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**PEST MANAGEMENT
Wage Grade Series
5026**



CAREER FIELD EDUCATION AND TRAINING PLAN

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OPR: AFCEC/COF

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PART I

Preface

This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education/training requirements and training support resources for the Pest Management Wage Grade series. The CFETP will provide wage grade personnel with a clear career path to success and instill rigor in all aspects of our Job Series training.

The CFETP consists of two parts used by the supervisor and employee to plan, manage, and control training within the job series.

Part I includes the following:

- **Section A** provides general information about how the CFETP will be used.
- **Section B** identifies job series progression information, duties and responsibilities, training strategies, and the job series path.

Part II includes the following:

- **Section A** identifies the Group Series Training Standard ([GSTS](#)) to include duties, tasks, and technical references to support Wage Grade training programs.
- **Section B** identifies available support materials.
- **Section C** identifies a training course index supervisors can use to determine resources available to support training. Included here are both mandatory and optional courses, and exportable courseware.

Using guidance provided in the CFETP will ensure individuals in Pest Management Wage Grade series 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 jobs. At the unit level, supervisors and trainers must use Part II to identify, plan, and conduct training commensurate with the overall goals of this guide and the local mission.

ABBREVIATIONS EXPLAINED

Air Force Civilian Career Field Manager (AFCCFM). . An individual on the Air Staff charged with the responsibility for overseeing all training and career field management aspects of multiple Air Force job series in a functional area.

Air Force Civil Engineer Center (AFCEC). The focal point for all Civil Engineer training development. .All Civil Engineer Force Development Managers (FDMs) are located at AFCEC.

Air Force Institute of Technology (AFIT). Provides vital, relevant, and connected education that enables Airmen to be ready engineers and great leaders who know how to build sustainable installations to last while leading the change for the Civil Engineer career field. . Course list can be accessed at: <https://www.afit.edu/ce/>

Air Force Qualification Training Package (AFQTP). An instructional package designed for use as a training resource 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, in other audiovisual media formats, or all three.

Air Force Wage Grade Series Qualification Standard (AFWGSQS). A comprehensive task list that describes a particular series or duty position. Used by supervisors to document task qualifications. The tasks on the AFJQS are common to all persons serving in the described duty position. Qualifications can be found at: <https://www.opm.gov/policy-data-oversight/classification-qualifications/federal-wage-system-qualifications/#url=List-of-Approved-Job-Elements>

Career Development Course (CDC). Self-paced, correspondence course published to provide the information necessary to satisfy the career knowledge component of on-the-job training (OJT). These courses are developed from references identified in the CFETP. CDCs will contain information on basic principles, techniques, and procedures common to a military AFSC or civilian job series. They do not contain information on specific equipment or tasks unless best illustrating a procedure or technique having utility to the entire career field.

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

CE Career Field SharePoint. Contains information on leadership courses and civilian tuition assistance for degree programs. Can be found at: [Civil Engineer Career Field Team - Federal Wage System - All Documents \(dps.mil\)](#)

Civilian Force Development Homepage. Contains descriptions and requirements for several civilian training opportunities such as degree programs and civilian leadership courses. This page can be found at: [Knowledge Detail \(af.mil\)](#)

Classification Standard. Job grading standards provide information used in determining the occupational series and title of jobs performing trades, craft, and labor work in the Federal Government. They also provide grading criteria for positions classified under the Federal Wage System (FWS). Classification Standards can be found at: <https://www.opm.gov/policy-data-oversight/classification-qualifications/classifying-federal-wage-system-positions/#url=5300>

Commercial Off the Shelf (COTS). Commercially procured training products or in resident vendor training.

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

Core Tasks. Mandatory tasks which the AFCCFM has identified as a minimum qualification requirement within a job series or duty position. These tasks are derived from the Standard Core Personnel Document (SCPD) for each Job Series.

Distance Learning (DL). Includes Video Tele-seminar (VTS), Video Tele-training (VTT), and CBT. 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 the on-site support of the formal school instructor. For instance, courses are offered by the Air Force Institute of Technology, Air University, and Training Detachments.

DoD Civilian COOL: On-line source for civilian credentialing opportunities located at: <http://dod-civ-cool-review.s3.amazonaws.com/index.htm>

Duty Position Tasks. Tasks identified by the work center supervisor as critical and common training tasks needed for the duty position and mission accomplishment.

Education & Training Course Announcements (ETCA). Web platform, which contains descriptions, requirements, and reporting procedures for in resident Air Force courses. This is located at: [ETCA \(dps.mil\)](#)

Enlisted Professional Military Education (EPME). EPME provides a continuum of learning through progressive courses concentrated on developing Military and Civilian Airmen. EPME plays a vital role in preparing Civilian Airmen for increased supervision, leadership, and management challenges. The three levels of Air Force EPME are Airman Leadership School, Noncommissioned Officer Academy and Air Force Senior Noncommissioned Officer Academy. All levels of EPME are available to Wage Grade civilians. Information about enlisted PME can be found at: <https://www.airuniversity.af.edu/>

Functional Advisory Council(FAC)/Wage Grade Panel. The Wage Grade Panel is one of the four panels that make up the Civil Engineer FAC. The Wage Grade Panel charter is to work issues, develop policy, and provide recommendations to the FAC on matters related to civilian Wage Grade requirements. The Wage Grade Panel works through the FAC, in service to the CE Total Force community.

Group Series Training Standard (GSTS). Describes skills and knowledge that FWS Employees in a particular job series need on the job and for future career development opportunities. It further serves as the overall training requirements for a Wage Series taught in the resident and non-resident courses.

myLearning. Anytime, anywhere learning within DoD consisting of instructional modules comprised of sharable content objectives in an Internet/Intranet environment. This can be found at: [Air Force myLearning \(af.mil\)](http://af.mil)

On-the-Job Training (OJT). Hands-on, over-the-shoulder training conducted to certify personnel in job qualification (duty position certification) training.

Proficiency Training. Additional training, either in-residence, advanced/supplemental training courses, or on-the-job training provided to personnel to increase their skills and knowledge beyond the minimum.

Red Vector. Commercial web-based training is available free of charge to CE employees. Courses are effective for certification renewal and earn Continuing Educations Units (CEUs). Site can be found at: [Air Force eLearning Portal: Course Search | CE, PDH, Continuing Education for Engineers, Contractors, Architects \(redvector.com\)](http://redvector.com)

Regional Training Site (RTS). Total Force training centers managed by the Air National Guard. These sites offer training on specialized military equipment and are available to civilians who require training for local mission needs. Training can be coordinated through the FWS Force Development Team at AFCEC/COF.

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

Specialty Training Standard (STS). Describes the military version of the GSTS. This term may be used on training products that overlap military and civilian training programs.

Total Force. All collective Air Force components (Active Duty, Reserve, Guard, and Civilian elements) of the United States Air Force.

Unit Training Manager (UTM). A Unit Training Manager is responsible for planning, developing, and overseeing a specific military unit's training programs to align with higher-level standards and the commander's goals. They act as a key staff member for the commander on all training matters, manage training resources and documentation, ensure compliance with policies, and support the professional development of unit members through various types of training, from on-the-job training to formal courses.

Vendor Training. Training provided to the Air Force by a third party. Typically, a private vendor in the private sector not affiliated with the Department of Defense. Vendor training can be in the form of Web-Based Training, Computer-Based Training, or in resident training at a temporary duty location or even hosted on an Air Force installation.

Wage Grade Series Training. A mix of formal training (technical school) and informal training (on-the-job) to develop, maintain and enhance wage grade series specific technical skills.

Web-Based Training. A form of Distance Learning. The term Web-Based just means the training is online and requires access to the internet in addition to the actual course content.

Section A – GENERAL INFORMATION

A1. Purpose. The CFETP is designed to be a tool for supervisors to use in assessing the skill level of current and new employees. The CFETP may be used to document training and proficiency of the employee on associated task/s by the supervisor or certified trainer.

A1.1. Column 1 (*Tasks, Knowledge, and Technical References*). Lists the most common tasks, knowledge, and supporting technical references (TR) necessary for Civilian Airmen to perform duties in the Apprentice, Journeyman, Craftsman, and Supervisor level.

A1.2. Column 2 (*Tasks*). Identifies tasks that have a Core and/or Certification, Civilian Deployment, or Special Experience Identifier (SEI) requirement.

A1.3. Column 3 (*Certification of Training*). Used to record completion of tasks and knowledge training requirements. Task certification requires the task to be trained by a trainer designated by the supervisor. The trainer can be either civilian or military. The training start and completion date are documented, the task is signed by the trainee and either the work center supervisor, a Master Sergeant (or above) or the unit training manager. This action will complete the task certification.

Note: The “trainer” signing the record MUST be the work center supervisor, work leader, a Master Sergeant (or above) or the Unit Training Manager. This person does not necessarily train the task but will ensure the training is conducted by a qualified trainer prior to completing task certification.

Note: If a work center supervisor, Work Leader, a Master Sergeant (or above) or the unit training manager are not available in a shop or unit to certify a task, the Operations Flight deputy commander will designate a certifier within the flight.

A1.4. Column 4 (*Tasks and Proficiency Codes*). Identifies duty position tasks (series training requirements) with a proficiency code and indicates training requirements. It shows the proficiency to be demonstrated on the job by the employee as a result of hands-on training on the task, knowledge and the career knowledge provided by formal courses, CDC, distance learning (DL) web-based training (WBT) and AFQTPs. CDC listings are maintained by the unit training manager (UTM) for current CDC listings.

A1.5. Qualitative Requirements. Contains the proficiency code key used to indicate the level of training and knowledge provided by CBT, WBT, COTS, in-resident training, and career development courses.

A1.6. Job Qualification Standard (JQS). The Group Series Training Standard (GSTS) becomes the JQS for OJT when entries are made in the GSTS. For OJT, the tasks in Column 1 are trained and qualified to the go/no go level. “Go” means the individual can perform the task without assistance and meets local requirements for accuracy, timeliness, and correct use.

A2. Uses. Managers and supervisors may use the plan at all levels to ensure comprehensive and cohesive training programs are available for each individual in the wage grade series.

A2.1. The Wage Grade Panel of the Functional Advisory Council will develop/revise formal resident, non-resident, field, and exportable training based on requirements established by the users and documented in Part II of the CFETP. They will also work with the Air Force Civil Engineer Center Force Development Division (AFCEC/COF) to develop acquisition strategies for obtaining resources needed to provide the identified training.

A2.2. The Wage Grade Panel along with the Force Development Managers, will ensure their training programs complement the CFETP training requirements and identify requirements that can be satisfied by OJT, resident training, contract training, or exportable courses.

A2.3. Supervisors will guide each individual through completion of training specified in this plan.

A2.4. Each individual completes training requirements specified in this plan. The list of courses in Part II of this CFETP will be used as a reference to support training.

A3. Coordination and Approval. The Air Force Civil Engineer Civilian Career Field Manager is the approval authority for the CFETP. The Wage Grade Panel along with the Force Development Managers will identify and coordinate on wage grade series training requirements. Using the list of courses in Part II, they will eliminate duplicate training.

A4. HQ USAF/A4C will review this CFETP annually and make updates and changes as deemed appropriate. Please send recommended changes to the AFCEC/COF Training Support Section at DSN 523-6879 or comm. 850-283-6879 or email afcec.ce.training@us.af.mil.

Section B – WAGE GRADE PROGRESSION AND INFORMATION

B1. Series Descriptions. See each individual's Standard Core Personnel Document for the description.

B1.1. Wage Grade Series Summary: Manages, evaluates, and executes pest management techniques, and associated pest management environmental compliance.

B2. Skill and Career Progression. It is essential everyone involved in training do their part to participate in, plan, manage, and conduct effective training. The guidance provided in this part of the CFETP will identify viable training at appropriate points in an individual's career.

B2.1. Apprentice/Helper (A/H).

B2.1.1. Upon completion of initial skills training, an employee may work with a trainer to enhance their knowledge and skills to perform at the highest attainable level within their series.

B2.1.2. Utilize the Career Development Course (CDC) and other exportable courses for subject and task fundamentals in the series.

B2.1.3. Encourage apprentice/helpers to continue academic education and begin EPME by enrolling in Airman Leadership School either in-residence or by correspondence course.

B2.2. Journeyman (J).

B2.2.1. Journeymen may continue to advance their skills by completing additional training. Upon completing training, they may be assigned job positions such as team leader, trainer, or task certifier. Journeymen can pursue leadership training and skills to qualify for potential advancement to Work Leader or Work Supervisor positions.

B2.2.2. Encourage journeyman to enroll in the Noncommissioned Officer Academy (NCOA) either in-residence or by correspondence course.

B2.3. Craftsman (C).

B2.3.1. Craftsmen may continue to advance their skills by completing additional training. They may be assigned job positions such as team leader, trainer, or task certifier. Craftsmen are encouraged to pursue leadership training and skills to qualify for potential advancement to Work Leader or Work Supervisor positions.

B2.3.2. Encourage craftsmen to continue academic education and complete Noncommissioned Officer Academy (NCOA) either in-residence or by correspondence course, civilian leadership courses and degree programs.

B2.3.3. Master Craftsman are typically graded higher than WG-10 where skills, knowledge

and abilities require higher technical abilities than standard craftsmen. They are duty/location specific and not for all job series.

B2.4. Work Leader (WL).

B2.4.1. Work Leaders are expected to perform limited functions of a First Line Supervisor or act as a Team Lead.

B2.4.2. Completion of the AFIT Civilian Supervisors Course (WMGT 571) is highly encouraged.

B2.4.3. Should pursue increased knowledge of budget, manpower, resources, and personnel management.

B2.4.4. Recommend pursuit of additional higher education and completion of courses outside of their job series for career broadening opportunities outlined in the Career Building Blocks and this CFETP.

B2.4.5. Encourage Work Leaders to continue academic education and complete Noncommissioned Officer Academy (NCOA) either in-residence or by correspondence course, civilian leadership courses and degree programs.

B2.5. First Line Supervisor.

B2.5.1. A supervisor can be expected to fill positions such as the Element Chief or Special Projects Supervisor.

B2.5.2. Must enroll and complete required mandatory supervisor or manager training courses within 1 year of appointment to a supervisory or managerial position and complete experience training every 3 years, thereafter.

B2.5.3. Completion of the AFIT Civilian Supervisors Course (WMGT 571) is highly encouraged.

B2.5.4. Should pursue increased knowledge of budget, manpower, resources, and personnel management.

B2.5.5. Recommend pursuit of additional higher education and completion of courses outside of their job series for career broadening opportunities outlined in the Career Building Blocks and this CFETP.

B2.5.6. Encourage supervisors to continue academic education and complete Senior Noncommissioned Officer Academy (SNCOA) by correspondence, civilian leadership courses and degree programs.

B3. Correspondence Course Directions. Nonresident attendance for professional military education courses is accomplished through the Air Force Portal.

B3.1. Login to the AF Portal <https://www.my.af.mil/>.

B3.2. Copy and paste the URL <https://www.airuniversity.af.edu/GCPME/> into your browser.

B3.4. “Distance Learning” tabs are on the right-side menu.

B3.5. Select the appropriate course.

B4. Enlisted Professional Military Education (EPME). Scheduling enlisted professional military education for civilian personnel is a responsibility of AFPC/DP3DW unless otherwise noted. See DAFI 36-2670 Total Force Development, for more detailed information.

B4.1. Airman Leadership School (ALS). Airman Leadership School resident attendance is scheduled by the local Airman Leadership School commandant. Commandants build an annual schedule shortly after the staff sergeant (E-5) promotion release. Eligible Air Force and Department of Defense civilians are considered priority 3 for ALS. DAFI 36-2670 encourages ALS leadership to the extent possible, distribute Priority 2 and 3 students throughout the year.

B4.2. Noncommissioned Officer Academy (NCOA). Selection and scheduling are accomplished by AFPC/DP3DW. Eligible Air Force and Department of Defense civilians are considered priority 3 for NCOA and are considered on a space available basis.

B4.3. Senior Noncommissioned Officer Academy (SNCOA). Selection and scheduling are accomplished by AFPC/DP3DW and is driven by the senior master sergeant (E-8) promotion release. Eligible Air Force and Department of Defense civilians are considered priority 4 for SNCOA and are considered on a space available basis.

B5. Wage Grade Career Building Blocks (CBBs) and Continuous Development Framework Model.

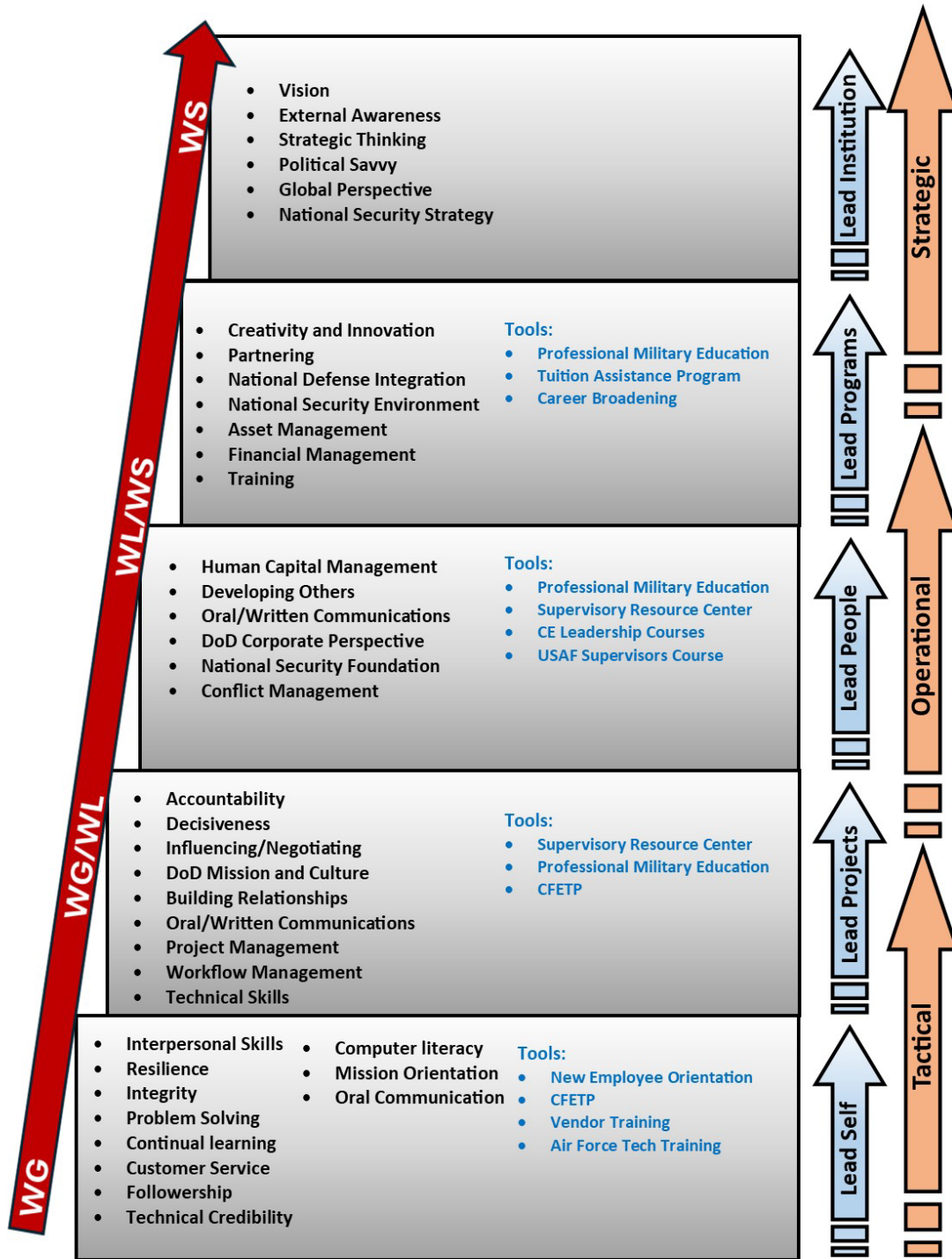
B5.1. The Career Building Blocks illustrate the dispersion of grades and relative experience levels (apprentice, journeyman, craftsman). As you progress through the grades, so should your breadth of experience. This not only includes technical experience, but leadership, supervisory and management experience as well. Using various on-the-job training, military, and civilian vocational schools, and PME, forms the foundation of the CBBs and the “Develop Exceptional Leaders” portion of the strategic vision in the CE Human Capital Road Map.

B5.1.1. The Wage Grade Career Building Blocks (CBBs) are an illustration or an example of your individual development plan or career path. Your individual roadmap may be different than others based on your occupational series and/or career path. The CBBs provide a few examples of development opportunities at the tactical, operational, and strategic levels of performance. Follow this link to see the CBBs for your job series.

<https://usaf.dps.mil/sites/10016/Career%20Building%20Blocks/Forms/AllItems.aspx>

B5.1.2. Once you have established your career goals, identify a mentor to help you align your steps in this learning and development continuum. A mentor can help you identify different kinds of experience and training you will need as well as the tools to attain them. Mentors also serve as a sounding board and can help you reassess or adjust your career goals when events in your life or career necessitate changes. As you complete these steps and move toward your career goals, it is important to reassess your goals. Once this is accomplished, you and your mentor will be able to further your progression and advancement through the continuous development framework model. See Figure 1 below for the Continuous Development Framework Model.

Figure 1. Continuous Development Framework Model



PART II

Section A – GROUP SERIES TRAINING STANDARD

A1. Implementation. This [GSTS](#) is used for technical training provided by AETC, OJT and COTS training documentation.

A2. Purpose. As prescribed in DAFI 36-2670, *Total Force Development*, DAFMAN 32-1001, *Civil Engineer Federal Wage System Force Development* and in collaboration with the AFCCFM, this GSTS is mandatory for all FWS in job series 5026, working under the Air Force Specialty Code 3E4X3, regardless of duty assignment. Each employee must use an automated training record. The following briefly describes the components found on the GSTS:

A2.1. Column 1 (*Tasks, Knowledge, and Technical References*). Lists the most common performance and knowledge requirements necessary for an employee to perform successfully in their job series. The required behaviors will be used as the context for which learning will be assessed.

A2.2. Column 2 (*Core Tasks*). Tasks identified by the AFCCFM or shop foreman as mandatory for each duty position in a job series at their location.

A2.2.1 Column 2 (*Deployment/SEI*). Tasks identified as mandatory for employees who perform roles in Mission Critical, Mission Essential or have been identified for a civilian deployment tasking.

A2.3. Column 3 (*Provides Certification for OJT*). Used to record completion of each training requirement. Use the automated training system to document qualifications.

A2.3.1. Task certification of core and critical tasks. Require a training completion date and initials of the trainee, trainer, and a certifier. All non-core tasks require training completion date and initials of the trainee and trainer only.

A2.3.2. Performance Standard. All training requirements are trained and qualified to the “Go” level. “Go” means the individual can perform the task without assistance and meets local demands for accuracy, timeliness and, if applicable, correct use of procedures and Technical Orders.

A2.4. Column 4 (*Codes Used to Indicate level of Training*). Indicates whether the task is a Knowledge (K), Performance (P) or Performance and Knowledge (PK). Codes are provided in columns labeled for each level experience. These are labeled A/H for Apprentice/Helper, J for Journeyman, C/WL for Craftsman or Work Leader and S for Supervisor.

A2.5. Job Qualification Standard (JQS). The [GSTS](#) becomes a JQS for OJT when placed in an automated training application and used according to DAFI 36-2670, *Total Force Development* and DAFMAN 32-1001 *Civil Engineer Federal Wage System Force Development*. AFQTPs are available on myLearning to ensure that all supervisors use standardized procedures for training. When used as a JQS, the following requirements listed below apply.

A2.5.1. Documentation. Document and certify completion of training.

A2.5.1.1. Duty position. Requirements for each duty position (task group) will be developed and identified by the work center supervisor and loaded into the automated training management application. Completion of the identified tasks is mandatory for all duty positions. Ensure the correct duty position title is listed in the Profile section of the trainee's automated training record.

A2.5.1.2. AFQTP Training and Documentation. AFQTPs have been created for several task groups to fulfill performance (P) and knowledge (K) requirements for upgrade/qualification training. Each AFQTP provides the step-by-step procedures for the trainee, trainer, and certifier in completing each.

A2.5.1.2.2. Hands-On Training. For performance (P) training requirements, *DO NOT* sign off the tasks in the JQS until the trainee has completed hands-on/certification training.

A2.5.2. Transcribing from previous versions to new CFETP. The UTM and supervisor must conduct a review of the new [GSTS](#) to identify any new tasks and add those tasks to their unit specific duty positions.

A2.5.2.1. Previous training certification not listed. If previous training certifications are not listed in the individual training record, select the task to be transcribed, and click on the transcribe button. Enter the date of the original certification and sign off the task(s). The trainee will then sign off the task(s) to finalize the transcription of previous training certification. The automated application will place an entry into the trainee 623a and must be acknowledged by the transcriber and trainee.

A2.5.2.2. Transcribing external training certification. If a trainee attended a formal training course and received appropriate accreditation, select the formal training section of the users automated training record and locate the course title in the master task list, then enter the completion date. If the course is not listed, contact the UETM to have it loaded from the master catalog. If it is not listed in the master catalog, contact AFCEC/COF to have it loaded in the master catalog.

Section B – COURSE OBJECTIVE LIST

B1. Measurement. Measurement of each learning objective is indicated as follows:

B1.1. Use of Progress Checks (PCs) & Rubrics. Indicates formal measurement of knowledge (K) and/or performance (P) elements.

B2. Standard. Standards for measurement are indicated in the course objectives and delineated on the individual progress checklist and rubrics. The minimum standard is 70% on knowledge progress checks. Trainer assistance is used as the standard for performance progress checks and is provided, as warranted during the progress check. Trainee may be required to repeat all or parts of the learning outcome until satisfactory performance is attained.

B3. Proficiency Level. Student must demonstrate mastery on each learning outcome/objective before progressing to the next learning requirement.

B4. Course Objective List. These objectives are listed in the sequence taught by Blocks of Instruction. Per AETCI 36 - 2651, *Basic Military and Technical Training*, a detailed listing of the initial skills course learning objectives in the Basic Course are listed in the 3E4X3 AFSC STS.

Section C – SUPPORT MATERIAL

C1. Air Force Qualification Training Packages

C1.1. The AFQTPs for each task group are identified on the AFQTP Documentation Record located in Attachment 3.

C1.2.1. For a complete list of up-to-date applicable AFQTPs, go to [myLearning](#).

C1.2.2. In addition to the AFQTPs there are web-based courses or assessments developed for certain tasks that are available on [myLearning](#) under AFCEC in the specialty topic area.

C2. Career Development Course (CDC) Assessment for Civil Engineer CDC/DL course

C2.1. FDMs have developed CDC assessments for each Air Force CE career field, and they are located on the [myLearning](#) under AFCEC in the topic header Civil Engineer Career Development Courses (CDCs) Assessments.

C2.2. CDC assessments are for the sole purpose of providing the trainer and the supervisor with a predictive indicator of whether the trainee has a solid grasp on the knowledge portions of the [GSTS](#).

Section D – EDUCATION AND TRAINING COURSE INDEX

D1. Purpose. This section of the CFETP identifies training courses available for the Pest Management specialty. Refer to Education and Training Course Announcements [ETCA \(dps.mil\)](http://ETCA(dps.mil)) web site for information on the Air Force in-residence courses.

D2. Air Force In-Residence Courses/Mobile Training Team (MTT) Courses.

<u>Course Number</u>	<u>Title</u>	<u>Developer</u>
J3ABR3E433 00AE	Pest Management Apprentice	366 TRS
J3AWR3E453 01AC	Pest Management Recertification	366 TRS
J3AZR3E453 02AC	Pest Management Certification	366 TRS
AAP-001	DoD Aerial Application of Pesticides	910 AW

D3. Air Force Career Development Academy (AFCDA).

<u>Course Number</u>	<u>Title</u>	<u>Edit Code (EC)</u>
CDC 3E453	Pest Management Journeyman	02

D4. Exportable/Web-based Courses/Information.

<u>Course Number</u>	<u>Title</u>	<u>Developer</u>
Web based	Manual and Powered Pest Management Equipment	AFCEC/COF
Web based	Pest Management Ultra Low Volume Equipment Course	AFCEC/COF
Web based	Aircraft Disinfection	AFCEC/COF
Web based	Wildlife Management	AFCEC/COF
WMGT 322	Introduction to Project Management	
WMGT 301	Intro to Asset Management	
WMGT 436	Requirements and Optimization	
WMGT 437	Troop Construction Project Management Course	

D5. Leadership Training and Academic Fellowships through the Eaker Center

Title

Squadron Officers School (SOS)

Developing Supervisor Course

Defense Emerging Leader Program

Civilian Associate's Degree Program

Civilian Bachelor's degree Program

Civilian Master's degree Program

Located at: [Knowledge Detail \(af.mil\)](#)

3 Attachments

1. Qualitative Training Requirements (Proficiency Code Key)
2. Wage Grade Group Series Training Standard (GSTS)
3. Air Force Qualification Training Package Tracker

Attachment 1
Qualitative Training Requirements (Proficiency Code Key)

A1. Qualitative Training Requirements

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

Behavioral Statement GSTS 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 trainer/certifier; 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 advanced facts, procedures, operating principles, and operational theory for the task.
X	Formal Course
*	Core Task. These are mandatory tasks identified by the Career Field Manager

Attachment 2
Wage Grade Group Series Training Standard (GSTS)

A2. Wage Grade Group Series Training Standard (GSTS).

A2.1. Identification. In the training record User Profile section, the UTM will assign individuals to the correct work center, upon in-processing into the unit.

A2.2. Pest Management Specialty Tasks. The following are tasks the work center supervisor will use to track each duty position created for their work center.

1.	2. Task	3. Certification For OJT					4. Proficiency Codes			
	Core/Cert	A	B	C	D	E	A	B	C	D
		Ing Start	Ing Complete	Trainee Initials	Trainer Initials	Certifier Initials	A	J	C WL	S
1.0. CIVIL ENGINEER (CE) CORE CONCEPTS COURSES TR: myLearning										
1.1. Complete CE 5-level Core Concepts Course							X			
1.2. Complete CE 7-level Core Concepts Course								X		
2.0 Project Planning										
2.1. Complete AFIT WMGT 301 Intro to Asset Management								X	X	X
2.2. Complete AFIT WMGT 322 Intro to Project Management								X	X	X
2.3. Complete AFIT WMGT 437 Troop Construction Project Management Course									X	X
2.4 Complete AFIT WMGT 436 Requirements and Optimization									X	X
2.5. Complete MYLEARNING Air Force Quality Assurance Evaluator Course								X	X	X
3.0. PEST MANAGEMENT TOOLS AND EQUIPMENT TR: Applicable manufacturer's manuals										
3.1. Use general hand tools							PK	PK	PK	PK

4.0 AFS SPECIFIC PUBLICATIONS											
TR: AFPMB website; AF Portal; AF e- Publishing											
4.1. Locate and use manuals, instructions, regulations, pamphlets, technical guides, standards, and forms to perform maintenance, operations, and troubleshooting								PK	PK	PK	PK
5.0 AFS SPECIFIC HEALTH and SAFETY											
TR: AFIs 32-2001, AFMAN 91-203											
5.1. Regulatory Guidance Compliance for Pest Management facilities TR: 40 Code of Federal Regulations (CFR) 165; AFPMB TG 17								K	K	K	K
5.2. Initial Federal Hazard Communication Training Program (FHCTP) TR: 29 CFR 1910.1200; AFI 90-821								K	K	K	K
5.3. Pesticide labeling comprehension											
TR: 40 CFR 156											
5.3.1. Fundamentals of Pesticide Labeling								K	K	K	K
5.3.2. Identify parts of label								PK	PK	PK	PK
5.3.3. Identify signal words and symbols								PK	PK	PK	PK
5.3.4. Interpret Safety Data Sheet (SDS)								PK	PK	PK	PK
5.4. Personal Protective Equipment (PPE)											
TR: 29 CFR 1910 Subpart I; AFPMB TG 14; AFI 48-137											
5.4.1. Principles								K	K	K	K
5.4.2. PPE selection								PK	PK	PK	PK
5.4.3. Inspect											
5.4.3.1. Gloves								PK	PK	PK	PK
5.4.3.2. Aprons								PK	PK	PK	PK
5.4.3.3. Face shield/goggles								PK	PK	PK	PK
5.4.3.4. Hearing protection								PK	PK	PK	PK
5.4.3.5. Coveralls								PK	PK	PK	PK
5.4.3.6. Boots								PK	PK	PK	PK
5.4.3.7. Respirators									PK	PK	PK

5.4.4. Don										
5.4.4.1. Gloves							PK	PK	PK	PK
5.4.4.2. Aprons							PK	PK	PK	PK
5.4.4.3. Face shields/goggles							PK	PK	PK	PK
5.4.4.4. Hearing protection							PK	PK	PK	PK
5.4.4.5. Coveralls							PK	PK	PK	PK
5.4.4.6. Boots							PK	PK	PK	PK
5.4.4.7. Respirators							PK	PK	PK	PK
5.5. Determine First Aid procedures for victims of pesticide poisoning TR: 29 CFR 1910.151										
5.5.1. Oral first aid procedures							K	PK	PK	PK
5.5.2. Dermal first aid procedures							K	PK	PK	PK
5.5.3. Ocular first aid procedures							K	PK	PK	PK
5.5.4. Respiratory first aid procedures							K	PK	PK	PK
6.0. PROGRAM AND RESOURCE MANAGEMENT										
6.1. Principles							K	K	K	K
6.2. Regulatory guidance established by:										
6.2.1. Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), as amended TR: 7 USCA Chapter 6; Public Law 92-516							K	K	K	K
6.2.2. Resource Conservation and Recovery Act (RCRA) TR: 42 USCA Chapter 82; AFI 32-7042; AFPAM 32-7043							K	K	K	K
6.2.3. Environmental Protection Agency (EPA)							K	K	K	K
6.2.4. Occupational Safety and Health Administration (OSHA)							K	K	K	K
6.2.5. National Institute for Occupational Safety and Health (NIOSH)							K	K	K	K
6.2.6. Air Force Occupational Safety and Health (AFOSH) TR: AFIs 48- 137, 90-821, 91-202, AFMAN 91-203							K	K	K	K
6.2.7. Host country, state and local agencies/requirements. TR: Final Governing Standards (FGS) and Overseas Environmental Baseline Guidance Document (OEBGD)							K	K	K	K

6.2.8. United States Department of Agriculture TR: 7CFR; USDA website									K	K	K	
6.2.9. State and Host Nation Quarantine Regulation and Co-operative procedures TR: DOD Electronic Foreign Clearance Guide; AFMAN 32-1053									K	K	K	
6.2.10. Threatened and Endangered Species Act TR: AFMAN 32-7064									K	K	K	
6.2.11. Air Force Public Health TR: AFJI 48-131 AFIs 32-1053, 48-102, 48-105									K	K	K	
6.2.12. Air Force Bioenvironmental Engineering TR: AFJI 48-131, AFIs 48-102, 48-105, AFMAN 32-1053									K	K	K	
6.3. Pest Management records TR: DoDI 4150.07; DoD Measures of Merit (MoM); AFMAN 32-1053												
6.3.1. Paper Based Pesticide Tracking									K	PK	PK	PK
6.3.2. Computer Based Pesticide Tracking System									K	PK	PK	PK
6.3.3. Complete Termite Inspection Form									K	PK	PK	PK
6.3.4. Complete DD FORM 1532-1									K	PK	PK	PK
6.3.5. Complete DD FORM 1532									K	PK	PK	PK
6.3.6. Integrated Pest Management Plan									K	PK	PK	PK
6.3.7. Standard Operating Procedures (SOP) concerning pest management activities									K	PK	PK	PK
7.0. OPERATION AND MAINTENANCE OF PEST MANAGEMENT EQUIPMENT												
7.1. Pest Management equipment												
7.1.1. Types									K	K	K	K
7.1.2. Uses									K	K	K	K
7.2. Manual Pest Management Equipment												
7.2.1. Inspection principles									K	K	K	K
7.2.2. Perform Pre-operational Inspections												
7.2.2.1. Dusters									PK	PK	PK	PK
7.2.2.2. Sprayers									PK	PK	PK	PK
7.2.2.3. Granule spreaders									PK	PK	PK	PK
7.2.3. Maintenance Principles									K	K	K	K

7.2.4. Perform Operator Maintenance											
7.2.4.1. Dusters								PK	PK	PK	PK
7.2.4.2. Sprayers								PK	PK	PK	PK
7.2.4.3. Granule spreaders								PK	PK	PK	PK
7.2.5. Calibration principles of Pest Management Equipment									PK	PK	PK
7.2.6. Calibrate manual Pest Management Equipment											
7.2.6.1. Dusters								K	PK	PK	PK
7.2.6.2. Sprayers								K	PK	PK	PK
7.2.6.3. Granule spreaders								K	PK	PK	PK
7.2.7. Principles of operation of Pest Management equipment									K	K	K
7.2.8. Operate Manual Pest Management Equipment											
7.2.8.1. Dusters								PK	PK	PK	PK
7.2.8.2. Sprayers (TQT)								PK	PK	PK	PK
7.2.8.3. Granule spreaders								PK	PK	PK	PK
7.2.8.4. Trapping devices (TQT)								PK	PK	PK	PK
7.2.8.5. Animal control devices								PK	PK	PK	PK
7.3 Powered Pest Management Equipment											
7.3.1. Inspection Principles									K	K	K
7.3.2. Perform pre-operational inspections											
7.3.2.1. Dusters									PK	PK	PK
7.3.2.2. Sprayers									PK	PK	PK
7.3.2.3. Ultra-Low-Volume (ULV) dispensers									PK	PK	PK
7.3.2.4. Roto-Hammers									PK	PK	PK
7.3.3. Maintenance Principles									K	K	K
7.3.4. Perform Operator Maintenance											
7.3.4.1. Dusters								PK	PK	PK	PK
7.3.4.2. Sprayers								PK	PK	PK	PK
7.3.4.3. Ultra-Low-Volume (ULV) dispensers									PK	PK	PK
7.3.4.4. Roto-Hammers									PK	PK	PK
7.3.5. Calibration principles of Pest Management Equipment									K	K	K

7.3.6. Gasoline Engines											
7.3.6.1. Theory of Operation								K	K	K	K
7.3.6.2. Operator Checks								PK	PK	PK	PK
7.3.6.3. Small Engine Malfunctions									K	K	K
7.3.6.4. Troubleshoot small engine malfunctions									PK	PK	PK
7.3.7. Pump Fundamentals											
7.3.7.1. Centrifugal								K	K	K	K
7.3.7.2. Diaphragm								K	K	K	K
7.3.8. Calibrate Pest Management Equipment											
7.3.8.1. Dusters									PK	PK	PK
7.3.8.2. Sprayers									PK	PK	PK
7.3.8.3. Ultra-Low-Volume (ULV) dispensers									PK	PK	PK
7.3.9. Principles of operation for Pest Management equipment								K	K	K	K
7.3.10. Operate Pest Management Equipment											
7.3.10.1. Dusters									PK	PK	PK
7.3.10.2. Sprayers									PK	PK	PK
7.3.10.3. Ultra-Low-Volume (ULV) dispensers									PK	PK	PK
7.3.10.4. Roto-Hammers									PK	PK	PK
8.0. INTEGRATED PESTMANAGEMENT (IPM) TR: DoDI 4150.07; AFPMB TG 29; AFMAN 32-1053											
8.1. Principles of IPM									K	K	K
8.2. Methods of IPM											
8.2.1 Education									K	K	K
8.2.2. Habitat Modification									K	K	K
8.2.3. Biological Control									K	K	K
8.2.4. Genetic Control									K	K	K
8.2.5. Cultural Control									K	K	K
8.2.6. Mechanical Control								K	K	K	K
8.2.7. Physical Control								K	K	K	K
8.2.8. Regulatory Control									K	K	K
8.2.9. Chemical Control								K	K	K	K

8.3. Principles of Pest Biology										
8.3.1. Animal							K	K	K	K
8.3.2. Plant							K	K	K	K
8.4. Pest Identification										
8.4.1. Use Microscope to identify pest							PK	PK	PK	PK
8.4.2. Use Identification keys to identify pest							PK	PK	PK	PK
9.0. Pesticides										
9.1. Environmental Impact							K	K	K	K
9.2. Classifications							K	K	K	K
9.3. Characteristics							K	K	K	K
9.4. Formulations							K	K	K	K
10.0. Integrated Pest Management Procedures TR: Applicable AFPMB TGs; AFMAN 32-1053; AFPAM 32-7064										
10.1. Principles										
10.1.1. Survey							K	K	K	K
10.1.2. Identification							K	K	K	K
10.1.3. Control								K	K	K
10.2. Disease Vectors										
10.2.1. Survey Principles							K	K	K	K
10.2.2. Conduct Survey							PK	PK	PK	PK
10.2.3. Pest Identification							PK	PK	PK	PK
10.2.4. Control Measures							K	K	K	K
10.3. Venomous Arthropods										
10.3.1. Survey Principles							K	K	K	K
10.3.2. Conduct Survey							PK	PK	PK	PK
10.3.3. Pest Identification							PK	PK	PK	PK
10.3.4. Control Measures							K	K	K	K
10.4. Venomous/Non-Venomous Reptiles										
10.4.1. Survey Principles							K	K	K	K
10.4.2. Conduct Survey							PK	PK	PK	PK
10.4.3. Pest Identification							PK	PK	PK	PK
10.4.4. Perform Control Measures							PK	PK	PK	PK
10.4.5. Principles of Control Measures							K	K	K	K
10.5. Stored Product and Fabric Pests										
10.5.1. Survey Methods							K	K	K	K
10.5.2. Pest Identification							PK	PK	PK	PK
10.5.3. Control Measures							K	K	K	K

10.6. Structural Pests										
10.6.1. Survey Principles							K	K	K	K
10.6.2. Conduct Survey							PK	PK	PK	PK
10.6.3. Pest Identification							PK	PK	PK	PK
10.6.4. Control Measures							K	K	K	K
10.7. Ornamental Pests										
10.7.1. Survey Principles							K	K	K	K
10.7.2. Conduct Survey							PK	PK	PK	PK
10.7.3. Pest Identification							PK	PK	PK	PK
10.7.4. Control Measures							K	K	K	K
10.8. Turf Pests										
10.8.1. Survey Principles							K	K	K	K
10.8.2. Conduct Survey							PK	PK	PK	PK
10.8.3. Pest Identification							PK	PK	PK	PK
10.8.4. Control Measures							K	K	K	K
10.9. Household and Nuisance Pests										
10.9.1. Survey Principles							K	K	K	K
10.9.2. Conduct Survey							PK	PK	PK	PK
10.9.3. Pest Identification							PK	PK	PK	PK
10.9.4. Control Measures							K	K	K	K
10.10. Vertebrate Pests										
10.10.1. Survey Principles							K	K	K	K
10.10.2. Conduct Survey							PK	PK	PK	PK
10.10.3. Pest Identification							K	K	K	K
10.10.4. Control Measures							K	K	K	K
10.11. Bird Pests										
10.11.1. Survey Methods							K	K	K	K
10.11.2. Identification							PK	PK	PK	PK
10.11.3. Control Measures							K	K	K	K

10.12. Weeds										
10.12.1. Conduct Survey							PK	PK	PK	PK
10.12.2. Identification							PK	PK	PK	PK
10.12.3. Control Measures							K	K	K	K
11.0. Bird/Wildlife Aircraft Strike Hazard (BASH) TR: AFMAN 32-1053, 32-7064, AFI 91-212										
11.1. Survey Methods							K	K	K	K
11.2. Hazard Identification							PK	PK	PK	PK
11.3. Mitigation practices							PK	PK	PK	PK
12.0. Quarantine Pests TR: DoD Electronic Foreign Clearance Guide										
12.1. Aircraft Disinfection										
12.1.1. Principles							K	K	K	K
12.1.2. Procedures							K	K	K	K
12.2. Retrograde Wash-down										
12.2.1. Principles							K	K	K	K
12.2.2. Procedures							K	K	K	K
13.0. Pesticide Management TR: 40 CFR 165; 29 CFR 1910, 49 CFR; AFMAN 32-1053; AFPMB TG 21										
13.1. Principles							K	K	K	K
13.2. Inventory pesticides							PK	PK	PK	PK
13.3. Store pesticides							PK	PK	PK	PK
13.4. Pesticide Transportation							PK	PK	PK	PK
13.5. Hazardous pesticide disposal							PK	PK	PK	PK
13.6. Clean up pesticide spills							PK	PK	PK	PK
13.7. Calculate pesticide requirements							PK	PK	PK	PK
13.8. Prepare finished pesticide products							PK	PK	PK	PK
13.9. Facility Signage							PK	PK	PK	PK
14.0. Pest Management Assets Security TR: AFPMB TG 7 & 17; AFMAN 32-1053										
14.1. Facility							PK	PK	PK	PK
14.2. Equipment							PK	PK	PK	PK
14.3. Vehicles							PK	PK	PK	PK

Attachment 3 Air Force Qualification Training Package Tracker

A3. AFQTP Documentation Record.

A3.1. To ensure each Pest Management Specialist is trained to the correct standard an AF Qualification Training Package (AFQTP) has been developed for each task group identified in their GSTS. These AFQTPs are to be used by the trainee, trainer, and certifier in their on-the-job-training program for qualification training and developmental training.

A3.2. These AFQTPs ensure all aspects of the task are covered sufficiently and provide additional task knowledge, in preparation for hands-on training. AFQTPs summarize procedures on a task performance checklist for use by trainers, certifiers, and trainees.

A3.2.1. The UTM or supervisor can download paper based AFQTP's. Paper-based AFQTP's are found on [CE DASH](#) under documents in the AFQTP folder.

A3.2.2. In addition to the paper-based AFQTPs there are web-based courses or assessments developed for certain tasks that are available on [myLearning](#) under AFCEC in the Home Station topic area.

A3.3. Documentation. Before a core or diamond task can be signed off in the JQS section of the individual automated training record, the task must be signed off in the QTP section first.

A3.4. 3E4X3WG AFQTP Tracker.

Task Number	Tasks, Knowledge, and Technical References	Core/Diamond Tasks		Certification of AFQTPs			
		A/J	C/S	Tng Start	Tng Complete	Trainee Initials	Trainer Initials
1.0.	CIVIL ENGINEER (CE) COMMON CORE CONCEPTS COURSES						
1.1.	Accomplish CE 5-Level Core Concepts Course	*					
1.2.	Accomplish CE 7-Level Core Concepts Course		*				
2.0.	PROJECT PLANNING						
2.1.	Complete AFIT WMGT 301 Intro to Asset Management	*					
2.2.	Complete AFIT WMGT 322 Intro to Project Management		*				
2.4.	Complete MyLearning Air Force Quality Assurance Evaluator course		*				
4.0.	AFS SPECIFIC PUBLICATIONS						
4.1.	Locate and use manuals, instructions, regulations, pamphlets, technical guides, standards, and forms to perform maintenance, operations, and troubleshooting	*					

5.0.	AFS SPECIFIC HEALTH AND SAFETY						
	Accomplish the following AFQTPs: Paper-based: AFS SPECIFIC HEALTH AND SAFETY						
5.3.	Pesticide label comprehension						
5.3.2.	Interpret parts of label	*					
5.3.3.	Interpret signal words/symbols	*					
5.3.4.	Interpret Safety Data Sheet (SDS)	*					
5.4.	Personal Protective Equipment (PPE)						
5.4.2.	PPE selection	*					
5.4.3	Inspect PPE						
5.4.3.1.	Gloves	*					
5.4.3.2.	Aprons	*					
5.4.3.3.	Face shield/goggles	*					
5.4.3.4.	Hearing protection	*					
5.4.3.5.	Coveralls	*					
5.4.3.6.	Boots	*					
5.4.3.7.	Respirators	*					
5.4.4.	Don PPE						
5.4.4.1.	Gloves	*					
5.4.4.2.	Aprons	*					
5.4.4.3.	Face shield/goggles	*					
5.4.4.4.	Hearing protection	*					
5.4.4.5	Coveralls	*					
5.4.4.6	Boots	*					
5.4.4.7	Respirators	*					
5.5.	Determine first aid procedures for victims of pesticide poisoning						
5.5.1.	Oral first aid procedures	*					
5.5.2.	Dermal first aid procedures	*					
5.5.3.	Ocular first aid procedures	*					
5.5.4.	Respiratory first aid procedures	*					
6.0.	PROJECT AND RESOURCE MANAGEMENT						
	Accomplish the following AFQTPs: Paper-based: PROJECT AND RESOURCE MANAGEMENT						
6.3.	Pest Management records						
6.3.1.	Paper Based Pesticide Tracking	*					
6.3.2.	Computer Based Pesticide Tracking System	*					
6.3.3.	Complete Termite Inspection Form	*					
6.3.4.	Complete DD FORM 1532-1	*					
6.3.5.	Complete DD FORM 1532	*					
6.3.6.	Integrated Pest Management Plan Development	*					
7.0.	OPERATION AND MAINTENANCE OF PEST MANAGEMENT EQUIPMENT						
	Accomplish the following AFQTPs: Paper-based: OPERATION AND MAINTENANCE OF PEST MANAGEMENT EQUIPMENT						
	Web-based: Manual and Powered Pest Management Equipment (MPPME) Course						
7.2.8.	Operate Manual Pest Management equipment						
7.2.8.2.	Sprayers	*					
7.2.8.3.	Granule spreaders	*					
7.2.8.4.	Trapping devices	*					
7.2.8.5.	Animal control devices	*					
7.3.10.	Operate Powered Pest Management equipment						
7.3.10.2.	Sprayers	*					
7.3.10.3.	Ultra-Low-Volume (ULV) dispensers	*					

8.0.	INTEGRATED PEST MANAGEMENT (IPM) Accomplish the following AFQTP: Paper-based: INTEGRATED PEST MANAGEMENT						
8.4.	Pest Identification						
8.4.2.	Use Identification keys to identify pests	*					
10.0.	INTEGRATED PEST MANAGEMENT PROCEDURES Accomplish the following AFQTP: Paper-based: INTEGRATED PEST MANAGEMENT						
10.2.	Disease Vectors						
10.2.4.	Control	*					
10.3.	Venomous Arthropods						
10.3.4.	Control	*					
10.6.	Structural Pests						
10.6.4.	Control	*					
10.9.	Household Pests						
10.9.4.	Control	*					
10.10.	Vertebrate Pests						
10.10.4.	Control	*					
10.11.	Bird Pests						
10.11.3.	Control	*					
10.12.	Weeds						
10.12.3.	Control	*					
11.0.	BIRD/WILDLIFE AIRCRAFT STRIKE HAZARD (BASH) Accomplish the following AFQTP: Paper-based: BIRD/WILDLIFE AIRCRAFT STRIKE HAZARD						
11.1.	Survey Methods	*					
13.0.	PESTICIDE MANAGEMENT Accomplish the following AFQTP: Paper-based: PESTICIDE MANAGEMENT						
13.2.	Inventory pesticides	*					
13.3.	Store pesticides	*					
13.4.	Pesticide transportation	*					
13.6.	Clean up pesticide spills	*					
13.7.	Calculate pesticide requirements	*					
13.8.	Prepare finished pesticide products	*					
14.0.	PESTICIDE MANAGEMENT ASSET SECURITY Accomplish the following AFQTP: Paper-based: PESTICIDE MANAGEMENT ASSET SECURITY						
14.1.	Facility	*					
14.2.	Equipment	*					
14.3.	Vehicles	*					