to determine and present training requirements to the AETC Training Pipeline Manager (TPM) and Training Manager (TM).

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

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

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

Total Force. All collective USAF components (RegAF, AFRC, ANG, and civilian elements).

Training Status Code (TSC). Are used to identify and manage Airman qualifications and skill level upgrade training. Refer to DAFI 36-2670.

SECTION A - GENERAL INFORMATION

3. Purpose. This CFETP provides information necessary for the AFCFM, MAJCOM Functional Managers (MFMs), commanders, CHARM/FM, training managers, supervisors, and trainers to plan, develop, manage, and conduct an effective career field training program. This plan outlines the training that individuals in this Air Force Specialty (AFS) should receive and a qualification level to maintain in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. Initial skills training is the AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. Normally, this training is conducted by AETC at one of the technical training centers. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3-, 5-, 7- and 9-skill levels. 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/knowledge required to do the job. Advanced training is formal specialty training used for selected Airmen. 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. The CFETP has several purposes, some are:

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

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

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

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

4. **Uses.** The plan will be used by 1C0X2 personnel at all levels to ensure comprehensive and cohesive training programs are available for every individual in the specialty.

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

4.2. MFMs will ensure their training programs complement the CFETP mandatory initial, upgrade, qualification, and proficiency requirements. Each individual must complete the mandatory training requirements specified in AFMAN 11-421. The lists of courses in Part II will be used as a reference to support training. MFMs may require additional formal training courses (e.g. HARM course) in order to meet unique MAJCOM requirements.

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

SECTION B - CAREER PROGRESSION AND INFORMATION

6. **Specialty Descriptions.** See paragraphs 1 and 2 of AFECD for the official specialty descriptions.

6.1. **Specialty Summary.** See AFECD, paragraph 1.

6.2. **Duties and Responsibilities.** See AFECD, paragraph 2. Because AFECD has been reduced to one or two pages, the following paragraphs include a more detailed narrative of duties and responsibilities.

7. **Skill/Career Progression.**

7.1. Apprentice (3-skill level)/Journeyman (5-skill-level).

7.1.1. Initiates actions to execute Aviation/Missile/Parachutist (AMP) operation management policy and procedures; interviews aircrew members/parachutists to obtain AMP operation related data. Maintains control and accountability of flight/jump records, including aircrew qualification data in Aviation Resource Management System (ARMS), medical recommendations for flying/parachutist duty, aeronautical orders (AOs), physiological training, centrifuge training, certification of AMP operation qualification, flying/jump attachment letters, aviation service data, and flying/parachutist history. Prepares and processes AOs and military pay orders. Performs in and out processing functions for members required to be on AOs. Schedules aircrew flying and ground training and maintains mission information and planning data.

7.1.2. Assists in establishing flying schedules and aircraft/aircrew assignments. Prepares reports, and coordinates aircraft schedules and aircrew training activities with other base agencies. Prepares flight authorizations and monitors individual flight/jump requirements.

7.1.3. Processes AMP operation management reports and source documents to ensure accuracy of information. Distributes reports and lists for AMP operation resource management.

7.1.4. Extracts, compiles, and collates AMP operation training and resource management information. Develops analytical information and documentation. Analyzes database to determine adequacy and accuracy of automated systems.

7.1.5. Executes Aviation Resource Management (ARM) responsibilities as they pertain to deployed flying/jump operations. These responsibilities include determining network connectivity, ARM logistics, AMP operation training products, flying hour products, and forms necessary to perform ARM functions.

7.2. Craftsman (7-skill level).

7.2.1. Supervises ARM functions. Plans/schedules aircrew and aircraft missions. Plans, manages, conducts and controls training. Additionally, they may assign the responsibility for training.

7.2.2. Maintains AMP operation mission information. Ensures most efficient use of available resources allocated to ARM functions. Reviews aircrew training mission accomplishment reports for accuracy. Analyzes and summarizes AMP operation training and resource data. Develops and maintains AMP operation training profiles. Monitors aircrew flying time and flying hour utilization.

7.2.3. Analyzes critical reports and determines media for effective presentation of data. Assists work center supervisory personnel in interpreting and using ARMS reports and information.

7.2.4. Performs technical AMP operation resource management functions. Reviews personnel action requests on aircrew members and parachutists to determine the effect on their status. Monitors individual entitlement to incentive pay. Monitors flight physicals, physiological training,

and AMP operation qualification requirements. Maintains control and accountability of ARMS.

7.2.5. Acts as technical adviser on matters pertaining to ARMS. Assists AMP operation managers in using ARMS reports. Facilitates AMP operation procedural changes with user and other agencies (e.g., scheduling, stan/eval, and aircrew training) to ensure accurate and timely implementation. Maintains liaison with 1C0X2 career field working groups, Network Control Center (NCC), and Field Assistance Service (FAS) to ensure timely system operations.

7.2.6. Inspects and evaluates ARM functions. Manages ARM OJT program (e.g., develops Master JQS, conducts OJT, and inspects OJT documentation). Validates work center certifications upon reassignment. Analyzes management reports to determine adequacy and accuracy, problem areas and trends, and initiates remedial action.

7.2.7. Inspects ARM files of functional publications/directives for current guidance. Submits recommendations to office of primary responsibility (OPR) for change to publications/directives (AF Form 847).

7.2.8. Executes ARM responsibilities as they pertain to deployed flying/jump operations. These responsibilities include determining network connectivity, ARM logistics, AMP operation training products, flying hour products, and forms necessary to perform ARM functions.

7.3. Superintendent (9-skill level).

7.3.1. Plans, develops, organizes, schedules, directs, and evaluates workloads and duty assignments of ARM personnel. Evaluates work methods and procedures to achieve the most economical use of resources and ARM functions. Manages and evaluates ARM functions and conducts liaison duties with mission support agencies to reduce common problems, improve procedures, and increase efficiency. Oversees ARMS operations and assign responsibility for ensuring NCOICs, base and unit training managers are managing training properly, evaluates system capability, and provides enhancement recommendations. Requisitions and accounts for equipment, space, supplies, and other required resources to support ARM functions.

7.3.2. Inspects and evaluates ARM functions to determine AFI/AFMAN compliance and operational readiness. Oversees wing/base ARM OJT program and ensures compliance with CFETP and other applicable directives. Makes recommendation to MFM for changes to CFETP. Reviews inspection findings with supervisory personnel and initiates/recommends actions to eliminate discrepancies. Interprets policies and instructions for ARM functions. Reviews new instructions for content and applicability and notifies appropriate personnel of changes.

7.3.3. Evaluates ARM responsibilities or procedures as they pertain to deployed flying operations.

8. Training Decisions. This CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the 1C0X2 career field. The spectrum includes the strategy of when, where, and how to meet these training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a fragmented approach to training agreed upon during the STRT held 13-14 March 2023.

8.1. Initial Skills Training. All personnel entering the ARM specialty will complete the Aviation Resource Management Apprentice Course. Refer to DAFI 36-2670 for waiver request.

8.2. 5-Skill Level Upgrade Training Requirements. Enter personnel in 5-skill level upgrade training IAW DAFI 36-2670, AFMAN 11-421, and this CFETP. Minimum time in upgrade training is 12-months. Retraitees will adhere to a 9-month minimum. **Note:** The Wing Functional Manager or Chief, Host Aviation Resource Management will notify and send a training plan to MFMs when trainees exceed 18-months (30-months for ARC) of time in upgrade training.

8.3. 7-Skill Level Upgrade Training Requirements. Enter personnel in 7-skill level upgrade training IAW DAFI 36-2670, AFMAN 11-421, and this CFETP. Minimum time in upgrade training is 9-months. Retraitees will adhere to a 6-month minimum. **Note:** The Wing Functional Manager or Chief, Host Aviation Resource Management will notify and send a training plan to MFMs when trainees exceed 18-months (30-months for ARC) of time in upgrade training.

8.4. 9-Skill Level Upgrade Training Requirements. Upgrade training to the 9-skill level consists of the following: (1) Must be a SMSgt and (2) Previously awarded the 7-skill level, and (3) possess the SEI 066.

8.5. Chief Enlisted Manager (CEM 1C000) Training Requirements. The individual will be awarded AFSC 1C000 when selected for Chief Master Sergeant.

8.6. AETC Distance Learning (DL) Failure Policy. DL policy and procedures can be found on HQ USAF's Aviation Resource Management SharePoint site under "Field Guidance".
<https://usaf.dps.mil/teams/12984/SitePages/Home.aspx>

8.7. Upgrade Training (UGT) Waiver Case File. Refer to DAFI 36-2670.

8.8. AFRC. All new cross-trainee Air Reserve Technician (ART) hires who have satisfied the minimum Office of Personnel Management (OPM) standards, will immediately be militarily classified at the entry level AFSC. The ART supervisor will conduct an initial evaluation within 120 days from the date of hire using the current CFETP to access apprentice skill level qualifications. This includes completion of all mandatory requirements included in AFECD.

8.9. Civilian Hires. New 1C0X2 civilian hires accessing the ARMS database will attend the Aviation Resource Management Apprentice Course within the first year of hire. **Note:** Civilian hires may be waived from attending the Aviation Resource Management Apprentice Course at the discretion of the 1C0X2 MAJCOM FM. Newly hired civilians must meet 5-skill level upgrade requirements IAW the position description. Civilians hired under the Status of Forces Agreements (SOFA), Ministry of Defense (MOD) may attend the MAJCOM Formal Training courses. Civilians newly appointed to supervisory 1C0X2 positions will also meet the requirements in **paragraph 8.3** and meet all other 7-skill level requirements. Civilian training records will be maintained at MAJCOM FM's discretion.

8.10. MSgts without SEI 066. Training records will be maintained for MSgts who have not been

awarded the SEI 066.

8.11. **Air Force ARM Fundamental Web Based Training (WBT).** WBT shall be completed within 90 days (Active Duty) and 120 days (ARC) of attending any ARM course at 436 Training Squadron or USAF Expeditionary Center. **Exception:** The ARM Fundamental WBT is not required prior to attending the Report Writer Course at the 436th Training Squadron.

8.12. **Retraining Personnel.** Trainees must attend the 3-skill level in-resident training course. Refer to DAFI 36-2670 for waiver request.

9. **Community College of the Air Force (CCAF) Academic Programs.** See the CCAF web site for program details regarding the Associate in Applied Science degree.

9.1. **Enrollment in CCAF occurs upon completion of Basic Military Training.** CCAF provides the opportunity for all enlisted members to obtain an Associate in Applied Science degree. The student must complete requirements prior to separation from the Air Force, retirement, or commissioning as an officer, to be awarded the degree.

9.2. The Aviation Management program applies to AFSC 1C0X2 career field.

9.2.1. **Degree Requirements:** The individual must hold the 5-skill level to graduate in all programs.

Subject	Semester hours
Technical Education	24
Leadership, Management, and Military Studies	6
General Education	15
Program Electives	15
Total	60

9.2.1.1. **Technical Education (24 semester hours):** A minimum of 12 semester hours of Technical Core subjects/courses must be applied. The remaining semester hours will be applied to fulfill Technical Education and Program Elective requirements. Note: Reference Air Force Virtual Education Center (AFVEC) for more information.

9.2.1.2. **Leadership, Management, and Military Studies (6 semester hours):** Professional Military Education or civilian management courses. See *CCAF General Catalog* for application of civilian management courses.

9.2.1.3. **Physical Education (4 semester hours):** Satisfied upon completion of basic military training.







9.2.1.4. **General Education (15 semester hours):** Courses must meet the criteria for application of courses to the General Education Requirement and be in agreement with the





definitions of applicable General Education subjects/courses as outlined in the *CCAF General Catalog*. Note: Reference Air Force Virtual Education Center (AFVEC) for more information.

9.2.1.5. **Program Elective (15 semester hours):** Satisfied with applicable Technical Education, Leadership, Management, and Military Studies; or General Education subjects/courses.

9.2.2. See current CCAF catalog for specific details regarding the Associate of Applied Science of Aviation Management.

10. **Aviation Resource Management Career Path.** The chart below depicts this specialty's career path. This career path outlines when training is recommend for each level and function within this specialty.

1C0X2 Aviation Resource Management					
Rank	Upgrade Training	Professional Development	Functional Development	Career Ladder	Badge
 AB, Amn, A1C *6-16 mos	3-Level 1C032 Apprentice Graduate 3-lvl initial skills course 5-Level 1C052 Journeyman 5-lvl DL 5-lvl core tasks 12 months OJT	- FTAC - AF Trainer Course	- AFMAN 11-421 Recurring Training - MAJCOM Formal Training (HARM, SARM, Report Writer) - ARM WBT - Flying Hour WBT - AF COOL	- SARM Member - HARM Member	 Basic C2
 SrA *3 Years		- Airman Leadership School - AF Trainer Course		- SARM Member - HARM Member - Current Operations - Wing Scheduler	
 SSgt *4.5 Years	7 level 1C072 Craftsman 7-lvl DL 7-lvl In-residence course 7-lvl core tasks 12 months OJT	- NCOPEC - CCAF or accredited equivalent	- Instructor Certification - AFMAN 11-421 Recurring Training - MAJCOM Formal Training (HARM, SARM, Report Writer) - ARM WBT - Flying Hour WBT - AF COOL	- Asst NCOIC, SARM - Asst NCOIC, HARM - Asst NCOIC, Training - Asst NCOIC, Current Operations - Formal Trng Instructor	 Senior C2
 TSgt *9 Years	- AARM SEI 066 (TSgt Only – requires MFM approval)	- NCOPEC - CCAF or accredited equivalent - NCOA - SEJPME I		- NCOIC, SARM - NCOIC, HARM - NCOIC, Training - NCOIC, Current Operations - Formal Trng Instructor (Schoolhouse) - ARMS Functional Analyst (PMO)	

 *12 Years	7 level 1C072 Craftsman - AARM SEI 066	- CCAF or accredited equivalent - SNCOPEC - SNCOA - SEJPME II	- Continuing Professional Education & Development Re-Certification - 1C0X2 Host Aviation Resource Management Superintendent (271) - 1C0X2 Functional Manager Certification (SEI 063) - Instructor Certification - AFMAN 11-421 Recurring Training - MAJCOM Formal Training (HARM, SARM, Report Writer) - ARM WBT - Flying Hour WBT - AF COOL	- HAF Staff (EDT V1) - MAJCOM Staff (EDT V1) - Schoolhouse Instructor (EDT V2) - ARMS PMO (EDT V3) - Supt, HARM (EDT V4 or V5); (SEI 271) - 1C0X2 Wing Functional Manager - Supt, SARM - Sq Senior Enlisted Leader Exception: ARC has their own policy	 Master C2
 *17 Years	9 level 1C092 Superintendent		- Continuing Professional Education & Development Re-Certification - Instructor Certification	- MAJCOM Staff (EDT 1) - Supt, 1C0 Schoolhouse (EDT V2) - Supt, ARMS PMO (EDT V3) - Supt, HARM (SEI 271) - 1C0X2 Wing Functional Manger (FM) - Sq Senior Enlisted Leader	
 *21 Years	Chief Enlisted Manager (CEM)	- Chief Leadership Course		- CEM - MAJCOM Functional Manager (MFM) - Career Field Manager (CFM)	

*Denotes average time-in-service based on 2016 - 2019 promotion cycles.

SECTION C - SKILL LEVEL TRAINING REQUIREMENTS

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

12. Specialty Qualification Requirements.

12.1. Apprentice (3-skill level)/Journeyman (5-skill level) Training Requirements.

12.1.1. Specialty Qualifications.

12.1.1.1. **Knowledge.** Knowledge of the following is mandatory: rated, Career Enlisted Aviator (CEA), nonrated, non-CEA, operational support, and parachutist training, policy, and procedures; preparing and maintaining jump records; AMP operation management policy; aircrew upgrade and parachutist qualification; aircraft assignment; flying hour utilization; flight/parachutist incentive pay; ARMS database structure, and ARMS interface with other automated systems; report writer, deployment operations as they pertain to ARM functions.

12.1.1.2. **Education.** Completion of high school or equivalent, and satisfaction of requirements outlined in AFECD. Proficiency in MS Office applications is desirable for 5-level candidates.

12.1.1.3. **Training.** Completion of the Aviation Resource Management Apprentice Course is required for award of the 3-skill AFSC. Completion of the 5-skill level Distance Learning course and all applicable STS core and work center tasks are required prior to award of the 5-skill level.

12.1.1.4. **Experience.** Experience (minimum upgrade time IAW DAFI 36-2670) is mandatory for award of a skill level in this AFSC.

12.1.1.5. **Other.** Not Applicable.

12.1.2. **Training Systems/Resources.** Aviation Resource Management Apprentice Course and Aviation Resource Management Journeyman Course. Part II, Section A of this CFETP identifies all the knowledge and tasks with respective standards. A list of training courses to support this career field is in Part II, Section D.

12.2. Craftsman (7-skill level) Training Requirements.

12.2.1. Specialty Qualifications.

12.2.2. **Knowledge.** Additional knowledge of the following is mandatory: rated, CEA, nonrated, operational support, and parachutists training, policy, and procedures; preparing, processing, and maintaining AOs and jump records; AMP operation management policy; aircrew upgrade and parachute qualification; aircraft assignment; flying hour utilization; flight/parachutist incentive pay; ARMS functionality; ARMS database structure, and ARMS interface with other automated systems; report writer; deployment operations as they pertain to ARM functions; techniques for collecting and presenting statistical data and analytical summaries; and validating aircrew position identifiers in the personnel data system as it pertains to processing active or inactive AOs.

12.2.2.1. Supervisors/Trainers will manage OJT record documentation and maintenance (to include Distance Learning), building a master JQS, evaluating personnel, setting up training programs, mentoring, and upgrading a trainee's skill level.

12.2.3. **Education.** It is highly recommended that 7-skill level candidates obtain a CCAF Associate's degree.

12.2.4. **Experience.** Experience (minimum upgrade time IAW DAFI 36-2670) is mandatory for award of a skill level in this AFSC.

12.2.5. **Training.** Completion of the 7-skill level Distance Learning, 7-skill level in-residence course, applicable STS core tasks, and work center identified tasks.

12.2.6. **Other.** Not Applicable.

12.2.7. **Training Sources/Resources.** A list of all training courses to support this career field is in

Part II, Section B. MSgts and MSgt selects attend the Advanced Aviation Resource Manager Course (SEI 066).

12.2.8. **Implementation.** The 7-skill level is awarded upon completion of STS core and work center identified tasks, 7-skill level distance learning course, 7-skill level in-residence course, and upon recommendation of supervisor and commander.

12.3. Superintendent (9 skill-level) Training Requirements.

12.3.1. Specialty Qualifications

12.3.1.1. **Knowledge.** Knowledge of the following is mandatory: organization and personnel management principles; governing ARM policy, instructions, and deployment operations as they pertain to ARM functions; ARMS functionality; ARMS database structure, MilPDS database as it pertains to AMP operation flying authorization data, and ARMS interface with other automated data systems. Possess an understanding of how ARM functions interact with maintenance, finance, personnel, logistics, aerospace medicine, and other base agencies.

12.3.1.2. **Education.** Completion of CCAF or Associate's Degree is desired.

12.3.1.3. **Training.** Completion of Advanced Aviation Resource Manager Course (SEI 066) and Functional Manager Validation Course (SEI 063). Note: Air Reserve Component (ARC) equivalent SEI 063 Course established by Field Guidance.

12.3.1.4. **Other.** Not Applicable.

12.3.2. **Training Sources/Resources.** Advanced Aviation Resource Manager Course (SEI 066) and Functional Manager Course (SEI 063).

12.3.3. **Implementation.** 9-skill level will be awarded at the rank of SMSgt, and upon recommendation from supervisor and commander.

SECTION D - RESOURCE CONSTRAINTS

13. **Purpose.** This section identifies known resource constraints that preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Explanations of each resource constraint and its impact on training are included. Also included in this section are: actions required, office of primary responsibility, and target completion dates. Resource constraints will be, as a minimum, reviewed and updated annually.

14. Training Constraints. None.

SECTION E - TRANSITIONAL TRAINING GUIDE

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

PART II

SECTION A - SPECIALTY TRAINING STANDARD

15. **Implementation.** Implementation of this Specialty Training Standard (STS) for technical training provided by AETC is scheduled with the class entering 10 Jan 2022 for 3-skill level training and class entering 8 Nov 2021 for 7-skill level training.

16. **Purpose.** As prescribed, this STS:

16.1. Lists in the column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and Technical References (TR) necessary for Airmen to perform duties in the 3-, 5-, and 7-skill level. Number task statements sequentially (i.e., 1.1, 1.2, and 2.1). Column 2 (Core Tasks) identified, by asterisk (*) or plus sign (+), identifies specialty-wide training requirements.

16.2. Provides certification for OJT. Column 3 is used to record completion of tasks and knowledge training requirements. For OJT documentation and transcription procedures, see DAFI 36-2670, *Total Force Development*.

16.3. Shows formal training and correspondence course requirements. Column 4 shows the proficiency codes for the Distance Learning 5-/7-skill level courses as well as the 3-/7-skill level residence courses.

16.4. Qualitative Requirements. The proficiency code key is used to indicate the level of training and knowledge provided by distance learning and resident training.

17. **Recommendations.** Comments and recommendations are invited concerning the quality of AETC training. Reference the STS and address correspondence requiring changes to 334th TRS/TRR, 610 Hangar Rd, Keesler AFB, MS 39534-2335.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

ADRIAN L. SPAIN, Maj Gen, USAF
Director of Training and Readiness

Proficiency Code Key		
	Scale Value	Definition
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task (Extremely limited)
	2	Can do most parts of the task. Needs only help on hardest parts (Partially Proficient)
	3	Can do all parts of the tasks. 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)

Explanation:

****Important**** All core task STS items will be trained to the **“3c proficiency code”**.

1. A “+” sign indicates a critical task that requires a task certification.
2. A “*” sign indicates a task knowledge scale value that may be used alone or with a task performance scale value to define a level of knowledge for a specific task.
3. A “**” sign indicates a subject knowledge scale value that 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.
4. A “-” sign is used alone instead of a scale value to show that no proficiency training is provided in the course or DL.
5. A “x” mark is used alone in the course columns to show that training is required but not given due to limitation in resources.
6. A “^” sign indicates a task for ARC personnel.
7. A “*” sign before the task, knowledge and technical reference indicates that the task is a Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE) requirement.

Note: All tasks and knowledge items shown with a proficiency code are trained during wartime.

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/ Information Provided (See Note)				
	A	B	C	A	B	C	D	E	A Distance Learning		B Resident Course		
	3 Lvl	5 Lvl	7 Lvl	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	5-lvl	7-lvl	3-lvl	7-lvl	
1. Career Progression TR: AFECD, CFETP 1C0X2, Education and Training Course Announcement (ETCA), and AFMAN 11-421.													
1.1. 1C0X2 Functional Areas (HARM, SARM, TARM, Current Ops, Aircrew Training, Stan/Eval, Scheduling)	-	-	-							A	B	A	-
1.2. Wing/Unit Mission Immersion	-	-	-							-	-	-	-
1.3. Duties of AFSC 1C032/1C052/1C072/1C092/1C000	-	-	-							A	-	A	-
1.4. Roles and Responsibilities of 1C0X2 Leadership Positions (e.g. CFM, MFM, FM, CHARM)	-	-	-							A	B	A	-

1.5. ARM Group Functions (e.g. ARM Working and Advisory Council (AWAC), ARM Working Group (AWG), and ARM Steering Group (ASG))	-	-	-						A	B	-	-
1.6. SEI 066/271/063 (Obtain/Maintain)	-	-	-						A	B	-	-
1.7. Enlisted Development Team (EDT) (Vectors, requirements, and positions) (N/A for ARC)	-	-	-						-	B	-	-
1.8. AFRC Enlisted Development Process (N/A for RegAF and ANG)	-	-	-						-	-	-	-
2. Security TR: AFI 10-701, AFI 31-101, AFI 33-332, and DD Form 2056.												
2.1. *Vulnerabilities of Operations Security (OPSEC) Specific to AFSC 1C0X2	-	-	-						B	-	A	-
2.2. Safeguarding of Personally Identifiable Information (PII) Specific to AFSC 1C0X2	-	-	-						B	-	A	-
2.3. Unit Readiness Reporting Classification (i.e. Aircrew Training)	-	-	-						A	B	-	-
3. Enlisted Specialty Training (EST) TR: AF Form 623, AF Form 623A, AF Form 797, AF Form 803, AF Form 1098, AF Form 2096, AFMAN 11-421, AFI 36-2101, AFI 36-2651, AFI 36-2406, AFI 36-2502, CFETP 1C0X2, AFECDD, and AF E-Publishing.												
3.1. On-the-Job Training (OJT) Program												
3.1.1. Navigate Electronic Training Record	-	*	-						a	b	a	2b
3.1.2. Electronic Training Record (Starting/Completing Tasks, Journal Entries)	-	*	-						a	b	-	2b
3.1.3. Build Master Training Plan (MTL/MTP/CFETP/STS)	-	-	*						a	b	-	2b
3.1.4. Manage Task Groups (CFETP/STS)	-	-	*						a	b	-	2b

3.1.5. Evaluate Task (Conducting, Documenting)	-	-	*						a	b	-	2b
3.3. AETC Distance Learning (DL) TR: AFMAN11-421, USAF EOS 1C0X2 SharePoint, and DL Policy letter.												
3.3.1. AETC Distance Learning (DL) Roles and Responsibilities (Trainee, Supervising, Proctoring, Scheduling, Disenrollment, Re-enrollment Procedures)	-	*	-						A	B	B	-
4. Publications, Forms Supplements and Continuity Procedures to include SharePoint TR: AFMAN 11-421, AF E-Publishing, and DAFI 90-160.												
4.1. Use Forms/Publications	-	*	-						-	-	2b	-
4.2. Waiver/Tier Authorities	-	-	*						A	B	-	-
4.3. 1C0X2 SharePoint Sites (i.e. HAF/PMO/MAJCOM)	-	*	-						A	-	-	-
4.4. Develop Work Center Procedures	-	-	*						-	-	-	-
5. ARMS TR: AFMAN 11-421 and ARMS Help File.												
5.1. *Navigate ARMS	-	*	-						-	-	2b	-
5.2. Interfaces TR: AFMAN 11-421 and Automated Aircrew Management User Manual.												
5.2.1. ARM System Interfaces (MilPDS)	-	*	-						A	B	-	-
5.2.2. Envision	-	-	-						B	-	A	-
5.2.3. Scheduling System Interfaces	-	*	-						-	-	A	-
5.3. Operations TR: AFMAN 11-421.												
5.3.1. ARM Operations (Deployment & TDY)	-	*	-						B	-	A	-
5.3.2. Aircrew/Missileer/Parachutist (AMP) Readiness (e.g. Mission Essential Task (MET) List)	-	-	*						A	B	-	-

5.3.3. Validate Aircrew/Parachutist Deployment Status (i.e. Contingency Exercise and Deployment (CED), Line Remarks, FAC 6 Waivers, UMD Positions)	-	*	-						A	B	-	-
5.3.4. *Comm-Out	-	-	-						-	-	B	-
5.3.5. *Process Mishap Procedures (HARM/SARM)	-	+	-						b	-	2b	-
6. Report Writer TR: Report Writer Guide.												
6.1. Navigate	-	*	-						-	-	2b	-
6.2. Create (Topic/View/Report)	-	+	-						-	-	-	-
6.3. Run Report	-	*	-						-	-	2b	-
6.4. Export/Tailor Report (i.e. Microsoft Office)	-	*	-						-	-	2b	-
6.5. Validate Data	-	*	-						-	-	-	2b
7. AMP Operation Management TR: AFMAN 11-421 and Missileer. Guide.												
7.1. Rated	-	*	-						A	B	A	-
7.2. Career Enlisted Aviators (CEA)	-	*	-						A	B	A	-
7.3. Non-Rated Officer/Non-CEA	-	*	-						A	B	A	-
7.4. Operational Support	-	*	-						A	B	A	-
7.5. Foreign Military Aviators	-	-	-						A	B	A	-
7.6. Parachutists	-	*	-						A	B	A	-
7.7. Missileers	-	-	-						A	B	A	-
7.8. Civilians	-	-	-						A	B	A	-
7.9. Contractors	-	-	-						A	B	A	-
7.10. Special Warfare Airmen	-	*	-						A	B	A	-
7.11. Aircrew Qualification/Certification TR: AFMAN 11-202V1, AFI 11-202V2, AFI 11-2MDS SpecificV1, AFI 11-2MDS SpecificV2, DAFMAN 11-401, AFMAN 11-421, and AF Form 4324.												

7.11.1. Aircraft Assignment and Aviation/parachutist/missile operation Certification Codes	-	*	-						A	-	A	-
7.11.2. Update Aircraft Assignment/Aircrew Qualification/Certification Codes	-	*	-						b	-	2b	-
7.12. Medical Status TR: DD Form 2992, DAFMAN 11-401, AFMAN 11-402, AFMAN 11-421, AFI 44-170, DAFMAN 48-123, HAF 1C0X2 SharePoint, and ASIMS Guide.												
7.12.1. Flight Medical Examinations	-	*	-						B	C	A	-
7.12.2. *Reconcile Flight Medical Examinations	-	*	-						-	-	-	2c
7.12.3. Process Medical Certification	-	+	-						b	-	2b	-
7.12.4. *Process Physical Availability Status	-	+	-						b	-	2b	-
7.12.5. Navigate Aeromedical Services Information Management System (ASIMS)	-	*	-						b	-	a	-
7.13. Physiological Training TR: AF Form 1274, AF 1522, AFMAN 11-403, AFMAN 11-404, AFMAN 11-421, and HAF 1C0X2 SharePoint.												
7.13.1. Physiological Formal Training Courses (i.e. Reduced Oxygen Breathing Device (ROBD), Chamber, Centrifuge)	-	*	-						A	-	A	-
7.13.2. Process Physiological Training	-	+	-						b	-	2b	-
7.13.3. Process Centrifuge Training	-	*	-						b		2b	-
8. Flying Hour Management TR: AFMAN 11-101, AFMAN 11-202V3, DAFMAN 11-401, AFMAN 11-421, AFI 21-101, AFI 21-103, AFI 65-503. AFTO Form 781, AFD 11-1, and AF E-Publishing.												
8.1. Flight Time Documentation												
8.1.1. Forms (e.g. AF Form 3520, AF Form 3521, AFTO Form 781, Extracts, Hostile Airspace Letter)	-	*	-						A	-	A	-
8.1.2. Review	-	+	-						b	-	2b	-

8.1.3 Combat/Combat Support Time	-	-	-						A	-	-	-
8.1.4. Input	-	+	-						b	-	2b	-
8.1.5. Audit	-	+	-						b	-	2b	-
8.2. Flying Hour Products TR: AFMAN 11-421 and Aviation Resource Management System (ARMS).												
8.2.1. Reports (e.g. Flying Time Maximums, IFR, FHR, IFTS)	-	*	-						A	B	A	-
8.2.2. Request	-	*	-						b	-	2b	-
8.2.3. Audit	-	*	-						b	-	2b	-
8.2.4. Reconcile Career/Flying History Report Totals	-	-	*						-	b	-	2b
8.3. Aircraft Flying Hour Program TR: AFMAN 11-101, DAFMAN 11-401, AFMAN 11-421, AFI 21-101, AFI 21-103, and AFTO Form 781.												
8.3.1. Reconcile (Aircraft Utilization Report)	-	*	-						b	-	a	2c
8.3.2. Allocation (Unit/Wing/MAJCOM)	-	-	*						A	B	-	C
8.3.3. Reporting Process	-	*	-						A	-	-	-
8.3.4. Mission Symbols	-	*	-						A	-	-	-
9. Parachutists Management TR: AF Form 4323, AF Form 196, AF Form 922, AF Form 1098, AF Form 4322, DAFMAN 11-401, AFMAN 11-402, AFI 11-410, AFMAN 11-421, AFI 16-1202, ARMS, and AF E-Publishing												
9.1. Jump Status (Temporary/Active)	-	*	-						A	B	A	-
9.2. Jump Documentation												
9.2.1. Forms (e.g. AF 3503)	-	*	-						A	B	A	-
9.2.2. Review	-	*	-						b	-	-	2b

9.2.3. Input	-	*	-						b	-	-	2b
9.2.4. Audit	-	*	-						b	-	-	2b
9.3. Jump Products												
9.3.1. Reports (e.g. IJAS, IJR, JHR)	-	*	-						A	B	A	-
9.3.2. Request	-	*	-						-	-	-	-
9.3.3. Audit	-	*	-						-	A	-	-
9.3.4. Reconcile Career Totals	-	-	*						-	b	-	2b
9.4. Jump Qualifications												
9.4.1. Parachutists Qualifications (Static-Line/ Military Freefall (MFF)/Jumpmaster/Dive/Demo/ AIE)	-	-	-						A	B	A	-
10. Missileer Management TR: Missileer Guide.												
10.1. Missileer Documentation												
10.1.1. Forms (e.g. AFGSC 3520I)	-	-	-						A	-	-	-
10.1.2. Review	-	-	-						-	-	-	-
10.1.3. Input	-	-	-						-	-	-	-
10.1.4. Audit	-	-	-						-	-	-	-
10.2. Missileer Products												
10.2.1. Reports	-	-	-						-	-	-	-
10.2.2. Request	-	-	-						-	-	-	-
10.2.3. Audit	-	-	-						-	-	-	-
10.2.4. Reconcile Career Totals	-	-	-						-	-	-	-
10.3. Missileers												
10.3.1. Missileers Qualifications	-	-	-						-	-	-	-
10.3.2. Process Missileer Documentation	-	-	-						-	-	-	-
11. Resource Management TR: DAFMAN 11-401, AFMAN 11- 402, AFMAN 11-403, AFMAN 11-404, AFI 11-410, AFI 11-412, AFMAN 11- 421, AFMAN 11-404, AFI 48-123, AFI 65-503, AFMAN 65-116V1, AFMAN 65-116V2, AFMAN 65-116V3, DoD FMR 7000.14R Vol. 7A, and ARMS.												

11.1. Resource Reports (e.g. AMSL, ASPSL, CHARM)	-	*	-						A	B	A	-
11.2. Request Resource Reports	-	*	-						b	-	2b	-
11.3. Audit Resource Reports	-	*	-						b	c	2b	2c
11.4. Determine Management Actions	-	-	*						-	c	-	2c
11.5. Aeronautical Rating Boards (ARB) (Inter-service Transfer)	-	-	*						A	B	-	-
11.6. Flight Evaluation Boards (FEB)	-	-	*						A	B	-	-
11.7. Requalification/Disqualification/Suspension/Revalidation	-	-	*						A	B	A	-
11.8. Aviation Service Date (ASD) Adjustment	-	-	*						A	B	-	-
11.9. Operational Flying Duty Accumulator (OFDA)	-	*	-						A	B	A	-
11.10. Calculate OFDA	-	*	-						a	b	-	-
11.11. OFDA Exception to Policy	-	-	*						A	B	-	-
11.12. ARMS Management Codes TR: DAFMAN 11-401, AFMAN 11-402, AFI 11-412, AFPD 11-4 and AFMAN 11-421.												
11.12.1. Aircrew Position Indicator (API)	-	*	-						A	B	A	-
11.12.2. Flying Activity Code (FAC)	-	*	-						A	B	A	-
11.12.3. Aviation Service Code (ASC)	-	*	-						A	B	A	-
11.13. Manpower TR: AF Form 480, DAFMAN 11-401, AFMAN 11-402, AFI 11-410, AFI 11-412, AFI 38-201, Unit Personnel Manpower Roster (UPMR), Unit Manpower Document (UMD), HARM Manpower Standard, and SARM Manpower Standard												
11.13.1. Manpower Documents Relating to Aircrew & Parachutist Management	-	-	*						A	B	-	-
11.13.2. Manpower Determinate Specific to AFSC 1C0X2	-	-	*						A	B	-	-

11.14. Flight/Jump Attachment TR: DAFMAN 11-401.												
11.14.1. Flight/Jump Attachment Procedures	-	*	-						B	-	-	-
11.15. Ratings and Badges TR: AF Form 196, AF Form 1887, DAFMAN 11-401, AFMAN11-402, AFI 11-410, AFMAN 11-421, and AF E- Publishing.												
11.15.1. Ratings and Badges	-	*	-						B	-	A	-
11.15.2. Validate Ratings and Badges	-	-	*						-	b	-	2b
11.16. Aeronautical Orders (AO) TR: AF Form 1887, DAFMAN 11-401, AFMAN 11-402, AFI 11-410, AFMAN 11-421, HAF 1C0X2 SharePoint, and AF E-Publishing.												
11.16.1. Aeronautical Orders (AO)	-	*	-						A	-	A	-
11.16.2. Publish Aeronautical Orders (AO)	-	*	-						b	-	2b	-
11.16.3 Update Aviation Service Codes (ASC)/Record Set	-	*	-						-	-	a	-
11.17. Incentive Pay TR: AF Form 1520A, AF Form 1520, AF Form 1521, AF Form 1887, DAFMAN 11-401, AFMAN 11-402, AFI 11-410, AFMAN 11-421, AFMAN 65-116V1, AFMAN 65-116V2, AFMAN 65- 116V3, DD Form 114, DoD FMR 7000.14R, Vol.7A, Computer Generated AO, DoDI 7730.67, Aviation Incentive Pays and Bonus Program, Section 334 of Title 37, U.S.C., Case Management System (CMS) Guide, HAF 1C0X2 SharePoint, and AF E-Publishing.												
11.17.1. Determine Eligibility for Aviation Incentive Pay	-	-	+						b	c	a	2c
11.17.2. Audit Flight Pay Control Documents or Equivalent	-	-	*						-	b	-	-
11.17.3. Determine Eligibility for Parachutists' Pay (Static and Military Freefall (MFF))	-	-	+						b	c	a	2c

11.17.4. Determine Eligibility for Special Warfare Skills Incentive Pay	-	-	-							b	b	-	-
11.17.5. Audit Jump Pay Control Documents or Equivalent	-	-	*							-	b	-	-
11.17.6. Determine Eligibility for ARC Incentive Pay (7 skill-level critical task for ARC only)	-	-	^							a	b	a	-
11.17.7. ARC Incentive Pay Management (7 level critical task for ARC only)	-	-	^							-	B	-	-
11.17.8. Assignment Incentive Pay (ICBM)	-	-	-							A	-	-	-
11.17.9. Process Military Pay/CMS Actions	-	-	+							a	b	a	-
11.18. ARMS Electronic Record, Jump Record Folder (JRF), Missileer Record Folder (MRF) TR: DAFMAN 11-401, AFMAN 11-421, HAF 1C0X2 SharePoint and Missileer Guide.													
11.18.1. Construct (if applicable)	-	-	-							b	-	a	-
11.18.2. Audit	-	*	-							b	b	a	-
11.18.3. Conduct Individual Records Review	-	-	-							b	b	2b	-
11.19. HARM Processes TR: AFMAN 11-421													
11.19.1. Complete HARM In-/Out-Processing	-	*	-							b	-	2b	-
12. Squadron Aviation Resource Management (SARM) TR: AFMAN 11-421 and Missileer Guide and Source Documents (e.g. Form 8).													
12.1. Types of Aircrew Flight Evaluations/ Qualifications	-	-	-							A	-	-	-
12.2. Flight Evaluation Folder (FEF)	-	-	-							A	B	A	-
12.3. Missile Evaluation Folder (MEF)	-	-	-							-	-	-	-
12.4. *Missile Alert Duty Order (MADO)	-	-	-							A	-	A	-
12.5. *Flight Authorization (e.g. 4327, 4327a)	-	*	-							A	-	A	-

12.6. Complete SARM In/Out-Processing	-	*	-						b	-	2b	-
12.7. Squadron Operations Center Duties TR: AFMAN 11-421.												
12.7.1. *Perform Go/No Go Procedures	-	+	-						A	-	2b	-
12.7.2. Orientation Flight/Indoctrination/Noninterference/Go/No Go	-	-	-						A	-	-	-
12.7.3. *Update Daily Flight Schedule	-	-	-						b	-	2b	-
12.7.4. *Coordinate Mission Requirements With Other Agencies	-	-	-						b	-	2b	-
12.7.5. *Perform Radio Procedures	-	-	-						-	-	2b	-
12.7.6. *Perform Emergency Action Procedures (EAP)	-	-	-						b	-	2b	-
12.7.7. Perform Post Mission Review Procedures	-	+	-						b	-	2b	-
12.7.8. ARC Duty Status Codes	-	*	-						B	B	A	-
13. AMP Operation Training TR: AF Form 4323, AF Form 922, AF Form 1098, AF Form 1522, AFI 11-202V1, AFI 11-2 MDS SpecificV1, AFI 11-301, DAFMAN 11-401, AFI 11-410, AFMAN 11-421, AFI 13-219, AFI 16-1202, AFI 16-1301, the Education Training Course Announcement (ETCA), Missileer Guide, ARMS, and AF E-Publishing.												
13.1. Phases of Training (BAQ, BMC, and CMR)	-	-	-						B	-	A	-
13.2. Training Accomplishments												
13.2.1. Source Documents (e.g. MAR, TAR, AF Form 1522)	-	*	-						A	-	A	-
13.2.2. Review	-	*	-						b	-	a	-
13.2.3. Input	-	*	-						b	-	2b	-
13.2.4. Audit	-	+	-						b	-	2b	-
13.2.5. Aviation/Missileer/Parachutist Training Management Folder	-	-	-						-	-	-	-
13.3. Training Program												

13.3.1. Program/MDS Codes	-	-	*						A	B	A	-
13.3.2. Task Identifiers	-	*	-						A	B	A	-
13.3.3. Training Profiles	-	*	-						A	B	A	-
13.3.4. Create Profile	-	-	*						b	c	a	2c
13.3.5. Determine Frequency, Volume, Restrictions, and Dual Credits	-	-	*						b	c	-	2c
13.3.6. Assign Training Profiles	-	*	-						b	c	2b	-
13.3.7. Profile Management Audits (e.g. Training Profile Assignment Listing (TPAL), LOX, AF Form 4324, TAR/MAR)	-	*	-						B	-	-	-
13.3.8. Conduct Triangle Audit	-	*	-						b	c	-	2c
13.3.9. Training Profile Master List (TPML) Audit	-	-	*						-	B	-	-
13.3.10. Proration (e.g. initial, PCS, and upgrade, qualification)	-	*	-						b	c	a	-
13.3.11. Tailor Individual Training Events	-	*	-						b	c	-	-
13.3.12. Process End of Training Cycle Procedures	-	-	*						b	c	-	2c
13.3.13. Conduct ARMS Training Rollover	-	-	-						b	b	-	-
13.3.14. Ready Aircrew Program (RAP) Tasking Message	-	*	-						A	B	-	-
13.4. Training Reports												
13.4.1. Reports (e.g. ITR, ITS, TPAL)	-	*	-						A	-	A	-
13.4.2. Request	-	*	-						b	-	2b	-
13.4.3. Audit	-	*	-						b	-	2b	-
14. Current Operations/Wing Scheduling TR: AFI 11-201, AFI 11-209, AFI 11-221, DAFMAN 11-401, AFMAN 11-421, AFI 13-201, AFI 21-101, AFI 11-204, and Airman's Information Manual-FAA.												
14.1. Schedule Systems	-	-	-						-	-	-	-
14.2. Airspace Schedule	-	-	-						-	-	-	-

14.3. Orientation Flight Program	-	-	-							A	-	-	-
14.4. Maintenance & Operations Coordination	-	-	-							-	-	-	-
14.5. Mission Planning (e.g. Prior Permission Required (PPRs))	-	-	-							-	-	-	-

SECTION B – COURSE OBJECTIVE LIST

A detailed listing of AETC technical training course objectives may be obtained by written request to the 334 TRS/TRR at Keesler AFB, MS.

SECTION C – NOT USED

SECTION D – TRAINING COURSE INDEX

Purpose. This section of the CFETP identifies training courses available for the specialty. Refer to Education and Training Course Announcement (ETCA) for information on all courses listed in this index.

Air Force In-Residence Courses:

<u>Course Number/Course Title</u>	<u>Location</u>
E3ABR1C032 00VE/Aviation Resource Management Apprentice Course (Current)	Keesler AFB, MS
E3ACR1C072 00AB/Aviation Resource Management Craftsman Course (Current)	Keesler AFB, MS
E3AZR1C092 00VE/Advanced Aviation Resource Management Course (Current)	Keesler AFB, MS
E3ABR1C032 00VF/Aviation Resource Management Apprentice (Effective: 04 Oct 2023)	
E6ANW1C052 00JB /Aviation Resource Management Journeyman DL (Effective: 01 Nov 2023)	
E6ACW1C072 00CB/Aviation Resource Management Craftsman DL (Effective: 03 Jan 2024)	
E3ACR1C072 00CB/Aviation Resource Management Craftsman Resident (Effective: 05 Feb 2024)	
E3AZR1C092 00VF/Advanced Aviation Resource Manager (Effective: 24 Jan 2022)	

Extension Course Institute (ECI) Courses

Course Number/Course Title: N/A

SECTION E – MAJCOM FORMAL SCHOOLS

<u>Course Number/Course Title</u>	<u>Location</u>
3D0/AMC HARM Course	JB MDL, NJ
30V/AMC SARM Course	JB MDL, NJ
AARM Recertification	Keesler AFB, MS
3J5ACC1C0X2 000/ACC HARM Course	Dyess AFB, TX
3J5ACC1C0X2 001/ACC SARM Course	Dyess AFB, TX
3J5ACC1C0X2 002/ACC ARM Report Writer Course	Dyess AFB, TX
3J5ACC1C0X2 004/ACC Functional Manager Course	Dyess AFB, TX