

AIR FORCE SPECIALTY CODE (AFSC) 2T0X1
TRAFFIC MANAGEMENT OPERATIONS
CAREER FIELD EDUCATION AND TRAINING PLAN (CFETP)



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

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SUMMARY OF CHANGES

This publication was changed to embrace Air Force Foundational Competencies and Traffic Management Competencies to map deliberate development. A major change was the removal of CDCs for upgrade to 5,7-skill levels and the creation of Task Training Guides to supplement training. In addition, the STS was substantially revised and must be completely reviewed.



Transportation Badge Heraldry

The falcon at the center of the badge is derived from the Triforium Termination Stone Carving dedicated on 10 May 1970 to the United States Air Force Logistics Personnel at the National Cathedral in Washington D.C.

The **Falcon** represents the dedication and devotion to duty of transportation personnel who aid in the generation and employment of defense forces across the spectrum of warfare.

The **Field** of the badge is without obstruction and depicts free skies.

The **Olive Branch** surrounding the badge symbolizes the peace aerospace forces engender through professional transportation.

In its talons, the falcon grasps a globe which represents earth as seen from space and represents the span of our systems around the world and into space. Encircling the globe are three arrows running parallel to each other to symbolize teamwork between all modes of transportation: Land, Sea, and Air.

The globe and the arrows together, symbolize the Air Force Transportation Vision Statement: Building the world's most effective movement systems to provide global reach for America.

Enlisted Traffic Management Operations personnel are awarded the basic badge after completing initial 3-level training, the senior badge is awarded after award of the 7-skill level, and the master badge is awarded to Master Sergeant or above with 5 years in the specialty from award of the 7-skill level.

**CAREER FIELD EDUCATION AND TRAINING PLAN
TRAFFIC MANAGEMENT OPERATIONS SPECIALITY
AFSC 2T0X1
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**CAREER FIELD EDUCATION AND TRAINING PLAN
TRAFFIC MANAGEMENT OPERATIONS
AFSC 2T0X1**

PART I

PREFACE

1. The Career Field Education and Training Plan (CFETP) is a comprehensive document that identifies life-cycle education and training requirements, training support resources, and minimum core task requirements for the traffic management specialty. The CFETP provides traffic managers a clear career path to success and instills rigor in all aspects of career field training. NOTE: Civilians occupying traffic management positions will use Part II of this CFETP to support duty position qualification training.

2. The CFETP consists of two parts. Both parts of the plan are used by supervisors to plan, manage, and control training within the career field.
 - 2.1. Part I - Provides information for overall management of the specialty. Section A - explains how to use this plan; Section B - identifies career field progression information, duties and responsibilities, training strategies, and career field path; Section C - associates each level with specialty qualifications (knowledge, education, training, and other); Section D - indicates resource constraints such as funds, manpower, equipment, and facilities; Section E identifies transition training plans for the 2T0X1 career field

 - 2.2. Part II - Includes the following: Section A - identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references (TRs) to support training, Air Education and Training Command (AETC) conducted training, wartime course, core task, and correspondence course requirements. Section B - contains the course objective list (COL) and training standards supervisors will use to determine if Airmen satisfied training requirements. Section C - identifies available support materials. An example is a Task Training Guide (TTG), which is developed to support upgrade and proficiency training. These guides are located on the AFIMSC Traffic Management Operations SharePoint site: <https://usaf.dps.mil/teams/13569/TrafficMGT/compliance/Traffic%20Management%20Standardized%20Forms%20and%20Document/Forms/AllItems.aspx>. Section D - Identifies a training course index supervisors can use to determine resources available to support training. The index includes both mandatory and optional courses. Section E - identifies MAJCOM unique training requirements supervisors can use to determine additional training required for the associated qualification requirements. At the unit level, supervisors and trainers use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

3. Guidance provided in the CFETP will ensure individuals in the Traffic Management Operations Career Field receive effective and efficient training at the appropriate point in their career. This plan enables us to train and develop tomorrow's enlisted Airmen...today.

ABBREVIATIONS/TERMS EXPLAINED

Advanced Distributed Learning (ADL) – ADL is an evolution of distributive learning (distance learning) that emphasizes collaboration on standards-based versions of reusable objects, networks, and learning management systems, and may include some legacy methods and media.

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 Force Generation (AFFORGEN) – AFFORGEN is the Air Force’s sustainable, capacity-driven model for presenting forces to Joint Force Commanders (JFCs). AFFORGEN’s intent is to enable operational preparedness and readiness recovery to compete with peer competitors, while clearly focusing USAF efforts on a predictable and sustainable force offering.

Air Force Career Field Manager (AFCFM) - Representative appointed by the respective HQ USAF Deputy Chief of Staff or Under Secretariat, to ensure assigned AF specialties are trained and utilized to support AF mission requirements. Is the single point of contact (POC) and responsible for the overall management of a specific career (AF specialty) field. AFCFM responsibilities include policy development, training, skills management, and career progression.

Air Force Enlisted Classification Directory (AFECD) – Official directory for all military enlisted classification descriptions, codes, and identifiers. Establishes the occupational structure of the Air Force enlisted force.

Air Force Installation & Mission Support Center (AFIMSC) – Serves as the AF liaison to their respective AFCFM to monitor the health and manning of their career field and elevate concerns to the Traffic Management AFCFM. AFIMSC manages training allocations for all traffic managers. They disseminate Air Force and career field policies and program requirements affecting their career field throughout the Air Force. They coordinate with the Air Force Personnel Center, through the applicable MAJCOM/A1, to distribute personnel throughout each MAJCOM to ensure proper command prioritization of allocated/assigned personnel resources. They provide functional and subject matter expertise to AETC Training Manager to develop new or modify/improve existing training programs.

Air Force Specialty (AFS) - A group of positions (with the same title and code) that require common qualifications. Each AFS is assigned an AFS Code (AFSC) to identify a specific career field and qualification level for Air Force enlisted personnel. The first two digits of an AFSC (2T) identify the career field and the first three digits of an AFSC identify the AFS (2T0). A full AFSC identifies a specific duty position with an AFS.

Air Force Job Qualification Standard (AFJQS) - Training documents approved by the Traffic Management Operations Career Field Manager for a particular job type or duty position. Provides a comprehensive task list that is common to all persons serving in a specific duty position. They are used by supervisors to document task qualifications.

Behavior – An activity performed to achieve objectives of the job. Involves observable (physical) components and unobservable (mental) components. Behaviors consist of the performance of one or more tasks.

Career Field Education and Training Plan (CFETP) - 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 career 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. Third party certification is required on core tasks for skill level upgrade.

Coaching – Relationship where an uncertified or certified professional coach provides technical support focusing on development of mentees based on their identified performance need.

Competencies - Observable, measurable pattern of knowledge, skills, abilities, behaviors, and other characteristics needed to perform institutional or occupational functions successfully.

Competency Model - A collection of competencies that together defines successful performance in a particular work setting. Competency models are the foundation for important human resource functions such as recruitment and hiring, training and development, and retention. Competency models may be developed for specific jobs, job groups, organizations, occupations, or missions. Some competency models include information about the levels of competence, mastery, or proficiency required at different occupational levels.

Computer Based Training (CBT) – The use of computers to aid in the delivery and management of instruction.

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

Core Task - Tasks identified by the AFCFM as minimum qualification requirements for everyone within the AFSC, regardless of duty position. Core tasks may be specified for a particular skill level or in general across the 2T0 AFSC. Guidance for using core tasks can be found in the applicable CFETP narrative.

Course Objective List (COL) - A publication, derived from initial/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 conduct graduate evaluations in accordance with DAFMAN 36-2689, *Air Force Training Program*.

Course Training Standard (CTS) - Identifies the level of training members will receive in a specific course.

Deployment Task – 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 deployment tasks can be found in the applicable CFETP narrative.

Distance Learning (DL) – Includes video tele-seminar, interactive video tele-training, video tele-training, Career Development Courses (CDCs), internet-based instruction (IBI), and CBT. Includes formal courses that a training wing or a contractor develops for export to a field location (in place of resident training) for trainees to complete without on-site support of a formal training instructor.

Duty Position Tasks – Tasks assigned to an individual to be considered qualified for the position currently held. At a minimum these shall include all core tasks that correspond to the duty position as directed by the AFCFM and tasks assigned by the supervisor.

Education and Training Course Announcements (ETCA) – Contains specific MAJCOM procedures, fund citations, reporting instructions, and listings for those formal courses conducted or managed by MAJCOMs or field operating agencies.

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

Experiential Learning – Formal and informal experiences (e.g., field exercises, internships, or simulations), which enhance and expand an individual’s competencies. This type of learning activity provides challenging environments, broadens perspectives, encourages reflective thinking, introduces new or enhances existing competencies, and allows for the observation of a learner’s real-time actions.

Foundational Competencies – A set of accepted and valued competencies (e.g., Airman’s Foundational Competencies), which enable success across a wide-array of DAF missions, roles, functions, and duties. Taken from AFH 36-2647, Competency Modeling.

Exportable Training Course (ETC) - Instructional packages designed for use in the field. The course may include printed, computer-based, or other audiovisual materials.

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

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

MAJCOM Functional Manager (MFM) - SNCOs who manage designated enlisted career fields for a MAJCOM and serve as the MAJCOM liaisons for their respective CFMs. MFMs monitor the health and manning of their career fields within their command and elevate concerns to the Traffic Management AFCFM. They manage command training for their career field and coordinate command training and personnel issues across the MAJCOM staff and with the AFCFM. They disseminate Air Force and career field policies and program requirements affecting their career field throughout the MAJCOM. They coordinate with the Air Force Personnel Center, through their MAJCOM/A1, to distribute personnel throughout the MAJCOM to ensure proper command prioritization of allocated/assigned personnel resources. They provide functional and subject matter expertise to AETC Training Managers to develop new or modify/improve existing training programs.

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 an MTL and provides milestones for tasks, CDC completion, and prioritizes deployment/UTC, HST tasks, upgrade, and qualification tasks.

myFSS – An enterprise solution to support the Air Force’s goal of providing a centralized place available for all Airmen & Guardians to proactively manage their career, benefits, services, and family care—from hire to retire.

MyVector - An enterprise solution that supports the Air Force's goal to provide a standardized process available to all Airmen for career development and mentoring. Airmen can be proactive about their career development and mentoring relationships.

Occupational Analysis Report (OAR) - Detailed report showing the results of an occupational survey of tasks performed within a particular AFS. The report includes narrative analysis and data formatted into tables that can easily be sorted by the user to quickly identify and highlight data tailored to user needs. The OAR is made available to Occupational Analysis customers, such as the AFCFM and MFMs, the technical training

community, and other interested parties.

Occupational Competencies – A set of competencies required of all Airmen within a specific workforce category (a group of functions requiring similar work, i.e., Engineering). They describe technical/functional skills, knowledge, abilities, behaviors, and other characteristics needed to perform that function’s mission successfully.

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

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

Proficiency Training - Additional training, either in-residence or exportable advanced training courses, or OJT 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 an Airman in a specific duty position. This training occurs both during and after upgrade training to maintain up-to-date qualifications and is designed to provide the performance skills required to do the job.

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

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

Schoolhouse – The principle AETC location where training is conducted and/or managed.

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.

Special Experience Identifier (SEI) – A numerical designator that identifies special experience and training not otherwise reflected in the classification system. SEIs compliment other classification identifications and are primarily used for contingency purposes.

Specialty Training Requirements Team (STRT) – Forum to determine education and training requirements by bringing together the expertise to establish the most effective mix of formal and OJT training for each AFS skill level.

Specialty Training Standard (STS) - An Air Force publication that describes an Air Force specialty in terms of tasks and knowledge 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 AFSC are taught in formal schools and correspondence courses.

Standard - 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.

Subject Matter Expert (SME) - Highly motivated and experienced individual who is an effective

communicator and has a thorough understanding of career field issues. The CFM and training personnel call on for specialty related issues such as attending Utilization and Training Workshops (U&TW) and to write Specialty Knowledge Tests (SKT) for promotion.

Supplemental Training – Formal training on new equipment, methods and technology that are not suited for OJT training.

Task Certifier – A person whom the commander assigns to determine an individual's ability to perform a task to required standards.

Task Training Guide (TTG) - An instructional plan 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.

Task Qualification Training (TQT) - Training conducted after Chemical, Biological, Radiological, Nuclear (CBRN) Defense Awareness and Survival Skills training in which individuals perform wartime mission essential tasks in a simulated wartime environment while wearing full ground crew individual protective equipment (IPE). HAF, MAJCOM and local FAMs identify wartime mission essential tasks.

Third Party Certification - 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 Completion Date - Date trainer or task certifier completes task evaluations and determines trainee is qualified to perform the task.

Training Requirements Analysis - A detailed analysis of tasks for a particular AFS to be included in the training decision process.

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

Utilization and Training Pattern - A depiction of the training provided to, and the jobs performed by personnel throughout their tenure within a career field or Air Force specialty. There are two types of patterns: 1) Current pattern, which is based on the training provided to incumbents and the jobs to which they have been and are assigned, and 2) Alternate pattern, which considers proposed changes in manpower, personnel, and training policies.

Utilization and Training Workshop (U&TW) - A forum chaired by the AFCFM consisting of MAJCOM AFSC functional managers, Subject Matter Experts (SMEs), and AETC training personnel that determine career ladder training requirements.

Wartime Tasks - Those tasks that must be taught when courses are accelerated in a wartime environment. In response to a wartime scenario, these tasks will be taught in the 3-level course in a streamlined training environment. These tasks are only for those career fields that still need them applied to their schoolhouse tasks.

Section A - General Information

1. Purpose. This CFETP provides information necessary for the AFCFM, MFMs, commanders, training managers, supervisors and trainers to plan, develop, manage, and conduct an effective career field training program. This plan outlines the training requirements individuals within the Traffic Management AFS should receive to develop and progress throughout their careers. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. Initial skills training (3-skill level) 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. AETC conducts this training at one of the technical training centers. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3-, 5-, 7-, and 9-skill levels. Qualification training is actual hands-on task performance training designed to qualify an Airman in a specific duty position. This training occurs both during and after the upgrade training process. It is designed to provide the performance skills and knowledge required to do the job. Advanced training is formal specialty training provided to select airmen. Proficiency training is additional training, either in-residence or exportable advanced training courses, or OJT, to increase personnel skills and knowledge beyond the minimum required for upgrade. The CFETP also serves the following purposes:

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

1.2. Identifies task and knowledge training requirements for each skill level and recommends education and training during 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 impacting full implementation of the desired career field training process.

2. Use. Trainers and supervisors at all levels use this plan to provide comprehensive and cohesive training programs for each individual in the specialty.

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

2.2. MFMs ensure their training programs complement CFETP initial, upgrade, and proficiency requirements. Supervisors use OJT, resident training, contract training, or exportable courses to satisfy training requirements. MFMs identify MAJCOM-developed unique training requirements for inclusion in the plan.

2.3. Unit Education and Training Managers and supervisors must ensure each individual completes the mandatory training requirements (including MAJCOM supplemental requirements) for the upgrade training specified in this plan.

2.4. Trainees will complete the mandatory training requirements specified in this plan. The list of courses in Part II will be used as a reference to support/enhance training.

3. Coordination and Approval. The AFCFM approves the CFETP and initiates the annual review of this document to ensure currency and accuracy with the AETC Training Manager. MFMs and AETC training personnel identify and coordinate on the career field training requirements using the list of courses in Part II to eliminate duplicate training.

Section B - Career Progression and Information

4. Specialty Description.

4.1. Specialty Summary. Traffic Management personnel are professional, highly trained, and proficient on planning, organizing, and directing traffic management activities. Traffic Management Airmen serve as the intermodal decision maker for installation passenger movement, personal property, cargo movement and packaging functions in direct support of mobility operations both at home station and deployed locations. Related DoD Occupational Subgroup: 155300.

4.2. Duties and Responsibilities:

4.2.1. Traffic Managers: Plans, organizes, and directs traffic management activities. Maintains and issues transportation documents. Prepares budget estimates for materials, equipment, and transportation services. Provides advice on transportation solutions to contracting officials, procurement of personnel, and to mobility planners. Reviews Foreign Clearance Guide, consignment instructions, Transportation Facilities Guide, and applicable guidance to ensure personal property, DoD materiel, and passengers comply. Verifies carrier and contractor performance. Initiates discrepancy reports. Determines work priority. Reconciles carrier/vendor invoices for payment of transportation services. Utilizes appropriate logistics systems to prepare, transmit, and receive transportation transaction data. Executes traffic management activities to support mobility operations both at home station and deployed locations.

4.2.2. Cargo Movement: Packages, classifies, and arranges cargo for shipment and/or storage. Receives items for shipment or storage. Segregates items requiring special handling. Determines cargo priority, validates transportation funding, and schedules movement accordingly. Preserves, packs, marks, and labels materiel. Packaging includes blocking and bracing materiel on Transportation Service Provider's (TSPs) equipment to include munitions. Determines characteristics of commodities to be shipped. Construct and fabricate containers for freight shipment. Operates woodworking equipment and other equipment including machines that weigh, band, staple, tape, and seal. Classifies cargo and uses best value considerations to determine mode and method for transportation of materiel. Identifies, marks, and labels cargo for shipment or storage. Certifies hazardous cargo to be moved by all modes of transportation. Determines and schedules proper carrier equipment for loading and unloading. Consolidates and routes shipments to include application of required transportation protective services. In-checks all Defense Transportation System (DTS) cargo arriving at the installation into appropriate transportation system of record. Evaluates arriving shipments for over, short, damaged, and astray cargo and initiates appropriate reports and claims. Performs limited inspection of materiel to validate kind, count, condition, and application of required packaging and preservation. Performs receipt of materiel into the appropriate system of record. Coordinates pickup and delivery of materiel. Coordinates with base activities to control flow of inbound and outbound cargo. Operates and maintains material handling equipment such as forklifts, pallet jacks, and hand-trucks.

4.2.3. Passenger Travel: Selects and arranges official travel for individuals and groups. Reviews official travel orders and determines transportation entitlements. Counsels personnel and eligible dependents on passenger movement entitlements. Prepares passenger related travel documents. Processes partial and fully unused commercial airline tickets for refund. Verifies commercial travel office routing and fares. Processes pay adjustment authorizations, cash collection vouchers and public vouchers for purchase and services other than personal. Computes government constructive costs. Performs quality assurance of contract Travel Management Company (TMC) performance.

4.2.4. Personal Property: Reviews official travel orders and determines transportation entitlements. Counsels personnel and eligible dependents on personal property movements. Arranges shipment and storage of personal property. Uses carrier tariffs and rates to determine mode and cost of transportation to move or store personal property. Directs TSPs to identify, mark, and label personal property for shipment or storage. Validates need for and use of temporary storage. Observes, documents, and evaluates TSP or contractor

performance in moving personal property and ensures compliance with service tenders, tariffs, contract specifications, and Government regulations.

4.2.5. Installation Deployment Readiness Cell (IDRC): Participates in Installation Deployment Process Working Group (DPWG). Reviews/validates unique installation deployment requirements are addressed in standard base operation procedures and ensures organic transportation capability exists to execute these requirements as needed. Maintains oversight of air terminal operations in support of deployment and redeployment operations. Ensures comprehensive transportation related deployment training is conducted for deployment work center personnel and Unit Deployment Managers. Lead transportation functional POC supporting staffing and operation of Deployment Control Center (DCC). Directs subordinate transportation related deployment functions to include Cargo Deployment Function (CDF) and Personnel Deployment Function (PDF) when DCC is activated. Staffs and operates CDF when activated. Performs all actions necessary to receive, in-check, inspect, marshal, load plan, manifest, and supervise loading cargo aboard deploying aircraft or vehicles. Staffs and operates transportation related positions of the PDF when activated. Performs all actions necessary for monitoring all personnel processing activities to include passenger manifesting, passenger baggage handling, and passenger loading. Arranges passenger airlift for tasked Unit Line Numbers when movement data is provided by the Installation Deployment Officer or designated representatives.

4.2.6. Unit personnel readiness: Monitors unit manning document and allocates personnel to authorized positions. Participates in mobility planning, submits resources and training system data, and evaluates and approves unit type code (UTC) changes. Reviews and monitors status of UTCs and provides updates to the Air Expeditionary Force (AEF) Reporting Tool (ART).

4.3 Duty Titles.

4.3.1. Traffic Management duty titles will be established and assigned IAW the Unit Manpower Document, AFI 36-2100, *Military Utilization and Classification*, AFH 36-2618, *Enlisted Force Structure*, applicable Air Force Manpower Standard, and Traffic Management Human Capital Strategy.

4.3.2. Enlisted personnel will have a duty title that most accurately reflects the daily duties being performed and based upon the scope of responsibility IAW AFH 36-2618, *The Enlisted Force Structure*. A consistent, standard approach is important to ensure the terms are meaningful for record reviews, manpower and development considerations.

4.3.3. Duty titles should not mirror the AFSC description title, i.e., a 2T051 should not be “Traffic Management Journeyman”. Each duty title should reflect the individual’s assigned role.

4.3.4. Standard enlisted duty titles include: (abbreviations are authorized)

4.3.4.1. Section Chief, Traffic Management (2T091 SMSgt/2T071 MSgt) - Responsible for all Traffic Management core capabilities.

4.3.4.2. Passenger Travel and Personal Property

4.3.4.2.1. Section Chief, Passenger Travel and Personal Property– used for NCOs and SNCOs in charge of Passenger Travel and Personal Property *Note: Dependent upon size of section and personnel assigned, Passenger Travel and Personal Property may be separate sections, and each will have a section chief duty title.*

4.3.4.2.1.2. NCOIC, Passenger Travel or Personal Property (include work center/element within Passenger Travel or Personal Property) - used for NCOs or SNCOs in charge of Passenger Travel or Personal Property; no more than one NCOIC assigned within same work center/element.

4.3.4.2.1.3. Supervisor (include work center/element within Passenger Travel or Personal Property) - used for junior enlisted Airmen and NCOs who are first line supervisors. Junior enlisted Airmen will not have the duty title “Supervisor” unless they are at least a SrA, graduated from Airman Leadership School, and supervise the work of others.

4.3.4.2.1.4. Technician (include work center/element within Passenger Travel or Personal Property) - for junior enlisted Airmen who do not supervise work of others.

4.3.4.3. Cargo Movement

4.3.4.3.1. Section Chief, Cargo Movement or Distribution – used for NCOs and SNCOs in charge of Cargo Movement or Distribution; only for individuals who have at least 2 subordinate work centers/elements.

4.3.4.3.2. NCOIC, Inbound Cargo, Outbound Cargo, or Packing and Crating (include work center/element within Inbound Cargo/Outbound Cargo, Packing & Crating, etc.) – used for NCOs and SNCOs in charge of Inbound Cargo or Outbound Cargo or Packing and Crating; no more than one NCOIC assigned within same work center/element.

4.3.4.3.3. Supervisor (include work center/element within Inbound Cargo/Outbound Cargo, Packing & Crating, etc.) – used for junior enlisted Airmen and NCOs who are first line supervisors. Junior enlisted Airmen will not have the duty title “Supervisor” unless they are at least a SrA, graduated from Airman Leadership School, and supervise the work of others.

4.3.4.3.4. Technician (include duties within work center/element of Cargo Movement: Inbound/Outbound or Packing and Crating element) – for junior enlisted Airmen who do not supervise work of others.

5. Competencies. The Air Force defines competencies as a combination of knowledge, skills, abilities, and other characteristics that manifest in observable and measurable pattern of behaviors required for mission success. The Traffic Management community has rebuilt the entire training platform by using competencies to identify the behaviors that are needed to be successful on the job. This has been accomplished by identifying and integrating the 2T0X1, Traffic Management, occupational competencies and leveraging the Air Force’s foundational competencies in a manner that provides all Airmen with transparent and unbiased pathways towards their own successful development.

5.1. Airmen’s Foundational Competencies. The foundational competencies are a set of accepted and valued competencies, which enable success across a wide array of DAF missions, roles, functions, and duties. These competencies are the core of Airmen development and enable Airmen with tools, pathways, and capabilities to improve their performance in any job, specialty, or situation. The foundational competencies are grouped into different categories of Developing Self, Developing Others, Developing Ideas, and Developing Organization. Airmen can go to MyVector (accessible via AF Portal) to complete a self-assessment, which will have them evaluate themselves on the 24 Airmen’s foundational competencies or a 360-degree assessment, where subordinates, peers, and leaders can also provide feedback. The assessment tools will provide Airmen with immediate feedback on personal strengths and areas for improvement. Additionally, a personal improvement plan with targeted resources (videos, reading content, developmental opportunities) are provided for continued self-development.



Figure 1. Airmen’s Foundational Competencies.

5.2. Occupational Competencies. Occupational competencies are a set of competencies required of all Airmen within a specific workforce category. These competencies provide a framework that describes the knowledge, skills, abilities, and other characteristics needed to perform that function’s mission successfully.

5.2.1. Occupational Competency Model. A career field’s competencies can be viewed in a competency model, which is an organized collection of competencies pertinent to the career field. The occupational competency model provides a framework to effectively assess, maintain, and monitor the competencies required for mission success for Airmen within the Traffic Management community. The occupational competency modeling process follows a distinct process with continued involvement from the career field and allows Airmen to see how their task lists, OJT, formal courses, and other training, education, and experiences are aligned to the career field’s strategic objectives.

5.2.2. Career fields work with trained competency experts to identify and develop their competency model, which consists of the competencies, sub-competencies, and definitions. Occupational competency models will be different for each career field. The model focuses on integrating not just the technical components, but also leadership, management, combat, joint, all-domain, and social mastery competencies required for Airmen to succeed in their career field. Figure 2 provides an example of a competency model for the 2T0X1 career field.

Competency	Sub-Competency	Sub-Competency Description
Organizational Resource Management	Personnel Development	The process of managing human resources to maximize personnel talent and create an agile workforce
	Training	Maintaining proficiency and job qualifications standards across all levels of traffic management
	Financial Management	The process of financial planning, forecasting budgets, and managing personnel, equipment and resources
Communication	Communication	Articulates information, ideas, and thoughts utilizing oral, written, visual, and active listening skills.
Customer Service	Customer Service	Delivering proactive and professional services to customers
Personnel Relocations	Passenger Operations	Determining travel routing entitlements and booking passengers for official movements
	Personal Property Operations	The management of the world-wide relocation of personal effects for DoD members
Cargo Distribution	Packaging Operations	The identification and execution of packaging/preservation requirements for cargo moving within the DTS
	Outbound Operations	Identifying and executing appropriate mode or method of transportation based on priority and physical characteristics of DoD assets for worldwide distribution
	Inbound Operations	Receiving in-transit/terminating freight and completing transportation in-check into the CMOS
	Special Handling	Interpreting policy and procedures to handle, package and ship/store protected, sensitive, hazardous, NWRM and AA&E cargo moved within the DTS
	Receipt Operations	Processing materiel receipt within the retail supply system for accountable property and local purchase items
Readiness	Readiness	Posturing and reporting traffic management capabilities
	Manpower Management	Administers and manages for manpower for mission execution and future requirements
	Mobility Operations	Executing deployment/redeployment of personnel and cargo

Figure 2. 2TOX1, Traffic Management, Occupational Competency Model

5.2.3. Occupational Competency Rubric. After a model is developed, a team of subject matter experts begin building competency rubrics, which consists of the competency, a description of the competency, proficiency levels, and measurable and observable behaviors. The competency rubrics will help Airmen learn which behaviors are aligned to the career field’s strategic direction, the professional developmental expectations, and the criteria for success. Figure 3 provides an example of a competency rubric for 2TOX1 career field.

Competency	Proficiency Levels	Observable Behaviors
Cargo Distribution	Expert Depth of Knowledge: Established practice with some workplace elements	<ul style="list-style-type: none"> - Partners with external organizations to develop local procedures - Participates in working groups to further advance career field initiatives - Advises senior leaders during planning phase (i.e. RED FLAG, WESP, ACE, etc.) to optimize transportation capabilities - Advocates regulatory guidance and policy review to recommend changes to cargo movement functions - Guides contracting officers regarding transportation factors required for solicitation of FAR contracts
Sub-Competency	Advanced Depth of Knowledge: Established practices of all workplace elements	<ul style="list-style-type: none"> - Advocates environment for process improvements through the implementation of new concepts - Certifies TPPS for commercial shipments to provide prompt payment for services rendered - Performs CMOS site administration IAW AMP to maintain system integrity
Description	Intermediate Depth of Knowledge: New practices of all workplace elements	<ul style="list-style-type: none"> - Implements degraded operations to prevent cargo movement processing delays - Utilizes TPPS for commercial shipments to provide prompt payment for services rendered - Performs end of day actions for cargo movements to maintain shipment accountability (manifest release, inventories, checklist)
Identifying and executing appropriate mode or method of transportation based on priority and physical characteristics of DoD assets for worldwide distribution.		
Supporting Competencies	Basic Depth of Knowledge: New practices/concepts and theories of all workplace elements; is a credible resource in this area	<ul style="list-style-type: none"> - Performs fundamental systematic functions within applicable automated data systems (e.g. CMOS, IGC, DTTS, LTS etc.) to ensure cargo is processed through DTS - Determines best value transportation mode and method using shipment priorities and characteristics to meet delivery requirements - Mitigates cargo movement discrepancies (routing and customs requirements) to prevent transportation delays
Communication Accountability Teamwork Analytical Thinking		

Figure 3. 2T0X1, Traffic Management, Occupational Competency Rubric for Outbound Operations

5.2.4. To better understand how to read and utilize the competency rubric, a breakdown of each component is explained below in figure 4a-c.

Competency	←	The competency section states the competency group.
Cargo Distribution		
Sub-Competency	←	The sub-competency section states the narrower category that forms part of the competency group.
Outbound Operations		Note: Some models may only consist of a competency and not include a sub-competency.
Description	←	The description section provides a statement that gives details about the sub-competency, enabling career field members to better understand how sub-competency relates to the AFS.
Identifying and executing appropriate mode or method of transportation based on priority and physical characteristics of DoD assets for worldwide distribution.		
Supporting Competencies	←	The supporting competencies section are supported-level competencies that are linked to the success of the sub-competency. These competencies lend themselves more toward areas like values, traits, and attitudes. These competencies were included as part of a larger survey that went out to the entire AFS; respondents were asked to rate the top supporting competencies they believe will attribute to higher successful performance within the sub-competency.
Communication Accountability Teamwork Analytical Thinking		

Figure 4a. Competency Rubric Section 1.

Proficiency Levels	←	<p>The proficiency levels are broken into four parts: basic, intermediate, advanced, and expert.</p> <p>Under each proficiency level are predetermined criteria selected by a group of SMEs from your career field and validated by the career field. The criteria were used as the basis to develop the observable behaviors. These criteria provide concrete parameters for the behaviors, which are consistent but progressive in nature as a member moves up the scale from basic to expert.</p> <p>Some of the criteria (e.g. depth of knowledge, consistency of application/complexity, and thinking challenge) allows an individual to become an expert through the experience gained in a particular job and over a period of time. For example, the person can quickly move up different proficiency levels while they are serving as a technician at a flight; they move quickly because they are exposed to a variety of situations.</p> <p>While other criteria (e.g. scope, impact, and reach of influence) requires more of a hierarchical approach to gain the experience needed to progress through the competency levels. Moving through the proficiency levels may be difficult to do in certain jobs. For example, if scope at the expert level requires job integration with the AF-level, then the individual may have to be in a position where they can gain that experience (i.e. at HHQ, Wing, or an organization with far reaching capabilities).</p>
<p><i>Expert</i> Depth of Knowledge: Established practice with some workplace elements</p>		
<p><i>Advanced</i> Depth of Knowledge: Established practices of all workplace elements</p>		
<p><i>Intermediate</i> Depth of Knowledge: New practices of all workplace elements</p>		
<p><i>Basic</i> Depth of Knowledge: New practices/concepts and theories of all workplace elements; is a credible resource in this area</p>		

Figure 4b. Competency Rubric Section 2.

Observable Behaviors	←	
<ul style="list-style-type: none"> – Partners with external organizations to develop local procedures – Participates in working groups to further advance career field initiatives – Advises senior leaders during planning phase (i.e. RED FLAG, WESP, ACE, etc.) to optimize transportation capabilities – Advocates regulatory guidance and policy review to recommend changes to cargo movement functions – Guides contracting officers regarding transportation factors required for solicitation of FAR contracts 		<p>The observable behaviors are statements of what can be observed from an individual manifesting the competency at the respective competency level.</p> <p>They provide objective evidence that the individual possesses the competency level, and shows what effective performance looks like.</p>
<ul style="list-style-type: none"> – Advocates environment for process improvements through the implementation of new concepts – Certifies TPPS for commercial shipments to provide prompt payment for services rendered – Performs CMOS site administration IAW AMP to maintain system integrity 		<p>The behaviors are written to be specific enough so they can be observable and lend themselves towards measurement.</p>
<ul style="list-style-type: none"> – Implements degraded operations to prevent cargo movement processing delays – Utilizes TPPS for commercial shipments to provide prompt payment for services rendered – Performs end of day actions for cargo movements to maintain shipment accountability (manifest release, inventories, checklist) 		
<ul style="list-style-type: none"> – Performs fundamental systematic functions within applicable automated data systems (e.g. CMOS, IGC, DTTS, LTS etc.) to ensure cargo is processed through DTS – Determines best value transportation mode and method using shipment priorities and characteristics to meet delivery requirements – Mitigates cargo movement discrepancies to prevent transportation delays (proper loading, routing, diplomatic clearances, customs clearance etc.) 		

Figure 4c. Competency Section 3.

5.3. Another key component within the rubric is the supporting competencies section at the bottom left-hand corner. These are the top four supporting competencies that can help members excel and be successful in that particular sub-competency. Some of these supporting competencies are tied directly to the Airmen’s Foundational Competencies, while others may be unique to the career field. Having these supporting competencies identified and linked to a career field’s competency model can cultivate those underlying characteristics needed to succeed on the job. Leaders, supervisors, trainers, instructors, or mentors can now set members up for greater success by building these supporting competencies and placing their Airmen in situations where they can apply those strategies. All these elements come together to ensure we can develop Airmen who are better prepared, present, and future mission focused, and ready to succeed in any situation. Additionally, AFH 36-2643, *Air Force Mentoring Program*, has information on how competencies can be used when an established mentoring strategy is put into effect to foster and develop Airmen.

5.4. Competency Development. The intent of moving towards a competency-based system is to sharpen our Airmen's tactical expertise, operational competence, strategic vision, and joint proficiency to lead and execute the full spectrum of USAF missions. This occurs not in a classroom but on the job by combining education, training, and experiences to provide Airmen with a better developmental pathway as they move along their careers. Airmen are still required to complete specific training courses, core tasks, and other training requirements in order to attain a 3, 5, and 7-skill levels. Competency development allows Airmen to move beyond the minimum career field requirements and begin addressing developmental gaps and strengthening their capabilities. The information included within the competency model will allow members within the Traffic Management community to manage their professional growth and development by identifying their strengths and weaknesses against clear and objective behaviors within the competency model.

6. Skill/Career Progression. Adequate training and timely progression from the apprentice to the superintendent skill level play 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. DAFMAN 36-2689, *Air Force Training Program*, outlines minimum requirements for skill-level upgrade. Additional considerations are listed below.

6.1. Apprentice (3-Skill Level). The 3 skill-level resident course at Ft. Gregg-Adams, VA provides initial task and knowledge training required in this specialty. An individual earns the 3-skill level upon successful completion of the Traffic Management Apprentice Course (LCABP2T031).

6.2. Journeyman (5-Skill Level). Qualification in and possession of AFSC 2T031. A Traffic Management Apprentice earns the 5-skill level by completing certification on 5-level core tasks and serves 12 months in UGT (9 months for re-trainees). After upgraded to the 5-level, a journeyman will enter continuation training to broaden their knowledge, skills, and abilities. Individuals considered for upgrade must meet the mandatory requirements listed in the Air Force Enlisted Classification Directory (AFECD) and be recommended by their supervisor and approved by their commander for award of AFSC 2T051.

6.3. Craftsman (7-Skill Level). Qualification in and possession of AFSC 2T051. Begin UGT to the 7-skill level upon selection to SSgt or DOR for ARC. A Traffic Management Journeyman earns the 7-skill level by completing certification on 7-level core tasks and serves 12 months in UGT (6 months for re-trainees). Individuals considered for upgrade must meet the mandatory requirements listed in the AFECD and be recommended by their supervisor and approved by commander. A craftsman can expect to fill various supervisory and management positions such as element chief, line supervisor, section chief, and task certifier. Craftsmen will be expected to analyze the various traffic management processes and employ problem-solving techniques to achieve resolution of problems. They may also be assigned to work in staff positions. Craftsman should take courses or obtain added knowledge on management of resources and personnel. Members are strongly encouraged to complete academic education through CCAF and higher degree programs.

6.4. Superintendent (9-Skill-Level). Qualification in and possession of AFSC 2T071 is mandatory for award of AFSC 2T091. SMSgts are awarded AFSC 2T091 upon assuming the required grade, completion of USAF SNCOA or sister-service equivalent and be recommended by their supervisor and approved by their commander for award of the 9-skill level. A 9-level can be expected to fill positions such as flight chief, NCOIC, superintendent, and various staff jobs. Superintendents should acquire additional knowledge in budgeting, manpower, resources, and personnel management.

7. Training Decisions. The CFETP has undergone a considerable revision towards building a competency-based training and development platform for the Traffic Management career field. A significant change has been to shift the focus from task-based training to one that is more centered on outcomes-based learning. A task is a unit of work activity or operation which forms a significant part of a duty. These are singular in nature and are usually accomplished in one continuous action, which also can occur independently of other tasks. Conversely, outcomes are learning goals that typically consist of a multitude of tasks. These

outcomes are actions and performances that embody and reflect the learner's competence in using content, information, ideas, and tools successfully. Focusing on learning outcomes allow organizations, leaders, supervisors, and trainers to incorporate foundational competencies and underlying characteristics (values, traits, attitudes) into learning, which is necessary for developing Airmen with the competencies needed for future challenges. The following decisions were made as a result of close coordination between HQ AETC, 2AF Technical Training, schoolhouse instructors and staff, field SMEs, functional managers and the AFCFM. The final training requirements are then approved by the AFCFM.

7.1. A planning meeting was held from 14-15 August 2022 at Ft. Gregg-Adams, VA. Members of the planning meeting sought to develop the learning outcomes. This was accomplished by reverse engineering the behaviors found in the Traffic Management occupational competency model and then by asking what does an Airman need to be able to know and do in order to master a specific behavior. The intent of the learning outcomes is to identify all factors needed to succeed in attaining the behavior. During the planning meeting, team members made a decision (approved at STRT/U&TW) to remove the qualitative proficiency code key and use a behavioral statement coding system for the STS. As a result, each line item will consist of a verb and the coding system for formal training will only use P (performance), K (knowledge), and pk (performance-knowledge).

7.2. The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Traffic Management 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 to training. The following decisions were made by a career field STRT held at Fort Lee on 16-19 Aug 2022.

7.3. Initials Skills Training. The integration of the competencies and learning outcomes into the course projects a course length decrease from 43 academic days to 28 days. The number of tasks was reduced from 110 to 56. Additionally, overall class size (seats per course) will be limited to 15 students, allowing a renewed focus on competency-based learning. The course will see a significant shift in the amount of hands-on training compared to the previous course.

7.4. Five Level Upgrade Training Requirements. A major change is the removal of the 5-level CDCs. 5-level upgrade will be accomplished through completion of OJT and core tasks. The core tasks are the minimum number of tasks an individual must be certified on to be upgraded to the next skill level.

7.5. Seven Level Upgrade Training Requirements. A major change is the removal of the 7-level CDCs. 7-level upgrade will be accomplished through completion of OJT training and core tasks. The core tasks are the minimum number of tasks an individual must be certified on to be upgraded to the next skill level.

7.6. Competency Development. The intent of moving towards a competency-based system is to sharpen our Airmen's tactical expertise, operational competence, strategic vision, and joint proficiency to lead and execute the full spectrum of USAF and USSF missions. This occurs not in a classroom but on the job by combining education, training, and experiences to provide Airmen with a better developmental pathway as they move along their careers. Airmen are still required to complete core tasks, and minimum gates in UGT in order to attain the 3, 5, and 7-skill levels. Competency development allows Airmen to move beyond the minimum career field requirements and begin addressing developmental gaps and strengthening their capabilities. The information included within the competency model will allow members within the Traffic Management Operations community to manage their professional growth and development by identifying their strengths and weaknesses against clear and objective behaviors within the competency model.

7.7. The CFETP Part II identifies fifteen (15) sub-competencies. Each competency is further broken

down into the following proficiency levels; basic, intermediate, advanced, and expert. The proficiency levels are not tied to a specific rank or position. Additionally, each occupational competency has supporting competencies tied to them. The supporting competencies can allow Airmen to intentionally develop those transferrable underlying characteristics that will translate to mission capabilities, mission readiness, and mission success for the agile, future thinking Airman. Airmen, supervisors, trainers, mentors, and leaders should look for opportunities to integrate the supporting competencies into every facet of an Airmen's development as they seek to gain and increase proficiency within the Traffic Management competencies.

7.8. Special Experience Identifiers (SEI). SEI 2BD is used to identify airmen with F-35 Autonomous Logistics Information System (ALIS) experience and is awarded upon 5-skill level completion, six months of ALIS experience and supervisor's recommendation.

8. Community College of the Air Force (CCAF). Enrollment in CCAF occurs upon completion of basic military training. CCAF provides the opportunity to obtain an associate in applied sciences degree. More information can be found at <https://www.airuniversity.af.edu/Barnes/CCAF/>

8.1. Degree Requirements. All Airmen are automatically entered into the CCAF program. Each individual should verify enrollment upon arrival at the first duty station. Airman should consult the local education office for any non-Air Force electives needed for a degree.

Subject	Semester Hours
Technical Education	24
Leadership, Management, and Military Studies	6
General Education	15
Program Elective Technical Education; Leadership, Management, and Military Studies; or General Education	15
Total	60

8.2. Professional Certifications. Certifications assist the professional development of our Airmen by broadening their knowledge and skills. Additionally, specific certifications may award collegiate credit by CCAF and civilian colleges, saving time and Air Force tuition assistance funds. It also provides Airmen an opportunity to prepare for transition to civilian life.

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

8.2.2. CCAF Instructor Certification Program. Upon completion of instructor qualification training, CCAF accredited instructors who possess an associate's degree or higher, may be nominated by their school commander/commandant for certification as an occupational instructor.

8.2.3. Air Force Credentialing Opportunities On-Line (AF COOL). The AF COOL is a Total Force Enlisted program. It includes all enlisted AFSCs for RegAF, AFR, ANG, and USSF. Members of the ARC MUST be on Title 10 or 32 active orders for the duration of the AF COOL process (FDO: upload member's AD orders in AFAEMS). This program assists Airmen in navigating through the various civilian credentialing opportunities that are available for their control/duty AFSCs. AF COOL provides a one-stop-shop for Airmen to explore credentials recognized by the civilian community that can enhance an Airman's current performance

in their AF specialty as well help prepare for civilian employment. Please review all the tabs as each has important information for successful completion of an AFSC-related credential.

8.3. Professional Deployment/Distribution/Transportation Certification Program. This program include transportation, packaging, cargo scheduling, and dispatching of materials, support services, and personnel in response to customer requirements to move and sustain the force. More information is available on the Logistics Professional Development Program SharePoint:

<https://usaf.dps.mil/teams/10352/sitepages/home.aspx>

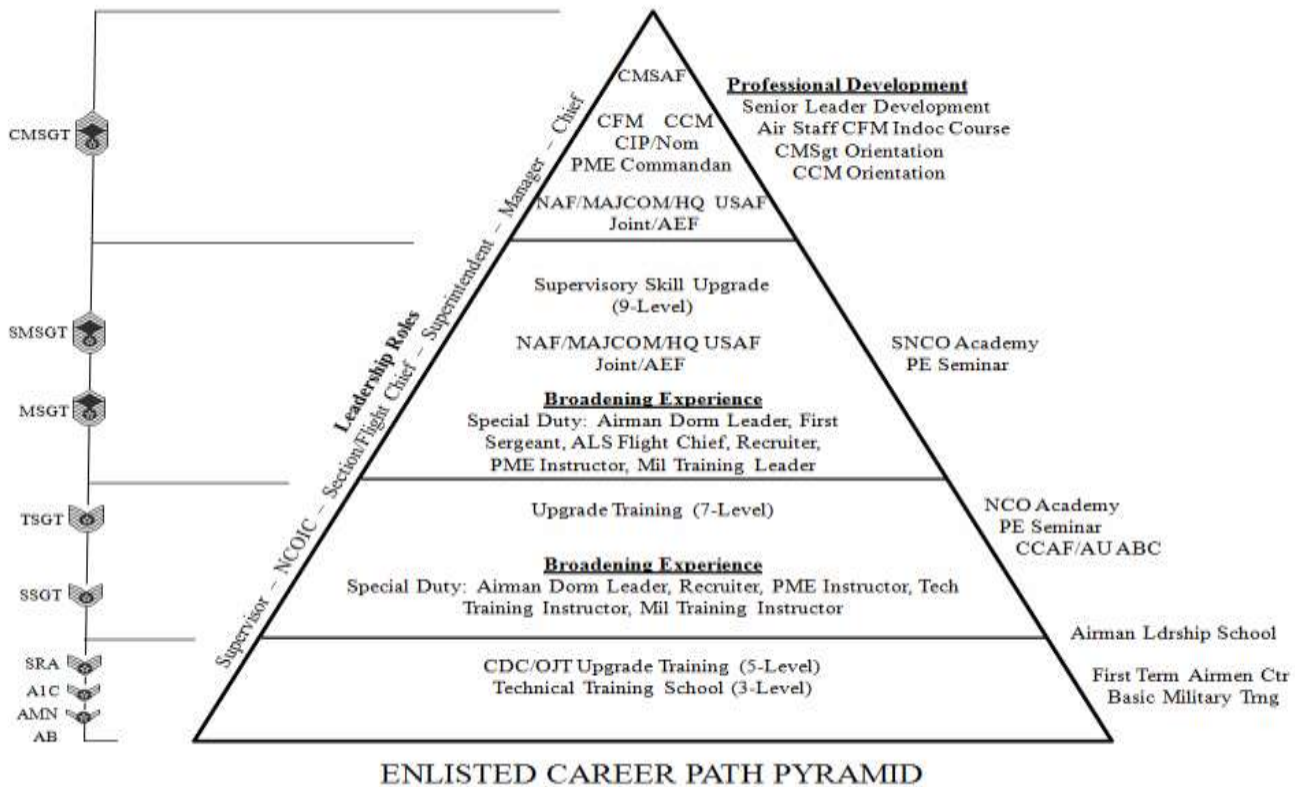
8.4. SOLE Demonstrated Logistician Program. Recognizes the continuing nature of education and development of the professional logistician, in 2005 the Society implemented the Demonstrated Logistician Program. This program provides intermediate recognition of professional performance and continuing education in the individual fields of practice within the profession. More information is available at

<http://www.sole.org/dlp.asp>.

8.5. Air Force Institute of Technology (AFIT). AFIT is the sole provider of more than 100 professional continuing education courses in acquisition management, logistics management, contracting, systems management, software engineering, and financial management delivered to warfighters around the globe via customer focused delivery modes including resident, on-site, and online courses. More information on course availability can be found at <https://www.afit.edu/LS/>.

8.6. Continuous Process Improvement (CPI). CPI increases operational capabilities while reducing associated costs by applying proven techniques to all processes associated with fulfilling the Air Force mission. The goal of Air Force CPI is to eliminate waste while maximizing customer value. Education, training, and certification opportunities include Practical Problem-Solving Method, Green Belt, Black Belt and Master Black Belt training. More information can be found in DAFI 38-401, *Continuous Process Improvement*.

9. 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 logon to the AF Portal and go to My EDP or by referencing AF Handbook 1.



9.1. Traffic Management Career Field Developmental Path. Establishing a viable and sustainable career path for our Airmen requires a deliberate approach and one focusing on opportunities across the spectrum of Traffic Management where all Airmen have the ability to gain practical experience. Moreover, the path prescribes varying levels of Traffic Management professional education as well as developmental education, targeting specific points in an Airman’s career. Defining developmental goals ensures we align job experience and educational opportunities to support the development of our force. The goals are outlined as follows:

Traffic Management (2T0XX) HUMAN CAPITAL STRATEGIC PATH



Traffic Management Human Capital Goals



9.1.1. Meet the Joint and Combatant Commander’s (CCMD) Needs. The goal ensures we maintain our warfighting capability at the forefront of our training and development. We need to have personnel postured in the right positions with the right experience and education to meet the Joint and Combatant Commander’s requirements.

9.1.2. Produce Capabilities to Accomplish the Mission. This goal substantiates our need for a strong upgrade and OJT training program in order to equip our Airmen with the knowledge and skills needed to be successful in their job.

9.1.3. Deliberately Develop Airmen. This goal leverages specific training and experience in order to prepare our Airmen for future assignments. It recognizes previous duties and responsibilities and allows leaders to provide further opportunities for developing Airmen using education, duties, and assignments.

9.1.4. Maximize Return on Investment. Recognizing every dollar counts, the goal requires the balanced consideration of financial investment with capability when identifying individuals for professional education. This is also an indicator when placing individuals into key Traffic Management positions, providing an opportunity to exploit their talent and experience thereby maximizing the time and investment expended to provide the capability.

9.1.5. Forecast Force Development Requirements. Education and training is a costly endeavor and to ensure courses are available to meet the needs of our community, we must forecast and budget for the right courses. This provides a sustainable approach to Traffic Management force development.

9.1.6. Provide Tools to Navigate Career. Developing tools to provide a roadmap for the career field ensures our Airmen have the ability to make informed decisions at specific points in their career. Taking advantage of the

various automated capabilities will ensure these tools are available when and where they are needed the most.

9.1.7. Ensure Members Understand Their Value. Training, education, and job opportunities provide Air Force members incentives and directly affect their outlook contributing to their job accomplishment and satisfaction.

Education and Training Requirements	GRADE REQUIREMENTS			
	Rank	Average Sew-On	Earliest Sew-On	High Year of Tenure (HYT)
Basic Military Training School				
Apprentice Technical School (3-Skill Level)	Amn A1C	6 months 16 months		
Upgrade to Journeyman (5-Skill Level) Minimum 12 months OJT training (9 months for retrainees), All Core Tasks	Amn A1C SrA	16 months 3 years	28 months	10 years
Airman Leadership School - Must be a SrA with 36 months' time in service or a SSgt Selectee. - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only)	Trainer - Must attend the AF Training Course (AFTC) - Must be qualified to perform the task to be trained Certifier - Certifiers must be at least a SSgt (E-5) with a 5-skill level or civilian equivalent, capable of evaluating the task being certified, and have completed the AFTC			
Upgrade to Craftsman (7-Skill Level) Minimum rank of SSgt. - 12 months OJT/ 6 months OJT for retrainees. All Core Tasks	SSgt	6 years	3 years	22 Years
Non-Commissioned Officer Academy Complete NCOA: Required for promotion to MSgt	TSgt	9.4 years	5 years	24 years
	MSgt	12.7 years	8 years	26 years
Upgrade to Superintendent (2T091) (9-Skill Level) - Minimum rank of SMSgt. - Mandatory requirements in AFECD	SMSgt	17 years	11 years	28 years
USAF Senior NCO Academy Complete SNCOA: Required for promotion to SMSgt				
Traffic Management CEM (2T000) - Chief Leadership Course	CMSgt	21.5 years	14 years	30 years

NOTE 1: Published sew-on times are Air Force averages. Refer to myFSS for current information, <https://myfss.us.af.mil/>.

Section C - Skill Level Training Requirements

10. Purpose. Skill level training requirements in this career field are defined in terms of task 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 of this CFETP.

11. Specialty Qualification:

11.1. Apprentice Level Training 3-level:

11.1.1. Specialty Qualification.

11.1.1.1. Knowledge. All Traffic Management Apprentices must have a working knowledge of federal and military transportation regulations, instructions, directives; passenger and personal property entitlements; quality assurance evaluation procedures, United States and foreign customs regulations, warehousing procedures; military passenger, freight, and personal property rate computations; packaging methods, specifications, orders; hazardous cargo requirements; blocking, bracing, tie-down principles; and carrier capabilities and procedures for movement of passengers, cargo, and personal property in military and commercial air, rail, truck, and water systems.

11.1.1.2. Education. For entry into this specialty, completion of high school, including a basic computer course and a course in typing are desirable.

11.1.1.3. Training. For award of AFSC 2T031, completion of the basic Traffic Management Course LCABP2T031 00AE is mandatory.

11.1.1.4. Experience. N/A

11.1.1.5. Other. For entry, award, and retention of AFSCs 2T011/31/51, qualification to operate government vehicles according to AFI 24-301 is mandatory.

11.1.2. Training Sources and Resources. The AFSC 2T0X1 STS provides the knowledge and task requirements for upgrade to the 3-skill level.

11.1.3. Implementation. Entry into training occurs upon completion of basic training. AFSC 2T031 is awarded following successful completion of Course LCABP2T031 00AE, Traffic Management Apprentice.

11.2. Journeyman Level Training 5-level:

11.2.1. Specialty Qualification: Enter 5-skill level UGT upon completion of the 3-skill level course.

11.2.1.1. Knowledge. Mandatory knowledge includes: federal and military transportation regulations, instructions, and directives; passenger and personal property entitlements; quality assurance evaluation procedures, United States and foreign customs regulations, and warehousing procedures; military passenger, freight, and personal property rate computations; packaging methods, specifications, and orders; hazardous cargo requirements; blocking, bracing, and tie-down principles; and carrier capabilities and procedures for movement of passengers, cargo, and personal property in military and commercial air, rail, truck, and water systems.

11.2.1.2. Education. N/A

11.2.1.3. Training. Upgrade training to the 5-skill level in this specialty consists of: OJT 12 months (6 months for retrainees) and completion of the 5-skill level core task items identified in the STS (identified with a 5^), recommended by their supervisor and approved by their commander for award of AFSC 2T051. Core task identified with a 5/R are mandatory for RegAF but optional for ANG and AFRC. Supervisors must ensure mastery of applicable task/behavior levels identified within each competency to fulfill upgrade requirements.

11.2.1.4. Experience. Qualification in and possession of AFSC 2T031. Experience is mandatory in passenger travel, personal property, cargo movement procedures, maintaining records and reports along with certification of assigned work center tasks.

11.2.1.5. Other. Off duty education is highly recommended and encouraged. MyVector has several resources available to further develop your skills and competencies. For entry, award, and retention of AFSCs 2T011/31/51, qualification to operate government vehicles according to AFI 24-301 is mandatory.

11.2.2. Training Sources and Resources. N/A

11.2.3. Implementation. Successful completion OJT, which consists of 12 months (9 months for retrainees) is required for upgrade to the 5-skill level.

11.3. Craftsman Level Training 7-level:

11.3.1. Specialty Qualification. All 2T031 and 2T051 qualifications apply to 2T071 requirements

11.3.1.1. Knowledge. Mandatory knowledge includes: federal and military transportation regulations, instructions, and directives; passenger and personal property entitlements; quality assurance evaluation procedures, United States and foreign customs regulations, and warehousing procedures; military passenger, freight, and personal property rate computations; packaging methods, specifications, and orders; hazardous cargo requirements; blocking, bracing, and tie-down principles; and carrier capabilities and procedures for movement of passengers, cargo, and personal property in military and commercial air, rail, truck, and water systems.

11.3.1.2. Education. To assume the grade of SSgt and MSgt, individuals must be graduates of Airman Leadership School and NCO Academy, respectively (for ARC, completion of AFIADL Courses 00001 and 00015 satisfy the ALS & NCO Academy requirement).

11.3.1.3. Training. Upgrade training to the 7-skill level in this specialty consists of: OJT 12 months (6 months for retrainees) and completion of the 7-skill level core task items identified in the STS (identified with a 7^), recommended by their supervisor and approved by their commander for award of AFSC 2T071. Core task identified with a 7/R are mandatory for RegAF but optional for ANG and AFRC. Supervisors must ensure mastery of applicable task/behavior levels identified within each competency to fulfill upgrade requirements. Only under the most extreme circumstances may this requirement be waived. Waivers must be processed according to DAFMAN 36-2689, Training Program.

11.3.1.4. Experience. Qualification in and possession of AFSC 2T051, experience supervising Airmen performing functions such as preserving, packaging, packing, and quality control of personal or government property or arranging transportation for DOD personnel. In conjunction with promotion to Noncommissioned Officer, the upgrade to craftsman formally establishes the service member as a frontline supervisor. Staff Sergeants, as craftsman, are charged with the first level of embedded supervision, working side by side with subordinates in executing the primary mission.

11.3.2. Training Sources and Resources. Successful completion of the 7-level core task items satisfies the knowledge and task requirements for upgrade. Waivers may be requested through trainee's base OJT monitor to their MAJCOM functional manager (i.e., course instructors, ARC forces) for mandatory upgrade (7-level) core task items that cannot be completed at unit level.

11.3.3. Implementation. Enter into 7-level upgrade if an individual is selected for promotion to E-5. Successful completion of all core 7-skill level items and certification by the member's supervisor after completion of mandatory upgrade requirements results in the award of 7-skill level.

11.4. Superintendent Level Training 9-level:

11.4.1 Specialty Qualification.

11.4.1.1. Knowledge. Knowledge is mandatory of: federal and military transportation regulations, instructions, and directives; passenger and personal property entitlements; quality assurance evaluation procedures, United States and foreign customs regulations, and warehousing procedures; military passenger, freight, and personal property rate computations; packaging methods, specifications, and orders; hazardous cargo requirements; blocking, bracing, and tie-down principles; and carrier capabilities and procedures for movement of passengers, cargo, and personal property in military and commercial air, rail, truck, and water systems.

11.4.1.2. Education. N/A

11.4.1.3. Training. This area is reserved.

11.4.1.4. Experience. Qualification in and possession of AFSC 2T071. Also, experience managing the movement of personal property, cargo, and passengers, including classification and freight routing and carrier selection. Knowledge is required to manage and direct personnel resource activities, interpret, and enforce policy and applicable directives, establish control procedures to meet work goals and standards, recommend or initiate actions to improve operational efficiency, plan and program work commitments and schedules, developing plans regarding facilities, supplies and equipment procurement and maintenance.

11.4.2. Training Sources/Resources. Successful completion of the USAF Senior NCO Academy resident course partially satisfies the knowledge requirements of the specialty knowledge section above. The SNCO Logistics Readiness course is highly recommended.

11.4.3. Implementation. SMSgts or SMSgt selectees are eligible to attend the resident SNCO Academy course at Maxwell AFB Gunter Annex, AL. Sew-on of SMSgt is required for award of the 9-skill level. Completion of the SNCO Academy is mandatory before assuming the grade of CMSgt.

Section D - Resource Constraints

12. Purpose. This section identifies known resource constraints that 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. Resource constraints will, as a minimum, be reviewed and updated annually.

12.1. Apprentice (3 Skill-Level) Training: LCABP2T031-00AE, Traffic Management Operations Apprentice Course.

12.1.1. Constraints. Required lead-time for development of resident training to meet added and changed training requirements specified in this CFETP.

12.1.2. Impact. Training to support this CFETP will be implemented with the class beginning 1 Oct 23.

12.1.3. Resources Required. Manpower resources are available to complete required course revisions by the specified target completion date.

12.1.4. Action Required. Complete a revision of the 3-level course to meet all training requirements and behavioral statements coding identified in this CFETP.

12.1.5. OPR/Target Completion Date. 345TRS/TRR will implement revised training with the class beginning 1 Oct 23.

12.2. Journeyman (5 Skill-Level) Training: N/A

12.3. Craftsman (7 Skill-Level) Training: N/A

Section E - Transitional Training Guide

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

PART II

Section A - Specialty Training Standard

1. Implementation.

1.1. The implementation of this STS for technical training provided by Air Education and Training Command is with class beginning Oct 2023

2. Purpose. As prescribed in DAFMAN 36-2689, this STS:

2.1. Lists in column 1 (Task, Knowledge, and Technical References) spell out the most common competencies and learning outcomes, knowledge, and technical references (TR) necessary for Airmen to perform duties in the 3, 5, and 7-skill level. In addition, column 1 includes the “behavior match” as outlined in the competency header for required behaviors.

NOTE: Task are grouped by competency, sub-competency, and proficiency levels to aid task selection and reduce duplication. Supervisors may select tasks from any attachment to accurately define work performed.

2.2. Identifies, in column 2 (Tasks), core tasks identified by the number of skill level it is required for (“5”, “7”); deployment tasks identified with an asterisk, (*), CBRN tasks by a ~. Core tasks identified with “5/R, 7/R” are optional for ANG and AFRC.

2.3. Provides certification for OJT. Column 3 is used to record completion of tasks and knowledge training requirements. If available, utilize automated training management systems to document qualifications. Use the Master Task List for the current unit to circle the appropriate items. Tasks and knowledge items status documentation must show a start date, completion date, trainee/trainer and certifier initials (when required). Third party certification is required on core tasks for upgrade to each skill level. Refer to DAFMAN 36-2689 for more details on proper training documentation.

2.4. Shows formal training requirements. Column 4 (Proficiency codes), identifies the proficiency to be demonstrated on the job by the graduate as a result of training on the behaviors/learning outcomes and the career knowledge provided by the correspondence course. In addition, the column identifies wartime course requirements identified with a (W). These task will be taught at the 3-level course upon activation of the wartime course.

2.5. Qualitative Requirements. Attachment 1 contains the behavioral statement coding used to indicate the level of training and knowledge provided by resident training.

2.6. Job Qualification Standard (JQS). This STS becomes a JQS for OJT training when placed in DAF Form 623, Individual Training Record Folder, and used according to DAFMAN 36-2689.

When used as a JQS, the following requirements apply:

2.6.1. Documentation. For documentation and transcribing procedures, see DAFMAN 36-2689.

2.6.1.1. 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 system. Appropriate remarks are entered on the DAF Form 623A, OJT Training Record Continuation Sheet, as to the reason for decertification. The individual is recertified (if required) either by 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.

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

2.6.1.3. Transcribing. Transcribing documentation to a new CFETP is an administrative function, not a re-evaluation of training. Therefore, supervisor and trainer are considered synonymous for the purpose of documentation. Transcribe within 120 days (240 days for ARC) of published date of revised CFETP.

2.7. Specialty Knowledge Tests (SKT). The CFETP is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). SKTs are developed at the USAF Occupational Measurement Squadron 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. Individual responsibilities are in DAFMAN 36-2664, *Personnel Assessment Program*, the Enlisted Promotion Reference, and Requirements Catalog for most up-to-date testing requirements <https://www.studyguides.af.mil/>. WAPS is not applicable to the Air Force Reserves and Air National Guard.

3. Recommendations. Report unsatisfactory performance of individual course graduates and any inadequacies of this CFETP to the 345 TRS/TRRD, Transportations Training Schoolhouse (Bldg 1540) 201 C Ave: Fort Gregg-Adams, VA 23801. Reference the specific area of concern (paragraph, training standard element, etc.).

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

JEFFREY R. KING, Maj Gen, USAF
Director of Logistics
DCS/Logistics, Engineering & Force Protection

5 Attachments

1. Identification Page
2. Qualitative Requirements
3. STS 2T031/2T051/2T071
4. Contingency/Expeditionary Training Requirement
5. Task Training Guides

ATTACHMENT 1 - IDENTIFICATION PAGE

<i>THIS BLOCK IS FOR IDENTIFICATION PURPOSES ONLY</i>		
NAME OF TRAINEE		
PRINTED NAME <i>(Last, First, Middle Initial)</i>	INITIALS <i>(Written)</i>	SSAN <i>(last four)</i>
PRINTED NAME OF TRAINER, CERTIFYING OFFICIAL AND WRITTEN INITIALS		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

ATTACHMENT 2: QUALITATIVE REQUIREMENTS

QUALITATIVE REQUIREMENTS	
Behavioral Statement STS Coding System	
Code	Definition
K	Subject Knowledge Training - The verb selection identifies the individual's ability to identify facts, state principles, analyze or evaluate the subject.
P	Performance Training - Identifies that the individual has performed the task to the satisfaction of the course; however, the individual may not be capable of meeting the field requirements for speed and accuracy.
pk	Performance Knowledge Training - The verb selection identifies the individual's ability to relate simple facts, procedures, operating principles, and operational theory for the task.
-	No training provided in the course or CDC.
X	Training is required but not provided due to limitations in resources.

1. Tasks, Knowledge, and Technical References		2. Tasks		3. Certification For OJT					4. Proficiency Codes Used to Indicate Training/Information Provided via ICW and/or course			
	Behavior Match	Core/Cert ^	Deployment * / SEI + CBRN ~	A	B	C	D	E	A	B	C	D
				Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3-M	5-M	7-M	9-M
1. ORGANIZATIONAL RESOURCE MANAGEMENT												
1.1. PERSONNEL DEVELOPMENT												
Description: The process of managing human resources to maximize personnel talent and create an agile workforce.												
Supporting Competencies: Communication, Develops People, Leadership, Accountability												
Training References: AFI 51-110, <i>Professional Responsibility Program</i> AFI 38-401, <i>Continuous Process Improvement</i> DAFI 36-2689, <i>Training Program</i> DAFI 36-2906, <i>Personal Financial Responsibility</i> DAFPD 10-13, <i>Doctrine and Lessons Learned</i> AFH 36-2647, <i>Competency Modeling</i> MyVector Air Force Competencies (https://myvector.us.af.mil/MyCompetencies/ResourcesHome)												
1.1.1. PERSONNEL DEVELOPMENT BASIC												
Required Behaviors: 1) Receives feedback and counseling to make appropriate corrections to behavior in order to improve individual performance 2) Maintains individual accountability and encourages peer accountability to successfully execute duties, instructions, and responsibilities 3) Makes decisions at lowest level and elevates issues through appropriate chain of command to maintain good order and discipline												
Criteria: (Reach of Influence: Individual (Self))												
1.1.1.1. Conduct personal assessment (SWOT, 4 Lenses, Personality test, etc.)	1								pk			
1.1.1.2. Collaborate with mentor to explore personal and professional growth opportunities	1											
1.1.1.3. Review and uphold military standards (Enlisted Force Structure, the Profession of Arms: Our Core Values, etc.)	2											
1.1.1.4. Build a collective network to improve team effectiveness	2											
1.1.1.5. Leverage peer to peer opportunities to cross talk and share information	2											
1.1.1.6. Identify leadership and followership responsibilities	3											
1.1.1.7. Interpret own thought processes before responding, seek guidance as appropriate	3											
1.1.1.8. Identify and utilize chain-of-command	3											
1.1.2. PERSONNEL DEVELOPMENT INTERMEDIATE												
Required Behaviors: 1) Evaluates performance of team members to achieve organizational success 2) Coaches and leads personnel within a section; provides the appropriate feedback, internal training, and development opportunities for subordinates to achieve personal and professional goals												
Criteria: (Reach of Influence: Section)												
1.1.2.1. Interpret organizational indicators that impact unit cohesiveness and mission effectiveness	1											
1.1.2.2. Build partnerships to improve team effectiveness	1											
1.1.2.3. Communicate organization's mission, vision, and priorities	2											
1.1.2.4. Provide continuous feedback to facilitate personnel development	2											
1.1.2.5. Promote developmental opportunities to cultivate growth	2											

1. Tasks, Knowledge, and Technical References		2. Tasks		3. Certification For OJT					4. Proficiency Codes Used to Indicate Training/Information Provided via ICW and/or course			
				A	B	C	D	E	A	B	C	D
Behavior Match		Core/Cert ^	Deployment * / SEI + CBRN ~	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3-M	5-M	7-M	9-M
1.1.3. PERSONNEL DEVELOPMENT ADVANCED												
Required Behaviors:												
1) Mentors and prepares supervisors to effectively lead teams												
2) Encourages collaboration by fostering a culture of teamwork to generate new ideas for programs and process improvement												
3) Interprets and educates teams on Logistics Human Capital Strategy to increase individual and team productivity												
Criteria:												
<i>(Reach of Influence: Flight/Squadron/Wing)</i>												
1.1.3.1 Promote personnel resiliency (e.g., mental, spiritual, physical, social)	1											
1.1.3.2. Encourages Professional Military Education and other developmental courses	1											
1.1.3.3. Promote active membership in internal and external organizations that provide growth opportunities	1											
1.1.3.4. Leverage process improvement techniques to generate ideas	2											
1.1.3.5. Foster trust and open communication	2											
1.1.3.6. Analyze and utilize partnerships to optimize mission performance	3											
1.1.4. PERSONNEL DEVELOPMENT EXPERT												
Required Behaviors:												
1) Deliberately vectors personnel into key developmental and leadership positions to effectively manage the career field (EDT, CIP, etc.)												
2) Lobbies for Total Force career field training requirements to robust Traffic Management enterprise												
Criteria:												
<i>(Reach of Influence: MAJCOM/Air Force-Level)</i>												
1.1.4.1. Participate in enlisted development teams to provide key input on functional progression and succession planning	1											
1.1.4.2. Seek to improve use of Airmen through deliberate talent management	2											
1.1.4.3. Utilize teams and working groups to align career field mission, vision, and priorities	2											
1.2. TRAINING												
Description: Maintaining proficiency and job qualifications standards across all levels of traffic management.												
Supporting Competencies: Communication, Develops People, Leadership, Accountability												
Training References:												
AFMAN 91-203, <i>Air Force Occupational Safety, Fire, and Health Standards</i>												
DAFI 20-112, <i>Logistics Readiness Quality Assurance Program</i>												
DAFI 90-302, <i>The Inspection System of the DAF</i>												
DAFI 36-2670, <i>Total Force Development</i>												
DAFMAN 36-2689, <i>Training Program</i>												
1.2.1. TRAINING BASIC												
Required Behaviors:												
1) Applies and provides formal and informal training to increase proficiencies (i.e., UGT, CBT, etc.)												
2) Updates system of record to document training and reflect individual proficiency level												
3) Complies with mandatory training to meet DoD and AFSC specific requirements												
Criteria:												
<i>(Impact on: Individual and Workplace)</i>												
1.2.1.1. Provides guidance to trainee on areas of improvement and strengths	1											
1.2.1.2. Provide training to work center personnel	1											
1.2.1.3. Utilizes training resources to complete on-the-job training	1											
1.2.1.4. Input training requirements to appropriate system of record	2											

1. Tasks, Knowledge, and Technical References		2. Tasks		3. Certification For OJT					4. Proficiency Codes Used to Indicate Training/Information Provided via ICW and/or course			
	Behavior Match	Core/Cert ^	Deployment #/SEI + CBRN ~	A	B	C	D	E	A	B	C	D
				Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3-1e1	5-1e1	7-1e1	9-1e1
1.2.1.5. Utilize training systems to monitor individual training progress	2	5,7^										
1.2.1.6. Utilize 2T0X1 CFETP to navigate career progression	3	5^							P			
1.2.1.7. Complies with Job Safety Training Outline (JSTO)	3	5^										
1.2.2. TRAINING INTERMEDIATE												
Required Behaviors:												
1) Assesses performance, acquires resources and schedules time to enhance training in support of mission effectiveness and installation readiness												
2) Utilizes individual training plans to conduct interviews and determine personnel training requirements												
3) Develops, tracks, and reports local training tasks and deficiencies to meet AF readiness requirements												
Criteria:												
<i>(Impact on: Workplace, Group and Wing)</i>												
1.2.2.1. Evaluate training reports and CFETP to ensure Airmen are meeting timelines	1											
1.2.2.2. Identify developmental training deficits and establish plan to meet unit standards	1											
1.2.2.3. Evaluate personnel on task proficiency	1											
1.2.2.4. Research, create, and perform training event opportunities (e.g., courses, seminars, etc.)	1											
1.2.2.5. Create and validate unit training qualifications (e.g., AF797s)	2	7^										
1.2.2.6. Conduct initial work center orientation and review of ratee's training records	2											
1.2.2.7. Identify workcenter requirements to determine training projections	3											
1.2.2.8. Develop and updates MTL and MTP	3	7^										
1.2.2.9. Monitor task proficiency and required specialty training	3											
1.2.3. TRAINING ADVANCED												
Required Behaviors:												
1) Advocates for advanced training resources, courses, and technology to increase capabilities to enhance mission execution (i.e., wing, AFIMSC)												
2) Develops new and/or modifies existing trainer and trainee guides to adhere to new policies and procedures												
Criteria:												
<i>(Impact on: Management Decisions)</i>												
1.2.3.1. Pursue relevant and viable resources for training (e.g., equipment, materials)	1											
1.2.3.2. Communicate strengths, weaknesses, and training needs to leadership	1											
1.2.3.3. Assess milestones and training plans and provide feedback to ensure mission requirements are met	2											
1.2.3.4. Evaluate personnel performance for safe, quality, and timely mission accomplishments	2											
1.2.3.5. Review training to assess program effectiveness	2											
1.2.3.6. Develop and maintain JSTO	2	7^										
1.2.4. TRAINING EXPERT												
Required Behaviors:												
1) Synthesizes enterprise strategy and mission requirements to produce qualified Airmen to meet the national strategy intent												
2) Advocates and coordinates across the enterprise and industry for developmental opportunities												
Criteria:												
<i>(Impact on: Air Force-Level and Industry)</i>												
1.2.4.1. Review and provide feedback on career field training and entry qualifications	1											

1. Tasks, Knowledge, and Technical References		2. Tasks		3. Certification For OJT					4. Proficiency Codes Used to Indicate Training/Information Provided via ICW and/or course			
	Behavior Match	Core/Cert ^	Deployment #/SEI + CBRN ~	A	B	C	D	E	A	B	C	D
				Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3-1st	5-1st	7-1st	9-1st
1.2.4.2. Interprets data to determine training effectiveness for strategic objectives (e.g., QA database, MICT, Commanders Self-Assessment, IGEMS)	1											
1.2.4.3. Develop and disseminate best practices to enhance training efficiencies	1											
1.2.4.4. Coordinate with external agencies to address training needs (e.g., industry training, supplemental training)	2											
1.2.4.5. Pursue and recommend personnel for developmental opportunities (e.g., EWI, AFIT, DSD)	2											
1.3. FINANCIAL MANAGEMENT												
Description: The process of financial planning, forecasting budgets, and managing personnel, equipment, and resources.												
Supporting Competencies: Accountability, Communication, Resource Management, Analytical Thinking												
Training References: DAFI 64-117, <i>GPC Program</i> DAFMAN 65-605V1, <i>Budget Guidance and Technical Procedures</i> DAFPD10-11, <i>Priorities for Resource Management</i>												
1.3.1. FINANCIAL MANAGEMENT BASIC												
Required Behaviors: 1) Utilizes financial management systems to prepare financial documents (e.g., DTS, purchase request, GTC) 2) Identifies financial improvement principles to support culture of compliance (e.g., FWA)												
Criteria: (Scope: Specific Area-Work center)												
1.3.1.1. Identify work center supplies replenishment needs	1											
1.3.1.2. Research and prepare purchase requests	1											
1.3.1.3. Perform system actions for official travel	1											
1.3.1.4. Outline requirements based on regulation, policies and intent (e.g., local TAC, O&M requirements)	2											
1.3.1.5. Report fraud, waste, and abuse	2											
1.3.1.6. Identify different colors of money (e.g., O&M, sustainment, squadron innovation funds)	2	7^										
1.3.2. FINANCIAL MANAGEMENT INTERMEDIATE												
Required Behaviors: 1) Analyzes funding requests to accelerate mission requirements or eliminate shortfalls 2) Develops budget and up-channels shortfalls to prioritize funding utilization 3) Communicates funding streams to subordinates to secure mission requirements 4) Conducts cost comparison to provide best purchasing options												
Criteria: (Scope: Integration with concerned areas-Flight/Base Level)												
1.3.2.1. Identify and validate requirements based on needs	1											
1.3.2.2. Justify requirement using evidence-based data	1											
1.3.2.3. Coordinate requirements with Resource Advisor and Budget Analyst	1											
1.3.2.4. Identify unfunded requirements	1											
1.3.2.5. Advocate to leadership to resolve resource shortfalls	2											
1.3.2.6. Develop justification for unfunded requirement	2											
1.3.2.7. Solicit subordinates for purchasing needs based on funding sources	3											

1. Tasks, Knowledge, and Technical References		2. Tasks		3. Certification For OJT					4. Proficiency Codes Used to Indicate Training/Information Provided via ICW and/or course			
	Behavior Match	Core/Cert ^	Deployment * /SEI + CBRN ~	A	B	C	D	E	A	B	C	D
				Tng Start	Tng Complete	Trahee Initials	Traher Initials	Certifier Initials	3-MI	5-MI	7-MI	9-MI
1.3.2.8. Seek sources of supply	4											
1.3.2.9. Complete purchase order request forms	4											
1.3.3. FINANCIAL MANAGEMENT ADVANCED												
Required Behaviors:												
1) Builds and manages financial plan (FINPLAN) for materials, equipment, and transportation services												
2) Prioritizes and requests funding for unfunded requirements and innovation initiatives												
3) Analyzes needs and pinpoints alternate funding streams to maximize annual spending												
Criteria:												
<i>(Scope: Integration with organizational strategies-AFIMSC/MAJCOM)</i>												
1.3.3.1. Capture metrics within necessary programs and requirements (e.g., DPAS, DRRS, UMD...etc.)	1											
1.3.3.2. Coordinate with appropriate entity to track budget cycles to identify resource shortfalls	1											
1.3.3.3. Develop and execute annual spend plan	1											
1.3.3.4. Review historical data to determine future O&M funds	1											
1.3.3.5. Manage O&M spending allocations	1											
1.3.3.6. Validate local TAC use	1											
1.3.3.7. Advocate for HHQ funding to meet training, operational, and developmental objectives	2											
1.3.3.8. Negotiate with internal and external agencies to address funding shortfalls (e.g., total force integration, civilian over hires)	3											
1.3.4. FINANCIAL MANAGEMENT EXPERT												
Required Behaviors:												
1) Advocates for funding for 2T0X1 initiatives to modernize enterprise												
Criteria:												
<i>(Scope: Integration with AF-level/within industry)</i>												
1.3.4.1. Advocate funding for prioritized future capability requirements	1											
1.3.4.2. Provide input for Program Objective Memorandum (POM) submission	1											
1.3.4.3. Prioritize budget requirements to advocate with applicable decision makers	1											
2. COMMUNICATION												
2.1. COMMUNICATION												
Description: Articulates information, ideas, and thoughts utilizing oral, written, visual, and active listening skills.												
Supporting Competencies: Accountability, Communication, Resource Management, Strategic Thinking												
Training References:												
AFH, 33-337, <i>The Tongue and Quill</i>												
AFH 36-2647, <i>Competency Modeling</i>												
AFI17-130, <i>Cybersecurity Program Management</i>												
AFI 36-7001, <i>Diversity & Inclusion</i>												
AFMAN 17-1301, <i>Computer Security</i>												
AFMAN33-326, <i>Preparing Official Communications</i>												
DODM5400.07_AFMAN 33-302, <i>Freedom of Information Act Program</i>												
Public Law 93-579, <i>Privacy Act 1974</i>												
MyVector Air Force Competencies (https://myvector.us.af.mil/MyCompetencies/ResourcesHome)												
Microsoft Office (http://support.office.com)												

1. Tasks, Knowledge, and Technical References		2. Tasks		3. Certification For OJT					4. Proficiency Codes Used to Indicate Training/Information Provided via ICW and/or course			
	Behavior Match	Core/Cert ^	Deployment #/SEI + CBRN ~	A	B	C	D	E	A	B	C	D
				TngStart	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3-1st	5-1st	7-1st	9-1st
2.1.1. COMMUNICATION BASIC												
Required Behaviors:												
1) Recognizes and employs communication tools (e.g., Word, Power Point, Email, Teams, etc.)												
2) Utilizes all five types of communication (e.g., Written, Visual, Verbal, Non-verbal, & Active Listening)												
Criteria:												
<i>(Consistency of Application: Sustained application of competency over time)</i>												
2.1.1.1. Utilizes Microsoft Office applications (e.g., PowerPoint and Excel) to analyze data and create presentations	1								P			
2.1.1.2. Apply general principles from Tongue and Quill	2	5/7^										
2.1.1.3. Clearly communicate status during turn over	2											
2.1.1.4. Display proper email and social media etiquette	2								pk			
2.1.1.5. Speak to an individual or audience in a clear manner	2											
2.1.1.6. Receives constructive feedback and takes appropriate actions	2								P			
2.1.1.7. Receive orders, guidance, and messages in a professional manner	2											
2.1.2. COMMUNICATION INTERMEDIATE												
Required Behaviors:												
1) Utilizes communication skills to integrate and fosters information sharing												
2) Tailors messaging and briefings to address identified concerns of the audience												
Criteria:												
<i>(Consistency of Application: Sustained application of competency over time in a variety of situations)</i>												
2.1.2.1. Identifies and selects optimal forms of communication to ensure successful messaging (e.g., oral, visual, and written, etc.)	2											
2.1.2.2. Practices OPSEC through all forms of communication	1								pk			
2.1.2.3. Applies approved technological systems to engage with and disseminate information	1											
2.1.2.4. Identify and apply conflict management resolution techniques based on the situation	1											
2.1.2.5. Seek out relevant data within time constraints to communicate decisions	1											
2.1.2.6. Evaluate situation to develop and communicate courses of action	1											
2.1.3. COMMUNICATION ADVANCED												
Required Behaviors:												
1) Recognizes non-verbal reactions of audience, anticipates audience concerns, and adjusts presentations accordingly												
2) Clearly conveys complex information in a concise manner												
Criteria:												
<i>(Consistency of Application: Sustained application of competency over time in complex situations)</i>												
2.1.3.1. Recognizes differences and similarities in target audience and adjusts delivery to ensure proper communication	1											
2.1.3.2. Adapt messaging approach to clearly communicate to intended audience	1											
2.1.3.3. Anticipates and adapts to technological constraints by creating alternate communication means	1											
2.1.3.4. Leverage emotional intelligence to overcome communication barriers (e.g., generational, cultural, socioeconomic)	1											
2.1.3.5. Interpret complex messages into actionable items	2											

1. Tasks, Knowledge, and Technical References		2. Tasks		3. Certification For OJT					4. Proficiency Codes Used to Indicate Training/Information Provided via ICW and/or course			
	Behavior Match	Core/Cert ^	Deployment #/SEI + CBRN ~	A	B	C	D	E	A	B	C	D
				Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3-1e1	5-1e1	7-1e1	9-1e1
2.1.3.6. Tailors complex technical information in a simplified manner (e.g., < 5 min, elevator speech)	2											
2.1.3.7. Deliver orders, guidance, and messages in a professional manner	2											
2.1.3.8. Applies tactics to influence others in writing, speaking, and visual means	2											
2.1.4. COMMUNICATION EXPERT Required Behaviors: 1) Translates strategic intent into operational guidance 2) Coaches, mentors, and guides others on strategic communication techniques Criteria: <i>(Consistency of Application: Able to innovate and formulate strategies; able to model/guide/teach others the competency of how to apply the competency)</i>												
2.1.4.1. Interpret strategic messaging into actionable objectives	1											
2.1.4.2. Disseminate guidance of strategic messaging	1											
2.1.4.3. Provides feedback to others on overcoming cognitive biases	2											
2.1.4.4. Review and critique communication	2											
3. CUSTOMER SERVICE												
3.1. CUSTOMER SERVICE Description: Delivering proactive and professional services to customers. Supporting Competencies: Communication, Active Listening, Self-Awareness, Self-Control Training References: Air Force Handbook 1, <i>Airman</i> AFI 38-401, <i>Continuous Process Improvement</i> AFI 1-1, <i>Air Force Standards</i> MyVector Air Force Competencies (https://myvector.us.af.mil/MyCompetencies/ResourcesHome)												
3.1.1. CUSTOMER SERVICE BASIC Required Behaviors: 1) Communicates and demonstrates professional knowledge and skill to customers regarding traffic management principles. 2) Assists customers by identifying needs while minimizing service wait times Criteria: <i>(Consistency of Application: Sustained application of competency over time)</i>												
3.1.1.1. Determines and translates customer requirements, processes, and procedures	1								P			
3.1.1.2. Elevates issues to appropriate level when required	2											
3.1.1.3. Provides movement information and resources to customers	2											
3.1.1.4. Verifies and validates customer needs are resolved (e.g. phone calls and emails)	2											
3.1.2. CUSTOMER SERVICE INTERMEDIATE Required Behaviors: 1) Utilizes advanced customer service skills to deliver professional service 2) Applies enhanced communications techniques (i.e., verbal, written) to deliver effective customer service and reduce errors Criteria: <i>(Consistency of Application: Sustained application of competency over time in a variety of situation)</i>												
3.1.2.1. Identify, interpret, and articulate regulatory guidance to meet customer requirements	1											
3.1.2.2. Analyze root cause and offer alternative solutions	1											

1. Tasks, Knowledge, and Technical References		2. Tasks		3. Certification For OJT					4. Proficiency Codes Used to Indicate Training/Information Provided via ICW and/or course			
	Behavior Match	Core/Cert ^	Deployment #/SEI + CBRN ~	A	B	C	D	E	A	B	C	D
				Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3-1el	5-1el	7-1el	9-1el
3.1.2.3. Utilize proper grammar and etiquette during written communication	2											
3.1.2.4. Employ active listening (empathy, patience, tact, etc.) techniques to enhance interaction with customer	2								P			
3.1.3. CUSTOMER SERVICE ADVANCED												
Required Behaviors:												
1) Deconflicts problems between supported and supporting organizations (e.g., FSS, CPTS, LGRM and flightline orgs)												
2) Incorporates new concepts and strategies to reduce barriers that hinder customer support or mission execution												
Criteria:												
<i>(Consistency of Application: Sustained application of competency over time in complex situations)</i>												
3.1.3.1. Develop multiple courses of action to de-conflict complex customer concerns	1											
3.1.3.2. Negotiate with key stakeholders to determine operational priorities	1											
3.1.3.3. Leverage technology to bridge customer support gaps	2											
3.1.4. CUSTOMER SERVICE EXPERT												
Required Behaviors:												
1) Promotes critical thinking to solve complex issues to enhance customer service environment												
2) Publishes best practices for career field members to streamline and enhance customer service objectives												
Criteria:												
<i>(Consistency of Application: Able to innovate and formulate strategies; able to model/guide/teach others the competency of how to apply the competency)</i>												
3.1.4.1. Develop guidance for cross organizational (internal, external) integration	1											
3.1.4.2. Analyze impact of emerging concepts on customer support	1											
3.1.4.3. Coach personnel on customer service techniques and interpersonal skills to improve customer relations and satisfaction	1											
3.1.4.4. Communicate innovative techniques and processes enterprise-wide	2											
3.1.4.5. Identifies best practices and shares results with career field	2											
3.1.4.6. Provide process improvement recommendations to key decision makers	2											

1. Tasks, Knowledge, and Technical References		2. Tasks		3. Certification For OJT					4. Proficiency Codes Used to Indicate Training/Information Provided via ICW and/or course			
	Behavior Match	Core/Cert ^	Deployment * / SEI + CBRN ~	A Tng Start	B Tng Complete	C Trainee Initials	D Trainer Initials	E Certifier Initials	A 3-M	B 5-M	C 7-M	D 9-M
4. PERSONNEL RELOCATION												
4.1. PASSENGER OPERATIONS												
Description: Determining travel routing entitlements and booking passengers for official movements.												
Supporting Competencies: Communication, Accountability, Decision making, Analytical thinking												
Training References:												
Task Training Guides 1-4												
AFI 33-322, <i>Records Management and Information Governance Program</i>												
AFPD 24-1, <i>Personnel Movement</i>												
DAF Form 1546, <i>Passenger Reservation</i>												
DAFI 24-602V1, <i>Passenger Movement</i>												
DOD 5500.7-R, <i>Joint Ethics Regulation Standards</i>												
DOD 7000.14R, <i>Financial Management Regulation</i>												
DODI, 4500.43, <i>Operational Support Airlift</i>												
DODI, 4500.53, <i>DoD Commercial Air Transportation Quality</i>												
DODI 4515.13, <i>Air Transportation Eligibility</i>												
DODI 4516.16, <i>Use of General Services Administration (GSA) Contracts for Air Passenger Transportation Services (GSA City Pair Program) for Attendance at Inactive Duty (IDT) Assemblies</i>												
DODI, 5154.31 Vol 2, <i>Commercial Travel Management</i>												
DODI, 5154.31 Vol 4, <i>Government Travel Charge</i>												
DoD Government Travel Charge Card Regulation												
DODD 4500.56, <i>DoD Policy of the Use of Government Aircraft and Air Travel</i>												
DTR, Part I, <i>Passenger Mvmt</i> , Part III, <i>Mobility</i> , Part V, <i>Customs</i>												
Foreign Clearance Guide (https://www.fcg.pentagon.mil/fcg.cfm)												
Joint Travel Regulations												
General Services Administration Airline City Pair Program												
Air Force Records Information Management System (AFRIMS) https://afirms.cce.af.mil/												
4.1.1. PASSENGER OPERATIONS BASIC												
Required Behaviors:												
1) Interprets required data from travel orders to select proper routing for official travel IAW regulatory guidance (e.g., PCS, TDY, Deployment travel)												
2) Utilizes the system of record (GATES) to make passenger reservations to meet mission requirements												
3) Maintains key supporting documents to facilitate billing reconciliation												
Criteria:												
<i>(Consistency of Application: Sustained application of competency over time)</i>												
4.1.1.1. Verify order validity (i.e., funding, issuing HQ, order number)	1	5^										
4.1.1.2. Utilize and interpret appropriate publications	1	5^	*						P(W)			
4.1.1.3. Review types of orders to determine applicable travel entitlements	1	5^	*						P(W)			
4.1.1.4. Articulate Order of Precedence and various travel modes	1	5^	*						P(W)			
4.1.1.5. Input customer and orders data into GATES to produce travel reservation	2		*						P(W)			
4.1.1.6. Review port call worksheet for accuracy	1											
4.1.1.7. Book travel in the system of record	2		*									
4.1.1.8. Communicate with TMC for commercial travel	1											
4.1.1.9. Determine deployment passenger routing	1		*									
4.1.1.10. File travel authorizations documents	3											
4.1.1.11. Identify required travel documents for billing reconciliation	3								K			
4.1.2. PASSENGER OPERATIONS INTERMEDIATE												
Required Behaviors:												
1) Manages and validates passenger routing for official travel to meet mission requirements (e.g., Emergency Leave and Leave in Conjunction with TDY)												
2) Analyzes data from the system of record (GATES) to mitigate shortfalls (e.g., seats reallocations, pet reservations etc.)												
3) Prepares travel documentation to initiate CBA invoice reconciliation												
Criteria:												
<i>(Consistency of Application: Sustained application of competency over time in a variety of situation)</i>												

1. Tasks, Knowledge, and Technical References		2. Tasks		3. Certification For OJT					4. Proficiency Codes Used to Indicate Training/Information Provided via ICW and/or course			
	Behavior Match	Core/Cert ^	Deployment #/SEI + CBRN ~	A	B	C	D	E	A	B	C	D
				Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3-Int	5-Int	7-Int	9-Int
4.1.2.1. Validates and assists with emergency leave travel	1		*									
4.1.2.2. Provide policy constructed airfare costs for deviations or circuitous travel	1											
4.1.2.3. Submit group travel request	1											
4.1.2.4. Interpret GATES Passenger Reservation Module Data	2		*									
4.1.2.5. Assemble and review key supporting documents for CBA reconciliation	3											
4.1.3. PASSENGER OPERATIONS ADVANCED												
Required Behaviors:												
1) Monitors conditional routing using system of record (DTS/AROWS) to prevent unauthorized travel (e.g., order of precedence, foreign flag carrier, unauthorized CBA use)												
2) Certifies CBA reconciliation to ensure prompt payment of CBA												
3) Executes GATES WASO roles and responsibly to manage system integrity												
4) Resolves complex situations (e.g., premium class travel, RAT travel, dependent travel)												
Criteria:												
<i>(Consistency of Application: Sustained application of competency over time in complex situations)</i>												
4.1.3.1. Coordinate with FM to ensure conditional routing for international travel in DTS is operational	1											
4.1.3.2. Decipher and solve DTS conditional routing discrepancies	1											
4.1.3.3. Performs CBA reconciliation and certification process within established timelines	2											
4.1.3.4. Manage GATES WASO roles and responsibilities	3											
4.1.3.5. Gather complex travel requests and elevate for approval	4											
4.1.4. PASSENGER OPERATIONS EXPERT												
Required Behaviors:												
1) Utilizes the QASP to ensure TMC provides services required under the official travel contracts PWS												
2) Develops Operating Instructions/TMC business rules to codify local passenger operations to meet the installation specific mission requirements												
3) Advocates for regulatory guidance and policy review to recommend changes to transportation and travel entitlements												
Criteria:												
<i>(Consistency of Application: Able to innovate and formulate strategies; able to model/guide/teach others the competency of how to apply the competency)</i>												
4.1.4.1. Articulate QAE duties IAW contract PWS	1											
4.1.4.2. Compose QAE performance reports	1											
4.1.4.3. Author local traffic management operating instructions specific to mission requirements	2											
4.1.4.4. Recommend publication changes and/or waivers via publication approving official	3											
4.2. PERSONAL PROPERTY OPERATIONS												
Description: The management of the world-wide relocation of personal affects for DoD members.												
Supporting Competencies: Communication, Accountability, Information Seeking, Decision Making												
Training References:												
Task Training Guides 5-10												
AFI 24-602, Vol 4, <i>Personal Property</i>												
DAFI 34-160, <i>Mortuary Affairs Program</i>												
DAFMAN 65-604, <i>Appropriation Symbols and Budget Codes</i>												
DODI 4500.57 <i>Transportation and Traffic Management</i>												
DOD 5500.7-R, <i>Joint Ethics Regulation Standards</i>												
DTR, Part IV, <i>Personal Property</i>												
HQ PPA Personal Property Advisories												
Personal Property Consignment Instruction Guide (https://www.ustranscom.mil/dp3/pdfs.cfm)												
Joint Travel Regulations												
Air Force Records Information Management System (AFRIMS) https://afirms.cce.af.mil/												

1. Tasks, Knowledge, and Technical References		2. Tasks		3. Certification For OJT					4. Proficiency Codes Used to Indicate Training/Information Provided via ICW and/or course			
	Behavior Match	Core/Cert ^	Deployment #/SEI + CBRN ~	A	B	C	D	E	A	B	C	D
				Tng Start	Tng Complete	Traine Initials	Trainer Initials	Certifier Initials	3-ht	5-ht	7-ht	9-ht
4.2.1. PERSONAL PROPERTY OPERATIONS BASIC												
Required Behaviors:												
1) Interprets required data from travel orders to complete the shipment application(s) process for official travel (e.g., PCS, TDY, Deployment travel)												
2) Counsels' members and civilian employees to validate shipment application(s) in the system of record (i.e., DPS, ETOPS)												
Criteria:												
<i>(Consistency of Application: Sustained application of competency over time)</i>												
4.2.1.1. Verify order validity (i.e., funding, issuing HQ, order number)	1	5/R^							P			
4.2.1.2. Analyze travel orders to determine entitlements	1	5/R^							P			
4.2.1.3. Research movement entitlements (PPCIG, JTR, DTR)	1	5/R^							P			
4.2.1.4. Input shipment data and prepare documentation in applicable system	2								P			
4.2.1.5. Communicate entitlements, resources, and moving processes through shipment completion	2											
4.2.2. PERSONAL PROPERTY OPERATIONS INTERMEDIATE												
Required Behaviors:												
1) Counsels personnel regarding allowances—and directives required to execute movement and storage of personal property, privately owned vehicles and mobile homes.												
2) Executes government constructed cost calculations for DoD members and employees to ensure customer reimbursement and identifies potential excess cost (i.e., PPM, SIT, etc.)												
3) Communicates and applies higher headquarters advisories for effective application												
Criteria:												
<i>(Consistency of Application: Sustained application of competency over time in a variety of situations)</i>												
4.2.2.1. Determine exceptions, restrictions, and CONUS/OCONUS requirements	1	5/R^							P			
4.2.2.2. Describe BLUEBARK procedures and entitlements	1	7/R^										
4.2.2.3. Communicate accessorial services and excess cost responsibilities	1											
4.2.2.4. Finalize PPM and storage reimbursements	2	7/R^										
4.2.2.5. Assist members with shipments performed without prior approval	2											
4.2.2.6. Identify excess cost and assist members with excess cost rebuttals and BCMR request	2											
4.2.2.7. Interpret and apply personal property advisories (e.g., PPA, USTC)	3											
4.2.2.8. Disseminate personal property guidance to base populace	3											
4.2.3. PERSONAL PROPERTY OPERATIONS ADVANCED												
Required Behaviors:												
1) Ensures members and civilian employees receive face-to-face counseling and quality assurance inspections to maintain a standard level of service												
2) Implements punitive actions when a TSP violates any provision of its agreement and/or the DP3 business rules; recommends an action to HHQ												
3) Validates TSP invoices and funding (SDN, TAC, etc.) to prevent delayed or delinquent repayment												
Criteria:												
<i>(Consistency of Application: Sustained application of competency over time in complex situations)</i>												
4.2.3.1. Plan personal property briefings	1											
4.2.3.2. Perform residential and warehouse inspections IAW regulatory and service contracts	2											
4.2.3.3. Resolve issues between member and civilian employees concerning TSP discrepancies	1											
4.2.3.4. Report installation personal property data and carrier violations to HHQ	2											

1. Tasks, Knowledge, and Technical References		2. Tasks		3. Certification For OJT					4. Proficiency Codes Used to Indicate Training/Information Provided via ICW and/or course			
	Behavior Match	Core/Cert ^	Deployment #/SEI + CBRN ~	A	B	C	D	E	A	B	C	D
				Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3-Int	5-Int	7-Int	9-Int
4.2.3.5. Execute punitive action processes	2											
4.2.3.6. Validate services rendered by TSPs	3											
4.2.3.7. Describe TSP reconciliation process	3											
4.2.4. PERSONAL PROPERTY OPERATIONS EXPERT												
Required Behaviors:												
1) Mentors Traffic Managers on effective and efficient use of training, DoD and commercial resources to support world-wide relocation of personnel												
2) Reviews policy and program deficiencies as reported and provides recommended courses of actions to improve administrative oversight												
Criteria:												
<i>(Consistency of Application: Able to innovate and formulate strategies; able to model/guide/teach others the competency of how to apply the competency)</i>												
4.2.4.1. Advises Traffic Managers on personal property metrics	1											
4.2.4.2. Provide continuous formal and informal quality control inspector training	1											
4.2.4.3. Communicate TSP shortfalls and LIMFACS	1											
4.2.4.4. Collaborates with traffic managers on travel and transportation allowances, requirements, and procedures for personal property	1											
4.2.4.5. Provides recommendations to HQ PPA to improve policies and procedures ISO the AF Personal Property Program (Mode changes, reinstating entitlements, etc.)	2											
5. CARGO DISTRIBUTION												
5.1. PACKAGING OPERATIONS												
Description: The identification and execution of packaging/preservation requirements for cargo moving within the DTS.												
Supporting Competencies: Accountability, Communication, Teamwork, Decision Making												
Training References:												
Task Training Guides 11-18												
AFMAN 24-206, <i>Packaging of Materiel</i>												
AFMAN, 24-210_IP, <i>Packaging of Hazardous Material</i>												
AFMAN 24-604, <i>Preparing Hazardous Materials for Military Air Shipment</i>												
DAFI 24-602V2, <i>Cargo Movement</i>												
MIL-HDBK-773, <i>Electrostatic Discharge Protective Packaging</i>												
MIL-STD-129, <i>Military Marking for Shipment and Storage</i>												
MIL-STD-147E, <i>Palletized Unit Loads</i>												
MIL-STD-2073-1E, <i>Standard Practice for Military Packaging</i>												
MIL-STD-3037, <i>Inspection Criteria for International Organization for Standardized Containers and DoD Family of Shelters</i>												
DTR, Part II Chapter 203, <i>Shipper, Transshipper, and Receiver Requirements and Procedures</i>												
DTR, Part II Chapter 208, <i>Packaging and Handling</i>												
DTR, Part III Mobility, <i>Appendix P Center of Balance Determination</i>												
DODI 4500.57, <i>Transportation and Traffic Management</i>												
DODI 6055.01, <i>DoD Safety and Occupational Health Program</i>												
DODM 4140.01, Vol 9, <i>DoD Supply Chain Materiel Management Procedures: Materiel Programs</i>												
DODM 4140.65, <i>Issue, Use, and Disposal of Wood Packaging Material</i>												
49 CFR, <i>Transportation</i>												
5.1.1. PACKAGING OPERATIONS BASIC												
Required Behaviors:												
1) In-checks cargo into system of record to initiate transportation process												
2) Identifies the level of packaging required to provide protection while handling, shipping, and storing assets within DTS												
3) Prepares items for shipment												
4) Operates appropriate MHE according to cargo characteristics												
Criteria:												
<i>(Reach of Influence: Work center)</i>												

1. Tasks, Knowledge, and Technical References		2. Tasks		3. Certification For OJT					4. Proficiency Codes Used to Indicate Training/Information Provided via ICW and/or course			
	Behavior Match	Core/Cert ^	Deployment #/SEI + CBRN ~	A	B	C	D	E	A	B	C	D
				Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3-Int	5-Int	7-Int	9-Int
5.1.1.1. Verify validity of shipping documents	1	5^	*						P(W)			
5.1.1.2. Verify item(s) matches shipping documents	1	5^	*						P(W)			
5.1.1.3. Determine when to elevate in-checking discrepancies	1											
5.1.1.4. Operates system of record to in-check verified cargo	1		*						P(W)			
5.1.1.5. Interprets shipping documents and DoD policies to determine packaging requirements	2								P(W)			
5.1.1.6. Verify shipping container is in compliance	2								P(W)			
5.1.1.7. Properly pack, seal, and mark item for shipment to include consolidations	3	5^	*~						P(W)			
5.1.1.8. Properly perform ESD procedures	3	5^	*~						P(W)			
5.1.1.9. Obtain dimensions and weights	3	5^	*~						P(W)			
5.1.1.10. Calculating center of balance (CB) for rolling stock	3	5^	*~						P(W)			
5.1.1.11. Segregate documentation	3								P(W)			
5.1.1.12. Obtain required forklift licenses	4	5^										
5.1.2. PACKAGING OPERATIONS INTERMEDIATE												
Required Behaviors:												
1) Executes an effective installation RCP to recover reusable containers and prevent unauthorized disposal												
2) Enforces Operational Risk Management to mitigate mishaps												
3) Interprets and fabricates and interprets required SPIs to meet the proper packaging requirements												
4) Executes WPM program for the installation to prevent shipment delays												
Criteria:												
<i>(Reach of Influence: Unit)</i>												
5.1.2.1. Monitors and tracks DAF Form 451	1											
5.1.2.2. Conducts inspections	1											
5.1.2.3. Completes required reports	1											
5.1.2.4. Leads working group meetings with major shipping activities, and unit resource advisor	1											
5.1.2.5. Initiate SPI waivers, as required, from the responsible entity that manages the item	1											
5.1.2.6. Maintains accurate reusable container inventory	1											
5.1.2.7. Maintains Lock Out Tag Out program	2											
5.1.2.8. Decipher SPI for build requirements	3	5^	*						P(W)			
5.1.2.9. Operate saws and hand tools	3	5^	*						P(W)			
5.1.2.10. Ensures timely completion of inventories/audits	4											
5.1.2.11. Manages acquisition and possession of certification Stamps	4											
5.1.2.12. Complies with/enforces training requirements	4											
5.1.2.13. Maintains accurate records for compliance and auditability	4											

1. Tasks, Knowledge, and Technical References		2. Tasks		3. Certification For OJT					4. Proficiency Codes Used to Indicate Training/Information Provided via ICW and/or course			
	Behavior Match	Core/Cert ^	Deployment * / SEI + CBRN ~	A Tng Start	B Tng Complete	C Trainee Initials	D Trainer Initials	E Certifier Initials	A 3-M	B 5-M	C 7-M	D 9-M
5.1.3. PACKAGING OPERATIONS ADVANCED												
Required Behaviors:												
1) Maintains positive control and ensure accurate accounting and reporting of DoD-Owned ISO containers within the JCM												
2) Coordinates with AFMC/A4RT for procurement of new ISO containers to meet AF mission requirements												
Criteria:												
<i>(Reach of Influence: Wing)</i>												
5.1.3.1. Complies with/enforces training requirements	1											
5.1.3.2. Ensures subordinates maintain active JCM accounts	1											
5.1.3.3. Conducts/maintains accurate inventories/inspections for compliance and auditability	1											
5.1.3.4. Request repairs/replacements of ISO containers	2											
5.1.4. PACKAGING OPERATIONS EXPERT												
Required Behaviors:												
1) Validates annual WPM audit for AF installations to ensure compliance with USDA policy												
2) Manages the AF Intermodal ISO Container Management Program; represents the AF on the Joint Intermodal Working Group												
Criteria:												
<i>(Reach of Influence: Centers/MAJCOM/HAF)</i>												
5.1.4.1. Ensures timely completion of WPM audits of subordinate units	1											
5.1.4.2. Manages system of record accounts for subordinate units	1											
5.1.4.3. Monitors reports and takes necessary actions	1											
5.1.4.4. Maintains DAF equity at the DoD level	2											
5.1.4.5. Ensure subordinate units complete required ISO inventory	2											
5.2. OUTBOUND OPERATIONS												
Description: Identifying and executing appropriate mode or method of transportation based on priority and physical characteristics of DoD assets for worldwide distribution.												
Supporting Competencies: Communication, Accountability, Teamwork, Analytic Thinking												
Training References:												
Task Training Guides 19-24												
AFMAN 24-604, <i>Preparing Hazardous Materials for Military Air Shipment</i>												
DAFI 24-602V2, <i>Cargo Movement</i>												
MIL-STD-129, <i>Military Marking for Shipment and Storage</i>												
MIL-STD-147E, <i>Palletized Unit Loads</i>												
DTR, Part II Chapter 202, <i>Cargo Routing and Movement</i>												
DTR, Part II Chapter 203, <i>Shipper</i>												
DTR, Part II Chapter 208, <i>Packaging and Handling</i>												
DODM 4140.01, Vol 9, <i>DoD Supply Chain Materiel Management Procedures: Materiels Programs</i>												
49 CFR, Transportation												
Cataloging Data and Transactions Standards, Vol 10, Table 61 Controlled Inventory Item Codes (https://www.dla.mil/Portals/104/Documents/DLMS/CDS/Manuals/CDTS_Volume_10.docx)												
SPIRES https://spires.wpafb.af.mil/												
Defense Ammunition Center http://dactces.org/												
5.2.1. OUTBOUND OPERATIONS BASIC												
Required Behaviors:												
1) Performs data entry within applicable automated data systems (e.g., CMOS, IGC, LTS etc.) to ensure cargo is processed through DTS												
2) Determines best value transportation mode and method using shipment priorities and characteristics to meet delivery requirements												
3) Mitigates cargo movement discrepancies to prevent transportation delays (proper loading, routing, diplomatic clearances, customs clearance etc.)												
4) Performs end of day actions for cargo movements to maintain shipment accountability (manifest release, inventories, checklist)												
Criteria:												
<i>(Depth of Knowledge: Established practice with some workplace elements)</i>												

1. Tasks, Knowledge, and Technical References		2. Tasks		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided via ICW and/or course			
	Behavior Match	Core/Cert ^	Deployment #/SEI + CBRN ~	A	B	C	D	E	A	B	C	D
				Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3-1st	5-1st	7-1st	9-1st
5.2.1.1. Validate and Segregate documentation to shipment plan	2	5^							P(W)			
5.2.1.2. Perform shipment planning actions for priority shipments	1	5^	*~						P(W)			
5.2.1.3. Perform shipment planning actions for general cargo shipments	1	5^	*~						P(W)			
5.2.1.4. Perform partial shipment actions	1											
5.2.1.5. Perform consolidation shipment actions	1	5^	*						P(W)			
5.2.1.6. Review TFG for consignee receiving capabilities	3								pk			
5.2.1.7. Determine applicable customs requirements	3											
5.2.1.8. Review and utilize USTC advisories/fastest, most reliable carrier listing to assign TSP	2											
5.2.1.9. Perform shipment routing actions	2											
5.2.1.10. Request ACA and WCA clearance for cargo planned for channel movement	1								pk			
5.2.1.11. Print and apply labels to shipment	1		*~									
5.2.1.12. Create manifest for TSP	1	5^	*~									
5.2.1.13. Generate bill of lading	1		*~						P(W)			
5.2.1.14. Ensure TSP compliance with Routing Instruction Notes (RINs)	3	5^							pk			
5.2.1.15. Load cargo on TSP vehicle	3	5^	*~									
5.2.1.16. Performs blocking and bracing actions to secure cargo	3	5^	*~						P(W)			
5.2.1.17. Ensure TSP secures cargo IAW regulatory guidance	3											
5.2.1.18. Release manifest or bill of lading upon TSP departure	4		*~									
5.2.1.19. File key supporting documents (KSD) per AFRIMS	4											
5.2.1.20. Performs accurate on-hand cargo inventories	4	5^	*~									
5.2.1.21. Execute and communicate route clearance processes	3											
5.2.1.22. Perform track and trace actions	1	5^	*									
5.2.1.23. Create RFID tag and apply to cargo (if required)	1											
5.2.2. OUTBOUND OPERATIONS INTERMEDIATE												
Required Behaviors:												
1) Implements degraded operations to prevent cargo movement processing delays												
2) Utilizes TPPS for commercial shipments to provide prompt payment for services rendered												
3) Manages timely reports												
Criteria:												
<i>(Depth of Knowledge: Established practices of all workplace elements)</i>												
5.2.2.1. Create manual shipping labels	1	5^	*~									
5.2.2.2. Create manual manifest, TCMD, or bill of lading	1	5^	*~									

1. Tasks, Knowledge, and Technical References		2. Tasks		3. Certification For OJT					4. Proficiency Codes Used to Indicate Training/Information Provided via ICW and/or course			
	Behavior Match	Core/Cert ^	Deployment #/SEI + CBRN ~	A TngStart	B Tng Complete	C Trainee Initials	D Trainer Initials	E Certifier Initials	A 3-Int	B 5-Int	C 7-Int	D 9-Int
5.2.2.3. Input manual documentation in system of records to recover from degraded operations	1	5^	*									
5.2.2.4. Obtain TPPS credentials	2											
5.2.2.5. Validate shipment transactions	2											
5.2.2.6. Correct manual transactions	2											
5.2.2.7. Analyzes R40 inputs and communicates with LGRM	3	5^	*									
5.2.3. OUTBOUND OPERATIONS ADVANCED												
Required Behaviors:												
1) Advocate for workcenter optimization utilizing process improvements methodologies (e.g., lean, six sigma, theory of constraints, business process reengineering)												
2) Certifies TPPS for commercial shipments to provide prompt payment for services rendered												
3) Monitors outbound cargo operations compliance (e.g., MICT)												
Criteria:												
<i>(Depth of Knowledge: New practices of all workplace elements)</i>												
5.2.3.1. Analyze and recommend areas for process improvement	1											
5.2.3.2. Foster a culture of continuous improvement throughout work center	1											
5.2.3.3. Performs quality control and certifies invoices in a timely manner	2											
5.2.3.4. Maintain system access and records for each user	3											
5.2.3.5. Manage and updates reports, programs, systems, and appointment letters	3											
5.2.4. OUTBOUND OPERATIONS EXPERT												
Required Behaviors:												
1) Partners with external organizations to formulate local procedures												
2) Advocates for regulatory guidance improvements and conduct policy review and system updates to enhance cargo movement functions												
3) Guides contracting officers regarding transportation factors required for solicitation of FAR contracts												
Criteria:												
<i>(Depth of Knowledge: New practices/concepts and theories of all workplace elements; is a credible resource in this area)</i>												
5.2.4.1. Communicates with mission partners to streamline local procedures	1											
5.2.4.2. Develop local procedures (if applicable)	1	7^	*									
5.2.4.3. Authors Performance Work Statement (PWS)	3											
5.2.4.4. Reviews and recommends updates to PWS	3											
5.2.4.5. Reviews and recommends updates to DoD policies	2											
5.2.4.6. Reviews and updates TFG	2	7^	*									

1. Tasks, Knowledge, and Technical References		2. Tasks		3. Certification For OJT					4. Proficiency Codes Used to Indicate Training/Information Provided via ICW and/or course			
	Behavior Match	Core/Cert ^	Deployment * / SEI + CBRN ~	A	B	C	D	E	A	B	C	D
				Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3-M	5-M	7-M	9-M
5.3. INBOUND OPERATIONS												
Description: Receiving in-transit/terminating freight and completing transportation in-check into the CMOS.												
Supporting Competencies: Accountability, Communication, Teamwork, Decision Making												
Training References: Task Training Guides 25-27 AFMAN 23-122, <i>Material Management Procedures</i> DAFI 24-602V2, <i>Cargo Movement</i> DODM 4140.01, Vol 5, <i>DoD Supply Chain Material Management Procedures: Delivery of Materiel</i> DLM 4000.25, Vol 2, Chapter 17, <i>Supply Standards and Procedures</i> DTR, Part II, Chapter 203, <i>Shipper, Transshipper, and Receiver Requirements and Procedures</i> DTR, Part II, Chapter 205, <i>Transportation Protective Services</i> DTR, Part II, Chapter 210, <i>Transportation Discrepancy Reports</i> Air Force Records Information Management System (AFRIMS) https://afirms.cce.af.mil/												
5.3.1. INBOUND OPERATIONS BASIC												
Required Behaviors: 1) Verifies shipments are inspected for discrepancies prior to offloading 2) Segregate shipments and in-check into system of record (CMOS) for in-transit visibility (ITV) 3) Creates Customer Turn-Over record for shipments that are not receipted in ILS-S to record asset accountability)												
Criteria: (Consistency of Application: Sustained application of competency over time)												
5.3.1.1. Offload and visually inspect property for discrepancies	1	5^	*~						P(W)			
5.3.1.2. Segregate by priority and classification	2	5^	*						P(W)			
5.3.1.3. Verify piece count against movement document (CBL, GBL, truck manifest, consolidations, etc.)	2	5^	*						P(W)			
5.3.1.4. In-check shipment documents into system of record	2	5^	*~						P(W)			
5.3.1.5. Generate turn over records in system of record (CMOS)	3		*~									
5.3.1.6. Contact customer for pick-up	3											
5.3.2. INBOUND OPERATIONS INTERMEDIATE												
Required Behaviors: 1) Collect and identify shipment discrepancy information 2) Completes Transportation Discrepancy Reports (TDR) in DIS to recoup funds for services not rendered or damages during transportation 3) Maintains inbound freight records for delivery confirmations and auditability in accordance with AFRIMS to substantiate receipt of cargo												
Criteria: (Consistency of Application: Sustained application of competency over time in a variety of situation)												
5.3.2.1. Collects and identifies transportation discrepancy information	1	5^	*						pk			
5.3.2.2. Initiates TSP discrepancies via TDR	2	5^	*						pk			
5.3.2.3. Utilizes CBL to identify carrier infractions	1											
5.3.2.4. Communicate with responsible party (answers requests for information on audits, track and trace requests, etc.)	2											
5.3.2.5. File key supporting documents (KSD) per AFRIMS to meet FIAR requirements	3	5,7^										
5.3.3. INBOUND OPERATIONS ADVANCED												
Required Behaviors: 1) Utilizes system of record to report carrier performance infractions 2) Manages program and listings to recover astray freight from transportation provider (GOCARE, tracer action)												
Criteria: (Consistency of Application: Sustained application of competency over time in complex situations)												
5.3.3.1. Report carrier violations via system of record (i.e., CPM)	1	7^	*									

1. Tasks, Knowledge, and Technical References		2. Tasks		3. Certification For OJT					4. Proficiency Codes Used to Indicate Training/Information Provided via ICW and/or course			
	Behavior Match	Core/Cert ^	Deployment #/SEI + CBRN ~	A	B	C	D	E	A	B	C	D
				Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3-trl	5-trl	7-trl	9-trl
5.3.3.2. Communicate with TSP to identify astray freight	2											
5.3.3.3. Submit results on GOCARE site	2											
5.3.3.4. Track and trace cargo within automated data systems	2		*									
5.3.4. INBOUND OPERATIONS EXPERT												
Required Behaviors: 1) Develops training and tasks for members on inbound cargo operations 2) Partners with external organizations to develop local procedures (engines, PMEL, etc.)												
Criteria: (Consistency of Application: Able to innovate and formulate strategies; able to model/guide/teach others the competency of how to apply the competency)												
5.3.4.1 Develop training guides based on mission requirements	1											
5.3.4.2. Partners with contracting squadron to provide appropriate GPC holder training	1											
5.3.4.3. Communicates with mission partners to streamline local procedures	1											
5.3.4.4. Develop local procedures	2											
5.3.4.5. Observe and validate local procedures	2											
5.4. SPECIAL HANDLING												
Description: Interpreting policy and procedures to handle, package and ship/store protected, sensitive, hazardous, NWRM and AA&E cargo moved within the DTS.												
Supporting Competencies: Accountability, Communication, Precision, Decision Making												
Training References: Task Training Guides 28-30 AFI 20-110, <i>Nuclear Weapons Related Materiel Management</i> AFI-23-101, <i>Materiel Management Policy</i> AFMAN 17-1302-O, <i>Communications Security Operations</i> AFMAN 16-1406, Vol 2, <i>Operations Support</i> DAFMAN 21-201, <i>Munitions Management</i> DAFI 24-602V2, <i>Cargo Movement</i> DLM 4000.25, Vol 2, <i>Supply Standards and Procedures</i> DODI 6050.05, <i>DoD Hazard Communication Program</i> DODI 5220.22, <i>National Industrial Security Program</i> DoDM 5100.76, <i>Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives (AA&E)</i> DODM 5200.01, <i>Information Security Program</i> DTR, Part II, Chapter 205, <i>Transportation Protective Services</i> DTR, Part II, Chapter, 210 <i>Transportation Discrepancy Report</i> DTR, Part III, Appendix BB, <i>Transporting Weapons, Ammo, HAZMAT</i> DSCA 5105.38-M, <i>Security Assistance Management Manual (SAMM)</i> . <i>IATA Dangerous Goods Regulation</i> <i>IMDG Code</i> <i>MIL-STD-129, Military Marking for Shipment and Storage</i>												
5.4.1. SPECIAL HANDLING BASIC												
Required Behaviors: 1) Completes required individual training and certifications (i.e., hazmat preparer, NWRM fundamentals classified materials) to maintain compliance with Federal law 2) Identifies, segregates, and stores items by compatibility and security classification to ensure safe and secure handling 3) Utilizes TPS documents (i.e., DAF 4387, DAF 4388, REPSHIP, DD Form 1907, DD Form 626, 1387-2 etc.) to process shipments for movements												
Criteria: (Consistency of Application: Sustained application of competency over time)												
5.4.1.1. Complete hazardous material handler qualification	1											
5.4.1.2. Complete NWRM fundamentals course	1											
5.4.1.3 Recognizes HAZMAT identifiers on documentation and cargo	2	5^	*						P(W)			

1. Tasks, Knowledge, and Technical References		2. Tasks		3. Certification For OJT					4. Proficiency Codes Used to Indicate Training/Information Provided via ICW and/or course			
	Behavior Match	Core/Cert ^	Deployment #/SEI + CBRN ~	A	B	C	D	E	A	B	C	D
				Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3-Int	5-Int	7-Int	9-Int
5.4.1.4. Recognizes classified, protected and AA&E identifiers on documentation and cargo	2	5^	*						P(W)			
5.4.1.5. Segregates and stores cargo as required	2	5^							P(W)			
5.4.1.6. Performs required inventories for special handling cargo	2											
5.4.1.7. Complies with and completes required DAF 4387 and other associated forms for outbound cargo	3	5^	~									
5.4.1.8. Complies with and complete required DAF 4388 and other associated forms for inbound cargo	3	5^	~									
5.4.1.9. Validates all personnel handling Classified, protected and AA&E cargo are approved in writing	3											
5.4.1.10. Complete outbound REPSHIP procedures	3	5^	*~									
5.4.1.11. Complete inbound REPSHIP procedures	3	5^	*~									
5.4.1.12. Complete DD Form 1907	3		*~									
5.4.1.13. Complete DD Form 626	3		*~									
5.4.1.14. Complete DD Form 1387-2	3		*~									
5.4.2. SPECIAL HANDLING INTERMEDIATE												
Required Behaviors:												
1) Determines and applies TPS requirements throughout the phases of transportation in order to comply with applicable guidance (DTR, DOT, country specific policy etc.)												
2) Monitors and tracks chain of custody to maintain ITV for special handling shipments (i.e., Classified, Protective Service, Sensitive, NWRM, DDRP, and AA&E)												
Criteria:												
<i>(Consistency of Application: Sustained application of competency over time in a variety of situation)</i>												
5.4.2.1. Obtains and maintains hazardous material preparer or sister service equivalent certification	1		*									
5.4.2.2. Packages and certifies hazardous material	1		*									
5.4.2.3. Ensure cargo has been secured IAW DoD guidelines	1											
5.4.2.4. Complies with country specific movement requirements	1											
5.4.2.5. Coordinates and processes Human Remains for movement	1											
5.4.2.6. Maintains outbound REPSHIP suspense file	2		*									
5.4.2.7. Maintains inbound REPSHIP suspense file	2		*									
5.4.2.8. Validates and coordinates requirements for Green and Purple sheet (s)	2											
5.4.2.9. Validates and coordinates requirements for same day service	2											
5.4.2.10. Ensure cargo is recorded in DTTS prior to departure	2											
5.4.2.11. Closes shipment tracking in DTTS for Inbound cargo	2											
5.4.2.12. Describe the inbound and outbound process for NWRM	2											
5.4.3. SPECIAL HANDLING ADVANCED												
Required Behaviors:												
1) Reports security and transportation discrepancies to applicable agencies to implement remediation actions												
2) Certifies TPS worksheets to process material for movement												
Criteria:												
<i>(Consistency of Application: Sustained application of competency over time in complex situations)</i>												

1. Tasks, Knowledge, and Technical References		2. Tasks		3. Certification For OJT					4. Proficiency Codes Used to Indicate Training/Information Provided via ICW and/or course			
	Behavior Match	Core/Cert ^	Deployment #/SEI + CBRN ~	A	B	C	D	E	A	B	C	D
				Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3-trl	5-trl	7-trl	9-trl
5.4.3.1. Enforces TDR and SDR procedures	1											
5.4.3.2. Completes required DAF 4387 certification	2	7^	~									
5.4.3.3. Completes required DAF 4388 certification	2	7^	~									
5.4.4. SPECIAL HANDLING EXPERT												
Required Behaviors:												
1) Develops training for special handling procedures to enhance proficiency												
2) Provides input to transportation advisory boards to influence DoD and DoT policy and directives												
Criteria:												
<i>(Consistency of Application: Able to innovate and formulate strategies; able to model/guide/teach others the competency of how to apply the competency)</i>												
5.4.4.1. Coordinates and collects feedback for special handling training	1											
5.4.4.2. Utilize CPI principles to innovate and formulate training	1											
5.4.4.3. Communicates and participates in working groups to transform policies and directives	2											
5.5. RECEIPT OPERATIONS												
Description: Processing materiel receipt within the retail supply system for accountable property and local purchase items.												
Supporting Competencies: Accountability, Communication, Analytical Thinking, Teamwork												
Training References:												
Task Training Guides 31-33												
AFMAN 23-122, <i>Materiel Management Procedures</i>												
DAFI 24-602V2, <i>Cargo Movement</i>												
DODM 4140.01, Vol 5, <i>DoD Supply Chain Materiel Management Procedures: Delivery of Materiel</i>												
5.5.1. RECEIPT OPERATIONS BASIC												
Required Behaviors:												
1) Identifies inbound shipments that require processing within the retail supply system (ILS-S, DSS, DPAS, etc.) for accountable property and locally purchased items												
2) Validates that the property (stock number/part number, unit of issue, quantity, etc.) corresponds to the source document to ensure data accuracy before input to ILS-S												
3) Processes receipt and finalizes receipt output to appropriate location												
Criteria:												
<i>(Consistency of application: Sustained application of competency over time)</i>												
5.5.1.1. Review and analyze document to determine the applicable system of record	1		*~									
5.5.1.2. Validate source document matches items received	2	5^	*~						P(W)			
5.5.1.3. Complete source document	2	5^	*~						P(W)			
5.5.1.4. Elevate discrepancies when beyond the scope of responsibility	2											
5.5.1.5. Use completed source documents to process receipt within established priorities	3	5^	*~						P(W)			
5.5.1.6. Move receipted cargo to designated locations and within applicable systems	3	5^	*						pk(W)			
5.5.1.7. Turn-in documents to Materiel Management	3											
5.5.1.8. Process delivery in system	3		*~									

1. Tasks, Knowledge, and Technical References		2. Tasks		3. Certification For OJT					4. Proficiency Codes Used to Indicate Training/Information Provided via ICW and/or course			
	Behavior Match	Core/Cert ^	Deployment */SEI + CBRN ~	A Tng Start	B Tng Complete	C Trainee Initials	D Trainer Initials	E Certifier Initials	A 3-1st	B 5-1st	C 7-1st	D 9-1st
5.5.2. RECEIPT OPERATIONS INTERMEDIATE												
Required Behaviors:												
1) Conducts limited inspector duties to identify items received that are missing key data elements												
2) Research discrepancies and takes corrective actions to complete the receipt transaction												
3) Implement degraded operations procedures to prevent asset receipt delays												
Criteria:												
<i>(Consistency of application: Sustained application of competency over time in variety situations)</i>												
5.5.2.1. Receive limited inspector training and is appointed in writing	1											
5.5.2.2. Collaborate with inspection section to verify serviceability and confirm accuracy	1											
5.5.2.3. Notify the office of responsibility for unresolved discrepancies that require fully qualified inspectors	1											
5.5.2.4. Perform research on discrepancies to determine solutions (e.g., NSN, shelf life, part number, reject codes)	2	5^	*						P			
5.5.2.5. Resolve discrepancies (rejects, RRC, etc.) with customer service	2	5,7^	*						pk (W)			
5.5.2.6. Perform reject monitor responsibilities	2		*									
5.5.2.7. Perform post-post operations	3	5^	*~									
5.5.2.8. Execute degraded operations recovery procedures	3		*~									
5.5.3. RECEIPT OPERATIONS ADVANCED												
Required Behaviors:												
1) Reviews collected data (R59, TTL, etc.) for accuracy and accountability to promote data driven decisions												
2) Interprets and analyzes data from ILS-S outputs and transactions												
Criteria:												
<i>(Consistency of application: Sustained application of competency over time in complex situations)</i>												
5.5.3.1. Review and respond to reports and listings from materiel management for status within established timelines	1	7^	*									
5.5.3.2. Performs advanced analytics and data collections from ILS-S utilizing applicable transactions identifier codes (TRICS)	2											
5.5.4. RECEIPT OPERATIONS EXPERT												
Required Behaviors:												
1) Analyzes collected data and discrepancy reports (SDR, R59, TTL, etc.) and recommends corrective actions to determine the cause of discrepancies, influence corrective action, and prevent recurrence												
2) Collaborates with other agencies to streamline supply chain/transportation pipeline												
Criteria:												
<i>(Consistency of application: Able to innovate and formulate strategies; able to model/guide/teach others the competency of how to apply the competency)</i>												
5.5.4.1 Perform trend analysis to identify reoccurring issues for action	1											
5.5.4.2. Collaborate with materiel management to develop degraded operations procedures	2											
5.5.4.3. Participate in working groups to advocate for traffic management priorities (maintenance production, HGI, etc.)	2											

1. Tasks, Knowledge, and Technical References		2. Tasks		3. Certification For OJT					4. Proficiency Codes Used to Indicate Training/Information Provided via ICW and/or course			
	Behavior Match	Core/Cert ^	Deployment */SET + CBRN ~	A Tng Start	B Tng Complete	C Trainee Initials	D Trainer Initials	E Certifier Initials	A 3-M	B 5-M	C 7-M	D 9-M
6. READINESS												
6.1. READINESS												
Description: Posturing and reporting traffic management capabilities.												
Supporting Competencies: Communication, Accountability, Leadership, Decision Making												
Training References: AFI 10-201, Force Readiness Reporting AFI 10-250, Individual Medical Readiness AFI 10-403, Deployment Planning and Execution AFI 10-405, Ready Airman Training AFI 38-101, Manpower and Organization AFI 51-304, Legal Assistance, Notary, Preventive Law, and Tax Programs DAFI 10-401, Operations Planning and Execution DAFI 10-404, Base Support and Expeditionary Site Planning DAFMAN 10-406, Unit Type Code Management DAFMAN 36-2905, Air Force Physical Fitness Program DAFPD 10-2, Readiness DODI 6025.19, Individual Medical Readiness Program DODI 1342.19_DAFI 36-2908, Family Care Plans JP 4-0, Joint Logistics JP 5-0, Joint Planning												
6.1.1. READINESS BASIC												
Required Behaviors: 1) Maintains functional proficiency to execute assigned and future mission requirements (i.e., UTC MISCAP, deployment line remarks) 2) Maintains personal readiness to meet assigned and future mission requirements (i.e., IMR, Fitness, Family Care Plan, etc...)												
Criteria: (Scope: Specific Area-Individual)												
6.1.1.1. Complete minimum essential training and certification to meet assigned UTC requirements	1											
6.1.1.2. Identifies and explains force presentation constructs (AFFORGEN) and UTC management	1	5^										
6.1.1.3. Completes all required AF and personal readiness items (i.e., IMR, SGLI, Power of Attorneys, Wills)	2											
6.1.1.4. Utilize Air Force resources to maximize personal and peer readiness	2											
6.1.2. READINESS INTERMEDIATE												
Required Behaviors: 1) Interprets readiness capability to meet operational requirements (DRRS reporting) 2) Identifies and rectifies discrepancies in training, equipment, personnel and manpower to meet assigned and future mission requirements												
Criteria: (Scope: Integration with concerned areas-Unit/Group/Wings)												
6.1.2.1. Report readiness of personnel and equipment	1	7^										
6.1.2.2. Articulate correlation between unit manpower document (UMD) authorizations and UTC availability (UTA)	1	7^										
6.1.2.3. Posture military capabilities and assess readiness of personnel and equipment	2											
6.1.2.4. Conduct capabilities assessment of units ability to accomplish mission essential tasks (MET)	2											
6.1.3. READINESS ADVANCED												
Required Behaviors: 1) Manages and employs ready assigned forces and equipment to support CCDR requirements 2) Resolves contingency and Exercise tasking reclaims and shortfalls with available resources to meet CCDR and AOR requirements												
Criteria: (Scope: Integration with organizational strategies-COCOM/AFIMSC/MAJCOMs)												
6.1.3.1. Validate for accuracy unit DOC statements	1											
6.1.3.2. Identifies and explains between UTA, TPFDD, and UTC assessments	1											

1. Tasks, Knowledge, and Technical References		2. Tasks		3. Certification For OJT					4. Proficiency Codes Used to Indicate Training/Information Provided via ICW and/or course			
	Behavior Match	Core/Cert ^	Deployment #/SEI + CBRN ~	A	B	C	D	E	A	B	C	D
				Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3-Int	5-Int	7-Int	9-Int
6.1.3.3. Review and update UTCs, MISCAP, LOGDET, and MANFOR	1											
6.1.3.4. Resolves shortfalls/reclamas/UIC changes	2											
6.1.3.5. Manages pilot and non-pilot unit UTCs	2											
6.1.3.6. Resolve tasking problems	2											
6.1.4. READINESS EXPERT												
Required Behaviors:												
1) Analyzes readiness trends and creates policy and guidance to meet posturing and readiness requirements												
2) Develops MET/METL and resource reporting standards and guidance for units to effectively assess and report readiness status												
Criteria:												
<i>(Scope: Integration with AF-Level/within industry)</i>												
6.1.4.1. Approves use of alternate resource pools to meet CCDR for Traffic Management capabilities	1											
6.1.4.2. Perform UTC development, management and maintenance	1											
6.1.4.3. Determine which UTCs to posture based on operational needs	1											
6.1.4.4. Review and recommend changes to traffic management MET/METL	2											
6.1.4.5. Assimilate MAJCOM risk assessments to recommend the mitigation strategy based on applicable MAJCOM risk assessments	2											
6.2. MANPOWER MANAGEMENT												
Description: Administers and manages for manpower for mission execution and future requirements.												
Supporting Competencies: Communication, Accountability, Leadership, Decision Making												
Training References:												
AFI 38-101, Manpower and Organization												
AFPAM10-243, Augmentation Duty												
6.2.1. MANPOWER MANAGEMENT BASIC												
Required Behaviors:												
1) Identifies specific manpower needed to execute traffic management tasks based on earned authorizations												
2) Utilizes system of record to capture traffic management workload data to justify required manning (i.e., CMOS, DPS)												
Criteria:												
<i>(Reach of Influence: Individuals)</i>												
6.2.1.1. Review Unit Manning Document (UMD) and Unit Personnel and Manpower Roster (UPMR) for resource allocation	1	5,7^										
6.2.1.2. Identify and explain organizational mission and structure	1	5^										
6.2.1.3. Input and close out workload data in system of record	2	5^										
6.2.1.4. Communicate matters of increased workload demand	1											
6.2.2. MANPOWER MANAGEMENT INTERMEDIATE												
Required Behaviors:												
1) Utilizes programs to assign available personnel to fulfill required position numbers (UMD, UMPR, DCAPEs, etc.)												
2) Negotiates manning moves and solution with other sections to mitigate mission shortfalls												
3) Validates system of record to capture traffic management workload data to justify required manning (i.e., CMOS, ILS-S, DPS, DPAS, GHC)												
Criteria:												
<i>(Reach of Influence: Sustained application of competency over time in various situations)</i>												
6.2.2.1. Assess personnel capability to fulfill roles and responsibilities	1											

1. Tasks, Knowledge, and Technical References		2. Tasks		3. Certification For OJT					4. Proficiency Codes Used to Indicate Training/Information Provided via ICW and/or course			
	Behavior Match	Core/Cert ^	Deployment #/SEI + CBRN ~	A	B	C	D	E	A	B	C	D
				Tng Start	Tng Complete	Traine Initials	Trainer Initials	Certifier Initials	3-trl	5-trl	7-trl	9-trl
6.2.2.2. Develop duty schedule and assign tasks	1											
6.2.2.3. Analyze manpower source documents to assign personnel to positions	1	7^										
6.2.2.4. Collaborate with other sections to mitigate shortfalls	2											
6.2.2.5. Realign personnel to meet mission requirements	2											
6.2.2.6. Generate and analyze system reports to validate workload	3											
6.2.3. MANPOWER MANAGEMENT ADVANCED												
Required Behaviors:												
1) Coordinates with manpower office and or Air Force IMSC to address manning discrepancies (i.e., OSC errors, FAC errors, variances)												
2) Forecast manning shortfalls and elevates status to higher authorities (Guard and Reserve man-days etc.)												
3) Engages with AFPC to address personnel issues (Humanitarian, Assignment allocation and EQUAL plus advertisements, etc.)												
Criteria:												
<i>(Reach of Influence: Squadron/Group)</i>												
6.2.3.1. Initiate civilian position description revisions	1											
6.2.3.2. Coordinates with manpower office to correct discrepancies (e.g., MCRs)	1											
6.2.3.3. Leverage manpower determinant to justify increased manpower requirements	1											
6.2.3.4. Develop courses-of-actions utilizing system data to advocate for manpower, training, and resources	1											
6.2.3.5. Provide recommendations to modify AFMD	1											
6.2.3.6. Project for and request additional manpower to mitigate personnel shortages	2											
6.2.3.7. Engage with equity stakeholders to resolve resource challenges (e.g., support agreements)	2											
6.2.3.8. Coordinate with assignment functional manager to mitigate or fill vacancies	3											
6.2.3.9. Advocates for personnel reassignment	3											
6.2.4. MANPOWER MANAGEMENT EXPERT												
Required Behaviors:												
1) Coordinates with Air Force Manpower Agency, MAJCOM FAM, AFMISC FAM to address manning concerns and shortfalls												
2) Validates and aligns career field manpower requirements												
Criteria:												
<i>(Reach of Influence: HAF/NAF/MAJCOM)</i>												
6.2.4.1. Interpret past programmatic actions and the grade factor baseline to execute enlisted grade allocations	1											
6.2.4.2. Create and coordinate MAJCOM assignment priority plans	1											
6.2.4.3. Review MCRs and make recommendations in support of UMD changes	1											
6.2.4.4. Create and manage CMSgt and SMSgt priority plans	1											
6.2.4.5. Support and participate in manpower studies and development of AFMDs	1											
6.2.4.6. Validate workload factors to determine installation manpower allocations	2											
6.2.4.7. Validate MAJCOM allocations to ensure fair and equitable distribution of resources	2											
6.2.4.8. Collaborate with units to validate unfunded manpower authorizations	2											

1. Tasks, Knowledge, and Technical References		2. Tasks		3. Certification For OJT					4. Proficiency Codes Used to Indicate Training/Information Provided via ICW and/or course			
	Behavior Match	Core/Cert ^	Deployment * / SEI + CBRN ~	A Tng Start	B Tng Complete	C Trainee Initials	D Trainer Initials	E Certifier Initials	A 3-M	B 5-M	C 7-M	D 9-M
6.3. MOBILITY OPERATIONS												
Description: Executing deployment/redeployment of personnel and cargo.												
Supporting Competencies: Communication, Accountability, Decision Making, Teamwork												
Training References: DTR, Part III, <i>Mobility</i> DTR, Part III Chapter 303, <i>Deployment Activities</i> Installation Deployment Plan												
6.3.1. MOBILITY OPERATIONS BASIC												
Required Behaviors: 1) Articulates the various deployment work centers outlined within governing regulations (IDP, DTR) to support the mobility operation 2) Performs assigned deployment work center roles to prepare cargo and passengers for movement												
Criteria: (Scope: Specific areas)												
6.3.1.1. Describe multiple workcenters roles	1								K			
6.3.1.2. Review mission directive and scope of operation	1											
6.3.1.3. Perform PDF function	2											
6.3.1.4. Perform CDF function	2											
6.3.1.5. Process contaminated cargo	2											
6.3.2. MOBILITY OPERATIONS INTERMEDIATE												
Required Behaviors: 1) Prepares cargo up to join inspection in accordance with governing regulations (DTR, IDP) 2) Prepares passengers for aircraft load in accordance with governing regulations (DTR, IDP)												
Criteria: (Scope: Integration with concerned areas)												
6.3.2.1. Ensures cargo documentation (manifests, hazardous declarations, load lists, packing list, placards, and labels) are accurate and processed in line with the schedule of events	1											
6.3.2.2. Ensures accurate data entry into system of record utilizing advance files from the DCC compared to actual cargo offered for movement	1											
6.3.2.3. Ensures accurate data entry into system of record utilizing advance files from the DCC compared to passengers offered for movement	2											
6.3.2.4. Ensures passenger documentation (manifests) are accurate and processed in line with the schedule of events	2											
6.3.3. MOBILITY OPERATIONS ADVANCED												
Required Behaviors: 1) Performs quality control actions to identify discrepancies and develops courses of actions to resolve issues and prevent mission delays												
Criteria: (Scope: Integration with organizational strategies)												
6.3.3.1. Collaborate with key personnel to identify and resolve issues prior to JI	1											
6.3.3.2. Ensures JI discrepancies are corrected by the deploying unit	1											
6.3.4. MOBILITY OPERATIONS EXPERT												
Required Behaviors: 1) Manages integration and application of functional experts within the facets of deployment workcenters during contingency operations												
Criteria: (Scope: Integration with Wing- level)												

1. Tasks, Knowledge, and Technical References		2. Tasks		3. Certification For OJT					4. Proficiency Codes Used to Indicate Training/Information Provided via ICW and/or course				
		Behavior Match	Core/Cert ^	Deployment #/SEI + CBRN ~	A Tng Start	B Tng Complete	C Trainee Initials	D Trainer Initials	E Certifier Initials	A 3-Id	B 5-Id	C 7-Id	D 9-Id
6.3.4.1. Manage augmentation program		1											
6.3.4.2. Collaborate and communicate with IDO		1											

Section B - Course Objective List

This area is reserved.

Section C - Support Material

There are currently no support material requirements. This area is reserved.

Section D - Training Course Index

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

2. Air Force In-Residence Courses

COURSE NUMBER	TITLE	LOCATION	USER
LCABP2T031-00AE	Traffic Management Operations Apprentice	Ft Gregg-Adams, VA	AF
L8AZP2T051 00AA	Hazardous Mat Preparer (Initial In-Residence)	Ft Gregg-Adams, VA	DOD
L6AZW2T051 00AA	Hazardous Mat Preparer (Initial Distance Learning)	Mobile Training	DOD
L5AZA2T071 00AB (ATRRS course number: 8A-F61/551-F53)	Military Preservation & Packaging for Storage and Shipment	McAlester, OK	DOD

3. Exportable Courses

COURSE NUMBER	TITLE	LOCATION	USER
L6ARW2T051 00AB	Hazardous Mat Preparer (Refresher)	On-Line	DOD

4. Courses Under Development/Revision

Traffic Management Officer/SNCO Computer Based Training
LogR SNCO Course (E-8/E-9) (In-residence)

Section E - MAJCOM Unique Requirements

USAFE

COURSE NUMBER	TITLE	LOCATION	USER
	European Agreement Concerning the International Carriage of Dangerous Goods by Road (ADR)	In-residence	USVF
	Senior Customs Border Clearance Agent Course	Wisebaden AB, GE	USVF

ATTACHMENT 4: CONTINGENCY/EXPEDITIONARY TRAINING REQUIREMENTS

Commanders and supervisors, at all levels, should establish an effective contingency/expeditionary training program taking into account the AFFORGEN battle rhythm. The following tables prescribe the minimum training/certification required for Airmen 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 an indicator to determining capability readiness. Ideally, Airmen should begin the specified training once assigned to their respective UTC. Trainers will assess an Airman’s ability to perform the required tasks to the “Go”, “No-Go” standard. All appropriate core tasks, in addition to UTC requirements, must be met. Refer to the STS to link the below learning outcomes with the desired behaviors nested within each competency.

Mission Ready Airmen: A mission ready 2T0XX will be trained, certified and proficient in the tasks identified in this CFETP corresponding to their assigned UTC and skill level. Mission Ready Airmen are responsible for maintaining individual medical readiness (IMR) and all auxiliary training as applicable to their assigned UTC.

UTC: UFTSW TRAFFIC MANAGEMENT JOURNEYMAN	Description: Provides cargo movement and passenger movement support for traffic management operations. Perform transportation in-check, materiel receipt, reject management notices and limited inspector capability.		
STS Reference/Training Task	3-level	5-level	7-level
PASSENGER OPERATIONS			
4.1.1.2. Utilize and interpret appropriate publications	X	X	X
4.1.1.3. Review types of orders to determine applicable travel entitlements	X	X	X
4.1.1.4. Articulate Order of Precedence and various travel modes	X	X	X
4.1.1.5. Input customer and orders data into GATES to produce travel reservation		X	X
4.1.1.7. Book travel in the system of record	X	X	X
4.1.1.9. Determine deployment passenger routing		X	X
4.1.2.1. Validates and assists with emergency leave travel		X	X
4.1.2.4. Interpret GATES Passenger Reservation Module Data		X	X
PACKAGING OPERATIONS			
5.1.1.1. Verify validity of shipping documents	X	X	X
5.1.1.2. Verify item(s) matches shipping documents	X	X	X
5.1.1.4. Operates system of record to in-check verified cargo	X	X	X
5.1.1.7. Properly pack, seal, and mark item for shipment to include consolidations	X	X	X
5.1.1.8. Properly perform ESD procedures	X	X	X
5.1.1.9. Obtain dimensions and weights	X	X	X

5.1.1.10. Calculating center of balance (CB) for rolling stock	X	X	X
5.1.2.8. Decipher SPI for build requirements	X	X	X
5.1.2.9. Operate saws and hand tools	X	X	X
OUTBOUND OPERATIONS			
5.2.1.2. Perform shipment planning actions for priority shipments	X	X	X
5.2.1.3. Perform shipment planning actions for general cargo shipments	X	X	X
5.2.1.5. Perform consolidation shipment actions	X	X	X
5.2.1.11. Print and apply labels to shipment	X	X	X
5.2.1.12. Create manifest for TSP	X	X	X
5.2.1.13. Generate bill of lading	X	X	X
5.2.1.15. Load cargo on TSP vehicle	X	X	X
5.2.1.16. Performs blocking and bracing actions to secure cargo	X	X	X
5.2.1.18. Release manifest or bill of lading upon TSP departure	X	X	X
5.2.1.20. Performs accurate on-hand cargo inventories	X	X	X
5.2.1.22. Perform track and trace actions	X	X	X
5.2.2.1. Create manual shipping labels	X	X	X
5.2.2.2. Create manual manifest, TCMD, or bill of lading		X	X
5.2.2.3. Input manual documentation in system of records to recover from degraded operations		X	X
5.2.2.7. Analyzes R40 inputs and communicates with LGRM			X
5.2.4.2. Develop local procedures (if applicable)			X
5.2.4.6. Review and update TFG			X
INBOUND OPERATIONS			
5.3.1.1 Offload and visually inspect property for discrepancies	X	X	X
5.3.1.2. Segregate by priority and classification	X	X	X
5.3.1.3. Verify piece count against movement document (CBL, GBL, truck manifest, consolidations, etc.)	X	X	X
5.3.1.4. In-check shipment documents into system of record	X	X	X
5.3.1.5. Generate turn over records into system of record (CMOS)	X	X	X
5.3.2.1. Collects and identifies transportation discrepancy information	X	X	X
5.3.2.2. Initiates TSP discrepancies via TDR	X	X	X

5.3.3.1. Report carrier violations via system of record (i.e., CPM)		X	X
5.3.3.4. Track and trace cargo within automated data systems	X	X	X
SPECIAL HANDLING			
5.4.1.3. Recognizes HAZMAT identifiers on documentation and cargo	X	X	X
5.4.1.4. Recognizes classified, protected and AA&E identifiers on documentation and cargo	X	X	X
5.4.1.7. Complies with and completes required DAF 4387 and other associated forms for outbound cargo	X	X	X
5.4.1.8. Complies with and complete required DAF 4388 and other associated forms for inbound cargo	X	X	X
5.4.1.10. Complete outbound REPSHIP procedures	X	X	X
5.4.1.11. Complete inbound REPSHIP procedures	X	X	X
5.4.1.12. Complete DD Form 1907	X	X	X
5.4.1.13. Complete DD Form 626	X	X	X
5.4.1.14. Complete DD Form 1387-2	X	X	X
5.4.2.1. Obtains and maintains hazardous material preparer or sister service equivalent certification NOTE: Required by personnel only assigned to UTC as a hazmat preparer		X	X
5.4.2.2. Packages and certifies hazardous material NOTE: Required by personnel only assigned to UTC as a hazmat preparer		X	X
5.4.2.6. Maintains outbound REPSHIP suspense file	X	X	X
5.4.2.7. Maintains inbound REPSHIP suspense file	X	X	X
5.4.3.2. Completes required DAF 4387 certification			X
5.4.3.3. Completes required DAF 4388 certification			X
RECEIPT OPERATIONS			
5.5.1.1. Review and analyze document to use applicable system of record	X	X	X
5.5.1.2. Validate source document matches items received	X	X	X
5.5.1.3. Complete source document	X	X	X
5.5.1.5. Use completed source documents to process receipt within established priorities	X	X	X
5.5.1.6. Move receipted cargo to designated locations and within applicable systems	X	X	X
5.5.1.8. Process delivery in system	X	X	X
5.5.2.4. Perform research on discrepancies to determine solutions (e.g., NSN, shelf life, part number, reject codes)	X	X	X

5.5.2.5. Resolve discrepancies (rejects, RRC, etc.) with customer service	X	X	X
5.5.2.6. Perform reject monitor responsibilities		X	X
5.5.2.7. Perform post-post operations	X	X	X
5.5.2.8. Execute degraded operations recovery procedures		X	X
5.5.3.1. Review and respond to reports and listings from materiel management for status within established timelines	X	X	X

ATTACHMENT 5: TASK TRAINING GUIDES (TTGs)

Trainees throughout the Air Force require standardized training to ensure the successful performance of their duties. TTGs are the catalyst for this standardized training and are mandatory.

TTGs standardize the OJT process by ensuring all aspects of a task are covered sufficiently. TTGs summarize procedures on a task performance checklist for use by trainers, certifiers, and trainees.

TTGs can have a variety of elements. A paper-based product anchors all TTGs and may direct you to other media such, commercial products, or web-based courses or assessments. Traffic Management personnel will use the paper-based TTGs while conducting training.

TTGs have been developed for specific processes outlined manpower standard process-oriented description and from tasks in the individual CFETP, Part II Specialty Training Standard (STS) as requirements for upgrade training.

Trainees will demonstrate the tasks until the trainer(s) and certifier(s) are comfortable and confident with trainee's performance. The trainee, trainer, and certifier (if applicable) will document task completion in the system of record upon successful completion of an TTG.

All TTGs are posted on the AFIMSC Traffic Management Operations SharePoint site:

<https://usaf.dps.mil/teams/13569/TrafficMGT/compliance/Traffic%20Management%20Standardized%20Forms%20and%20Document/Forms/AllItems.aspx>

Passenger Operations Task Training Guides:

1. Utilize and Interpret Appropriate Publications
2. Coordinating Travel Arrangements
3. Billing Reconciliation
4. Quality Assurance Evaluator

Personal Property Task Training Guides:

5. Shipment Application Process
6. Communicating Personal Property Entitlements
7. Personally Procured Moves
8. Personal Property and BCMR Requests
9. Quality Assurance Operations
10. Personal Property Management

Packaging Operations Task Training Guides

11. In-checking
12. Packaging
13. Calculating Center of Balance for Rolling Stock
14. Forklift
15. Reusable Container Program
16. Utilizing SPIs/Operating Saws
17. Wood Packaging Material
18. CCO Program

Outbound Operations

19. Shipment Planning
20. Cargo Security
21. Outbound Accountability Actions
22. Track and Trace
23. Financial Reconciliation
24. Supervisory Responsibilities

Inbound Operations

25. In-checking Process
26. Discrepancy Reporting and Tracing Procedures

27. Receipt/Inbound Cargo Supervision

Special Handling

- 28. Special Handling (Basic)
- 29. Special Handling (Intermediate)
- 30. Special Handling (Advanced/Expert)

Receipt Operations

- 31. Receipt Operations (Basic)
- 32. Receipt Operations (Intermediate)
- 33. Receipt Operations (Advanced/Expert)