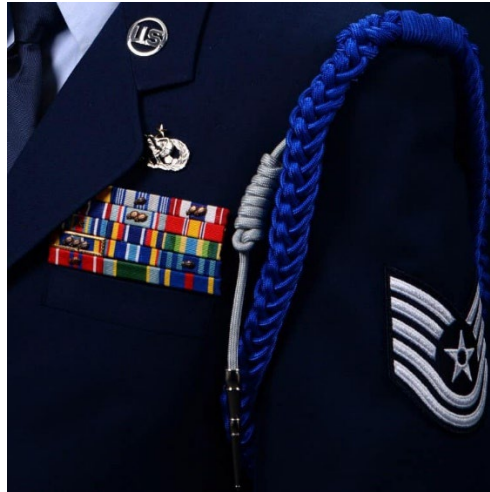


SDI 8B200

ACADEMY MILITARY TRAINING NCO



CAREER FIELD EDUCATION AND TRAINING PLAN

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SUMMARY OF CHANGES: As a result of the annual review, revisions have been made to Parts I and II of this Career Field Education and Training Plan. These updates include but are not limited to modifications to duty descriptions, task line items, core tasks, and training proficiency codes.

UNITED STATES AIR FORCE SONG

*Off we go into the wild blue yonder,
Climbing high into the sun;
Here they come zooming to meet our thunder,
At 'em now, Give 'em the gun! give em the gun!
Down we dive, spouting our flame from under,
Off with one helluva roar!
We live in fame or go down in flame. Hey!
Nothing'll stop the U.S. Air Force!*

UNITED STATES SPACE FORCE SONG

*We're the mighty watchful eye,
Guardians beyond the blue.
The invisible front line,
Warfighters brave and true.*

*Boldly reaching into space,
There's no limit to our sky.
Standing guard both night and day,
We're the Space Force from on high!*

ALMA MATER

*Here's a toast to the host
Of those who love the vastness of the sky,
To a friend we send a message of the brave who serve on high.
We drink to those who gave their all of old
Then down we roar to score the rainbow's pot of gold.
A toast to the host of those we boast, the U.S. Air Force!*

OPR: USAFA CW/CCC
Certified by: CMSgt Matthew King
Pages: 22

**SDI 8B200, ACADEMY MILITARY TRAINING NCO
CAREER FIELD EDUCATION AND TRAINING PLAN**

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SDI 8B200, ACADEMY MILITARY TRAINING NCO CAREER FIELD EDUCATION AND TRAINING PLAN

PART I

Preface

- 1.** This Air Force Career Field Education and Training Plan (CFETP) is a comprehensive document that identifies life-cycle education and training requirements, training support resources, and minimum core training task requirements for the 8B200 Academy Military Training NCO (AMT) Special Duty Identifier (SDI). The CFETP provides a clear path to success and instills rigor in all aspects of SDI training for all current and newly assigned AMTs.
- 2.** The CFETP consists of two parts as described below. The 8B200 Special Duty Manager (SDM) uses both parts to plan, manage, and control training within the SDI.
 - 2.1.** Part I provides information for the overall management of training in the 8B200 SDI and is arranged into five sections. Section A explains how everyone will use the plan. Section B identifies SDI specialty descriptions, career progression information, duties, responsibilities, and selection criteria. Section C associates each level with specialty qualifications (knowledge, education, experience, and training). Section D indicates resource constraints. Section E describes the 8B200 SDI Specialty Training Requirement Team (STRT)/Utilization and Training Workshop (U&TW) process.
 - 2.2.** Part II provides supervisors and trainers with information to identify, plan, and conduct training commensurate with the overall goals of this plan and is one section. This section identifies the Specialty Training Standard (STS), which includes duties, tasks, and technical references to support training and core tasks.
- 3.** Using the guidance provided in this CFETP will ensure individuals in the 8B200 SDI receive effective and efficient training at appropriate points throughout their assignment, enabling us to train today's enlisted members for tomorrow's leaders.

ABBREVIATIONS AND TERMS EXPLAINED

Air Force Enlisted Classification Directory (AFECD). The directories contain the official specialty descriptions for all enlisted military classification codes and identifiers, which are used to identify each Air Force job (valid requirement) and describe the minimum mandatory qualifications of personnel to fill these jobs. These standards are used to procure, classify, and employ personnel; to develop career programs for initial training, retraining, and skill upgrades; and to structure unit manpower document (UMD) positions.

Career Field Education and Training Plan (CFETP). A CFETP is a comprehensive core training document that identifies life-cycle education and training requirements, training support resources; and minimum core task requirements for a specialty. The CFETP aims to give personnel a clear path and instill a sense of industry in career field training.

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

Core Task. Tasks the SDM identifies as minimum qualification requirements for everyone within an SDI, regardless of duty position. Core tasks may be specified for a particular skill level or in general across the SDI. Guidance for using core tasks can be found in the applicable CFETP or Air Force Job Qualification Standard (AFJQS) narrative.

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

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

Special Duty Identifier (SDI). Identifies authorizations for enlisted Airmen assigned to and performing an actual group of tasks on a semi-permanent or permanent duty basis.

Specialty Training Requirements Team (STRT)/Utilization and Training Workshop (U&TW). For SDI 8B200, a forum of the 8B200 Special Duty Manager (SDM), CW/CWX, and subject matter experts (SMEs) to identify the education and training needs, develop and review training programs, resolve training or personnel utilization issues, and develop the CFETP.

Specialty Training Standards (STS). Describes an Air Force Specialty in terms of tasks and knowledge Airmen in that specialty may be expected to perform or to know on the job.

Standard. An exact value, a physical entity, or concept that the appropriate authority, custom, or common consent sets up and defines to serve as a reference, model, or rule in measuring quantities or qualities, developing practices or procedures, or evaluating results. A fixed quantity or quality.

Trainer. A trained and fully qualified AMT who trains new hires to perform specific tasks and teaches course objectives through OJT methods. They provide hands-on, over-the-shoulder training to certify new hires in job and teaching qualifications.

Training/Technical Reference (TR). Any guidance documentation used in support of training.

Section A – General Information

1. Purpose of the CFETP. This CFETP provides the information necessary for the SDM, the AMT Special Duty Management Team, training managers, and trainers to plan, develop, manage, and conduct an effective and efficient career field training program. The plan outlines the training that individuals in the 8B200 SDI will receive to develop and progress throughout their assignment by identifying initial skills, qualifications, and on-the-job training requirements. The CFETP:

- 1.1. Establishes baseline training requirements for initial skills and qualifications for SDI 8B200 duties.
- 1.2. Identifies resource requirements that impact the implementation of the CFETP.
- 1.3. Identifies task and knowledge requirements for the specialty and recommends education and training throughout an individual's assignment to the specialty.
- 1.4. Lists training courses in the specialty, identifies sources of training, and the training delivery method.

2. Use of the CFETP. The CFETP is reviewed annually and maintained by the AMT Special Duty Management Team, in coordination with the SDM, to ensure currency and accuracy. Any recommended changes may be forwarded to the AMT Special Duty Management Team for review and coordination to the SDM.

- 2.1. The plan will be used by the SDM and the AMT Special Duty Management Team to ensure comprehensive and cohesive training programs are available for everyone in the specialty. The SDM will ensure their training programs complement the CFETP mandatory proficiency requirements, on-the-job training, and/or in-residence training.
- 2.2. The Cadet Wing Development Branch (CW/CW XD), in conjunction with the Cadet Wing Training Managers, will develop or revise formal residence training based on requirements established by the SDM. The Training Managers will work with CW/CW XD to develop acquisition strategies for obtaining resources needed to provide the identified training.
- 2.3. All members will complete the mandatory training requirements specified in this plan. The lists of requirements in Part II will be used as a reference to support training.

3. Coordination and Approval of the CFETP:

3.1. The SDM is the approval authority for this CFETP. The AMT Special Duty Management Team will identify, develop, coordinate, and validate the requirements and provide a CFETP through the Specialty Training Requirement Team (STRT) process and/or Utilization and Training Workshop (U&TW) process. The AMT Special Duty Management Team will maintain the CFETP, suggest necessary revisions, and submit new or revised CFETP versions to the SDM for action and approval.

Section B – 8B200, Academy Military Training NCO

1. AMT Duties and Responsibilities:

1.1. As part of a squadron command team, advises the Squadron Commander on a wide range of topics, including health, esprit de corps, discipline, mentoring, well-being, training, professional development, and recognition of all assigned cadets. Attends meetings, councils, and boards considering administrative actions on assigned cadets. Assists with preparation and execution of unit training and other events (e.g., commander's call, staff meetings, etc.).

1.2. Prepares cadets to support mission requirements and exercises the necessary leadership to ensure squadron success. Provides commissioning education instruction and evaluates military training. Maintains and enforces military standards, the Uniform Code of Military Justice, drill and ceremonies, human relations, and safety. Must remain vigilant for and move to resolve issues that would adversely impact Airman and Guardian readiness.

1.3. Prepares and maintains personnel files and records pertinent to squadron cadets. Maintains oversight of cadet schedules to include academic, military, aviation, athletics, and club program requirements coordination. Prepares reports and records about cadet accountability. Utilizes cadet personnel files for future roles, service academy exchange, and educational program recommendations. Functions as Agency Program Coordinator for cadet Government Travel Card accounts. Manages cadet security clearances.

1.4. Establishes equitable discipline and ensures standards are maintained across the Cadet Wing. Ensures cadets maintain military standards. Guides and assists in selecting, training, and evaluating cadet leaders. Ensures safety in formations, dormitories, and sporting events.

1.5. Mentors and assists cadets in adapting to the military and Academy environment. Manages programs to meet all military obligations necessary for commissioning. Assists cadets in all facets of training development and planning.

1.6. Serves as facility manager for over sixty dormitories to include day rooms and unit social areas. Ensures maintenance is addressed and corrective actions are taken promptly.

1.7. Supervises all administrative actions directed by the Squadron Commander. Coordinates with USAFA/CW staff to schedule sponsor base trips, unit functions, duties, leave, passes, and other absences from duty. Performs quality force review and ensures timely processing of Military Performance Appraisals, awards, favorable communications, classification actions, quality control actions, and disciplinary actions.

1.8. Develops health and welfare initiatives. Oversees special military training events (cadet basic training, expeditionary skills training, etc.).

1.9. Leads and attends United States Air Force Academy and Cadet Wing annual events, including, but not limited to, the National Character and Leadership Symposium, ring dance, commissioning ceremonies, graduation, intercollegiate athletic events, and summer programs.

2. Special Duty Qualification Requirements. The AMT duty is a Development Special Duty assignment covered by DAFI 36-2110, *Total Force Assignments*. To receive the 8B200 designation, all individuals must meet requirements established in the Special Duty Assignment Category and Air Force Enlisted Classification Directory, in addition to successfully completing the 5ABO8B200 OM7A Academy Military Training NCO Course.

3. Core Task Requirements. All 8B200 core task requirements are contained in Attachment 1 of this CFETP.

4. Professional Education. All AMTs will attend the University of Colorado – Colorado Springs (UCCS) AMT Leader and Leadership Development Certificate course in initial training (see Attachment 2).

5. Controlled Tour. All AMT positions have maximum stabilized tour lengths. Developmental Special Duty tour extensions and subsequent AMT assignments must match Air Force needs. Generally, consecutive extensions are discouraged; when applicable, they must be in the best interest of the Air Force. The controlled tour start date will begin upon successful completion of the 5ABO8B200 OM7A Academy Military Training NCO Course.

6. Off-Duty Education Requirements. An associate’s degree awarded from an accredited university is required prior to entry into the 8B200 SDI. Although not required, completion of a bachelor’s degree is desired for all current AMTs and candidates. Additional off-duty education is a personal choice that is encouraged for all.

7. Training Decisions. The training strategy and plan outlined in this CFETP was formed during the SDI 8B200 Specialty Training Requirements Team (STRT)/Utilization and Training Workshop (U&TW) on 24-25 July 2023 from information identified in the Occupational and Training Requirements analysis. Meeting minutes from the U&TW were created and approved by the 8B200 SDM to record the events of the U&TW and outline the way ahead for the SDI 8B200. All changes reside with the AMT Special Duty Management Team and will be approved by the SDM.

8. Continued Development. AMTs will attend continued development opportunities as required.

Section C – Resource Constraints

1. Current resource constraints include the continual acquisition of funding for the AMT initial skills course, renovation and upkeep of existing training facilities, minimal spaces with proper classroom capacity, continuing development, and the continual acquisition of funding for the UCCS AMT Leader and Leadership Development Certificate course.

Section D – Transitional Training Guide

1. All AMTs regardless of rank, position, or duty title, must maintain electronic training records in a records management system.

PART II

Section A – 8B200 Specialty Training Standards

1. Implementation. This Specialty Training Standard (STS) will be used for the 8B200 initial formal skills training and reflect continuation training. It will serve as a reference to formulate the Course Training Standards (CTS) for the 5ABO8B200 OM7A Academy Military Training NCO Course. The course will be executed by the Cadet Wing Development Branch (CW/CWXD).

2. Purpose. Identify the most common tasks and technical references to perform duties in the 8B200 SDI and provide a record of the completion of tasks and knowledge regarding training requirements.

2.1. Conduct training in accordance with (IAW) DAFMAN 36-2689, *Training Program*. Paragraphs and line items identified by an asterisk (*) in Column 2 are required core tasks to be completed by all AMTs, but do not require a third party for certification during task qualification. Line items identified by a dash (-) in Column 2 are not required core tasks to be completed in the AMT initial skills course.

2.2. Document all CFETP training in the electronic training records system or equivalent IAW DAFMAN 36-2689, paragraph 5.3.

2.2.1. All tasks are completed using the “Meets/Does Not Meet” standard. “Meets” means the AMT can perform the task relevant to the required proficiency code and meets local requirements for accuracy, timeliness, and the correct use of procedures. The 5ABO8B200 OM7A Academy Military Training NCO formal course trains individuals to the Proficiency Code Key (PCK) level indicated under the “FORMAL TRAINING” column. Trainers will be another AMT or qualified Subject Matter Expert (SME) who meet requirements IAW DAFMAN 36-2689, paragraph 5.2.7.17, to include completing the Air Force Training Course.

2.2.2. Column 1 (Task, Knowledge, and Technical Reference) lists the most common tasks, knowledge, and technical references (TR) necessary for AMTs to perform duties across the 8B200 AFSC.

2.2.3. Column 2 (Core Tasks) identifies specialty-wide training requirements and are mandatory for reclassification into the 8B200 AFSC.

2.2.4. Use Column 3 to record the completion of tasks and knowledge training requirements. Task certification must show a completion date.

2.2.5. Column 4 shows proficiency to be demonstrated on the job by the AMT as a result of training on the task and knowledge and the career knowledge provided by the correspondence course.

GAVIN P. MARKS
Brigadier General, USAF
31st Commandant of Cadets

Attachments:

1. 8B200 Specialty Training Standards
2. University of Colorado at Colorado Springs (UCCS) AMT Leader and Leadership Development Certificate Course

Attachment 1

8B200 Specialty Training Standards (STS)

Instructions:

1. Part I is the Course Training Standard (CTS) Proficiency Code Key.
2. Part II
 - **Column 1.** Task, Knowledge, and Technical Reference (TR) lists the most common tasks, knowledge, and technical reference(s) necessary for Airmen to perform duties as an Academy Military Training NCO (AMT).
 - **Column 2.** Core Tasks for AMTs.
 - **Column 3.** Record “Start Date” when task certification training is started.
 - **Column 4.** Record “Complete Date” when task certification training is completed.
 - **Column 5.** Trainee initials when task certification training is completed.
 - **Column 6.** Trainer initials when task certification training is completed.
 - **Column 7.** Established proficiency codes used to indicate training information and requirements provided during formal training course 5ABO8B200 OM7A, ACADEMY MILITARY TRAINING NCO COURSE.

Part I:

DAFMAN 36-2689, 31 MARCH 2023

Table 5.2. Behavior Statement Code Key	
Definition	Description
K	Subject Knowledge Training – The verb selection identifies the individual’s ability to identify facts, state principles, analyze or evaluate the subject.
P	Performance Training – Identifies that the individual has performed the task to the satisfaction of the course; however, the individual may not be capable of meeting the field requirements for speed and accuracy.
pk	Performance Knowledge Training – The verb selection identifies the individual’s ability to relate simple facts, procedures, operating principles, and operational theory for the task.

Part II:

1. Tasks, Knowledge, and Technical References	2. Core Tasks	3. Certification				4. Proficiency Codes Used to Indicate Training
		Trng Start	Trng Completed	Trainee Initials	Trainer Initials	5AB08B200 OM7A
Initial Skills Course						
1. UNITED STATES AIR FORCE ACADEMY (USAFA) HISTORY: Contrails, Operating guide, Local Guidance						
1.1. Inception	*					K
1.2. Major Buildings	*					K
1.3. The Falcon	*					K
1.4. Air Gardens	*					K
1.5. Chapel	*					K
1.6. History of the AMT	*					K
1.7. USAFA Traditions	*					K
2. ORGANIZATION TR: Contrails, OP center OI, AFCW Classification Directory						
2.1. USAFA Mission	*					K
2.2. Cadet Wing (CW) Mission	-					-
2.2.1. CW Operations Center	*					K
2.2.2. Cadet Military Positions	*					K
2.2.3. CW Division Briefs	*					K
2.3. Dean of Faculty Immersion (DF)	*					K
2.4. Directorate of Athletics Immersion	*					K
2.5. 10th Air Base Wing Immersion	*					K
2.6. Preparatory School Immersion	*					K
2.7. Airfield Immersion	*					K
2.8. Directorate Character and Leadership Development (LD)	*					K
2.9. USAFA Policies on Sexual Harassment & Violence	*					K
2.10. Association of Graduates (AOG)	*					K
3. LEADER OF CHARACTER FRAMEWORK TR: USAFA MANUAL 36-3526	*					K
3.1. Familiarization	*					K
3.2. Continued Development Opportunities	*					K

1. Tasks, Knowledge, and Technical References	2. Core Tasks	3. Certification				4. Proficiency Codes Used to Indicate Training
						5ABO8B200 OM7A
4. SCHEDULE OF CALLS TR: AFCWI 36-3501; USAFAI 36-3536	*					K
4.1. Familiarization	*					K
4.2. Location	*					K
5. CADET STANDARDS & DUTIES TR: AFCWI 36-3501; USAFAI 36-3536						
5.1. Limits, Passes, Leaves	-					-
5.1.1. Cadet Limits	*					K
5.1.1.1. AFCW Forms 99, Request to Exceed Limits, Special Pass, or approved electronic system	*					K
5.1.2. Cadet Leave and Emergency Leave	*					K
5.1.3. Cadet Foreign Travel Guidelines	*					K
5.2. Scheduling Committee Action	-					-
5.2.1. Approval and Coordination	*					K
5.2.2. Signing Out Procedure	*					K
5.3. Passes	-					-
5.3.1. Define	*					K
5.3.2. Approval and Coordination	*					K
5.3.3. Discretionary Passes	*					K
5.4. Cadet Accountability System (FalconNet)	-					-
5.4.1. Status of Missing Cadets Reports	*					K
5.4.2. AFCW Form 19, Sign In/Out Register, or approved electronic system	*					K
5.5. Cadet Appearance and Uniform Standards	*					K
5.5.1. Cadet Uniform Combinations	*					K
5.5.2. Cadet Rank and Insignia	*					K
5.5.3. Personal Appearance Inspection (PAI)	*					K
5.6. Cadet Dormitory Standards	-					-
5.6.1. Room Set-Up/Standardization	*					K
5.6.2. Forms	*					K
5.6.3. Room Inspections	*					P
5.6.3.1. Morning Inspections (AMI)	*					K

1. Tasks, Knowledge, and Technical References	2. Core Tasks	3. Certification				4. Proficiency Codes Used to Indicate Training
						5AB08B200 OM7A
5.6.3.2. Saturday Morning Inspections (SAMI)	*					K
5.6.3.3. Morale, Welfare & Health (MWH) Inspections	*					P
5.6.3.4. Transition Period Rooms per Operation Order (OPORD)	*					K
5.7. Cadet Vehicle Management	-					-
5.7.1. Vehicle Information in SIS	*					P
5.7.2. DD Form 1408, Armed Forces Traffic Ticket	-					-
5.7.3. USAFA Form 28, Traffic Appeals	-					-
6. HELPING AGENCIES TR: Operating Guide						
6.1. Chaplain Services	-					-
6.1.1. Religious Programs and Services	*					K
6.1.2. Religious Accommodation Policies	*					K
6.2. Sexual Assault Prevention and Response	-					-
6.2.1. Sexual Assault Response Coordinator (SARC) and Special Victim Counsel (SVC)	*					K
6.2.2. Physical Safety, Emotional Security, and Medical Treatment of Sexual Assault Victim	*					K
6.2.3. Restricted/Unrestricted Reports	*					K
6.2.4. Expedited Transfer	*					K
6.2.5. CATCH Program	*					K
6.2.6. Survivor Panel	*					K
6.3. Peak Performance Center (PPC)	*					K
6.4. Mortuary Affairs	*					K
6.5. Wounded Warrior	*					K
6.6. Military Family Life Counselor (MFLC)	*					K
6.7. Alcohol Drug Abuse Prevention and Treatment (ADAPT)	*					K
6.8. Area Defense Council (ADC)	*					K
6.9. Equal Opportunity (EO)	*					K
6.9.1. Discriminating or Harassing Behaviors	*					K
6.10. Inspector General (IG)	*					K
7. INCIDENT RESPONSE TR: DAFI90-5001; DAFI36-2910; Casualty Response Guide						
7.1. Commander's Critical Information Report (CCIR)	*					K

1. Tasks, Knowledge, and Technical References	2. Core Tasks	3. Certification				4. Proficiency Codes Used to Indicate Training
						5AB08B200 OM7A
7.2. Line of Duty (LOD) Determinations	*					K
7.3. Cadet Suicide Interventions	*					K
7.4. Cadet Casualty Assistance Processes	*					K
7.5. Family Assistance Representative (FAR) Training	*					K
7.6. Liaison Duties for Airmen Family Readiness Center Programs	*					K
7.7. Incident Response Actions	*					K
8. SUMMER PROGRAMS TR: CoCII0-100; USAFA Course of Instruction						
8.1. Core Military Training Requirements	*					K
8.2. Cadre Programs	*					K
8.3. Non-Cadre Programs	*					K
8.4. Summer Academics plus Summer Break	*					K
8.5. Summer Academics in Lieu of Summer Break	*					K
8.6. AZIMUTH	*					K
8.7. Cadet Summer Assignments Requests	*					K
9. STUDENT INFORMATION SYSTEM TR: USAFA SIS SharePoint						
9.1. Applications	*					P
9.2. Personnel Summaries (PERSUM)	*					P
9.3. Progress Reports	*					P
9.4. Privacy Act Information Inquiries	*					P
10. MILITARY PERFORMANCE APPRAISAL SYSTEM TR: USAFAI36-2401						
10.1. Military Performance Appraisals (MPA)	*					P
10.1.1. Limited on Season (LoS), Intercollegiate Athlete (IC), Airfield, Wing and Group MPAs	*					K
10.2. MPA Rating Forms	*					K
10.3. MPA Feedback Forms	*					K
10.4. MPA Analysis Tools	*					K
10.5. Blackboard Inputs	*					K

1. Tasks, Knowledge, and Technical References	2. Core Tasks	3. Certification				4. Proficiency Codes Used to Indicate Training
						5ABO8B200 OM7A
11. GOVERNMENT TRAVEL PROGRAM TR: User's Manual; Operating Guide						
11.1. Government Travel Card (GTC)	-					-
11.1.1 CitiManager Electronic Access System (EAS)	*					K
11.1.2. Program Administration	*					K
11.1.3. Monthly Reports	*					P
11.1.4. Open Accounts	*					K
11.1.5. Transfer Accounts	*					K
11.1.6. Close Accounts	*					K
11.1.7. Temporary Spending Limits	*					K
11.1.8. Mission-Critical Status	*					K
11.2. Defense Travel System (DTS)	-					-
11.2.1. Temporary Duty Assignment (TDY) Requests	*					K
11.2.2. Self-Registration Procedures	*					K
12. SECURITY MANAGER TR: USAFA HQ/IP OFFICE						
12.1. In/Out Processing	*					K
12.2. Accesses	*					K
12.3. Non-Disclosure Agreements (NDA)	*					K
12.4. Security Information Files (SIFs)	*					K
12.5. Security Clearance Packages	*					K
12.6. Visit Requests	*					K
13. PROFESSIONAL RELATIONSHIPS/BEHAVIOR TR: DAFI36-2909; AFCWI36-3501						
13.1. Permanent Party	*					K
13.2. Cadets	*					K
13.3. Maltreatment/Maltraining/Hazing	*					K
13.4. Bullying/Cyberbullying	*					K
14. CADET DISCIPLINE SYSTEM (Align with AFIs/special actions) TR: DAFI51-201; AFCWI51-201; AFCWI36-3501						
14.1. Probations	*					K
14.2. AFCW Form 10	*					K
14.3. Administrative Actions	*					K

1. Tasks, Knowledge, and Technical References	2. Core Tasks	3. Certification				4. Proficiency Codes Used to Indicate Training
						5ABO8B200 OM7A
14.4. Disabled Network Connectivity	-					-
14.5. Alcohol Policies	*					K
14.6. Safety Standards	-					-
14.7. Tobacco Use Policies	-					-
14.8. Cadet No Contact Orders (NCO) and Military Protective Orders (MPO)	*					K
14.9. Prohibited Activities Policies (i.e. drugs, gambling, weapons possession)	-					-
14.10. Cadet Administrative or Disciplinary Actions other than Nonjudicial Punishment (NJP) or Courts-Martial Judicial Punishment	*					K
14.11. Administrative Actions Directed by the Squadron Commander	-					-
14.12. Cadet Probation meetings	-					-
14.13. Squadron Commander Review Board (SCRB)/Group Commander Review Board (GRB) Process	*					K
14.14. AFCW Form 25, Revocation of Privately Owned Vehicle Privileges	*					K
15. UNIFORM CODE OF MILITARY JUSTICE/MANUAL FOR COURTS-MARTIAL						
15.1. Punitive Articles Defined	*					K
15.2. Nonjudicial Punishment (NJP)	-					-
15.2.1. Course of Action to Commanders for Cadet Article 15 NJP	*					K
15.2.2. Cadet Article 15 NJP Legal Processes	*					K
15.2.3. Area Defense Council (ADC) for Cadet NJP	*					K
15.3. Pre-Trial Restraints	*					K
15.4. Courts Martial	-					-
15.4.1. Coordination of Cadet Pre-Trial Actions for Courts-Martial Punishments	*					K
15.4.2. Coordination of ADC for Cadet Courts-Martial Punishments	*					K
15.4.3. Cadet Courts-Martial Judicial Punishment Legal Processes	*					K
15.5. Commander's Decision for Cadet Preferred of Charges	*					K
15.6. Cadet Discharges or Administrative Separations	*					K

1. Tasks, Knowledge, and Technical References	2. Core Tasks	3. Certification				4. Proficiency Codes Used to Indicate Training
						5ABOSB200 OM7A
16. DISENROLLMENT OF UNITED STATES AIR FORCE ACADEMY CADETS TR: AFCWI51-201; USAFAI36-3523; USAFAI36-3504						
16.1. Review Boards	*					K
16.2. Academics	*					K
16.3. Conduct/Aptitude Probation	*					K
16.4. Honor	*					K
16.5. Physical Education	*					K
16.6. Resignations	*					K
16.7. Letter of Notification	*					K
16.8. Involuntary Excess Leave	*					K
17. OUTPROCESSING CADETS TR: AFCWI51-201; CWOI36-3522; USAFI36-2007						
17.1. USAFA Form 0-299	*					K
17.2. Service Commitments	*					K
17.3. Form 34 Process	*					K
17.4. Turnback Program for Cadets	*					K
18. INVESTIGATIONS TR: DAFI90-5001; CDI Guide; Operating Guide						
18.1. Incident Reports	-					-
18.2. Formal Investigations	-					-
18.3. Rights to the Accused	*					K
18.4. Search and Seizure Processes	*					K
18.5. Unit Urine Analysis (UA) Inspections	-					-
18.6. Commander Directed Investigations (CDIs)	-					-
19. HONOR SYSTEM TR: Honor Code Handbook; AFCWI36-3501						
19.1. Familiarization	*					K
20. BODY COMPOSITION IMPROVEMENT PROGRAM TR: USAFAI36-2002						
20.1. Program Administration/Waivers	*					K
20.2. Height and Weight Measurements	*					P

1. Tasks, Knowledge, and Technical References	2. Core Tasks	3. Certification				4. Proficiency Codes Used to Indicate Training
						5AB08B200 OM7A
20.3. Abdominal Circumference Measurements	*					P
20.4. Body Fat Measurements	*					P
20.5. Physical Training	-					-
21. CADET IN CHARGE OF QUARTERS (CQ) TR: AFCWI36-3501						
21.1. Officer of the Day (OD)/Dormitory Duty Officer (DDO)	*					K
21.2. Forms Prescribed	*					K
21.3. Emergency Procedures	*					K
21.4. Cadet Responsibilities	*					K
21.5. Accountability Procedures	*					K
22. INSTRUCTION TR: USAFAI36-2015;						
22.1. Cadet Military Education Training Plan (CMETP)/47 Month Plan	*					K
22.2. Instructorship	-					-
22.2.1. Lesson Plans for Cadet Instruction	*					K
22.2.2. Commissioning Education Lessons	*					P
22.3. Proper Training Techniques	*					P
22.4. Oversight and Spot Corrections of Training	*					P
23. DRILL TR: AFCWM36-2203						
23.1. Drill Terminology	*					K
23.2. Perform Drill Movements	*					P
23.3. Perform Flight Commands	*					P
23.4. Flight Safety	*					K
23.5. Ceremonies	*					K
23.6. Instruction	-					-
23.6.1. Proper Command Voice	*					P
23.6.2. Flight Marching	*					P
23.6.3. Rifle Procedures	*					P
23.6.4. Saber	*					P
23.6.5. Drill Positions (fall in, attention, open ranks, etc.)	-					-
23.7. Open Ranks	*					P
23.8. Guidon Bearer Duties	*					P
23.9. Spot Corrections	*					P

1. Tasks, Knowledge, and Technical References	2. Core Tasks	3. Certification				4. Proficiency Codes Used to Indicate Training
						5ABOSB200 OM7A
24. MAJOR TRAINING EVENTS TR: Operating Guide						
24.1. Challenges and Crucible Events	*					K
24.2. Recognition and Promotion	*					K
24.3. Sporting Events & Access Badge ROEs	*					K
24.4. Dining Ins/Outs	-					-
24.5. National Character Leadership Symposium (NCLS)	-					-
24.6. Risk Management Plans for Training, Major Assessment Events (MAE), or High-Risk Activities	*					K
25. FINANCE TR: Operating Guide						
25.1. Basic Allowance for Subsistence (BAS) Requests	*					K
25.2. Squadron Innovation Funds Process	*					K
25.3. Gift Funds Process	*					K
25.4. Squadron Improvement Funds Process	*					K
25.5. Unite Funds Process	*					K
25.6. Emergency Assistance Fund	-					-
25.6.1. Operation Warm Heart	*					K
25.6.2. RANDO	*					K
25.6.3. Air Force Aid	*					K
26. ADMINISTRATION TR: AFCWI36-3501; USAFAI36-3536; USAFAI36-2809; USAFAI36-3508; CoCI36-2018; Operating Guide						
26.1. Release of Cadet Information	*					K
26.2. Reintegration of Turnback Cadets	*					K
26.3. Cadet Awards and Recognition Packages	*					K
26.4. Cadet Service Academy Exchange and Educational Programs	*					K
26.5. High School-Aged Visitors	*					K
26.6. Spirit Missions	*					K
26.7. Escort Requests	-					-
26.8. International Cadet Exchange Program	*					K
26.9. Reserve Officers' Training Corps (ROTC) Exchange Program	*					K
26.10. Change of Command Ceremonies	*					K

1. Tasks, Knowledge, and Technical References	2. Core Tasks	3. Certification				4. Proficiency Codes Used to Indicate Training
						5ABO8B200 OM7A
26.11. Commander Action Plans from Defense Organizational Climate Surveys (DEOCS)	*					K
26.12. Lost/Stolen Proxy Cards and Common Access Cards	-					-
26.13. Sq/CC and AMT Duty Day Excusals	*					K
26.14. AFCW Form 18, Cadet Illness/Injury Report	*					K
26.15. Commander Directed Evaluation (CDE) Documents	*					K
26.16. Health Insurance Portability and Accountability Act (HIPPA)	*					K
26.17. Management Internal Control Toolset (MiCT) or other Self-Inspection Databases	-					-
26.18. Transportation for Outpatient or Inpatient Treatment	-					-
26.19. Cadet Academic Schedules	*					K
26.20. Cadet Athletic Schedules	*					K
26.21. Cadet Aviation Schedules	*					K
26.22. Cadet Military Schedules	*					K
26.23. Blackboard Training	*					K
26.24. Cadet Pregnancy	*					K
26.25. Transitioning Cadets	*					K
26.26. Etiquette Procedures/Dinner	-					-
26.27. Electronic Cadet Personnel Record II (eCPRII)	-					-
26.27.1. Maintain Cadet Documents	*					K
26.27.2 Ownership of Firearm	*					K
26.27.3. 4-degree Shuffle Process	*					K
26.28. Safety	-					-
26.28.1. AF Form 4391, High-Risk Activities (HRA) Worksheet	*					K
26.28.2. AF Form 978, Supervisor's Mishap Report	*					K
26.28.3. Cardiopulmonary Resuscitation (CPR)	*					P
26.29. Guidance Memorandums	*					K
26.30. MyLearning	-					-
26.30.1. UTM Training Status	*					K
26.30.2. Ancillary Training	*					K
26.30.3. Cadet Profiles	*					K
26.30.4. Enrollment of Cadets	*					K

1. Tasks, Knowledge, and Technical References	2. Core Tasks	3. Certification				4. Proficiency Codes Used to Indicate Training
						5ABO8B200 OM7A
26.31. Virtual Record of Emergency Data (VRED)	*					K
26.32. Servicemembers Group Life Insurance (SGLI)	*					K
26.33. Cadet Clubs	*					K
26.34. Cadet Sponsor Programs	*					K
27. COMMAND TEAM STRUCTURE						
TR: The Little Brown Book; AFH36-2618						
27.1. Command Teams	*					pk
27.2. Roles and Responsibilities	*					pk

Attachment 2

University of Colorado at Colorado Springs (UCCS) AMT Leader and Leadership Development Certificate Course

Program Overview. In partnership with the United States Air Force Academy (USAFA), the Department of Counseling and Human Services (DCHS) offers a specialized undergraduate Leader and Leadership Development Certificate. The 4-week course is a mandatory requirement for all Academy Military Training NCOs and is incorporated into the initial skills training during the formal 5ABO8B200 OM7A Academy Military Training NCO Course. The Leader and Leadership Development Program is a comprehensive education program to support USAFA's AMTs as they prepare to educate, train, and inspire USAFA Cadets. Additionally, the course prepares the AMTs to excel as NCOs at the tactical, operational, and strategic levels of the Air Force. The Leader and Leadership Development Certificate links to the DCHS mission of service in this specialized educational area with USAFA as evidenced by the long-standing relationship created by the General Mark A. Welsh Leader Development Program. The 15-credit-hour intensive certificate program facilitates leader development skills, enhances critical thinking, strengthens interpersonal effectiveness, broadens perspectives on coaching, mentoring, and leadership theory, develops influencing skills, facilitates cultural awareness, and improves the student's ability to lead change and development among cadets. Courses associated with this program are:

AMTC 3250 – Leader and Leadership Development

AMTC 3260 – Motivational Interviewing

AMTC 3020 – Lab in Developmental Counseling

AMTC 3600 – Ethics, Character Development, and Leading Diverse Teams

AMTC 4750 – Mental Health, Wellness and Prevention