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SUMMARY OF CHANGES

This publication was changed to embrace Air Force Foundational Competencies and Ground Transportation Competencies to map deliberate development. A major change was the removal of CDCs for upgrade to 5-7-skill levels. 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 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 Ground Transportation 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
GROUND TRANSPORTATION
SPECIALITY AFSC 2T1X1**

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**CAREER FIELD EDUCATION AND TRAINING PLAN
GROUND TRANSPORTATION
SPECIALITY AFSC 2T1X1**

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 requirements for this specialty. This CFETP provides a clear career path to success and instills rigor in career field training. NOTE: Civilians occupying associated positions will use Part II of this CFETP to support duty position qualification training.

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

2.1. Part I provides necessary information for overall management of the specialty. Section A explains how everyone will 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, experience, training, and other). Section D indicates resource constraints; some examples include funds, manpower, equipment and facilities. Section E identifies transition training guide requirements for the 2T1X1 career field.

2.2. Part II is used by supervisors and trainers of all levels, unit to Air Education and Training Command (AETC), to identify, plan and conduct training commensurate with Air Force needs and requirements of its organic ground transportation capability; Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training, AETC conducted training, wartime course, core task and correspondence course requirements. Section B contains the course objective list, and training standards supervisors will use to determine if Airmen satisfied training requirements. Section C identifies available support materials; an example is a Qualification Training Package (QTP) developed to support proficiency training. These packages are identified in <http://www.e-publishing.af.mil> and the Ground Transportation Total Force SharePoint site <https://usaf.dps.mil/sites/2T1TotalForce>. Section D identifies a training course index that supervisors can use to determine resources available to support training. Included here are both mandatory and optional courses. Section E identifies MAJCOM unique training requirements supervisors can use to determine additional training required for the associated qualification needs.

3. Guidance provided in the CFETP will ensure individuals in the Ground Transportation Career Field receive effective and efficient training at the appropriate point in their careers. This plan enables us to train and develop today's workforce for tomorrow's missions.

ABBREVIATIONS AND TERMS EXPLAINED

Advanced Training (AT) - Formal course that provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills and knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of the AFS.

Air Force 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.

Department of the Air Force Enlisted Classification Directory (DAFECD) - 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 Ground Transportation AFCFM. AFIMSC manages training allocations for all Ground Transportation personnel. 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 (2T1). A full AFSC identifies a specific duty position with an AFS.

Air Force Job Qualification Standard (AFJQS) - Training documents approved by the Ground Transportation Career Field Manager for a particular job type or duty position. Provides a comprehensive task list that is common to all people 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 tasks 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 define 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 Tasks - 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 2T1 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 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.

Critical Task - Tasks identified by the work center supervisor as having a detrimental effect on mission accomplishment if not performed correctly. Critical tasks may or may not be the same as cores tasks but are mandatory if identified as “critical” to the individual’s position by the supervisor or work center.

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.

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.

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

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.

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.

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

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 Ground Transportation 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 successfully perform that function.

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.

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 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 task

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

Training Planning Team (TPT) - Comprised of the same personnel as a Utilization and Training Workshop (U&TW). However, TPTs are more involved in training development, and the range of issues is greater than normal in the U&TW forum.

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, 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 Ground Transportation 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 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 is the approval authority for the CFETP. Also, they initiate an annual review of this document to ensure currency and accuracy. MAJCOM representatives and AETC personnel will identify and coordinate on the career field training requirements. Using the list of courses in Part II, where appropriate, will eliminate duplicate training.

Section B - Career Progression and Information

4. Specialty Description.

4.1. Specialty Summary. Ground Transportation personnel are professional, highly-trained, and proficient in the safe and specialized operation of numerous types of government motor vehicles. Ground Transportation Airmen serve the Air Force mission by providing centralized, efficient, and economical organic ground transportation capabilities for movement of personnel and cargo. Additionally, Ground Transportation Airmen administer the Department of War (DoW) Official Use program, provide examination and licensing of government motor vehicle operators, manage the installation's pooled vehicle fleet, provide the efficient planning and use of equipment and resources, and perform preventative maintenance of the pooled vehicle fleet. Related DoW Occupational Subgroup: 181100.

Refer to Air Force Enlisted Classification Directory (DAFECD), Part I.

<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t000000wIDpCAI>

4.2. Duties and Responsibilities:

4.2.1. Operates, services and performs preventative maintenance on government motor vehicles. Prepares, reviews, and maintains forms, records, and reports. Conducts pre-, during and post-operation vehicle inspections and documents results.

4.2.2. Conducts control center operations through planning and scheduling of resources to meet transportation support requirements. Designates and coordinates taxi, shuttle bus and mass transportation requirements. Manages school bus transportation. Maintains records and logs. Controls and safeguards trip kit and packet supplies and equipment such as credit cards, toll tickets, and passes. Serves as unit control center and initiates quick reaction checklists, operations plans, and personnel recalls.

4.2.3. Coordinates and schedules documented cargo movement. Uses automated and non-automated tracking processes for cargo accountability and maintains applicable forms. Reviews records and logs to ensure proper turn in of accountable documents.

4.2.4. Provides transportation services for distinguished visitors and special events. Plans and coordinates special arrangements with protocol, security agencies and other functions. Displays appropriate customs and courtesies. Supports personal security details.

4.2.5. Administers installation motor vehicle operator qualification, examination and licensing program. Serves as liaison with federal, state, local, host nation and multi-national authorities on licensing matters; ensures compliance by base agencies. Initiates vehicle trainer background checks. Coordinates on vehicle Qualification Training Packages, when applicable.

4.2.6. Makes official use of government motor vehicle determinations. Documents and tracks reported cases of vehicle misuse.

4.2.7. Develops and implements tactics, techniques and procedures commensurate with expeditionary operational requirements in support of the USAF Agile Combat Support CONOPS. Reviews contingency, mobility, and natural disaster plans to determine ground transportation requirements. Identifies and establishes required bare-base ground transportation activities. Establishes sub-motor pool procedures and implements deployment and redeployment actions. Prepares and conducts convoy operations. Operates vehicles while in mission oriented protective postures.

4.2.8. Partners and combines skill sets with other functional communities, and entities in providing a full

range of ground support capabilities in meeting the commander's intent.

4.2.9. Uses mobile communication and navigation systems. Determines and implements personal and collective security measures for expeditionary and in garrison operations.

4.2.10. Manages work centers. Establishes work methods and performance standards. Advises commanders, staff, and operating agencies of availability, limitations, and requirements for motor vehicles and personnel. Develops operating and administrative procedures. Develops cost center resource requirement estimates. Compiles operating costs and maintains expense records. Prepares and defends budget. Allocates and inspects facilities and equipment. Conducts self-inspections. Investigates accidents or incidents within functional areas. Coordinates manning requirements with manpower agencies. Evaluates ground transportation services. Reviews and validates support agreements. Evaluates and approves special requests. Reviews, interprets, and validates records, directives, and documents. Performs as quality assurance evaluator and functional area chief. Partners with base contracting in developing and monitoring contract transportation services.

4.2.11. Micro-level Fleet Management: Applies fleet management principles (accountability, rotation, safety and security oversight) to maximize use and vehicle end-of-life of the Air Force's assigned vehicle fleet.

4.3. Duty Titles.

4.3.1. Ground Transportation duty titles will be established and assigned IAW the Unit Manpower Document, DAFMAN 36-2100, *Military Classification, Technical Training, and Retraining, Air Force Handbook 1*, applicable Air Force Manpower Standard, and the Ground Transportation 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 1, *Airman*. 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 2T151 should not be "Ground Transportation Journeyman". Each duty title should reflect the individual's assigned role.

4.3.4. Superintendent, Ground Transportation (2T191 SMSgt/2T171 MSgt) – Responsible for all Ground Transportation functional responsibilities.

4.3.5. Element Chief, Ground Transportation – Used for NCOs and SNCOs in charge of the Ground Transportation element.

4.3.6. NCOIC, Ground Transportation Operation Center – Used for NCOs and SNCOs in charge of the Ground Transportation Operations Center.

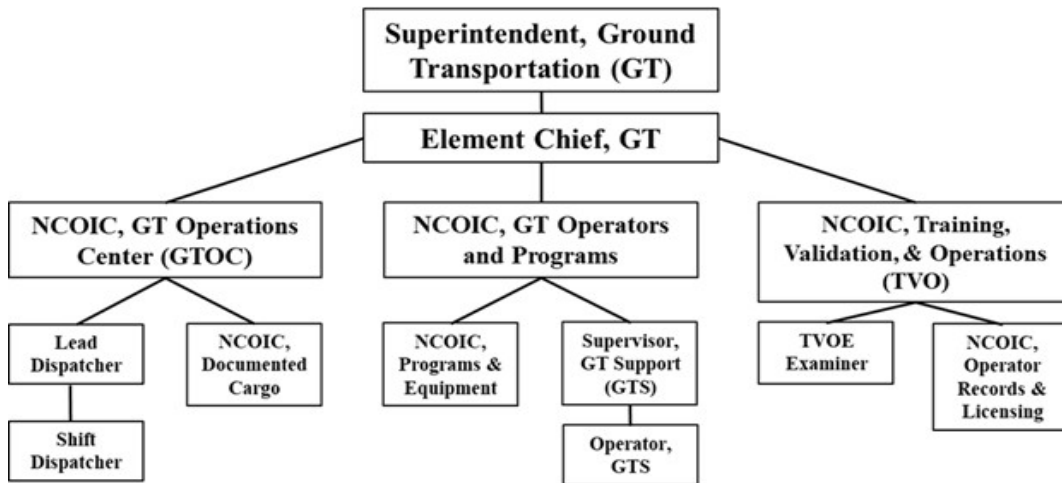
4.3.7. NCOIC, Ground Transportation Operators and Programs – Used for NCOs and SNCOs in charge of the Ground Transportation operators and programs.

4.3.8. NCOIC, Training, Validation, and Operations – Used for NCOs and SNCOs in charge of the Training, Validation, and Operations work center.

4.3.9. NCOIC - should also be used for personnel whose primary duty is program or function management

(for example, NCOIC, Programs and Equipment; and NCOIC, Operator Records & Licensing) even if they do not directly supervise personnel.

4.3.10. Supervisor – for junior enlisted Airmen, Guardians and NCOs who are first line supervisors (for example, Shift Supervisor and G Support Supervisor). Junior enlisted Airmen will not have the duty title “Supervisor” unless they are at least a SrA, an Airman Leadership School (or USSF equivalent) graduate, and supervise the work of other.



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 Ground Transportation 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 2T1X1, Ground Transportation, 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 23 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 successfully perform that function.

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 Ground Transportation 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 2T1X1 career field.

| Competency | Sub-Competency | Sub-Competency Description |
|-------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Operations | Operations | The generation of organic ground transportation in support of mission requirements while delivering proactive, efficient, safe, and professional solutions. |
| Total Force Development | Readiness | The preparation of personnel and equipment to meet in-garrison or expeditionary demands in support of peacetime, crisis, contingency, and humanitarian operations. |
| | Training & Development | Acquiring, maintain, and providing the skills and knowledge required for total force personnel to foster professional growth and organizational success. |
| | Personnel and Programs | Managing the work force and activities to achieve organizational goals and objectives. |

| | | |
|---------------------|---------------------|-------------------------------------------------------------------------------------------------|
| | | |
| Resource Management | Resource Management | Planning, procuring, allocating manpower, funding, and assets to achieve mission objectives. |
| Support Functions | Administration | The performance of administrative activities in support of priorities, programs, and processes. |
| | Compliance | The evaluation and enforcement of policies and standards. |
| | Safety | Implementing risk management practices to mitigate occupational hazards |
| | Security | The protection of ground transportation activities from unauthorized access and/or disclosure. |

Figure 2. 2T1X1, Ground Transportation, 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 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 2T1X1 career field.

| Competency | Proficiency Levels | Observable Behaviors |
|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Operations | Expert Consistency of Application: Able to innovate and formulate strategies; able to model/guide/teach others the competency of how to apply the competency | <ul style="list-style-type: none"> - Develops and integrates employment strategies and policies for mission generation - Engages with subordinate organizations to communicate strategic vision and intent - Cultivates and communicates innovative efforts, best practices, and technological advances to further DoW and industry integration for mission generation |
| Sub-Competency | Advanced Consistency of Application: Sustained application of competency over time in complex situations | <ul style="list-style-type: none"> - Coordinates logistical solutions with external partners to meet mission requirements - Develops and communicates flexible logistics solutions to influence decisions - Advocates enterprise change through strategic communication for modernization - Executes unique logistic support for full-spectrum operational support |
| Operations | | |
| Description | Intermediate Consistency of Application: Sustained application of competency over time in a | <ul style="list-style-type: none"> - Monitors work centers for accountability and serviceability of resources and personnel - Prioritizes and deconflicts time-definite requirements to meet mission objectives - Executes dynamic logistics capabilities for full-spectrum |
| The generation of organic ground transportation in support of mission | | |

| | | |
|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| requirements while delivering proactive, efficient, safe, and professional solutions. | variety of situations | operational requirements - Interprets and validates customer needs and communicates requirements across multiple platforms to determine execution and feasibility |
| Supporting Competencies | <i>Basic</i> Consistency of Application: Sustained application of competency over time | - Operates government motor vehicles in a safe and efficient manner to meet mission objectives - Inspects vehicle and equipment and reports discrepancies when necessary to ensure operability - Services vehicles and equipment using appropriate tools, techniques, and guidance for mission generation - Assists customers on ground transportation services utilizing interpersonal communication and customer service principles |
| Accountability Analytical Thinking Communication Decision Making | | |

Figure 3. 2T1X1, Ground Transportation, Occupational Competency Rubric for 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. |
| Operations | | |
| Sub-Competency | ← | The sub-competency section states the narrower category that forms part of the competency group. |
| 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. |
| The generation of organic ground transportation in support of mission requirements while delivering proactive, efficient, safe, and professional solutions. | | |
| 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 contribute to higher successful performance within the sub-competency. |
| Accountability Analytical Thinking Communication Decision Making | | |

Figure 4a. Competency Rubric Section 1.


| Proficiency Levels |  <p>The proficiency levels are broken into four parts: basic, intermediate, advanced, and expert.</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p style="text-align: center;">Expert</p> <p>Consistency of Application: Able to innovate and formulate strategies; able to model/guide/teach others the competency of how to apply competency</p> | <p>Under each proficiency level are predetermined criteria selected by a group of SMEs from the 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 style="text-align: center;">Advanced</p> <p>Consistency of Application: Sustained application of competency over time in complex situations</p> | |
| <p style="text-align: center;">Intermediate</p> <p>Consistency of Application: Sustained application of competency over time in a variety of situations</p> | |
| <p style="text-align: center;">Basic</p> <p>Consistency of Application: Sustained application of competency over time</p> | |

Figure 4b. Competency Rubric Section 2.

| Observable Behaviors | ← |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> – Develops and integrates employment strategies and policy for mission generation. – Engages with subordinate organizations to communicate strategic vision and intent – Cultivates and communicates innovative efforts, best practices, and technological advances to further DoW and industry integration for mission generation | <p>The observable behaviors are statements of what can be observed from an individual manifesting the competency at the respective competency level.</p> |
| <ul style="list-style-type: none"> – Coordinates logistical solutions with external partners to meet mission requirements – Develops and communicates flexible logistics solutions to influence decisions – Advocates enterprise change through strategic communication for modernization – Executes unique logistic support for full-spectrum operational support | <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"> – Monitors work center for accountability and serviceability of resources and personnel – Prioritizes and deconflicts time-definite requirements to meet mission objectives – Executes dynamic logistics capabilities for full-spectrum operational requirements – Interprets and validates customer needs and communicates requirements across multiple platforms to determine execution and feasibility | <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"> – Operates government motor vehicles in a safe and efficient manner to meet mission objectives – Inspects vehicles and equipment and reports discrepancies when necessary to ensure operability – Services vehicles and equipment using appropriate tools, techniques, and guidance for mission generation – Assists customers on ground transportation services utilizing interpersonal communication and customer service principles | |

Figure 4c. Competency Rubric 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, DAFMAN 36-2643, Coaching and Mentorship 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 Ground Transportation community to manage their professional growth and development by identifying their strengths and weaknesses against clear and objective behaviors within the competency model.

5.5. Below are the competency rubrics for the 2T1X1, Ground Transportation Specialty, career field.

| Competency | Proficiency Levels | Observable Behaviors |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Operations | <p>Expert</p> <p>Consistency of Application: Able to innovate and formulate strategies; able to model/guide/teach others the competency of how to apply the competency</p> | <ul style="list-style-type: none"> - Integrates employment strategies and policy for mission generation - Engages with subordinate organizations to communicate strategic vision and intent - Cultivates and communicates innovative efforts, best practices, and technological advances to further DoD and industry integration for mission generation |
| Sub-Competency | <p>Advanced</p> <p>Consistency of Application: Sustained application of competency over time in complex situations</p> | <ul style="list-style-type: none"> - Coordinates logistical solutions with external partners to meet mission requirements - Develops and communicates flexible logistics solutions to influence decisions - Advocates enterprise change through strategic communication for modernization - Executes unique logistic support for full-spectrum operational support |
| Operations | | |
| Description | <p>Intermediate</p> <p>Consistency of Application: Sustained application of competency over time in a variety of situations</p> | <ul style="list-style-type: none"> - Monitors work centers for accountability and serviceability of resources and personnel - Prioritizes and deconflicts time-definite requirements to meet mission objectives - Executes dynamic logistics capabilities for full-spectrum operational requirements - Interprets and validates customer needs and communicates requirements across multiple platforms to determine execution and feasibility |
| The generation of organic ground transportation in support of mission requirements while delivering proactive, efficient, safe, and professional solutions. | | |
| Supporting Competencies | <p>Basic</p> <p>Consistency of Application: Sustained application of competency over time</p> | <ul style="list-style-type: none"> - Operates government motor vehicles in a safe and efficient manner to meet mission objectives - Inspects vehicles and equipment and reports discrepancies when necessary to ensure operability - Services vehicles and equipment using appropriate tools, techniques, and guidance for mission generation - Assists customers on ground transportation services utilizing interpersonal communication and customer service principles |
| Accountability Analytical Thinking Communication Decision Making | | |

| Competency | Proficiency Levels | Observable Behaviors |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Total Force Development | Expert Reach of Influence: MAJCOM/AF-Level/Industry | <ul style="list-style-type: none"> - Develops and implements policy supporting strategic guidance for the mobilization of personnel and equipment in support of crisis, contingency, or humanitarian operations - Defines reportable readiness metrics required to validate combatant commander requirements, strategic posturing, and unit type codes supporting current and future needs - Validates and postures resources in support of theater-specific force employment objectives |
| Sub-Competency | Advanced Reach of Influence: Unit/Group | <ul style="list-style-type: none"> - Validates equipment and personnel mobilization processes to ensure all tasking requirements are met while maintaining home station capabilities - Analyzes and identifies readiness requirements to support peacetime, crisis, contingency, and humanitarian requirements and formulate corrective actions - Interprets and executes strategic direction from tactical, operational, and strategic leadership to make informed decisions |
| Readiness | | |
| Description | Intermediate Reach of Influence: Work center | <ul style="list-style-type: none"> - Prepares personnel and equipment for mobilization in support of peacetime, crisis, contingency, and humanitarian operations - Tracks home station and expeditionary readiness assessments to validate operational support capabilities for peacetime, crisis, contingency, and humanitarian operations |
| The preparation of personnel and equipment to meet in-garrison or expeditionary demands in support of peacetime, crisis, contingency, and humanitarian operations. | | |
| Supporting Competencies | Basic Reach of Influence: Individuals | <ul style="list-style-type: none"> - Complies with home station and expeditionary requirements to meet full-spectrum capabilities - Establishes contingency plans to ensure individual and family readiness |
| Accountability Communication Decision Making Flexibility | | |

| Competency | Proficiency Levels | Observable Behaviors |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Total Force Development | Expert Reach of Influence: MAJCOM/AF-Level/Industry | <ul style="list-style-type: none"> - Develops and implements training and education strategy to align with strategic posture - Creates life-cycle training requirements for career field development and enlisted career path - Forecasts and advocates for funding to ensure training resource allocations |
| Sub-Competency | Advanced Reach of Influence: Unit/Group | <ul style="list-style-type: none"> - Advocates for advanced training resources, courses, and technology to increase capabilities to enhance mission execution - Develops and/or modifies existing trainer and trainee guides to adhere to new policies and procedures - Translates guidance into actionable tasks to achieve full-spectrum readiness |
| Training and Development | | |
| Description | Intermediate Reach of Influence: Work center | <ul style="list-style-type: none"> - Assesses performance utilizing training guidelines and milestones to meet full-spectrum readiness - Identifies, tracks, and reports local training tasks and deficiencies to meet Air Force readiness requirements - Provides formal and informal training to increase proficiencies (e.g., UGT and CBT) |
| Acquiring, maintaining, and providing the skills and knowledge required for total force personnel to foster professional growth and organizational success. | | |
| Supporting Competencies | Basic Reach of Influence: Individuals | <ul style="list-style-type: none"> - Applies and utilizes training resources to increase professional and personal development - Complies with established training guidelines and milestones to meet full-spectrum readiness |
| Accountability Communication Develops People Leadership | | |

| Competency | Proficiency Levels | Observable Behaviors |
|----------------------------------------------------------------------------------------|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Total Force Development | Expert Reach of Influence: MAJCOM/AF-Level/Industry | <ul style="list-style-type: none"> - Develops ground transportation human capital strategy, through deliberate talent management programs (e.g., EDT, EWI, and talent marketplace) - Synthesizes enterprise strategy and mission requirements to produce qualified personnel to meet National Defense Strategy intent - Advocates and coordinates with industry and across the enterprise for developmental opportunities - Analyzes ground transportation learning continuum to ensure targeted development at appropriate milestones |
| Sub-Competency | Advanced Reach of Influence: Unit/Group | <ul style="list-style-type: none"> - Develops and leverages opportunities for personal and professional advancement - Streamlines programs and implements utilization to sections for mission execution - Advocate for innovation to improve efficiency and effectiveness - Implements command mission and vision statements to provide direction and expectations |
| Personnel and Programs | | |
| Description | Intermediate Reach of Influence: Work center | <ul style="list-style-type: none"> - Coaches personnel and provides tools to assist personal and professional development - Defines duty requirements and sets performance expectations by giving deliberate and measurable feedback - Utilizes systems of record to assign and manage personnel - Innovate and refine programs for efficiency and effectiveness |
| Managing the work force and activities to achieve organizational goals and objectives. | | |
| Supporting Competencies | Basic Reach of Influence: Individuals | <ul style="list-style-type: none"> - Maintains personal accountability of assigned duties and seeks feedback for continued improvement - Utilizes feedback/counseling given to make appropriate decisions or correct behavior - Makes decisions at the lowest level and elevates issues through appropriate chain-of-command - Addresses personal concerns (e.g., medical, financial, good order and conduct, and quality of life issues) to ensure full-spectrum readiness |
| Accountability Communication Develops People Leadership | | |

| Competency | Proficiency Levels | Observable Behaviors |
|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Resource Management | Expert Reach of Influence: Wing/MAJCOM/AF-Level/Industry | <ul style="list-style-type: none"> - Prepares Installation Support and Logistics Program Objective Memorandum (POM) requirements and presents them to the Air Force Corporate Structure (AFCS) and Congressional stakeholders to meet future mission requirements - Advocates for Installation Support and Logistics resources and initiatives through the PPBE (Planning, Programming, Budgeting, and Execution process) - Develops end-strength and force development strategies while identifying risks to ensure health of the career field |
| Sub-Competency | Advanced Reach of Influence: Unit/Group | <ul style="list-style-type: none"> - Builds and oversees financial plans for materials, equipment, and transportation services - Prioritizes and requests funding for unfunded requirements and innovation initiatives - Analyzes needs and pinpoints alternate funding streams to maximize annual spending |
| Resource Management | | |
| Description | Intermediate Reach of Influence: Work center | <ul style="list-style-type: none"> - Tracks fleet to prioritize, deconflict, and meet customer requirements and maintenance needs - Coordinates with internal and external partners to ensure operability of assigned resources - Identifies and communicates funding and recourse requirements to meets mission |
| Planning, procuring, and allocating manpower, funding, and assets to achieve mission objectives. | | |
| Supporting Competencies | Basic Reach of Influence: Individuals | <ul style="list-style-type: none"> - Identifies materials, equipment, and assets needed to execute mission requirements and communicate availability - Utilizes resources appropriately by adhering to applicable guidance |
| Accountability Analytical Thinking Decision Making Resource Management | | |

| Competency | Proficiency Levels | Observable Behaviors |
|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Support Functions | Expert Consistency of Application: Able to innovate and formulate strategies; able to model/guide/teach others the competency of how to apply the competency | - Creates and publishes ground transportation enterprise-level guidance and directives - Adjudicates processes to identify impacts on future changes to the DoD, DAF, and procedural guidance |
| Sub-Competency | Advanced Consistency of Application: Sustained application of competency over time in complex situations | - Develops procedures and guidelines to align with mission priorities - Identifies, analyzes, and communicates complex situations to higher headquarters |
| Administration | | |
| Description | Intermediate Consistency of Application: Sustained application of competency over time in a variety of situations | - Receives, interprets, and processes reports (e.g., vehicle, accident, misuse, unsafe driving) to enforce safety and official use - Reviews data and mission requirements to determine outliers - Develops schedules for vehicle and personnel to maximize mission capabilities |
| The performance of administrative activities in support of priorities, programs, and processes. | | |
| Supporting Competencies | Basic Consistency of Application: Sustained application of competency over time | - Determines requirements (e.g., vehicle packet, radio, PPE) to accomplish assigned tasks - Collects and records vehicle data (e.g., 1800s, in-n-out checks) to ensure operability - Reviews and interpret schedules for mission requirements - Employs administrative tools and practices written, verbal, and electronic formats (e.g., Power Point, Word, Excel, Email) to facilitate intra-organizational communication |
| Analytical Thinking Communication Decision Making Information Seeking | | |

| Competency | Proficiency Levels | Observable Behaviors |
|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Support Functions | Expert Depth of Knowledge: New practices/concepts and theories of all workplace elements; is a credible resource in this area | - Integrates DoD, Department of Transportation, and DAF policy into existing compliance-based programs and platforms - Develops and prioritizes inspection requirements to forecast continual evaluation schedules - Performs continual evaluation and review data/deficiencies for trends, analysis, and reporting |
| Sub-Competency | Advanced Depth of Knowledge: New practices of all workplace elements | - Reviews inspection findings to assess organization effectiveness. - Analyzes trends to determine and develop sustainable solutions - Influences courses-of-action to comply with organizational direction - Audits assigned checklists to ensure compliance |
| Compliance | | |
| Description | Intermediate Depth of Knowledge: Established practices of all workplace elements | - Conducts inspections to ensure compliance with standards - Documents inspection results and tracks findings to identify strengths or areas of improvement |
| The evaluation and enforcement of policies and standards. | | |
| Supporting Competencies | Basic Depth of Knowledge: Established practice with some workplace elements | - Interprets roles and responsibilities to comply with established guidance - Conducts self-inspections during operations to ensure compliance with guidance |
| Accountability Analytical Thinking Decision Making Information Seeking | | |

| Competency | Proficiency Levels | Observable Behaviors |
|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Support Functions | Expert Depth of Knowledge: New practices/concepts and theories of all workplace elements; is a credible resource in this area | - Evaluates safety trends and mishaps to develop and establish safety guidance - Surveys and refines risk assessment processes across the total force to meet evolving safety risks |
| Sub-Competency | Advanced Depth of Knowledge: New practices of all workplace elements | - Implements safety guidance/programs to prevent future mishaps or loss of assets - Evaluates safety training for effectiveness and communicates findings to leadership |
| Safety | | |
| Description | Intermediate Depth of Knowledge: Established practices of all workplace elements | - Oversees procedures and maintains equipment to ensure task safety - Enforces safety guidance and risk management principles to promote safe working conditions - Reports mishaps and elevates safety concerns to address operational risk management |
| Implementing risk management practices to mitigate occupational hazards. | | |
| Supporting Competencies | Basic Depth of Knowledge: Established practice with some workplace elements | - Utilizes personal protective equipment to adhere to safety practices - Employs risk management procedures to ensure a safe and clean work environment (e.g., housekeeping practices, identify hazard zones, adherence to cautions, warnings, and notes) - Complies with guidance to mitigate/prevent unnecessary risks and mishaps while operating government motor vehicles |
| Accountability Analytical Thinking Communication Decision Making | | |

| Competency | Proficiency Levels | Observable Behaviors |
|------------------------------------------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Support Function | <i>Expert</i> Reach of Influence: Wing/MAJCOM | - Analyzes trends, mishaps, and violations to establish preventative measures - Implements plans, policies, and procedures to prevent security violations/mishaps - Inspects security programs to ensure compliance |
| Sub-Competency | <i>Advanced</i> Reach of Influence: Squadron/Group | - Manages assets and information to maintain positive control - Provides training to prevent security violations/mishaps |
| Security | | |
| Description | <i>Intermediate</i> Reach of Influence: Workcenter/Unit | - Identifies and reports security violations to prevent mishaps - Monitors workplace operations to safeguard controlled assets and information |
| The protection of ground transportation activities from unauthorized access and/or disclosure. | | |
| Supporting Competencies | <i>Basic</i> Reach of Influence: Individuals | - Applies security principles and practices to safeguard controlled assets and information - Performs inventory of controlled assets to ensure accountability |
| Accountability Analytical Communication Creative Thinking | | |

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, *Training Program*, outlines minimum requirements for skill-level upgrade. Additional considerations are listed below.

6.1. Apprentice (3-Skill Level).

6.1.1. Upon completion of initial skills training, trainees work with a trainer to enhance their knowledge and skills and progress to the 5-level. Wear the basic badge upon award of the 3-skill level.

6.1.2. Utilize exportable courses for subject and task fundamentals in the career field.

6.1.3. Once trained and task certified, a trainee may perform the task unsupervised. After all upgrade training requirements are completed, supervisors and Unit Training Managers (UTM) coordinate upgrade procedures.

6.1.4. All trainees are automatically enrolled in the Community College of the Air Force (CCAF) upon completion of Basic Military Training.

6.1.5. Additional information and specific requirements can be found in DAFMAN 36-2689, *Training Program*.

6.2. Journeyman (5-Skill Level).

6.2.1. A Journeyman may be assigned job positions such as team leader, shift supervisor and task trainer.

6.2.2. Completion of 100% core task training is prerequisite to award of the 5-level. IAW DAFMAN 36-2689, *Training Program*, "Core tasks not applicable or available at home station are not required for upgrade, unless specified by the CFM. Units are not required to send personnel temporary duty (TDY) for core task training. Annotate on the AF Form 623a or automated version the reason core task training was not conducted." Once the equipment/training is available (PCS, TDY, equipment availability) the core training must be completed.

6.2.3. Must complete, at a minimum, twelve months OJT before award of the 5-level (9 months for re-trainees).

6.2.4. Enter into continuation training to broaden experience base and to advance to the 7-level.

6.2.5. Use the Professional Development Guide (PDG) and Specialty Knowledge Testing (SKT) to prepare for Weighted Airman Promotion System (WAPS) testing.

6.2.6. Should continue pursuing a degree from the Community College of the Air Force (CCAF).

6.2.7. After all upgrade requirements are completed, supervisors and Unit Training Managers coordinate upgrade procedures.

6.2.8. Additional information and specific requirements can be found in DAFMAN 36-2689.

6.3. Craftsman (7-Skill Level).

6.3.1. A craftsman can expect to fill various supervisory and management positions such as shift leader, team chief, supervisor or task certifier. Wear the senior badge after award of the 7-skill level. Wear the master badge upon promotion to Master Sergeant or above with 5 years in the specialty from award of the 7-skill level.

6.3.2. Completion of 100% core task training is prerequisite to award of the 7-level. IAW DAFMAN 36-2689, "Core tasks not applicable or available at home station are not required for upgrade, unless specified by the CFM. Units are not required to send personnel temporary duty (TDY) for core task training. Annotate on the AF Form 623a or automated version the reason core task training was not conducted." Once the equipment/training is available (PCS, TDY, equipment availability) the core training must be completed.

6.3.3. Must complete, as a minimum, twelve months OJT before award of the 7-level (6 months for re-trainees).

6.3.4. Craftsman should take continuation training courses and obtain additional knowledge on management of resources and personnel.

6.3.5. Continue academic education through CCAF, AF Logistics Professional Development Program, and higher degree programs is encouraged.

6.3.6. Use the Professional Development Guide (PDG) and Specialty Knowledge Testing (SKT) to prepare for Weighted Airman Promotion System (WAPS).

6.3.7. After all upgrade training requirements are completed; supervisors and Unit Training Managers coordinate upgrade procedures.

6.4. Superintendent. (9-Skill Level).

6.4.1. A superintendent can be expected to fill positions such as section NCOIC, Section Chief, Flight Chief, Manager, Superintendent, staff positions, and Senior Enlisted Leader.

6.4.2. Must be a SMSgt for award of the 9-skill level.

6.4.3. Should pursue increased knowledge of budget, manpower, resources and personnel management.

6.4.4. A superintendent will have an Associate's degree or higher from a regionally accredited academic institution. Recommend the pursuit of additional higher education.

6.5. Chief Enlisted Manager (CEM).

6.5.1. CEMs work in a variety of similar jobs and functional areas where general managerial and supervisory abilities can be most effectively used.

7. Training Decisions. The CFETP has undergone a considerable revision towards building a competency-based training and development platform for the Ground Transportation 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.

7.1. The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Ground Transportation 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.

7.2. Initial Skills Training. The Ground Transportation Apprentice course was designed to provide foundation training needed by graduates to assume ground transportation roles and responsibilities Air Force wide. The initial skills course was reviewed for content and competencies, and learning outcomes were integrated to align with competency-based learning model. The course length increased from 30 days to 44 days.

7.3. 5-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.

7.4. 7-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 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. 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 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 Ground Transportation community to manage their professional growth and development by identifying their strengths and weaknesses against clear and objective behaviors within the competency model.

7.6. The CFETP Part II identifies nine 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, readiness, and 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 Ground Transportation competencies.

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. Airmen 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 Online (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.

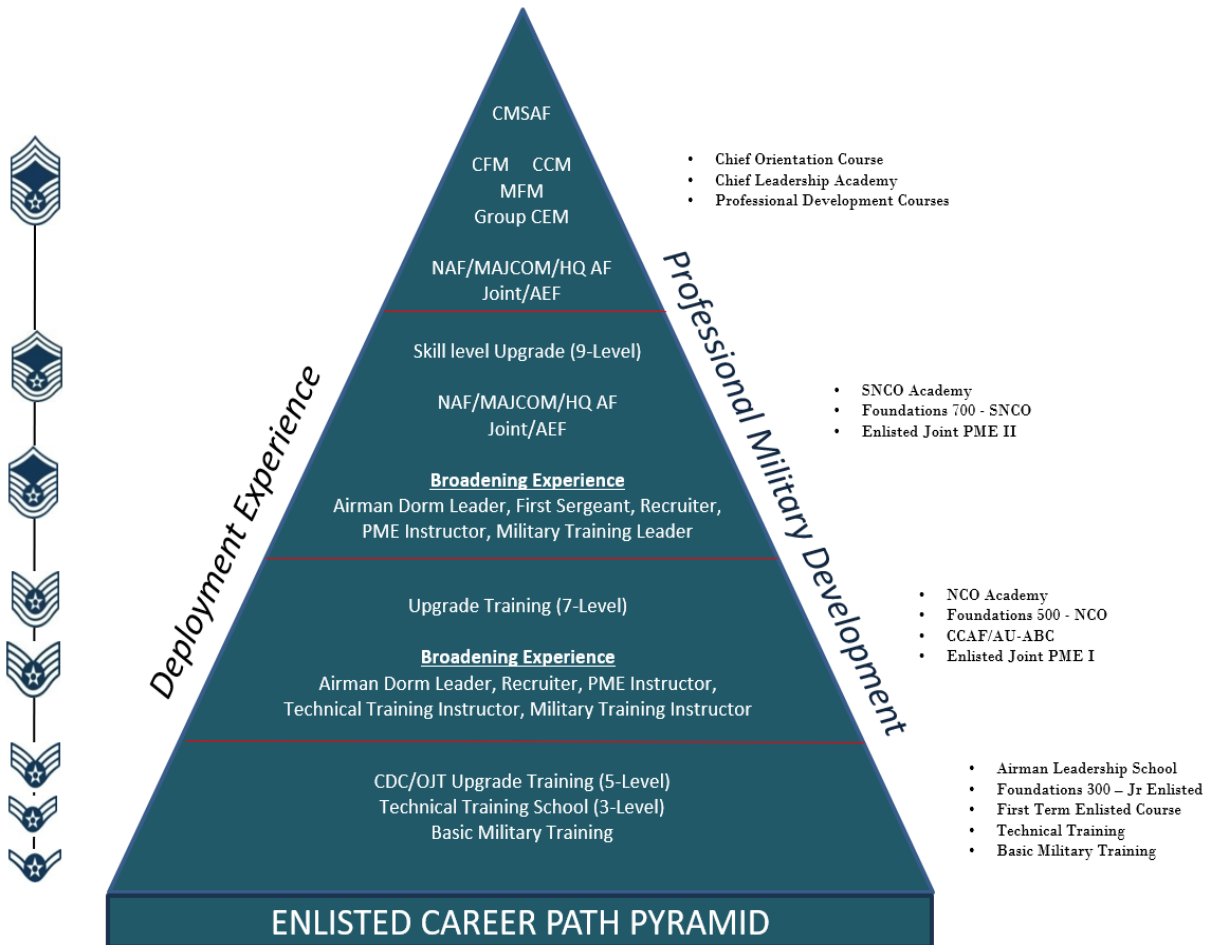
8.2.4. Professional Deployment/Distribution/Transportation Certification Program. This program includes transportation, package, cargo scheduling, and dispatching of materials, support services, and personnel in response to customer requirements to move and sustain the force. More information is available on the Logistics Professional Development Program SharePoint: <https://usaf.dps.mil/teams/10352/sitepages/home.aspx>.

8.2.5. 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>.

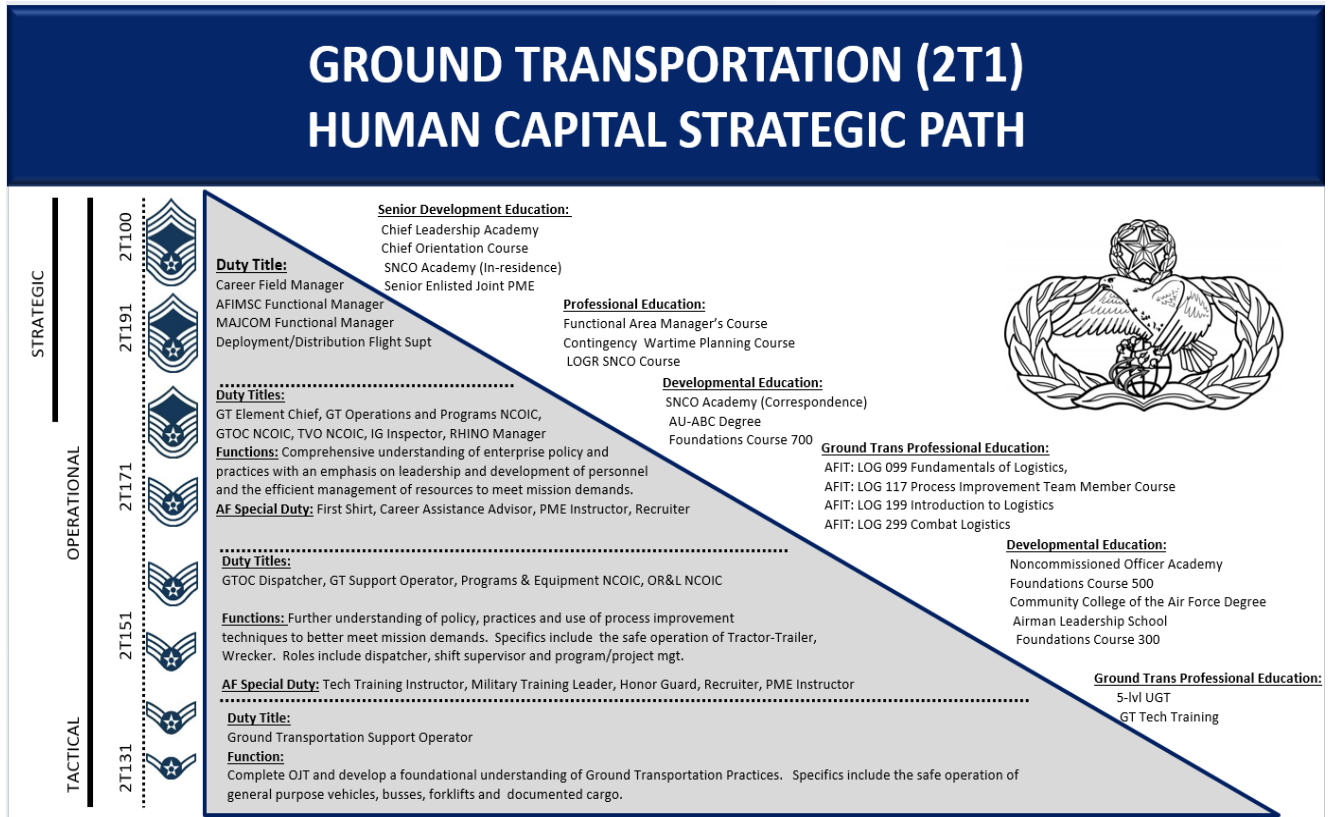
8.2.6. Air Force Institute of Technology (AFIT). AFIT is the sole provider of more than 100 professional continuing education courses in acquisition management, logistics management, contracting, systems management, software engineering, and financial management delivered to warfighters around the globe 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/>.

8.2.7. 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 reference AF Handbook 1.



9.1. Career Field Path. DAFI 36-2670, *Total Force Development*, provides general information regarding career development. The following chart is Ground Transportation (2T1) specific.



Ground Transportation Human Capital Goals

| | | | | | | |
|-------------------------|------------------------------------------------|------------------------|-----------------------------------------|-------------------------------|----------------------------------|---------------------------------------|
| | | | | | | |
| Meet CCMD & Joint Needs | Produce Capabilities To Accomplish The Mission | Deliberate Development | Forecast Force Development Requirements | Maximize Return on Investment | Provide Tools to Navigate Career | Ensure Members Understand Their Value |

Section C -Skill Level Training Requirements

10. Purpose. Skill level training requirements in this specialty are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms 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. This information will be located in the official specialty description in DAFECD. <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000wIDpCAI>

11.1. Apprentice (3-Level) Training Requirements.

11.1.1. Specialty Qualification. For entry, award and retention of the 2T1X1 Air Force Specialty (AFS), qualification/licensing on government vehicles in accordance with DAFI 24-301, *Ground Transportation*, is mandatory.

11.1.1.1. Knowledge. Knowledge of the operation of government motor vehicles, official use of government vehicles and equipment, operations center procedures, driver qualification and licensing functions, evaluating, staffing, negotiating transportation support agreements, evaluating requirements and developing operating procedures to support contingency and mobility operations, custodial responsibilities, budget preparation, and development and monitoring contracted services is mandatory.

11.1.1.2. Education. For entry into this specialty, completion of high school is desirable.

11.1.1.3. Training. For award of AFSC 2T131, completion of the Ground Transportation Apprentice course is mandatory. Exemptions may be afforded on case-by-case basis IAW applicable retraining programs.

11.1.1.4. Experience. For entry, award, and retention of the 2T1X1 Ground Transportation Air Force Specialty (AFS), personnel must possess a valid state driver's license.

11.1.1.5. Additional Items. Refer to the DAFECD for additional requirements, <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000wIDpCAI>

11.1.2. Training Sources and Resources.

11.1.2.1. Formal training is accomplished through the Ground Transportation Apprentice Course conducted by the 368th Training Squadron at Ft Leonard Wood MO.

11.1.2.2. The Course Objective List (COL) Part II, Section B of this CFETP, identifies all the knowledge and tasks with their respective standards.

11.1.2.3. TBA 2.0. A web-based application that streamlines training data management, skill-level upgrades, and enhances readiness. It is part of the Envision platform and provides the Air Force Warfighters with the capability to manage the training lifecycle for total-force personnel. It enables visibility into the technical qualifications, certifications and training status of personnel Air Force wide. Information concerning TBA 2.0 can be found at <https://envision.af.mil>.

11.1.3. Implementation.

11.1.3.1. The 3-skill level is awarded upon graduating from the Apprentice course.

11.2. Journeyman (5-Level) Training Requirements.

11.2.1. Specialty Qualification. For entry, award and retention of the 2T1X1 Air Force Specialty (AFS), qualification/licensing on government vehicles in accordance with DAFI 24-301, Ground Transportation, is mandatory.

11.2.1.1. Knowledge. Knowledge of vehicle operation, official use of government vehicles and equipment, dispatch operations, driver qualification and licensing functions, evaluating, staffing and negotiating transportation support agreements, evaluating requirements and developing operating procedures to support contingency and mobility operations, custodial responsibilities, budget preparation and developing and monitoring contracted services is mandatory.

11.2.1.2. Education. N/A

11.2.1.3. Training. The following training is mandatory for award of the 5-skill level:

11.2.1.3.1. Certification of all 5-level core tasks identified with a (5) in the 5-level core task column of the STS.

11.2.1.3.2. Certification of duty position requirements identified by the supervisor.

NOTE: Completion of courses/training leading to the award of a Commercial Driver's License (CDL) is desirable and strongly encouraged.

11.2.1.4. Experience.

11.2.1.4.1. Qualification in and possession of 3-skill level.

11.2.1.4.2. Experience performing ground transportation processes such as inspecting, servicing, operating, scheduling, dispatching vehicles, controlling equipment, performing custodial duties, preparing, reviewing and maintaining vehicle forms and records.

11.2.1.4.3. Minimum 12 months of on-the-job training (9 months for re-trainees).

11.2.1.5. Other. Normal color vision as defined in DAFM 48-123, *Medical Examination and Standards* and other requirements as stated in the AFEDC.

11.2.2. Training Sources and Resources.

11.2.2.1. TBA 2.0. A web-based application that streamlines training data management, skill-level upgrades, and enhances readiness. It is part of the Envision platform and provides the Air Force Warfighters with the capability to manage the training lifecycle for total-force personnel. It enables visibility into the technical qualifications, certifications and training status of personnel Air Force wide. Information concerning TBA 2.0 can be found at <https://envision.af.mil>.

11.2.3. Implementation. Entry into 5-level upgrade training is initiated after the individual has completed the 3-level school and have been assigned to their first duty station. Qualification training is initiated any time individuals are assigned duties they are not certified to perform.

11.3. Craftsman (7-Level) Training Requirements.

11.3.1. Specialty Qualification. For entry, award and retention of the 2T1X1 Air Force Specialty (AFS), qualification/licensing on government vehicles in accordance with DAFI 24-301, *Ground Transportation*, is mandatory.

11.3.1.1. Knowledge. Knowledge is mandatory of limitations, capabilities and assigned vehicle use, preparing vehicle records and reports and management techniques.

11.3.1.2. Education. Individuals must successfully complete professional military education, as appropriate, for select promotions.

11.3.1.3. Training. The following training is mandatory for award of the 7-skill level:

11.3.1.3.1. Certification of all 5- and 7-skill level core tasks identified with a (5) or a (7) in the 5-level core task column and in the 7-level core task column of the STS.

11.3.1.3.2. Certification of duty position requirements identified by the supervisor.

NOTE: Completion of courses/training leading to the award of a Commercial Driver's License (CDL) desirable and strongly encouraged.

11.3.1.4. Experience.

11.3.1.4.1. Qualification in and possession of a 5-level.

11.3.1.4.2. Experience performing or supervising functions such as vehicle dispatch, planning and scheduling transportation support, performing operations analyses, administering driver qualification and licensing program, developing cost center estimates, investigating accidents and incidents.

11.3.1.4.3. Must be at least a Staff Sergeant (SSgt) select with minimum 12 months of on-the-job training (6 months for re-trainees).

11.3.2. Training Sources and Resources.

11.3.2.2. The STS, Part II, Section A of this CFETP identifies all core tasks required for qualification in the individual's duty position.

11.3.2.3. Qualified trainers provide upgrade and qualification training for duty positions, managed programs and/or equipment to be used.

11.3.2.4. TBA 2.0. A web-based application that streamlines training data management, skill-level upgrades, and enhances readiness. It is part of the Envision platform and provides the Air Force Warfighters the capability to manage the training lifecycle for total-force personnel. It enables visibility into the technical qualifications, certifications and training status of personnel Air Force wide. Information concerning TBA 2.0 can be found at <https://envision.af.mil>.

11.3.3. Implementation. Entry into 7-level training is initiated when an individual is selected for SSgt and has fulfilled all 5-level requirements. Qualification training is initiated any time an individual is assigned duties they are not certified to perform.

11.4. Superintendent (9-Level) Training Requirements.

11.4.1. Specialty Qualification. For entry, award and retention of the 2T1X1 Air Force Specialty (AFS), qualification/licensing on government vehicles in accordance with DAFI 24-301, *Ground Transportation*, is mandatory.

11.4.1.1. Knowledge. Knowledge is mandatory of, limitations, capabilities and assigned vehicle use, preparing vehicle records and reports, and management techniques.

11.4.1.2. Education.

11.4.1.2.1. Completion of applicable CCAF degree is desirable.

11.4.1.2.2. ANG and AFRC personnel must complete professional military education, as appropriate, for select promotions.

11.4.1.3. Training. Completion of duty position training requirements is mandatory

11.4.1.4. Experience.

11.4.1.4.1. Qualification in and possession of 7-skill level.

11.4.1.4.2. Experience managing Ground Transportation functions such as Ground Transportation Operations Center (GTOC), Ground Transportation Support, and Training, Validation and Operations (TVO).

11.4.2. Training Sources and Resources.

11.4.3. Implementation.

11.4.3.1. Entry into 9-level training is initiated when an individual is selected for SMSgt and is a fully qualified 7-Level. Qualification training is initiated any time an individual is assigned duties they are not certified to perform.

11.5. Chief Enlisted Manager.

11.5.1. Specialty Qualification. For entry, award and retention of the 2T1X1 Air Force Specialty (AFS), qualification/licensing on government vehicles in accordance with DAFI 24-301, *Ground Transportation* is mandatory.

11.5.1.1. Knowledge. Knowledge is mandatory of managing and directing personnel resource activities, interpreting and enforcing policy and applicable directives, establishing control procedures to meet work goals and standards, recommending or initiating actions to improve operational efficiency, planning and programming work commitments and schedules, developing plans regarding facilities, supplies and equipment procurement and maintenance.

11.5.1.2. Training. N/A

11.5.1.3. Experience. Qualification and possession of 9-skill level.

11.5.2. Training Sources and Resources. N/A

11.5.3. Implementation. Entry into Chief Enlisted Manager code 2T100 is initiated when an individual is selected for CMSgt and possesses qualifications in feeder specialty 2T191.

Section D – Resource Constraints

12. Purpose. This section identifies known resource constraints, which preclude optimal and 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 be, as a minimum, reviewed and updated annually.

12.1. Apprentice (3-Skill Level) Training: JCABP2T131 00AC, Ground Transportation 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 10 Apr 26.

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. 368TRS/TTV will implement revised training with the class beginning 10 Apr 26.

12.2. Journeyman (5-Skill Level) Training. None

12.3. Craftsman (7-Skill Level) Training. None

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 10 Apr 26.

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: Tasks 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 identified in column 2.

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 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 tasks 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:

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

2.8. 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.

2.9. 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.

2.10. 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.

2.11. 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 368 TRS/TTV, Ground Transportation Schoolhouse 9339 Jump St. Fort Leonard Wood, MO 65473. Reference the specific area of concern (paragraph, training standard element, etc.).

BY ORDER OF THE SECRETARY OF THE AIR FORCE OFFICIAL

ELIZABETH E. ARLEDGE, Maj Gen, USAF
Director of Logistics
DCS/Logistics, Engineering & Force Protection

4 Attachments

1. Identification Page
2. Qualitative Requirements
3. STS 2T131/2T151/2T171
4. Contingency/Expeditionary Training Requirement

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. |

ATTACHMENT 3: STS 2T131/2T151/2T171

| 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 | A Training Start | B Training Complete | C Trainer Initials | D Trainer Initials | E Certifier Initials | A 3-level (* annotates Wartime Task) | B 5-level | C 7-level |
| 1. OPERATIONS | | | | | | | | | | |
| 1.1. OPERATIONS | | | | | | | | | | |
| Description: The generation of organic ground transportation in support of mission requirements while delivering proactive, efficient, safe, and professional solutions. | | | | | | | | | | |
| Supporting Competencies: Accountability, Analytical Thinking, Communication, Decision making | | | | | | | | | | |
| Training References: AAMVA Training Material AFI 17-210, <i>Radio Management</i> AFI 25-201, <i>Intra-Service, Intra-Agency, and Inter-Agency Support Agreement Procedures</i> AFPAM 34-1202, <i>Guide to Protocol</i> AFPD 24-3, <i>Management, Operation and Use of Transportation Vehicles</i> AFTTP 3-2.5, <i>Multi-Service Tactics, Techniques, and Procedures for Multi-Service Brevity Codes</i> AFTTP 3-4, <i>Airman's Manual</i> DAFI 24-301, <i>Ground Transportation</i> DAFI 24-302, <i>Vehicle Management</i> DAFI 13-213, <i>Airfield Driving</i> DAFPD 25-2, <i>Support Agreements</i> DAFMAN 23-300, <i>Material Management Procedures</i> Defense Travel Regulation 4500.9-R-Part II, Chapter 204, <i>Hazardous Material</i> DoDM 4500.36, <i>Acquisition, Management, and Use of DoD Non-Tactical Vehicles</i> Joint Hazard Classification System (JHCS) <i>Qualification Training Plans (Bus, Forklift, Documented Cargo, HAZMAT, OLVIMS, Passenger Van, Tractor-Trailer, and Wrecker)</i> | | | | | | | | | | |
| 1.1.1. Operations (Basic) | | | | | | | | | | |
| 1. Operates government motor vehicles in a safe and efficient manner to meet mission objectives 2. Inspects vehicles and equipment and reports discrepancies when necessary to ensure operability 3. Services vehicles and equipment using appropriate tools, techniques, and guidance for mission generation 4. Assists customers on ground transportation services utilizing interpersonal communication and customer service principles | | | | | | | | | | |
| Criteria: Consistency of Application: Sustained application of competency over time | | | | | | | | | | |
| 1.1.1.1. Execute passenger movement | 1 | 5 | ~ | | | | | P* | P | |
| 1.1.1.2. Execute MHE operations | 1 | 5 | ~ | | | | | P* | P | |
| 1.1.1.3. Execute tractor trailer movement | 1 | 5 | ~ | | | | | | P | |
| 1.1.1.4. Execute fundamental cargo movement | 1 | 5 | ~ | | | | | pk* | P | |
| 1.1.1.5. Execute Airfield Vehicle Operations | 1 | 5 | | | | | | | P | |
| 1.1.1.6. Communicate Official Use of Government Motor Vehicles | 1 | 5 | | | | | | K | pk | |
| 1.1.1.7. Identify, annotate and report vehicle discrepancies | 2 | 5 | | | | | | P* | P | |
| 1.1.1.8. Perform vehicle turn-in procedures | 2 | 5 | | | | | | | P | |
| 1.1.1.9. Perform routine servicing | 3 | 5 | | | | | | P | P | |
| 1.1.1.10. Perform operator maintenance | 3 | 5 | | | | | | | P | |
| 1.1.1.11. Determines proper tools and techniques | 3 | 5 | | | | | | | pk | |
| 1.1.1.12. Communicate with GTOC | 4 | 5 | | | | | | P* | P | |
| 1.1.1.13. Communicate with external and internal customers in a professional manner | 4 | 5 | | | | | | pk | P | |
| 1.1.1.14. Build customer relationships | 4 | 5 | | | | | | | P | |

| 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 | March | A | B | C | D | E | A | B | C |
| 1.1.2. Operations (Intermediate) 1. Monitors work centers for accountability and serviceability of resources and personnel 2. Prioritizes and deconflicts time-definite requirements to meet mission objectives 3. Executes dynamic logistics capabilities for full-spectrum operational requirements 4. Interprets and validates customer needs and communicates requirements across multiple platforms to determine execution and feasibility Criteria: Consistency of Application: Sustained application of competency over time in a variety of situations | | | | | | | | | | |
| 1.1.2.1. Monitor workload levels and pinpoint limiting factors | 1 | 7 | | | | | | | | P |
| 1.1.2.2. Regularly inspects, maintains, and upgrades equipment and assets | 1 | | | | | | | | | |
| 1.1.2.3. Schedules, designates, and coordinates transportation movements | 2 | 5 | | | | | | | | P |
| 1.1.2.4. Execute Documented Cargo Operations | 2 | 5 | | | | | | | | P |
| 1.1.2.5. Manages customer requirements and executes within requested timelines | 2 | | | | | | | | | |
| 1.1.2.6. Coordinates protocol requirements | 3 | 5 | | | | | | | | pk |
| 1.1.2.7. Establishes sub-motor pool procedures | 3 | | | | | | | | | |
| 1.1.2.8. Perform recovery support (e.g. wrecker) | 3 | 5 | ~ | | | | | | | P |
| 1.1.2.9. Performs hazardous material movements | 3 | 5 | | | | | | | | K |
| 1.1.2.10. Executes extended transportation requirements | 3 | | | | | | | | | |
| 1.1.2.11. Execute tractor trailer operations | 3 | 5 | ~ | | | | | | | P |
| 1.1.2.12. Validate customer transportation requirements | 4 | 5 | | | | | | | | P |
| 1.1.2.13. Communicate authorized capabilities to customer | 4 | 5 | | | | | | | | P |
| 1.1.3. Operations (Advanced) 1. Coordinates logistical solutions with external partners to meet mission requirements 2. Develops and communicates flexible logistics solutions to influence decisions 3. Advocates enterprise change through strategic communication for modernization 4. Executes unique logistic support for full-spectrum operational support Criteria: Consistency of Application: Sustained application of competency over time in complex situations | | | | | | | | | | |
| 1.1.3.1. Manage external or non-standard customer requirements. (e.g. support agreements, MOU, MOA) | 1 | 7 | | | | | | | | P |
| 1.1.3.2. Coordinate with joint partners to receive or support operations | 1 | | | | | | | | | |
| 1.1.3.3. Advises leadership or customers on available transportation alternatives that align mission objectives with existing capabilities. | 2 | 7 | | | | | | | | P |
| 1.1.3.4. Applies knowledge of law and policies to deliver logistics solutions | 2 | 7 | | | | | | | | P |
| 1.1.3.5. Promotes industry best practices to improve capabilities and efficiencies | 3 | | | | | | | | | |
| 1.1.3.6. Participate in strategic engagement across platforms (e.g. SharePoint, working groups, teleconferences) | 3 | | | | | | | | | |
| 1.1.3.7. Coordinates with state, host nation, and joint partners to obtain requirements (e.g. permits, licensing) | 4 | 7 | | | | | | | | K |
| 1.1.3.8. Operates medium or heavy duty wrecker, or tractor trailer to support complex movements | 4 | 7 | | | | | | | | P |

| 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 | | |
| | Behavior Matrix | Core | CBRNE (TOT) ~ | Training Start | Training Complete | Trainee Initials | Trainer Initials | Center Initials | 3-level (* annotates Warfare Task) | 5-level | 7-level |
| 1.1.4. Operations (Expert) 1. Integrates employment strategies and policy for mission generation 2. Engages with subordinate organizations to communicate strategic vision and intent 3. Cultivates and communicates innovative efforts, best practices, and technological advances to further DoW and industry integration for mission generation Criteria: Consistency of Application: Able to innovate and formulate strategies; able to model/guide/teach others the competency of how to apply the competency | | | | | | | | | | | |
| 1.1.4.1. Coordinate manning assists or augmentee to support shortfalls. (e.g. IMA, ARC) | 1 | | | | | | | | | | |
| 1.1.4.2. Articulate and execute priority of service plan | 1 | 7 | | | | | | | | | P |
| 1.1.4.3. Establishes improvement working groups to refine existing policies and set direction | 2 | | | | | | | | | | |
| 1.1.4.4. Leverage industry technology and processes through Higher Headquarters partnerships or relationships to optimize mission support capabilities | 3 | | | | | | | | | | |
| 2. TOTAL FORCE DEVELOPMENT | | | | | | | | | | | |
| 2.1. READINESS | | | | | | | | | | | |
| Description: The preparation of personnel and equipment to meet in-garrison or expeditionary demands in support of peacetime, crisis, contingency, and humanitarian operations. Supporting Competencies: Accountability, Communication, Decision making, Flexibility Training References: AFTTP 3-32.10, <i>Rapid Airfield Damage Recovery</i> AFTTP 3-32.32, <i>RADR and Ground Transportation Operations</i> DAFI 10-250, <i>Individual Medical Readiness</i> DAFI 36-2908, <i>Family Care Plans</i> DAFI 36-3002, <i>Casualty Services</i> DAFI 36-3009, <i>Military & Family Readiness Centers</i> DAFI 51-304, <i>Legal Assistance Notary, Preventive Law, and Tax Programs</i> DAFI 90-5001, <i>Integrated Resilience</i> DoDI 1342.22, <i>Military Family Readiness</i> QTP 24-3-600, <i>Ground Transportation Home Station Training (HST)</i> USC 10-655, <i>Designation of Persons Having Interest in Status of a Missing Member</i> | | | | | | | | | | | |
| 2.1.1 Readiness (Basic) | | | | | | | | | | | |
| 1. Complies with home station and expeditionary requirements to meet full-spectrum capabilities 2. Establishes contingency plans to ensure individual and family readiness Criteria: Reach of Influence: Individuals | | | | | | | | | | | |
| 2.1.1.1. Perform in contested environment (e.g. HST) | 1 | | | | | | | | | | |
| 2.1.1.2. Identify RADR fundamental capabilities | 1 | 5 | | | | | | | pk* | K | |
| 2.1.1.3. Complete institutional and functional readiness training | 1 | 5 | | | | | | | | P | |
| 2.1.1.4. Incorporate Comprehensive Airman Fitness (CAF) to foster development of life skills | 2 | | | | | | | | | | |
| 2.1.1.5. Maintains individual readiness (e.g. Vred, wills, family care plans, financial plan, POA) | 2 | 5 | | | | | | | | P | |

| 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 | A CBBRNE (TOT) ~ Training Start | B Training Complete | C Trainee Initials | D Trainer Initials | E Certifier Initials | A 3-level (* annotates Warfare Tasks) | B 5-level | C 7-level |
| 2.1.2. Readiness (Intermediate) 1. Receives, interprets, and processes form/reports (e.g., vehicle, accident, misuse, unsafe driving) to enforce safety, official use and asset readiness 2. Reviews data and mission requirements to determine outliers Criteria: Reach of Influence: Work Center | | | | | | | | | | |
| 2.1.2.1. Inventories and reports on assigned combat service support equipment and personnel packages/unit type codes | 1 | 7 | | | | | | | | K |
| 2.1.2.2. Prepares applicable forms to deploy readiness assets | 1 | | | | | | | | | |
| 2.1.2.3. Assigns readiness training requirements | 1 | 7 | | | | | | | | P |
| 2.1.2.4. Performs as section focal point to initiate quick reaction checklists, operations plans, and recalls | 1 | 7 | | | | | | | | P |
| 2.1.2.5. Reviews installation emergency management plans to determine ground transportation requirements | 1 | 7 | | | | | | | | P |
| 2.1.2.6. Develop Reception, Staging, Onward movement & Integration (RSOI) plan | 1 | | | | | | | | | |
| 2.1.2.7. Maintains home station training rosters for assigned personnel | 2 | | | | | | | | | |
| 2.1.2.8. Track institutional and functional readiness training | 2 | | | | | | | | | |
| 2.1.3. Readiness (Advanced) 1. Validates equipment and personnel mobilization processes to ensure all tasking requirements are met while maintaining home station capabilities 2. Analyzes and identifies readiness requirements to support peacetime, crisis, contingency, and humanitarian requirements and formulate corrective actions 3. Interprets and executes strategic direction from tactical, operational, and strategic leadership to make informed decisions Criteria: Reach of Influence: Unit | | | | | | | | | | |
| 2.1.3.1. Reports readiness on assigned combat service support equipment and personnel packages/unit type codes. | 1 | 7 | | | | | | | | P |
| 2.1.3.2. Identify, Develop, Executes Emergency/Contingency Checklists | 1 | 5 | | | | | | | | P |
| 2.1.3.3. Identify capability shortfalls | 1 | 7 | | | | | | | | P |
| 2.1.3.4. Identify Deployment Process (site survey, Deployment/Reception, Redeployment, IDP, Augmentation Force Support) | 1 | 7 | | | | | | | | P |
| 2.1.3.5. Formulate remediation plans as required | 2 | | | | | | | | | |
| 2.1.3.6. Performs or coordinate with control centers. (e.g. UCC, EOC, DCC) | 3 | 7 | | | | | | | | P |

| 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 | | | |
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| | | A | B | C | D | E | A | B | C | |
| | Behavior Match | Core | CBRNE (TOT) - Training Start | Training Complete | Trainee Initials | Trainer Initials | Certifier Initials | 3-level (* annotates Wartime Task) | 5-level | 7-level |
| 2.1.4 Readiness (Expert) | | | | | | | | | | |
| 1. Develops and implements policy supporting strategic guidance for the mobilization of personnel and equipment in support of crisis, contingency, or humanitarian operations | | | | | | | | | | |
| 2. Defines reportable readiness metrics required to validate combatant commander requirements, strategic posturing, and unit type codes supporting current and future needs | | | | | | | | | | |
| 3. Validates and postures resources in support of theater-specific force employment objectives | | | | | | | | | | |
| Criteria: Reach of Influence: MAJCOM/AF-Level/Industry | | | | | | | | | | |
| 2.1.4.1. Align functional capabilities to meet strategic objectives (e.g. NDS, NMS, NMSS, OIs) | 1 | | | | | | | | | |
| 2.1.4.2. Establish functional combat capability guidelines for Force Presentation Plan | 1 | | | | | | | | | |
| 2.1.4.3. Utilize Defense Readiness Reporting Systems (DRRS) review and validate MAJCOM capabilities | 2 | | | | | | | | | |
| 2.1.4.4. Develop MISCAPs and METs | 2 | | | | | | | | | |
| 2.1.4.5. Manage functional Time Phased Force Deployment Data (TPFDD) requirements | 2 | | | | | | | | | |
| 2.1.4.6. Perform capability validation to support theater requirements in the Deliberate and Crisis Action Planning and Execution Segments (DCAPES) | 3 | | | | | | | | | |
| 2.1.4.7. Review/validate command Unit Type Availability (UTA) to ensure capabilities | 3 | | | | | | | | | |
| 2.1.4.8. Action shortfall requirements | 3 | | | | | | | | | |
| 2.1.4.9. Request UTC changes through MAJCOM and HAF | 3 | | | | | | | | | |
| 2.1.4.10. Review request for forces to support emergent operations | 3 | | | | | | | | | |
| 2.2. TRAINING & DEVELOPMENT | | | | | | | | | | |
| Description: Acquiring, maintaining, and providing the skills and knowledge required for total force personnel to foster professional growth and organizational success. | | | | | | | | | | |
| Supporting Competencies: Accountability, Communication, Develops People, Leadership | | | | | | | | | | |
| Training References: AFDP-1, <i>The Air Force</i> AFI 1-1, <i>Air Force Standards</i> DAFI 24-301, <i>Ground Transportation</i> DAFMAN 36-2100, <i>Military Classification, Technical Training, and Retraining</i> DAFMAN 36-2689, <i>Training Program</i> The Enlisted Force Structure | | | | | | | | | | |
| 2.2.1. Training & Development (Basic) | | | | | | | | | | |
| 1. Applies and utilizes training resources to increase professional and personal development | | | | | | | | | | |
| 2. Complies with established training guidelines and milestones to meet full-spectrum readiness | | | | | | | | | | |
| Criteria: Reach of Influence: Individuals | | | | | | | | | | |
| 2.2.1.1. Seek institutional and functional development | 1 | | | | | | | | | |
| 2.2.1.2. Review and apply QTPs | 1 | 5 | | | | | | P | P | |
| 2.2.1.3. Utilize the Air Force Enlisted Classification Directory | 1 | | | | | | | | | |
| 2.2.1.4. Obtain GMV certifications | 2 | 5 | | | | | | P | P | |
| 2.2.1.5. Utilize opportunities to developed members total airmanship | 2 | | | | | | | | | |
| 2.2.1.6. Identify Air Force/MAJCOM/Unit structure, vision and mission | 2 | 5 | | | | | | K | P | |

| 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 | | |
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| | Behavior March | Core | A Training Start | B Training Complete | C Trainee Initials | D Trainer Initials | E Certifier Initials | A 3-level (* annotates Warfare Task) | B 5-level | C 7-level |
| 2.2.2. Training & Development (Intermediate) 1. Assesses performance utilizing training guidelines and milestones to meet full-spectrum readiness 2. Identifies, tracks, and reports local training tasks and deficiencies to meet Air Force readiness requirements 3. Provides formal and informal training to increase proficiencies (e.g., UGT and CBT) Criteria: Reach of Influence: Work Center | | | | | | | | | | |
| 2.2.2.1. Execute unit training program | 1 | 7 | | | | | | | | P |
| 2.2.2.2. Evaluate knowledge of organizational structure and functions | 1 | | | | | | | | | |
| 2.2.2.3. Evaluate personnel on task proficiency | 1 | 7 | | | | | | | | P |
| 2.2.2.4. Follow and execute the master task list to meet milestones. | 1 | 7 | | | | | | | | P |
| 2.2.2.5. Execute Commercial Motor Vehicle Equivalent Examinations | 1 | | | | | | | | | |
| 2.2.2.6. Create, validate and report unit training qualifications (e.g., AF797s, non-CMVE course) | 2 | 7 | | | | | | | | P |
| 2.2.2.7. Identify training requirements and reports to forecast training timelines | 2 | | | | | | | | | |
| 2.2.2.8. Identify and inform trainees on training progression | 2 | 7 | | | | | | | | P |
| 2.2.2.9. Identify developmental training deficits and establish plan to meet unit standards | 3 | | | | | | | | | |
| 2.2.2.10. Conduct initial work center orientation and review of ratee's training records | 3 | 7 | | | | | | | | P |
| 2.2.2.11. Assist the development of Master Task List (MTL) | 3 | | | | | | | | | |
| 2.2.2.12. Provide institutional and functional development opportunities | 3 | | | | | | | | | |
| 2.2.2.13. Provide work center training | 3 | | | | | | | | | |
| 2.2.3. Training & Development (Advanced) 1. Receives, interprets, and processes reports (e.g., vehicle, accident, misuse, unsafe driving) to enforce safety and official use 2. Reviews data and mission requirements to determine outliers 3. Develops schedules for vehicle and personnel to maximize mission capabilities Criteria: Reach of Influence: Unit/Group | | | | | | | | | | |
| 2.2.3.1. Ensures completion of train the trainer program | 1 | 7 | | | | | | | | P |
| 2.2.3.2. Pursue and advocate relevant and viable resources for training (e.g., Wreckmaster, LogR, CWPC) | 1 | | | | | | | | | |
| 2.2.3.3. Assess training program effectiveness | 2 | 7 | | | | | | | | P |
| 2.2.3.4. Evaluate personnel and training performance for safe, quality, and timely mission accomplishments | 2 | | | | | | | | | |
| 2.2.3.5. Establish MCA training opportunities in accordance with commander's intent | 3 | | | | | | | | | |
| 2.2.3.6. Establish contingency training based on theatre requirements | 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 | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------|---------------|----------------|-------------------|------------------|-------------------------------------------------------------------------------------------|--------------------|------------------------------------------|---------|---------|
| | | A | B | C | D | E | A | B | C | | |
| | Behavior Match | Core | CBRNE (TQT) - | Training Start | Training Complete | Trainer Initials | Trainer Initials | Certifier Initials | 3-level (* annotates Warfare Task) | 5-level | 7-level |
| 2.2.4. Training & Development (Expert) 1. Develops and implements training and education strategy to align with strategic posture 2. Creates life-cycle training requirements for career field development and enlisted career path 3. Forecasts and advocates for funding to ensure training resource allocations Criteria: Reach of Influence: MAJCOM/AF-Level/Industry | | | | | | | | | | | |
| 2.2.4.1. Define career field training and entry qualifications | 1 | | | | | | | | | | |
| 2.2.4.2. Interprets data to determine training effectiveness for strategic objectives (e.g., QA database, MICT, Commanders Self-Assessment, IGEMS) | 1 | | | | | | | | | | |
| 2.2.4.3. Develop and disseminate best practices to enhance training efficiencies | 2 | | | | | | | | | | |
| 2.2.4.4. Coordinate with external agencies to address training needs (e.g., industry training, supplemental training) | 2 | | | | | | | | | | |
| 2.2.4.5. Identify desired learning objectives and recommend personnel for developmental opportunities (e.g., EWI, AFIT, DSD) | 3 | | | | | | | | | | |
| 2.2.4.6. Administer career field enlisted development team to ensure eligible members are vectored for career field opportunities. | 3 | | | | | | | | | | |
| 2.2.4.7. Advocate and secure funding for continuum functional training | 3 | | | | | | | | | | |
| 2.3 PERSONNEL & PROGRAMS Description: Managing the work force and activities to achieve organizational goals and objectives Supporting Competencies: Accountability, Communication, Develops People, Leadership Training References: AFH 1, <i>The Airman's Handbook</i> AFI 1-1, <i>Air Force Standards</i> DAFI 36-2903, <i>Dress and Appearance</i> | | | | | | | | | | | |
| 2.3.1. Personnel & Programs (Basic) 1. Makes decisions at the lowest level and elevates issues through appropriate chain-of-command Criteria: Reach of Influence: Individuals | | | | | | | | | | | |
| 2.3.1.1. Identify chain-of-command | 1 | 5 | | | | | | | K | P | |

| 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/March | Core | A | B | C | D | E | A | B | C |
| 2.3.2. Personnel & Programs (Intermediate) 1. Coaches personnel and provides tools to assist personal and professional development 2. Defines duty requirements and sets performance expectations by giving deliberate and measurable feedback 3. Utilizes systems of record to assign and manage personnel 4. Innovate and refine programs for efficiency and effectiveness Criteria: Reach of Influence: Work Center | | | | | | | | | | |
| 2.3.2.1 Promote developmental opportunities to cultivate growth | 1 | | | | | | | | | |
| 2.3.2.2. Facilitates personalized training sessions | 1 | 7 | | | | | | | | P |
| 2.3.2.3. Define and communicate clear performance metrics | 2 | 7 | | | | | | | | P |
| 2.3.2.4. Communicate organization's mission, vision, and priorities | 2 | 7 | | | | | | | | P |
| 2.3.2.5. Clarify expectations of duties | 2 | | | | | | | | | |
| 2.3.2.6. Provide specific and actionable feedback that contributes to measurable performance improvements (e.g. ALQs) | 2 | | | | | | | | | |
| 2.3.2.7. Utilize systems effectively to reduce errors and miscommunications | 3 | | | | | | | | | |
| 2.3.2.8. Review manning documents and align personnel based on mission requirements (e.g. BLSDM) | 3 | 7 | | | | | | | | P |
| 2.3.2.9. Review programs to ensure they remain relevant and impactful | 4 | | | | | | | | | |
| 2.3.2.10. Collaborate between units to share insights, perspectives and innovative solutions | 4 | | | | | | | | | |
| 2.3.2.11. Explore industry best practice (e.g. Education with Industry, AFWERX, etc.) | 4 | | | | | | | | | |
| 2.3.2.12. Implement innovative solutions that leads to increase in performance of programs | 4 | | | | | | | | | |
| 2.3.3. Personnel & Programs (Advanced) 1. Develops and leverages opportunities for personal and professional advancement 2. Streamlines programs and implements utilization to sections for mission execution 3. Advocate for innovation to improve efficiency and effectiveness 4. Implements command mission and vision statements to provide direction and expectations Criteria: Reach of Influence: Unit/Group | | | | | | | | | | |
| 2.3.3.1. Seeks and creates career development opportunities for assigned members | 1 | | | | | | | | | |
| 2.3.3.2 Mentor and prepare leaders to effectively develop teams | 1 | | | | | | | | | |
| 2.3.3.3. Mentor and guide others in their personal and professional development | 1 | | | | | | | | | |
| 2.3.3.4. Ensure that programs align with overall mission and goals of the enterprise | 2 | | | | | | | | | |
| 2.3.3.5. Collaborate with relevant departments to align programs goals and resources | 2 | | | | | | | | | |
| 2.3.3.6. Foster a culture of continuous learning and innovation | 3 | | | | | | | | | |
| 2.3.3.7. Establish innovation teams or committees to explore new approaches | 3 | | | | | | | | | |
| 2.3.3.8. Ensure mission statements and vision aligns with organizational structure | 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 | CBRNE (TQT)~ Training Start | A Training Complete | B Trainee Initials | C Trainer Initials | D Certifier Initials | E 3-level (* annotates Warfare Task) | A 5-level | B 7-level |
| 2.3.4. Personnel & Programs (Expert) | | | | | | | | | | |
| 1. Develop and analyze Ground Transportation Human Capital Strategy, through deliberate talent management programs (e.g., EDT, EWI, and Talent Marketplace) | | | | | | | | | | |
| 2. Synthesizes enterprise strategy and mission requirements to produce qualified personnel to meet National Defense Strategy intent | | | | | | | | | | |
| 3. Advocates and coordinates with industry and across the enterprise for developmental opportunities | | | | | | | | | | |
| Criteria: Reach of Influence: MAJCOM/AF-Level/Industry | | | | | | | | | | |
| 2.3.4.1. Develop talent management strategies | 1 | | | | | | | | | |
| 2.3.4.2. Achieve measurable improvements in the recruitment, development, and retention of Ground Transportation Airmen | 1 | | | | | | | | | |
| 2.3.4.3. Develop Ground Transportation Human Capital Strategy | 1 | | | | | | | | | |
| 2.3.4.4. Conduct comprehensive analyses of the learning continuum, identifying gaps and areas for improvement. | 1 | | | | | | | | | |
| 2.3.4.5. Implement targeted development initiatives at specific milestones to enhance the overall competency of Ground Transportation Airmen | 1 | | | | | | | | | |
| 2.3.4.6. Achieve measurable improvements in the performance and readiness of Ground Transportation Airmen through strategic analysis | 1 | | | | | | | | | |
| 2.3.4.7. Prepare a workforce that is qualified to meet national defense objectives | 2 | | | | | | | | | |
| 2.3.4.8. Demonstrate strong advocacy skills, leading to increased support for personnel development initiatives across the enterprise | 3 | | | | | | | | | |
| 3. RESOURCE MANAGEMENT | | | | | | | | | | |
| 3.1. RESOURCE MANAGEMENT | | | | | | | | | | |
| Description: Planning, procuring, and allocating manpower, funding, and assets to achieve mission objectives. | | | | | | | | | | |
| Supporting Competencies: Accountability, Analytical Thinking, Decision Making, Resource Management | | | | | | | | | | |
| Training References: | | | | | | | | | | |
| AFI 36-2129, <i>Logistics Plans Management</i> | | | | | | | | | | |
| AFTTP 3-4, <i>Airman's Manual</i> | | | | | | | | | | |
| DAFI 90-301, <i>Inspector General Activities</i> | | | | | | | | | | |
| DAFI 36-2670, <i>Total Force Development</i> | | | | | | | | | | |
| DAFI 65-118, <i>Management of Air Force Resources</i> | | | | | | | | | | |
| DAFI 90-1001, <i>Air Force Complaints Resolution Program</i> | | | | | | | | | | |
| DAFMAN 23-300, <i>Materiel Management Procedures</i> | | | | | | | | | | |
| DAFI 24-301, <i>Ground Transportation</i> | | | | | | | | | | |
| DAFI 24-302, <i>Vehicle Management</i> | | | | | | | | | | |
| DAFPD 24-6, <i>Distribution and Traffic Management</i> | | | | | | | | | | |
| DAFPD 25-2, <i>Support Agreements</i> | | | | | | | | | | |
| Defense Transportation Regulation (DTR) Part II | | | | | | | | | | |
| DoDI 4000.19, <i>Support Agreements</i> | | | | | | | | | | |
| FM 3-25.26, <i>Map Reading and Land Navigation</i> | | | | | | | | | | |
| QTP 24-3-100, <i>OLVIMS</i> | | | | | | | | | | |
| QTP 24-3-E814, <i>Forklift Vehicle Training Package</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 | CBRNE (TOT) ~ Training Start | A Training Complete | B Trainee Initials | C Trainer Initials | D Certifier Initials | E 3-level (e annotates Warlike Task) | A 5-level | B 7-level | C |
| 3.1.1. Resource Management (Basic) | | | | | | | | | | | |
| 1. Identify materials, equipment, and assets needed to execute mission requirements and communicate availability | | | | | | | | | | | |
| 2. Utilizes resources appropriately by adhering to applicable guidance | | | | | | | | | | | |
| 3. Applies vehicle management principles to sustain the assigned fleet | | | | | | | | | | | |
| Criteria: Reach of Influence: Individuals | | | | | | | | | | | |
| 3.1.1.1. Identify work center resources (e.g. chains, binders, straps, funds, PPE) | 1 | 5 | | | | | | | K* | K | |
| 3.1.1.2. Communicate with appropriate functions to request resources and manpower | 1 | | | | | | | | | | |
| 3.1.1.3. Describe roles and responsibilities of key unit resourcing personnel (e.g. GPC) | 2 | | | | | | | | | | |
| 3.1.1.4. Utilize Navigation Tools (maps, GPS, etc.) | 2 | 5 | | | | | | | | P | |
| 3.1.1.5. Identify and prevent fraud, waste and abuse | 2 | | | | | | | | | | |
| 3.1.1.6. Identify Government Motor Vehicle nomenclature and registration type (e.g. Government owned, vs leased) | 3 | | | | | | | | | | |
| 3.1.1.7. Describe Vehicle Add-Ons/Modifications processes | 3 | | | | | | | | | | |
| 3.1.1.8. Utilize Minimum Essential List to forecast mission requirements | 3 | 5 | | | | | | | | K | |
| 3.1.1.9. Review Master Vehicle Record to manage the assigned vehicle fleet including rotation requirements | 3 | 5 | | | | | | | | K | |
| 3.1.2. Resources (Intermediate) | | | | | | | | | | | |
| 1. Tracks fleet to prioritize, deconflict, and meet customer requirements and maintenance needs | | | | | | | | | | | |
| 2. Coordinates with internal and external partners to ensure operability of assigned resources | | | | | | | | | | | |
| 3. Identifies and communicates funding and resource requirements to meets mission | | | | | | | | | | | |
| 4. Executes vehicle management actions to posture the assigned Ground Transportation vehicle fleet to meet mission requirements | | | | | | | | | | | |
| 5. Performs Vehicle Control Official duties in-accordance with DAFI 24-302 | | | | | | | | | | | |
| Criteria: Reach of Influence: Work Center | | | | | | | | | | | |
| 3.1.2.1. Coordinate resource requirements | 1 | 7 | | | | | | | | | P |
| 3.1.2.2. Utilize applicable processes to align fleet with mission needs | 1 | 7 | | | | | | | | | P |
| 3.1.2.3. Identify and communicate resource gaps to leadership | 2 | | | | | | | | | | |
| 3.1.2.4. Collaborate with outside agencies to maintain assigned resources (e.g. VM, Fire Department, Comm) | 2 | | | | | | | | | | |
| 3.1.2.5. Track and process reimbursable transportation | 2 | 7 | | | | | | | | | K |
| 3.1.2.6. Identify and validate resource shortfalls | 3 | | | | | | | | | | |
| 3.1.2.7. Execute resource management procedures | 3 | | | | | | | | | | |
| 3.1.2.8. Develop and manage funding requests to meet mission requirements | 3 | | | | | | | | | | |
| 3.1.2.9. Execute spend plan to effectively utilize resources | 3 | | | | | | | | | | |
| 3.1.2.10. Utilize the Basing & Logistics Analytics Data Environment or like program to analyze vehicle data | 4 | | | | | | | | | | |
| 3.1.2.11. Provide vehicle utilization data and requirements to Site Activation Task Force | 4 | | | | | | | | | | |
| 3.1.2.12. Determine vehicle suitability based on authorizations per the Master Vehicle Record | 4 | | | | | | | | | | |
| 3.1.2.13. Develop Authorization Change Requests to meet mission requirements | 5 | 7 | | | | | | | | | P |
| 3.1.2.14. Execute the Vehicle Control Official Program | 5 | 7 | | | | | | | | | P |

| 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 | | |
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| | Behavior | March | A | B | C | D | E | A | B | C |
| 3.1.3. Resources (Advanced) 1. Builds and oversees financial plans 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 4. Oversees, identifies, & validates requirements for the assigned Ground Transportation vehicle fleet 5. Liaises with MAJCOM and AFIMSC representatives to communicate capabilities and requirements Criteria: Reach of Influence: Unit/Group | | | | | | | | | | |
| 3.1.3.1. Forecast financial needs and align plans with organizational objectives | 1 | 7 | | | | | | | | P |
| 3.1.3.2. Develop and manage funding and resources for budgets to execute mission requirements | 1 | 7 | | | | | | | | P |
| 3.1.3.3. Identify and oversee contracting services | 1 | | | | | | | | | |
| 3.1.3.4. Establish prioritization plan | 2 | 7 | | | | | | | | P |
| 3.1.3.5. Maintain unfunded requirements | 2 | 7 | | | | | | | | P |
| 3.1.3.6. Seek innovation opportunities and advocate for funding | 2 | | | | | | | | | |
| 3.1.3.7. Identify alternate funding streams (e.g. 3080, SIBR, UFR) | 3 | | | | | | | | | |
| 3.1.3.8. Analyze organizational requirements and enhancements | 3 | | | | | | | | | |
| 3.1.3.9. Develop government motor vehicle leasing contracts | 4 | | | | | | | | | |
| 3.1.3.10. Utilize General Services Administration to identify vehicle Minimums vs Buy Options for acquisition | 5 | | | | | | | | | |
| 3.1.3.11. Determine a government motor vehicles SIN Identification code based on its Air Force Management Code | 5 | | | | | | | | | |
| 3.1.4. Resources (Expert) 1. Prepares Installation Support and Logistics Program Objective Memorandum (POM) requirements and presents them to the Air Force Corporate Structure (AFCS) and Congressional stakeholders to meet future mission requirements 2. Advocates for Installation Support and Logistics resources and initiatives through the PPBE (Planning, Programming, Budgeting, and Execution process) 3. Develops end-strength and force development strategies while identifying risks to ensure health of the career field 4. Analyze Career Field trends, shortfalls, and requirements pertaining to vehicle posturing 5. Liaise with the 441st Vehicle Support Chain Operations Squadron to execute strategic changes Criteria: Reach of Influence: Wing/MAJCOM/AF-Level/Industry | | | | | | | | | | |
| 3.1.4.1. Analyzes manning levels and impacts on total force capabilities within AF constraints | 1 | | | | | | | | | |
| 3.1.4.2. Develops POM proposals, integrating technology and analytics to align with mission objectives | 1 | | | | | | | | | |
| 3.1.4.3. Advocates for resources outside of normal POM cycle (e.g. unfunded, fallout, and innovation) | 2 | | | | | | | | | |
| 3.1.4.4. Elevate and explain initiatives to HHQ or DAF priorities | 2 | | | | | | | | | |
| 3.1.4.5. Collaborates with resource advisors, using financial modeling to address challenges in the PPBE process | 2 | | | | | | | | | |
| 3.1.4.6. Justify manpower movements to appropriate stakeholders | 3 | | | | | | | | | |
| 3.1.4.7. Secure manpower capabilities with authorized allocations | 3 | | | | | | | | | |
| 3.1.4.8. Mitigates resource constraints to meet current and future demands | 3 | | | | | | | | | |
| 3.1.4.9. Perform a SATAF representing Ground Transportation or like Logistics Function | 4 | | | | | | | | | |
| 3.1.4.10. Determine and advocate for the career field's Priority Buys & Must Buys for the current and projected fiscal year | 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 | | | |
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| | | A | B | C | D | E | A | B | C | |
| | Behavior Match | Core | CBRNE (TOD) ~ Training Start | Training Complete | Trainer Initials | Trainer Initials | Certifier Initials | 3-level (* annotates Warfare Task) | 5-level | 7-level |
| 4. SUPPORT FUNCTIONS | | | | | | | | | | |
| 4. SUPPORT FUNCTIONS 4.1. ADMINISTRATION | | | | | | | | | | |
| Description: The performance of administrative activities in support of priorities, programs, and processes | | | | | | | | | | |
| Supporting Competencies: Analytical Thinking, Communication, Decision Making, Information Seeking | | | | | | | | | | |
| Training References: AFH 33-337, <i>Tongue and Quill</i> AF Form 170, <i>Appointment of Vehicle Trainers</i> AF Form 170B, <i>Appointment of Vehicle Trainers (Continued)</i> AF Form 870, <i>U.S. Government Motor Vehicle (GMV) Suspected Misuse Report</i> AF Form 2293, <i>U.S. Air Force Motor Vehicle Operator Identification Card</i> AF Form 2296, <i>Operator Qualification Record</i> AFI 33-332, <i>Air Force Privacy and Civil Liberties Program</i> DAF Form 171, <i>Request for Driver Training and Addition to U.S. Government Driver's License</i> DAFI 24-301, <i>Ground Transportation</i> DAFI 24-302, <i>Vehicle Management</i> DoDM 4500.36, Enclosure 5, <i>Acquisition, Management, and Use of DoD Non-Tactical Vehicles</i> OLVIMS User Manual QTP 24-3-100, <i>OLVIMS</i> QTP 24-3-300, <i>Operator Records and Licensing</i> | | | | | | | | | | |
| 4.1.1. Administration (Basic) | | | | | | | | | | |
| 1. Determines requirements (e.g., vehicle packet, radio, PPE) to accomplish assigned tasks | | | | | | | | | | |
| 2. Collects and records vehicle data (e.g., 1800s, in-and-out checks) to ensure operability | | | | | | | | | | |
| 3. Reviews and interprets schedules for mission requirements | | | | | | | | | | |
| 4. Employs administrative tools and practices written, verbal, and electronic formats (e.g., Power Point, Word, Excel, Email) to facilitate intra-organizational communication | | | | | | | | | | |
| Criteria: Consistency of Application: Sustained application of competency over time | | | | | | | | | | |
| 4.1.1.1. Identify standardized government motor vehicle forms | 1 | 5 | | | | | | K | P | |
| 4.1.1.2. Locate/generate required documentation. (e.g. vehicle packet documents/appointment letters/log of events) | 1 | 5 | | | | | | | P | |
| 4.1.1.3. Determine applicable PPE | 1 | | | | | | | K | | |
| 4.1.1.4. Perform equipment operations inspection | 1 | 5 | | | | | | P* | P | |
| 4.1.1.5. Inspect vehicle qualifications (e.g. AF2293/DAF Form 171) | 1 | 5 | | | | | | | P | |
| 4.1.1.6. Complete government motor vehicle standardized forms | 2 | 5 | ~ | | | | | P* | P | |
| 4.1.1.7. Determine government motor vehicle status | 2 | | | | | | | | | |
| 4.1.1.8. Communicate daily & weekly schedule requirements (e.g. appointments) | 3 | | | | | | | | | |
| 4.1.1.9. Execute assigned daily tasks | 3 | | | | | | | | | |
| 4.1.1.10. Navigate Ground Transportation SharePoint | 4 | | | | | | | | | |
| 4.1.1.11. Demonstrates proper customer service verbal, non-verbal, and electronic etiquette | 4 | 5 | | | | | | P | P | |
| 4.1.1.12. Performs written, verbal, & electronic communication | 4 | | | | | | | P | | |
| 4.1.1.13. Input information into data collection systems (e.g. OLVIMS/ILS-S) | 4 | 5 | | | | | | | P | |
| 4.1.1.14. Describes usage & importance of transportation processes | 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 | | |
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| | Behavior Match | Core | CBRNE (TOT) ~ Training Start | A Training Complete | B Trainer Initials | C Trainer Initials | D Trainer Initials | E Certifier Initials | A 3-level (* annotates Waiver Task) | B 5-level |
| 4. SUPPORT FUNCTIONS | | | | | | | | | | |
| 4.1.2. Administration (Intermediate) | | | | | | | | | | |
| 1. Receives, interprets, and processes reports (e.g., vehicle, accident, misuse, unsafe driving) to enforce safety and official use | | | | | | | | | | |
| 2. Reviews data and mission requirements to determine outliers | | | | | | | | | | |
| 3. Develops schedules for vehicle and personnel to maximize mission capabilities | | | | | | | | | | |
| Criteria: Consistency of Application: Sustained application of competency over time in a variety of situations | | | | | | | | | | |
| 4.1.2.1. Identify & initiate Ground Transportation reports | 1 | 5 | | | | | | | | P |
| 4.1.2.2. Validates and process Ground Transportation mission requirements | 1 | 5 | | | | | | | | P |
| 4.1.2.3. Receive and process operator licensing requests | 1 | 5 | | | | | | | | P |
| 4.1.2.4. Generate reports and correct discrepancies | 2 | | | | | | | | | |
| 4.1.2.5. Identify license validity (e.g. state, government, SOFA) | 2 | 5 | | | | | | | | P |
| 4.1.2.6. Create/Manage duty section documentation (e.g. appointment letters, log of events) | 2 | | | | | | | | | |
| 4.1.2.7. Determine personnel availability | 3 | | | | | | | | | |
| 4.1.2.8. Build daily & weekly manning schedules | 3 | 7 | | | | | | | | P |
| 4.1.2.9. Assess vehicle availability | 3 | | | | | | | | | |
| 4.1.2.10. Prioritize transportation requirements to maximize organic capabilities utilizing available assets | 3 | 7 | | | | | | | | P |
| 4.1.3. Administration (Advanced) | | | | | | | | | | |
| 1. Develops procedures and guidelines to align with mission priorities | | | | | | | | | | |
| 2. Identifies, analyzes, and communicates complex situations to higher headquarters | | | | | | | | | | |
| Criteria: Consistency of Application: Sustained application of competency over time in complex situations | | | | | | | | | | |
| 4.1.3.1. Author local guidance (e.g. OIs) | 1 | 7 | | | | | | | | P |
| 4.1.3.2. Develop local Priority of Services | 1 | 7 | | | | | | | | P |
| 4.1.3.3. Develop local Time Definite Delivery | 1 | 7 | | | | | | | | P |
| 4.1.3.4. Coordinates with HHQ for policy & readiness reviews/updates/changes | 2 | | | | | | | | | |
| 4.1.3.5. Coordinates with FAM for expeditionary requirements | 2 | | | | | | | | | |
| 4.1.3.6. Analyzes & reports local capabilities to HHQ | 2 | | | | | | | | | |
| 4.1.4. Administration (Expert) | | | | | | | | | | |
| 1. Creates and publishes Ground Transportation enterprise-level guidance and directives | | | | | | | | | | |
| 2. Adjudicates processes to identify impacts on future changes to the DoW, DAF, and procedural guidance | | | | | | | | | | |
| Criteria: Consistency of Application: Able to innovate and formulate strategies; able to model/guide/teach others the competency | | | | | | | | | | |
| 4.1.4.1. Create/Manage 24-3 QTP series | 1 | | | | | | | | | |
| 4.1.4.2. Manage/update AF guidance | 1 | | | | | | | | | |
| 4.1.4.3. Manage/Update Ground Transportation SharePoint | 1 | | | | | | | | | |
| 4.1.4.4. Develop/Manage 2T1 digital learning platform | 1 | | | | | | | | | |
| 4.1.4.5. Utilizes National Defense Strategic documents to develop key objectives and vision (e.g. NDS/NMS/NMSS) | 2 | | | | | | | | | |
| 4.1.4.6. Provides concur/non concur recommendations to the DAF enterprise for Official Use determinations | 2 | | | | | | | | | |
| 4.1.4.7. Coordinate all applicable waivers as required by the career field | 2 | | | | | | | | | |
| 4.1.4.8. Reviews/educates DAF on U.S.C. & Foreign Transportation Policy | 2 | | | | | | | | | |
| 4.1.4.9. Deconflicts logistic policy & guidance across the DoW | 2 | | | | | | | | | |
| 4.1.4.10. Coordinate with appropriate MAJCOM staff to raise SATAF awareness (e.g. A1K, A1M, A4RX, A5/8) | 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 | Core | A | B | C | D | E | A | B | C |
| | | | Training Start | Training Complete | Trainer Initials | Trainer Initials | Certifier Initials | 3-level (* annotates Warfare Task) | 5-level | 7-level |
| 4. SUPPORT FUNCTIONS | | | | | | | | | | |
| 4.2. COMPLIANCE | | | | | | | | | | |
| Description: The evaluation and enforcement of policies and standards | | | | | | | | | | |
| Supporting Competencies: Accountability, Analytical Thinking, Decision Making, Information Seeking | | | | | | | | | | |
| Training References: AFI 90-302, <i>The Inspection System of the Department of the Air Force</i> DAFI 24-301, <i>Ground Transportation</i> DAFI 20-112, <i>Logistics Readiness Quality Assurance Program (LR QA)</i> | | | | | | | | | | |
| 4.2.1. Compliance (Basic) | | | | | | | | | | |
| 1. Interprets roles and responsibilities to comply with established guidance 2. Conducts self-inspections during operations to ensure compliance with guidance | | | | | | | | | | |
| Criteria: Depth of Knowledge: Established practice with some workplace elements | | | | | | | | | | |
| 4.2.1.1. Identifies corresponding guidance & requirements that align with assigned duties (e.g. DAFIs/AFMANs, DoW, Foreign Policy) | 1 | 5 | | | | | | K | K | |
| 4.2.1.2. Explains the fundamental roles and responsibilities of key stakeholders in the work center (e.g. GTOC, GTS, TVO) | 1 | 5 | | | | | | K | K | |
| 4.2.1.3. Utilize guidance aligned with work center operations (e.g. QTPs, DAFI 24-301) | 2 | 5 | | | | | | | P | |
| 4.2.1.4. Utilize guidance aligned for surface movement (e.g. QTPs, T.O., DoDM 4500.36, CFR) | 2 | 5 | | | | | | | P | |
| 4.2.2. Compliance (Intermediate) | | | | | | | | | | |
| 1. Conducts inspections to ensure compliance with standards 2. Documents inspection results and tracks findings to identify strengths or areas of improvement | | | | | | | | | | |
| Criteria: Depth of Knowledge: Established practices of all workplace elements | | | | | | | | | | |
| 4.2.2.1. Utilize appropriate regulations to conduct inspections (DAFIS/DAFMANs/DoW/CFR/DOT/AAMVA/Foreign Policy) | 1 | | | | | | | | | |
| 4.2.2.2. Develops work center inspection checklist(s) (DAFIs/DAFMAN/DoW/Foreign Policy) | 1 | 7 | | | | | | | | P |
| 4.2.2.3. Identify & document inspection findings (e.g. MICT, LEAP, checklist) | 2 | | | | | | | | | |
| 4.2.2.4. Develop course of action plan and/or improvement areas | 2 | | | | | | | | | |
| 4.2.2.5. Recognize and highlight work center strengths and best practices | 2 | 7 | | | | | | | | K |
| 4.2.3. Compliance (Advanced) | | | | | | | | | | |
| 1. Reviews inspection findings to assess organization effectiveness 2. Analyzes trends to determine and develop sustainable solutions 3. Influence courses-of-action to comply with organizational direction 4. Audits assigned checklists to ensure compliance | | | | | | | | | | |
| Criteria: Depth of Knowledge: New practices of all workplace elements | | | | | | | | | | |
| 4.2.3.1. Validate inspection items in system of record (e.g. Self/QA/MICT/UEI) | 1 | 7 | | | | | | | | P |
| 4.2.3.2. Identify inspection findings which require external support for corrections | 1 | 7 | | | | | | | | P |
| 4.2.3.3. Identify repeat discrepancies | 1 | 7 | | | | | | | | P |
| 4.2.3.4. Determine root cause of trends | 2 | 7 | | | | | | | | P |
| 4.2.3.5. Create corrective action plans | 2 | 7 | | | | | | | | P |
| 4.2.3.6. Provide approving authority supporting data | 3 | 7 | | | | | | | | P |
| 4.2.3.7. Advise organization on courses of action | 3 | 7 | | | | | | | | P |
| 4.2.3.8. Validate assigned checklists | 4 | | | | | | | | | |
| 4.2.3.9. Align inspection requirements with organizational mission | 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 | | | |
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| | Behavior March | Core | CHRNE (TOT) ~ | A Training Start | B Training Complete | C Trainee Initials | D Trainer Initials | E Certifier Initials | A (* annotates Wartime Task) | B 3-level | C 5-level | 7-level |
| 4.2.4. Compliance (Expert) 1. Integrates DoW, Department of Transportation, and DAF policy into existing compliance-based programs and platforms 2. Develops and prioritizes inspection requirements to forecast continual evaluation schedules 3. Perform continual evaluation and review data/deficiencies for trends, analysis, and reporting Criteria: Depth of Knowledge: New practices/concepts and theories of all workplace elements; is a credible resource in this area | | | | | | | | | | | | |
| 4.2.4.1. Update/generate self-assessment checklist | 1 | | | | | | | | | | | |
| 4.2.4.2. Create continual evaluation schedule | 2 | | | | | | | | | | | |
| 4.2.4.3. Prioritize inspections with MAJCOM/IG | 2 | | | | | | | | | | | |
| 4.2.4.4. Update/generate KTLs/RILs | 2 | | | | | | | | | | | |
| 4.2.4.5. Execute continual evaluation inspections | 3 | | | | | | | | | | | |
| 4.2.4.6. Inspect virtual inspection platforms | 3 | | | | | | | | | | | |
| 4.2.4.7. Filter career field feedback & align with enterprise policy. (e.g. QTP Updates/Best Practices) | 3 | | | | | | | | | | | |
| 4.3. SAFETY Description: Implementing risk management practices to mitigate occupational hazards. Supporting Competencies: Accountability, Analytical Thinking, Communication, Decision Making Training References: AFI 90-821, Hazard Communication (HAZCOM) Program AFMAN 32-7002, Environmental Compliance and Pollution Prevention DAFI 91-202, The Department of the Air Force (DAF) Mishap Prevention Program DAFM 91-203, Air Force Occupational Safety, Fire, and Health Standards DoDI 6055.04, DoD Motor Vehicle and Traffic Safety | | | | | | | | | | | | |
| 4.3.1. Safety (Basic) 1. Utilizes personal protective equipment to adhere to safety practices 2. Employs risk management procedures to ensure a safe and clean work environment (e.g., housekeeping practices, identify hazard zones, adherence to cautions, warnings, and notes) 3. Complies with guidance to mitigate/prevent unnecessary risks and mishaps while operating government motor vehicles Criteria: Depth of Knowledge: Established practice with some workplace elements | | | | | | | | | | | | |
| 4.3.1.1. Practice safety standards IAW guidance and Environmental Compliance (SDS, OSHA, DOT, pollution prevention/waste minimization) | 1 | 5 | | | | | | | P | P | | |
| 4.3.1.2. Inspect PPE for serviceability | 1 | 5 | | | | | | | P | P | | |
| 4.3.1.3. Demonstrate proper use of PPE | 1 | 5 | | | | | | | P* | P | | |
| 4.3.1.4. Determine situations requiring PPE | 1 | 5 | | | | | | | K* | K | | |
| 4.3.1.5. Identify hazards | 2 | 5 | | | | | | | K* | P | | |
| 4.3.1.6. Locate and utilize safety data sheets (SDS) | 2 | 5 | | | | | | | | P | | |
| 4.3.1.7. Employs operational risk management | 2 | 5 | | | | | | | pk | P | | |
| 4.3.1.8. Locate and review safety board | 2 | 5 | | | | | | | | P | | |
| 4.3.1.9. Apply knock-it-off procedures | 2 | 5 | | | | | | | P | P | | |
| 4.3.1.10. Maintains clean and well-organized work center | 2 | | | | | | | | | | | |
| 4.3.1.11. Operates vehicles/equipment under hazardous conditions | 3 | | | | | | | | pk | | | |
| 4.3.1.12. Identifies route traffic conditions | 3 | 5 | | | | | | | K | P | | |
| 4.3.1.13. Follows local traffic controls | 3 | 5 | | | | | | | P | P | | |
| 4.3.1.14. Report unsafe actions | 3 | | | | | | | | | | | |
| 4.3.1.15. Communicate unsafe conditions | 3 | 5 | | | | | | | | P | | |
| 4.3.1.16. Correct or mitigate risk for unsafe conditions | 3 | 5 | | | | | | | | P | | |

| 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 | | |
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| | Behavior Match | Core | CBRNE (TOT) - Training Start | A Training Complete | B Trainer Initials | C Trainer Initials | D Trainer Initials | E Certifier Initials | A 3-level (* annotates Maritime Task) | B 5-level |
| 4.3.2. Safety (Intermediate) 1. Oversees procedures and maintains equipment to ensure task safety 2. Enforces safety guidance and risk management principles to promote safe working conditions 3. Reports mishaps and elevates safety concerns to address operational risk management Criteria: Depth of Knowledge: Established practices of all workplace elements | | | | | | | | | | |
| 4.3.2.1. Administer asset accountability and serviceability (e.g. Fall Protection) | 1 | 7 | | | | | | | | P |
| 4.3.2.2. Provide serviceable PPE | 1 | | | | | | | | | |
| 4.3.2.3. Provide daily driving conditions | 2 | 5 | | | | | | | P | |
| 4.3.2.4. Disseminate safety directives and publications | 2 | | | | | | | | | |
| 4.3.2.5. Perform safety inspections | 2 | 7 | | | | | | | | P |
| 4.3.2.6. Implement hazard mitigation | 2 | | | | | | | | | |
| 4.3.2.7. Respond to safety mishaps | 3 | 7 | | | | | | | | P |
| 4.3.2.8. Process mishap report | 3 | 7 | | | | | | | | P |
| 4.3.2.9. Notify leadership on safety trends | 3 | | | | | | | | | |
| 4.3.3. Safety (Advanced) 1. Implements safety guidance/programs to prevent future mishaps or loss of assets 2. Evaluates safety training for effectiveness and communicates findings to leadership Criteria: Depth of Knowledge: New practices of all workplace elements. | | | | | | | | | | |
| 4.3.3.1. Build and implement JSTO | 1 | 7 | | | | | | | | P |
| 4.3.3.2. Coordinate with occupational safety offices (e.g. Public health, safety, bio) | 1 | | | | | | | | | |
| 4.3.3.3. Develop and conduct unit safety briefings | 1 | 5 | | | | | | | P | |
| 4.3.3.4. Analyze operational risks | 2 | 7 | | | | | | | | P |
| 4.3.3.5. Analyze and communicate safety trends | 2 | 7 | | | | | | | | P |
| 4.3.3.6. Dissect safety policies | 2 | | | | | | | | | |
| 4.3.4 Safety (Expert) 1. Evaluates safety trends and mishaps to develop and establish safety guidance 2. Surveys and refines risk assessment processes across the total force to meet evolving safety risks Criteria: Depth of Knowledge: New practices/concepts and theories of all workplace elements; is a credible resource in this area. | | | | | | | | | | |
| 4.3.4.1. Formulate safety strategies for enterprise application | 1 | | | | | | | | | |
| 4.3.4.2. Utilize problem solving methods to drive alternate solutions | 1 | | | | | | | | | |
| 4.3.4.3. Disseminate safety guidance/NOTAMS | 2 | | | | | | | | | |
| 4.3.4.4. Aggregate and analyze enterprise and industry safety metrics and information | 2 | | | | | | | | | |
| 4.3.4.5. Leverage problem solving outcomes to strengthen safety program requirements | 2 | | | | | | | | | |
| 4.3.4.6. Conduct applicable safety inspections and evaluations (e.g. SAV, IG) | 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 | | |
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| | Behavior Match | Core | A Training Start | B Training Complete | C Trainer Initials | D Trainer Initials | E Certifier Initials | A 3-level (* annotates Warfare Task) | B 5-level | C 7-level |
| 4.4. SECURITY | | | | | | | | | | |
| Description: The protection of ground transportation activities from unauthorized access and/or disclosure | | | | | | | | | | |
| Supporting Competencies: Accountability, Analytical Thinking, Communication, Creative Thinking | | | | | | | | | | |
| Training References: AFI 10-701, <i>Operations Security (OPSEC)</i> AFTTP 3-2.5, <i>Multi-Service Tactics, Techniques, and Procedures For Chemical, Biological, Radiological, and Nuclear Passive Protection</i> AFTTP 3-4, <i>Airman's Manual</i> AFQTP 24-3-400, <i>Documented Cargo Operations</i> DAFI 17-210, <i>Long Haul Radio Management</i> DAFI 24-301, <i>Ground Transportation</i> DAFMAN 23-300, <i>Materiel Management Procedures</i> Department of the Air Force Public Affairs, <i>Social Media Guide</i> DoDI 5200.48, <i>Controlled Unclassified Information (CUI)</i> DoDI 8560.01, <i>Communications Security (COMSEC) Monitoring</i> DoDM 5200.01, <i>Volume 3, DoD Information Security Program: Protection of Classified Information</i> | | | | | | | | | | |
| 4.4.1. Security (Basic) | | | | | | | | | | |
| 1. Applies security principles and practices to safeguard controlled assets and information 2. Performs inventory of controlled assets to ensure accountability | | | | | | | | | | |
| Criteria: Reach of Influence: Individuals | | | | | | | | | | |
| 4.4.1.1. Maintain sensitive/classified cargo accountability | 1 | 5 | | | | | | K | P | |
| 4.4.1.2. Follow security requirements | 1 | 5 | | | | | | | P | |
| 4.4.1.3. Articulate INFOSEC/OPSEC/COMSEC, cybersecurity principles | 1 | 5 | | | | | | | K | |
| 4.4.1.4. Apply social media discipline | 1 | | | | | | | | | |
| 4.4.1.5. Demonstrate radio discipline | 1 | 5 | | | | | | P* | P | |
| 4.4.1.6. Identify controlled assets and CUI | 2 | 5 | | | | | | | P | |
| 4.4.1.7. Performs asset and CUI accountability | 2 | 5 | | | | | | | P | |
| 4.4.1.8. Conduct facility / yard checks to monitor security IAW governing directives (e.g. DAFIs, local procedures) | 2 | | | | | | | | | |
| 4.4.1.9. Reports security violations and missing assets | 2 | 5 | | | | | | | P | |
| 4.4.2. Security (Intermediate) | | | | | | | | | | |
| 1. Identifies and reports security violations to prevent mishaps 2. Monitors workplace operations to safeguard controlled assets and information | | | | | | | | | | |
| Criteria: Reach of Influence: Work Center/Unit | | | | | | | | | | |
| 4.4.2.1. Identify and report potential security vulnerabilities | 1 | 5 | | | | | | | P | |
| 4.4.2.2. Updates security measures to prevent data spillage (i.e., changing combination locks, building keys, etc.) | 1 | | | | | | | | | |
| 4.4.2.3. Adhere to measures IAW DoDI 5200.48 to prevent security mishaps | 1 | 5 | | | | | | | K | |
| 4.4.2.4. Disseminates local directives to ensure safeguard of assets and information | 1 | | | | | | | | | |
| 4.4.2.5. Safeguard and protect controlled assets (e.g. CTM, security containers, CUI, etc.) | 2 | 7 | | | | | | | | P |
| 4.4.2.6. Locate and interpret governing directives (i.e., DAFIs, FCG) | 2 | | | | | | | | | |
| 4.4.2.7. Maintains asset inventory and accountability logs (e.g. SF 700-702) | 2 | 7 | | | | | | | | P |
| 4.4.2.8. Validate work center security measures meet directives (i.e. DoDIs, DAFIs, Unit OIs, etc.) | 2 | | | | | | | | | |
| 4.4.2.9. Verifies security clearances | 2 | | | | | | | | | |
| 4.4.2.10. Safeguard and protect HIPPA and PII | 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 |
| | Behavior March | | | | | | | | |
| | Core | | | | | | | | |
| | CBRNE (TOT)~ | | | | | | | | |
| | Training Start | | | | | | | | |
| | Training Complete | | | | | | | | |
| | Trainee Initials | | | | | | | | |
| | Trainer Initials | | | | | | | | |
| | Certifier Initials | | | | | | | | |
| | 3-level (* annotates Warlike Task) | | | | | | | | |
| | 5-level | | | | | | | | |
| | 7-level | | | | | | | | |
| 4.4.3. Security (Advanced) | | | | | | | | | |
| 1. Manages assets and information to maintain positive control | | | | | | | | | |
| 2. Provides training to prevent security violations/mishaps | | | | | | | | | |
| Criteria: Reach of Influence: Squadron/Group | | | | | | | | | |
| 4.4.3.1. Creates local policies (e.g. OIs, CI list) | 1 | | | | | | | | |
| 4.4.3.2. Conduct SAVs to ensure compliance with AF & local directives | 1 | | | | | | | | |
| 4.4.3.3. Conduct Command Directed Investigations (CDIs) and Report of Survey (ROS) when appointed | 1 | | | | | | | | |
| 4.4.3.4. Comply with classification, storage, and destruction of sensitive documents or information | 1 | | | | | | | | |
| 4.4.3.5. Manage access to sensitive areas, information, or equipment | 1 | | | | | | | | |
| 4.4.3.6. Gather and interprets violation data for preventative actions | 2 | | | | | | | | |
| 4.4.3.7. Disseminate training to unit personnel to brief security violation trends | 2 | | | | | | | | |
| 4.4.3.8. Ensure unit personnel receive initial and annual refresher training and maintain documentation | 2 | | | | | | | | |
| 4.4.3.9. Liaise with security offices to establish local policy and guidance | 2 | | | | | | | | |
| 4.4.4. Security (Expert) | | | | | | | | | |
| 1. Analyze trends, mishaps, and violations to establish preventative measures | | | | | | | | | |
| 2. Implements plans, policies, and procedures to prevent security violations/mishaps | | | | | | | | | |
| 3. Inspects security programs to ensure compliance | | | | | | | | | |
| Criteria: Reach of Influence: Wing/MAJCOM | | | | | | | | | |
| 4.4.4.1. Identify and disseminate security trends, common mishaps and violations to personnel to prevent reoccurrence | 1 | | | | | | | | |
| 4.4.4.2. Conduct annual review of users and sites in system of record (e.g. OLVIMS, MICT) | 2 | | | | | | | | |
| 4.4.4.3. Disseminates security policy and information | 2 | | | | | | | | |
| 4.4.4.4. Evaluate unit security programs to ensure compliance with DoDI and AF directives | 3 | | | | | | | | |

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 |
|-----------------|-----------------------------------------------------|-----------------------------------------------------|
| JCABP2T131 00AC | Ground Transportation Apprentice | Ft Leonard Wood, MO |
| JCAZT2T171 01AA | Training, Validation, and Operations Examiner | Ft Leonard Wood, MO |
| JCAZP2T171 02AA | Ground Transportation NCOIC | Ft Leonard Wood, MO |
| N/A | Silver Flag RADR Training 2T1X1 Ground Trans (RADR) | Tyndall AFB, FL; Andersen AFB, GU; Ramstein AFB, GE |
| N/A | Silver Flag | Tyndall AFB, FL; Andersen AFB, GU; Ramstein AFB, GE |

3. Exportable Courses

| COURSE NUMBER | TITLE | LOCATION | USER |
|---------------|----------------------------------------------------------------------------------------------------|----------|------|
| MLMW3543 | AF Commercial Motor Vehicle Equivalent (CMVE) Certified Commercial Examiners (CCE) Training Course | Online | DAF |

4. Distance Learning Courses: See additional training and certifications

5. Additional Training and Certifications:

Training:

5.1.1. Threat response Driving Seminar (TRDS), AFOSI operated training primarily for US Air Force drivers of General Officers, individuals operating in Critical to High threat environments, and other senior DoW or government officials. Curriculum includes analysis of terrorist attacks, methods of predicting and preventing attacks; and instinctive driving training that include accident avoidance, high speed driving skills, attack recognition, evasive tactics and off-road driving skills. Comparable training is available through other Services and local law enforcement/training professionals.

5.1.2. Truck Driver Training Programs. Commercial/Contract training opportunities are readily available in most areas. Any commercial driver's license training program should be accredited by an industry standard such as the "Professional Truck Driver Institute."

5.1.3. Towing and Recovery Programs. Similar to the previous reference regarding commercial driver's license training, organizations such as WreckMaster, the International Institute of Towing and Recovery and North American Towing Academy offer towing and recovery training programs.

5.1.4. GSA Fleet Defensive Driving Course. A four-hour online course that presents real-life driving situations and hazards. The course motivates drivers to change their driving habits and behaviors to avoid collisions and traffic violations. For more information visit: <https://gsafleet.gov/resource-center>.

5.1.5. Truck and van driving programs. The National Safety Council offers a four-hour online Professional Truck and Van Driver course Driver Course that addresses the most common causes of truck- related crashes and provides practical knowledge and techniques to avoid collisions and traffic violations. For more information visit: <https://www.nsc.org/safety-training/defensive-driving/nsc-defensive-driving-courses/dc-professional-truck-and-van-driver-courses>.

5.1.6. Financial Management Distributed Learning Center. The Financial Management Distributed Learning Center (FMDLC) offers classes that provide insight regarding how resourcing works for the federal government and military specifically.

5.1.7. LOG 143 – Logistics Readiness Squadron Quality Assurance Evaluator Course. Discusses the concept, policies, and responsibilities of the LRS Quality Assurance Program contained in DAFI 20-112.

5.1.8. Contingency Wartime Planning Course (CWPC). A two-week Air Force program designed to train military personnel in tactical, operational, and strategic planning for contingency and crisis-action scenarios.

5.2. Certifications:

5.2.1. Professional Deployment/Distribution/Transportation Certification Program. This program includes 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/PDDTCP/SitePages/Home.aspx> .

5.2.2. CCAF Instructor Certification Program. Formally recognizes the course instructor's extensive faculty development training, education, practical teaching experience and qualifications required to teach a CCAF course. More information is available at the Air University Credentialing Programs Flight: <http://www.airuniversity.af.mil/Barnes/CCAF/Display/Article/803252/>.

5.2.3. SOLE Designated 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>.

5.2.4. Automotive Service Excellence Automotive Service Consultant. Recognizes work comparable to Ground Transportation Operations Center/Dispatching. This certification addresses customer relations, vehicle component knowledge and basic shop operations. More information is available at <https://ase.com/test-series>.

Section E – MAJCOM Unique Requirements

There are currently no MAJCOM unique requirements. This area reserved

ATTACHMENT 4: CONTINGENCY/EXPEDITIONARY TRAINING REQUIREMENTS

1. Training:

1.1. Readiness Honed-In Operations (RHINO): The base-level Ground Transportation readiness program is designed to organize, train, and equip Total Force Ground Transportation agile combat support forces to meet wartime and contingency requirements. RHINO consists of readiness reporting, Home Station Training, and planning functions. RHINO Manager. Implements RHINO program in accordance with DAFI 24-301 and QTP 24-3-600, Ground Transportation Home Station Training.

1.2. Ground Transportation Home Station Training: Effective Home Station Training is critical to providing fully qualified Ground Transportation personnel capable of accomplishing Ground Transportation home station and deployed responsibilities. Home Station Training challenges members to improve their individual and team capabilities for home station and contingency operations. Ground Transportation military personnel assigned at Wing level, will successfully complete Home Station Training as outlined in DAFI 24-301.

1.3. Rapid Airfield Damage Repair, Ground Transportation Operations (RADR GTO): RADR is an essential element in the rapid projection and application of Joint U.S. Military power to ensure the U.S. can establish airbase operations anywhere on the globe in minimum time. RADR GTO is limited to the handling, delivery and stockpiling (if necessary) of materials from the staging area to the repair site(s). Training is completed as part of Home Station Training per guidance in AFTTP 3-32.18, *RADR Warehouse and Ground Transportation Operations* and QTP 24-3-600, *Ground Transportation Home Station Training*. If not attainable at home station, hands-on RADR training will be conducted at established Silver Flag exercise sites.