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HISTORIAN
AFSC 3H0XX
SDI 84H0



CAREER FIELD
EDUCATION AND TRAINING PLAN

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CAREER FIELD EDUCATION AND TRAINING PLAN (CFEPT)

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PART I

Preface

This Career Field Education and Training Plan (CFETP) identifies education and training requirements and core task requirements for the Historian Air Force Specialty Code (AFSC) 3H0XX. The Career Field Manager (CFM) will use this CFETP to plan, manage, and control training within the career field to ensure enlisted historians receive effective and efficient training at the appropriate points in their careers. NOTE: Civilians occupying History Series 0170 associated positions and officers assigned to and performing Special Duty Identifier (SDI) 84H Historian duties may use Part II to support duty position qualification training. Civilian historians should contact their MAJCOM History Office or the career team at AFPC for applicability. Air Force officers expecting assignment with historian duties may apply for the 84H SDI IAW AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)* Table 3.5 and Officer Classification Directory by submitting a request and proof of minimum qualifications, including writing sample, to the Director, Air Force Reserve History, (AFRC/HO), HQ Air Force Reserve Command, 255 Richard Ray Blvd, Robins AFB, GA 31098-1635 or by email for unclassified documents to afrc.howorkflow@us.af.mil.

Abbreviations/Terms Explained

Air and Space Expeditionary Task Force (AETF). The deployed Numbered Air Force (NAF) or command echelon immediately subordinate to an NAF that is provided to the Combatant Commander for a joint operation.

Air Force Career Field Manager (CFM). Individual responsible for career development programs, functional management and utilization, specialty standards and requirements, training, and force management for a family of Air Force Specialties (3H0XX). Coordinates with MAJCOM functional and training managers, technical training center personnel, Career Development Course writers, and various SMEs on career path development and identification of Career Field Education and Training Plan training tasks items to meet national, tactical, and force training requirements. Other responsibilities include reviewing Air Force Specialty (AFS) manpower utilization, managing AFS classification guidance, and overall status of the health of their particular AFS. This individual will review and/or approve all proposed changes to specialties within the 3H0XX and SDI 84H career fields. The CFM is typically found at the HAF level. However, as the AFSC 3H0XX and SDI 84H exist only within the Air Force Reserve, the Director of Historical Services (AFRC/HO) is the Air Force CFM.

Air Force Historical Research Agency (AFHRA). The repository all for Air Force historical documents.

Air Force Instruction (AFI). Prescribing instruction with broad application.

Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS.) A comprehensive task list describing 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.

Office of the Air Force Reserve (HAF/RE). Led by the Chief, Air Force Reserve serving as the principle advisor on Reserve matters to the Air Force chief of staff.

Air Force Reserve Command (AFRC). One of ten Air Force MAJCOMs. AFRC is a vital part of the three-component Air Force, active, guard and reserve. AFRC provides an operational and combat ready force while maintaining a strategic reserve for the nation. The 3H0XX career field resides only at the Air Force Reserve following the 2007 transformation to civilian historians in both the active duty Air Force and the Air National Guard.

Air Force Reserve Command Force Generation Center (FGC). The access point for all Air Force Reserve Command personnel and equipment. The FGC works with AFRC FAMs to satisfy validated requirements for Air Force Reserve assets as generated according to joint and USAF corporate processes.

Air Force Specialty Code (AFSC). A set of numbers and alpha characters used to identify an Air Force specialty. Officer AFSCs consist of four characters; enlisted AFSCs consist of five characters.

Air Operations Center (AOC). Command center for theater air operations.

Armed Services Vocational Aptitude Battery (ASVAB). A multiple choice test used to determine qualification for enlistment in the United States Armed Services.

Career Field Education and Training Plan (CFETP). A comprehensive, multi-purpose 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, eliminating duplication, and ensuring training prescribed is budget defensible.

Chief Enlisted Manager (CEM). A five-digit code ending in “00” to identify CMSgt and CMSgt selectees as top enlisted managers in both highly technical skills and in broad areas of managerial competence.

Core Task. It is a minimum qualification requirement within an AFSC. Core tasks are common to all personnel required to perform historian functions. The skills (or knowledge) must be trained, maintained, and certified, regardless of duty position/location and are based upon skill level.

COMMAFOR. Commander, Air Force Forces working for a Joint Task Force Commander.

Course Objective List (COL). A listing derived from initial/advanced skills course training standard, the continuum of learning (COL) identifies tasks, knowledge requirements, and respective standards to achieve a 3/5/7/9 skill level. Supervisors use the COL in conducting graduate evaluations in accordance with AFI 36-2201, *Air Force Training Program*.

C-NAF. Component Numbered Air Force typically operating an Air Operations Center.

Development Team (DT). Periodic, systematic review by senior leaders of individual personnel records, to determine developmental plans for providing developmental guidance and recommendation for advanced training for individual career progression.

Functional Area Manager (FAM). Plans and executes all contingency operations.

Historian Apprentice Course (HAC). An in-residence course at AFRC/HOU, Robins AFB, Georgia. The HAC trains new Air Force Reserve historians in core functions at home station and standardizes wartime and contingency historical operational training. Successful completion awards the 3-skill level to Air Force Reserve graduates. The course does not yet award CCAF credit at this time.

Historian University (HOU). The Air Force Reserve historian technical training school.

Humanitarian Assistance/Disaster Relief (HA/DR) Operations. Contingency support to foreign humanitarian assistance and foreign/domestic disaster relief operations, including domestic support to civil authorities.

Job Experience Training Standards (JETS). The specific task and knowledge training requirements for each historian.

Job Knowledge Development Courses. Job Knowledge Development Courses (JKDC) are distance learning, modular courses designed to reinforce key and critical skills.

MAJCOM Career Field Manager (MFM). Chief Master Sergeant assigned to HQ AFRC/HO is responsible for identifying task and training requirements for 3H0XX historians. Responsible for validating historian requirements, command assignment entitlements, technical school graduate assignments and matching available manpower resources to meet the MAJCOM's needs.

Mission Qualification Training (QT). Actual hands-on task performance-based training designed to qualify an airman in a specific duty position. This training occurs both during and after the upgrade training process. It is designed to provide the performance skills training required to do the job.

On-the-Job Training (OJT). Teaching the skills, knowledge, and competencies to certify personnel in both upgrade (skill level award) and job qualification (duty position certification).

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

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

Seasoning Training Program (STP). An AFRC training program designed to expedite enlisted upgrade training. Historians are authorized up to 110 training days. The training period must be completed within six months of entry into the AFSC. The first 21 days are conducted at HQ AFRC, Robins AFB, GA and the remainder at the unit under the close, daily mentorship of the Program Training Manager. For further guidance, see AFRCI36-2204, *Air Force Reserve Seasoning Training Program (STP)*.

Special Duty Identifier (SDI). Identifies authorizations for airmen assigned to and performing an actual group of tasks on a semi-permanent or permanent duty basis unrelated to any specific career field. The SDI of 84H applies to Individual Mobilization Augmentee (IMA) officers assigned and performing historian duties.

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

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

Specialty Training Standard (STS). A section within the CFETP that describes skills and knowledge which Airmen in that specialty may be expected to perform or to know on the job. It

identifies the training requirements necessary to achieve a 3-, 5-, and 7-skill level within an enlisted AFSC. It further serves as a contract between the Air Force and the functional user to show which of the overall training requirements for an AFSC are taught in formal schools.

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.

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

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

Training Planning Team (TPT). A standing team comprised of AFRC/HO division chiefs and chaired by the MFM. This team is intimately involved in training development and the range of issues is greater than found in a normal U&TW forum. It meets after each training course to assess strengths and weaknesses and makes recommendations to the U&TW. At least one member of the team will be certified in continuous process improvement (CPI).

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

Training Setting. Type of forum in which training is provided including formal and informal resident schools, synchronized and asynchronous distance learning, on-the-job, field training, or self-study.

Utilization and Training Workshop (U&TW). A forum of Air Force History and Museums Program senior leaders and subject matter experts (SMEs) that determines career ladder training requirements. This workshop is held every other year in conjunction with the enlisted developmental team.

Wartime Skills. Wartime skills/tasks training are initiated based upon a national emergency. These wartime skills, including Combatant Command area specific skills, are identified by the letter “w” in the 3- and 5-level position and will be taught at the Journeyman Historian Training Course. All tasks and knowledge items shown with a proficiency code in this CFETP are trained during wartime.

Section A – General Information

1. Purpose. This CFETP consists of two parts. Both parts of the organization are used to plan, manage, and control training within the career field. Part I provides necessary information for MAJCOM functional managers (MFMs), commanders, training managers and supervisors to plan and conduct an effective career field training program. This plan outlines initial skills, upgrade, qualification, advanced, and proficiency training requirements. This plan outlines the training individuals cross training into this AFSC should receive in order to develop and progress throughout their career. This plan identifies initial skills, qualification, advanced, and proficiency training. Initial skills training is the AFSC specific training an individual receives upon entry into the Air Force or upon retraining into this career field. This training is conducted by AFRC at the historian technical training center. Qualification training is definitive hands-on task performance training designed to qualify an Airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills and knowledge required to do the job. Advanced training is formal specialty training used for selected Airmen. Proficiency training is additional training, either in-residence or distance learning, or on-the-job training provided to personnel to increase their skills and knowledge beyond the minimum required.

1.1. Part II includes the following four sections: Section A identifies Job Educational Training Standards and includes duties, tasks, and technical references to support training. Section B contains the course objective list and training standards. Section C identifies available support material. Section D lists a training course index supervisors may use to determine mandatory and optional training resources available.

2. This CFETP also serves the following purposes:

2.1. Used by MFMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available to each individual in the specialty by serving as the primary tool to plan, manage, conduct, and evaluate a career field-training program.

2.2. Identified requirements must be met by attending resident or distance-enabled training. Due to the size of the career field, OJT will not be substituted.

2.3. Specifies the mandatory training requirements all historians must complete. Part II is used as a reference to support training by identifying task and knowledge training requirements for each skill level in the specialty and recommending education and training throughout each phase of an individual's career.

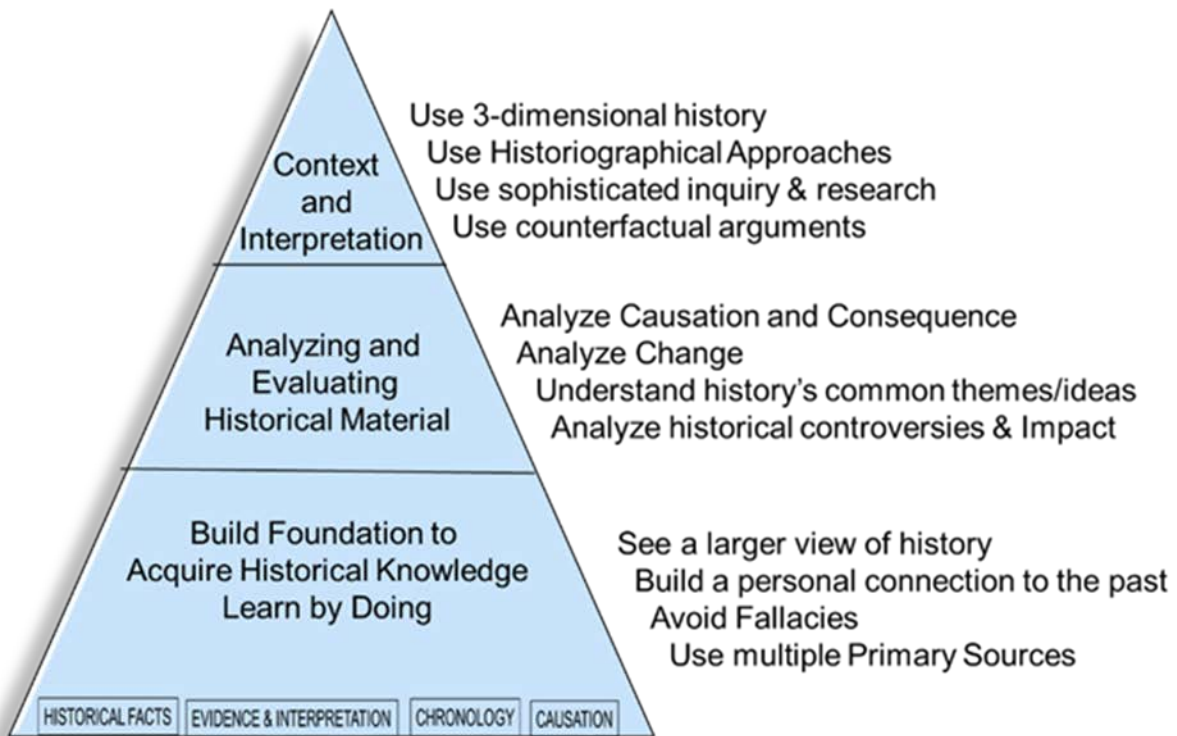
2.4. Lists training available in the specialty, identifies sources of training and education, and the instructional delivery method. Resident training, contract training, or exportable courseware/courses. MAJCOM developed training to support this AFSC must be included into this plan.

2.5. Identifies major resource constraints, which impact full implementation of the career field training process.

3. Applicability. This CFETP applies to all Air Force personnel holding the 3H0XX AFSC. The 3H0XX AFSC resides only in the Air Reserve Component. This CFETP may be referenced by civilian GS-0170 Series historians and Air Force officers assigned and performing 84H Historian duties, and is a training supplement to 84-series AFIs.

4. Coordination. The Director, Office of Air Force Reserve History (AFRC/HO) serves as the AFCFM and is the final approval authority. The AFRC MFM will function as the training manager for this AFSC and will initiate an annual review of this document to ensure currency and accuracy.

Figure 1. Scaffolding essential historian knowledge, skills, & abilities



Section B – Career Field Progression and Information

5. Specialty Description. Air Force historians gather, organize, analyze, and write a wide variety of classified, sensitive, and unclassified historical products that provide an accurate, objective, descriptive, and interpretive official record of Air Force operations in periods of peace and war. The primary responsibility of Air Force unit historians is completing the periodic wing history report. This report is the only official record of Air Force operations. Historians are assigned to conduct the History Program at a MAJCOM, NAF, wing or independent group authorized a historian (hereafter referred to as “unit”) at home station and deployed locations. Additionally, historians provide historical services to meet the needs of unit commanders, including preserving the cultural and material heritage of their unit and the Air Force, promoting unit esprit de corps, and supporting professional military education. The following information on the historian specialty is based on the Air Force Enlisted Classification Directory. It provides a description of a broad range of duties and responsibilities that apply to the various skills levels of the AFSC. The duties of military historians require proficiency in writing, research and analysis, and maintaining information archives. These skills are commonly acquired through formal and informal education and professional development.

5.1. Specialty Summary. A historian performs and manages historical activities, programs, and functions including historical research and reference services. Compiles and maintains historical document repositories for reference and research. Related DoD Occupational Subgroup: 250400.

5.2. Duties and Responsibilities. Conducts research, interviews personnel, and writes accurate, analytical, and comprehensive periodic histories, studies, and monographs; deploys and documents unit involvement in peace, war, and a full-range of contingency operations; Systematically collects and organizes classified and unclassified historical data from correspondence, email, messages, staff studies, background papers, reports, plans, meeting minutes, and other source documents. Attends meetings and briefings to document important deliberations and decisions. Interviews key unit personnel for unique knowledge and insights.

5.2.1. Maintains historical document repository. Collects, organizes, and indexes historical reference and research publications and documents.

5.2.2. Advises on historical and museum program matters. Identifies, plans, and maintains facility, equipment, security, and supply requirements. Maintains publications and administrative and historical files.

5.2.3. HQ AFRC/HO Field Program Manager (MFM) serves as the career field training manager. Provides functional and professional career mentoring to all unit Traditional Reservist, Individual Mobilization Augmentee (IMA), and civilian historians assigned to the Air Force Reserve. Oversees, monitors, develops, and implements force development activities including upgrade training. Manages Air Force Reserve historian training, readiness and deployment, in-residence training allocations, and coordinates personnel assignments. Performs staff assistance and inspection visits. Makes recommendations for Historian Technical School (Historian University) faculty development to the training advisor or AFCFM as appropriate; attends conferences, workshops, and symposiums related to functional responsibilities or unit activities. Recruits, screens, and recommends applicants for retraining into the Historian career field. The MFM will

chair biannual development team meetings to assess the career progression of enlisted military historians and may be a member of the annual development team meetings to assess the career progression of officer historian. This team will also comprise the Specialty Training Requirements Team and review this document and provide recommendations to the AFCFM.

6. Community College of the Air Force. Enlisted Airmen apply for enrollment in CCAF through their unit training office. The CCAF awards an *Aerospace Historian Associate in Applied Science* degree for military enlisted historians. Airmen must hold the Journeyman (5) level at the time of program completion. See the current CCAF catalog for requirements and details.

6.1. Off-Duty Education. Additional off-duty education leading to a Bachelor's, Master's, or terminal degree in History is a personal choice but is highly encouraged for all historians. When possible, course work should help develop the individual's research, writing, and critical analysis skills. An accredited school with a degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools. Likewise, active involvement in national historian associations and conferences is encouraged.

7. Skill/Career Progression. Adequate training and timely progression from the apprentice to the superintendent skill level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone be involved in planning, managing, and conducting an effective training program. See AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, and AFI 36-2201, *Air Force Training Program*, for specifics on requirements, procedures, and responsibilities. The guidance provided below will ensure each individual receives viable training at appropriate points in this historian's career. It outlines skill level accomplishments, position assignments, training and Professional Military Education (PME) courses, and continuing education choices. All members in the AFSC are air power historians and should strive to expand their knowledge on Air Force operational doctrine, air power history, Air Force weapon systems, war planning, joint doctrine and operations, and management of resources and personnel. Unless otherwise noted, all courses are unit funded.

7.1. Retrainee (1-level). Personnel enter the 3H0XX AFSC by retraining from other career fields using standards listed in the Air Force Enlisted Classification Directory. The typical retrainee is a SSgt with 6-10 years of time-in-service, is proficient in the use of USAF standard-desktop computer software, and is a proficient writer. Because commanders give historians access to all classified, sensitive, and unclassified information needed to write an accurate and objective history report, retraining candidates should have a demonstrated ability to serve as a trusted agent. Retrainees will contact their local training office and AFRC/HO immediately by email to afrc.HOworkflow@us.af.mil to be scheduled for training. AFRC/HOU will send a self-study package to each scheduled trainee. The material is testable upon arrival at the Apprentice course.

7.2. Apprentice (3-level). Satisfactory completion of the Historian Apprentice Course results in award of the Apprentice (3) skill level. Failure to complete the course will result in the cancellation of the retraining application and the return of the individual to their former career field.

7.2.1. Apprentice Course. The Apprentice course is intended to train and educate combat-ready historians for the Total Force. It is conducted in two phases to provide flexibility for Traditional

Reservist and IMA scheduling. They must be completed in order. However, a student may attend Phase I of the two part technical school training course, and then off-ramp until a subsequent Phase II course. Failure to successfully complete Phase II training within 9 months from the retraining start date will result in cancellation of the retraining application and the return of the individual to the former career field. In rare instances, the AFCFM may extend this period for Phase II attendance if requested by the historian's wing or vice commander. Extensions are not permitted for retrainees who have not satisfactorily completed Phase I. An active Secret clearance is required to attend the course. Graduates will be entered immediately in upgrade training. This course is centrally funded by HQ AFRC. The apprentice historian should attend Airman Leadership School (ALS) at the earliest opportunity unless already completed.

7.2.2. Phase I. Phase I is approximately three weeks in length and provides foundational skills in technical writing, American military history and culture, historical concepts and methods, and the role of aerospace historians. This phase has intensive readings with a focus on critical thinking. Students will receive a pre-read study package after entering retraining and will be tested on the material on the first day of training. A passing score of 70 or higher is required. Students will apply research skills through a broad range of historical lessons learned from American military history and Air Power History. Students will analyze sources of information necessary for the production of the wing history report. Students will gain hands on practice creating the basic structure of a wing history report in compliance with AFI 84-101, *Historical Products, Services, and Requirements* as it is the primary role of the wing historian. The course will describe the skills and knowledge necessary and expected to perform in the Air Force Historian career field. A passing score of 70 or higher is required.

7.2.3. Attendance Waivers. Retrainees with a Bachelor's degree in History or a related field may request to waive attendance at Phase I through their wing commander to the Director, AFRC/HO. Waiver packages must include the wing, or wing equivalent, commander's endorsement, an original writing sample, and relevant college transcripts. The AFCFM is the final authority.

7.2.4. Phase II. Phase II is approximately four weeks in length and provides academic and technical training in writing, research methodologies, historical analysis and evaluation, and leadership and management skills required for wing staff agency chiefs. Students with approved Phase I waivers will be tested on material in the self-study package on the first day of training. A passing score of 70 or higher is required. Phase II is focused on learning skills necessary to document unit operations, including contingency environment combat operations, contributing historical data to senior officials, and applying the principles of selecting information and organizing it to generate comprehensive knowledge and skills necessary to produce a classified historical essay. Advanced writing skills and leadership skills are introduced. Completion of the Phase II will award the AFSC 3-level to graduates. A score of 70 or higher is required for successful completion.

7.3. Journeyman (5-level). Satisfactory completion of the Historian Journeyman Course results in award of the Journeyman (5) skill level. A Secret clearance with a submitted Single Scope Background Investigation (SSBI) package IAW AFI 31-501, Personnel Security Program Management.

7.3.1. Journeyman Course. Attendance at the Journeyman course is approximately four weeks in length and provides the historian knowledge and applied skills in military historical operations during contingencies and war; an understanding of history theory and practice; American military historiography; military doctrine, organization, and employment of Joint Forces; and management of history offices in a deployed environment. The course includes extensive readings with a focus on critical thinking and historiographical analysis. Students will arrive with a valid SIPR token as significant portions of the course are conducted at the classified level. Following graduation, Journeyman Historians will be enrolled automatically in Job Knowledge Development Courses (JKDC) for continuing education. Completion of the *Aerospace Historian Associate in Applied Science* is highly encouraged. Publishing special studies or peer-reviewed journal articles is strongly encouraged as development towards the Superintendent level.

7.4. Craftsman (7-level). Satisfactory completion of the Historian Craftsman Course and an adjudicated Top Secret clearance results in award of the Craftsman (7) skill level. Craftsman Historians will be enrolled in job specific developmental courses for continuing education. Unlike many other career fields, supervisory and management opportunities are limited for historians at the wing staff level. However, the command perspective gained by accomplished historians makes them ideal candidates for leadership assignments, such as First Sergeant. Historians are encouraged to take advantage of leadership opportunities through involvement in unit committees and professional organizations when available. Craftsman historians should complete SNCO PME and are highly encouraged to pursue off-duty educational opportunities, such as completing an undergraduate or graduate degree program in History or a closely related field. Master Sergeant Historians desiring promotion to Senior Master Sergeant typically need to have completed an expeditionary deployment in addition to having a substantial body of work, and a record indicative of increased responsibility. Additionally, Craftsman historians may apply as an adjunct instructor for the historian technical school. See paragraph 7.7.

7.4.1. Craftsman Course. Attendance at the course is competitive and completion of the *Aerospace Historian Associate in Applied Science* or higher accredited degree in History or closely related field is required. Submission of two or more acceptable annual wing periodic history reports is required. Historians must coordinate and have an approved paper design review prior to registering for the course. A valid Top Secret clearance is required. Joint Personnel Adjudication System (JPAS) information will be forwarded to the course registrar prior to student departure from home station. Students will arrive with a valid SIPR token in their possession. The course is approximately three weeks in length and includes instruction in Joint and Coalition Air Campaign operations, advanced historical methods, research, and writing.

7.4.2. History of Airpower Course. This course is approximately 13-days in length designed to educate Airmen on the history of military aviation, the use of combat airpower through first-person narrative, oral history, the evolution of airpower theory and doctrine, and an virtual airbattle staff ride. Provided in-residence or through mobile training team at Air Force Reserve organizations on request. Prerequisite: None.

7.5. Superintendent (9-level). Award of the 9-skill level requires successful completion of the Historian Instructor Course and, for those awarded the 7-skill level prior to October 2015, the stand-alone History of Airpower Course. The historian must have performed satisfactorily in the

AFSC, be a Master Sergeant or above, and have completed the Senior Noncommissioned Officer Academy (SNCOA). Members may complete PME and promotion requirements by correspondence or in-residence. The historian career field is unusual in that it requires the superintendent position to continue to be a technician and continually improve skills in operational historical research and writing. Completion of a 4-year or advanced degree in history as well as publishing special studies or peer-reviewed journal articles is strongly encouraged.

7.5.1. Historian Instructor Course. This course is approximately 13-days in length and provides an introduction to the principles of teaching and teaching strategies for history courses. It includes approximately 30-hours of curriculum and lesson plan preparation, and 40-hours of practice in guiding discussion, demonstration, performance, case study, lecture, examinations, and audio/visual aids typical of teaching history at the undergraduate level. Specific emphasis is placed on non-classroom, non-traditional methods including battlefield staff rides. Prerequisite: Successful completion of the Craftsman course and the Air Force Basic Instructor Course. Graduates will complete 120-hours of supervised teaching in Historian University courses. HQ AFRC/HOU will fund field and adjunct historian instructor temporary duty and faculty development supporting historian technical training.

7.6. Field Historian Course. This course is a graduate-level seminar course designed to educate field grade officers and civilian historians to perform the roles and responsibilities of an Airpower historian. The approximately 16-day course serves as the 84H0 qualification course. Instruction includes familiarization with Air Force history program, collection and preservation of documents, advanced historical methods, oral history and includes short research, and writing products. Classroom lessons include group discussions, presentations by subject matter experts, and practical exercises. Prerequisites: Assignment as an Individual Mobilization Augmentee or GS-0170 historian; minimum 18-semester hours of History from a regionally accredited university; a valid TS/SCI clearance. Note: Course may be conducted at AFRC/HOU, Robins AFB, GA or at the Air Force Historical Research Agency, Maxwell AFB, AL. Course is centrally funded for IMA students.

7.6.1. Air Operations Center Historian Course. This graduate-level course is approximately 16-days in length and prepares enlisted, officer, and civilian historians to perform duties as a C-NAF Air Force Forces staff historian supporting and documenting COMAFFOR planning and execution across all five divisions in an Air Operations Center in command and control of air, space, and cyber combat resources at the operational-level of warfare. Specific emphasis is placed on integrated Joint and Coalition education and training. Prerequisites: Successful completion of the Craftsman or Field Historian course, previous operational deployment at the wing or higher level, TS/SCI clearance. Note: Course may be conducted at AFRC/HOU, Robins AFB, GA or alternate location.

7.6.2. Additional Duty Historian Course. This course is approximately 3-days in length and prepares personnel assigned by their commander as an additional duty historian at the squadron or geographically separated unit. Classroom lessons include group discussions, presentations by subject matter experts, and practical exercises on emblem, lineage and honors, heritage displays, and document collection and transmittal. Prerequisites: None.

7.7. Occupational Instructor Certification. Upon completion of instructor qualification training, consisting of the instructor methods course and supervised practice teaching, Craftsman historians who possess an associate's degree or higher may be nominated by their commander to the AFCFM for certification as an occupational instructor in CCAF accredited training.

7.8. Academic Awards and Honors. The senior course instructor may nominate the student with the highest academic average, exemplary conduct, and demonstrated leadership as the class distinguished honor graduate. Nominations will be approved by a panel appointed by the Director, Air Force Reserve History Program. The AFCFM is the final authority. Awardees may receive a special certificate and coin.

7.9. Aerospace Historian Occupational Badge. Enlisted: Wear the basic badge after award of the 3-skill level and completion of technical school. Wear the senior Historian badge after award of the 7-skill level. A Master Sergeant or above will wear the Master Historian badge after award of the 9-skill level. Officers: Wear the basic Historian badge after satisfactory completion of the Field Historian course. Wear the senior badge after 4 years in the specialty. Wear the master badge after 7 years in the specialty, completion of IDE, and completion of a Master's or higher academic degree in History or closely related field.

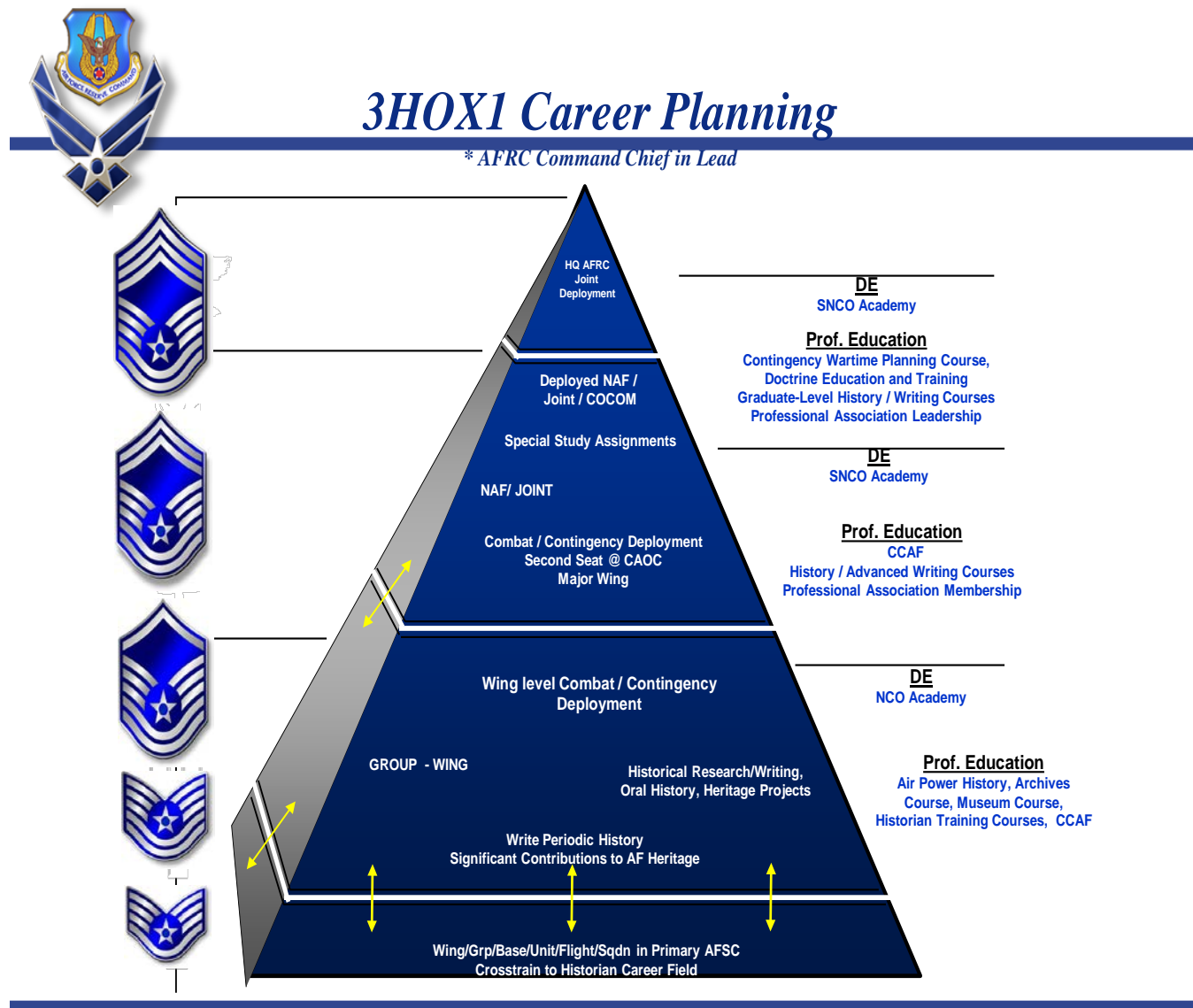
8. Training Decisions. The CFETP uses a building block approach (simple to complex) to describe training requirements for the Historian career field. The spectrum includes a strategic outline of when, where, and how to meet these requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training.

8.1. Initial Skills. The initial skills training provides training necessary to prepare individuals retraining into the career field with the minimum skills and knowledge to meet duty performance.

8.2. Five-Level Upgrade Requirements. Individuals must be certified on the core tasks identified in Part II, Section B for award of the 3H051 AFSC and possess a Secret clearance. This training is conducted solely at the Historian Journeyman Training Course and includes wartime and contingency training. The course is unit funded unless otherwise stated. The goal for completion of 5-skill level upgrade training is 12 months from entry into the specialty with deployable capability. For Career field seasoning training, the assigned unit may authorize. See AFRCI36-2204, *Air Force Reserve Seasoning Training Program (STP)*.

8.3. Seven-Level Upgrade Requirements. Individuals must be a minimum rank of SSgt, possess a Top Secret clearance, and be certified on the core tasks identified in Part II, Section C for award of the 3H071 AFSC. This training is conducted solely at the Historian Craftsman Training Course. The MFM will work individually with historians in developing and tracking a customized individual training plan. A minimum of 24-months with three completed periodic history reports, or one report and successful performance as a mobilized historian, and an approved Top Secret clearance is required prior to award of a 7-skill level.

Figure 2. 3H0X1 Career Planning Pyramid



One Air Force, Same Fight... An Unrivaled Wingman

8.4. Job Knowledge Development Courses. Job Knowledge Development Courses (JKDC) are designed to reinforce key and critical skills during Unit Training Assemblies. Completion of assigned continuing education JKDCs is required for retention in the career field.

8.5. Proficiency. The MFM determines proficiency requirements for 3H0XX personnel in order to meet core task standards. Unit commanders retain the right to increase weekly training time.

8.6. Proficiency Training. The proficiency training program provides training beyond minimum upgrade requirements. Proficiency training ensures individual historians receive training appropriate to their skill level and position to meet present and future duty requirements. The AFRC/HO identifies both mandatory and optional training requirements. As a minimum,

commanders should budget an additional 30 duty days each fiscal year in addition to the required Annual Tour and Unit Training Assemblies to complete periodic history reports. Sustainment and proficiency training may require further allocation of financial resources.

8.6.1. Successful participation as a unit historian in a multi-day combat/contingency exercise or a combat or contingency deployment at least once every five years is required to retain the AFSC.

8.6.2. All enlisted Traditional Reservists and IMAs and SDI 84H officer IMA historians trained prior to 1 October 2014 who have not completed a combat/contingency deployment will attend the contingency portion of the Historian Journeyman Training Course as a minimum to retain their qualification unless waived by the AFCFM.

8.6.3. As resources permit, all historians are encouraged to attend approved academic historical symposia and training conferences to gain increased understanding of history, historiography, air power history, and air power's role in military operations

8.6.4. In addition to reading books on the annual Chief of Staff of the Air Force's Reading List, *Citizen Airman*, and *Turning Point 9.11*, historians are encouraged to develop an expertise in an aspect of air power. Periodically, school faculty will offer reading suggestions and host asynchronous book discussions as JKDC modules.

9. Career Field Path. Table 9.1, Enlisted Career Path, is based on an AFRC SSgt retrainee; adjust as necessary.

Table 9.1 3H0XX Historian Enlisted Career Path				
Education and Training Requirements	GRADE REQUIREMENTS			
	Rank	Average Sew-On	Earliest Sew-On	High Year Of Tenure (HYT)
Apprentice Training (3-Skill Level)	SSgt	5 years	3 years	33 years
Airman Leadership School (ALS) -Must be a SrA with minimum 48 month's time in service or be an SSgt Selectee.				
Upgrade To Journeyman (5-Skill Level)	SSgt	5 years	3 years	33 years
-Complete the Historian Training Course. -Secret clearance and submitted SSBI. -Minimum 12 months from entry into specialty. -Deployable capabilities.	<u>Field Program Trainer</u>			
	-Resides at AFRC/HO. -Qualified and certified to perform the task to be trained -Attend the formal AF Training Course and appointed by AFCFM			

Upgrade To Craftsman (7-Skill Level)	SSgt	5 years	3 years	33 years
-Minimum rank of SSgt. -Minimum 24 months experience as a 5-Skill Level historian. - Top Secret clearance. -3 completed periodic history reports or 1 report & successful performance as a mobilized historian.	<u>Field Program Trainer</u>			
	-Resides at AFRC/HO. -Qualified and certified to perform the task to be trained -Attend the formal AF Training Course and appointed by AFCFM.			
Noncommissioned Officer Academy (NCOA)	TSgt	10 years	5 years	33 years
	MSgt	15 years	8 years	33 years
-Must be a TSgt or TSgt Selectee -Graduation is a prerequisite for MSgt sew-on				
USAF Senior NCO Academy (SNCOA) -Must be a MSgt, SMSgt Selectee, or SMSgt.	SMSgt	19 years	11 years	33 years
Upgrade To Superintendent (9-Skill Level)	CMSgt	22 years	14 years	33 years
	Certifier -AFCFM -Qualified and certified to perform the task being certified			
- Minimum 5 yrs as a 7-level - Minimum rank of MSgt - Must be a graduate of SNCOA				

Section C – Skill Level Training Requirements

10. Training Requirements. Skill level training requirements in this career field are defined in terms of job knowledge requirements and tasks. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award, and retention of each skill level. The specific task and knowledge training requirements are identified in the Job Experience Training Standards (JETS) in Part II at the end of this CFETP.

10.1. Apprentice (3-Level) Training.

KNOWLEDGE	Knowledge is mandatory of: Air Force history, organization, functions, and terminology; English composition and grammar; basic interviewing techniques; USAF History and Museum Program directives; standard desktop computer systems and office automation applications; records management policies and procedures; unit lineage and heritage, and available historical repositories and reference services.
EDUCATION	For entry into this specialty, completion of high school or general educational development equivalency is mandatory. Completion of college-level courses in history, English, public speaking, technical writing, US or World history, military history, and political science is desirable.
TRAINING	For award of AFSC 3H031, completion of the Historian Apprentice Training Course is mandatory. Successful completion of the course within 9 months from the retraining start date is mandatory. Failure will result in cancellation of the retraining application and the return of the individual to the former career field. In rare instances, the AFCFM may extend this period for Phase II attendance if requested by the historian’s wing commander.
EXPERIENCE	None required.
OTHER	Entry into training is accomplished by approved retraining from any AFSC at the 5-skill level or higher (3-skill level if no 5-skill level exists).
IMPLEMENTATION	Specialty requires routine access to classified material. For award and retention of AFSC 3H031 a Secret clearance is mandatory.

10.2. Journeyman (5-Level) Training.

KNOWLEDGE	Mandatory knowledge: Historical principles, projects, concepts, research techniques and sources; Air Force history, organization, functions, and terminology; English composition and grammar with demonstrated historiographical research and writing abilities; effective techniques required to conduct oral history interviews and research; contingency and wartime operational planning; markings and security classifications; general understanding the functionality of all USAF weapon systems; Air Force history programs; standard desktop NIPR and SIPR computer systems and office automation applications; and historical repositories and reference services.
EDUCATION	Completion of college-level courses in U.S. History, English, speech, technical writing, or political science is desirable.
TRAINING	For award of AFSC 3H051, completion of the Historian Journeyman Training Course is mandatory.
EXPERIENCE	Qualification and possession of AFSC 3H031; experience in satisfactorily completing a periodic history report. Historian must complete assigned job knowledge development courses outlined in the 3H0X1 task list to retain the AFSC.
OTHER	A valid Secret clearance is required for award and retention of AFSCs 3H051.
TRAINING SOURCES AND RESOURCES	The Historian Journeyman Training Course satisfies knowledge requirements for the award of the 3H051 AFSC including training in wartime and contingency historian responsibilities.
IMPLEMENTATION	The requirements outlined are effective for historians entering the career field after 1 October 2015.

10.3. Craftsman (7-Level) Training.

KNOWLEDGE	Knowledge is mandatory of: Professional historical principles, projects, concepts, research techniques and sources, and methodology; Air Force history, organization, functions, and terminology; English composition and grammar with demonstrated historiographical research and writing abilities; effective techniques required to conduct oral history interviews and research; contingency and wartime operational planning; classification marking and security; contingency historical reporting; Air and Space Operations Center (AOC) operations; Joint Operations; Air Force and Joint history programs; standard desktop NIPR and SIPR computer systems and office automation applications; use and archiving digital media; Air Force heritage programs; and working with specialized historical repositories and reference services.
EDUCATION	Completion of a CCAF Aerospace Historian degree and a minimum of 12 semester hours in History is mandatory. Completion of additional college-level courses in historiography, English, speech, technical writing, or political science is desirable.
TRAINING	Successful completion of the Craftsman Historian Training Course is required.
EXPERIENCE	For award of the 3H071 AFSC: Qualification in and possession of AFSC 3H051 for minimum of 12 months and two completed periodic history reports to demonstrate proficiency in completing periodic history and contingency history reports with minimal supervision or guidance. Historian must complete assigned job knowledge development courses to retain the AFSC.
OTHER	Specialty requires routine access to Top Secret material or similar environment. For award and retention of AFSCs 3H071, individual must possess and maintain a Top Secret security clearance IAW AFI 31-501.
IMPLEMENTATION	The requirements outlined are effective as of 10 August 2016.

10.4. Superintendent (9-Level) Training.

KNOWLEDGE	Knowledge is mandatory of: Developing, directing, and managing historical programs; mentoring junior NCOs; Air Expeditionary Force issues to include managing deployments of subordinate unit historians into Combatant Command areas of responsibility; managing contingency and crisis operations; professional historical principles, projects, concepts, research techniques and sources, and methodology; Air Force history, organization, functions, and terminology; English composition and grammar with demonstrated ability to conduct detailed historiographical research and writing; advanced techniques required to conduct oral history interviews and research; contingency and wartime operational planning; mastery of classification marking and security; assessment and review policies and procedures for evaluating subordinate unit periodic history reports; standard desktop NIPR and SIPR computer systems and office automation applications; archiving digital media; Air Force heritage programs; and working with specialized historical repositories and reference services.
EDUCATION	Completion of a 4-year degree in history or related field that included a minimum of 18 semester hours in History is mandatory. Completion of an advanced or terminal degree in history or related field is desirable.
TRAINING	For award of AFSC 3H091, successful completion of the Historian Instructor Course and the History of Airpower Course is required. Attendance at the Air Force Basic Instructor Course is required and will be funded by HQ AFRC/HO.
EXPERIENCE	For award of the 3H091 AFSC, the historian must have performed satisfactorily in the AFSC, be a SMSgt, qualified and in possession of AFSC 3H071. The historian career field is unusual in that it requires the superintendent position to continue to be a technician and continually improve skills in operational historical research and writing. Completion of a 4-year or advanced degree in history as well as publishing special studies or peer-reviewed journal articles is strongly encouraged.
OTHER	Specialty requires routine access to Top Secret material or similar environment. For award and retention of AFSCs 3H091/00, individual must possess and maintain a Top Secret security clearance according to AFI 31-501.
IMPLEMENTATION	The requirements outlined are effective as of 1 October 2016.

10.5. Officer Historian (SDI 84H0) Training.

KNOWLEDGE	Knowledge is mandatory of: Professional historical principles, projects, concepts, research techniques and sources, and methodology; Air Force history, organization, functions, and terminology; English composition and grammar with demonstrated historiographical research and writing abilities; effective techniques required to conduct oral history interviews and research; contingency and wartime operational planning; classification marking and security; contingency historical reporting; Air and Space Operations Center (AOC) operations; Joint Operations; Air Force and Joint history programs; standard desktop NIPR and SIPR computer systems and office automation applications; use and archiving digital media; Air Force heritage programs; and working with specialized historical repositories and reference services.
EDUCATION	Completion of a 4-year degree that included a minimum of 18 semester hours in History or related field is mandatory. Completion of an advanced or terminal degree in history or related field is desirable. Completion of grade appropriate Professional Military Education is required.
TRAINING	Completion of the Field Historian training course is required within the first 12-months of assignment.
EXPERIENCE	Graduated squadron command is desired.
OTHER	Specialty requires routine access to Top Secret material and environments. For award and retention of SDI 84H as a primary duty AFSC, individual must possess and maintain a TS/SCI security clearance.
IMPLEMENTATION	Effective 1 March 2017.

10.6. OJT. Due to the unique nature of the historian career field, On the Job Training (OJT) is not used. OJT progress evaluation requirements in AFI 36-2201 are waived.

10.7. Job Knowledge Development Courses. Job Knowledge Development Courses (JKDC) are designed to reinforce key and critical skills during Unit Training Assemblies and support career knowledge training. JKDCs are developed from requirements identified in the JETS and are used to satisfy career knowledge training requirements and individual developmental needs identified by the career field developmental team. The historian formal training unit (HOU) is responsible for publishing and distributing the 3H0XX JKDCs.

10.7.1. JKDC Enrollment. The Historian School registrar will initiate JKDC enrollment automatically on graduation from the Journeyman Training Course.

10.7.2. JKDC Administration. The JKDC is administered in coordination with the Air Force Career Development Academy (AFCDA) in accordance with AFI 36-2201 and this plan. Course material is delivered and submitted online using government NIPR and SIPR computer networks. Trainees will not make copies of JKDC material and will not discuss course contents outside of

the training environment. Violators are subject to action under the Uniform Code of Military Justice, Article 92. AFRC/HOU provides the JKDC results to the historian's supervisor, identifying questions missed by learning objective. The AFRC/HO field program manager will review the results with the historian and identify areas for review. The minimum passing score is 70.

10.7.3. JKDC Time Limit. Historians will meet course timelines outlined in the JKDC instructions. Generally, the time limit will be 120-days or 4 UTAs for both classified and unclassified JKDCs. When unusual circumstances preclude completing assigned courses, the historian will request an extension from AFRC/HOU. Historians must successfully complete assigned JKDCs to retain the AFSC and advance in skill level.

10.7.4. Retests and requests for assistance. HOU will coordinate retests with unit training managers, however, the MFM is responsible for retraining. Unit commanders with historians in upgrade training may request an AFRC/HO staff visit. If resources allow, an experienced historian from the AFRC/HO may conduct a 2- to 5-day visit to provide guidance, instruction, and quality assurance for completion of tasks listed in the 3H0XX Career Field Education and Training Plan. These visits will normally be conducted over a scheduled UTA.

1087. Tracking of Training. AFRC/HOU will maintain the master training plan on each historian.

Section D – Resource Constraints

11. Purpose. This section identifies known resource constraints which precludes optimal or 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. The MFM will review and update resource constraints annually.

11.1. Apprentice Level Training. None.

11.2. Journeyman Level Training. None.

11.3. Craftsman Level Training. None.

11.4. Officer Historian Training. None

11.5. Active/Reserve Total Force Integration. The Air Force Reserve maintains the only uniformed historian training program in the Air Force. Air National Guardsmen serving in authorized historian UMD positions at state and national level, as well as those working directly for ANG/HO, may attend training as directed by the ANG command historian. The training is unit funded. It is essential that all historians have a basic, interchangeable skill set. The Active Component has Emergency Essential Civilian (GS-0170) historians who fill the same Unit Type Code (UTC) as enlisted (AFSC 3H0X1) and officer (SDI 84H) historians. Civilian historian training is conducted by the Air Force Historical Research Agency. Civilian historians should contact their parent MAJCOM/HO or AFPC Career Field Team Chief for applicability. Exceptional enlisted and officer historians should consider a career as a civilian historian. Minimum entry requirements are set by the Office of Management and Budget, but generally require a minimum of 18 semester hours in History and 2-4 years of qualifying experience.

PART II

Section A – Job Experience Training Standards (JETS)

1. Implementation. This JETS will be used to implement technical training curriculum provided by the Historian School, AFRC/HOU, beginning on 1 August 2016. This plan will be used for all historians in the career field regardless of when they entered training. Completion of this section by unit training personnel is optional and included for transitional purposes only. It will be removed on 1 October 2017. AFRC/HO Career Field Manager maintains training records on all historians. OJT is not permitted.

2. Purpose. As prescribed in AFI 36-2201, *Air Force Training Program*, this JETS:

2.1. Lists in the column 1 (Task, Knowledge, and Technical Reference) in most common tasks, knowledge, and technical references (TR) necessary for Airmen to perform duties in the 3-, 5-, and 7-skill level. Tasks are statements and numbered sequentially (i.e., 1.1, 1.2, 2.1.1, etc...). Column 2 (Core Tasks) identifies, by an asterisk (*), specialty-wide training requirements. There are no certifications for OJT. See paragraph 10.5.

2.2. Shows formal training and correspondence course requirements. Column 4 shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task/knowledge and the career knowledge provided by the correspondence course. See AFSC/CDC listing maintained by the unit training manager for current CDC listings.

2.3. Contains Qualitative Requirements. The proficiency code key is used to indicate the level of training and knowledge provided by seasoning training, resident training, OJT, and career development courses.

2.4. Becomes a job qualification standard (JQS) for OJT when placed in AF Form 623, Individual Training Record, and used according to AFI 36-2201. When used as a JQS, the following requirements apply:

2.4.1. Document and certify completion of training. Identify duty position requirements by circling the subparagraph number next to the task statement. As a minimum, complete the following columns in Part 2 of the CFETP: Training Start, Training Completed, Trainee Initials, Trainer Initials, and Certifier Initials (if applicable). Document IAW AFMAN 36-2201. An AFJQS may be used in lieu of Part II of the CFETP only upon approval of the CFM. **NOTE:** The CFM may supplement these minimum documentation procedures as needed or deemed necessary for their career field.

2.4.2. Converting to New CFETP. Use the new CFETP to identify and certify all past and current qualifications. For all core and those critical tasks previously certified and required in the current duty position, evaluate current qualifications and, when verified, re-certify using current date as completion date and enter trainee's initials and certifier's initials. Remember, during the transcription process no training is taking place and the trainer's initials are not required. For non-core and non-critical tasks previously certified and required in the current duty position, evaluate current qualifications and when verified, re-certify using current date as completion date and enter trainee's and trainer's initials. When transcribing previous certification for tasks not

required in the current duty position, carry forward only the previous completion date of certification (not the initials of another person). If and when transcribed tasks become duty position requirements, re-certify using standard certification procedures. The person whose initials appear in the trainer or certifier block during the transcription process must meet the requirements of their respective roles in accordance with AFI 36-2201 series. Upon completion of the transcription process, give the old CFETP to the member.

2.4.3. Decertification and Re-certification. When an Airman is found to be unqualified on a task previously certified for his or her position, the Career Field Manager lines through the previous certification or deletes previous certification when using an automated system. Appropriate remarks are entered on the AF Form 623a, On-The-Job Training Record Continuation Sheet, as to the reason for decertification. The individual is re-certified (if required) either by erasing the old entries and writing in the new or by using correction fluid (if the entries were made in ink) over the previously certified entry. **NOTE:** Entry should always be in pencil.

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

2.6. Trainer Qualifications. Supervisors will select and recommend the most qualified trainers regardless of skill level/AFSC; they can be military or civilian. Trainers must be qualified to perform the tasks for which they provide training. The unit commander must appoint them in writing. Trainers must complete the formal AF training course (or have attended previous OJT Trainer's/Supervisor's Courses).

2.6.1. Since historians are typically assigned to one-deep offices, the CFM supports non-traditional training arrangements in units without qualified personnel to provide training. Trainees are encouraged to use qualified military or Air Force civilian historians assigned to other local units, regardless of command, as trainers. Any arrangement using resources outside the unit's chain of command requires coordination with all involved commanders, AFRC/HOU, and MAJCOM/HO.

2.7. Certifier Qualifications. Certifiers must be at least an TSgt with a 7-skill level or the civilian Equivalent authorized by their parent MAJCOM/HO and AFRC/HOU. Certifiers must be someone other than the trainer, qualified to perform the task they are certifying and appointed in writing by CFM. Certifiers will evaluate all core and critical tasks (non-core and non-critical tasks do not require review by the certifier).

2.7.1. As with trainer qualifications, the CFM supports non-traditional certifier arrangements. Commanders are encouraged to use qualified historians assigned to other units, regardless of command, as trainers. Staff or Senior Historians at MAJCOM History Office should be appointed as certifiers. Trainer/ certifier appointments should be arranged in coordination with all involved commanders and MAJCOM/ HOs.

2.8. Unit commanders with historians in upgrade training may request an AFRC/HO staff visit. If resources allow, an experienced historian from the AFRC/HO may conduct a 3- to 5-day visit to provide guidance, instruction, and quality assurance for completion of tasks listed in the 3H0XX Career Field Education and Training Plan.

JAMES MALACHOWSKI, PhD, DAFC
Director, Air Force Reserve History Program

Attachments:

1. 3H0X1 Specialty training Standard (STS)

THIS BLOCK IS FOR IDENTIFICATION PURPOSES ONLY

Personal Data – Privacy Act of 1974

PRINTED NAME OF TRAINEE (<i>Last, First, Middle Initial</i>)	INITIALS (<i>Written</i>)	SSN
PRINTED NAME OF TRAINER AND CERTIFYING OFFICIAL AND WRITTEN INITIALS		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

PROFICIENCY CODE KEY

	SCALE VALUE	DEFINITION: The individual
Task Performance	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 help only 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	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)
* *	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

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

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

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

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

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WAR TIME TASKS	3. Job Experience Training Standards					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A	B	C	D
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	3 SKILL LEVEL Course	5 SKILL LEVEL CDC	7 SKILL LEVEL CDC	9 SKILL LEVEL CDC
1. AEROSPACE HISTORIAN CAREER FIELD AFDD 1, AFDD 84-1, AFI 84-101, AFI 84-102, AFI 84-103, AFI 84-105, AFI 36-2863										
A. PERFORMING GENERAL HISTORIAN ACTIVITIES										
1. Confirm security clearances through security managers and the Joint Personnel Adjudication System (JPAS)	5									
2. Coordinate studies or special projects with major commands (MAJCOMs)	5									
3. Determine individual need-to-know for classified information	5									
4. Ensure proper disposition of historical property, other than in event of installation inactivation										

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WAR TIME TASKS	3. Job Experience Training Standards					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A	B	C	D
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	3 SKILL LEVEL Course	5 SKILL LEVEL CDC	7 SKILL LEVEL CDC	9 SKILL LEVEL CDC
5. Ensure proper handling and disposition of historical materials, such as historical archives or memorabilia, in event of installation inactivation	5									
6. Maintain historical repositories	5									
7. Observe operational activities	5									
8. Participate in Air Force or MAJCOM historical workshops	5									
9. Participate in general meetings, such as staff meetings or workshops, other than conducting	5									
10. Prepare historical reports										
11. Prepare historical videos	5									

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WAR TIME TASKS	3. Job Experience Training Standards					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A	B	C	D
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	3 SKILL LEVEL Course	5 SKILL LEVEL CDC	7 SKILL LEVEL CDC	9 SKILL LEVEL CDC
12. Prepare or present historical briefings or speeches	5									
13. Provide background information on memorialization projects										
14. Provide heraldry consultations or reviews										
15. Provide historical information for Internet home pages	5									
16. Provide historical information or materials at air shows	5									
17. Provide materials, such as organizational background materials or visual aids, for speaker engagements	5									

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WAR TIME TASKS	3. Job Experience Training Standards					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A	B	C	D
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	3 SKILL LEVEL Course	5 SKILL LEVEL CDC	7 SKILL LEVEL CDC	9 SKILL LEVEL CDC
18. Review units' primary mission activities	5									
B. PERFORMING HISTORICAL QUERY ACTIVITIES										
AFPD 84-1, AFI 84-101, AFI 84-105, AFI 38-101, DoDM 5200.01-V1, AFPD 16-4, AFI 51-503, AFI 90-201, DOD 5400.7-R_AFMAN 33-302										
19. Create historical ready reference files for responses to frequently asked questions	3									
20. Document receipt of and response to historical queries in logs or similar method	3									
21. Follow up with staff on historical questions or topics that arise in meetings	3									
22. Perform online research using Internet	3									

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WAR TIME TASK S	3. Job Experience Training Standards					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A	B	C	D
		STA RT DAT E	STO P DAT E	TRAI NE INITIA LS	TRAI NE INITIA LS	CERTI FIER INITIA LS	3 SKI LL LEV EL Cour se	5 SKIL L LEV EL CDC	7 SKIL L LEV EL CDC	9 SKIL L LEV EL CDC
23. Perform research using e-mail	5									
24. Research local historical resources	5									
25. Respond to civilian inquiries	5									
26. Respond to emblem requests	5									
27. Respond to Freedom of Information Act (FOIA) inquiries	5									
28. Respond to internal requests for historical information	5									
29. Respond to lineage and honors questions	5									
30. Validate and prioritize historical queries	5									
C. RESEARCHING, WRITING, AND PRODUCING HISTORICAL MATERIALS										

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WAR TIME TASKS	3. Job Experience Training Standards					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A	B	C	D
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	3 SKILL LEVEL Course	5 SKILL LEVEL CDC	7 SKILL LEVEL CDC	9 SKILL LEVEL CDC
AFPD 84-1, AFI 84-101, AFI 84-105, AFI 38-101, AFMAN 33-363, AFI 33-364, DoDM 5200.01-V1, DoD 5400.7-R_AFMAN 33-302, AFPD 16-4, AFI 16-1404, AFI 51-503, AFI 90-201,										
31. Accomplish lay out of text and graphics to present historical material	5									
32. Analyze and interpret source materials	5									
33. Apply Air Force or MAJCOM historical directives for history formats	5									
34. Apply proper security markings and administrative caveats to historical materials	5									

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WAR TIME TASKS	3. Job Experience Training Standards					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A	B	C	D
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	3 SKILL LEVEL Course	5 SKILL LEVEL CDC	7 SKILL LEVEL CDC	9 SKILL LEVEL CDC
35. Arrange for reproduction or printing of historical publications	5									
36. Arrange photographic coverage of historical events to accompany narratives	5									
37. Assemble historical narrative and supporting document volumes	5									
38. Collect digital images, photographs, or videos	5									
39. Compile statistical data to support historical narratives	5									
40. Coordinate historical narratives with staff personnel	5									
41. Customize digital images to fit layout requirements	5									

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WAR TIME TASKS	3. Job Experience Training Standards					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A	B	C	D
		START DATE	STOP DATE	TRAINER INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	3 SKILL LEVEL Course	5 SKILL LEVEL CDC	7 SKILL LEVEL CDC	9 SKILL LEVEL CDC
42. Develop information materials for publications, such as brief unit histories, fact sheets, speeches, or biographies	5									
43. Develop special projects to document significant events	5									
44. Draft charts or graphs to illustrate historical data	5									
45. Edit historical works	5									
46. Establish points of contact (POCs) for historical research	5									
47. Establish procedures for collecting historical materials	5									
48. Gather source materials	5									
49. Interview unit commanders or key personnel to obtain perspectives of historical events	5									

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WAR TIME TASK S	3. Job Experience Training Standards					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A	B	C	D
		STA RT DAT E	STO P DAT E	TRAI NE INITIA LS	TRAI NE INITIA LS	CERTI FIER INITIA LS	3 SKI LL LEV EL Cour se	5 SKIL L LEV EL CDC	7 SKIL L LEV EL CDC	9 SKIL L LEV EL CDC
50. Prepare appendices for historical publications	5									
51. Prepare chronologies for historical publications	5									
52. Prepare distribution lists for histories	5									
53. Prepare documents for inclusion in supporting document volumes	5									
54. Prepare executive summaries for historical publications	5									
55. Prepare final copies of historical publications	5									
56. Prepare footnotes or endnotes for historical publications	5									

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WAR TIME TASK S	3. Job Experience Training Standards					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A	B	C	D
		STA RT DAT E	STO P DAT E	TRAI NE E INITIA LS	TRAI NE R INITIA LS	CERTI FIER INITIA LS	3 SKI LL LEV EL Cour se	5 SKIL L LEV EL CDC	7 SKIL L LEV EL CDC	9 SKIL L LEV EL CDC
57. Prepare forewords for historical publications	5									
58. Prepare front and back covers for historical publications	5									
59. Prepare frontispieces for historical publications	5									
60. Prepare gazetteers for historical publications	5									
61. Prepare glossaries for historical publications	5									
62. Prepare indices for historical publications	5									
63. Prepare interview questions	5									
64. Prepare lists of illustrations for historical publications	5									

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WAR TIME TASK S	3. Job Experience Training Standards					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A	B	C	D
		STA RT DAT E	STO P DAT E	TRAI NE INITIA LS	TRAI NE INITIA LS	CERTI FIER INITIA LS	3 SKI LL LEV EL Cour se	5 SKIL L LEV EL CDC	7 SKIL L LEV EL CDC	9 SKIL L LEV EL CDC
65. Prepare lists of supporting documents or bibliographies for historical publications	5									
66. Prepare outlines from selected topics or documents	5									
67. Prepare photographs for historical publications	5									
68. Prepare prefaces for historical publications	5									
69. Prepare security pages for historical publications	5									
70. Prepare supporting document pages for historical publications	5									
71. Prepare tables of content for historical publications	5									
72. Prepare title pages for historical publications	5									

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WAR TIME TASK S	3. Job Experience Training Standards					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A	B	C	D
		STA RT DAT E	STO P DAT E	TRAI NE INITIA LS	TRAI NE INITIA LS	CERTI FIER INITIA LS	3 SKI LL LEV EL Cour se	5 SKIL L LEV EL CDC	7 SKIL L LEV EL CDC	9 SKIL L LEV EL CDC
73. Prepare unit lineage and honors data for histories	5									
74. Prepare unit or base heritage pamphlets	5									
75. Prepare or assemble topical files on major problems, events, or subjects	5									
76. Research organizational files, including paper or electronic media	5									
77. Research read files	5									
78. Respond to higher headquarter reviews of histories	5									
79. Review historical narratives for completeness of coverage, accuracy, and security status	5									
80. Select primary documents for use in preparing historical publications	5									

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WAR TIME TASKS	3. Job Experience Training Standards					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A	B	C	D
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	3 SKILL LEVEL Course	5 SKILL LEVEL CDC	7 SKILL LEVEL CDC	9 SKILL LEVEL CDC
81. Select topics for coverage in historical publications	5									
82. Submit histories to meet established deadlines	5									
83. Transcribe digital interviews and edit	5									
84. Verify authenticity or pertinence of supporting documents	5									
85. Write historical narratives	5									
86. Write special columns or historical articles for base publications	5									
87. Write studies to document significant events	5									
	5									
D. OFFICE MANAGEMENT AND ADMINISTRATION										
AFMAN33-363, AFH 33-337, AFI 84-101, AFI 84-102										

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WAR TIME TASK S	3. Job Experience Training Standards					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A	B	C	D
		STA RT DAT E	STO P DAT E	TRAI NE INITIA LS	TRAI NE INITIA LS	CERTI FIER INITIA LS	3 SKI LL LEV EL Cour se	5 SKIL L LEV EL CDC	7 SKIL L LEV EL CDC	9 SKIL L LEV EL CDC
88. Establish or maintain historical archives or office libraries	3									
89. Organize historical archives	3									
90. Provide archival materials for customers	3									
91. Restore archival materials, such as documents	3									
92. Review archival materials for downgrading or declassification	3									
93. Safeguard audio tapes, video tapes, or film	3									
94. Safeguard computer media	3									
95. Safeguard microfilm or microfiche	3									
96. Safeguard paper documents	3									
97. Safeguard slides, photographs, or negatives	3									

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WAR TIME TASKS	3. Job Experience Training Standards					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A	B	C	D
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	3 SKILL LEVEL Course	5 SKILL LEVEL CDC	7 SKILL LEVEL CDC	9 SKILL LEVEL CDC
Tasks, Knowledge, and Technical References										
E. PERFORMING ART OR MUSEUM ACTIVITIES										
AFDD 1, AFPD 84-1, AFI 84-101, AFI 84-102, AFI 84-103, AFI 84-05, AFI 36-2863										
98. Assist with exhibit planning										
99. Conduct Air Force art annual inventories										
100. Conduct annual inventories of historical properties										
101. Conduct historical tours										
102. Coordinate construction of unit displays with appropriate agencies										
103. Ensure accuracy of aircraft markings and paint schemes	3									
104. Ensure accuracy of exhibit captions	3									

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WAR TIME TASKS	3. Job Experience Training Standards					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A	B	C	D
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	3 SKILL LEVEL Course	5 SKILL LEVEL CDC	7 SKILL LEVEL CDC	9 SKILL LEVEL CDC
105. Ensure accuracy of historical plaques	3									
106. Ensure proper display of historical property	3									
117. Plan small displays of unit historical properties	3									
118. Receive and document historical property	3									
AFPD 84-1, AFI 84-101, AFI 84-102, AFI 84-105, AFMAN 10-409, AFI 10-403, DoDM 5200.01-V1, AFPD 16-14, AFI 16-1404										
119. Acquire knowledge of aircraft at deployed locations	5									
120. Acquire knowledge of unique security requirements before deployment	5									

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WAR TIME TASK S	3. Job Experience Training Standards					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A	B	C	D
		STA RT DAT E	STO P DAT E	TRAI NE INITIA LS	TRAI NE INITIA LS	CERTI FIER INITIA LS	3 SKI LL LEV EL Cour se	5 SKIL L LEV EL CDC	7 SKIL L LEV EL CDC	9 SKIL L LEV EL CDC
121. Assign personnel to mobility or contingency positions										
122. Brief deploying personnel										
123. Complete operations plan (OPLAN) sourcing requirements										
124. Compute OPLAN requirements status listings										
125. Coordinate deployment of personnel with other MAJCOMs or joint service commands	5									
126. Coordinate exercise sourcing requirements with functional managers	5									

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WAR TIME TASKS	3. Job Experience Training Standards					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A	B	C	D
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	3 SKILL LEVEL Course	5 SKILL LEVEL CDC	7 SKILL LEVEL CDC	9 SKILL LEVEL CDC
127. Coordinate mobility or contingency requirements with appropriate agencies	5									
128. Coordinate specific source of personnel requirements with appropriate agencies	5									
129. Develop mobility inspection checklists	5									
130. Draft or write mobility or deployment after-action reports	5									
131. Maintain accountability of personnel selected to fill OPLAN requirements	5									
132. Maintain history annexes	5									
133. Prepare equipment for deployments	5									

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WAR TIME TASKS	3. Job Experience Training Standards					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A	B	C	D
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	3 SKILL LEVEL Course	5 SKILL LEVEL CDC	7 SKILL LEVEL CDC	9 SKILL LEVEL CDC
134. Process classified materials or documents at deployed locations	5									
135. Provide OPLAN requirements to unit commanders	5									
136. Request or distribute mobility requirements documents	5									
G. PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES										
AFPD 84-1, AFI 84-101, AFI 36-2863, AFI 36-2103, AFI 36-2406, AFPD 36-26, AFI 36-2201, DoD5400.7-R, AFMAN33-302, AFPD 16-4, AFI 16-1404, AFI 90-201										
137. Assign personnel to work areas or duty positions										
138. Assign sponsors for newly assigned personnel										

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WAR TIME TASKS	3. Job Experience Training Standards					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A	B	C	D
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	3 SKILL LEVEL Course	5 SKILL LEVEL CDC	7 SKILL LEVEL CDC	9 SKILL LEVEL CDC
139. Conduct general meetings, such as staff meetings, briefings, conferences, or workshops										
140. Conduct self-inspections or self-assessments										
141. Conduct staff assistance visits, inspections, or audits										
142. Conduct supervisory orientations for newly assigned personnel										
143. Conduct supervisory performance feedback sessions										
144. Counsel subordinates concerning personal matters										

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WAR TIME TASKS	3. Job Experience Training Standards					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A	B	C	D
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	3 SKILL LEVEL Course	5 SKILL LEVEL CDC	7 SKILL LEVEL CDC	9 SKILL LEVEL CDC
145. Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace										
146. Determine or establish work assignments or priorities	3									
147. Develop inputs to mobility, contingency, disaster preparedness, or unit emergency or alert plans	3									
148. Develop organizational or functional charts	3									
149. Develop resource protection programs	3									
150. Develop self-inspection or self-assessment program checklists	3									
151. Develop or establish work methods or procedures	3									

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WAR TIME TASKS	3. Job Experience Training Standards					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A	B	C	D
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	3 SKILL LEVEL Course	5 SKILL LEVEL CDC	7 SKILL LEVEL CDC	9 SKILL LEVEL CDC
152. Develop or establish work schedules	3									
153. Draft budget requirements										
154. Draft supplements or changes to directives, such as policy directives, instructions, or manuals										
155. Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)										
156. Establish performance standards for subordinates										
157. Establish procedures for accountability of equipment, tools, parts, or supplies										

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WAR TIME TASKS	3. Job Experience Training Standards					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A	B	C	D
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	3 SKILL LEVEL Course	5 SKILL LEVEL CDC	7 SKILL LEVEL CDC	9 SKILL LEVEL CDC
158. Evaluate inspection report findings or inspection procedures										
159. Evaluate job hazards or compliance with Air Force Occupational Safety and Health (AFOSH) program										
160. Evaluate maintenance or utilization of equipment, tools, parts, supplies, or workspace										
161. Evaluate personnel for compliance with performance standards										
162. Evaluate personnel for promotion, demotion, reclassification, or special awards										
163. Evaluate or interview retrainee applicants	3									

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WAR TIME TASKS	3. Job Experience Training Standards					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A	B	C	D
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	3 SKILL LEVEL Course	5 SKILL LEVEL CDC	7 SKILL LEVEL CDC	9 SKILL LEVEL CDC
164. Initiate actions required due to substandard performance of personnel	3									
165. Initiate personnel action requests	3									
166. Interpret policies, directives, or procedures for subordinates	3									
167. Plan layouts of facilities	3									
168. Review budget requirements	3									
169. Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals	3									
170. Review mobility, contingency, disaster preparedness, or unit emergency or alert plans	3									

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WAR TIME TASK S	3. Job Experience Training Standards					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A	B	C	D
		STA RT DAT E	STO P DAT E	TRAI NE INITIA LS	TRAI NE INITIA LS	CERTI FIER INITIA LS	3 SKI LL LEV EL Cour se	5 SKIL L LEV EL CDC	7 SKIL L LEV EL CDC	9 SKIL L LEV EL CDC
171. Schedule personnel for temporary duty (TDY) assignments, leaves, or passes	3									
172. Write inspection reports	3									
173. Write job or position descriptions	3									
174. Write recommendations for awards or decorations	3									
175. Write replies to inspection reports	3									
176. Write staff studies, surveys, or routine reports, other than training or inspection reports	3									
177. Write or indorse military performance reports										
H. PERFORMING TRAINING ACTIVITIES										

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WAR TIME TASKS	3. Job Experience Training Standards					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A	B	C	D
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	3 SKILL LEVEL Course	5 SKILL LEVEL CDC	7 SKILL LEVEL CDC	9 SKILL LEVEL CDC
DoDM 5200.01-V1, DoD 5400.7-R AFMAN 33-302, AFPD 16-14, AFI 16-1404, AFI 90-201										
178. Brief personnel concerning training programs or matters	5									
179. Conduct on-the-job training (OJT)										
180. Counsel trainees on training progress										
181. Determine training requirements										
182. Develop formal course curricula, plans of instruction (POIs), or specialty training standards (STs)										
183. Develop training programs, plans, or procedures										
184. Develop or procure training materials or aids										

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WAR TIME TASKS	3. Job Experience Training Standards					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A	B	C	D
		START DATE	STOP DATE	TRAINER INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	3 SKILL LEVEL Course	5 SKILL LEVEL CDC	7 SKILL LEVEL CDC	9 SKILL LEVEL CDC
185. Establish or maintain study reference files										
186. Evaluate effectiveness of training programs, plans, or procedures										
187. Evaluate progress of trainees										
188. Inspect training materials or aids for operation or suitability										
189. Maintain training records or files										
190. Personalize lesson plans										
191. Prepare job qualification standards (JQSs)										
192. Write training reports										
I. PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES										
AFMAN37-123, AFH 33-337, AFI 84-101, AFI 84-102										
193. Change combinations of security containers	3									

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WAR TIME TASK S	3. Job Experience Training Standards					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A	B	C	D
		STA RT DAT E	STO P DAT E	TRAI NE INITIA LS	TRAI NE INITIA LS	CERTI FIER INITIA LS	3 SKI LL LEV EL Cour se	5 SKIL L LEV EL CDC	7 SKIL L LEV EL CDC	9 SKIL L LEV EL CDC
194. Compile or maintain historian personnel directories	3									
195. Initiate classified reports, messages, or documents	5									
196. Initiate unclassified reports, messages, or documents	5									
197. Initiate work orders for audiovisual or graphics support	5									
198. Initiate or coordinate requests for TDY orders										
199. Initiate or maintain standby rosters or work center pyramid recall rosters										
200. Inspect printing quality of historical products										
201. Maintain administrative files, other than historical materials	5									

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WAR TIME TASKS	3. Job Experience Training Standards					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A	B	C	D
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	3 SKILL LEVEL Course	5 SKILL LEVEL CDC	7 SKILL LEVEL CDC	9 SKILL LEVEL CDC
202. Maintain publications libraries, other than historical materials	5									
203. Maintain security containers	5									
204. Perform emergency destruction and disposal procedures	5									
205. Prepare administrative or classified materials or documents for mailing, transporting, or issue	5									
206. Prepare requests for administrative, technical, or historical information	5									
207. Prepare requests for expenditure of funds	5									
208. Safeguard or secure classified materials or documents	5									

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WAR TIME TASKS	3. Job Experience Training Standards					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A	B	C	D
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	3 SKILL LEVEL Course	5 SKILL LEVEL CDC	7 SKILL LEVEL CDC	9 SKILL LEVEL CDC
209. Write general correspondence, such as letters, point papers, or staff summary sheets	5									
210. Write minutes of briefings, conferences, or meetings	5									
J. PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES										
AFPD 84-1, AFI 84-101, AFI 84-105, AFI 38-101, AFMAN 33-363, DoDM 5200.01-V1, AFPD 16-14, AFI 16-1404, AFI 51-503, AFI 90-201, DOD 5400.7-R, AFMAN 33-302										
211. Coordinate maintenance of equipment with appropriate agencies	3									
212. Develop equipment checklists	3									

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WAR TIME TASK S	3. Job Experience Training Standards					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A	B	C	D
		STA RT DAT E	STO P DAT E	TRAI NE E INITIA LS	TRAI NE R INITIA LS	CERTI FIER INITIA LS	3 SKI LL LEV EL Cour se	5 SKIL L LEV EL CDC	7 SKIL L LEV EL CDC	9 SKIL L LEV EL CDC
213. Initiate requisitions for equipment, tools, parts, or supplies	3									
214. Inventory equipment, tools, parts, or supplies	3									
215. Maintain documentation on items requiring periodic inspections or calibrations	3									
216. Maintain organizational equipment or supply records	3									

Section B – Training Course Index

3. Purpose. This section of the CFETP identifies training courses available for continuation/ supplemental training. For information on all formal courses, refer to the Air Force Education and Training Course Announcements (ETCA) database at <https://etca.randolph.af.mil/>.

3.1. Air Force In-Residence Courses.

<u>Course Number</u>	<u>Course Title</u>	<u>Location</u>
AFRC3H031 000	AEROSPACE HISTORIAN APPRENTICE	Robins AFB
AFRC3H051 000	AEROSPACE HISTORIAN JOURNEYMAN	Robins AFB
AFRC3H071 000	AEROSPACE HISTORIAN CRAFTSMAN	Robins AFB
AFRCSQHO 000	ADDITIONAL DUTY HISTORIAN (SQ)	Robins AFB
AFRCS84H0 000	FIELD HISTORIAN SEMINAR	Maxwell AFB Robins AFB
AFRC0HAP 001	HISTORY OF AIRPOWER	Robins AFB
AFRC1HAP 002	HISTORY OF AIRPOWER (MTT)	Varies
AFRCMHIC 000	MILITARY HISTORY INSTRUCTOR	Robins AFB
AFRCAOCH 000	AOC/AFFOR HISTORIAN	Varies
AFRCOHP00 000	ORAL HISTORY	Robins AFB

3.2. Air Force Historical Research Agency Courses.

AFHRA HBC	HISTORIAN SEMINAR	Maxwell AFB
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3.2. Air University/A4L Courses.

For a current listing of Air University courses go to <http://www.au.af.mil/au/afiadl>.

3.4. Exportable Courses.

For a current list of the available CBT courses refer to AF e-Learning at <https://www.my.af.mil>.

Section C – MAJCOM Unique Requirements

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