

# MATERIEL MANAGEMENT AFSC 2S0XX

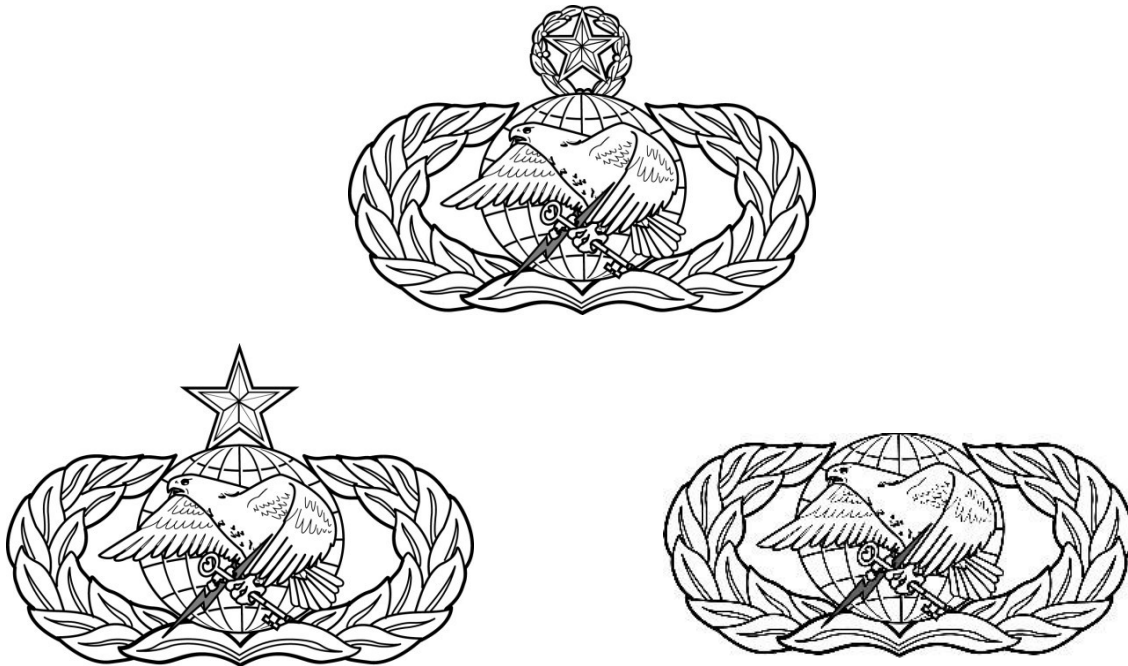


## CAREER FIELD EDUCATION AND TRAINING PLAN

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## *Materiel Management/Fuels Badges*



### *HERALDRY:*

*The falcon at the center of the badge symbolizes the Air Force. It also symbolizes the strength, dedication, and devotion to duty of materiel management and fuels personnel who support the generation and employment of aerospace forces across the spectrum of warfare. In its talons, the falcon is holding a key and a bolt of lightning.*

*The bolt of lightning represents military strength and wartime readiness.*

*The key symbolizes the security, safekeeping, and control of supplies, in the old "Quartermaster Corps" tradition.*

*The crossed key and lightning bolt indicates that military strength and wartime readiness can only be achieved through the support provided by professional materiel management personnel.*

*The globe is symbolic of the extensive range of materiel management and fuels support which is worldwide.*

*The olive branch surrounding the badge symbolizes the peace aerospace forces provided through professional materiel management corps.*

*The three levels of award are signified by the addition of a star centered above the falcon for the senior level and a star surrounded by an olive branch for the master level.*

*Personnel can find specific guidance for the wear of the Materiel Management/Fuels badge in AFI 36-2903, Dress and Personal Appearance of Air Force Personnel. Enlisted materiel management personnel are awarded the basic badge after completing initial 3-level training, the senior badge after award of the 7-level, and the master badge as a Master Sergeant or above with 5 years in the specialty from award of the 7-level.*

## Materiel Management Logo



- The **Lions** represent the Materiel Managers all around the world that have the courage and strength to excel in any environment. The shape of their tails spell 2S. They are the pride that represents our mighty Materiel Management 2S0X1 family. The acronym for P.R.I.D.E. also represents the competences that we should embody and strive to exemplify as Airmen.
- **Perseverance** (Never give up on the mission despite the difficulty of the task.)
- **Resilience** (Foster the mental, physical, social and spiritual fitness to bounce back and thrive from any situation.)
- **Initiative** (Take ownership of your career, put great individual effort towards becoming a more knowledgeable and proficient Airman.)
- **Discipline** (Supply discipline must always be at the forefront of your Materiel Management actions. Follow and enforce policy.)
- **Efficiency** (The quality of our work dictates how effective we are. Be efficient with the stock, store, issue and inventory of materiel that you are accountable for.)
- The **Chain and Globe** keeps us linked together and represents the highly effective, war ready supply chain management that we provide around the world.
- The **Key** symbolizes the security, safekeeping, and control of supplies. The **Lightning Bolt** represents military strength and wartime readiness. The crossed key and lightning bolt indicates that military strength and wartime readiness can only be achieved through the synergy provided by Materiel Management Airmen at every level of the Air Force. One Team, One Fight!
- **SUP SUP-DAMN RIGHT** is our historical Supply chant.

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# MATERIEL MANAGEMENT SPECIALTY AFSC 2S0XX CAREER FIELD EDUCATION AND TRAINING PLAN

## Part I

### *Preface*

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education/training requirements, training support resources, and minimum core task requirements for AFSC 2S0XX. The CFETP provides personnel a clear career path to success and instills rigor in all aspects of career field training. **NOTE:** Civilians occupying associated positions may use Part II of this document to support duty position qualification training.

1.1. This CFETP consists of two parts, used by supervisors to plan, manage, and control training within the career field.

1.2. **Part I** provides information necessary for overall management of the specialty. **Section A** gives general information and explains the purpose and how to use the plan; **Section B** identifies career field progression information to include duties and responsibilities, specialty qualifications, skill level upgrade requirements, and Community College of the Air Force information; **Section C** outlines knowledge, education, training, and other qualifications required for entry, award and retention of each skill level; **Section D** indicates resource constraints; **Section E** identifies transition training guide requirements for SSgt through MSgt.

1.3. **Part II** includes the following: **Section A** identifies the Specialty Training Standard (STS). Attachment one of Section A lists the proficiency codes used for each task. Attachment two lists all tasks, core tasks, proficiency codes and technical references to support Air Education and Training Command (AETC) and On-the-Job Training (OJT). Additionally, attachment three of Section A identifies mandatory training for Materiel Management Unit Type Codes (UTC). Supervisors and Unit Training Managers must use this attachment to certify 2S0XX Airmen for UTC-specific training prior to deployment for contingency operations. **Section B** (Course Objective List) is not used. **Section C** (Support Materials) identifies qualification training packages (QTP) and special experience identifiers (SEI). **Section D** identifies a training course index that supervisors can use to determine resources available to support training. Included here are both mandatory and optional courses. **Section E** (MAJCOM Unique Requirements) is not used. **Section F** identifies training program points of contact. **Section G** identifies training program regulations. **Section H** describes Materiel Management Enlisted Career Broadening Program training objectives, program qualifications, and program administration.

2. Using guidance provided in this CFETP will ensure individuals in 2S0XX career field receive effective and efficient training at the appropriate point in their career. At unit level, supervisors, trainers, and training managers use this CFETP to identify, plan, and conduct training commensurate with the overall goals of this plan. All OJT tasks identified by a dash (-) will be trained to the 3c level of proficiency. 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 who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills and knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of the AFS.

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

**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. It is the formal training contract between the AFCFM and AETC for formal accession and life-cycle skills training.

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

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

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

**Contract Training.** Type 1 training that receives the same priority funding as Air Force-directed training. It supports initial groups of instructors and operators the Air Force requires for new or modified weapon systems.

**Core Task.** Tasks the AFCFM identify as minimum qualification requirements for everyone within an AFSC, regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC. Guidance for using core tasks can be found in the applicable CFETP narrative.

**Course Objective List (COL).** A publication derived from initial and advanced skills course training standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3- or 7-skill level in this career field. Supervisors use the COL to assist in conducting CFETP graduate evaluations in accordance with AFI 36-2651, *Basic Military and Technical Training*.

**Course Training Standard (CTS).** Training standard that identifies the training members will receive in a specific course.

**Critical Task.** A task that requires specific training and certification prioritized above other tasks. Tasks may be defined as critical either through AFI, Technical Orders, higher headquarters, or at any level in the unit.

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

**Deployment Task.** Deployment tasks are any tasks identified by higher headquarters for personnel to perform during deployments, contingencies, or wartime. Deployment tasks may be specified for a particular skill level or in general across the AFSC. Guidance for using core tasks can be found in the applicable CFETP narrative.

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

**Enlisted Specialty Training (EST).** A mix of formal training (technical school) and OJT to qualify and upgrade

airmen in each skill level of a specialty.

**Expeditionary Training.** Training for tasks identified by higher headquarters for personnel to perform during contingencies or wartime. Training for these tasks may be provided through formal or on-the-job training.

**Exportable Course.** Instructional packages that personnel design for use in the field. The course may include printed, computer-based, or other audiovisual materials.

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

**Functional Advisory Council (FAC).** The FAC consists of the CFM and MAJCOM-level functional leadership as well as other key force development stakeholders. FACs prepare senior leaders with a comprehensive understanding of functional, cross-functional and institutional personnel requirements pertaining to a particular career field and advises on management strategies to sustain and improve capabilities. Additionally, the FAC validates the career progression roadmap by comparing career field needs (requirements) against career field capabilities (inventory), providing a summary of projected requirements (to include grade, AFSC, experience level, and number of valid personnel authorizations that must be filled).

**Functional Area Managers (FAM).** The individual accountable for the management and oversight of all personnel and equipment within a specific functional area to support the operational planning and execution. Responsibilities include, but are not limited to, developing and reviewing policy; developing, managing, and maintaining UTCs; developing criteria for and monitoring readiness reporting; force posturing; and analysis. At each level of responsibility (Headquarters Air Force, MAJCOM, Air Component, FOA, DRU, and unit), the FAM should be the most highly knowledgeable and experienced person within the functional area and have the widest range of visibility over the functional area readiness and capability issues.

**Functional Manager.** Senior leaders, designated by the appropriate functional authority (FA) who provide day-to-day management responsibility over specific functional communities at the Air Force Installation and Mission Support Center (AFIMSC), MAJCOM, FOA, DRU, or ARC level. While they should maintain an institutional focus in regards to resource development and distribution, FMs are responsible for ensuring their specialties are equipped, developed, and sustained to meet the functional community's mission as well as encourage force development opportunities in order to meet future needs of the total Air Force mission.

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

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

**Initial Skills Training.** A formal school course that results in an AFSC 3-skill level award for enlisted or mandatory training for upgrade to the status of qualified for officers.

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

**Master Training Plan (MTP).** Employs a strategy for ensuring the completion of all work center job requirements by using a Master task Listing and provides milestones for task, CDC completion, and prioritizes deployment/UTC, home station training tasks, upgrade, and qualification tasks.

**Mission-Ready Airman.** A technical training graduate certified on AFCFM-defined tasks that are required to be performed at the next duty station, following course completion.



**No Go.** Trainee has not gained enough skill, knowledge, and experience to perform task without supervision. Does not meet task standard.

**Occupational Analysis Report (OAR).** A detailed report showing the results of an occupational survey of tasks performed within a particular AFS.

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

**Proficiency Training.** Additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade.

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

**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.

**Quota Type.** A two-character code within AFTMS used to indicate the student's active duty status (i.e., airman, officer, or civilian) and the travel funding status (i.e., AETC-funded, unit-funded, or non-TDY). (NOTE: The "N" funding status is usually used for NPS pipeline students, PCS-length schools 20 weeks or longer, or non-active duty Air Force users). The particular codes are as follows:

<b>1st Digit</b> (Active Duty Status)	<b>2nd Digit</b> (Travel Funding Status)
A (airman)	T (AETC-funded)
O (officer)	P (unit-funded)
C (civilian)	N (non-TDY)

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

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

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

**Specialty Training Standard (STS).** An Air Force publication (typically inserted as Part 2 of theCFETP) that describes an Air Force specialty in terms of tasks and knowledge that an airman in that specialty may be expected to perform or to know on the job. Also identifies the training provided to achieve a 3-, 5-, or 7- skill level within an enlisted AFS. It further serves as a contract between AETC and the functional user to show which of the overall training requirements for an Air Force Specialty Code (AFSC) are taught in formal schools and correspondence courses.

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

**Task Certifier.** See Certification Official.

**Third Party Certification.** Is an evaluation of completed training conducted by the task certifier and is only required when directed by the AFCFM.

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

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

**Training Capability.** The ability of a unit or base to provide training. Authorities consider the availability of equipment, qualified trainers, study reference materials, and so on in determining a unit's training capability.

**Training Session.** Training that trainers conduct based on technical data for a maintenance task that existing courses could not support.

**SEI** A three-character code that identifies special experience and training not otherwise identified in the personnel data system. SEIs may permit rapid identification of individuals already experienced to meet assignment requirements. More importantly, they provide a means for identifying critical manning requirements during wartime or contingency operations when little lead time is available for training personnel in specific technical skills needed to support a weapon system or mission. SEIs are not substitutes for AFSCs, suffixes, prefixes, special duty identifiers, reporting identifiers, CEM codes, or professional specialty course codes. The AFOCD and AFECD list approved SEIs

**Training Setting.** The type of forum in which training is provided (formal resident school, on-the-job, field training, mobile training team, self-study etc.).

**Training Start Date.** Date training begins.

**Training Completion Date.** Date trainer or task certifier completes task evaluations and determines trainee is qualified to perform the task.

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

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

## ***Section A-General Information***

**1. Purpose.** This CFETP provides information necessary for Air Force Career Field Managers (AFCFM), MAJCOM Functional CMSgts, MAJCOM Functional Managers (MFM), commanders, training managers, supervisors, trainers and certifiers to plan, develop, manage, and conduct an effective career field training program. This plan outlines the training individuals in AFSC 2S0XX should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. In addition, the plan mandates specific functional contingency training required prior to deployment. Initial skills training is the AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. This training is conducted by AETC at Joint Base San Antonio (JBSA)-Lackland TX. 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 beyond the minimum required for upgrade. Contingency training is a function of qualification training that readies Materiel Management Airmen to perform as prescribed by the unit type codes (UTC) and mission capability (MISCAP) statement. The CFETP has several purposes, some are:

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

**1.2.** 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.

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

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

**2. Uses.** The CFETP is used by the AFCFM, Materiel Management Functional Managers, CMSgts, and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the Materiel Management specialty.

**2.1.** 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.

**2.2.** Materiel Management Functional Managers will ensure their training programs complement the CFETP mandatory initial, upgrade, proficiency, and contingency requirements. Identified requirements can be satisfied by OJT, resident training, contract training, or exportable courses. MAJCOM-developed training to support this AFSC must be identified for inclusion into plan.

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

**3. Coordination and Approval.** HQ AF/A4LR as the AFCFM, is the approval authority. Functional Area Council (FAC) and AETC training personnel will identify and coordinate on the career field training requirements. The AFCFM will initiate an annual review of this document with the AETC Training Manager and the FAC to ensure currency and accuracy. The council will eliminate duplicate training using the list of courses in Part II.

## ***Section B-Career Field Progression Information***

**4. Specialty Descriptions.** Directs materiel management activities involved in developing, operating, implementing and analyzing manual and automated integrated logistics systems. Manages item and monetary accounting, inventory control, financial planning and warehousing functions. Monitors and operates the Integrated Logistics Systems-Supply (ILS-S) and associated logistics system interfaces. When assigned to combat support or enabler organizations, provides materiel management expertise as related to ILS-S processes, accountable officer, responsible officer, and responsible person obligations. Related DoD Occupational Subgroup: 155100.

### **4.1. Duties and Responsibilities:**

4.1.1. Manages materiel management activities and systems involved in requirements determination, inventory control, storage and issues of supplies and equipment.

4.1.2. Computes requirements, determines allowance, and researches and identifies materiel requirements. Performs operations involved in storage, inspection, and identification of property.

4.1.3. Performs inventories and ensures timely correction of discrepancies. Inspects and evaluates inventory management activities.

4.1.4. Inspects and identifies property. Determines condition of property received. Performs shelf-life inspections of stock.

4.1.5. Develops methods and improves procedures for storing property. Plans use of storage facilities. Stores, issues, ships, and transfers property. Controls issue of classified, sensitive, pilferable and controlled items.

4.1.6. Coordinates with maintenance activities on repairable component actions. Controls and issues bench stock property. Obtains material required for equipment modification, periodic component exchange and bills of material in support of maintenance. Accounts for all items contained in mobility readiness spares packages.

4.1.7. Provides materiel management expertise to combat support, enable organizations and responsible officers for the proper accounting and control of specified classes of supply. Reviews and validates requirements. When required, initiates follow-up actions on materiel requirements. Coordinates equipment transfer and deployment actions with the accountable officer. Serves as the base equipment review and authorization activity and manages base-level equipment items.

4.1.8. Plans and schedules materiel storage and distribution activities.

4.1.9. Processes information retrievals using materiel management system databases. Manages materiel management related systems and hardware. Performs operator maintenance on materiel management related systems and hardware. Applies system security policy and procedures to prevent unauthorized changes to information. Distributes materiel management computer products.

4.1.10. Acts as subject matter expert to the commander on the operation of materiel management system and operations. Monitors Defense Data Network traffic through use of the Materiel Management Interface System. Ensures database integrity and makes necessary corrections.

4.1.11. Controls and operates the Remote Processing Station (RPS).

4.1.12. Monitors systems processing and corrects processing errors. Monitors materiel management traffic through use of Materiel Management Interface System and takes corrective action. Maintains liaison with the Standard Systems Group, MAJCOMs, and the servicing Defense Mega centers, to identify and correct problems.

4.1.13. Develops database retrieval scripts for materiel management supply analyses.

4.1.14. Operates motor vehicles and assorted materiel handling equipment.

#### **4.2. Specialty Qualifications:**

4.2.1. **Knowledge.** Knowledge is mandatory of basic mathematics, materiel management policies and procedures, Air Force property accounting, stock and inventory control, accountability and responsibility, principles of property accounting through manual and automated data processing (ADP), storage methods, warehouse control (issue and disposal), materiel handling accounting systems, logistics principles and interactions (materiel management, maintenance, transportation, and procurement), hazardous material and waste procedures, and deployment or contingency operations.

4.2.2. **Education.** For entry into this AFSC, completion of high school is mandatory with a course in mathematics is desirable.

4.2.3. **Training.** For award of AFSC 2S031, completion of a basic materiel management course is mandatory.

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

4.2.4.1. **2S051.** Qualification in and possession of AFSC 2S031. Also, experience is mandatory in preparing and maintaining documentation and records associated with materiel management.

4.2.4.2. **2S071.** Qualification in and possession of AFSC 2S051. Also, experience is mandatory supervising storage facilities, analyzing trends in stockage policy and customer support, and operating contingency processing functions.

4.2.4.3. **2S091.** Qualification in and possession of AFSC 2S071. Also, experience is mandatory managing functions such as computing stock control levels, receiving, storing, and issuing property.

4.2.5. **Other.** The following are mandatory as indicated:

4.2.5.1. For award and retention of these AFSCs, must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17.1301, *Computer Security*.

#### **4.2.6 Special Experience Identifiers (SEI):**

SEI 009, Materiel Management Enlisted Career Broadening Program.

SEI 015, Special Technical Operations, requires completion of STO course and 6 months assigned to billet.

SEI 027, Remote Processing Systems Operations, is awarded upon completion and certification of specified Qualification Training Plan and 24 months of RPS experience.

SEI 126, Acquisition Logistics Level I, requires DAU Acquisition Logistics Level I certification.

SEI 127, Acquisition Logistics Level II, requires DAU Acquisition Logistics Level II certification.

SEI 128, Acquisition Logistics Level III, requires DAU Acquisition Logistics Level III certification.

SEI 326, Red Horse, requires 6 months of Red Horse experience and commander's recommendation.

SEI 359, Stock Fund Management, requires completion of formal course and 6 months experience.

SEI 839/863, Special Handling, requires (1) completion of Nuclear Weapons-Related Materiel (NWRM) training as identified by applicable Air Force Career Field Manager (AFCFM); (2) completion of other special handling training as identified by applicable AFCFM; (3) completion of duty position training as identified in individual training plan; (4) 6 months (120 duty days for ANG/AFRC) experience routinely (determined at commander's discretion) packaging, transporting, inspecting, and/or storing one or more of the following types of assets: NWRM, Classified (confidential, secret, and top secret), Communication Security (COMSEC), and weapons; (5) assignment to work centers who physically.

SEI 2BD is used to identify airmen with F-35 JSF Autonomous Logistics Information System (ALIS)/Operational Data Integrated Network (ODIN) experience and is awarded upon 5-skill level completion, six months of ALIS experience, and supervisor's recommendation.

There are additional SEIs, but these are the primary codes use to identified key materiel management skill sets. To view all SEI visit MyPers.

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

**5.1. Apprentice (3) Level.** Initial skills training in this specialty consists of the tasks and knowledge training provided in the 3-skill level resident courses at JBSA -Lackland, TX. Initial skills training requirements were identified during the 2S0XX Utilization and Training Workshop (U&TW) held at JBSA- Lackland Texas in July 2021. Upon completion of initial skills training, a trainee will work with a trainer to enhance their knowledge and skills. They will utilize the 5-level Career Development Course and Task Qualification to progress in the career field. During up-grade training to 5-skill level, 3-level assigned airmen should not be considered for deployment with limited exceptions. Once task certified, a trainee may perform the task unsupervised. Materiel Management trainees will be assigned to entry level Materiel Management positions. Knowledge gained while working in these entry level positions will provide for the basis of further growth in the Materiel Management career field.

**5.2. Journeyman (5) Level.** Journeymen are expected to build upon the skills learned as an apprentice through additional on-the-job training, completion of career development course and certification on core tasks. Increased knowledge will prepare Journeymen to assume higher levels of responsibility within the Materiel Management career field.

**5.3. Craftsman (7) Level.** Craftsman are expected to fill various supervisory and management positions such as shift NCOIC, supervisor, and task certifier. Craftsmen will be expected to analyze the various materiel management processes and employ problem-solving techniques to achieve resolution of problems. They must complete the appropriate career development courses and should pursue additional Supply Chain Management and leadership courses to obtain added knowledge on management of resources and personnel. Additionally, craftsman must be certified on designated core tasks. Continued academic education through CCAF or Associates degrees and advanced training, is encouraged.

**5.4. Superintendent (9) Level.** Superintendents are expected to fill positions such as Superintendent, Section Chief, NCOIC and various NAF and MAJCOM staff positions. Additional training in the areas of budget, manpower, resources, and personnel management should be pursued through continuing education. The Logistics Readiness SNCO Course is highly recommended for 9-skill level award.

**5.5. Force Development Policy.** Materiel Management SNCOs, at all levels, must ensure materiel management personnel outside the LRS are given the opportunity to learn and perform core tasks as shown in the Materiel Management STS. The senior enlisted materiel manager must coordinate with supervisors and commanders who functionally control materiel management personnel outside of the LRS to rotate these Airmen back into core materiel management processes/functions every 24-36 months or when not restricted by personnel policies

(i.e., individuals will not PCS solely to assure their reassignment to a said squadron). Retaining AF Materiel Management Airmen outside the LRS or Air Force Sustainment Center (AFSC) where they are not qualifying or retaining proficiency in core materiel management processes, adversely affects the individual's force development, career path, and prevents commanders from providing fully qualified Materiel Management Airmen to combatant commands during wartime operations.

**6. Training Decisions.** This CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Materiel Management (2S0XX) career field. The spectrum includes a strategy for when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach. These training decisions were made at the U&TW conducted at JBSA-Lackland in July 2021.

**6.1. Initial Skills.** Initial skills training provides 2S0XX trainees with knowledge and hands on experience in the entry level materiel management processes of storage, inventory, issue processing, research, MICAP, sourcing assets, repair cycle, deployment/contingency wartime support, stock control, equipment, document control, and turn-in processing. Additionally, trainees will receive training in reject management, and interpreting inquiries, and basic computer processing techniques.

**6.2. Five Level Upgrade Requirements.** Upgrade to the 5-skill level will require completion of the 5-level CDCs and certification of all 5-level core tasks and supervisor recommendation. Core tasks are identified within this document and are the minimum number of tasks that an individual must be certified on for upgrade to the higher skill level. Core tasks are the foundational tasks all Materiel Management Airmen must be able to perform whether at home station or deployed. Supervisors may determine if additional tasks are required for upgrade training based on the Airmen's duty position. Do not delay individuals from upgrade to the next skill level when resources are a constraining factor, and the supervisor/commander correctly annotates the STS explaining the constraint. Contact the Force Support Squadron for skill-level upgrade waiver guidance and the proper procedures to document individual training records.

**6.3. Seven Level Upgrade Requirements.** 7-level upgrade will be accomplished through the completion of CDCs, certification of 7-level core tasks, observation of knowledge application to include the ability to detect deficiencies caused by improper storage practices, completing surveillances, enforcement of shelf-life principles, and combined supervisors/commander recommendation. As mentioned in the 5-level upgrade requirements, training material will be designed to build upon foundational 5-level training and develop a more knowledgeable, Materiel Management Airmen who are more capable to perform at home station or deployed. NO SKILL LEVEL WAIVERS WILL APPLY FOR 7 LEVEL UPGRADES.

**6.4. Core Task Certification.** All core tasks require third party certification. The certifier must be different than the trainer, be certified on the task being certified and possess a minimum of a 7-skill level.

## **7. Community College of the Air Force**

7.1. The Air Force has always recognized the positive effects of education on Airmen and Guardians and continually established various programs to meet the needs of the Air Force, its personnel, and society as a whole. One of the most notable programs is the Community College of the Air Force (CCAF). The college is one of several federally chartered degree-granting institutions; however, it is the only 2-year institution exclusively serving enlisted personnel. The college awards the Associate of Applied Science (AAS) degree upon completing program of instruction within applicable discipline designed for an Air Force specialty. See the CCAF programs at <https://www.airuniversity.af.edu/Barnes/CCAF/>. CCAF is a part of Air University. Air University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate, masters and doctoral degrees. The associate's degree from CCAF is awarded under the authority of Air University.

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

**Table 7.1. CCAF Degree Requirements**

## *Degree Programs*

This section contains the CCAF’s AAS degree program requirements. Degree programs are developed by Air and Space Force technical experts, civilian or military consultants and reviewed by the Dean of Academic Affairs, Associate Dean of Academic Programs, Commandant, Policy Council and Air University. CCAF AAS Degree Programs are developed for the *technical* disciplines of specific occupational specialties and designed to provide graduates with knowledge, skills and theoretical background for enhanced performance as technicians within the respective occupational specialty and noncommissioned officers.

### **Associate of Applied Science Degree**

The Associate of Applied Science (AAS) degree is offered in the following broad career areas:

- Operations
- Logistics
- Medical
- Support

### **Degree Requirements**

A student must complete all degree requirements before separating, retiring or becoming a commissioned officer.

The AAS degree consists of a minimum of 64 semester hours. Degree plan requirements are distributed as follows:

	<i><b>Semester Hours</b></i>
Technical Education .....	24
Leadership, Management & Military Studies....	6
Physical Education .....	4
General Education .....	15
*Communication .....	6
*Written Communication .....	6
<i>Or</i>	
*Oral Communication .....	3
<i>And</i>	
*Written Communication .....	3
Mathematics .....	3
Social Science.....	3
Humanities .....	3
*Program Elective .....	15
<i>Total.....</i>	<i>64</i>

\*Note: The Paralegal degree requires 18 semester hours of general education (addition of a 3-semester hour general education elective) and 12

semester hours of program elective. Oral Communication (Speech) is required.

\*Note: Unless otherwise specified, students have the option to complete 6 semester hours of non-duplicative written communication or 3 semesters of written communication and 3 semester hours of oral communication.

Leadership, Management and Military Studies, Physical Education, General Education, and Program Elective requirements are standard for all programs. Exceptions may be required to satisfy specialized/programmatic accreditation or specific certification requirements.

### **Skill Level Requirement**

A student must hold at least the Journeyman (5 skill- level) in the appropriate AFSC at time of degree completion. The exception to holding the Journeyman (5-skill level) level are students in a specialty that do not have the Journeyman (5-skill level) and Other Service faculty.

### **Institutional Credit Requirement (Residency) (16 semester hours)**

At least 25% of the credit hours required for the degree must be earned through formal instruction delivered by CCAF schools. Therefore, to graduate, the student must have at least 16 semester hours of CCAF institutional credit earned and applied. Note: Proficiency “P”, Physical Education, Upgrade Training, Special Duty Qualification Training, and credentialing credit is not institutional credit.

### **Technical Education Requirement (24 semester hours)**

Twenty-four semester hours are required to fulfill the technical education requirement. Technical Core must be satisfied by institutional credit earned through formal instruction delivered by CCAF schools. At least nine semester hours of CCAF institutional credit must be applied in Technical Core. Technical Electives may be satisfied by CCAF credit or other sources in-transfer.

**Table 7.2. Technical Education**



**Logistics**  
**(1AMY)**  
**CIP: 52.0203**

**Occupational Specialty** 2F0X1, 2G0X1, 2S0X1, 4A1X1

**Degree Requirements** 64 semester hours. At least the Journeyman (5 skill-level) must be held at the time of graduation. A minimum of 16 semester hours of CCAF Institutional credit must be applied to graduate and can be fulfilled through technical education, LMMS, and/or Program Electives.

**Technical Education** (24 semester hours): A minimum of nine (9) semester hours of CCAF institutional credit awarded from specialty-related formal training must be applied toward Technical Core subject requirements. Technical Electives may be satisfied by CCAF credit or other sources in-transfer.

**Technical Core** ..... *Maximum Semester Hours*

Aerial Bulk Fuel Delivery .....	6
Airlift/Terminal Operations and Management .....	3
Automated Systems .....	6
Cryogenic Fundamentals .....	3
Deployment Planning & Procedures .....	3
Fuel Hydrant & Air Transport Systems.....	6
Fuels Analysis .....	3
Fuels Fundamentals .....	3
Fuels Systems Maintenance & Operations.....	6
Inventory Management .....	3
Liquid Oxygen Storage.....	3
Logistics Feasibility Analysis Capability .....	3
Logistics Maintenance Support .....	3
Logistics Management.....	3
Logistics Planning .....	8
Materiel Storage & Distribution .....	3
Medical Logistics Management .....	6
Medical Readiness .....	3
Operation of Fuel-Servicing Vehicles.....	3
Oxygen/Nitrogen Plant .....	3
Stock Control.....	3
Supply Management .....	3
War Reserve Material & Document Control .....	3

**Technical Elective** ..... *Maximum Semester Hours*

Advanced Logistics Planning .....	3
CCAF Upgrade Training .....	15
College Algebra or Higher Math.....	3
Computer Science.....	6
Environmental Protection Procedures.....	3

General Chemistry .....	4
Hazardous Materials.....	3
Human Resource Certification Institute Certifications (HRCI).....	6
Industrial Safety.....	3
Introduction to Petroleum Industry.....	3
Introduction to Transportation.....	3
Managerial Communications .....	3
Principles of Economics (Macro/Micro) .....	6
Project Management Institute Certifications .....	6
Quality Assurance .....	3
Principles of Accounting .....	6
Principles of Purchasing .....	3
Production/Operations Management .....	3
Specialty-Related Subjects In-Transfer.....	9

**Leadership, Management & Military Studies**

(6 semester hours): Professional military education, civilian management courses accepted in-transfer and/or by testing credit.

**Physical Education** (4 semester hours):

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

**General Education** (15 semester hours): Applicable courses must meet the General Education Requirement (GER) subject criteria and in-transfer requirements.

**Subjects/Courses**..... *Semester Hours*

Communications.....	6
Written Communication (non-duplicative English Composition) .....	6
<i>or</i>	
Oral Communication (Speech) .....	3
<i>and</i>	
Written Communication (English Composition).....	3
Mathematics .....	3
Social Science.....	3
Humanities .....	3

**7.3. Air Force Credentialing Opportunities On-Line (AF COOL).** AF COOL is a valuable resource for enlisted Airmen and Guardians. The AF COOL Program is managed by CCAF and provides a research tool designed to increase an enlisted Airman and Guardian's awareness of national professional credentialing and funding opportunities available for all Air Force enlisted occupational specialties. AF COOL also provides information on specific occupational specialties, civilian occupational equivalencies, specialty-related national professional credentials, credentialing agencies, and professional organizations. AF COOL includes information such as:

7.3.1. Background information about civilian credentials, including eligibility requirements and resources to prepare for an exam.

7.3.2. Identify credentials relevant to an AFSC, Special Duty Identifier (SDI), and Reporting Identifier (RI).

7.3.3. Learn how to fill gaps between Air and Space Force training, experience, and civilian credentialing requirements.

7.3.4. Information on AF COOL funding opportunities to pay for credentialing coursework, textbooks, exams, associated fees, and recertification.

7.3.5. Resources available to enlisted Airmen and Guardians that can help them gain civilian job credentials. For information concerning national professional credentials applicable to specific occupational specialties, visit the AF COOL website at <https://afvec.us.af.mil/afvec/af-cool>. The AF COOL Program Office is the focal point for the AF COOL program and can be contacted at DSN 749-5115 or (334) 649-5115; or the AFVEC messenger application at <https://afvec.us.af.mil/afvec/af-cool>

**7.4. CCAF Instructor Certification (CIC) Program.** CCAF offers the CCAF Instructor Certification (CIC) Program for qualified faculty who teach CCAF collegiate-level credit-awarding courses at a CCAF off-campus instructional site. The CIC is a professional credential that recognizes the faculty member's extensive faculty development training, education, and qualification required to teach a CCAF course, and formally acknowledges the faculty member's practical teaching experience. The CIC Program is a three-level program consisting of three specific levels of achievement.

7.4.1. CIC-I: designed to formally recognize an individual as a qualified CCAF faculty and their professional accomplishment.

7.4.2. CIC-II: designed to formally recognize the faculty member's advanced professional accomplishment beyond the CIC-I.

7.4.3. CIC-III: designed to formally recognize the faculty member's advanced professional accomplishment beyond the CIC-II or Occupational Instructor Certification (OIC).

7.4.4. Eligibility: Qualified CCAF faculty who meet CIC Program requirements are eligible. Once faculty member leave CCAF faculty duty, they are no longer eligible for the CIC.

7.4.5. A qualified instructor is a CCAF faculty member who has completed the CCAF faculty development program and is assigned to a CCAF off-campus instructional site and teaching a CCAF course. The instructor may be an officer, enlisted, civil service, contractor, other-service, or foreign-service member.

7.4.6. Instructor Assistants, Student Instructors, Guest Lecturers, Subject-Matter Experts, Speakers of Opportunity, approved EQILD instructors and instructors who do not teach a CCAF course are not eligible. The awarded CIC is recorded on the faculty member's official CCAF academic record and transcript.

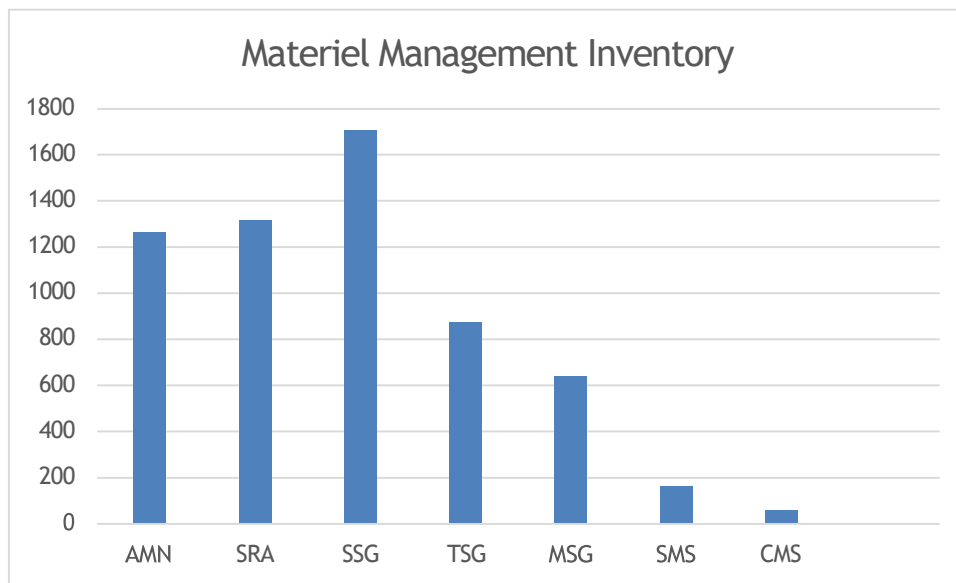
7.4.7. The CIC Program replaced the CCAF Occupational Instructor Certification (OIC) Program, which officially closed on 1 January 2011. The CIC program is managed and administered by the CCAF

Credentialing Programs Flight. To obtain more information and program procedures, refer to the CCAF Campus Affiliations Policies and Procedures Guidelines (PPG) or visit <https://www.airuniversity.af.edu/barnes/ccaf> or contact CCAF/DEAL at DSN 749-5020 / (334) 649-5020 or create a ticket at <https://auservicedesk.af.edu/>

**7.5. CCAF Instructional Systems Development (ISD) Certification Program.** CCAF offers the Instructional Systems Development (ISD) Certification for qualified course/curriculum developers, writers and managers who are formally assigned to an off-campus instructional site to develop/write and manage CCAF collegiate-level credit awarding courses. The ISD Certification is a professional credential that recognizes the course/curriculum developer/writer’s or manager’s extensive training, education, qualifications and experience required to develop/write and manage CCAF courses. The certification also recognizes the individual’s ISD qualifications and experience in planning, developing, implementing and managing instructional systems. The program is designed to broaden faculty and professional development

**8. Career Field Path**

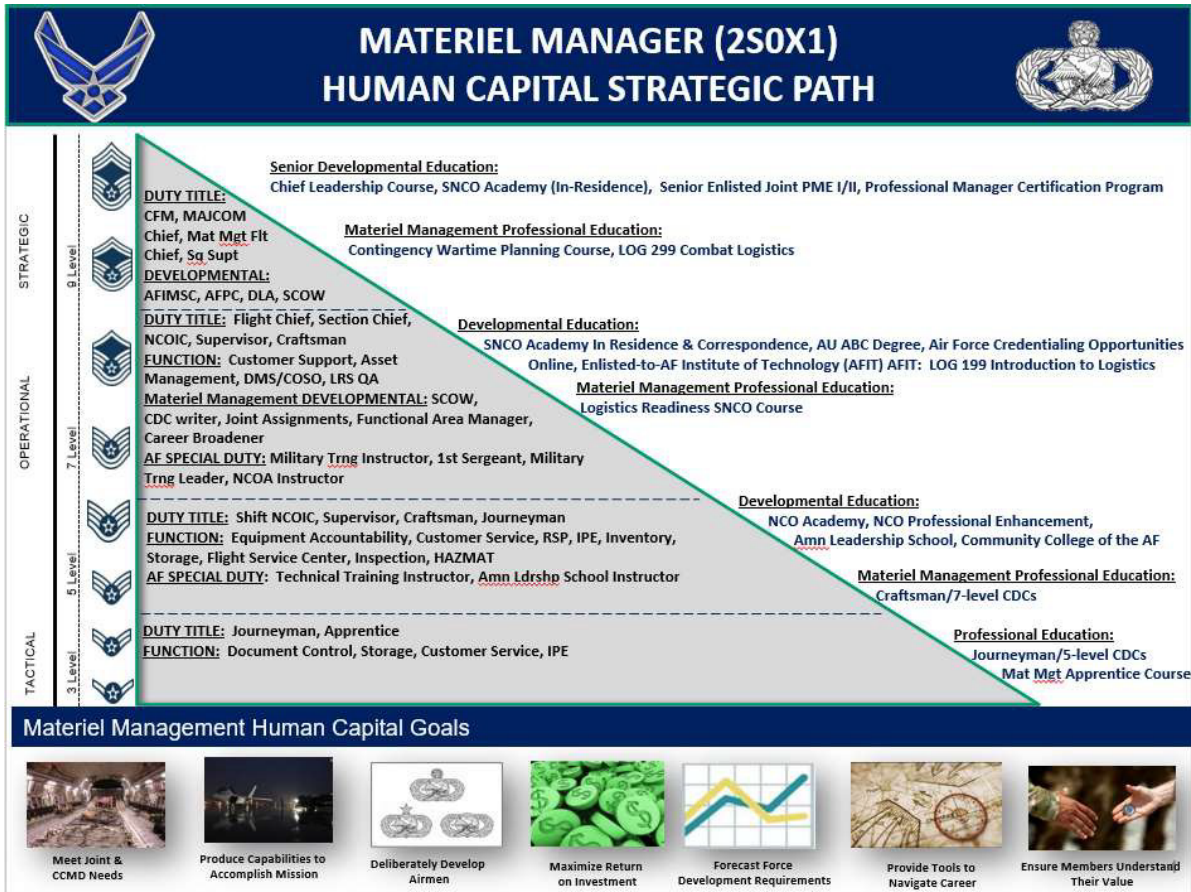
8.1. Control AFSC by Grade. The Materiel Management Inventory chart, shown below, illustrates the FY22 Enlisted Grade Allocation/Career Progression Group (CPG) for the specialty by grade.



AMN	SRA	SSG	TSG	MSG	SMS	CMS	TOTAL
1,263	1,317	1,704	875	641	162	58	6,020

**Chart 8.1. Control AFSC by Grade**

**8.2. Enlisted Career Path Pyramid.** The enlisted Career Pyramid is a display of training education, and experience which enlisted Airmen will encounter throughout their career. It provides Airmen with an understanding of current and future opportunities for continuing development. For more detailed information log-on to the AF Portal and go to MyVector or by referencing AF Handbook 1.



**Chart 8.2. Enlisted Career Path Pyramid**

**Section C-Skill Level Training Requirements**

**9. Purpose.** Skill level training requirements in this career field are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award and retention of each skill level. The specific task and knowledge training requirements are identified in the STS at Part II, attachment 2 of this CFETP.

**10. Specialty Qualification**

**10.1. Apprentice Level Training: AFSC 2S031, Materiel Management Apprentice**

**10.1.1. Knowledge.** Knowledge is mandatory of basic mathematics, materiel management policies and procedures, Air Force property accounting, stock and inventory control, accountability and responsibility, principles of property accounting through manual or automated data processing (ADP), storage methods, warehouse control (receipt, issue, and disposal), materiel handling techniques, methods of preparing and maintaining supply records, manual and automated supply accounting systems, logistics principles and interactions (supply, maintenance, transportation, and procurement), hazardous material and waste procedures; and deployment or contingency operations.

10.1.2. **Education.** For entry into this AFSC, completion of high is mandatory.

10.1.3. **Training.** For award of AFSC 2S031, completion of the basic Materiel Management Apprentice course is mandatory.

10.1.4. **Training Sources/Resources.** Completion of initial skills training, Materiel Management Apprentice course at JBASA Lackland, TX, satisfies the knowledge and training requirements specified in the Specialty Qualification section for award of the 3-skill level. The STS identifies all the knowledge and tasks, with their respective standards.

10.1.5. **Implementation.** The 3-skill level will be awarded upon successful completion of the Materiel Management Apprentice Course.

## 10.2. **Journeyman Level Training:** AFSC 2S051, Materiel Management Journeyman

10.2.1. **Knowledge.** Knowledge is mandatory of basic mathematics, materiel management policies and procedures, Air Force property accounting, stock and inventory control, accountability and responsibility, principles of property accounting through manual or automated data processing (ADP), storage methods, warehouse control (receipt, issue, and disposal), materiel handling techniques, methods of preparing and maintaining supply records, manual and automated supply accounting systems, logistics principles and interactions (supply, maintenance, transportation, and procurement), hazardous material and waste procedures; and deployment or contingency operations.

10.2.2. **Education.** For entry into this AFSC, completion of high school with a course in mathematics is mandatory.

10.2.3. **Training.** Completion of both 5-level CDCs and core tasks in the STS.

10.2.4. **Experience.** Qualification in and possession of AFSC 2S031. Experience is mandatory in functions such as preparing and maintaining documentation and records associated with inventory management actions; receipt, storage, and issue of property; conducting inventories; or configuration and operation of storage facilities.

10.2.5. **Training Sources/Resources.** CDC 2S051 provides the career knowledge training required. The current STS shows the tasks that are trained through the CDC materiel. Continuation/qualification training and OJT are provided by qualified trainers.

10.2.6. **Implementation.** Entry into formal journeyman upgrade training is accomplished as soon as the individual is assigned to their first duty station.

## 10.3. **Craftsman Level Training:** AFSC 2S071, Materiel Management Craftsman

10.3.1. **Knowledge.** Knowledge is mandatory of basic mathematics, materiel management policies and procedures, Air Force property accounting, stock and inventory control, accountability and responsibility, principles of property accounting through manual or automated data processing (ADP), storage methods, warehouse control (receipt, issue, and disposal), materiel handling techniques, methods of preparing and maintaining supply records, manual and automated supply accounting systems, logistics principles and interactions (supply, maintenance, transportation, and procurement), hazardous material and waste procedures; and deployment or contingency operations.

10.3.2. **Education.** Continued education in logistics management is desirable.

10.3.3. **Training.** Completion of 7-level CDCs and core tasks in the STS.

10.3.4. **Experience.** Qualification in, and possession of AFSC 2S051. Experience is mandatory in

performing or supervising functions such as establishing and maintaining reporting and management procedures for stock consumption, receipt, storage, and issue of property, conducting inventories, analyzing trends in stockage policy and customer support, and supervising storage facilities.

10.3.5. **Training Sources/Resources.** The STS identifies all the core tasks required for qualification. Continuation/qualification training and OJT is provided by qualified trainers.

10.3.6. **Implementation.** Entry into OJT is initiated on the first day of the promotion cycle upon being selected to the rank of SSgt. Individuals must also possess a 5-skill level. Trainees must be certified on all core tasks.

#### 10.4. **Superintendent Level Training:** AFSC 2S091, Materiel Management Superintendent

10.4.1. **Knowledge.** Knowledge is mandatory of basic mathematics, materiel management policies and procedures, Air Force property accounting, stock and inventory control, accountability and responsibility, principles of property accounting through manual or automated data processing (ADP), storage methods, warehouse control (receipt, issue, and disposal), materiel handling techniques, methods of preparing and maintaining supply records, manual and automated supply accounting systems, logistics principles and interactions (supply, maintenance, transportation, and procurement), hazardous material and waste procedures; and deployment or contingency operations.

10.4.2. **Education.** Continued education in logistics management is desirable.

10.4.3. **Training.** Completion of SNCOA and SMSgt sew-on are mandatory for award of the 9-skill level. Additionally, it is highly recommended all SMSgts complete the Logistics Readiness SNCO Course before they will be awarded their 9-level.

10.4.4. **Experience.** For award of AFSC 2S091, qualification in and possession of AFSC 2S071 is mandatory.

10.4.5. **Training Sources/Resources.** SNCOA course provides information helpful to individuals preparing for the grades of SMSgt and CMSgt. The Logistics Readiness SNCO Course will also provide increased knowledge on the entire Logistics Readiness so each Materiel Management SNCO will be better prepared to serve in superintendent or other strategic level logistics readiness position.

10.4.6. **Implementation.** Entry into OJT is initiated when an individual possesses the 7-skill level and is a SMSgt selectee.

### ***Section D-Resource Constraints***

**11. Purpose.** This section identifies known resource constraints which preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, office of primary responsibility, and target completion dates. Unit should utilize nearest AF/ANG/AFRES installation to accomplish any training requirements that cannot be accomplished at home station. Resource constraints will be, as a minimum, reviewed and updated annually.

11.1. **Apprentice Level Training.** There are no known constraints.

11.2. **Journeyman Level Training.** There are no known constraints.

11.3. **Craftsman-Level Training.** There are no known constraints.

11.4. **Superintendent-Level Training.** There are no known constraints.

## ***Section E-Transitional Training Guide:***

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

## **Part II**

### ***Section A-Specialty Training Standard***

**1. Implementation.** The implementation of this STS for technical training provided by Air Education and Training Command is with class beginning 2022027 (2S031).

#### **2. Purpose**

2.1. Column 1 (Task, Knowledge and Technical References) the most common tasks, knowledge, and technical references (TR) necessary for airman to perform duties in the 3, 5, and 7-skill level. Columns 2 and 3 identifies the core tasks that must be certified for upgrade to the next higher skill level. These are the minimum core tasks; supervisors may assign additional core tasks, as deemed appropriate, that must be certified for upgrade to the next higher skill level. When resources (training expertise, equipment, etc.) are not available to certify an individual on a core task, the Commander will so annotate the STS stating that resources are not available. Upgrade training will not be denied to individuals who, through lack of resources, cannot be core task certified. However, every attempt to obtain the training through contractors, ANG, AFRC, etc...must be exhausted before core task waiver requests are submitted for approval. (NO SKILL LEVEL WIAVERS WILL BE GIVEN FOR 7 SKILL LEVEL). Contact the Military Personnel Flight for guidance and the proper procedures to annotate the individuals training record when core task training cannot be accomplished. Materiel management personnel in outside units, i.e., maintenance, civil engineers, etc., will not use this document exclusively when they are supported by a materiel management account. Rather, the host LRS Training Section will be contacted for assistance. Columns 4-7 lists 3, 5, 7 skill level training proficiency codes. Column 8-11 are the administrative area for training start/stop dates, trainer, trainee and certifier initials.

2.2. **Qualitative Requirements.** Attachment 1 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training, career development courses, and web-based training course, once developed/fielded

2.3. Attachments 1- 3 become a job qualification standard (JQS) for on-the-job training when placed in AF Form 623, **On-The-Job Training Record**, and IAW AETCI 36-2651. When used as a JQS, the following requirements apply:

2.3.1. **Documentation.** Document and certify completion of training. Identify duty position requirements by circling the subparagraph number next to the task statement. As a minimum, complete the following columns in Part 2 of the CFETP: Training start date, Training Completed date, Trainee Initials, Trainer Initials, and Certifier Initials. An AFJQS may be used in lieu of Part II of the CFETP only upon approval of the AFCFM. **NOTE:** The AFCFM may supplement these minimum documentation procedures as needed or deemed necessary for their career field.

2.3.2. **Converting from Old Document to CFETP.** Use the new CFETP to identify and certify all past and current task qualifications. Transcribe qualifications in the following manner: For those tasks previously certified and required in the current duty position, evaluate current qualifications and, when verified, recertify using current date as completion date and enter trainee and supervisor's initials. When transcribing previous certification for tasks not required in the current duty position, carry forward *only* the previous completion date of certification (not the initials of another person). If and when transcribed tasks become duty position requirements, recertify using standard certification procedures. The person whose initials appear in the trainer or certifier block during the transcription process must meet the requirements of their respective roles. Upon completion of the transcription process, give the old CFETP to the member.

2.3.3. **Documenting Career Knowledge.** When a CDC is not available: the supervisor identifies STS

training references that the trainee requires for career knowledge and ensures, as a minimum, that trainees cover the mandatory items in AFECD. For two-time CDC course exam failures: supervisors identify all STS items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the task certifier receives certification on the STS if approved by the applicable approval authority. **NOTE:** Career Knowledge must be documented prior to submitting a CDC waiver.

**2.3.4. Decertification and Recertification.** When an Airman is found to be unqualified on a task previously certified for his or her position, the supervisor lines through the previous certification or deletes previous certification when using automated systems. Appropriate remarks are entered on the AF Form 623A, *On-The-Job Training Record Continuation Sheet*, as to the reason for decertification. The individual is recertified (if required) by both erasing the old entries and writing in the new or by using correction fluid (if the entries were made in ink) over the previously certified entry.

**2.4. Training Standard.** Tasks are trained and qualified to the go/no go level. Go means the individual can perform the task without assistance, meet local demands for accuracy, timeliness, and correct use of procedures.

**2.5. Application.** This STS applies to the training of the Total Force. Unit Commanders of non-LRS units with materiel management personnel assigned coordinate training needs through the host LRS Training Section or respective MAJCOM Functional Manager if there is no LRS on the base. This will ensure qualified trainers/certifiers are available and training is accomplished on all core tasks. Waiver authority for core task certification is the AFCFM.

**2.6. Total Force Training Record (TFTR)/AF MyTraining** is the approved, mandatory method for tracking and documenting training for the Materiel Management career field. Maintain paper copies of the master training plan (MTP) for individual work centers IAW AETCI 36-2651.

**2.7. The Training Standard** is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKTs) are developed at the Airman Advancement Division by senior NCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. WAPS is not applicable to the Air National Guard or the Air Force Reserve.

**3. Recommendations.** Comments and recommendations are invited concerning quality of AETC training. Reference specific STS paragraphs and address correspondence regarding changes to 37 TRG/DOS, 1220 Truemper Street, Suite 1, JBSA-Lackland, TX 78236-5568. A customer service information line has been installed for the supervisor's convenience to identify graduates who may have received over or under training on task/knowledge items listed in this specialty training standard. For quick responses to problems, call our customer service information line, DSN 473-2917 any time day or night.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

TOM D. MILLER  
Lieutenant General, USAF  
DCS/Logistics, Engineering and Force Protection

3 Attachments

1. Qualitative Requirements (Proficiency Code Key)
2. AFSC 2S0X1 STS
3. Contingency/Expeditionary Training Requirement



ATTACHMENT 1

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

QUALITATIVE REQUIREMENTS

Proficiency Code Key		
	Scale Value	Definition: The individual
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited)
	2	Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)
*Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (Nomenclature)
	b	Can determine step by step procedures for doing the task. (Procedures)
	c	Can identify why and when the task must be done and why each step is needed. (Operating Principles)
	d	Can predict, isolate, and resolve problems about the task. (Advanced Theory)
**Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (Facts)
	B	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (Analysis)
	D	Can evaluate conditions and make proper decisions about the subject. (Evaluation)
<p><b>Explanations</b></p> <p>* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)</p> <p>** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.</p> <p>- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.</p> <p>X This mark is used alone in the course columns to show that training is required but not given due to limitations in resources.</p> <p><b>NOTE:</b> All tasks and knowledge items shown with a proficiency code are trained during war time.</p>		

ATTACHMENT 2

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 3 Skill Level		B 5 Skill Level		C 7 Skill Level		
	3 Lvl	5 Lvl	7 Lvl	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC	
<b>1 MATERIEL MANAGEMENT CAREER FIELD</b>															
TR:DAFI 23-101, DAFI 21-101, AFECD, AFMAN 23-122, AFH 23-123, AFI 38-101, AFI 10-403, DODI 4140.01															
1.1 Define Air Force Force Generation Cycle (AFFORGEN)										A	-	-	B	-	-
1.2 Identify Materiel Management UTCs										-	-	-	B	B	B
1.3 Identify Progression in career ladder										A	-	-	-	-	-
1.4 Outline AFSC specific duties										A	-	-	B	-	-
1.5 Identify Logistics enlisted opportunities										-	-	-	A	-	B
1.6 Identify Logistics Readiness Squadron (LRS) Organizational Structure										A	-	-	B	-	B
1.7 Outline Air Force Materiel Command (AFMC) Org Structure										A	-	-	B	B	B
1.8 Identify Materiel Management Processes (item accounting, file maintenance, reports management, accounting, and finance)										A	-	-	B	-	-
<b>1.9 Sources of Supply (SOS)</b>															
1.9.1 Identify Air Logistics Complex (ALC)										A	-	-	A	-	-
1.9.2 Identify Defense Logistics Agency (DLA)										A	-	-	A	-	-
1.9.3 Identify General Services Administration (GSA)										A	-	-	A	-	-
1.9.4 Identify Local manufacture										-	-	-	A	-	-
1.9.5 Identify Local purchase										-	-	-	A	-	-
1.9.6 Identify Centralize Repair Facility (CRF)										-	-	-	A	B	-
1.9.7 Identify Contractor Inventory Control Point (IC-P)										-	-	-	A	-	-
1.9.8 Identify Repair Network Integration										-	-	-	A	B	B
<b>1.10 Classes of Supply</b>															
1.10.1 Define Subsistence (I)										-	-	-	A	-	-
1.10.2 Define Clothing, individual equipment, tentage, organizational tool sets, tool kits, hand tools, admin/ housekeeping supplies and equipment. (II)										A	-	-	A	-	B
1.10.3 Define Petroleum, Oil, and Lubricants (POL) (III)										-	-	-	A	-	-
1.10.4 Define Construction (IV)										-	-	-	A	-	-
1.10.5 Define Ammunition (V)										-	-	-	A	-	-
1.10.6 Define Personal demand items (non-military sales items) (VI)										-	-	-	A	-	-
1.10.7 Define Major end items (VII)										A	-	-	A	-	A
1.10.8 Define Medical materiel (VIII)										-	-	-	A	-	-
1.10.9 Define Repair parts (IX)										A	-	-	A	-	A
1.10.10 Define Materiel to support non- military programs (X)										-	-	-	A	-	-
<b>2 SECURITY</b>															
TR: DAFI 23-101; DAFMAN 23-122; AFH 23-123; AFI 10-701															
2.1 Identify Operation Security (OPSEC)										A	-	-	-	-	-
2.2 Identify Cybersecurity (COMSEC)										A	-	-	-	-	-
2.3 Identify Materiel Management System Access										A	-	-	A	-	-
<b>3 ORDER PROCESS</b>															
TR: TO 00-5-1, Illustrated Parts Breakdown (IPB); DAFI 23-101; DAFMAN 23-122; AFH 23-123															
3.1 Prepare Stock number request order		*								2b	-	-	b	-	-
3.2 Prepare Part number request order		*								2b	-	-	b	-	-
3.3 Process the Order		*								2b	-	-	b	-	-
3.4 Verify requirement from I004/I023 Management notice										2b	-	-	b	-	-
3.5 Review other assets notice										2b	-	-	b	-	-
3.6 Reprocess Order request										2b	-	-	b	-	-
3.7 Process Order from detail record		*								2b	-	-	b	-	-
3.8 Define Maintenance/materiel management system interface										A	-	-	B	-	B
<b>4 RESEARCH/RECORDS MAINTENANCE PROCESSES</b>															
TR: AFJMAN 23-210; TO 00-5-1, Illustrated Parts Breakdown (IPB); DOD 4140; DFAS-DE 7077.10; DAFI 23-101; DAFMAN 23-122; AFH 23-123															
4.1 Research Materiel Management Publications/DAFMAN 23-122		*	*							2b	-	-	b	-	-
4.2 Research Technical orders										-	-	-	b	-	-
4.3 Research DOD 4140.1-R										-	-	-	a	2b	-
4.4 Research DLM 4000.25										-	-	-	a	2b	-

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
	A	B	C	A	B	C	D	E	A		B		C	
	3 Lvl	5 Lvl	7 Lvl	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
4.5 Research T.O. 00-20-1									-	-	-	-	-	-
4.6 Research DoDI 7000.14-R, Volume 12 Chapter 7									-	-	-	-	-	-
4.7 Research DoDI 5000.64									-	-	-	-	-	-
4.8 Research AFJMAN 23-210									-	-	-	-	-	-
4.9 Research AFJMAN 23-209									-	-	-	-	-	-
4.10 Research AFI 20-17									-	-	-	-	-	-
4.11 Research AFI 20-110									-	-	-	-	-	-
4.12 Research AFI 21-112									-	-	-	-	-	-
4.13 Identify a National Stock Number (NSN)									A	-	-	A	-	-
4.14 Identify a Non-catalogued NSN		*							A	-	-	A	-	B
4.15 Define D043, Master Item Identification Control System (MIICS)									a	-	-	b	-	-
4.16 Research (WEB/PUB) FLIS		*							2b	-	-	b	-	-
4.17 Process Item record FIL		*							2b	-	-	b	-	-
4.18 Process item record FIC/FID									2b	-	-	b	-	-
4.19 Identify Expendability, Recoverability, Reparability, Cost (ERRC) code/designator structure									A	-	-	B	-	-
4.20 (Load/change/delete) Interchangeable and Substitution Group (I&SG) record		*							-	-	-	b	-	-
4.21 Manage listings (M14, D04, R02, Q04, M24, R03, Q05, R08, etc.)									A	-	-	B	-	-
4.22 Process AF Form 86 process									1a	-	-	B	-	-
<b>5 MISSION IMPAIRED CAPABILITY A WAITING PARTS (MICAP) PROCESS</b> TR: DAFI 23-101; DAFMAN 23-122; AFH 23-123														
5.1 Identify MICAP organizational responsibilities									A	-	-	B	B	-
5.2 Verify Asset Check		*							1a	-	-	b	2b	-
5.3 Create MICAP due-out detail		*							2b	-	-	b	2b	-
5.4 Delete MICAP due-out detail		*							2b	-	-	b	2b	-
5.5 Modify MICAP due-out detail		*							2b	-	-	b	2b	-
5.6 Identify Cause codes		*							-	-	-	A	B	B
5.7 Identify Delete codes		*							-	-	-	A	B	B
5.8 Manage MICAP due-out status		*							2b	-	-	b	2b	-
<b>6 REPAIR CYCLE PROCESS</b> TR: DAFI 23-101; DAFMAN 23-122; AFH 23-123; TOs 00-20-3														
6.1 Identify Repair Cycle Process									A	-	-	A	-	B
6.2 Manage Repair cycle Asset Management listing (D23)		*							a	-	-	b	2b	b
6.3 Identify Enterprise Repair Cycle Management			*						-	-	-	A	B	B
6.4 Perform DIFM reconciliation		*							a	-	-	b	-	b
6.5 Process Turn Around Action (TRN)									a	-	-	b	2b	b
6.6 Process DIFM status codes updates									2b	-	-	b	-	b
6.7 Identify Unserviceable items storage									A	-	-	A	-	B
6.8 Monitor Awaiting Parts (AWP) (D19)									a	-	-	a	2b	b
6.9 Process base level repair return									2b	-	-	b	-	-
6.10 Process off base repair return									2b	-	-	b	-	-
6.11 Process condemnation return									2b	-	-	b	-	-
6.12 Manage time change items									-	-	-	b	-	-
6.13 Identify TCTO items									a	-	-	b	b	-
6.14 Manage TCTO items									-	-	-	b	b	b
6.15 Identify Supply Point Management									A	-	-	A	-	B
6.16 (Load, change, delete) supply point detail records									-	-	-	b	2b	b
6.17 Conduct supply point reconciliation (Q13)									-	-	-	b	2b	b
6.18 Monitor/review Repair Cycle Data (Q04)									-	-	-	B	2b	B
6.19 Manage Materiel Deficiency Report/Product Quality and Materiel Deficiency Report (MDR/PQDR)									-	-	-	b	-	b
<b>7 WAR RESERVE MATERIEL (WRM)</b> TR: DAFI 23-101; DAFMAN 23-122; AFH 23-123; AFI 10-403; AFI 25-101; DLM 4000.25														
7.1 Identify WRM Responsibilities									A	-	-	B	-	-
7.2 Identify War Consumables Distribution Objective (WCDO)									-	-	-	A	-	B
7.3 Identify types of WRM Equipment									-	-	-	A	-	B

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
	A	B	C	A	B	C	D	E	A		B		C	
	3 Lvl	5 Lvl	7 Lvl	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
7.4 Identify Basic expeditionary airfield resources (BEAR)									A	-	-	A	-	B
7.5 Review WRM listings									-	-	-	b	-	-
7.6 Identify WRM Authorization documents									-	-	-	A	-	B
<b>8 READINESS SPARES PACKAGES</b> TR: DAFI 23-101; DAFMAN 23-122; AFH 23-123; DLM 4000.25; AFI 25-101; DODI 3110.06														
8.1 Define Types of RSPs									A	-	-	A	-	B
8.2 Manage RSP		*							b	-	-	b	-	-
8.3 Load, change, delete WRM/RSP authorizations									-	-	-	a	1a	b
8.4 Transfer (ROBUST) assets between RSP/WRM details (1KT)									-	-	-	a	2b	b
8.5 Process deploy/return documentation									-	-	-	a	1a	b
8.6 Process transfer documentation									-	-	-	a	1a	b
8.7 Process Reconciliation		*							-	-	-	a	2b	b
8.8 Certify hazardous cargo									-	-	-	-	1a	-
8.9 Prepare RSP for shipment			*						a	-	-	a	2b	b
8.10 Execute checklist									-	-	-	a	1a	b
8.11 Define Aircraft Sustainability Module (ASM) overview									-	-	-	A	B	B
8.12 Load ASM database									-	-	-	-	-	-
8.13 Run ASM Capability assessment									-	-	-	-	-	-
8.14 Validate ASM Deployment computation									-	-	-	-	-	-
8.15 Run ASM Deployment computation									-	-	-	-	-	-
8.16 Validate ASM Deployment computation									-	-	-	-	-	-
8.17 Use ASM deceleration									-	-	-	-	-	-
8.18 Run ASM R-26 merge									-	-	-	-	-	-
<b>9 INDIVIDUAL PROTECTIVE EQUIPMENT (IPE)</b> TR: DAFI 23-101; DAFMAN 23-122; AFH 23-123; AFI 10-2501														
9.1 Define Weapons Accountability Process									-	-	-	A	-	B
9.2 Issue/Return weapons procedures									-	-	-	a	-	b
9.3 Research DAFMAN 31-129 SA/LW procedures									-	-	-	a	-	b
9.4 Define Deploy/Transfer weapons process		*							-	-	-	a	b	b
9.5 Perform inventory cycle counts									-	-	-	a	-	b
<b>9.6 Mobility Bags Management</b>														
9.6.1 Manage Shelf-life (JACKS)									2b	-	-	b	-	b
9.6.2 Validate contract number, lot numbers, serial numbers									2b	-	-	b	-	-
9.6.3 Assemble Mobility Bags									2b	-	-	a	-	-
9.6.4 CWDE Training Gear Management									-	-	-	-	-	-
<b>9.7 Gas Masks Management</b>														
9.7.1 Perform cycle leak test on gas masks									-	-	-	-	-	-
9.7.2 Perform cycle inspection									-	-	-	-	-	-
9.7.3 Perform inventory cycle counts									-	-	-	-	-	-
9.7.4 Gas Mask Inspection Report									-	-	-	-	-	-
<b>9.8 ILS-S Mobility Module</b>														
9.8.1 Manage Mobility Dashboards			*						2b	-	-	a	2b	b
9.8.2 Issue/return assets									2b	-	-	a	-	b
9.8.3 Maintain mobility shopping list									-	-	-	a	-	-
<b>9.9 Run queries and work products</b>														
9.9.1 Manage Authorization vs On Hand/Issued Assets									-	-	-	-	2b	-
9.9.2 All Stock detail									-	-	-	-	-	-
9.9.3 Access mobility inventory accuracy									-	-	-	-	-	-
9.9.4 Create and document inventories									-	-	-	-	-	-
9.9.5 Report mobility bag fill rate									-	-	-	-	2b	-
9.9.6 Process mobility audit trail query									-	-	-	-	-	-
9.9.7 Process mobility redistribution/shipment									-	-	-	a	-	b
9.9.8 Validate annual individual protective equipment (IPE) authorization levels									-	-	-	a	-	b
<b>10 STOCK CONTROL PROCESS</b> TR: DAFI 23-101; DAFMAN 23-122; AFH 23-123														
10.1 Define Air Force Sustainment Center Responsibilities									A	-	-	B	-	B
10.2 Define LRS Responsibilities									A	-	-	B	-	B
10.3 Define Economic Order Quantity (EOQ) Stock Policy									-	-	-	A	-	B
10.4 Define Repair cycle Stock policy									-	-	-	A	-	B

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
	A	B	C	A	B	C	D	E	A		B		C	
	3 Lvl	5 Lvl	7 Lvl	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
10.5 Define Equipment Stock policy									-	-	-	A	-	B
10.6 Stock Levels														
10.6.1 Identify adjusted levels									A	-	-	a	-	b
10.6.2 Define Readiness Base Level (RBL)									-	-	-	A	B	B
10.6.3 Process RBL reconciliation									-	-	-	-	b	-
10.6.4 Define Mission change data									-	-	-	A	-	B
10.6.5 Identify Customer Oriented Leveling Technique (COLT)									-	-	-	A	B	B
10.6.6 Proactive Demand Leveling (PDL)									-	-	-	A	B	B
10.7 Military Standard Requisitioning and Issue Procedures (MILSTRIP)														
10.7.1 Define Automatic requisition									A	-	-	B	-	-
10.7.2 Process Special Requisition (SPR)									2b	-	-	b	-	-
10.7.3 Identify Requisition/Due-ins									A	-	-	B	-	-
10.7.4 Process status									2b	-	-	b	-	-
10.7.5 Priority designators									A	-	-	B	-	-
10.7.6 Process follow-up									a	-	-	b	-	-
10.7.7 Manage ARC images									-	-	-	-	-	-
10.7.8 Exception codes									A	-	-	B	-	-
10.8 Validate due-outs									-	-	-	a	-	b
10.9 Manage Priority Monitor Report (D18)									-	-	-	-	-	-
10.10 Manage Priority Requirements Action List (R01)									A	-	-	A	B	B
10.11 Process Due-in/due-out updates									2b	-	-	b	-	-
10.12 Process Due-in/Due-out cancellations/requests									2b	-	-	b	-	-
10.13 Define Unserviceable asset control									-	-	-	-	-	-
10.14 Process Directed shipments									b	-	-	b	-	b
10.15 Process Non-directed									b	-	-	b	-	b
10.16 Process Transfers									b	-	-	b	-	b
10.17 Process Denials									-	-	-	-	-	-
10.18 Identify Total Asset Visibility (TAV)									-	-	-	A	-	B
10.19 Monitor base retention/excess program (Supplies)									-	-	-	-	-	-
10.20 Monitor base retention/excess program (Equipment)									-	-	-	-	-	-
10.21 Define Recoverable Assembly Management Process Systems (RAMPS)									-	-	-	-	-	-
10.22 Process Forced due-out release			*						-	-	-	b	-	-
10.23 Identify Materiel Obligation Validation (MOV)									-	-	-	-	-	-
10.24 Identify Billed-not-received (BNR), received-not-billed (RNB), and ship-not-credited (SNC) transactions									-	-	-	A	-	B
10.25 Define Supply assistance/supply difficulty									-	-	-	A	-	-
10.26 Identify Numeric Parts Preference Codes (NPPC)									-	-	-	A	-	-
10.27 Process MILSTAMP tracer reconciliation report									-	-	-	b	2b	b
10.28 Research/coordinate discrepancy action									-	-	-	b	2b	b
10.29 Process TAR (Tracer Action Required) action									-	-	-	b	2b	b
10.30 Initiate TAR/Overdue Shipment Listing follow-up									-	-	-	b	2b	b
<b>11 EQUIPMENT MANAGEMENT PROCESS</b>														
TR: DAFI 23-101; DAFMAN 23-122; AFH 23-123; DLM 4000.25														
11.1 Define HAF Responsibilities									-	-	-	-	-	-
11.2 Define MAJCOM Responsibilities									-	-	-	-	-	-
11.3 Define Air Force Sustainment Center responsibilities									-	-	-	A	B	B
11.4 Define Supply Change Management Squadron (SCMS) Responsibilities									-	-	-	-	-	-
11.5 Define Equipment Accountability Element Responsibilities									A	-	-	B	-	-
11.6 Define Property Custodians Responsibilities									A	-	-	B	B	-
11.7 Identify Property Accountability (PA) Module									A	-	-	-	-	-
11.8 Define Unit Identification Code (UIC)									-	-	-	-	-	-
11.9 Identify Force System Management (FSM) Module									A	-	-	-	-	-

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		B		C	
	3 Lvl	5 Lvl	7 Lvl	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
11.10 Define Allowance Standards									A	-	-	A	-	B
11.11 Define Readiness Codes									-	-	-	A	-	-
11.12 Review/Submit AF Form 601									A	-	-	B	B	B
11.13 Research/Process rejects/variances									-	-	-	-	-	-
11.14 Identify Equipment Authorized In- Use Detail (EAID)/Non-EAID assets									A	-	-	-	-	-
11.15 Manage Master/Custodian Jacket files									-	-	-	B	-	-
11.16 Manage Chief Financial Officer (CFO) act compliance			*						-	-	-	A	B	B
11.17 Identify Item Unique Identification (IUID) marking									-	-	-	-	-	-
11.18 Define Record of File									-	-	-	-	-	-
11.19 (Load/change/delete) in-use details in ILS-S									-	-	-	-	-	-
11.20 Identify Custodian Inventory Report (CIR)/R14									A	-	-	B	B	-
11.21 Identify Organizational Visibility List									-	-	-	-	-	-
11.22 Perform Equipment Authorization and on-hand balance Reconciliation									-	-	-	-	-	-
11.23 Define Mal-Position Support Equipment									-	-	-	-	-	B
11.24 Identify Authorization/On-Hand Report									-	-	-	-	-	-
11.25 Identify Increase/Decrease Action report									-	-	-	-	-	B
11.26 Process Weapons and COMSEC Reports)									-	-	-	A	-	B
11.27 DPAS Transactions														
11.27.1 Process Asset Inquires									-	-	-	a	-	-
11.27.2 Schedule Reports/Generate Forms									-	-	-	-	-	-
11.27.3 Define Disposition									-	-	-	-	-	-
11.27.4 Process a UIC transfer									-	-	-	a	-	b
11.27.5 Update Asset Record									-	-	-	a	-	-
11.27.6 Create/update Inventory									-	-	-	-	-	-
11.27.7 Identify Cataloging									-	-	-	-	-	-
11.28 Process deployments/loan/repair and return														
11.28.1 Define Pre-deployment planning									-	-	-	-	-	B
11.28.2 Define Deployment procedures									-	-	-	-	-	-
11.28.3 Define Loan procedures									-	-	-	-	-	-
11.28.4 Define Repair and return procedures									-	-	-	-	-	-
11.29 Organizational visits														
11.29.1 Perform joint inventory									-	-	-	b	-	-
11.29.2 Perform Floor to book		*							-	-	-	b	-	-
11.29.3 Perform Book to floor		*							-	-	-	b	-	-
11.29.4 Evaluate unit program									-	-	-	b	-	-
11.29.5 Prepare written report									-	-	-	b	-	-
11.29.6 Conduct follow-up									-	-	-	b	-	-
11.30 Special Purpose Recoverable Authorized Maintenance (SPRAM)														
11.30.1 Identify SPRAM Authorization									-	-	-	A	-	B
11.30.2 Identify SPRAM Listing (R25)									-	-	-	B	-	-
11.30.3 Process FCI/FED									-	-	-	-	-	-
11.30.4 Process FED/IET									-	-	-	-	-	-
11.30.5 Track delinquent equipment transfers (99S)									-	-	-	-	-	-
12 RETURN PROCESS TR: DAFI 23-101; DAFMAN 23-122; AFH 23-123; DODI 4140-01; DLM 4000.25														
12.1 Prepare Consumables/expendables return documentation									2b	-	-	b	-	b
12.2 Prepare Repair cycle return documentation		*							2b	-	-	b	-	b
12.3 Prepare EAID return documentation									-	-	-	b	-	b
12.4 Prepare Non-EAID return documentation									-	-	-	b	-	b
12.5 Prepare Found on Base (FOB) return documentation									-	-	-	b	-	b
12.6 Prepare Hazardous material return documentation									-	-	-	-	-	-
12.7 Prepare Material Deficiency Report/Product Quality and Material Deficiency Report (MDR/PQDR) return documentation									-	-	-	b	-	b
12.8 Define Action taken codes		*							-	-	-	A	-	-
12.9 In-check/inspect property/documentation		*							2b	-	-	b	-	-
12.10 Process Returns		*							2b	-	-	b	-	-
13 DOCUMENT CONTROL TR: DAFI 23-101; DAFMAN 23-122; AFH 23-123														

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		B		C	
	3 Lvl	5 Lvl	7 Lvl	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
13.1 Define Source documents									A	-	-	B	-	-
13.2 Perform Quality Control									A	-	-	B	-	-
13.3 Perform Document disposition									A	-	-	B	-	-
13.4 Resolve delinquent documents									-	-	-	b	-	-
13.5 Clear Document Control Records (DCR)									-	-	-	-	-	-
13.6 Maintain document support files									-	-	-	b	-	-
13.7 Manage shipment suspense program									-	-	-	b	-	-
13.8 Maintain letters of authorization to receipt for classified/equipment assets									-	a	-	b	-	b
13.9 Maintain Force Record Alteration (FIX) documents									-	-	-	-	-	-
<b>14 INQUIRIES</b>														
TR: DAFI 23-101; DAFMAN 23-122; AFH 23-123; DODI 4140-01; DLM 4000.25														
14.1 Define Types of Inquires									A	-	-	B	-	-
14.2 Process inquiry									2b	-	-	b	-	-
14.3 Interpret Item record		*							2b	-	-	b	-	-
14.4 Interpret Detail record		*							2b	-	-	b	-	-
14.5 Interpret Part number									2b	-	-	b	-	-
14.6 Interpret Consolidated Transaction History (CTH)	*	*							2b	-	-	b	-	-
14.7 Interpret Repair cycle record	*								2b	-	-	b	2b	b
14.8 Interpret Requirements computation									-	-	-	b	2b	b
14.9 Interpret Other inquiries									-	-	-	-	-	-
<b>14.10 ILS-S</b>														
14.10.1 Process asset query		*							2b	-	-	b	-	-
14.10.2 Process orders query		*							-	-	-	b	-	-
14.10.3 Process other queries									-	-	-	-	-	-
14.10.4 Research audit trail		*							2b	-	-	b	2b	-
<b>14.11 Data Systems</b>														
14.11.1 Define AFMC automated systems									-	-	-	B	-	B
14.11.2 Define DLA automated systems									-	-	-	B	-	-
14.11.3 Define Other data systems									-	-	-	-	-	-
14.11.4 Overview of Logistics Installations and Mission Support- Enterprise View (LIMS-EV)/Basing & Logistics Analytics Development Environment (BLADE)									-	-	-	A	B	B
14.11.5 Run reports in LIMS-EV/BLADE		*							-	-	-	b	2b	-
14.11.6 Develop/Modify reports In LIMS-EV/BLADE			*						-	-	-	-	2b	-
<b>14.12 Weapon System Management Information Systems (WSMIS-SAM)</b>														
14.12.1 Define purpose/objective									-	-	-	-	-	-
14.12.2 Define sources of data									-	-	-	-	-	-
14.12.3 Review Modules									-	-	-	-	-	-
<b>15 AIR FORCE WORKING CAPITAL FUND (AFWCF)</b>														
TR: DAFI 23-101; DAFMAN 23-122; AFH 23-123; DFAS-DE 7077.10; AFMAN 65-604														
15.1 Identify operating concept									-	-	-	A	-	-
15.2 Define Consolidated Sustainment Activity Group (CSAG)									-	-	-	A	-	-
15.3 Define General Support Division (GSD)									-	-	-	A	-	-
<b>15.4 Management levels</b>														
15.4.1 Define AFMC Responsibilities									-	-	-	A	-	B
15.4.2 Define LRS Responsibilities									-	-	-	-	-	-
15.4.3 Define Accountable Officer Financial Working Group/Financial Management Board (FWG/FMB) Responsibilities									-	-	-	-	-	-
15.5 Define GSD Stock Fund Manager Responsibilities									-	-	-	-	-	-
15.6 Identify WRM/RSP funding									-	-	-	-	-	-
15.7 Identify an operating program									-	-	-	-	-	-
15.8 Interpret financial management reports									-	-	-	-	-	-
15.9 Manage GSD program execution									-	-	-	-	-	-
15.10 Define credit return policy									-	-	-	-	-	A
15.11 Identify Non-reimbursable issues/shipments									-	-	-	-	-	-
15.12 Define reduced price sales									-	-	-	-	-	-
15.13 Process inventory valuation									-	-	-	-	-	-
15.14 Identify Investment equipment									-	-	-	-	-	-
15.15 Identify Supply/DFAS interface (SMAS)									-	-	-	-	-	-

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		B		C	
	3 Lvl	5 Lvl	7 Lvl	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
15.16 Define Operations & Maintenance (O&M) budget									-	-	-	-	-	-
15.17 Define Cost Per Flying Hour Program									-	-	-	-	-	-
<b>16 REJECT/MANAGEMENT NOTICE PROGRAM</b> TR: DAFI 23-101; DAFMAN 23-122; AFH 23-123; DODI 4140-01; DLM 4000.25														
16.1 Define responsibilities of Reject/Management Notice program									A	-	-	B	-	-
16.2 Research rejects/management notices		*							2b	-	-	b	-	-
16.3 Reprocess resolved reject		*							2b	-	-	b	-	-
16.4 Force delete resolved reject			*						-	-	-	a	-	b
<b>17 DEGRADED OPERATIONS</b> TR: DAFI 23-101; DAFMAN 23-122; AFH 23-123														
17.1 Define Responsibilities of Degraded Operations			*						-	-	-	A	B	-
17.2 Perform Quality control									-	-	-	-	B	-
17.3 Manage Listings									-	-	-	A	B	-
<b>17.4 Manual accountability</b>														
17.4.1 Create Order									-	-	-	b	2b	-
17.4.2 Create Return									-	-	-	b	2b	-
17.4.3 Create shipments									-	-	-	b	2b	-
17.4.4 Create due-out									-	-	-	b	2b	-
17.4.5 Create Special Requisition (SPR)									-	-	-	b	2b	-
17.4.6 Create receipt									-	-	-	-	-	-
17.4.7 Create DOR									-	-	-	b	2b	-
17.4.8 Perform manual storage procedures									-	-	-	b	2b	-
17.4.9 Perform Recovery Transactions									-	-	-	-	B	-
17.4.10 Perform Recovery Accountability									-	-	-	-	B	-
<b>18 INSPECTION ACTIVITIES</b> TR: DAFI 23-101; DAFMAN 23-122; AFH 23-123; TOs 00-5-1, 00-20-3, 00-25-234, 00-35D-54; AFJMAN 23-210; DODI 4140-01; DLM 4000.25														
18.1 Determine property identity		*							a	-	-	b	-	b
18.2 Determine property condition									a	-	-	b	-	-
18.3 Prepare condition tags/labels		*							a	-	-	a	-	-
18.4 Process condition changes									-	-	-	b	-	b
18.5 Process identity changes									-	-	-	a	-	b
18.6 Schedule/process for tests Shelf-life program									-	-	-	a	-	b
18.7 Query Shelf-Life Extension System (SLES)/Shelf-life Asset Record (SLAR)									-	-	-	-	2b	-
18.8 Update extension info/labels									-	-	-	-	2b	-
18.9 Identify Functional check items									a	-	-	b	-	b
18.10 Schedule/test Functional check items									-	-	-	-	-	-
18.11 Monitor functional check items									-	-	-	b	-	b
18.12 Suspect/unsuitable materiel									-	-	-	-	-	-
18.13 Identify Suspect/unsuitable materiel									a	-	-	b	-	b
18.14 Monitor suspect/unsuitable materiel									-	-	-	b	-	b
18.15 Identify Health Hazard Items									a	-	-	b	-	-
18.16 Report Health Hazard Items									-	-	-	b	-	-
18.17 Inspect Health Hazard Items									-	-	-	b	-	-
18.18 Monitor Health Hazard Items									-	-	-	b	-	-
18.19 Identify Safety Data Sheets (SDS)									-	-	-	B	-	-
18.20 Define Disposal of Health Hazard Items									-	-	-	a	-	-
18.21 Identify Electrostatic Sensitive Devices/Electrostatic Discharge (ESD) items									a	-	-	b	-	-
18.22 Schedule/test ESD items									-	-	-	b	-	-
18.23 Monitor ESD items									-	-	-	a	-	b
18.24 Inspect Precious Metals Recovery Program (PMRP)									-	-	-	a	-	b
18.25 Monitor PMRP									-	-	-	a	-	b
18.26 Utilize Inspection off-line checklist									-	-	-	B	-	-
18.27 Determine demilitarization code									-	-	-	-	-	-
18.28 Define Organizational refusals									A	-	-	B	-	-
18.29 Identify Warranty/Guarantee items									-	-	-	A	-	-
18.30 Identify Warehouse surveillance program/COSIS									A	-	-	B	-	B
18.31 Identify Inspection stamp control									-	-	-	-	-	-
18.32 Identify Counterfeit/Discrepant materiel									-	-	-	B	-	-
18.33 Define Chief Inspector Responsibilities									-	-	-	A	-	B
18.34 Define Limited Inspector Responsibilities									-	-	-	A	-	B



1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
	A	B	C	A	B	C	D	E	A		B		C	
	3 Lvl	5 Lvl	7 Lvl	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
<b>19 STORAGE PROCESS</b>														
TR: DAFI 23-101; DAFMAN 23-122; AFH 23-123; DODI 4140-01; DLM 4000.25														
19.1 Define Types of warehouse facilities									A	-	-	B	-	-
19.2 Plan a warehouse layout									-	-	-	a	-	b
19.3 Identify Effective utilization of warehouse									-	-	-	B	-	B
19.4 Define General property storage									-	-	-	B	-	B
19.5 Define Hazardous materials property storage									-	-	-	B	-	-
19.6 Define Miscellaneous commodities property storage									-	-	-	B	-	-
19.7 Define Gas cylinders property storage									-	-	-	-	-	-
19.8 Define Precious Metals property storage									-	-	-	A	-	-
19.9 Define Equipment Items storage									-	-	-	A	-	-
19.10 Identify/Monitor shelf life items		*							2b	-	-	b	2b	b
19.11 Assign/change/delete Stock Location (FCS)		*							2b	-	-	b	-	-
19.12 Maintain stock number directory									-	-	-	-	-	-
19.13 Reconcile Daily Document Register (D04) or local product									a	-	-	b	-	-
19.14 Update warehouse indicative data changes									-	-	-	b	-	-
19.15 Pull property from warehouse		*							2b	-	-	b	-	-
19.16 Prepare Schedule for warehouse location validation									-	-	-	a	-	b
19.17 Create validation list for warehouse location validation									-	-	-	a	-	b
19.18 Prepare area for warehouse location validation									A	-	-	B	-	-
19.19 Perform warehouse location validation		*							2b	-	-	a	-	b
19.20 Resolve discrepancies		*	*						-	-	-	a	-	b
19.21 Resolve Serviceable Balance-no location list discrepancies (R36)		*							2b	-	-	a	-	b
19.22 Resolve warehouse refusals			*						a	-	-	a	-	b
19.23 Identify Retail sales									-	-	-	-	-	-
19.24 Identify Hazardous Materiel (HAZMAT) pharmacy									-	-	-	-	-	-
19.25 Identify Enterprise Environmental, Safety, and Occupational Health Management Information System (EESOH-MIS)									-	-	-	A	-	A
<b>20 PHYSICAL INVENTORY</b>														
TR: DAFI 23-101; DAFMAN 23-122; AFH 23-123; DODI 4140-01; DLM 4000.25														
20.1 Define Complete inventory									A	-	-	A	-	B
20.2 Define Special inventory									A	-	-	A	-	B
20.3 Prepare an Inventory schedule									A	-	-	B	-	B
20.4 Prepare parameter request									a	-	-	a	-	b
20.5 Perform inventory		*							2b	-	-	a	-	b
20.6 Research discrepancy			*						-	-	-	a	-	b
20.7 Process inventory Adjustment									-	-	-	a	-	b
20.8 Process Record Reversal and Correction									-	-	-	a	2b	b
20.9 Process Causative research			*						-	-	-	a	2b	b
20.10 Review Consolidated Inventory Adjustment Document Register (M10)									-	-	-	a	b	b
20.11 Prepare Inventory Analysis									-	-	-	a	2b	b
<b>21 BENCH STOCK</b>														
TR: DAFI 23-101; DAFMAN 23-122; AFH 23-123; DODI 4140-01; DLM 4000.25														
21.1 Define Customer support responsibilities									A	-	-	-	-	-
21.2 Establish bench stock accounts									-	-	-	b	-	-
21.3 Load/change/delete bench stock details									-	-	-	b	-	-
21.4 Conduct bench stock review									-	-	-	a	-	b
21.5 Identify Minimum Reserve Authorization/Minimum Authorization Quantity (MRA/MAQ)									-	-	-	A	-	B
21.6 Review Master Bench Stock List (S04)									-	-	-	A	-	B
21.7 Review Bench Stock Review List (M04)									-	-	-	A	-	B
<b>22 MATERIEL HANDLING</b>														
TR: AFI 23-101; AFMAN 23-122; AFH 23-123; DODI 4140-01; DLM 4000.25														
22.1 Define Concept of material handling									-	-	-	B	-	-
22.2 Operate Mechanized Material Handling Systems (MMHS)									-	-	-	-	-	-
22.3 Identify Storage Aids Systems (SAS)									-	-	-	A	-	-

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		B		C	
	3 Lvl	5 Lvl	7 Lvl	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
22.4 Operate 10K/all-terrain forklift									-	-	-	-	-	-
22.5 Operate 4K forklift									-	-	-	-	-	-
22.6 Perform Pallet build-up									-	-	-	-	-	-
<b>23 GENERAL TASKS AND KNOWLEDGE</b>														
TR: DAFI 23-101; AFMAN 23-122; AFH 23-123; DODI 5000.64-AFI 23-1														
23.1 Define Air Force Occupational and Environmental Safety, Fire Prevention, and Health (AFOSH) program									-	-	-	-	-	-
23.2 Define Property accountability and supply discipline									-	-	-	B	-	-
23.3 Define Financial Liability Investigations for Property Loss (FLIPL)									-	-	-	A	-	B
23.4 Prepare AF Form 2011									-	-	-	-	-	-
23.5 Process Outgoing Supply Discrepancy Report (SDR)									-	-	-	b	-	b
23.6 Prepare/Submit SDR									-	-	-	b	-	b
23.7 Process SDR response									-	-	-	b	-	b
23.8 Process SDR follow-ups									-	-	-	b	-	b
23.9 Maintain SDR consolidated suspense file									-	-	-	a	-	-
23.10 Process Incoming SDR									-	-	-	b	-	-
23.11 Define Program management/categories of reusable containers									-	-	-	A	-	-
23.12 Prepare Defense Logistics Agency Disposition Services (DLADS) withdrawal									-	-	-	B	-	-
23.13 Identify Government-Wide Purchase Card (GPC)									-	-	-	-	-	-
23.14 Use SIFS									-	-	-	-	-	-
23.15 Manage local SIFS files									-	-	-	-	-	-
23.16 Manage residue files									-	-	-	-	-	-
23.17 Manage narrative images									-	-	-	-	-	-
<b>23.18 Force Readiness</b>														
23.18.1 Define Operation Plan (OPlan)									-	-	-	A	-	B
23.18.2 Define Unit Type Code (UTCs)									-	-	-	-	-	-
23.18.3 Define Time Phased Force Deployment Data (TPFDD)									-	-	-	A	-	B
23.18.4 Define Design Operation Capability (DOC) statement									-	-	-	A	-	B
23.18.5 Identify Deployment/Crisis Action Planning and Execution System (DCAPES)									-	-	-	-	-	-
23.18.6 Identify DoD Readiness Reporting System (DRRS)									-	-	-	-	-	-
23.18.7 Identify Logistics Module (LOGMOD) Program									-	-	-	-	-	A
23.18.8 Chemical/ Biological/ Radiological/Nuclear Environment (CBRNE) task qualification training (TQT)									-	-	-	-	-	-
<b>23.19 Compliance</b>														
23.19.1 Define Quality Assurance Program									-	-	-	A	-	B
23.19.2 Define Self Inspection Program									-	-	-	A	-	B
<b>23.20 Logistics Evaluation Assurance Program (LEAP)</b>														
23.20.1 Prepare/Conduct evaluation & inspection plan									-	-	-	-	-	-
23.20.2 Define types of reports									-	-	-	-	-	-
23.20.3 Prepare LEAP summary									-	-	-	-	-	-
23.20.4 Prepare Customer assisted visits									-	-	-	A	-	B
23.20.5 Review Metrics									-	-	-	a	-	b
23.20.6 Define Root Cause Analysis									-	-	-	A	-	B
23.20.7 Prepare/perform root cause analysis									-	-	-	-	-	-
23.21 Review procedural changes									-	-	-	-	-	-
23.22 Recommend procedural changes, i.e., AF From 847/679									-	-	-	-	-	b
23.23 Review/coordinate software releases, advance program documentation, System Advisory Notices (SANs) and Rapid Communications (RAPCOMs)									-	-	-	-	-	-
23.24 Define Support Agreement responsibilities									-	-	-	-	-	B
23.25 Define Difficulty Reports (DIREPs)									-	-	-	A	-	B
23.26 Develop local procedures									-	-	-	-	-	-

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		B		C	
	3 Lvl	5 Lvl	7 Lvl	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
23.27 Publish local procedures									-	-	-	-	-	-
23.28 Define Receiving Process									-	-	-	-	-	-
<b>24 ASSET MANAGEMENT</b> TR: DAFI 23-101; AFMAN 23-122; AFH 23-123														
24.1 Concepts									A	-	-	B	-	-
<b>24.2 Mobile Device Technology</b>														
24.2.1 Process Put away									-	-	-	-	-	-
24.2.2 Process Pull									-	-	-	-	-	-
24.2.3 Process Delivery									-	-	-	-	-	-
24.2.4 Process Return									-	-	-	-	-	-
<b>24.3 ILS-S Asset Management menu</b>														
24.3.1 Manage print queue									-	-	-	-	-	-
24.3.2 Process Put Away		*							2b			a		
24.3.3 Process Pull		*							2b	-	-	a	-	-
24.3.4 Process Delivery		*							2b	-	-	a	-	-
24.3.5 Review Items not pulled management report		*							2b	-	-	b	-	b
24.3.6 Review Items not put away management report		*							2b	-	-	b	-	b
24.3.7 Review Items not received by customer management report		*							2b	-	-	b	-	b
24.3.8 Review Other reports									-	-	-	b	-	-
24.3.9 Use administration tools									-	-	-	-	-	-
<b>24.5 Maintenance functions</b>														
24.5.1 Batch process									-	-	-	-	-	-
24.5.2 Download delivery list to mobile device									-	-	-	-	-	-
24.5.3 Maintain org/shop code									-	-	-	-	-	-
24.5.4 Maintain squadron code									-	-	-	-	-	-
<b>25 SYSTEM SOFTWARE</b> TR: DAFI 23-101; AFMAN 23-122; AFH 23-123														
25.1 Define Interactive Communications Interface (ICI)									-	-	-	-	-	-
25.2 Configure ICI									-	-	-	-	-	-
<b>26 COMPUTER SYSTEM OPERATIONS</b> TR: DAFI 23-101; AFMAN 23-122; AFH 23-123; DFAS-DE 7077.10-M														
26.1 Initiate modes of processing									-	-	-	-	-	-
26.2 Schedule reports/ listings									-	-	-	-	-	-
26.3 Process schedule									-	-	-	-	-	-
26.4 Process End-of-Year procedures									-	-	-	-	-	-
26.5 Process COMREM input									-	-	-	-	-	-
26.6 Process DAY inputs									-	-	-	-	-	-
26.7 Process GV									-	-	-	-	-	-
26.8 Process CTH									-	-	-	-	-	-
26.9 Process base constants									-	-	-	-	-	-
26.10 Review console type-out file									-	-	-	-	-	-
26.11 Conduct security validation									-	-	-	-	-	-
26.12 Trace output									-	-	-	-	-	-
26.13 Perform ILS-S Administration									-	-	-	-	-	-
<b>27 MANAGEMENT OF CONTROLLED MATERIEL</b> TR: DAFI 23-101; AFMAN 23-122; AFH 23-123; DOD 5200.08-R; DLM 4000.25; DOD 4140.1-R;														
27.1 Identify/Manage Nuclear Weapons Related Materiel (NWRM)									A	-	-	B	B	B
27.2 Identify/Manage Classified materiel									A	-	-	B	B	B
27.3 Identify/Manage Sensitive materiel									A	-	-	B	B	B
27.4 Identify/Manage Controlled Cryptographic Item (CCI) Communication Security (COMSEC) Serialized Control Items									A	-	-	B	B	B
<b>28 5th GEN AIRCRAFT SUPPORT</b> TR: DAFI 23-101; AFMAN 23-122; AFH 23-123														
28.1. Define Automatic Logistics Information System (ALIS)/Operational Data Integrated Network (ODIN)									A	-	-	A	-	A
28.2 Define Supply Chain Management (SCM) Module									A	-	-	A	-	A
28.3 Define CMMS Computerized Maintenance Management System (CMMS)									A	-	-	A	-	A

### ATTACHMENT 3, CONTINGENCY/EXPEDITIONARY TRAINING REQUIREMENTS

1. Commanders and supervisors, at all levels, should establish an effective contingency/expeditionary training program that takes into account the normal AEF battle rhythm. The following tables prescribe the minimum essential training tasks Airmen require training and certification on to meet the stated capability of the Unit Type Code (UTC). As the minimum training requirements, commanders should use completion of training associated with assigned UTCs as the determination of capability readiness in the AEF Reporting Tool (ART).
2. Ideally, Airmen/teams should begin the specified training 4-6 months before their AEF deployment. Flight superintendents/certifying officials will assess an Airmen's ability to perform the task to the "Go," "No-Go" level. A copy of the applicable training table, indicating completed training, should be placed in the Airman's AF Form 623, On-the-Job Training Record, and maintained until return from deployment.
3. UTCs/capabilities requiring training/certifying on specialized materiel handling (i.e., all-terrain forklift) tasks require a minimum of 50 percent of personnel assigned against that UTC be certified on those tasks.
4. All appropriate core tasks in addition to UTC requirements must be met.
5. The MAJCOM Functional Manager is the waiver authority for required training

**UTC: JFBHM (SUP HAZMAT MANAGEMENT)**

<b>STS Reference/Training Task</b>	<b>Trng Start</b>	<b>Trng Complete</b>	<b>Trainee Initials</b>	<b>Trainer Initials</b>
1.10.3 Define Petroleum, Oil, and Lubricants (POL) (III)				
14.11.4 Overview of Logistics Installations and Mission Support- Enterprise View (LIMS-EV)/Basing & Logistics Analytics Development Environment (BLADE)				
18.2 Determine property condition				
18.3 Prepare condition tags/labels				
18.4 Process condition changes				
18.5 Process identity changes				
18.6 Schedule/process for tests Shelf-life program				
18.7 Query Shelf-Life Extension System (SLES)/Shelf-life Asset Record (SLAR)				
18.8 Update extension info/labels				
18.15 Identify Health Hazard Items				
18.16 Report Health Hazard Items				
18.17 Inspect Health Hazard Items				
18.18 Monitor Health Hazard Items				
18.19 Identify Safety Data Sheets (SDS)				
18.20 Define Disposal of Health Hazard Items				
19.7 Define Gas cylinders property storage				
19.25 Identify Enterprise Environmental, Safety, and Occupational Health Management Information System (EESOH-MIS)				
22.4 Operate 10K/all-terrain forklift				

**UTC: JFBMS (SUP MATERIEL STORAGE ACTIVITY)**

<b>STS Reference/Training Task</b>	<b>Trng Start</b>	<b>Trng Complete</b>	<b>Trainee Initials</b>	<b>Trainer Initials</b>
8.3 Load, change, delete WRM/RSP authorizations				
8.4 Transfer (ROBUST) assets between RSP/WRM details (IKT)				
8.5 Process deploy/return documentation				
8.6 Process transfer documentation				
8.7 Process Reconciliation				
8.8 Certify hazardous cargo				
8.9 Prepare RSP for shipment				
8.10 Execute checklist				
18.1 Determine property identity				
18.2 Determine property condition				
18.6 Schedule/process for tests Shelf-life program				
18.7 Query Shelf-Life Extension System (SLES)/Shelf-life Asset Record (SLAR)				
18.8 Update extension info/labels				
18.9 Identify Functional check items				
18.10 Schedule/test Functional check items				
18.11 Monitor functional check items				
18.12 Suspect/unsuitable materiel				
18.13 Identify Suspect/unsuitable materiel				
18.14 Monitor suspect/unsuitable materiel				
18.15 Identify Health Hazard Items				
18.16 Report Health Hazard Items				
18.17 Inspect Health Hazard Items				
18.18 Monitor Health Hazard Items				
18.19 Identify Safety Data Sheets (SDS)				
18.20 Define Disposal of Health Hazard Items				
18.21 Identify Electrostatic Sensitive Devices/Electrostatic Discharge (ESD) items				
18.22 Schedule/test ESD items				
18.23 Monitor ESD items				
18.24 Inspect Precious Metals Recovery Program (PMRP)				
18.25 Monitor PMRP				
19.11 Assign/change/delete Stock Location (FCS)				
19.15 Pull property from warehouse				
19.16 Prepare Schedule for warehouse location validation				
19.17 Create validation list for warehouse location validation				
19.18 Prepare area for warehouse location validation				
19.19 Perform warehouse location validation				
20.1 Define Complete inventory				
20.2 Define Special inventory				
20.3 Prepare an Inventory schedule				
20.4 Prepare parameter request				
20.5 Perform inventory				
22.2 Operate Mechanized Material Handling Systems (MMHS)				
22.4 Operate 10K/all-terrain forklift				
22.6 Perform Pallet build-up				

**UTC: JFBCW (SUP MOBILITY SUPPORT)**

<b>STS Reference/Training Task</b>	<b>Trng Start</b>	<b>Trng Complete</b>	<b>Trainee Initials</b>	<b>Trainer Initials</b>
3.4 Verify requirement from I004/I023 Management Notice				
3.8 Define Maintenance/materiel management system interface				
4.16 Research (WEB/PUB) FLIS				
4.21 Manage listings (M14, D04, R02, M24, R03, Q05, R08, etc.)				
5.2 Verify Asset Check				
5.3 Create MICAP due-out detail				
5.4 Delete MICAP due-out detail				
5.5 Modify MICAP due-out detail				
5.6 Identify Cause codes				
5.7 Identify Delete codes				
5.8 Manage MICAP due-out status				
9.1 Define Weapons Accountability Process				
9.2 Issue/Return weapons procedures				
9.3 Research DAFMAN 31-129 SA/LW procedures				
9.4 Define deploy/transfer weapons process				
9.5 Perform inventory cycle counts				
9.6.1 Manage Shelf-life (JACKS)				
9.6.2 Validate contract number, lot numbers, serial numbers				
9.6.3 Assemble Mobility Bags				
9.8.1 Manage Mobility Dashboards				
9.8.2 Issue/return assets				
9.8.4 Maintain mobility shopping list				
10.1 Define Air Force Sustainment Center Responsibilities				
10.2 Define LRS Responsibilities				
13.1 Define Source documents				
13.2 Perform Quality Control				
13.3 Perform Document disposition				
13.4 Resolve delinquent documents				
13.6 Maintain document support files				
13.7 Manage shipment suspense program				
13.8 Maintain letters of authorization to receipt for classified/equipment assets				
13.9 Maintain Force Record Alteration (FIX) documents				
14.10.1 Process asset query				
14.10.2 Process orders query				
14.10.3 Process other queries				
14.10.4 Research audit trail				
14.11.4 Overview of Logistics Installations and Mission Support- Enterprise View (LIMS-EV)/Basing & Logistics Analytics Development Environment (BLADE)				
14.11.5 Run reports in LIMS-EV/BLADE				
14.11.6 Develop/Modify reports In LIMS-EV/BLADE				
21.2 Establish bench stock accounts				
21.3 Load/change/delete bench stock details				
21.6 Review Master Bench Stock List (S04)				
21.7 Review Bench Stock Review List (M04)				
22.4 Operate 10K/all-terrain forklift				
22.6 Perform Pallet build-up				

**UTC: JFBRC (SUP REPAIR CYCLE MANAGEMENT)**

STS Reference/Training Task	Trng Start	Trng Complete	Trainee Initials	Trainer Initials
6.1 Identify Repair cycle Process				
6.2 Manage Repair cycle Asset Management listing (D23)				
6.3 Identify Enterprise Repair Cycle Management				
6.4 Perform DIFM reconciliation				
6.5 Process Turn Around Action (TRN)				
6.6 Process DIFM status codes updates				
6.7 Identify Unserviceable items storage				
6.8 Monitor Awaiting Parts (AWP) (D19) Listing				
6.9 Process base level repair return				
6.10 Process off base repair return				
6.11 Process condemnation return				
6.12 Manage time change items				
6.13 Identify TCTO items				
6.14 Manage TCTO items				
6.15 Identify Supply Point Management				
12.1 Prepare Consumables/expendables return documentation				
12.5 Prepare Found on Base (FOB) return documentation				
12.7 Prepare Material Deficiency Report/Product Quality and Material Deficiency Report (MDR/PQDR) return documentation				
12.9 In-check/inspect property/documentation				
12.10 Process Returns				
14.6 Interpret Consolidated Transaction History (CTH)				
14.11.4 Overview of Logistics Installations and Mission Support- Enterprise View (LIMS-EV)/Basing & Logistics Analytics Development Environment (BLADE)				
14.11.5 Run reports in LIMS-EV/BLADE				
14.11.6 Develop/Modify reports In LIMS-EV/BLADE				
17.4 Manual accountability				
17.4.2 Create Return				
17.4.7 Create DOR				
17.4.9 Perform Recovery Transactions				
17.4.10 Perform Recovery Accountability				
22.4 Operate 10K/all-terrain forklift				

**UTC: JFBLS (SUP SUPPLY CHAIN SUST LDR PACK)**

**UTC: JFBLM (SUP SUPPLY SUST MNGT PACKAGE)**

STS Reference/Training Task	Trng Start	Trng Complete	Trainee Initials	Trainer Initials
1.1 Define Air Force Force Generation Cycle (AFFORGEN)				
1.2 Identify Materiel Management UTCs				
1.6 Identify Logistics Readiness Squadron (LRS) Organizational Structure				
1.7 Outline Air Force Materiel Command (AFMC) Org Structure				
14.11.4 Overview of Logistics Installations and Mission Support- Enterprise View (LIMS-EV)/Basing & Logistics Analytics Development Environment (BLADE)				
23.18.2 Define Unit Type Code (UTCs)				
23.18.3 Define Time Phased Force Deployment Data (TPFDD)				

**UTC: JFBCT (SUP CUSTOMER SUPPORT PACKAGE)  
UTC: JFBCU (SUP CONTINGENCY SUSTAINMENT PK)**

<b>STS Reference/Training Task</b>	<b>Trng Start</b>	<b>Trng Complete</b>	<b>Trainee Initials</b>	<b>Trainer Initials</b>
4.1 Research Materiel Management Publications/DAFMAN 23-122				
4.15 Define D043, Master Item Identification Control System (MIICS)				
4.16 Research (WEB/PUB) FLIS				
4.17 Process Item Record FIL				
4.18 Process Item record FIC/FID				
4.21 Manage listings (M14, D04, R02, M24, R03, Q05, R08, etc.)				
10.15 Process Non-directed Shipment				
11.10 Define Allowance Standards				
11.11 Define Readiness Codes				
11.12 Review/Submit AF Form 601				
11.13 Research/Process rejects/variances				
11.14 Identify Equipment Authorized In-Use Detail (EAID)/Non-EAID assets				
11.15 Manage Master/Custodian Jacket files				
11.16 Manage Chief Financial Officer (CFO) act compliance				
11.17 Identify Item Unique Identification (IUID) marking				
11.18 Define Record of File				
11.19 (Load/change/delete) in-use details in ILS-S				
11.20 Identify Custodian Inventory Report (CIR)/R14				
11.21 Identify Organizational Visibility List				
11.22 Perform Equipment Authorization and on-hand balance Reconciliation				
11.23 Define Mal-Position Support Equipment				
11.24 Identify Authorization/On-Hand Report				
11.25 Identify Increase/Decrease Action Report				
11.26 Process Weapons and COMSEC Reports				
11.27 DPAS Transactions				
11.27.1 Process Asset Inquires				
11.27.2 Schedule Reports/Generate Forms				
11.27.3 Define Disposition				
11.27.4 Process a UIC transfer				
11.27.5 Update Asset Record				
11.27.6 Create/update Inventory				
11.27.7 Identify Cataloging				
11.28 Process deployments/loan/repair and return				
11.28.1 Define Pre-deployment planning				
11.28.2 Define Deployment procedures				
11.28.3 Define Loan procedures				
11.28.4 Define Repair and return procedures				
11.29 Organizational visits				
11.29.1 Perform joint inventory				
11.29.2 Perform Floor to book				
11.29.3 Perform Book to floor				
11.29.4 Evaluate unit program				
11.29.5 Prepare written report				
11.29.6 Conduct follow-up				
11.3 Define Air Force Sustainment Center Responsibilities				
11.30.5 Track delinquent equipment transfers (99S)				
11.5 Define Equipment Accountability Element Responsibilities				
11.6 Define Property Custodians Responsibilities				
11.7 Identify Property Accountability (PA) Module				
11.8 Define Unit Identification Code (UIC)				
12.1 Prepare Consumables/expendables return documentation				
12.2 Prepare Repair cycle return documentation				
12.5 Prepare Found on Base (FOB) return documentation				
13.4 Resolve delinquent documents				
13.5 Clear Document Control Records (DCR)				
13.8 Maintain letters of authorization to receipt for classified/equipment assets				
14.11.4 Overview of Logistics Installations and Mission Support- Enterprise View (LIMS-EV)/Basing & Logistics Analytics Development Environment (BLADE)				
14.11.5 Run reports in LIMS-EV/BLADE				
14.11.6 Develop/Modify reports In LIMS-EV/BLADE				
14.2 Process inquiry				
14.3 Interpret Item record				
14.4 Interpret Detail record				
14.5 Interpret Part number				
14.6 Interpret Consolidated Transaction History (CTH)				
23.2 Define Property accountability and supply discipline				
23.5 Process Outgoing Supply Discrepancy Report (SDR)				
23.10 Process Incoming SDR				



## ***Section B-Course Objective List***

This section not used.

## ***Section C-Support Material***

Materiel Management Computer Operations Qualification Training Package (QTP) provides supplemental training for award of the Computer Operations Special Experience Identifier (SEI) 027. Training requirements are taken directly from the 2S0XX CFETP Part II, Sections 25 and 26. Airmen are expected to perform at the journeyman level and work in Computer Operation Section for at least 2 years to obtain the SEI 027 regardless of your current skill level. Daily tasks are set at “3c” proficiency; while less common tasks are set at “2b” proficiency.

## ***Section D-Training Course Index***

### **5. Air Force In-Residence Courses**

For information on all formal courses, refer to the Air Force Education and Training Course Announcement (ETCA) database at <https://education-online-courses.com/etca-air-force-training-courses/>

### **6. Air Force Career Development Academy (AFCDA) Courses**

For information on all distance learning and web-based courses refer to the following web sites:

Air University - <https://www.airuniversity.af.edu/>

AF Institute of Technology – <https://www.afit.edu/>

Defense Acquisition University -<https://www.dau.edu/>

Joint Doctrine, Education & Training Electronic Information System -- <https://jdeis.js.mil/jdeis/index.jsp>

Joint Forces Staff College -<https://jfsc.ndu.edu/>

Senior Enlisted Joint PME - <https://www.jcs.mil/Doctrine/Joint-Education/Joint-Enlisted-Development-Portal/>

US Air Force Community College of the Air Force -<https://www.airuniversity.af.edu/Barnes/CCAF/>

US Army Logistics University – <http://www.alu.army.mil/>

US Army Quartermaster Center and School - <http://www.quartermaster.army.mil/>

## ***Section E-MAJCOM Unique Requirements***

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

## ***Section F-Training Program***

### ***Points of Contact***

HQ UNITED STATES AIR FORCE  
(HQ USAF) HQ USAF/A4LM  
1030 Air Force Pentagon  
Washington DC 20330-1030  
DSN 2272530 FAX 225-9811

Air Force Special Operations Command  
(AFSOC) HQ AFSOC/A4RM  
Hurlburt Fld, FL 32544-5273  
DSN 579-2348  
FAX 579-2373

AF PERSONNEL CENTER (AFPC)  
HQ AFPC/DPAA1  
JBSA-Randolph, TX 78150-4734  
DSN 665-4008  
FAX 665-4315

Air Mobility Command  
(AMC) HQ AMC/A4RMP  
Scott AFB, IL 62225-5001  
DSN 779-2813  
FAX 779-4878

Air Combat Command (ACC)  
HQ ACC/A4RM  
JB Langley-Eustis, VA 23665-2791  
DSN 575-5455

Air National Guard (ANG)  
NGB/A4R  
3500 Fetchet Ave  
JB-Andrews, MD 20762-5157  
DSN 278-8960  
FAX 278-8195

AFLCMC/HIAR  
Maxwell AFB Gunter Annex AL 36114-  
5000 DSN 596-3300  
FAX 596-5186

Air Force Reserve Command  
(AFRC) HQ AFRC/A4R  
Robins AFB, GA 31098-6001  
DSN 497-0485  
FAX 497-0731

Air Education and Training Command (AETC)  
HQ AETC/A4RM  
JBSA-Randolph, TX 78150-4440  
DSN 487-3925  
FAX 487-3988

Air Force Materiel Command (AFMC)  
HQ AFMC/A4RX  
Wright Patterson AFB, OH 45433-5001  
DSN 787-9138  
FAX 986-2138

Pacific Air Forces (PACAF)  
HQ PACAF/A4RM  
JBPH-Hickam, HI 96853-5427  
DSN 315-449-7773  
FAX 315-449-8120

Air Force Reserve Command (AFRC)  
HQ AFRC/LGS  
Robins AFB, GA 31098-6001 DSN  
497-0485  
FAX 497-0731

United States Air Forces - Europe (USAFE)  
HQ USAFE/A4R  
Unit 3050 Box 105  
RAMSTEIN AB, GE APO  
AE 09094-5000  
DSN 314-480-6298 FAX 314-480-9901

Air Force Space Command (AFSPC)  
HQ AFSPC/LCR  
Peterson AFB, CO 80914-4390  
DSN 692-3334  
FAX 692-9865

Air Force Global Strike Command (AFGSC)  
HQ AFGSC/A4RM  
Barksdale AFB, LA 71110  
DSN 781-1078  
FAX 781-1078

Materiel Management Schoolhouse  
344 TRS/TTL  
JBSA-Lackland, TX 78236 DSN  
473-9018  
FAX 473-0738

## ***Section G-Training Program Regulations***

*AFH 36-2235, Information for Designers of Instructional System, Vols. 1-11*

*AFI 36-2502, Enlisted Airmen Promotion and Demotion Programs*

*DAFI 36-2903, Dress and Personal Appearance of United States Air Force and United States Space Force Personnel*

*AFI 38-101, Manpower and Organization*

*AETCI 36-2651, Basic Military and Technical Training*

*AFPD 36-26, Total Force Development and Management*

*AFMAN 36-2100, Military Utilization and Classification*

*AFI 36-2670, Total Force Development*

## ***Section H-Materiel Management Enlisted Career Broadening Program***

### **7. Training Objectives**

This program provides the full spectrum of training, knowledge, experience, and perspectives to promote a better understanding of the entire supply chain for materiel management noncommissioned officers. This program introduces Supply Chain Management/Acquisition related processes that include functional interfaces, item and system program management, requirements or item processing, and provisioning, procuring, budgeting, and funding processes at an Air Force Materiel Command (AFMC) or Defense Logistics Agency (DLA) center. Additional information may be found in the Materiel Management Enlisted Career broadening Program guidance.