

AFSC 2T1X1

**GROUND TRANSPORTATION
CAREER FIELD EDUCATION AND TRAINING PLAN**



MASTER



BASIC



SENIOR

DEPARTMENT OF THE AIR FORCE
Headquarters US Air Force
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Parts I and II
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**CAREER FIELD
EDUCATION AND TRAINING PLAN
GROUND TRANSPORTATION SPECIALTY**

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GROUND TRANSPORTATION
AFSC 2T1X1**

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

Part I

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education/training requirements, training support resources and minimum requirements for this specialty. The CFETP provides a clear career path to success and instills rigor in career field training.

NOTE: Civilians occupying associated positions will use Part II 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 information necessary for overall management of the specialty. Section A explains how everyone will use the plan. Section B identifies career field progression information, duties and responsibilities, training strategies and career field path. Section C associates each level with specialty qualifications (knowledge, education, experience, training and other). Section D indicates resource constraints; some examples include funds, manpower, equipment and facilities. Section E identifies transition training guide requirements for Staff Sergeant through Master Sergeant.

2.2. Part II is used from 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 Logistics Readiness Force Development SharePoint at <https://cs2.eis.af.mil/sites/10826/logr/SiteAssets/fd/prod/index.aspx#/ground-transportation>. 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. Using guidance provided in the CFETP will ensure Ground Transportation personnel receive effective and efficient training at the appropriate point in their careers. This plan will enable us to train today's work force for tomorrow's missions.

ABBREVIATIONS AND TERMS EXPLAINED

Advanced Training (AT). A formal course which provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills/knowledge to enhance their expertise in the career field. Training is for selected career Airmen at the advanced level of the AFS.

Air Force Career Field Manager (AFCFM). An individual, usually a Chief Master Sergeant, on the Air Staff charged with the responsibility for overseeing all training and career field management aspects of an Air Force specialty or group of specialties.

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

Air Force Qualification Training Package (AFQTP). An instructional package designed for use at the unit to qualify or aid qualification, in a duty position or program, or on a piece of equipment. AFQTPs identify the Air Force's standardized method for performing the task. The AFQTP may be printed (paper-based), computer-based or in other audiovisual media.

Career Field Education and Training Plan (CFETP). A comprehensive, multipurpose document encapsulating the entire spectrum of education and training for a career field. It outlines a logical growth plan that includes training resources and is designed to make career field training identifiable, to eliminate duplication, and to ensure this training is budget defensible.

Computer-Based Training (CBT). A stand-alone computer product used to deliver interactive subject and task knowledge.

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

Core Task. Tasks the Air Force Career Field Managers identify as minimum qualification requirements for everyone within an Air Force Specialty Code (AFSC), regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC.

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-, 5- and 7-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 2670, *Total Force Development*.

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 core tasks but are mandatory if identified as “critical” to the individual’s position by the supervisor or work center.

Distance Learning (DL). Includes Video Teleseminar (VTS), Video Tele-training (VTT), and Computer-Based Training (CBT). Formal courses a training wing or contractor develops for export to a field location (in place of in-resident training) for trainees to complete without the on-site support of the formal school instructor. For instance, courses are offered by Air Force Institute of Technology, Air University, and Training Detachment.

Duty Position Task. The tasks assigned to an individual for the position currently held. These include as a minimum all core tasks, critical tasks, and any other tasks assigned by the supervisor.

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

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

Field Technical Training (Type 4 and Type 7). Special or regular on-site training conducted by a Field Training Detachment (FTD) (Type 4) or by a Mobile Training Team (MTT) (Type 7).

Initial Skills Training. Air Force Specialty (AFS)-specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. This training is normally conducted by AETC at one of the technical training centers.

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). An individual responsible for MAJCOM management of an AFS. MAJCOM Functional Manager responsibilities include; coordination with the Career Field Manager, policy development, training and skills management, and career progression at the MAJCOM-level.

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

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

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

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

Qualification Training (QT). Actual hands-on, task performance training designed to qualify an individual in a specific duty position. This portion of the dual channel on-the-job training program occurs both during and after the upgrade training process.

Readiness Training Package (RTP). Establishes standard levels of knowledge and proficiency for common Disaster Preparedness and Readiness subject areas by providing instructors with training references, materials, and lesson objectives used in teaching and evaluating the course subject matter.

Representative Sites. Typical organizational units having similar missions, weapon systems or equipment, or a set of jobs used as a basis for estimating average training capacities.

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

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

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

Specialty Training Standard (STS). Describes skills and knowledge that Airmen in a particular AFS need on the job. It further serves as a contract between the Air Education and Training Command (AETC) and the user to show the overall training requirements for an AFS taught in the resident and nonresident courses.

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

Supplemental Training. Training for a portion of an AFS without a change in Air Force Specialty Code (AFSC). Formal training on new equipment, methods, and technology not suited for on-the-job training.

Training Capacity. The capability of a training setting to provide training on specified requirements, based on the availability of resources.

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.

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

Upgrade Training (UGT). Identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 5-, 7- and 9-skill levels.

Utilization and Training Workshop (U&TW). A forum of the Career Field Manager, MAJCOM Functional Managers, Subject Matter Experts (SMEs), and AETC training personnel that determines career ladder training requirements.

SECTION A - GENERAL INFORMATION

1. Purpose. This Career Field Education and Training Plan provides the information necessary for Air Force Career Field Managers, MAJCOM Functional Managers, commanders, training managers, supervisors, and trainers to plan, develop, manage, and conduct an effective career field training program.

1.1. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training individuals in the AFS should receive in order to develop and progress throughout their career.

1.1.1. Initial skills training is the AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. Normally, this training is conducted by AETC at one of the technical training centers.

1.1.2. Upgrade training identifies the mandatory courses, task qualification requirements and correspondence course completion requirements for award of the 3-, 5-, 7- and 9-skill level. Qualification training is actual hands-on task performance training designed to qualify an Airman in a specific duty position.

1.1.3. Qualification training occurs both during and after the upgrade training process, and is designed to provide the performance skills and knowledge required to do the job.

1.1.4. Advanced Training is formal specialty training used for selected Airmen.

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

1.2. The CFETP has several purposes, to include;

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

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

1.2.3. Lists training courses available in the specialty, identifies sources of training and training delivery methods.

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

2. Uses. The CFETP will be used by supervisors and trainers at all levels to ensure comprehensive and cohesive training programs are available and implemented for each individual in the specialty.

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

2.2. MAJCOM Functional Managers will ensure training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. OJT, resident training, contract training or exportable courses can satisfy identified requirements. MAJCOM-developed training to support this AFS must be identified for inclusion into 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. Each individual will complete the mandatory training requirements specified in this plan. The lists of courses in Part II will be used as a reference to support training.

3. Coordination and Approval. The AF Career Field Manager is the approval authority for the CFETP. Also, the Career Field Manager initiates 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, they will eliminate duplicate training.

SECTION B - CAREER FIELD 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 DoD's 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 DoD Occupational Subgroup: 181100. Refer to Air Force Enlisted Classification Directory (AFECD), Part I.

https://gum-crm.csd.disa.mil/app/answers/detail/a_id/7504/kw/afecd

4.2. Duties and Responsibilities. Refer to AFECD, Part I.

https://gum-crm.csd.disa.mil/app/answers/detail/a_id/7504/kw/afecd

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 and maintains vehicle plans of instruction.

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. Transportation Occupational Badge. The Transportation badge reflects a great history and tradition. By wearing it, you will be recognized by your fellow Airmen as having achieved an expected level of competence. The multitude of transportation professionals before you established this expectation through excellent service in both peace and war. Eligibility criteria for award and wear of Air Force occupational badges can be found in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

4.3.1. Transportation Badge Heraldry. The falcon at the center of the badge is derived from the Triforium Termination Stone Carving dedicated to the United States Air Force Logistics Personnel at the National Cathedral, Washington D.C. on 10 May 1970. The Falcon represents the dedication and devotion to duty of logistics personnel who aid the generation and employment of defense forces across the spectrum of warfare. The Field of 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. Encircling the globe are three arrows running parallel to each other to symbolize the teamwork between all facets of transportation. The globe and arrows symbolize the Air Force Transportation vision statement: Building the world's most effective movement systems to provide global reach for America. The globe represents the span of our systems around the world and into space. The three arrows indicate rapid, responsive movements by all modes of transportation, Land, Sea and Air.

4.3.1.1. Basic Badge. The basic badge is awarded upon successful completion of the Ground Transportation Apprentice course.

4.3.1.2. Senior Badge. The senior badge adds a star to the top of the badge. Wear the senior badge after award of the 7-skill level.

4.3.1.3. Master Badge. The master badge adds a wreath around the star. The master badge is awarded to Master Sergeants or above with 5 years in the specialty from award of the 7-skill level.

5. Skill and Career Progression. Adequate training and timely progression from apprentice (3-skill level) to the superintendent (9-skill level) levels 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. The guidance provided in this part of the CFETP will ensure each individual receives viable training at appropriate points in their career. Supervisors should use feedback sessions to clarify expectations and develop career goals. Inability to advance on skill level after objective evaluation will require retraining to another career field or separation from military service. AFI 36-2561 provides the minimum requirements for skill-level upgrade. Additional considerations are listed below.

5.1. Apprentice (3-Level).

5.1.1. 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.

5.1.2. Utilize the Career Development Course (CDC) and other exportable courses for subject and task fundamentals in the career field.

5.1.3. Once trained and task certified, a trainee may perform the task unsupervised.

5.1.4. After all upgrade training requirements are completed, supervisors and Unit Training Managers (UTM) coordinate upgrade procedures.

5.1.5. All trainees are automatically enrolled in the Community College of the Air Force (CCAF) when awarded their primary AFSC.

5.1.6. Additional information and specific requirements can be found in AFI 2670, *Total Force Development*.

5.2. Journeyman (5-Level).

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

5.2.2. Completion of 100% core task training is prerequisite to award of the 5-level. IAW AFI 36-2670, *Total Force Development*, "Core task training is not required if the training capability does not exist at the assigned base, or another base within the local area. Conversely, core task training is required if the training capability resides in another unit at the same base (unless otherwise directed by the AFCFM). Annotate on the AF Form 623a or automated version the reason core task training was not conducted. There is no requirement to send personnel TDY for core task training." Once the equipment/training is available (PCS, TDY, equipment availability) the core training must be completed.

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

5.2.4. Complete Professional Military Education IAW AFI 36-2670, *Total Force Development*.

5.2.5. Use the Professional Development Guide (PDG) and references provided on our Logistics Readiness Force Development Share Point site to prepare for Weighted Airman Promotion System (WAPS)

5.2.5.1. Specialty Knowledge Testing (SKT) information can be found - In The Know folder.

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

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

5.2.8. Additional information and specific requirements can be found in AFI 36-2670.

5.3. Craftsman (7-Level).

5.3.1. 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.

5.3.2. Completion of 100% core task training is prerequisite to award of the 7-level. IAW AFI 36-2670, “Core task training is not required if the training capability does not exist at the assigned base, or another base within the local area. Conversely, core task training is required if the training capability resides in another unit at the same base (unless otherwise directed by the AFCFM). Annotate on the AF Form 623a or automated version the reason core task training was not conducted. There is no requirement to send personnel TDY for core task training.” Once the equipment/training is available (PCS, TDY, equipment availability) the core training must be completed.

5.3.3. Must complete, as a minimum, twelve months OJT before award of the 7-level.

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

5.3.5. Continue academic education through CCAF and higher degree programs is encouraged.

5.3.6. Complete Professional Military Education IAW AFI 36-2670.

5.3.7 Use the Professional Development Guide (PDG) and references provided on our Logistics Readiness Force Development Share Point site to prepare for Weighted Airman Promotion System (WAPS)

5.3.7.1 Specialty Knowledge Testing (SKT) information can be found - In The Know folder.

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

5.3.9. Additional information and specific requirements can be found in AFI 36-2670.

5.4. Superintendent. (9-Level).

5.4.1. A superintendent can be expected to fill positions such as section NCOIC, flight chief and various staff positions.

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

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

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

5.4.5. Complete Professional Military Education IAW AFI 36-2670.

5.5. Chief Enlisted Manager (CEM).

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

5.5.2. Complete Professional Military Education IAW AFI 36-2670, *Total Force Development*.

6. Training Decisions. 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. The following decisions were made as a result of close coordination between technical training course development, school house, field SMEs, functional managers and the AFCFM. The final training requirements are then approved by the Career Field Manager.

6.1. 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, additions, and deletions; modifications were made to the course based on contingency requirements and lessons learned. Changes were made to task proficiency codes to allow inclusion of the new training items without extending the course length. The intent is that all Ground Transportation Airmen will be able to “support the warfighter” within five duty-days of arrival at their first duty station. Training focused on bus, forklift and van can significantly benefit the mobility machine process.

6.2. 5-Level Upgrade Training Requirements. This training is conducted using a combination of two training packages; OJT (minimum 12 months) coupled with the 2T151 CDC. Existing 5-level CDCs were reviewed and updated to ensure necessary information in support of contingency operations and lessons learned were included. Unit or mission-specific skills and knowledge are locally determined and taught. The 5-level Journeyman is the core warfighter requirement for service members. This meets the Ground Transportation goal of “be the warfighter”.

6.3. 7-Level Upgrade Training Requirements. Craftsman training is conducted using a combination of OJT (minimum 12 months), coupled with the 2T171 CDCs. The 7-level CDCs were reviewed and updated to ensure necessary information in support of contingency operations and lessons learned. In conjunction with promotion to Noncommissioned Officer, the upgrade to craftsman formally establishes the service member as a frontline supervisor. Staff Sergeants, as craftsman, are charged with the first level of embedded supervision, working side by side with subordinates in executing the primary service delivery.

6.4. Proficiency Training. Any additional knowledge and skill requirements not taught through initial skills or upgrade training are assigned as continuation training. The purpose of continuation training is to provide training exceeding minimum upgrade training requirements with emphasis on present and future duty positions.

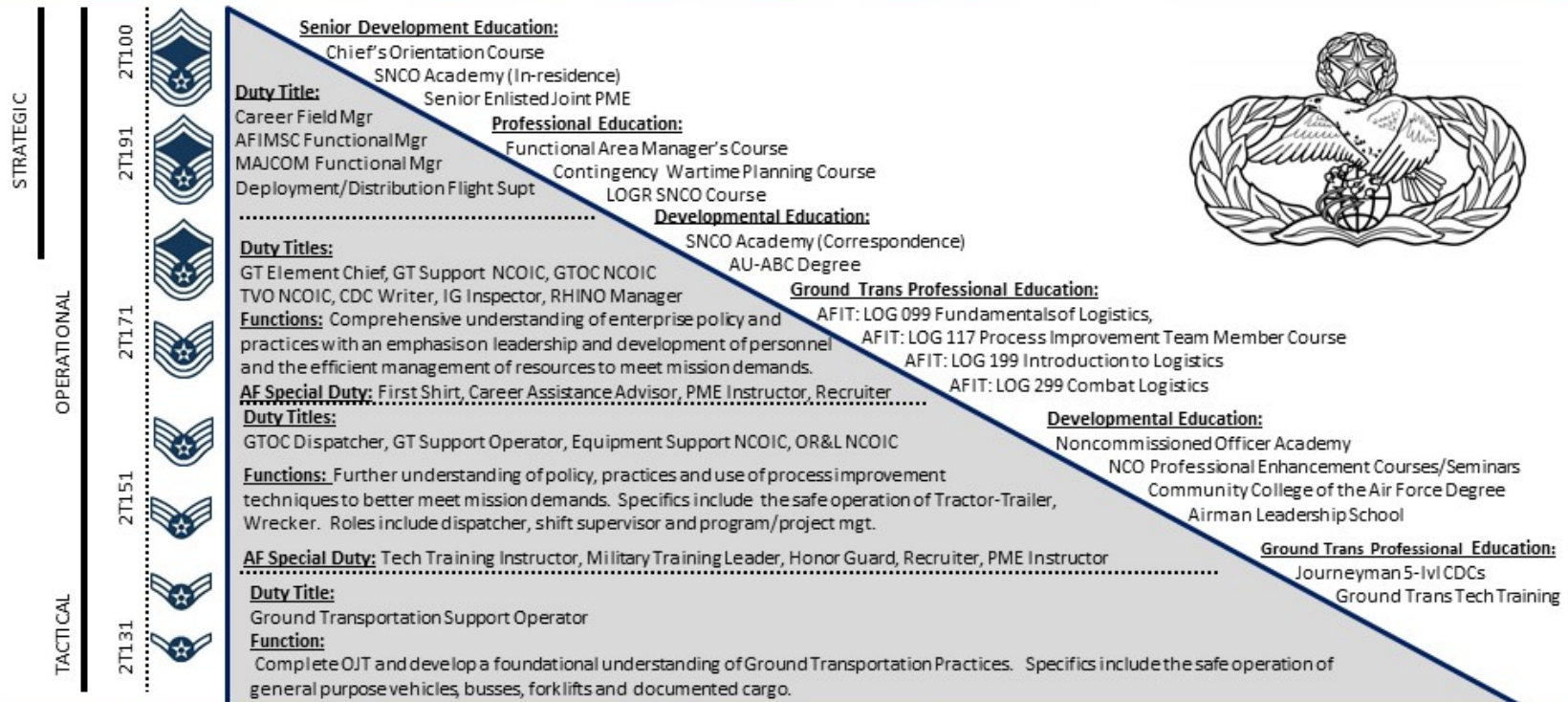
7. Community College of the Air Force (CCAF) Academic Programs. Enrollment in the CCAF occurs upon completion of Basic Military Training and provides the opportunity to obtain an Associate in Applied Sciences degree and other professional credentialing programs. More information can be found at <http://www.au.af.mil/au/ccaf/certifications.asp>.

7.1. Associate in Applied Sciences Degree Requirements. The Transportation Associates Degree (1ATY) applies to this AFSC. Prior to completing CCAF associate degree requirements, the 5-level must be awarded as well as the requirements established in the corresponding CCAF catalog. More information can be found at <http://www.au.af.mil/au/ccaf/>.

7.2. Professional credentialing programs. More information can be found at <http://www.au.af.mil/au/ccaf/certifications.asp>.

8. Career Field Path. AFI 2670, *Total Force Development*, provides general information regarding career development. The following chart is Ground Transportation (2T1) specific:

GROUND TRANSPORTATION (2T1) HUMAN CAPITAL STRATEGIC PATH



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

9. 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 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, Section A and B of this CFETP.

10. Specialty Qualification. This information will be located in the official specialty description in AFECD.
https://mypers.af.mil/app/answers/detail/a_id/7504/kw/afecd/r_id/100169

10.1. Apprentice (3-Level) Training Requirements.

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

10.1.1.1. 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.

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

10.1.1.3. 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.

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

10.1.1.5. Additional Items. Refer to the AFECD for additional requirements,
https://mypers.af.mil/app/answers/detail/a_id/7504/kw/afecd/r_id/100169

10.1.2. Training Sources and Resources.

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

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

10.1.2.3. Training Business Area (TBA). A web-based application providing Air Force War fighters with global, real-time visibility into the technical qualifications, certifications and training status of logistics, communications and information professionals Air Force wide. TBA supports base, wing and work center level training management activities by automating training management business processes. Information concerning TBA can be found on the TBA the Air Force Portal.

10.1.3. Implementation.

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

10.2. Journeyman (5-Level) Training Requirements.

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

10.2.1.1. 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.

10.2.1.2. Education. N/A

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

10.2.1.3.1. Completion of 5-skill level CDCs.

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

10.2.1.3.3. 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.

10.2.1.4. Experience.

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

10.2.1.4.2. 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.

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

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

10.2.2. Training Sources and Resources.

10.2.2.1. CDC 2T151, Ground Transportation.

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

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

10.2.2.4. Training Business Area (TBA). A web-based application providing Air Force War fighters with global, real-time visibility into the technical qualifications, certifications and training status of logistics, communications and information professionals Air Force wide. TBA supports base, wing and work center level training management activities by

automating training management business processes. Information concerning TBA can be found on the TBA the Air Force Portal.

10.2.3. 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.

10.3. Craftsman (7-Level) Training Requirements.

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

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

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

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

10.3.1.3.1. Completion of 7-skill level CDCs.

10.3.1.3.2. 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.

10.3.1.3.3. 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.

10.3.1.4. Experience.

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

10.3.1.4.2. 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.

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

10.3.2. Training Sources and Resources.

10.3.2.1. CDC 2T171, Ground Transportation Craftsman

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

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

10.3.2.4. Training Business Area (TBA). A web-based application providing Air Force War fighters with global, real-time visibility into the technical qualifications, certifications and training status of logistics, communications and information professionals Air Force wide. TBA supports base, wing and work center level training management activities by automating training management business processes. Information concerning TBA can be found on the TBA the Air Force Portal.

10.3.3. 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.

10.4. Superintendent (9-Level) Training Requirements.

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

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

10.4.1.2. Education.

10.4.1.2.1. Completion of applicable CCAF degree is desirable.

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

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

10.4.1.4. Experience.

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

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

10.4.2. Training Sources and Resources.

10.4.2.1. In-residence Senior NCO Academy located at Maxwell AFB, Gunter Annex AL.

10.4.2.2. Senior NCO Academy correspondence course.

10.4.2.3. Training Business Area (TBA). A web-based application providing Air Force War fighters with global, real-time visibility into the technical qualifications, certifications and training status of logistics, communications and information professionals Air Force wide. TBA supports base, wing and work center level training management activities by automating training management business processes. Information concerning TBA can be found on the TBA the Air Force Portal.

10.4.3. Implementation.

10.4.3.1. 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.

10.5. Chief Enlisted Manager.

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

10.5.1.1. 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.

10.5.1.2. Training. N/A

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

10.5.2. Training Sources and Resources. N/A

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

SECTION D - RESOURCE CONSTRAINTS

11. 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.

11.1. Apprentice Level Training: None

11.2. Journeyman Level Training. None

11.3. Craftsman Level Training. None

Section E – TRANSITIONAL TRAINING GUIDE

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

PART II

SECTION A – SPECIALTY TRAINING STANDARD

1. Specialty Training Standard (STS). The STS will be used for technical training.

2. Purpose. As prescribed in AFI 36-2670, this STS:

2.1. Lists in Column 1 (*Tasks, Knowledge, and Technical References*) the most common tasks, knowledge and Technical References (TR) necessary for Airmen to perform duties in the 3-, 5- and 7-skill level.

2.2. Column 2 (*Core Tasks*) identifies core tasks (specialty-wide training requirements) by a (5) or a (7) in the 5-skill level column or in the 7-skill level column. As a minimum, trainees must complete hands-on certification on appropriate 5 or 7-skill level core and critical tasks for skill-level upgrade.

2.2.1. All tasks in the 3-level course column are considered wartime tasks. In response to a wartime scenario, these tasks will be taught in the 3-level course in a streamlined training environment.

2.3. Provides certification for OJT. Column 3 is used to record completion of task and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. Task certification must show a training completion date and initials of the trainee, trainer and certifier. All non-core tasks require training completion date and initials of the trainee and trainer only.

2.4. Shows formal training and correspondence course requirements. Column 4 shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task and knowledge provided by the initial skills and craftsman courses and the career knowledge provided by the correspondence course. See the unit education and training manager for current CDC listings.

2.5. Qualitative Requirements. Attachment 1 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and career development courses.

2.6. Tasks. Tasks are identified on the Job Qualification Standard (JQS) for on-the-job training when placed in AF Form 623, *Individual Training Record Folder* and used according to AFI 36-2670. For OJT, the tasks in Column 1 are trained and qualified to the “go” or “no go” level. “Go” means the individual can perform the task without assistance and meets local requirements for accuracy, timeliness and correct use of procedures. “No Go” means the individual is unable to perform the task without assistance and does not meet local requirements for accuracy, timeliness and correct use of procedures. When used as a JQS, the following requirements apply:

2.6.1. Documentation. Document and certify completion of training.

2.6.1.1. 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. Upon publication of a new CFETP, use the following procedures to transcribe:

2.6.1.2. Use the new CFETP to identify past and current training requirements and to transcribe qualifications from the previous CFETP.

2.6.1.3. For tasks previously certified and required in the current duty position, circle the subparagraph number next to the task statement and enter the current date in the completion column. Trainee initials in the trainee column and the current task certifier or supervisor/trainer initials in the trainer column.

2.6.1.4. For tasks previously certified but not required in the current duty position (do not circle), transcribe only the previous certification date (no initials). If the task later becomes required in the duty position, recertify using current dates and initials.

2.6.1.5. Annotate the AF Form 623a, *On-The-Job Training Record Continuation Sheet*, (for example; “I certify the information contained in the CFETP dated XX was transcribed to the CFETP dated XX, and the trainee was given the superseded CFETP.” Signed and dated by supervisor and trainee).

2.6.1.6. Identify current duty position requirements by circling the subparagraph number or letter next to the task statement. Additionally, all core tasks marked either a (5) (7) should be circled. Document task completion by annotating columns 3A, 3B, 3C, 3D and 3E as appropriate.

NOTE: All entries shall be made in pencil unless documented electronically.

2.6.1.7. Documenting Career Knowledge. When a CDC is not available, the supervisor identifies STS training references the trainee requires for career knowledge IAW AFI 36-2670 and ensures, as a minimum, trainees cover all mandatory items. For two-time CDC exam failures, the unit commander will take appropriate action IAW AFI 36-2670. NOTE: Career knowledge must be documented prior to submitting a CDC waiver.

2.6.1.8. Decertification and Recertification. When an Airman is found to be unqualified on a task, the supervisor shall erase previous certification and enter Airman into qualification training. Appropriate remarks are entered on the AF Form 623a, *On-The-Job Training Record Continuation Sheet*, as to the reason for decertification. The individual is recertified using the normal certification process.

2.7. The STS is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (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. WAPS is not applicable to the Air National Guard or Air Reserve Forces.

SECTION B – COURSE OBJECTIVE LIST

3. Measurement. Measurement of each objective is indicated as follows: “**W**” indicates task or subject knowledge which is measured using a written test. “**PC**” indicates required task performance which is measured with a performance progress check. “**PC/W**” indicates separate measurement of both knowledge and performance elements using a written test and a performance progress check.

4. Standard. The standard is 70% on written examinations. Standards for performance measurement are indicated in the objective and delineated on the individual progress checklist. Instructor assistance is provided as needed during the progress check and students may be required to repeat all or part of the behavior until satisfactory performance is attained.

5. Proficiency Level. Most task performance is taught to the “2b” proficiency level which means the student can do most parts of the task, but does need assistance on the hardest parts of the task (partially proficient). The student can also determine step-by-step procedures for doing the task.

6. Course Objective List. A detailed listing of initial skills course objectives may be obtained by contacting the school house Training Manager, at DSN 736-2772, Comm (940) 676-2772 or 364 TRS/TRR, 511 9th Ave STE 1, Sheppard AFB TX, 76311-2338.

SECTION C – SUPPORT MATERIALS

5. There are currently no support materials requirements. This area is reserved.

SECTION D – TRAINING COURSE INDEX

6. Purpose. This section of the CFETP identifies training courses available for the Ground Transportation specialty. Refer to the Education and Training Course Announcement (ETCA) website at <https://etca.randolph.af.mil> for complete information on the Air Force in-resident and distance learning courses.

7. Air Force In-Residence Courses at Fort Leonard Wood (FLW), Missouri

Course Number	Course Title	Location
JCABP2T131 00AB	Ground Transportation Apprentice	FLW, MO
JCAZT2T171-01AA	TVO Examiner (see page 33)	FLW, MO
JCAZP2T171-02AA	Ground Transportation NCOIC (see page 33-34)	FLW, MO

8. Distance Learning Courses
See Additional Training and Certifications.

9. Air Force Career Development Academy (AFCDA)
<https://www.airuniversity.af.edu/Barnes/AFCDA>

Course Number	Course Title	Volumes
CDC 2T151	Ground Transportation Journeyman	3
CDC 2T171	Ground Transportation Craftsman	1

10. Additional Training and Certifications

10.1 Training:

10.1.1. 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 DoD or government officials. Curriculum includes analysis of terrorist attacks, methods of predicting and preventing attacks; and instinctive driving training that includes 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.

10.1.2. 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.”

10.1.3. 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.

10.1.4. 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: www.gsa.gov/fleetdrivethru.

10.1.5. GSA Professional Truck Driver Course. A four-hour online 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: www.gsa.gov/fleetdrivethru.

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

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

10.2. Certifications:

10.2.1. Professional Manager Certification. A credentialing program that recognizes an advanced level of education, experience and professional Air Force accomplishments. More information is available on the Air University page at: <http://www.airuniversity.af.mil/Barnes/CCAF/Display/Article/803252/>

10.2.2. Professional Deployment/Distribution/Transportation Certification Program. This program include transportation, packaging, cargo scheduling, and dispatching of materials, support services, and personnel in response to customer requirements to move and sustain the force. More information is available on the Logistics Professional Development Program SharePoint: <https://cs2.eis.af.mil/sites/10352/SitePages/Home.aspx>

10.2.3. 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/>

10.2.4. 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>.

10.2.5. 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 <http://www.ase.com/Tests/ASE-Certification-Tests.aspx>

SECTION E – MAJCOM UNIQUE REQUIREMENTS

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

12. Recommendations. Comments and recommendations are invited concerning the quality of training AETC graduates receive. Reference specific STS paragraphs and address correspondence regarding changes to 782 TRG/TGAV, 620 9th Avenue, Suite 3, Sheppard AFB TX 76311-2268. A customer service information line has been installed for the supervisor's convenience to identify graduates who may have received over or under training on task/knowledge items listed in this training standard. For a quick response to problems, call our customer service information line at DSN: 736-2574 or email csil@sheppard.af.mil.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

LINDA S. HURRY, Brig Gen, USAF
Director of Logistics
DCS/Logistics, Engineering & Force Protection

2T171 Commercial Motor Vehicle Equivalent Examination CTS

<u>1. TRAINING, VALIDATION AND OPERATIONS:</u>	<u>Proficiency Code</u>
1.1. Develop Over-the-Road Evaluations	3c
1.2. Administer Over-the-Road Evaluations	3c

2T171 NCOIC of Ground Transportation CTS

<u>1. Ground Transportation NCOIC Responsibilities:</u>	<u>Proficiency Code</u>
1.1. Manage Commander, Distribution Managers/Customer Expectations	3c
1.2. NCOIC Responsibilities	C
1.3. Review Operating Instructions (OI)	3c
1.4. Support Agreements	C
1.5. 2T1 IMSC and CFM Support Roles	C
<u>2. Ground Transportation Operations Center (GTOC):</u>	
2.1. Verify OLVIMS database accuracy	3c
2.2. Review OLVIMS Reports	3c
<u>3. Ground Transportation Operations Center (GTOC) Support:</u>	
3.1. Develop Work Schedule (Daily/Monthly)	2b
3.2. Implement/De-conflict Crew Rest Cycles vs. Requirements	3c
3.3. Conduct Analysis and Validate/Audit	3c
<u>4. Ground Transportation TVO Responsibilities:</u>	
4.1. Perform Ground Transportation TVO Responsibilities	2b

5. Official Use of Motor Vehicles, Policy:

- 5.1. Vehicle Misuse Program C
- 5.2. Make Official Use Determinations 3c

6. Time Management & Process Improvement:

- 6.1. Time Management, Process Improvement, & Business Practices C

7. Mobility/Contingency Operations:

- 7.1. AEF Concept/Fundamentals C
- 7.2. Rapid Airfield Damage Repair (RADR) Operations/Schedule C

8. Manpower:

- 8.1. Manage Work Center Manpower 3c

9. Budget:

- 9.1. Manage Work Center Budget 3c

PROFICIENCY CODE KEY

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

Proficiency Code Key		
	Scale Value	Definition: The individual
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited)
	2	Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)
*Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (Nomenclature)
	b	Can determine step by step procedures for doing the task. (Procedures)
	c	Can identify why and when the task must be done and why each step is needed. (Operating Principles)
	d	Can predict, isolate, and resolve problems about the task. (Advanced Theory)
**Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (Facts)
	B	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (Analysis)
	D	Can evaluate conditions and make proper decisions about the subject. (Evaluation)

Explanation

* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)

** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.

- This mark is used alone instead of a scale value to show no proficiency training is provided in the course or CDC.

X This mark is used alone in the course columns to show training is required but not given due to limitations in resources.

+ This mark is used alone in the Qualification Training Package (QTP) column to show that a QTP has been established and is required for training.

NOTE: All tasks and knowledge items shown with a proficiency code are war time training requirements.

QUALITATIVE REQUIREMENTS

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2T1X1 Specialty Training Standard (STS)

1. Tasks, Knowledge And Technical References		2. Core Tasks		3. Certification For OJT					4. Proficiency codes used to indicate training/information provided				
				A	B	C	D	E	3 Lvl		5 Lvl		7 Lvl
		5	7	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(1) CDC	(2) QTP	(1) CDC	(2) QTP
1.	ORGANIZATION AND MISSION TR: AFI 24-301, AFI 36-2670, AFI 38-101 Figure 3.23, AFDD1, JP 4-0, Chapter 3 and AFECD												
1.1.	Organizational structure								A	A		B	
1.2.	Duties of the Air Force Specialty Code (AFSC)								A	B		B	
1.3.	Hazards of the Air Force Specialty Code (AFSC)								A	B		B	
1.4.	Logistics doctrine								-	A		B	
1.5.	Career progression								A	B		B	
2.	GROUND TRANSPORTATION ORGANIZATION AND RESPONSIBILITIES TR: AFI 24-301												
2.1	Deployment & Distribution Flight												
2.1.1	Duties of the Deployment & Distribution Flight								-	-		-	
2.1.2	Responsibilities of the Deployment & Distribution Flight								-	A		B	
2.2	Distribution Section												
2.2.1	Duties of the Distribution Section Chief								-	-		-	
2.2.2	Responsibilities of the Distribution Section Chief								-	A		B	
2.3	Ground Transportation Leadership Team												
2.3.1	Duties of the Ground Transportation Leadership Team								A	-		-	
2.3.2	Responsibilities of the Ground Transportation Leadership Team												
2.3.2.1	Responsibilities								-	A		-	
2.3.2.2	Perform Ground Transportation Leadership Team responsibilities								-	-		b	
2.3.2.3.	Develop installation transportation plans/schedules		7						-	a		c	
2.3.2.4.	Review Operating Instructions (OI)								-	-		b	
2.3.2.5.	Conduct management analyses								-	-		b	
2.3.2.6.	Support Agreements								-	-		B	
2.3.2.7.	Conduct Self-Assessments/Inspections		7						-	-		b	
2.4	Ground Transportation Operations Center (GTOC)												
2.4.1	Fundamentals								A	B		B	
2.4.2	Duties of the NCOIC, GTOC								A	B		B	

2T1X1 Specialty Training Standard (STS)

2.4.3	Responsibilities of the NCOIC, GTOC								-	B		B	
2.4.4	Duties of the GTOC Dispatcher								A	B		B	
2.4.5	Responsibilities of the GTOC Dispatcher								-	B		B	
2.4.6	Duties of the GTOC TR: AFI 24-301, AFI 24-302, AFI 33-364, AFI 33-363, IEMP 10-2, QTP 24-3-100, T.O. 36-1-191, AF Form 868, AF Form 1800, AF Form 869, OLVIMS User Manual, and Federal Highway Administration publications http://www.fhwa.dot.gov/resources/pubstats/												
2.4.6.1	Maintain Log of Events		7						-	b		-	
2.4.6.2	Develop/plan transportation support for special projects (airshows, open houses, etc.)								-	-		b	
2.4.6.3	Vehicle Dispatch Process								A	-	+	-	+
2.4.6.4	OLVIMS Dispatch Module Fundamentals								A	-	+	-	+
2.4.6.5	Receive/validate request for ground transportation support		7						-	b		b	
2.4.6.6	Input request into automated dispatch system	5							-	-	+	-	+
2.4.6.7	Standard categories of support								-	-	+	-	+
2.4.6.8	Prioritize/select most economical method for vehicle support	5							-	-	+	-	+
2.4.6.9	Coordinate daily requirements with Ground Transportation Support		7						-	a		b	
2.4.6.10	Validate operator licenses	5							-	b		-	
2.4.6.11	Issue non-availability notices								-	a		-	
2.4.6.12	Evaluate requests for extended use								-	a		b	
2.4.6.13	Document AF Form 868	5							-	-	+	-	+
2.4.6.14	Identify road permit requirements								-	a		-	
2.4.6.15	Coordinate road permits								-			b	
2.4.6.16	Dispatch Vehicle and/or Operator	5							-	b		-	
2.4.6.17	Accuracy of Future and Historical Workload Data								-	A		B	
2.4.6.18	Conduct Analysis and Validate/Audit		7						-			b	
2.4.6.19	Maintain AF Form 1800, Vehicle Operator Inspection Guide and Trouble Report								-	a		b	
2.4.6.20	Process reimbursable services								-	a		b	
2.4.6.21	Coordinate with Base Operations/Command Post								-	-		-	
2.4.6.22	Emergency/Contingency Checklists												
2.4.6.22.1	Emergency/Contingency Checklists Familiarity								-	A			
2.4.6.22.2	Execute Emergency/Contingency Checklists	5							-	a		-	
2.4.6.22.3	Develop/Maintain Emergency/Contingency Checklists		7						-	-		b	
2.4.6.23	Recall personnel								-	a		-	

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2.4.6.24	Vehicle Recall Procedures (Minimum Essential List (MEL)/Priority Recall List)								-	A		-	
2.4.6.25	Fleet Service/GSA Card								A	A		-	
2.4.6.26	Verify GSA/Fleet Service Card Receipts								-	b		-	
2.4.6.27	Conduct shift change briefings		7						-	b		-	
2.4.6.28	Maintain accountability of controlled items (fleet service cards, toll tickets, bridge pass, keys, radios, cell phones)	5							-	b		-	
2.5.	Protocol Support TR: AFI 24-301, AFMAN 24-306, AFI 34-1201, AFPAM 34-1202; AFPD 24-3, AFPD 34-12, T.O. 36-1-191, and Local Directives												
2.5.1	Purpose of Protocol								A	-		-	
2.5.2	Perform Protocol Support								1a	-		-	
2.5.3	Distinguished Visitor (DV) Support								-	A		-	
2.5.4	Vehicle operator customs & courtesies								-	A		-	
2.5.5	Proper vehicle marking (Plates and flags)								-	A		-	
2.5.6	Route reconnaissance/Practice Run								-	A		-	
2.5.7	Protocol Coordination								-	A		-	
2.5.8	Anti-terrorism/Evasive Driving								-	-		-	
2.6.	Documented Cargo Operations TR: DoD 4100.39R-M, Federal Logistics Information System Website (FEDLOG), AFI 23-101, AFH 23-123, AFI 24-301, AFI 32-7086, AFMAN 23-122, Integrated Logistics System-Supply (ILS-S) User's Guide, AFQTP 24-3-400, and Local Directives												
2.6.1	Fundamentals								A	-	+	-	+
2.6.2	Role of Accountable Officer								-	-	+	-	+
2.6.3.	Responsibilities:												
2.6.3.1	Documented Cargo Operations												
2.6.3.1.1	Deliver documented cargo	5							-	-	+	-	+
2.6.3.1.2	Due-In From Maintenance (DIFM)								-	-	+	-	+
2.6.3.1.3	Time Definite Delivery (TDD)								-	-	+	-	+
2.6.3.1.4	Priorities								-	-	+	-	+
2.6.3.1.5	Mission Capable (MICAP)								-	-	+	-	+
2.6.3.1.6	Item refusal								-	-	+	-	+
2.6.3.1.7	Asset accountability for Documented Cargo Operations/Accountable Document Turn-in								-	-	+	-	+
2.6.3.2.	Materiel Management												
2.6.3.2.1	Document Listings												

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2.6.3.2.1.1	Delivery Destinations								-	-	+	-	+
2.6.3.2.1.2	Unit Point of Contact (POC) Listing								-	-	+	-	+
2.6.3.2.1.3	Classified Receipt Listing								-	-	+	-	+
2.6.3.2.1.4	Equipment Custodian Listing								-	-	+	-	+
2.6.3.2.1.5	Delinquent Document Report (DDR) R-14								-	-	+	-	+
2.6.3.2.1.6	Reconcile Delinquent Document Report (DDR) R-14								-	-	+	-	+
2.6.3.2.1.7	Document Control								-	-	+	-	+
2.6.3.2.2	Documents TR: DTR 4500.9-R, Part II, DD Form 1348-1A, DD Form 1348-6, DD Form 1907, and AF Form 2005												
2.6.3.2.2.1	DD Form 1348-1A								-	-	+	-	+
2.6.3.2.2.2	DD Form 1348-6								-	-	+	-	+
2.6.3.2.2.3	AF Form 2005								-	-	+	-	+
2.6.3.2.2.4	Source Documents								-	-	+	-	+
2.6.3.2.3	Special Handling Assets/Types TR: DoD(I) 5210.42, DoDM 5100.76 – Enclosure 7, AFI 20-110, AFPD 13-5, DD Form 626 and Local Directives												
2.6.3.2.3.1	Nuclear Weapons Related Materiel (NWRM)								-	-	+	-	+
2.6.3.2.3.2	Classified Assets								-	-	+	-	+
2.6.3.2.3.3	Electrostatic Discharge Items								-	-	+	-	+
2.6.3.2.3.4	Controlled Cryptographic Item (CCI)								-	-	+	-	+
2.6.3.2.3.5	Communication Security (COMSEC)								-	-	+	-	+
2.6.3.2.3.6	Weapons								-	-	+	-	+
2.6.3.2.3.7	Sensitive								-	-	+	-	+
2.6.3.2.3.8	Serialized control items								-	-	+	-	+
2.6.3.2.3.9	Health Hazards								-	-	+	-	+
2.7.	Ground Transportation Support TR: AFI 24-301												
2.7.1	Fundamentals								A	B		-	
2.7.2	Assign qualified personnel to meet mission requirements	7							-	-		b	
2.7.3	Develop work schedules (Daily/Monthly)	7							-	-		b	
2.7.4	Crew rest/work cycles								-	B		B	
2.7.5	Implement/de-conflict crew rest cycles vs. requirements	7							-	-		b	
2.7.6	Conduct risk analysis to obtain crew rest waiver	7							-	-		b	
2.7.7	Roll Call								-	-		A	
2.8.	Equipment Support Section TR: AFI 24-301, AFI 32-7086, and AFMAN 24-306												
2.8.1	Fundamentals								A	B		-	
2.8.2	Vehicle Control Official (VCO)								-	-		-	
2.8.3	Facility Management								-	-		-	

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2.8.4	Tools and Auxiliary Equipment								-	B		-	
2.8.5	Maintain trip kits								-	-		-	
2.8.6	HAZMAT program management								-	-		-	
2.8.7	GMV automotive care center (wash rack)								-	A		A	
2.8.8	Manage equipment life cycle								-	-		b	
2.8.9	Manage stock levels/re-order points								-	-		b	
2.8.10	Vehicle Telematics								-	-		-	
2.8.11	Turn-in vehicle to repair facility	5							b	b		-	
2.8.12	Report vehicle status to GTOC	5							b	-		-	
2.8.13	Inspect vehicles released from repair facility	5							b	b		-	
2.9.	Training, Validation and Operations (TVO) TR: AFI 36-2101, AFI 36-2670, AFI 24-301, AFECD, and TBA User Guide												
2.9.1	Fundamentals								A	-	+	-	+
2.9.2	Commercial Motor Vehicle Equivalent Examinations TR: Standardized Vehicle Lesson Plans & FMCSA Website (https://www.fmcsa.dot.gov/registration/commercial-drivers-license/military)												
2.9.2.1.	Develop written tests								-	-		b	
2.9.2.2.	Administer written tests								-	-		b	
2.9.2.3.	Develop over-the-road evaluations								-	-		b	
2.9.2.4.	Administer over-the-road evaluations								-	-		b	
2.9.3.	2T1XX Training Program TR: AFI 24-301, AFI 36-2670, and AFQTP 24-3-600												
2.9.3.1	Training Program Management								-	-		B	
2.9.3.2	Develop Training Programs								-	-		b	
2.9.3.3	Conduct training	7							-	b		b	
2.9.3.4	Qualification Training Package (QTP)								A	B		B	
2.9.3.5	Training records (manual/automated)								-	A		B	
2.9.3.6	Document training (manual/automated)	7							-	b		b	
2.9.3.7	Counsel trainees on their progress	7							-	a		b	
2.9.3.8	Training program evaluation								-	-		B	
2.9.3.9	Specialty Training Standard (STS)								-	A		B	
2.9.3.10	Job Qualification Standard (JQS)								-	A		B	
2.9.3.11	Master Task Listing (MTL)								-	A		B	
2.9.3.12	Master Training Plan (MTP)								-	A		B	
2.9.3.13	Track qualification training status								-	a		b	

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2.9.3.14	Monitor upgrade training (UGT) status		7						-	a		b	
2.9.3.15	Readiness Honed IN Operations/Home Station Training								-	-	+	B	
2.10.	Operator Records and Licensing TR: AFI 24-301, AFMAN 24-306, AF Form 170, AF Form 170B, AF Form 171, AF Form 870, AF Form 2293, AF Form 2296, and AFQTP 24-3-300												
2.10.1	Fundamentals								A	-	+		+
2.10.2	OLVIMS Licensing Module Fundamentals								-	-	+	-	+
2.10.3	Initiate/Maintain AF Form 171								-	-	+	-	+
2.10.4	Create or update AF Form 2296, Operator Information Record		7						-	-	+	-	+
2.10.5	Issue AF Form 2293, USAF Motor Vehicle Operator ID Card		7						-	-	+	-	+
2.10.6	Perform Expired License Listing Reconciliation								-	-	+	-	+
2.10.7	Initiate Trainer Background Check								-	-	+	-	+
2.10.8	Validate Unit Vehicle Trainer List								-	-	+	-	+
2.10.9	Validate/Coordinate Vehicle Lesson Plan Listing								-	-	+	-	+
2.10.10	Maintain Vehicle Lesson Plan Listing								-	-	+	-	+
2.10.11	Reconcile Unit Vehicle Trainer/Lesson Plan Listings against Master Vehicle Report (MVR)								-	-	+	-	+
2.10.12	Coordinate License Suspension or Revocation with Security Forces								-	-	+	-	+
2.10.13	Perform Out-processing Actions								-	-	+	-	+
2.11.	GENERAL 2T1 ROLES/RESPONSIBILITIES												
2.11.1	Air Force Enlisted Classification Directory								A	-		-	
3.	AFSC Specific Safety TR: AFI 32-7086, AFI 91-202, AFI 90-821, AFMAN 91-203, and AFMAN 24-306												
3.1	Execute Basic Operating Procedures and Maneuvers		5						3c	-		-	
3.2	Execute Safe Vehicle Operating Practices		5						3c	-		-	
3.3	Interpret Traffic Controls		5						3c	-		-	
3.4	AFOSH Standards for AFSC 2T1		5						-	B		B	
3.5	Hazards of AFSC 2T1		5						B	-		-	
3.6	GMV Operation under hazardous driving conditions		5						B	B		-	
3.7	Accident prevention		5						A	B		B	
3.8	Backing								A	-		-	
3.9	Use Standard Spotting Hand/Arm signals								2b	-	+	-	+
3.10	Hazardous materials in the workplace								-	-	+	-	+
3.11	Practice personnel and shop safety								2b	-		-	
3.12	Lock-out/tag-out (LOTO)								-	B		B	
3.13.	Environmental Compliance												

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3.13.1	Pollution prevention								A	A		-	
3.13.2	Waste minimization								-	-		-	
3.13.3	Safety Data Sheet (SDS)								A	B		B	
4.	OFFICIAL USE OF MOTOR VEHICLES TR: DoDM 4500.36, AFI 24-301, AFI 24-302, and AFMAN 24-306												
4.1	Fundamentals								A	B		-	
4.2	Policy												
4.2.1	Awareness								A	B		B	
4.2.2	Misuse								A	B		B	
4.2.3	Abuse								A	B		B	
4.2.4	Reporting procedures								A	B		B	
4.2.5	Make official use of determinations	5							-	a		c	
4.2.6	Process Suspected Misuse Allegations								-	-		b	
4.2.7	Initiate Semi-annual Misuse Summary								-	-		b	
5.	CUSTOMER SERVICE TR: Tongue & Quill												
5.1	Fundamentals								A	B		B	
5.2	Use telephone etiquette	5							1a	b		b	
5.3	Use email etiquette	5							1a	b		b	
5.4	Interacting professionally with customers	5							1a	b		b	
5.5	Mission First Attitude/Requirements Driven								A	-		-	
5.6	Obtain customer feedback								-	-		b	
5.7	Building customer relations		7						a	a		c	
6.	AFSC SPECIFIC INFORMATION WARFARE/OPSEC VULNERABILITIES TR: AFI 16-1404, AFMAN 17-1302-O, AFI 10-701, and AFMAN 17-1301												
6.1	Information Security (INFOSEC) fundamentals								-	-		-	
6.2	Operational Security (OPSEC)								-	-		-	
6.3	Computer Security								-	-		-	
6.4	Communication Security (COMSEC)								-	-		-	
7.	COMMUNICATIONS TR: AFI 17-210, AFI 24-301, AFMAN 24-306, AFTTP 3-2-5, Brevity Codes, and AFTTP 3-4, Airman's Manual												
7.1	Operate Radios	5							1a	-		-	
7.2	Radio Discipline								1a	-		-	
7.3	Contingency Radio Operation								-	B		-	
7.4	Use Brevity Codes								1a	-		-	

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7.5	Use Phonetic Alphabet							1a	-		-	
7.6	Duress Codes							-	B		-	
7.7	Sign/counter-sign							-	B		-	
8.	VEHICLES TR: CFR 29 & 40, AFI 24-301, AFI 24-302, AFMAN 24-306, T.O. 36-1-191, T.O. 36A-1-98, and Applicable Plans of Instruction											
8.1	15-Passenger Van TR: AFMAN 24-306 & Foundation for Traffic Safety 15-Passenger Van website (https://www.nhtsa.gov/road-safety/15-passenger-vans)											
8.1.1	Perform Operational Inspection	5						3c	-	+	-	+
8.1.2	Perform Operator Maintenance	5						3c	-	+	-	+
8.1.3	Operate	5						3c	-	+	-	+
8.2	General Purpose Vehicles Under 10,000 GVW											
8.2.1	Perform Operational Inspection	5						1a	-	+	-	+
8.2.2	Perform Operator Maintenance	5						a	-	+	-	+
8.2.3	Operate	5						-	-	+	-	+
8.2.4	Operate manual transmission with clutch	5						-	-	+	-	+
8.3	General Purpose Vehicles Over 10,000 GVW TR: AFMAN 24-306											
8.3.1	Perform Operational Inspection							a	-	+	-	+
8.3.2	Perform Operator Maintenance							a	-	+	-	+
8.3.3	Perform Air Brake Test							a	-	+	-	+
8.4	Passenger Bus TR: AFMAN 24-306 and AFQTP											
8.4.1	Types of Buses							A	A		-	
8.4.2	28 Passenger Bus TR: AFMAN 24-306 and AFQTP											
8.4.2.1	Perform Operational Inspection	5						3c	-	+	-	+
8.4.2.2	Perform Operator Maintenance	5						3c	-	+	-	+
8.4.2.3.	Operate	5						3c	-	+	-	+
8.4.3	44 Passenger Bus TR: AFMAN 24-306 and AFQTP											
8.4.3.1	Perform Operational Inspection	5						3c	-	+	-	+
8.4.3.2	Perform Operator Maintenance	5						3c	-	+	-	+
8.4.3.3	Operate	5						3c	-	+	-	+
8.5	Forklift Under 10,000 lbs. TR: AFMAN 24-306 and AFQTP											
8.5.1	Components	5						A	-	+	-	+
8.5.2	Perform Operational Inspection	5						2b	-	+	-	+
8.5.3	Perform Operator Maintenance	5						2b	-	+	-	+
8.5.4	Operate	5						2b	-	+	-	+
8.5.5	Loading/Unloading Cargo	5						2b	-	+	-	+

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8.6	Forklift 10K 463L TR: AFMAN 24-306 and AFQTP											
8.6.1	Components	5						A	-	+	-	+
8.6.2	Perform Operational Inspection	5						2b	-	+	-	+
8.6.3	Perform Operator Maintenance	5						2b	-	+	-	+
8.6.4	Operate	5						2b	-	+	-	+
8.6.5	Loading/Unloading Cargo	5						2b	-	+	-	+
8.7	Forklift 10K AT TR: AFMAN 24-306 and AFQTP											
8.7.1	Components	5						A	-	+	-	+
8.7.2	Perform Operational Inspection	5						2b	-	+	-	+
8.7.3	Perform Operator Maintenance	5						2b	-	+	-	+
8.7.4	Operate	5						2b	-	+	-	+
8.7.5	Loading/Unloading Cargo	5						2b	-	+	-	+
8.8	Wrecker/Recovery Vehicles TR: AFMAN 24-306, AFQTP 24-3-C104, and T.O. 36A-1-98											
8.8.1	Types of Wreckers/Recovery Vehicles							-	-	+	-	+
8.8.2	Components							-	-	+	-	+
8.8.3	Perform Operator Inspection	5						-	-	+	-	+
8.8.4	Perform Operator Maintenance	5						-	-	+	-	+
8.8.5	Operational Safety							-	-	+	-	+
8.8.6	Operate Rollback Wrecker	5						-	-	+	-	+
8.8.7	Operate Hydraulic/Boom Wrecker	5						-	-	+	-	+
8.8.8	Recovery equipment							-	-	+	-	+
8.8.9	Recovery operations TR: AFMAN 24-306 and AFQTP											
8.8.9.1	Use recovery techniques	5						-	b		-	
8.8.9.2	Perform Jump-Start operations							a	b		-	
8.8.9.3	Caging/Un-caging Air Brakes							-	B		-	
8.8.9.4	Use tow-bar (M-series, commercial)							-	b		-	
8.9	Tractor and Trailer Combinations TR: AFMAN 24-306 and AFQTP											
8.9.1	Tractor											
8.9.1.1	Components							-	-	+	-	+
8.9.1.2	Perform Operational Inspection	5						-	-	+	-	+
8.9.1.3	Perform Operator Maintenance	5						-	-	+	-	+
8.9.1.4	Operational Safety							-	-	+	-	+
8.9.1.5	Operate	5						-	-	+	-	+
8.9.1.6	Operate manual transmission with clutch	5						-	-	+	-	+
8.9.2	Trailers											
8.9.2.1	Types of Trailers							-	-	+	-	+

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8.9.2.2	Flatbed												
8.9.2.2.1	Components								-	-	+	-	+
8.9.2.2.2	Perform Operational Inspection	5							-	-	+	-	+
8.9.2.2.3	Perform Operator Maintenance	5							-	-	+	-	+
8.9.2.2.4	Operational Safety								-	-	+	-	+
8.9.2.2.5	Operate	5							-	-	+	-	+
8.9.2.3	Tilt-deck												
8.9.2.3.1	Components								-	-	+	-	+
8.9.2.3.2	Perform Operational Inspection	5							-	-	+	-	+
8.9.2.3.3	Perform Operator Maintenance	5							-	-	+	-	+
8.9.2.3.4	Operational Safety								-	-	+	-	+
8.9.2.3.5	Operate	5							-	-	+	-	+
8.9.2.4	Van												
8.9.2.4.1	Components								-	-	+	-	+
8.9.2.4.2	Perform Operational Inspection	5							-	-	+	-	+
8.9.2.4.3	Perform Operator Maintenance	5							-	-	+	-	+
8.9.2.4.4	Operational Safety								-	-	+	-	+
8.9.2.4.5	Operate	5							-	-	+	-	+
8.9.2.5	Lowboy												
8.9.2.5.1	Components								-	-	+	-	+
8.9.2.5.2	Perform Operational Inspection	5							-	-	+	-	+
8.9.2.5.3	Perform Operator Maintenance	5							-	-	+	-	+
8.9.2.5.4	Operational Safety								-	-	+	-	+
8.9.2.5.5	Operate	5							-	-	+	-	+
8.9.2.6	Tactical Vehicles (Highly Mobile Multipurpose Wheeled Vehicle (HMMWV); Cargo Trucks/Tractors)								-	-	+	-	+
8.9.2.7	Use Tow Hitch/Pintle Hook								-	-	+	-	+
9.	Remove and Replace Wheel Assembly TR: Vehicle Instruction Manual, Applicable Plans of Instruction, TO 36-1-191 and AFMAN 91-203												
9.1	Fundamentals								A	-		-	
9.2	Remove/Replace (R2) Single wheel	5							2b	b		-	
9.3	R2 Dual wheel	5							2b	b		-	
9.4	Multi-Piece/Split Rim								-	B		-	
9.5	Install and remove tire chains								-	b		-	
10.	Vehicle Forms TR: AFI 24-301, AFMAN 24-306, AFI 33-322, AF Form 1800, DD Form 518, and SF 91												
10.1	Document AF Form 1800	5							2b	b		-	

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10.2	Validate Permanent Waiver Card	5						a	b		-	
10.3	Additional Forms							A	A		B	
10.4	Complete DD Form 518, Accident Identification Card	5						-	a		-	
10.5	Complete Standard Form (SF) 91, Motor Vehicle Accident Report	5						-	a		-	
11.	AIRFIELD VEHICLE OPERATION TR: AFI 13-213, AFI 24-301, AFMAN 24-306, AFI 91-207, USAF Airfield Driving CBT website (http://www.uscg.mil/d5/airstaelizabethcity/docs/Training/Airfield-Ramp%20Safety%20Training.pdf) & Local Directives)											
11.1	Vehicle operation on the airfield							A	A		-	
11.2	Operate vehicles on the airfield	5						-	b		-	
12.	CARGO MOVEMENT TR: TO 00-85 series, CFR 49, AFMAN 24-306, AFI 24-602V2											
12.1	General Cargo											
12.1.1	General handling procedures (cargo/tie-down/movement)							A	B		B	
12.1.2	Cargo types							A	A		-	
12.1.3	Load distribution							A	B		-	
12.1.4	Distribute load	5						-	b		-	
12.2	Secure Cargo TR: SDDCTEA Pamphlet 55-20 Tie-down Handbook											
12.2.1	Use tie-down straps	5						2b	b		-	
12.2.2	Use chains & Binders	5						2b	b		-	
12.2.3	Use twist Lock Stacking Pins (Pineapples)							-	b		-	
12.2.4	Blocking & Bracing							A	-		-	
12.2.5	Block & Brace	5						-	b		-	
12.2.6	Cargo covers							A	A		-	
12.3	Protection of cargo											
12.3.1	Determine minimum security standards	5						-	b		b	
12.4	Oversized Cargo											
12.4.1	Fundamentals							A	B		B	
12.4.2	Permits							-	B		-	
12.4.3	Restrictions							-	B		-	
12.4.4	Required items (placards, safety, flags, lights, etc.)							-	B		-	
12.5	Hazardous/Explosive Cargo TR: AFI 24-301, AFMAN 24-306, AFMAN 91-201, Joint Hazard Classification System (JHCS), Item TO, DoD 4500.9R Part II and TO 13C2-1-1, AFQTP 24-3-HAZMAT											
12.5.1	Fundamentals							A	B		B	

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12.5.2	Transporting HAZMAT		7						-	b		c	
12.5.3	Transporting explosives		7						-	b		c	
12.5.4	Permits								-	B		-	
12.5.5	Restrictions								-	B		-	
12.5.6	Required items (placards, safety, flags, lights, etc.)								-	B		-	
12.5.7	Safe haven								-	B		-	
13.	NAVIGATION TR: AFMAN 24-306 and FM 3-25.26.												
13.1	Maps												
13.1.1	Use maps (Strip, commercial, etc.)	5							-	b		-	
13.1.2	Use Military Grid Reference System (MGRS) (manual/automated)	5							-	b		-	
13.2	Navigation Aids TR: AFMAN 24-306 and FM 3-25.26.												
13.2.1	Fundamentals								A	B		-	
13.2.2	Use military GPS								-	-		-	
13.2.3	Use commercial GPS								-	-		-	
14.	MOBILITY/CONTINGENCY OPERATIONS TR: AFI 10-403, AFI 10-404, AFI 24-301, AFMAN 24-306, AFI 10-401, AFPAM 10-243, AFPD 10-2, DoD 4500.9R Part III, DoD Directive 7730.65 (DRSS), Joint Pub 4-10, and AFTTP 3-32.18												
14.1	Fundamentals								A	--	+	B	
14.2	Bare-base setup and operational procedures								-	-	+	B	
14.3	Site survey								-	-	+	B	
14.4	Redeployment								-	-	+	B	
14.5	Reception, Staging, Onward movement & Integration (RSOI)								-	-	+	B	
14.6	Operational Plans								-	-	+	B	
14.7	Base Support and Expeditionary (BaS&E) Site Plan								-	-	+	B	
14.8	Time-phased force and deployment data (TPFDD)								-	-	+	B	
14.9	Unit Type Codes (UTC)/Mission Capabilities Statements (MISCAPS)								-	-	+	B	
14.10	Defense Readiness Reporting System (DRRS) formerly SORTS								-	-	+	B	
14.11	Designed operational capability (DOC)								-	-	+	B	
14.12	Air Expeditionary Force (AEF) requirements								-	-	+	B	
14.13	Deployment/reception process								-	-	+	B	
14.14	Installation Deployment Plan (IDP)								-	-	+	B	
14.15	Augmentation Force (AUGFOR) support								-	-	+	B	
14.16	Rapid Airfield Damage Repair (RADR) Warehouse								A	-	+	-	+

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15.	AFSC-Specific Contingency Operations TR: AFTTP 3-2-58											
15.1	Peacetime motor march							-	-	+	B	
15.2	Field-expedient vehicle repairs							-	-	+	-	
15.3	Tactical motor march							-	-	+	B	
15.4	Vehicle camouflage							-	-	+	-	
15.5	Vehicle operation using night vision devices							-	-	+	-	
15.6	Vehicle operation in blackout conditions							-	-	+	-	
15.7	Vehicle operation in CBRN environment							-	-	+	B	
16.	PERSONNEL LEADERSHIP AND RESOURCE MANAGEMENT TR: AFI 1-1, AFH 36-2618, and AFI 24-301											
16.1	Followership							-	A		B	
16.2	Leadership							-	A		B	
16.3	Resiliency							-	A		B	
16.4	Manpower TR: AFI 38-201, AFI 24-301 and Ground Transportation Manpower Standard (42T1)											
16.4.1	Fundamentals							-	A		B	
16.4.2	Unit Manpower Document							-	-		B	
16.4.3	Unit Personnel Management Roster							-	-		B	
16.4.4	Manpower Standard							-	A		B	
16.4.5	Manpower Core/Variations							-	-		B	
16.4.6	Workload Data Collection Sources							-	B		B	
16.5	Budget Management Program TR: AFI 24-301, AFI 25-201, AFPD 65-6, AFI 65-601 V1, and AFI 65-601 V3											
16.5.1	Fundamentals							-	A		B	
16.5.2	Develop Budget							-	-		b	
16.5.3	Monitor Expenditures							-	-		b	
16.5.4	Develop Unfunded Requirements							-	-		b	
16.5.5	Initiate Reimbursement Collections							-	-		b	
16.5.6	Conduct Budget Analyses							-	-		b	
16.5.7	Contracting services							-	-		B	