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Medical Materiel Specialty



CAREER FIELD EDUCATION AND TRAINING PLAN

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SUMMARY OF CHANGES. As a result of the Utilization and Training Workshop (U&TW) and the emerging nature of the Medical Materiel Specialty, the Specialty Training Standard (STS) contained in this Career Field Education and Training Plan (CFETP) has significant changes to task line items, core tasks, and training proficiency codes.

**CAREER FIELD EDUCATION AND TRAINING PLAN
MEDICAL MATERIEL SPECIALTY, AFSC 4A1X1**

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Part I, Medical Materiel Career Field

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive document that identifies life-cycle education and training requirements, training support resources, and core task requirements for this specialty. The CFETP will provide personnel with a clear career path to success and will instill rigor in all aspects of career field training. To read, review, or print a copy of the current CFETP, go to the Air Force e-pubs website to download the latest digital copy.

2. The CFETP consists of two parts. Supervisor's plan, manage, and control training within the specialty using both parts of this CFETP.

2.1. Part I. Provides information necessary for overall management of the specialty.

2.1.1. Section A. Explains the purpose for and how everyone will use the plan.

2.1.2. Section B. Identifies career field progression, duties and responsibilities, training strategies, and career field path.

2.1.3. Section C. Associates each level with specialty qualifications (knowledge, education, experience, training, and other).

2.1.4. Section D. Indicates resource/training constraints such as funds, manpower, equipment, facilities, etc.

2.1.5. Section E. Identifies transition training guide requirements for SSgt through MSgt.

2.2. Part II. Provides information about specific specialty training. At the unit level, supervisors and trainers use Part II to identify, plan and conduct training commensurate with the overall goals of this plan. At AETC, the Specialty Training Standard (STS) is used as a reference to develop formal training courses.

2.2.1. Section A. Identifies the STS and includes duties, tasks, training references (TRs) to support training, Air Education and Training Command (AETC) conducted training, wartime course, core task, and correspondence course requirements.

2.2.2. Section B. Contains the course objective list (COL) and training standards supervisors will use to determine if Airmen satisfied training requirements.

2.2.3. Section C. Identifies available support materials that have been developed and are mandatory for use to support on-the-job training (OJT).

2.2.4. Section D. Contains a training course index supervisors can use to determine resources available to support training. Included are both mandatory and optional courses.

2.2.5. Section E. Identifies major command (MAJCOM) unique training requirements supervisors can use to determine additional training required for the associated qualification needs. At unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

2.2.6. Section F. Provides guidance on required documentation to include the electronic Total Force Training Record (TFTR) and other forms needed to document training.

3. Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate point in their career. This plan enables us to train today's work force for tomorrow's jobs.

Abbreviations, Acronyms, and Terms

Advanced Training (AT). Formal courses which provide individuals 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 reserved for selected career airmen at the advanced level of the AFS.

Air Education and Training Command (AETC). Conducts basic training for all Air Force enlisted personnel, produces skilled flying and ground personnel, and trains many of the world's military forces. Along with basic military, technical, and flying training, AETC provides other types of training such as aircrew transitional, special, advanced, lateral, and survival training.

Air Force Career Development Academy (AFCDA). This organization located at Keesler AFB MS, develops, maintains, and distributes Air Force specific training such as the Career Development Course (CDC) and Computer Based Training programs.

Air Force Career Field Manager (AFCFM). Responsible for the development, implementation, and maintenance of the CFETP, as well as other duties within the AFS.

Air Force Enlisted Classification Directory (AFECD). Published bi-annually, this document lists descriptions of every enlisted AFSC, along with specific entry requirements.

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

Air Force Medical Readiness Agency (AFMRA). The AFMS agency that assists the Air Force Surgeon General (AF/SG) in providing enterprise-level policy development, management and oversight of medical readiness programs, strategic partnerships, medical capability development, operational medical logistics and many others. The Medical Logistics Division is located at Fort Detrick, Maryland.

Air Force Tactics, Techniques and Procedures (AFTTP). Located in Allowance Management System on the AFML Website under each Allowance Standard.

Air Reserve Component (ARC). Term used to reference both the Air National Guard and Air Force Reserves together.

Air Force Specialty (AFS). A group of positions requiring common qualifications. Each AFS has a title and associated Air Force Specialty Code (AFSC).

Air Force Specialty Code (AFSC). An alpha/numeric identification code assigned to identify like jobs.

Agile Combat Employment (ACE). A proactive and reactive operational scheme of maneuver executed within threat timelines to increase resiliency and survivability while generating combat power.

Association for Healthcare Resource and Materials Management (AHRMM). A civilian organization which military members may join and obtain professional certification to enhance

their career and community value. See Air Force COOL website for more details.

Career Development Course (CDC). The CDC is a self-study correspondence course designed to provide Airmen with the fundamental knowledge of the AFS.

Career Field Education and Training Plan (CFETP). A CFETP is 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 appropriate.

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

Certification Official.

Comprehensive Medical Readiness Program (CMRP). Identifies all skill requirements for contingency operations that are above and beyond the normal core tasks outlined in the CFETP
Consolidated Storage and Distribution Center (CSDC). Operational supply hubs that maintain in garrison War Reserve Materiel.
Continuation Training. Additional training exceeding upgrade training requirements with emphasis on present or future duty assignments.

Core Task. A task AFCFMs identify as a minimum qualification requirement within an Air Force specialty or duty position. Core tasks may be specified for a particular skill level, duty position, or in general across the AFS. This core knowledge must be maintained through local or recurring formal training. Guidance for using the core tasks can be found in the applicable CFETP narrative.

Course Objective List (COL). A publication, derived from initial/advanced skills course training standards, 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 (IAW) AFI 36-2670, *Air Force Training Program*.

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

Defense Logistics Agency (DLA). As the nation's combat logistics support agency, the DLA manages the end-to-end global defense supply chain – from raw materials to end user disposition – for the five military services, 11 combatant commanders, other federal, state and local agencies, partner and allied nations.

Defense Medical Logistics Standard Support (DMLSS). The DMLSS is an information technology system. This technology provides a continuum of medical logistics support. DMLSS delivers an automated and integrated information system with a range of medical materiel, equipment, war reserve material, and facilities management functions.

Defense Health Agency (DHA). The DHA is a joint, integrated Combat Support Agency that enables the Army, Navy, and Air Force medical Services to provide a medical ready force and ready medical force Combatant Commanders in both peacetime and wartime.

Department of Defense Activity Address Code (DoDAAC). A six-position code that uniquely

identified a unit, activity, or organization that has the authority to requisition, contract for, receive, have custody of, issue, or ship government-owned assets, or fund/pay bills for materials and/or services.

Education and Training Course Announcements (ETCA). The ETCA provides a listing of all formal training courses available in the Air Force and can be located by accessing <https://usaf.dps.mil/teams/app10-etca/Site Pages/Home.aspx>. Refer to the ETCA User Guide for more information.

Enlisted Promotion References and Requirements Catalog (EPRRC). The EPRRC is updated annually and identifies the available enlisted promotion tests and associated study references for Airman preparing for promotion to the grades of SSgt – TSgt. It can be located at <https://www.studyguides.af.mil>.

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.

Expeditionary Medical Deployment System (EMEDS). A modular field hospital system developed by the U.S. military for mobile deployment of medical treatment facilities in any location.

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

Federal Acquisition Regulation (FAR). The FAR is the principal set of rules regarding Government procurement in the United States.

Field Evaluations Questionnaire (FEQ). A FEQ is sent from the technical training school to the immediate supervisors of recent 3-skill level course graduates. Supervisors use this survey to provide feedback on the effectiveness of the technical training course in meeting established training requirements.

Initial Skills Training. A formal resident course which results in award of a 3-skill level AFSC.

Integrated Data Environment (IDE)/Global Transportation Network (GTN) Convergence (IGC) Website. Integrated Data Environment (IDE)/Global Transportation Network (GTN) Convergence (IGC) Website. This website is the first step for access to U.S. Transportation Command's (USTRANSCOM) GTN. It gives its customers located anywhere in the world a seamless, near-real-time capability to access – and employ – transportation and deployment information. IGC is an automated command and control information system that supports the family of transportation users and providers, both Department of Defense (DoD) and commercial, by providing an integrated system of in-transit visibility information and command and control capabilities

The Joint Commission (TJC). Evaluates and accredits nearly 19,000 health care organizations and programs in the United States. An independent, not-for-profit organization, it has developed state-of-the-art, professionally based standards, and evaluated the compliance of health care organizations against these benchmarks. Their mission is to continuously improve the safety and quality of care provided to the public through the provision of health care accreditation and related services that support performance improvement in health care organizations. The website for JC is located at <http://www.jointcommission.org>.

Joint Medical Logistics Functional Development Center (JMLFDC). A tri-service organization responsible for the development of the DMLSS computer system. JMLFDC also

provides several DMLSS step-by-steps instructions. This link is located at the Air Force Medical Logistics website.

Joint Publication (JP). A JP is a publication containing joint doctrine that is prepared under the direction and authority of the Chairman of the Joint Chiefs of Staff and applies to all US military forces.

MAJCOM Functional Manager (MFM). A person appointed as the senior representative for an AFS within a specific MAJCOM. Responsibilities include working with the AFCFM to develop, implement, and maintain the CFETP.

Medical Education and Training Campus (METC). The METC is an extensive, state-of-the-art enlisted medical training institution for Army, Navy, Air Force and Coast Guard medics, corpsmen, and technicians. METC was created to meet the 2005 Base Realignment and Closure Commission decision to co-locate training at Fort Sam Houston, Texas. METC is the first stop for nearly all entry-level, enlisted medical training and a point of return for a majority of advanced enlisted medical training.

Occupational Analysis Division (OAD). Located at Randolph AFB, TX, the OAD provides occupational programs to optimize United States Air Force personnel and training decisions.

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

On-the -Job Training (OJT). Hands-on, over-the-shoulder 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.

Plan of Instruction (POI). A course control document used for course planning, organization, operation, and validation.

Position Qualification Training. Training designed to qualify Airmen in a specific position, which occurs after upgrade training

Proficiency Training. Additional training, either in-residence, 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. It is designed to provide the performance skills required to do the job.

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

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

Skills Training. A formal course that awards a skill level.

Special Experience Identifier (SEI). A three-number code which identifies special experience and training not otherwise identified in the personnel data system (i.e., AFSC, etc.).

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 Requirements Team (STRT). The primary purpose of the STRT is for the AFCFM and functional leaders to review and determine career field training requirements.

Specialty Training Standard (STS). An Air Force publication which describes skills and knowledge that an airman in a particular Air Force specialty needs on the job. It further serves as a contract between the Air Education and Training Command and the user to show the overall training requirements for and AFSC that the formal schools teach.

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.

Sustainment Training. Recurring training necessary for fully qualified individuals to maintain the skills necessary to perform all duties required by their job in peacetime and wartime.

Task Certifier. See Certification Official.

Task Module (TM). A group of tasks performed within an Air Force specialty that are performed together and require common knowledge, skills, and abilities. TMs are identified by an identification code and a statement.

Theater Enterprise-Wide Logistics System (TEWLS). System that integrates multiple business processes, i.e. inventory management, warehouse management, kitting, financial management, etc., across the Enterprise or organized business activities into a single master database.

Theater Lead Agent for Medical Materiel (TLAMM). An organization or unit designated to serve as a major theater medical distribution node and provide the face to the customer for supply chain management.

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

Trainer. A trained and qualified person who teaches airmen to perform specific tasks through OJT. Also relates to the equipment that the trainer uses to teach airmen specified tasks.

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

Training References (TR). Instructions, manuals, pamphlets, and other documents used as sources to provide guidance and training.

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

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

Training Standard. Trainees are trained and evaluated to the go/no go level. Go means the

individual can perform the task without assistance and meet requirements for accuracy, timeliness, and correct use of procedures. Supervisors and superintendents will manage this process.

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

Utilization and Training Workshop (U&TW). A forum of AFSC specific MFM, Subject Matter Experts, and AETC training personnel that determines career ladder training requirements.

Wartime Course. A structured course for non-prior service personnel to train only essential tasks in times of national emergency. The goal is to produce the greatest number of graduates in the least amount of time. The course content is based on wartime tasks identified in the STS.

War Reserve Materiel (WRM). A collection of warfighting material held in reserve in pre-positioned storage to be used if needed for contingency operations.

Section A – General Information

1. Purpose. This CFETP provides information necessary for the AFCFM (MFMs), commanders, training managers, supervisors, trainers, and the applicable AETC training wing to plan, develop, manage, and conduct an effective career field education and training program. This plan outlines training individuals must receive to develop and progress throughout their career. It also identifies initial skills, upgrade, qualification, advanced proficiency, sustainment, and continuing education and training. Initial skills training is the AFS specific training an individual receives upon entry into the Air Force or upon retraining into a specialty. For this career field, training is provided at METC by AETC, 382d Training Squadron (TRS) at Joint Base San Antonio- Fort Sam Houston, TX. Upon successful completion of the training, individuals are awarded their 3-skill level AFSC.

1.1. Upgrade Training (UGT) identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3, 5 and 7-skill levels. Qualification Training (QT) is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the UGT process. It is designed to provide the performance skills and knowledge required to do the job. Advanced training is formal AFS training used for selected airmen. Proficiency training is additional training, either in-residence, exportable advanced training courses, or on-the-job Training (OJT), provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The CFETP also serves the following purposes:

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

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

1.1.3. Identifies major resource constraints which may impact full implementation of the career

field training process.

1.1.4. Identifies the training elements required for Readiness Skills Training (RST) to ensure individuals are fully trained to meet contingency missions.

2. Use. MFMs and supervisors at all levels will use the plan to ensure comprehensive and cohesive training programs are available for everyone in the specialty.

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

2.2. MFMs will ensure their training programs complement the CFETP mandatory initial, upgrade qualification, and proficiency requirements. OJT, resident training, contract training, or exportable courses can satisfy identified requirements. Any MAJCOM-developed training used to support this AFSC must be included in this plan.

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

3. Coordination and Approval. The AFCFM is the approval authority for this CFETP. MAJCOM representatives and AETC training personnel will identify and coordinate on career field training requirements. The CFM for this specialty will initiate an annual review of this document by AETC and MFMs to ensure currency and accuracy. Using the list of courses in Part II, they will eliminate duplicate training.

Section B – Career Progression and Information

1. Specialty Description

1.1. Specialty Summary. Provide medical materiel and services support to using activities with an economical investment in inventory. Maintain all assigned Contingency Medical Materiel (CMM) programs. Establish an effective medical equipment management program. Act as the medical treatment facility (MTF) single contracting support focal point for medical and nonmedical goods and services to include professional services. Advise customers, commanders, and administrators on all logistics matters that affect MTF operations.

1.2. Duties and Responsibilities:

1.2.1. Performs acquisition and inventory management tasks. The AFMS acquisition and inventory management programs provide guidance and information on the Air Force Working Capital Fund/Medical Dental Division (AFWCF/MDD) operations, while the DHA provides guidance and information on the Defense Working Capital Fund (DWCF). Acquisition and inventory management tasks include: establish inventory control policies, perform special inventory control actions (e.g. calculate levels, reorder points, etc.), supply the CSDC's and MTFs medical materiel requirements, create and maintain customer service, seek opportunities to provide forward customer support, report shipment discrepancies, determine credit for customer turn-ins, inventory medical operating supplies .review requirements list and process orders, perform follow-up actions on aged due-ins, and maintain and reconcile government purchase card.

1.2.2. Performs storage and distribution tasks. The AFMS and DHA storage and distribution

program provides policy and procedural guidance for managing storage areas and distributing stock. Storage and distribution tasks include: ensure controlled items are stored appropriately, determine the need of an alarm system based upon the value of materiel currently stored in the medical warehouse and the availability of emergency power, plan with security police to periodically check exterior doors and windows of the medical supply facilities during non-duty hours, and ensure unauthorized personnel are restricted from storage areas.

1.2.3. Performs medical equipment management tasks. The AFMS and DHA equipment management program provides a system for in-use equipment control and reporting based on a single organizational Medical Equipment Management Office (MEMO) at each medical stock record account (including deployed activities). MEMO tasks include: management of the MTFs medical equipment, maintain in-use equipment records, to include all detached facilities supported by the host MTF, order equipment and ensure appropriate technical recommendations required are incorporated into the equipment purchase, train account custodians on equipment management procedures and assist in the preparation of equipment requests, ensure equipment inventories are performed as required, , and validate equipment due-outs/due-ins as required.

1.2.4. Performs controlled medical item management tasks. The AFMS and DHA controlled medical items management program provides policy and guidance for controlling and safeguarding controlled medical items, which, because of their susceptibility to misuse and theft, require special accounting, storage, shipment, and issue precautions. Controlled medical item management tasks include record maintenance for all accountable transactions affecting record balances, perform inventories of controlled items as required, , witness the packaging of all code R items and verify the contents by signing the shipping document, and ensure unauthorized personnel do not enter the secure storage area.

1.2.5. Performs medical contingency materiel management tasks. The AFMS's medical contingency materiel management program provides policies and procedural guidance to manage Contingency Medical Materiel (CMM) programs, medical WRM, MC-CBRN and the medical allowance standard process. Contingency materiel management tasks include: ensure all assets in medical WRM allowance standards are accounted for and managed, establish levels for specific WRM assets on approved allowance standards for WRM assemblages, calculate and document basis of issue for mass casualty first aid bed expansion and force health protection programs, manage and exercise deferred procurement programs, ensure all assigned WRM assemblages are inventoried develop a WRM acquisition plan in advance of funding allocation, ensure all assigned WRM assemblages are stored appropriately develop activation checklists for logistics activities, brief medical readiness committee on materiel status of all assigned contingency projects, conduct self-inspections, maintain shelf life extension program, maintain support agreements, and maintain WRM continuity files.

2.1. Skill/Career Progression. Timely training and progression from the apprentice to the superintendent skill level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training do their part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure individuals receive viable training at appropriate points in their careers. Supervisors may use this area as a guide for general counseling sessions. The following narrative and Figures 5.1 and 5.3 identify career/skill progression.

2.1.1. Apprentice (3-skill level). Initial skills training in the medical materiel specialty consists

of tasks and knowledge training provided in the 3-skill level in-resident course (L5ABJ4A131-00AC). All students in this specialty will complete the Medical Materiel Apprentice course in-residence at Joint Base San Antonio-Fort Sam Houston, TX and upon successful completion of the course students will be awarded the 3-skill level. The primary focus of the course is to provide the trainee a foundation of medical materiel practices, procedures and logistics based medical readiness.

2.1.1.1. After completion of this course, and upon arrival at Airman's first duty assignment, the apprentice will enter upgrade training through enrollment in the 4A151 CDC through AFCDA. Apprentices should devote their time to learning and subsequently performing assigned duties in the specialty. Airman can expect to be assigned to entry level materiel processes such as receiving, storage, distribution, forward customer support, document control, research, and inventory control. Airman may be assigned to other sections of medical materiel not listed previously depending upon the need and size of the work center. Knowledge of these processes provides the basis for providing further growth in the medical materiel specialty. Although extenuating circumstances may prohibit it, Airman should be proactive and request training in areas of self-identified weaknesses. This course is accredited by the CCAF and upon completion of this course will earn Airman 9 semester hours of college credit.

2.1.2. Journeyman (5-skill level). Journeymen are expected to build upon the skills learned as an apprentice by learning and performing, completing the 4A151 CDC, and includes additional OJT tasks that must be signed off by a trainer on all 5-skill level on core tasks identified in the STS. Within the medical materiel specialty, journeymen will move into more complex materiel processes such as customer service, systems administration, requisitioning, developing requirements, contingency medical materiel, equipment management, etc.

2.1.2.1. Once upgraded and at least a SrA, journeymen enter continuation training to broaden their experience. Journeymen will attend Airman Leadership School (ALS) when they meet the eligibility requirements outlined in the DAFI 36-2670, Total Force Development. The ALS is accredited by the CCAF, which awards all graduates 10 semester hours of college credit. After ALS, journeymen may be selected to perform duties as trainers and/or supervisors. To enhance their skills, journeymen are encouraged to continue their education toward a CCAF degree.

2.1.2.2. CDCs and other study references listed in the *EPRRC* are used to assist airmen in their preparation for promotion testing.**2.1.3. Craftsman (7-skill level).** Airmen must be Staff Sergeant (SSgt) select or above to enter 7-level UGT and must successfully complete the 4A171 Medical Materiel Craftsman CDC before upgrade to the 7-skill level. The 7-skill level upgrade training will include certification in core tasks identified in the STS. Once upgraded, a craftsman can expect to fill various supervisory and management positions such as NCOIC, supervisor, program manager, and task trainer

2.1.3.1. Once promoted to the rank of TSgt, craftsman will complete the Noncommissioned Officer Academy (NCOA) when they meet the eligibility requirements outlined in and DAFI 36-2670. The NCOA is accredited by the CCAF, which awards all graduates 12 semester hours of college credit. As Airmen progress through the ranks to Master Sergeant (MSgt), they should take every opportunity to complete each level of professional military education (PME) at the earliest date possible. Senior Noncommissioned Officer Academy (SNCOA) is accredited by the CCAF, which awards all graduates 9 semester hours of college undergraduate credit. Eligible Technical Sergeants (TSgt) should enroll in the applicable PME to enhance their ability to

manage personnel assigned under them. Continued academic education through CCAF and higher degree programs is strongly encouraged, especially by enrolling in courses on management of resources and personnel.

2.1.3.2. Membership, certification, or registration with a professional medical materiel organization is desirable. All medical materiel personnel are eligible to apply for certifications outlined in the Air Force COOL. For those with Veteran's benefits, eligible members can obtain reimbursement.

2.1.3.3. The Medical Materiel Supervisor Course, as outlined in the Course Training Standard (CTS) in Part II, Section A of this CFETP, is designed to provide a foundation for advanced medical materiel business practices and theories. The course is a 16-days and is designed to prepare NCOs for the increased level of responsibility as the NCOIC or SEL of a Medical Logistics account. Topics covered include acquisition and inventory management, inventory quality management, medical equipment management, services contract management, management reports, financial management, training, and manpower. Emphasis is placed on utilizing the (DMLSS) computer system as a management tool. Attendees must possess a 7-skill level or waiver by the AFCFM. Multiple course attendances are authorized after any major course revisions.

2.1.4. Superintendent (9-skill level). Before attaining the 9-skill level, individuals must hold the rank of Senior Master Sergeant (SMSgt), meet mandatory requirements listed in the AFECD, be recommended by their supervisor, and approved by the commander. A superintendent can expect to fill positions such as Flight Chief, SEL, MFM, and various staff positions. Additional training in the areas of resources, leadership skills, and management should be pursued through continuing education. Completion of higher degree programs is strongly encouraged. Membership and certification with a professional medical materiel organization is highly desirable.

2.1.5. Chief Enlisted Manager (CEM) 4A100. The CEM code is awarded upon promotion to Chief Master Sergeant (CMSgt). CEMs routinely perform duties as the MFM for the career field, at various command levels, group or squadron SEL, and Flight Chief. Additional training in the areas of resources, leadership skills and management should continue. Completion of higher degree programs is strongly encouraged. Membership and certification with a professional medical materiel organization is desirable and strongly encouraged.

3.1. Enlisted Deliberate Development. Occurs through the guidance, direction, and execution of Functional Advisory Councils (FAC) and Enlisted Development Teams (EDT). Through FACs and EDTs, enlisted career field leadership executes planning and succession planning to ensure Air Force specialties are effectively equipped, developed, and sustained to provide the required capabilities to accomplish the mission. Succession planning is the responsibility of EDTs and entails identifying key developmental positions (KDPs) and key leadership positions (KLPs).

3.1.1. EDT. Provide vectors based on projected (or anticipated) aggregated requirements by grade, level, and position type. A vector is an EDT's collective recommendation for an experience level, training or education opportunity, or position type for an airman's next or subsequent assignment. EDTs ensure a career field's senior leadership becomes familiar with Airmen assigned to their functional area and assesses Airmen's qualifications and potential for future opportunities. EDTs must be executed in the most cost-efficient manner possible. This includes taking full advantage of remote capabilities, conducting EDTs in conjunction with other

scheduled meetings, and minimizing the need for AFPC support and resources to execute EDTs.

3.1.2. KDPs. Used to complement leadership qualifications. These positions are utilized to provide experience necessary for KLPs that may not be gained through the normal assignment system.

3.3.3. KLPs. Defined as a unique, “no-fail” position with distinguishing responsibilities and education, training, experience, or performance requirements that cannot be realized through normal progression planning and may not be prevalent in most of the career field. These positions are not to be confused with specially designated functional positions such as Key Nuclear Billets, although those billets may also be defined as KLPs.

4.1. Training Decisions. This CFETP uses a building block approach to encompass the entire spectrum of training requirements for the medical materiel specialty. This spectrum includes a strategy for when, where, and how to meet these training requirements. This strategy is used to develop affordable training, eliminate duplication, and prevent a fragmented approach to training. The training strategy and plan outlined in this CFETP was formed during the 4A1X1 Specialty Training Requirements Team (STRT)/Utilization and Training Workshop (U&TW) at JBSA-Fort Sam Houston, TX, 09-13 August 2021, from information identified in Occupational Analysis (OA) and training requirements analysis conducted by the Occupational Analysis Division and 4A1X1 subject matter expert input. Changes to the CFETP were captured in the STRT minutes and reside with the AFCFM.

5.1. Community College of the Air Force (CCAF). CCAF is one of several federally chartered degree-granting institutions; however, it is the only 2-year institution exclusively serving military enlisted personnel. The college is regionally accredited through Air University by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award AAS degrees designed for specific Air Force occupational specialties and is the largest multi-campus community college in the world. Upon completion of basic military training and assignment to an AF career field, all enlisted personnel are registered in a CCAF degree program and are afforded the opportunity to obtain an Associate in Applied Science degree. To be awarded, degree requirements must be successfully completed before the student separates from the Air Force, retires, or is commissioned as an officer. See the CCAF website for details regarding the AAS degree programs.

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

	<u>Semester Hours</u>
Technical Education	24
Leadership, Management, and Military Studies.....	6
General Education*	15
Written Communication (English Composition).....	3
Oral Communication (Speech).....	3
Mathematics	3
Social Science.....	3
Humanities.....	3
Program Elective*	15
Total:	64

5.1.2.1. Technical Education (24 Semester Hours): Completion of the career field apprentice course satisfies some semester hours of the technical education requirements. A minimum of 24 semester hours of Technical Core subjects/courses must be applied and the remaining semester hours applied from Technical Core/Technical Elective courses. Some academic degree programs have specific technical education requirements. Refer to the CCAF General Catalog for specific degree requirements for your specialty.

5.1.2.2. Leadership, Management, and Military Studies (6 Semester Hours): Enlisted Professional Military Education (EPME) and/or civilian management courses.

5.1.2.3. Physical Education (4 Semester Hours): This requirement is satisfied by completion of Basic Military Training.

5.1.2.4. General Education (15 Semester Hours): Applicable courses must meet the criteria for application of courses to the General Education Requirements (GER) and agree with the definitions of applicable General Education subjects/courses as provided in the CCAF General Catalog.

5.1.2.5. Program Elective (15 Semester Hours): Satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subjects/courses, including natural science courses meeting GER application criteria. A maximum of nine semester hours of CCAF degree applicable technical credit otherwise not applicable to the program of enrollment may be applied. See the CCAF General Catalog for details regarding the Associates of Applied Science for this specialty.

5.1.2.6. Residency Requirement (16 Semester Hours): Satisfied by credit earned for coursework completed in an affiliated school or through internship credit awarded for progression in an Air Force occupation specialty. Enlisted members attending Army, Navy, and/or DOD initial or advanced training, do not receive resident credit since these schools are not part of the CCAF system. However, the college awards proficiency credit to AF enlisted members completing these courses. **NOTE:** Physical education credit awarded for basic military training is not resident credit.

5.2. Professional Certifications. Certifications assist the professional development of our airmen by broadening their knowledge and skills. Additionally, specific certifications may be awarded collegiate credit by CCAF and civilian colleges, saving time and Air Force tuition assistance funds. It also helps airmen to be better prepared for transition to civilian life. In addition to its associate degree program, CCAF offers the following certification programs and resources:

5.2.1. CCAF Instructor Certification (CIC) Program. CCAF offers the three-tiered CIC Program for qualified instructors teaching at CCAF affiliated schools who have demonstrated a high level of professional accomplishment. The CIC is a professional credential that recognizes the instructor's extensive faculty development training, education and qualification required to teach a CCAF course, and formally acknowledges the instructor's practical teaching experience.

5.2.2. CCAF Instructional Systems Development (ISD) Certification Program. CCAF offers the ISD Certification Program for qualified curriculum developers and managers who are formally assigned at CCAF affiliated schools to develop and manage CCAF collegiate courses. The ISD Certification is a professional credential that recognizes the curriculum developer's or manager's extensive training, education, qualifications, and experience required to develop and

manage CCAF courses. The certification also recognizes the individual's ISD qualifications and experience in planning, developing, implementing, and managing instructional systems.

5.3. Air Force Credentialing Opportunities On-Line (AF COOL). The AF COOL Program is managed by CCAF and provides a research tool designed to increase an Airman's awareness of national professional credentialing and funding opportunities available for all Air Force occupational specialties. AF COOL also provides information on specific occupational specialties, civilian occupational equivalencies, AFSC-related national professional credentials, credentialing agencies, and professional organizations. AF COOL contains a variety of information about credentialing and licensing and can be used to:

- Get background information about civilian licensure and certification in general and specific information on individual credentials including eligibility requirements and resources to prepare for an exam.
- Identify licenses and certifications relevant to an AFSC.
- Learn how to fill gaps between Air Force training and experience and civilian credentialing requirements.
- Get information on funding opportunities to pay for credentialing exams and associated fees.
- Learn about resources available to Airmen that can help them gain civilian job credentials.

5.4. Air University Associate to Baccalaureate Cooperative Program (AU ABC Program). Directs Airmen with Associate in Applied Science Degrees from the CCAF to a collection of accredited military friendly colleges and universities to consider when completing a four-year degree. The program maximizes the application of military career education and training and provides a multitude of online academic and support services for the enlisted member.

5.5. Additional Off-Duty Education. Off-Duty education is a personal choice that is encouraged for all. Individuals desiring to become an Air Education and Training Command Instructor should be actively pursuing an associate degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

6.1. Career Field Path. The career pyramid (Figure 6.1.) pictorially reflects the medical enlisted opportunities. The training and functions are aligned with rank and experience levels normally expected of members in that period of their careers. We strongly recommend unit FM's, SEL's, and supervisors rotate 3- and 5-skill level personnel through all major career tracks (displayed on the pyramid) to better prepare them for supervisory and management responsibilities of the 7- and 9-skill levels.

Figure 6.1. Enlisted Career Pyramid



Figure 6.2. Enlisted Education and Training Path

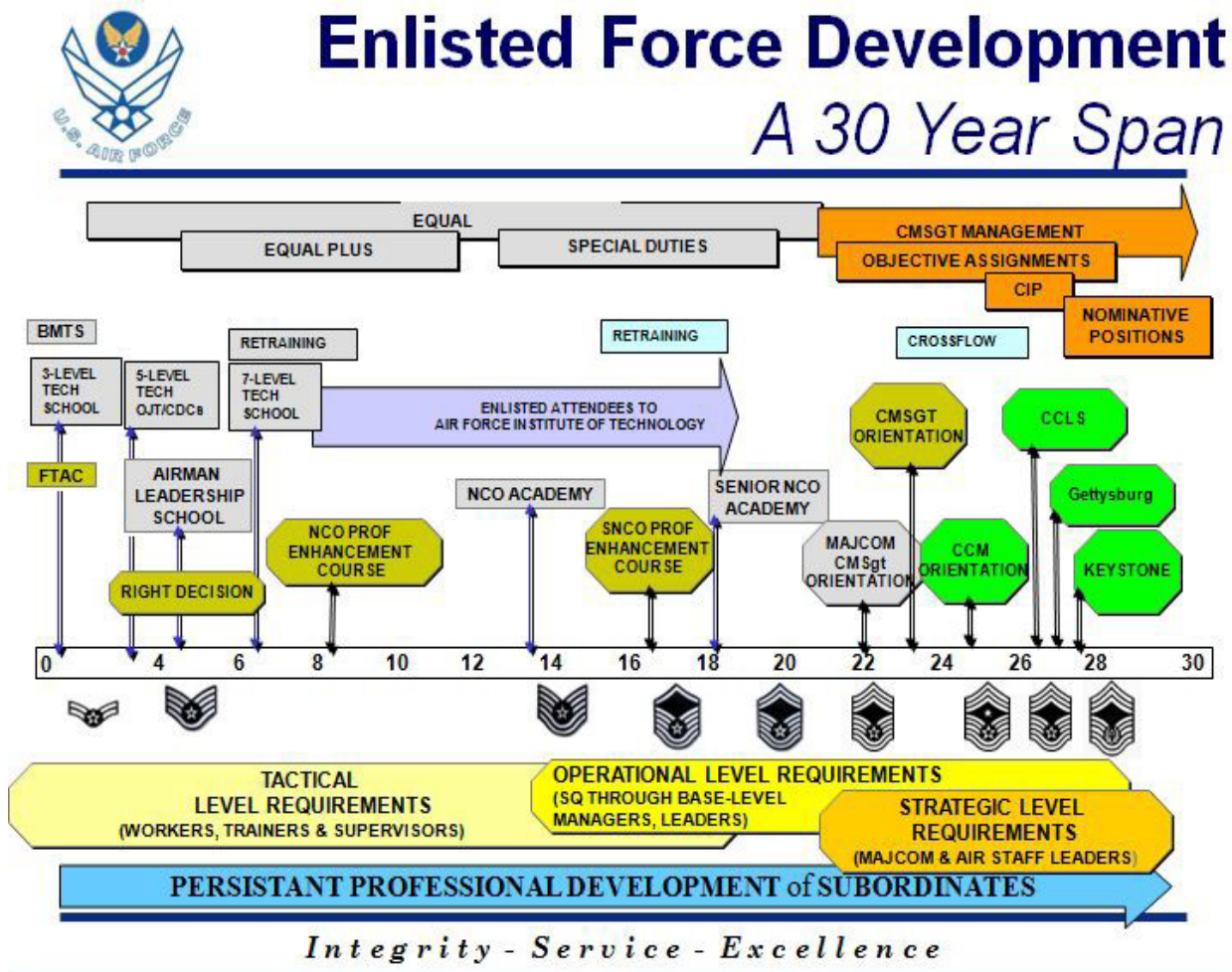


Table 6.1. Enlisted Career Path

Education and Training Requirements	GRADE REQUIREMENTS			
	Rank	Average Promotion	Earliest Promotion	HYT
BMT School				
Apprentice Technical School (3-skill level)	Amn	6 months		
	A1C	10 months		
Upgrade To Journeyman (5-skill level) - Minimum 4 months in UGT - Complete appropriate CDC if/when available - Complete core tasks	Amn			
	A1C	10 months		
	SrA	3 years	28 months	8 years
ALS - Must be a SrA with 48 months' time in service or be a SSgt-select - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only)	Trainer - Qualified and certified to perform task to be trained - Must attend AF Training Course - Recommended by supervisor			
Upgrade To Craftsman (7-skill level) - Minimum rank of SSgt-select - Minimum 4 months in UGT - Complete all core and duty position tasks - Complete appropriate CDC if/when available	SSgt	4 years	3 years	15 years
NCOA - Must be a TSgt or TSgt-select - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only)	TSgt	12.5 years	5 years	20 years
	MSgt	16 years	8 years	24 years
SNCOA - Must be a MSgt or SMSgt-select - Resident graduation is a prerequisite for SMSgt sew-on (Active Duty Only)	SMSgt	19.2 years	11 years	26 years
Upgrade to Superintendent (9-skill level) - Minimum rank of SMSgt	CMSgt	21.5 years	14 years	30 years

Section C – Skill Level Training Requirements

1. Purpose. Skill level training requirements in this career field are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad 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 Specialty Training Standard (STS) in Part II of this CFETP.

2. Specialty Qualification

2.1. Apprentice Level Training (3-skill level).

2.1.1. Specialty Qualifications. Per AFECDD, for entry into this specialty and award and retention of specialty code, valid and current state driver's license, and qualification to operate government vehicles is mandatory according to AFI 24-301, *Ground Transportation*. A general aptitude score of 44 from the Armed Services Vocational Aptitude Battery (ASVAB) and the ability to lift 50 pounds is required.

2.1.2. Knowledge. Knowledge of Air Force property and financial accounting based on automated data processing systems, logistics and related publications, medical materiel procedures, identity and general characteristics of medical materiel, readiness mission, and organization of medical materiel accounts is mandatory.

2.1.3. Education. Completion of high school courses in management, basic electronic data processing, bookkeeping, accounting, and business administration are also desirable.

2.1.4. Training. IAW AFI 36-2670, members must complete resident initial skills training course, such as the Medical Materiel Apprentice course, for award of the 3-skill level. Completion of Expeditionary Medical Readiness Course is required (EMRC) Retraining into the 4A1X1 AFSC may be accomplished via OJT alone only when specified in the applicants' retraining instructions and as approved by the Medical Materiel AFCFM. Personnel retraining via OJT may be awarded 3-skill level when the following are met: complete knowledge training on all tasks taught in the initial skills course, complete duty position requirements identified by the supervisor and all other mandatory requirements. **NOTE:** IAW DAFI 36-2670, First Term Airmen Course (FTAC) is mandatory upon arrival at first duty station (Active Duty only).**2.1.5. Experience.** No other experience is required for the 3-skill level.

2.1.6. Training Sources and Resources. The Medical Materiel Apprentice training course (L5ABJ4A131 00AB) is available through the 382 TRS, JBSA-Fort Sam Houston, TX.

2.1.7. Implementation. Member is awarded the 3-skill level upon successful completion of course and EMRC

2.2. Journeyman Level Training (5-skill level).

2.2.1. Knowledge. Knowledge of Air Force property accounting based on automated data processing systems, Air Force Instructions, medical materiel procedures, general characteristics of all medical materiel sections, war readiness mission, equipment management, and organization of medical units is mandatory. Knowledge of business accounting, typing, computer terminals, materiel distribution and management, web-based navigation and data automation is desirable.

2.2.2. Training. IAW AFI 36-2670, individuals must complete mandatory 4A151 CDCs, all

core tasks identified in the STS portion of Part II of this CFETP, and other duty position tasks identified by the supervisor. Award of the 5-skill level also requires completion of a minimum of 4 months in upgrade training, all mandatory requirements listed in AFECD, specialty descriptions, CFETP, and the recommendation of their supervisors.

2.2.3. Experience. Qualification in and possession of the 3-skill level in the 4A1 specialty is mandatory.

2.2.4. Training Sources and Resources. The CDC for this skill-level is developed by the 382 TRS, JBSA-Fort Sam Houston, TX, and is available through your unit training manager (UTM).

2.2.5. Implementation. The member's supervisor will recommend, and the commander approves the 5-skill level upon successful completion of 5-skill level requirements outlined in 2.2.

2.3. Craftsman Level Training (7-skill level).

2.3.1. Knowledge. Knowledge of Air Force property and financial accounting based on automated data processing, logistics and related publications, medical materiel procedures, identity and general characteristics of medical materiel, and organization of medical materiel accounts is mandatory. Knowledge of business accounting, word processing, graphics, database management, spreadsheets, writing, and preparing and presenting training briefs is desirable.

2.3.2. Education. A CCAF associate degree in logistics is desirable,

2.3.3. Training. For the award of the 7-skill level, an individual must be at least a SSgt, complete mandatory CDCs, demonstrate proficiency on the core tasks identified in the CFETP and other duty position tasks identified by the supervisor, meet mandatory requirements listed in the specialty description in AFECD, complete a minimum 4 months in training, and be recommended by the supervisor. . **NOTE:** IAW DAFI 36-2670, Noncommissioned Officer Professional Enhancement Seminar (NCO PES) and Senior Noncommissioned Officer Professional Enhancement Seminar (SNCO PES) is highly encouraged and designed to augment time between PME.

2.3.4. Experience. Qualification and possession of the 5-skill level in the specialty is mandatory. Must have minimum rank of SSgt and have completed 12 months OJT.

2.3.5. Training Sources and Resources. The CDC for this skill-level is developed by the 382 TRS, JBSA-Fort Sam Houston, TX, and is available through your UTM.

2.3.6. Implementation. The member's supervisor will recommend, and commander approves the 7-skill level upon successful completion of the 7-level skill requirements outlined in 2.3.

2.4. Superintendent Level Training (9-skill level).

2.4.1. Knowledge. Knowledge in medical materiel theory and techniques, property and financial accounting based on automated data processing, logistics and related publications.

2.4.2. Education. Completion of the SNCOA. Completion of a master's degree in a related discipline is highly desirable.

2.4.3. Training. IAW DAFI 36-2670, member must hold the rank of SMSgt.

2.4.4. Experience. Qualification in and possession of the 7-skill level in the specialty is mandatory.

2.4.5. Training Sources and Resources. Qualified trainers using appropriate local and other training materials provide qualification training.

2.4.6. Implementation. Entry into training begins when an individual has attained the 7-skill level, and is a SMSgt or SMSgt select. Commanders award individuals the 9-skill level upon completion of all training and experience requirements and after promotion to SMSgt.

Section D – Resource Constraints.

This section identifies known resource constraints that preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also, included in this section are actions required, office of primary responsibility, and target completion dates. At a minimum, perform an annual review of resource constraints affecting training and amend this section if needed. Currently, there are no training constraints.

Section E – Transitional Training Guidance

This section not used.

Part II, Specialty Training

Section A – Specialty Training Standard (STS) Explanation

1. Implementation. This STS will be used for technical training for classes once the CFETP is approved and graduating thereafter until the STS is revised. Training documentation will be accomplished in members TFTR. . AETC will begin implementation of this STS technical training with the formal class entering and graduating for course L5ABJ4A131 00AC.

2. Structure.

2.1. Column 1. Task, Knowledge, and Technical Reference shows the most common tasks, knowledge requirements, and technical references (TR) necessary for 4A1 Airmen to perform duties in the 3-, 5-, and 7- skill levels.

2.2. Column 2. Core Tasks shows the core tasks (for both 5 and 7- levels) identified by the numbers “5” and/or “7.” Tasks requiring a certifier verify completion are identified by the “^” symbol. **NOTE:** There are currently 4A1 tasks that require third-party certification.

2.3. Column 3. Certification For OJT shows certification for OJT document training start and completion dates and appropriate initials.

2.3.1. Column 3A. indicates the training start date.

2.3.2. Column 3B. indicates the training completion date.

2.3.3. Column 3C. is reserved for the trainee’s initials.

2.3.4. Column 3D. is reserved for the trainer’s initials.

2.3.5. Column 3E. is reserved for the certifier’s initials. **NOTE:** There are currently no 4A1 tasks that require third-party certification.

2.4. Column 4. Proficiency Codes Used To Indicate Training/Information Provided.

2.4.1. Column 4A. shows the Medical Materiel Apprentice Course training requirements.

2.4.2. Column 4B. shows the 4A151 CDC training requirements.

2.4.3. Column 4C. shows the 4A171 CDC training requirements

3. Recommendations. Identify inadequacies and recommend changes to this training standard through channels at 59 TRG/TGE, 2931 Harney Road, JBSA-Fort Sam Houston, TX 78234-7674 or use the Customer Service Information Line (DSN 420-1080; Commercial (210) 808-1080) to report your findings.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

ROBERT I. MILLER
Lieutenant General, USAF, MC, SFS
Surgeon General

Attachments:

1. STS 4A1X1 Qualitative requirements with Technical Reference Source Summary
2. Course Training Standard for the Medical Materiel Supervisors Course

4A1X1 Specialty Training Standard

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

QUALITATIVE REQUIREMENTS

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

Explanations

- * All tasks and knowledge items shown with a proficiency code are trained during war time.
- ** 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 that no proficiency training is provided in the course or CDC.
- X This mark is used alone in the course columns to show that training is required but not given due to limitations in resources.
- NOTE 1:** An "*" designates task and knowledge items trained during the resident apprentice level wartime course.
- NOTE 2:** Training References (TRs) listed in Column 1 and in the bibliography are approved for use in formal course and MTP development.
- NOTE 3:** Tasks designated with a "5" or a "7" in Column 2 are core tasks for 5- or 7-level UGT respectively. If a core task is required for both skill levels, then "5/7" is posted.
- NOTE 4:** The AFCFM has determined that tasks will not require a third-party task certifier; therefore, column E does not need a Certifier's Initials for task completion.
- NOTE 5:** Columns 4 (A1, A2) specify the level of training provided by the 3-skill level resident Phase I and Phase II courses. During OJT, tasks are trained and evaluated to the "Go" level

1. Tasks, Knowledge and Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course		(2) CDC		(2) CDC	
1. MISSION AND ORGANIZATION TR: AFDD 1-1; AFI 38-101; AETCI 36-2651; AFI 36-2618; AFH1												
1.1. Air Force Structure							A	-	-	-	-	-
1.2. Career Progression							A	-	-	-	-	-
2. SECURITY TR: AFI 10-701; AFD 33-2; AFI 41-209												
2.1. Security Vulnerabilities							A	-	-	-	-	-
2.2. Classified Material							-	-	-	B	-	-
3. FLIGHT MANAGEMENT TR: AFI 33-360; ; AFI 41-209; AFMAN 41-216; Air Force Medical Logistics (AFML) Website; AFI 38-101; AFI 25-201												
3.1. File Plan Preparation and Maintenance								-	-	A	-	B
3.2. Develop Continuity of Operations (COOP)	7						-	-	-	-	-	-b
3.3. Perform Self-Inspection Checklist and Establish Correction Plan	5							-	-	a	-	b
3.4. Analyze Key Performance Indicators (KPI) and Logistics Management Indicators (LMI)								-	-	a	-	b
3.5. Process EOFY Actions	7							-	-	a	-	b
3.6. Manage Medical Material Financial Reports Reconciliation	7							-	-	-	-	b
3.7. Identify Types of Funds and Codes (AFWCF/MDD, O&M, DHP, OP, etc.)								A	-	-	B	-
3.8. Analyze DMLSS Standard and Ad Hoc Reports	5/7							-	-	-	b	c
3.9. Manage Manpower Requirements	7							-	-	-	b	b
3.10. Review Support Agreements (MOU, MOA)								-	-	-	b	c
4. SUPERVISION AND TRAINING TR: DAFI 36-2670; AFI 36-401; AFI 36-2670; AFH1; AFML Website												
4.1. Evaluate Personnel to Determine Training Needs	7							-	-	-	-	-
4.2. Plan and Supervise On-the-Job Training (OJT)	7							-	-	-	-	-
4.3. Prepare Job Qualification Standards (JQS)	7											

1. Tasks, Knowledge and Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course		(2) CDC		(2) CDC	
4.4. Design and Conduct Work Center Specific Training	7						-	-	-	-	-	-
4.5. Counsel Trainees on Training Progression	7						-	-	-	-	-	-
4.6. Monitor Qualification and Competency Effectiveness	7						-	-	-	-	-	-
4.7. Maintain Training Records	7						-	-	-	-	-	-
4.8. Evaluate Effectiveness of Training Programs	7						-	-	-	-	-	-
4.9. Develop Flight Rotation Schedule	7						-	-	-	-	-	-
4.10. Identify Developmental Pathways (Key Developmental Positions [KDP] and Key Leadership Positions [KLP])	7						-	-	-	-	-	B
5. SUPPLY DISCIPLINE AND ACCOUNTABILITY TR: AFPD 23-1; AFMAN 41-209; AFMAN 41-216; DoDI 5000.64; TO 13C7-34-2-1-WA-1												
5.1. Identify the Principles of Supply Discipline							A	-	-	B	-	-
5.2. Describe the Supply Chain Cycle							A	-	-	B	-	B
5.3. Describe the Lifecycle of a Requirement	5						A	-	-	B	-	C
5.4. Distinguish Roles and Responsibilities in Medical Material							A	-	-	B	-	B
5.5. Identify DMLSS Application and the Role in Material Management							A	-	-	B	-	-
6. MEDICAL MATERIAL REFERENCES TR: AFMAN 41-209; AFMAN 41-216; TO 13C7-34-2-1-WA-1; AFML Website; DoDI 5101.15; DoDI 6430.02												
*6.1. Research Policies and Procedures	5						1a	-	-	b	-	-
6.2. Request access and navigate through AFML website (Bluebook, Career Corner, etc.)							1a	-	-	-	-	-
6.3. Describe local and DoD Support Agencies							-	-	-	A	-	B
7. STORAGE AND DISTRIBUTION MANAGEMENT TR: AFMAN 41-209; AFMAN 41-216; TO 00-35A-39; TO 13C7-34-2-1-WA-1; AFI 32-7086; AFJMAN 23-215; 21 CFR, Section 1301-1304.04; AFI 23-101; DHA-AI 4140.01												
7.1 Special Handling Procedures												

1. Tasks, Knowledge and Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course			(2) CDC		(2) CDC
7.1.1. Identify and Determine Proper Storage Locations IAW SDS (Refer, Hazmat, Flam, etc.)							1a	-	-	b	-	-
7.1.2. Identify Segregation Requirements							A	-	-	B	-	-
7.1.3. Demonstrate Usage of Personal Protective Equipment (PPE)							1a	-	-	-	-	-
7.1.4. Package and Ship Temperature Sensitive Material	5						-	-	-	c	-	-
*7.2 Receiving Procedures							-	-	-	-	-	-
7.2.1. Verify Incoming Material for Quantity Ordered, Quantity Received, Item Identification, and Condition	5						1a	-	-	b	-	-
7.2.2. Annotate Receiving Documents and Process Receipt Actions (DD250, DD1135, DD1348-1A, DD1149)	5						2b	-	-	b	-	-
7.2.3. Research and Resolve Shipment Discrepancies	5						-	-	-	b	c	-
7.3 Storage, Issue and Delivery Procedures												
7.3.1 Resource Protection							A	-	-	B	-	-
7.3.2. Store Material for Operating Stock	5						1a	-	-	c	-	-
7.3.3. Print Pick List, Verify Quantity, Pull Stock, and Issue	5						1a	-	-	c	-	-
7.3.4 Print Delivery List and Deliver Material	5						1a	-	-	c	-	-
7.3.5. Maintain Source Documents	5						1a	-	-	c	-	-
7.3.6. Resolve Discrepancies	7						-	-	-	b	c	-
7.4. Controlled Medical Item Management												
7.4.1. Roles and Responsibilities							A	-	-	B	-	-
7.4.2. DEA Registration Requirements												
7.4.2.1. Power of Attorney Responsibilities (Controlled Substance Ordering System) (CSOS)							-	-	-	b	-	c
7.4.2.2. Narcotics Order Review and Approval (NORA)	5						-	-	-	b	-	c
7.4.2.3. Fill-out DEA Form 222 (Hard Copy and Electronic)	5						-	-	-	b	-	-
7.4.3. Identify Distinguish Markings	5						A	-	-	B	-	-

1. Tasks, Knowledge and Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course		(2) CDC		(2) CDC	
7.4.4. Receive, Store, Safeguard, and Issue	5						-	-	-	b	-	c
7.4.5. File and Maintain Mandatory Documents	5						-	-	-	b	-	c
7.4.6. Resolve Discrepancies	5						-	-	-	b	-	c
7.4.7. Train and Provide Inventory reports to Disinterested Inventory Officer	5						-	-	-	b	-	c
7.4.8. Manage Precious Metals Recovery Program							-	-	-	B	-	-
7.5. Commercial Returns Program												
7.5.1. Determine Material Serviceability	5						-	-	-	b	-	b
7.5.2. Determine Credit	7						-	-	-	b	-	-
7.5.3. Process Returns	5						-	-	-	b	-	-
7.5.4. Maintain and Reconcile Source Documents	5						-	-	-	b	-	c
7.6. Manage Excess Program							-	-	-	-	-	b
7.7. Inspect and Repack Medical Kits							-	-	-	-	-	-
8 INVENTORY MANAGEMENT TR: AFI 41-209; AFMAN 41-216; TO 13C7-34-2-1-WA-1; AFML Website; DHA-PM 6430.02, Volume 5												
8.1. DMLSS Medical Master Catalog (MMC)												
8.1.1. Research Various Catalog Scopes	5						2b	-	-	b	-	c
8.1.2. Create MTF Catalog Record	5						2b	-	-	b	-	c
8.1.3. Identify Commodity Class and Relationship to Elements of Resource (EOR)							A	-	-	B	-	-
8.1.4. Sync MMC Catalog Records	7						-	-	-	b	-	c
8.1.5. Perform Record Management (Catalog Changes, Discrepancies, Strategics Sourcing, and Pending Actions)	7						-	-	-	b	-	c
8.1.6. Examine DLA Troop Support-Medical Supply Chain Applications							a	-	-	b	-	c
8.2. Source of Supply (SOS) Records												
8.2.1. Identify SOS Types Codes							A	-	-	B	-	-
8.2.2. Establish and Revise SOS Records	5						1a	-	-	b	-	c
8.3. Source Document Control Report												

1. Tasks, Knowledge and Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course			(2) CDC		(2) CDC
8.3.1. Identify Auditable Source/Supporting Documentation							B	-	-	b	-	-
8.3.2. Establish Perform Quality Control (QC) Actions	5						1a	-	-	b	-	-
8.3.3. Perform Corrective Action(s)							-	-	-	b	-	b
8.3.4. Maintain Auditable Source/Supporting Documentation							a	-	-	b	-	c
8.4. Inventory Control												
*8.4.1. Identify Level Types (Core, Static, etc.)	7						A	-	-	B	-	B
8.4.2. Identify Inventory Stratification Categories/States	5						A	-	-	B	-	C
8.4.3. Demonstrate Serviceability Tagging							1a	-	-	b	-	-
8.4.4. Process Gains and Losses	7						-	-	-	b	-	-
8.4.5. Manage Operating Inventory/Stock	7						-	-	-	b	-	c
8.5. Inventory Medical Operating Supplies												
8.5.1. Identify Inventory Procedures	7						-	-	-	b	-	c
8.5.2. Perform Physical Counts and Annotate Count Lists	5						1a	-	-	b	-	-
8.5.3. Research and Resolve Discrepancies	7						-	-	-	b	-	c
8.5.4. Process Adjustments	7						-	-	-	b	-	c
8.5.5. Finalize Inventory	7						-	-	-	b	-	c
8.6. Customer Account Management												
8.6.1. Roles and Responsibilities							A	-	-	B	-	B
8.6.2. Customer Training												
8.6.2.1. Perform Initial Custodial Training	7						-	-	-	a	-	b
8.6.2.2. Perform Annual Custodial Training	7						-	-	-	a	-	b
8.6.2.3. Perform Newcomers Orientation	5						-	-	-	a	-	-
8.6.3. Identify Customer Support Application Modules	5						1a			b	-	-
8.6.4. Customer Area Inventory Management (CAIM) Application												
8.6.4.1. Establish and Maintain Customer Levels	5						-	-	-	b	-	-

1. Tasks, Knowledge and Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course		(2) CDC		(2) CDC	
8.6.4.2. Update and Affix Header/Shelf Barcodes												
8.6.4.3. Process Customer Replenishments	5											
8.6.4.4. Process CAIM Pending Actions	5											
8.6.4.5. Identify Trends and Forecast Requirements	5											
8.6.4.6. Establish and Manage Forward Logistics	7											
8.7. Process IM Pending Actions	7											
9. SERVICE CONTRACTS TR: AFI 41-209; AFI 63-501; AFMAN 41-216; Defense Federal Acquisition Regulation Supplement (DFARS) Subpart 237-104 and 246.401; DoDI 6025.5; Base Contracting Office (BC) Local Procedures; AFI 64-117												
9.1. Roles and Responsibilities												
9.2. Identify and Complete Training Requirements												
9.3. Describe Personal/Non-Personal Service Contracts												
9.4. Approval and Coordination (RMO, BCO, DHA, AFMRA, FRED)												
9.5. Define Elements of Procurable Contracting Package												
9.6. Process Funding Requests (DEAMS, GFEBs, etc.)												
9.7. Process Receiving Report and Vendor Payments (WAWF, iRAPt, etc.)												
9.8. Contract Surveillance Requirements (Locally and Centrally)												
9.9. Contract Modification (Option Year, De-Obligation, etc.)												
9.10. Maintain Contract Documentation												
9.11. Process Rental and Lease Agreements												
9.12. Process Service GPC Requisitions												
10. PROCUREMENT MANAGEMENT TR: AFMAN 41-216; AFMAN 41-209; DoDI 6430.02; AFI 64-117; AFML Website; DLA DMM-Online Website												

1. Tasks, Knowledge and Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course		(2) CDC		(2) CDC	
10.1. Describe DLA Troop Support Applications							A	-	-	B	-	-
10.2. Orders												
10.2.1. Process New Items Requests							1a	-	-	b	-	-
10.2.2. Process Offline/Non-Submit Orders (i.e., Credit)							-	-	-	b	-	c
10.2.3. Process Centrally Procured Vaccines							-	-	-	b	-	c
10.2.4. Process LOG Orders (E-Commerce and Non-Contracted)												
10.2.4.1. Process PV, JIT, Usage and Non-Usage Requisition	5						a	-	-	b	-	b
10.2.4.2. Process Electric Catalog (ECAT) Requisitions	5						a	-	-	b	-	c
10.2.4.3. Process Controlled Items Requisitions							-	-	-	b	-	c
10.2.4.4. Process Non-Contacted Orders	5						-	-	-	b	-	c
10.3. Government Purchase Card Program												
10.3.1. Roles and Responsibilities	5						A	-	-	B	-	-
10.3.2. Perform DMLSS and Bank Reconciliation							-	-	-	b	-	c
10.4. Process Strategic Sourcing Actions	7						-	-	-	b	-	c
10.5. Process Status Edits							-	-	-	b	-	c
10.6. Perform and Document Follow-Up Actions	5/7						a	-	-	b	-	c
11. MEDICAL EQUIPMENT MANAGEMENT TR: AFMAN 41-209; AFMAN 23-220; AFMAN 41-216; AFI 23-111; DoDI 5000.64; DHA-AI 4000.01												
11.1 Roles and Responsibilities							A	-	-	B	-	C
11.2. Establish and Maintain Lifecycle Document History (Contract, Invoices, Receipts, Warranties, Disposition, etc.)	7						-	-	-	b	-	c
11.3. Process Equipment Requests	5						-	-	-	b	-	c
11.4. Process Receipt Actions							-	-	-	b	-	-
11.5. Process Advisory and Actionable Notices	5						-	-	-	b	-	c
11.6. Inventory												

1. Tasks, Knowledge and Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course			(2) CDC		(2) CDC
11.6.1. Establish Inventory Plans and Procedures	7						-	-	-	a	-	b
11.6.2. Perform Physical Inventory Procedures	5						-	-	-	b	-	-
11.6.3. Perform Post-Inventory Actions	5						-	-	-	b	-	c
11.6.4. Process Gains and Losses							-	-	-	b	-	-
11.6.5. Create Inventory Project File	5						-	-	-	b	-	-
11.7. Initiate Report(s) for Property Loss and Unable to Locate (i.e., ROS, FLIPL, etc.)							-	-	-	a	-	b
11.8. Perform Equipment Turn-In Actions							-	-	-	b	-	-
11.9. Process Internal and External Transfers							-	-	-	b		c
11.10. Process Excess (DMLSS and DLA-DS)							-	-	-	a	-	b
12. CONTINGENCY MEDICAL MATERIEL MANAGEMENT TR: AFMAN 41-209; AFMAN 41-216; TO 13C7-34-2-1-WA-1; AFI 10-201; AFI 41-106; AFI 10-244; AFI 10-403; AFI 25-101; AFI 25-201; AFMAN 23-122; AFI 24-203; T.O 00-35A-39; AFTTP 3-42.8; JP 4-0; AFI 10-404; AFTTP 32-42.7; DHA-PM 6430.05; USAMMA Website; Integrated Data Environment (IDE)/Global Transportation Network (GTN) Convergence Website (IGC); DTR 4500.9-R-Part II												
12.1. Roles and Responsibilities	5						A	-	-	C	-	D
12.2. Medical Readiness Committee (MRC)							-	-	-	C	-	D
12.3. Medical Contingency Response Plans (MCRP)							-	-	-	C	-	D
12.4. Medical Resource Letter (MRL)							-	-	-	C	-	D
12.5. Designed Operational Capabilities (DOC) Statement							-	-	-	C	-	D
12.6. Mission Capability (MISCAP) Statement							-	-	-	C	-	D
12.7. Manage Materiel Availability Percentages, Limiting Factors (LIMFAC)	7						-	-	-	C	-	D
12.8. Manage CMM Funding, Procurement and Replacement	7						-	-	-	C	-	D
12.9. Centrally Managed Equipment							-	-	-	C	-	D
12.10. Process LUM orders	5						-	-	-	C	-	D
12.11. Maintain Shelf-Life Extension Program (SLEP)	5						A	-	-	C	-	D

1. Tasks, Knowledge and Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course			(2) CDC		(2) CDC
12.12. Deferred Procurement Plan							-	-	-	C	-	D
12.13. Forecast Dated Item Requirements	7						-	-	-	C	-	D
12.14. Replenish Dated Items	5						1a	-	-	C	-	D
12.15. Manage and Distribute Force Health Protection (FHP) Assets	5						A	-	-	C	-	D
12.16. Manage Defense Health Program (DHP) Assets							-	-	-	C	-	D
12.17. Manage MC-CBRN Program (Customer Owned Assemblages)	7						-	-	-	C	-	D
12.18. Joint Medical Logistics, General Knowledge of Joint Pub 4-02							-	-	-	C	-	D
12.19. Familiarity with Hemisphere Supply Chain Operations							-	-	-	C	-	D
12.20. Establish Line of Accounting (LOA) and Sustainment in Deployed AOR							-	-	-	C	-	D
12.21. Base Operating Support Integrator Function in Support of Diverse Units							-	-	-	C	-	D
12.22. Asset Management												
12.22.1. Utilize Allowance Standard management system (ASMS)	5						1a	-	-	C	-	D
12.22.2. Manage WRM Levels and Requirements	7						-	-	-	C	-	D
12.22.3. Update QA Data Records							1a	-	-	C	-	D
12.22.4. Perform Assets Reviews	5						-	-	-	C	-	D
12.22.5. Identify controlled Cryptographic Items (CCI)							-	-	-	C	-	D
12.22.6. Transfer Assemblages	7						-	-	-	C	-	D
12.22.7. Maintain Continuity Files (SLEP, Assemblages, MC-CBRN, etc.)	5						-	-	-	C	-	D
12.23. Inventory Procedures												
12.23.1. Inventory Timelines							-	-	-	C	-	D
12.23.2. Perform Counts	5						1a	-	-	C	-	D
12.23.3. Research Discrepancies	7						-	-	-	C	-	D
12.23.4. Process Adjustments	7						-	-	-	C	-	D
12.23.5. Finalize Inventory	7						-	-	-	C	-	D
12.23.6 Prepare Inventory Project File	7						-	-	-	C	-	D

1. Tasks, Knowledge and Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course			(2) CDC		(2) CDC
*12.24. Cargo Preparation and Palletizing Functions												
12.24.1. Inspect Pallets, Hooks, Dunnage, and Nets for Serviceability							1a	-	-	C	-	D
12.24.2. Identify Pallet Characteristics/ Equipment							A	-	-	C	-	D
12.24.3. Segregate Hazardous and Special Handling Materiel							1a	-	-	C	-	D
12.24.4. Capture Weight and Dimensions of Materiel for Load Plans							A	-	-	C	-	D
*12.24.5. Operate Materiel Handling Equipment (MHE)	5						1b	-	-	C	-	D
*12.25. Perform Cargo Marshaling Functions	5						3c	-	-	C	-	D
*12.26. Hazardous Cargo Certification							-	-	-	C	-	D
*12.27. Expeditionary Medical Logistics (EML) Procedures focusing on TTPs for EMEDS, ERPS, and ATC							-	-	-	C	-	D
*12.28. Understand Patient Movement Items (PMI) Concept and Procedures							-	-	-	C	-	D
12.29. Review Support Agreements and Loan Process							-	-	-	C	-	D
12.30. Comprehend In-Garrison Maintenance Contract Responsibilities							-	-	-	C	-	D
12.31. Contingency Materiel Management Systems												
12.32.1. Manpower, Equipment, and Forces Packaging (MEFPAK) System							-	-	-	C	-	D
12.33.2. Defense Readiness Reporting System (DRRS)							-	-	-	C	-	D
12.34.3. Medical Readiness Decision Support System (MRDSS)							-	-	-	C	-	D
12.35.4. Logistics Module (LOGMOD)							-	-	-	C	-	D
12.36.5. Integrated Data Environment (IDE)/Global Transportation Network Convergence (IGC) and Global Air Transportation Execution System (GATES)							-	-	-	C	-	D
12.37.6. Electronic Turn-In Document System (ETIDS)							-	-	-	C	-	D
13. ACCOUNTABLE SYSTEM OPERATIONS TR: AFI 33-112; AFMAN 41-209; AFMAN 41-216; DoDD 8500.01E; DHA-TM 6430.02 Volume 2												

1. Tasks, Knowledge and Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course		(2) CDC		(2) CDC	
13.1. System Administration												
13.1.1. Roles and Responsibilities							A	-	-	B	-	-
13.1.2. Maintain DMLSS Web Server Page	5/7						-	-	-	b	-	c
13.1.3. Conduct System Security Actions	7						-	-	-	a	-	b
13.1.4. Perform System and Database Auditing Procedures							-	-	-	a	-	b
13.1.5. Perform System Backups and Maintenance Procedures							-	-	-	a	-	b
13.1.6. Operate and Manage Devices (HHT, Barcode Printers, etc.)							1a	-	-	b	-	-
13.1.7. Maintain Tutorial Database							-	-	-	b	-	-
13.2. System Services												
13.2.1. Assign User Privileges and Roles	5						-	-	-	A	-	B
13.2.2. Monitor and Resolve Errors in the DMLSS Communication Management (DCM)							-	-	-	a	-	b
13.3.3. Process Funds Management Actions (LOG, Project Center, and Expense Center)	7						-	-	-	a	-	b
14. VEHICLE MANAGEMENT TR: AFI 24-301; AFI 24-302												
*14.1. Perform Materiel Handling Equipment Operations	5						1a	-	-	b	-	-
14.2. Operate General and Special Purpose Vehicles							-	-	-	-	-	-
14.3. Manage Vehicle Control Program							-	-	-	-	-	-
15. SAFETY PROGRAMS TR: AFMAN 41-209; AFI 41-201; AFMAN 41-216; 29 CFR, Part 1910; DoDI 6025.13; AFI 32-7086; NFPA 55; NFPA 99; AFI 91-203; DHA-PM 6430.03 Volume 5; DHA-PM 6040.06												
15.1. AFOSH Standards	5						A	-	-	c	-	-
15.2. Utilize Enterprise Environmental Safety and Occupational Health-Management Information System (EESOH-MIS) for Hazardous Materials	5						-	-	-	b	-	c
15.3. Medical Gas Services												
15.3.1. Identify Gas Type by Color Coding	5						A	-	-	B	-	-
15.3.2. Affix Current Condition/Content of Cylinder Tags	5						1a	-	-	b	-	-

1. Tasks, Knowledge and Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tag Start	Tag Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course			(2) CDC		(2) CDC
15.3.3. Inspect and Securely Store in Cylinder Storage Area							1a	-	-	b	-	-
15.3.4. Hydrostatic Testing							-	-	-	B	-	-
15.3.5. Bulk Oxygen Purity Testing							-	-	-	B	-	-
15.4. Quality Assurance (QA) Program												
15.4.1. Roles and Responsibilities							A	-	-	B	-	-
15.4.2. Describe Hazardous Alert and Recall (HAR) Materiel Priority Categories							A	-	-	B	-	-
15.4.3. Identify Notification Timelines							A	-	-	B	-	-
15.4.4. Manually Create Materiel Complaints	7						-	-	-	b	-	c
15.4.5. Retrieve Messages	5						2b	-	-	b	-	-
15.4.6. Follow Notification Instructions	5						2b	-	-	b	-	-
15.4.7. Update Stratification State in DMLSS, Tag and Segregate Affected Materiel	5						1a	-	-	b	-	-
15.4.8. Inspect Storage Locations for Effected Materiel							1a	-	-	b	-	-
15.4.9. Document Actions and Finalize Message	5						2b	-	-	b	-	-
15.4.10. Perform Disposition Actions	7						-	-	-	b	-	c

Technical Reference (TR) Source Summary for STS 4A1X1

This list includes both commercial and government publications

NOTES:

Most commercial training references are listed in the following format: Title (with edition if applicable), author, year of publication, and publisher.

Some non-government publications published by organizations are updated quite often, and these may not include edition numbers or year of publication (e.g., International Electrotechnical Commission-IEC, American National Standards Institute-ANSI, International Organization for Standardization-ISO, etc.).

Government publications are listed per that department's naming convention.

SECTION 1, MISSION AND ORGANIZATION

Applies to all skill levels

AFDD 1-1, *Air Force Publication Directive*

AFI 38-101, *Manpower and Organization*

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

AFH 36-2618, *The Enlisted Force Structure*

AFH1, *Air Force Handbook*

SECTION 2, SECURITY

Applies to all skill levels

AFI 10-701, *Operation Security (OPSEC)*

AFPD 17-1, *Information Dominance Governance and Management*

AFMAN 41-209, *Medical Logistics Support*

SECTION 3, FLIGHT MANAGEMENT

Applies to all skill levels

DAFI 90-160, *Publications and Forms Management*

Air Force Records Information Management System (AFRIMS)

AFMAN 41-209, *Medical Logistics Support*

AFMAN 41-216, *Defense Medical Logistics Standard Support (DMLSS) User's Manual*

AFI 38-101, *Manpower and Organization*

AFI 25-201, *Intra-Service, Interagency, and Interagency Support Agreements Procedures*

SECTION 4, SUPERVISION AND TRAINING

Applies to all skill levels

DAFI 36-2670, *Total Force Development*

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

AFH1, *Air Force Handbook*

SECTION 5, SUPPLY DISCIPLINE AND ACCOUNTABILITY

Applies to all skill levels

AFPD 23-1, *Supply Chain Material Management*

AFMAN 41-209, *Medical Logistics Support*

AFMAN 41-216, *Defense Medical Logistics Standard Support (DMLSS) User's Manual*

DoDI 5000.64, *Accountability and Management of DOD Equipment and Other Accountable Property*

TO 13C7-34-2-1-WA-1, *Operations and Manual--Operational Medical Logistics*

SECTION 6, MEDICAL MATERIAL REFERENCES

Applies to all skill levels

AFMAN 41-209, *Medical Logistics Support*

AFMAN 41-216, *Defense Medical Logistics Standard Support (DMLSS) User's Manual*

TO 13C7-34-2-1-WA-1, *Operations and Manual--Operational Medical Logistics*

DoDI 5101.15, *DoD Medical Material Executive Agent (MMEA) Implementation Guidance*

DoDI 6430.02, *Defense Medical Logistics Program*

SECTION 7, STORAGE AND DISTRIBUTION MANAGEMENT

Applies to all skill levels

AFMAN 41-209, *Medical Logistics Support*

AFMAN 41-216, *Defense Medical Logistics Standard Support (DMLSS) User's Manual*

TO 00-35A-39, *Instructions for Procurement, Issue, Use and Maintenance of Medical Kits*

TO 13C7-34-2-1-WA-1, *Operations and Manual--Operational Medical Logistics*

AFMAN 32-7002, *Environmental Compliance and Pollution Prevention*

21 CFR, Section 1301-1304.04, *Registration of Manufacturers, Distributors, and Dispensers of Controlled Substances*

AFI 23-101, *Material Management Policy*

DHA-AI 4140.01, *Medical Logistics Temperature Sensitive Medical Products*

SECTION 8, INVENTORY MANAGEMENT

Applies to all skill levels

AFMAN 41-209, *Medical Logistics Support*

AFMAN 41-216, *Defense Medical Logistics Standard Support (DMLSS) User's Manual*

TO 13C7-34-2-1-WA-1, *Operations and Manual--Operational Medical Logistics*

DHA-PM 6430.02, Volume 5, *Defense Medical Logistics Standard Support (DMLSS)- Volume 5, Inventory and Quality Control*

SECTION 9, SERVICE CONTRACTS

Applies to all skill levels

AFMAN 41-209, *Medical Logistics Support*

AFI 63-501, *Air Force Acquisition Quality Program*

AFMAN 41-216, *Defense Medical Logistics Standard Support (DMLSS) User's Manual*

Defense Federal Acquisition Regulation Supplement (DFARS) Subpart 237-104 and 246.401

DoDI 6025.5, *Base Contracting Office (BC)) Local Procedures*

DAFI 64-117, *Government Purchase Card Program*

SECTION 10, PROCUREMENT MANAGEMENT

Applies to all skill levels

AFMAN 41-216, *Defense Medical Logistics Standard Support (DMLSS) User's Manual*

AFMAN 41-209, *Medical Logistics Support*

DoDI 6430.02, *Defense Medical Logistics Program*

DAFI 64-117, *Government Purchase Card Program*

SECTION 11, MEDICAL EQUIPMENT MANAGEMENT

Applies to all skill levels

AFMAN 41-209, *Medical Logistics Support*

AFMAN 23-220, *Reports of Survey (ROS) For Air Force property*

AFMAN 41-216, *Defense Medical Logistics Standard Support (DMLSS) User's Manual*

DoDI 5000.64-AFI 23-111, *Accountability and Management of DOD Equipment and Other Accountable Property*

DHA-AI 4000.01, *Property Accountability and Management of General Equipment (GE)*

SECTION 12, CONTINGENCY MEDICAL MATERIAL MANAGEMENT

Applies to all skill levels

AFMAN 41-209, *Medical Logistics Support*

AFMAN 41-216, *Defense Medical Logistics Standard Support (DMLSS) User's Manual*

TO 13C7-34-2-1-WA-1, *Operations and Manual--Operational Medical Logistics*

AFI 10-201, *Force Readiness Reporting*

AFI 41-106, *Air Force Medical Readiness Program*

DAFI 10-401, *Air Force Operations Planning and Execution*

AFI 10-403, *Deployment Planning and Execution*

AFI 25-201, *Intra-Service, Intra-Agency, and Inter-agency Support Agreements Procedures*

AFMAN 23-122, *Material Management Procedures*

DAFI 24-602V2, *Cargo Movement*

T.O 00-35A-39, *Instructions for Procurement, Issue, Use and Maintenance of Medical Kits*

DAFTTP 3-42.8, *Expeditionary Medical Logistics (EML) Systems*

JP 4-0, *Joint Logistics*

AFI 10-404, *Base Support and Expeditionary (BAS&E) Site Planning*

AFTTP 32-42.7, *Aerospace Medical Contingency Ground Support System*

DHA-PM 6430.05, *Shelf-Life Extension Program (SLEP)*

DTR 4500.9-R-Part II, *Defense Transportation Regulation Part II Cargo Movement*

SECTION 13, ACCOUNTABLE SYTEM OPERATIONS

Applies to all skill levels

DAFMAN 17-1203, *Information Technology Asset Management (ITAM) and Accountability*

AFMAN 41-209, *Medical Logistics Support*

AFMAN 41-216, *Defense Medical Logistics Standard Support (DMLSS) User Manual*

DoDD 8500.01E, *Information Assurance (IA)*

DHA-TM 6430.02 Volume 2, *Defense Medical Logistics Standard Support (DMLSS) Volume 2 Systems Administration*

SECTION 14, VEHICLE MANAGEMEMENT

Applies to all skill levels

AFI 24-301, *Ground Transportation*

AFI 24-302, *Vehicle Management*

SECTION 15, SAFETY PROGRAMS

Applies to all skill levels

AFMAN 41-209, *Medical Logistics Support*

AFI 41-201, *Managing Clinical Engineering Program*

AFMAN 41-216, *Defense Medical Logistics Standard Support (DMLSS) User's Manual*

29 CFR, Part 1910, *Occupational Safety and Health Standards*

DoDI 6025.13, *Medical Quality Assurance (MQA) and Clinical Quality Management in the Military Health System (MHS)*

AFMAN 32-7002, *Environmental Compliance and Pollution Prevention*

NFPA 55, *Compressed Gases and Cryogenic Fluids Code*

NFPA 99, *Health Care Facilities Codes*

AFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*

DHA-PM 6430.02 Volume 5, *Defense Medical Logistics Standard support (DMLSS)—Volume 5, Inventory and Quality Control*

DHA-PM 6040.06, *Medical Logistics (MEDLOG) Medical Gas Services*

Course Training Standard (CTS) for the Medical Materiel Supervisors Course

This course provides training in the knowledge and skills needed to perform duties as a section NCOIC up to the Flight Chief position. Students will have hands-on training lessons detailing Medical Logistics Support functions, Defense Medical Logistics Standard Support (DMLSS) System Administration actions, Customer Support techniques, Inventory Management and Control procedures, Operational Medical Logistics in a Consolidated Storage and Distribution Center (CSDC), External Systems overview, and discovery of various Personnel and Team Management resources. The following CTS identifies the training members will receive in the course.

1. Tasks, Knowledge and Technical References	2. Proficiency Level
<p>1. MEDICAL LOGISTICS SUPPORT TR: AFMAN 41-209, <i>Medical Logistics Support</i>; AFMAN 41-216, <i>Defense Medical Logistics Standard Support (DMLSS) Users Manual</i>; DHA AI 4000.02, <i>Financial Liability Investigation of Property Loss</i>; DHA AI 6430.06, <i>Medical Logistics (MEDLOG) Customer Support Teams (CST)</i>; DHA PI 6430.08, <i>Medical Logistics Order Management</i>; DHA PM 6430.09, <i>Medical Logistics (MEDLOG) Customer Support Program</i>; DHA TM 6430.02, Volume 1, <i>DMLSS- Volume 1, General and Administrative</i>; DHA TM 6430.02, Volume 10 <i>DMLSS -Volume 10, DMLSS Reports</i>; TO 13C7-34-2-1, <i>Operations and Manual – Operational Medical Logistics</i> AFML website (https://medlog.us.af.mil); DHA MEDLOG website (https://info.health.mil/sites/MEDLOG/pages/medical_logistics.aspx); LMI Control Tower (https://bitab.health.mil/#/projects/353)</p>	
1.1. Describe roles and responsibilities	B
1.2. Reconcile financial management reports	2b
1.3. Identify property actions as they pertain to specific documents	B
1.4. Use DMLSS reporting tools	2b
1.5. Identify procedures for self-inspection	B
1.6. Identify sources for policies and procedures	B
1.7. Identify external systems that provide source data	B
<p>2. SYSTEM ADMINISTRATION TR: AFMAN 41-216, <i>Defense Medical Logistics Standard Support (DMLSS) User's Manual</i>; DHA TM 6430.02, Volume 2, <i>DMLSS-Volume 2, System Administration</i>; DHA TM 6430.02, Volume 3, <i>DMLSS-Volume 3, Catalog Records</i>; TO 13C7-34-2-1, <i>Operations and Manual – Operational Medical Logistics</i></p>	
2.1. Identify DMLSS website management tools	B
2.2. Identify the modules of the DMLSS System Service (SS) application	B
2.3. Establish catalog records	2b

3. CUSTOMER SUPPORT TR: AFMAN 41-216, <i>Defense Medical Logistics Standard Support (DMLSS) User's Manual</i> ; DHA TM 6430.02, Volume 6, <i>DMLSS-Volume 6, Customer Applications</i>	
3.1. Identify the modules of the DMLSS Customer Support (CS) application	B
1. Tasks, Knowledge and Technical References	2. Proficiency Level
3.2. Identify the modules of the DMLSS Customer Area Inventory Management (CAIM) application	B
3.3. Identify principles of forward logistics management	B
4. INVENTORY MANAGEMENT AND CONTROL TR: AFMAN 41-209, <i>Medical Logistics Support</i> ; AFMAN 41-216, <i>Defense Medical Logistics Standard Support (DMLSS) Users Manual</i> ; DHA AI 4000.01, <i>Property Accountability and Management of General Equipment (GE)</i> ; DHA AI 4140.01, <i>Medical Logistics Temperature Sensitive Medical Products Management</i> ; DHA AI 6430.08, <i>Controlled Medical Items Management for Medical Logistics Areas</i> ; DHA AI 6430.07, <i>Medical Logistics Inventory Management</i> ; DHA PI 6430.08, <i>Medical Logistics Order Management</i> ; DHA PM 6040.06, <i>Medical Logistics (MEDLOG) Medical Gas Services</i> ; DHA PM 6430.03, <i>Medical Logistics Materiel Quality Procedures</i> ; DHA TM 6430.02, Volume 4, <i>DMLSS-Volume 4, Inventory Management</i> ; DHA TM 6430.02, Volume 5, <i>DMLSS-Volume 5, Inventory and Quality Control</i> ; DHA TM 6430.02, Volume 7, <i>DMLSS-Volume 7, Equipment Management and Equipment Maintenance</i>	
4.1. Identify principles of inventory management	B
4.2. Perform inventory procedures	2b
4.3. Perform controlled item inventory procedures	2b
5. OPERATIONAL MEDICAL LOGISTICS TR: AFMAN 41-209, <i>Medical Logistics Support</i> AFMAN 41-216, <i>Defense Medical Logistics Standard Support (DMLSS) Users Manual</i> ; DHA AI 4000.01, <i>Property Accountability and Management of General Equipment (GE)</i> ; DHA AI 6430.09, <i>Defense Health Agency Medical Logistics (MEDLOG) Joint Operations Center</i> ; DHA PM 6430.02, <i>Shelf-Life Extension Program (SLEP)</i> ; DHA PM 6430.03, <i>Medical Logistics Materiel Quality Procedures</i> ; DHA TM 6430.02, Volume 5, <i>DMLSS-Volume 5, Inventory and Quality Control</i> ; DHA TM 6430.02, Volume 8, <i>DMLSS-Volume 8, "Assemblage Management"</i> ; TO 13C7-34-2-1, <i>Operations and Manual – Operational Medical Logistics</i>	
5.1. Identify principles of Contingency Medical Material (CMM) management	B
5.2. Identify asset management procedures	B
5.3. Identify shelf-life management procedures	B
5.4. Identify quality assurance procedures	B
5.5. Perform medical assemblage inventory procedures	2b
5.6. Identify principles of Healthcare Technology Management (HTM)	B
6. PERSONNEL AND TEAM MANAGEMENT TR: AFH 36-2643, <i>Air Force Mentoring Program</i> ; AFI 38-101, <i>Manpower and Organization</i> ; AFMAN 41-216, <i>Defense Medical Logistics Standard Support (DMLSS) Users Manual</i> ; DAFI 36-2670, <i>Total Force Development</i> ; TO 13C7-34-2-1, <i>Operations and Manual – Operational Medical Logistics</i>	

6.1. Identify principles of unit manning	B
6.2. Identify training resources for medical logistics	B
6.3. Develop a flight rotation and training schedule	2b
6.4. Identify formal training course opportunities	B
6.5. Identify medical logistics development paths	B
6.6. Identify certifications available for professional and personal growth	B
6.7. Identify principles of the MyVector development tool	B

Section B – Course Objective List

1. If a written copy of the Course Objectives List is required, contact the 59 TRG/TGE, 2931 Harney Road, Fort Sam Houston, TX 78234-7674 or use the Customer Service Information Line (DSN 420-1080; Commercial (210) 808-1080).
2. Career Development Course: CDC information can be obtained from the Air Force Career Development Academy at Keesler AFB, MS.

Section C – Support Materials

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

Section D – Training Course Index

US AIR FORCE IN-RESIDENCE COURSES		
Course Number	Course Title	Training Location
L5ABJ4A131 00AC	Medical Materiel Apprentice	JBSA-Fort Sam Houston TX
L5AZJ4A171 00AB	Medical Materiel Supervisor	JBSA-Fort Sam Houston TX

AIR FORCE CAREER DEVELOPMENT ACADEMY (AFCDA) COURSES	
Course Number	Course Title
CDC 4A151	Medical Materiel Journeyman
CDC 4A171	Medical Materiel Craftsman

Section E – MAJCOM Unique Requirements

Not used, this area is reserved.

Section F – Documentation Guidance

Figure 2.1. Memorandum for Reporting Qualification Training Constraint



DEPARTMENT OF THE AIR FORCE
[use local letterhead]

10 July 2013

MEMORANDUM FOR HQ AFMRA/SGAL

FROM: 911 MDG

SUBJECT: Report of Qualification Training Constraint

1. The mandatory specialty training standard (STS) requirements that cannot be completed is:
 - a. Training standard number and date: STS 4A1X1, Aug 13
 - b. STS paragraph number affected: 7.1.1.
2. Due to DVD equipment limitations, we are not able to complete the required task. For this reason, A1C Scooby D. Doo will not be able to complete 5-skill level upgrade training in formatting DVDs.
3. Waiver to the mandatory core task training is required by the CFETP.
4. A1C Scooby D. Doo will acquire training in formatting DVDs as soon as local training resources are available.
5. Please approve this waiver for core task training required on STS paragraph 7.1.1. If you have questions, please contact me at DSN 555-5555.

DEPUTY A. DOG, MSgt, USAF
Task Certifier, AFSC 4V0X1

cc: Lt Col Smuckatellily
1st Ind, ACSC/DEO 15 July 13

1. Work Center Training Plans. The purpose of this section is to provide guidelines for proper documentation for the many electronic forms used in training all enlisted medical personnel. Training documentation helps to assess readiness capability, as well, as individual strengths and weaknesses. It also aids in compliance with all The Joint Commission and other regulatory requirements, as applicable. The enlisted training documentation has migrated from the hard copy to electronic TFTR. TFTR is accessible from the Advance Distance Learning Service via the Air Force Portal. Refer to your unit training manager (UTM) for the most current policies and guidance on training documentation.

2. Total Force Training Record. The TFTR is an enterprise-wide custom training management system designed to replace the paper-based training records system. It is the electronic equivalent of an AF Form 623, *Individual Training Record Folder*, and will be used by career fields within the AFMS to document all training actions. The TFTR allows training plans to be established by Career Field/AFSC, duty position/team member, trainee/trainer/certifier, and any group of tasks that require management, tracking, and documentation. The TFTR components for members are managed by the supervisor.

3. Documentation of Training. The purpose of this section is to provide guidelines and examples of proper documentation on the many forms used in training medical materiel personnel. Training documentation helps to assess mission capability and readiness, individual strengths and weaknesses, resources needed to support quality patient care, and defines requirements for individual career progression.

3.1. AF Form 797 is be used to record training for tasks that are not otherwise documented in the CFETP.

3.2. AF Form 1098 is used to list mandatory training requirements that may vary from facility to facility. At a minimum, these requirements should be reviewed on an annual basis and updated as required.

3.3. Qualification Training Progress Records were developed to enhance OJT. It provides the trainer with a breakdown of task performance skills to aid in performance evaluation. The evaluations of each task results in either a satisfactory or unsatisfactory score.

3.4. AF Form 623a. Use the AF Form 623a available in the TFTR to document all progress of individual training. Document on AF Form 623a the start and completion dates of unit orientation and reference the date of the orientation checklist. In addition, document the member's entry into upgrade training, initial evaluation results, and periodic evaluations of training progress to include CDC progress. Information on extensions, waiver requests, or breaks in training should be clearly documented. Document on the AF Form 623a any decertification proceedings, including dates, reasons for decertification, and other applicable information. Accomplish an initial evaluation when a new person arrives to the unit or when an individual changes duty positions. Document all other actions pertaining to training IAW AFI 36-2670. **NOTE:** Templates for documentation of orientation, initial upgrade training brief, upgrade training documentation, sample job description review, are housed in TFTR.