

AFSC 3F0X1

PERSONNEL

CAREER FIELD EDUCATION AND



Basic



Senior



Master

TRAINING PLAN

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**CAREER FIELD EDUCATION AND TRAINING PLAN
PERSONNEL SPECIALTY
AFSC 3F0X1**

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**PERSONNEL
SPECIALTY AFSC
3F0X1 CAREER FIELD EDUCATION AND TRAINING PLAN**

PART 1

Preface

1.1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education/training requirements, training support resources, and minimum requirements for this specialty. The CFETP will provide personnel a clear path to success and instill rigor in all aspects of career field training. Note: Civilians occupying associated positions may use Part II to support duty position qualification training.

1.2. The CFETP consists of two (2) parts; both parts of the plan are used by supervisors to plan, manage, and control training within the career field.

1.3. Part I provides information necessary for overall management of the specialty. Section A explains how everyone will use the plan. Section B identifies career field progression information, duties and responsibilities, training strategies, and career field path. Section C associates each level with specialty qualifications (knowledge, education, training, experience, and other mandatory requirements). Section D indicates resource constraints. Section E identifies transition training guide requirements for SSgt through MSgt.

1.4. Part II includes the following: Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) conducted training, wartime course and core task and correspondence course requirements. Section B contains the training standards which supervisors will use to determine if Airmen satisfied training requirements. Section C identifies available support materials. An example is a Qualification Training Package (QTP) which may be developed to support proficiency training. Section D identifies a training course index supervisors can use to determine resources available to support training. Included here are both mandatory and optional courses. Section E identifies MAJCOM unique training requirements supervisors can use to determine additional training required for the associated qualification needs. At unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

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

Abbreviation and Terms Explained

Advanced Training (AT). A formal course of training that leads to a technical or supervisory level of an AFS. Training is for selected Airmen and Guardians at the advanced level of an AFS.

Air and Space Expeditionary Force (AEF). The AEF is the Air Force's methodology for organizing, training, equipping, and sustaining rapidly responsive air and space forces to meet defense strategy requirements. Through the AEF, consisting of enabler and tempo banded

capabilities, the Air Force supports defense strategy requirements using a combination of both permanently assigned and rotational (allocated) forces.

Air and Space Expeditionary Task Force (AETF). The Air Force's primary warfighting organization and the means by which we present forces to a Joint Forces Commander (JFC). When established, AETFs will form up under the designated Air Force component headquarters.

Air Education Training Command (AETC). Responsible for the recruiting, training and education of Air Force personnel. AETC also provides pre-commissioning, professional military and continuing education.

Air Force Career Field Manager (AFCFM). Representative appointed by the respective HQ USAF Deputy Chief of Staff or Under Secretariat, to ensure assigned AF specialties are trained and utilized to support AF mission requirements. AFCFM is the OPR; however, works in concert with MAJCOM, FOA, DRU, ANG, and AFRC Functional Managers (FMs) as required.

Air Force Enlisted Classification Directory (AFECD). The official directory for all military enlisted classification descriptions, codes, and identifiers establishes the occupational structure of the Air Force enlisted force. The occupational structure is flexible to permit enlisted personnel to specialize and develop their skills and abilities while allowing the Air Force to meet changing mission requirements. Individual enlisted personnel have a joint responsibility with commanders and supervisors at all levels to fully develop their abilities consistent with Air Force needs and within the established patterns of specialization.

Air Force Integrated Personnel and Pay System (AFIPPS). A modernized Human Resource system that integrates personnel and pay processes for Airmen and Guardians across the Total Force. Designed to improve upon and expand Military Personnel Data System (MilPDS), by implementing payroll, workflow and self-service capabilities. AFIPPS will create a single personnel/pay record for an Airmen and Guardians' entire career. Personnel actions will automatically trigger associated pay events which will reduce inefficiencies, standardize data, and streamline personnel and pay processes.

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

Air Force Occupational Analysis (AFOA). Facilitate decision-making on Department of the Air Force technical training and personnel programs through development, fielding, and analysis of occupational surveys – providing objective information about Air Force career fields. Air Force's expert on specialty data critical to effective employment of Airmen and Guardians.

Air Force Portal. The AF Portal is the Air Force's worldwide Intranet. It is available to all users anytime and anywhere an Internet connection is available from .com or .mil connections with a CAC. The AF Portal allows you to quickly find authoritative, relevant data and information, applications and collaboration tools.

Air Force Qualification Training Package (AFQTP). An instructional course designed for use at the unit to qualify or aid qualification in a duty position, program, or on a piece of equipment. It may be printed, computer-based, or other audiovisual media. **Air Force Specialty (AFS).** A group of positions (with the same title and code) that require common qualifications.

Air Force Tactics, Techniques and Procedures (AFTTP). The actions and methods that implement joint doctrine that describe how forces will be employed in joint operations. They are promulgated by the Chairman of the Joint Chief of Staff in coordination with the Combatant Commands, Services and the JCS.

Air Force Specialty. A group of positions (with the same title and code) that require common qualifications.

Air University Associate-to-Baccalaureate Cooperative (AU ABC). An education program which allows Airmen and Guardians to turn a Community College of the Air Force associate degree into a bachelor's degree from an accredited university. The ABC program has established a partnership with various civilian higher-education institutions to offer four-year degree opportunities via distance learning. The participating schools will accept all of the credits earned by Airmen and Guardians who have attained a CCAF degree and apply them to a bachelor's degree related to their Air Force specialty.

Assignment Management System (AMS). An online program used for assignment preferences and career management, contains career information on officers and enlisted airmen.

Air National Guard Reserve Order Writing System (AROWS). The Air National Guard Reserve Order Writing System (AROWS) is a web-based information system that supports Air National Guard operations and training missions. It is used to 1) generate call to active duty and change of station orders; 2) electronically certify duty performance for active duty orders; 3) generate group inactive duty drill rosters; 4) electronically certify duty performance for group inactive duty; 5) schedule individual inactive duty; and 6) electronically certify duty performance for individual inactive duty.

Arming Use of Force (AUoF). Administrative program that requires the Security Forces personnel holding the duty 31P or 3P0 series Air Force Specialty Code require continuous evaluation for reliability to perform armed duties to include security and law and order duties both for nuclear and non-nuclear force protection missions within the Department of the Air Force.

Assignment Management System (AMS). AMS is an online program used for assignment preferences and career management, contains career information on officers and enlisted Airmen and Guardians, as well as some personal information such as birth dates and social security numbers. It does not contain personal addresses, phone numbers or specific information about family members.

Automated Records Management System (ARMS). Provides military members access to their Unit Personnel Record Group documents. See UPRG.

Base Functional Manager (BFM). Responsible to provide day-to-day management over the 3F5 functional community. To accomplish this task, the BFM should maintain an institutional focus on resource development and distribution. In addition, the BFM has a responsibility to ensure the Administration career field is equipped, developed, and sustained to provide the required Air Force capabilities at the installation-level.

Base Level Service Delivery Model (BLSDM). A system that provides commanders the capability to produce a wide variety queries, rosters, and reports. This system requests actions to be taken and query personnel data in clear text.

Career Field Education and Training Plan (CFETP). CFETP is a comprehensive core training document that identifies the 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.

Case Management System (CMS). HR-CMS is a case management system used for entering, tracking, resolving and reporting on human resources (HR) system related cases within the United States Air Force. It was developed to give base-level offices the ability to communicate with all levels of the human resources communities to resolve problems with member's computer records that cannot be resolved by directly updating the various HR systems. It also provides a tracking capability that enables all levels of the HR community to perform management oversight. Finally, the embedded reporting system using a central database can be used to monitor trends in all types of HR systems related member cases.

Central Functional Advisor (CFA). The CFA is responsible for advising the AFCFM and MAJCOM/MFAs on career field issues. This position works for the AFCFM and MFAs and executes every MAJCOM's 3FOX1 assignment allocations as well as assists with career field training and development.

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

Certifying Official. A person whom the commander assigns to determine an individual's ability to perform a task to required standards.

Chief Enlisted Manager (CEM) Code. A code used to identify all chief master sergeant positions in the Enlisted Classification Structure. They also identify chief master sergeants who, through extensive experience and training, have demonstrated managerial ability to plan, direct, coordinate, implement, and control a wide range of work activity. Some managerial duties and responsibilities that are common to all chief enlisted managers are: managing and directing personnel resource activities; interpreting and enforcing policy and applicable directives; establishing control procedures to meet work goals and standards; recommending or initiating actions to improve functional operation efficiency; planning and programming work commitments and schedules; developing plans regarding facilities, supplies, and equipment procurement and maintenance

Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive (CBRNE) Task Qualification Training (TQT). CBRNE TQT ensures personnel maintain proficiency in performing 84 mission-critical tasks in a CBRNE environment. (AFI 10-2501, Emergency Management (EM) Program & AFMAN 10-2503, Operations in a Chemical, Biological, Radiological, and Nuclear, (CBRN) Environment, for additional information/requirements.)

Commanders Programs. Commander or unit-level responsibilities not directly connected to the unit's primary mission, including unit-appointed positions and associated tasks required of all organizations. Computer Based Training (CBT). A training method in which students learn through a computer terminal or similar device; emphasizes effective and efficient delivery of training objectives by allowing students to train from virtually any location and control the pace and length of training.

Commander's Support Staff (CSS). The CSS is a unit level function which performs personnel, administration, education and training, unit deployment manager, and other critical squadron functions on behalf of the unit commander.

Continuation Training. Additional advanced training exceeding the minimum upgrade training requirements with emphasis on present or future duty assignments.

Core Task. Tasks the AFCFM identify as minimum qualification requirements for everyone within an AFSC, regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC. Guidance for using core tasks can be found in the applicable CFETP narrative.

Cross Utilization Training (CUT). Training designed to qualify personnel to perform tasks that are not established requirements in their awarded AFSC.

Deliberate and Crisis Action Planning and Execution Segment (DCAPES). DCAPES is an Air Force system which is used to deploy personnel. DCAPES is used by several functional communities and includes modules for the Installation Personnel Readiness (IPR) office and Personnel Support for Contingency Operations (PERSCO) team. DCAPES resides on the Global Command and Control System (GCCS).

Duty Position Tasks. Tasks assigned to an individual for the position currently held. These include, as a minimum, all core tasks that correspond to the duty position as directed by the AFCFM or MFM, and tasks assigned by the supervisor.

Education and Training Course Announcements (ETCA). Contains specific MAJCOM procedures, fund cite instructions, reporting instructions, and listings for those formal courses conducted or managed by the MAJCOMs or field operating agencies (FOAs). The ETCA contains courses conducted or administered by the AF and reserve forces and serves as a reference for the AF, DoD, other military services, government agencies, and security assistance programs. Airmen and Guardians may access ETCA at: <https://cs2.eis.af.mil/sites/app10-ETCA/SitePages/Home.aspx>

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

Enroute (PCS-Associated) Training. The training of students in a temporary duty (TDY) status while undergoing a permanent change of station (PCS). Usually accomplished due to special training required at the new duty location.

Essential Station Messing (ESM). Food furnished to enlisted personnel at government expense. ESM is also termed "Rations-In-Kind."

Field Training. Technical, operator, and other training either a training detachment or field training team conducts at operational locations on specific systems and associated direct- support equipment for maintenance and aircrew personnel.

Functional Area Manager (FAM). The individual accountable for the management and oversight of all personnel and equipment within a specific functional area to support the operational planning and execution. Responsibilities include developing and reviewing policy; developing, managing, and maintaining Unit Type Codes (UTC); developing criteria for and monitoring readiness reporting; force posturing; and analysis. At each level of responsibility (Headquarters Air Force, MAJCOM, Air Component, FOA, DRU, and Unit).

Functional Manager (FM). An individual assigned responsibility for training, classification, utilization, and career development of personnel within a specified functional community.

Go. The stage at which an individual has gained enough skill, knowledge, and experience to perform the tasks without supervision.

Human Resources. Administrative support for organizational personnel and manpower programs. Analyzes Department of Defense and Department of the Air Force policy and provides recommendations to commanders, supervisors, Airmen and Guardians. Updates and maintains personnel data systems, analyzes data mismatches, and provides Air Force leadership with accurate data points to make force management decisions.

Initial Skills Training (IST). A formal school course that results in an AFSC 3-skill level award for enlisted or mandatory training for upgrade to qualified officers.

In-house Training (IHT). Conducted by the Military Personnel Flight, in-house training is career field specific training for all 3F0X1's on an installation. This training is scheduled by the MPF superintendent and is mandatory for all 3F0X1 personnel. Note: Military Personnel Data System (MilPDS) training (if scheduled) is mandatory for all MilPDS users (military and civilian) (all AFSCs) IAW the MilPDS User Access Policy.

Installation Personnel Readiness (IPR). The base level deployment function for personnel. The IPR is the life blood of the deployment machine and must be manned with highly skilled personnelists. The IPR resides in the Military Personnel Flight (MPF)

Instructional System Development (ISD). A deliberate and orderly, but flexible process for planning, developing, implementing, and managing instructional systems. It ensures personnel are taught in a cost-efficient way the knowledge, skills, and attitudes essential for successful job performance.

Joint Operations Planning and Execution System (JOPES). JOPES is the system used by all services (Army, Navy, and Air Force) to plan for and execute deployments. It allows combatant commanders to state what functional capabilities they require (fighter planes, airborne infantry, etc.) and the services to provide those capabilities. It also provides TRANSCOM with a tool to move the forces to the required locations.

Key Developmental Positions (KDP). Complement leadership qualifications and provide unique mission challenges which enable the enlisted leader an advanced leadership experience and technical skill development. These positions are utilized to provide the experience necessary for advancement to KLPs that may not have been gained through the normal assignment process.

Key Leadership Positions (KLP). Critical "No fail" positions with distinguishing responsibilities and education, training, experience, or performance requirements. These positions require mission-tested enlisted leaders who are ready to immediately lead Airmen, mentor officers, supervise civilians, manage complex projects, and maintain the highest level of readiness to ensure mission success.

MAJCOM Functional Advisors (MFAs). Manager for all matters related to the training and utilization of individuals within a particular MAJCOM and AFSC.

Master Task List (MTL). A comprehensive list of all tasks performed within a work center and consisting of the current CFETP or AFJQS and locally developed AF Forms 797 (as a minimum). Should include tasks required for deployment and/or UTC requirements.

Master Training Plan (MTP). A comprehensive strategy for ensuring completion of all work center job requirements. The MTP includes a Master Task Listing and provides specific milestones for task, CDC completion, and prioritizes deployment/UTC, home station training tasks, upgrade, and duty qualification task.

Military Personnel Data System (MilPDS). The Air Force's Oracle based personnel data system used to manage personnel, create reports, and maintain historical data of a member's career.

Management Assessment Products (MAPS). Standardized data analysis products used to identify errors in the Military Personnel Data System (MilPDS). Data collected from MAPS may also be used to identify training deficiencies within the Military Personnel Flight (MPF) or Commanders Support Staff (CSS).

Management Internal Control Toolset (MICT). An interactive application designed to assist in managing self-assessment programs.

Military Pay & Entitlements. The pay of an officer or enlisted member according to their rank and longevity of service combined with the legal right to receive items of pay and or allowances.

Military Personnel Flight (MPF). A designated organization at base-level designed, staffed, and operated to support the host commander's mission by providing personnel services.

myDecs. Accessible from the myFSS platform, is the official application for managing and storing decorations DAF-wide. myDecs is an integrated information technology (IT) system that supports creation, management, routing, and signature of decorations for Total Force DAF military.

myEval. Accessible from the myFSS platform, is the official application for managing and storing all feedback and evaluations, DAF-wide. myEval is an integrated information technology (IT) system that supports creation, management, routing, and signature of evaluations for Total Force DAF military.

myFSS. Customer relationship management portal that will ultimately be single landing page for all A1 mission area functions and applications. <https://myfss.us.af.mil/>

myLearning. myLearning replaces HQ AETC's Advanced Distributed Learning System (ADLS) for various course access. myLearning supports the AF goal of providing web-based training that offers all Airmen and Guardians the flexibility to accomplish training anytime, anywhere.

myPers. myPers is the single authoritative data source for all personnel program procedures. Procedures are located either in Personnel Service Delivery Messages (PSDMs) or program guides located under "resources for FSS". *Note: Every resource that can be found on myPers currently, will move to the myFSS platform.*

myTraining. A web-based system used to provide global, real-time visibility into the technical qualifications, certifications and training status of logistics, communications and information professionals Air Force wide.

No Go. Trainee has not gained enough skill, knowledge, and experience to perform task without supervision.

Occupational Analysis (OA). Collecting and analyzing factual data on the tasks and/or knowledge performed by Air Force career fields. This data is used to provide personnel and training decision-makers with factual and objective job information which enables them to justify and/or change personnel utilization policies and programs, refine, and maintain occupational structures, and establish, validate, and adjust testing and training programs.

Occupational Analysis Report (OAR). A detailed report showing the results of an occupational survey of tasks performed within a particular AFSC. Surveys are conducted by the Air Force Occupational Analysis. [Occupational Analysis - 3F0X1 OAR Briefing \(Jan 22\).pdf - All Documents \(dps.mil\)](#).

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

Oracle Training Administration (OTA). A HQ AFPC/DPSIT managed computer support system that links Air Force units or activities, which use the system for planning, controlling, and funding formal training throughout the Air Force, including the MAJCOM TDY-to-School Program.

Orders Processing Application (OPA). The mandatory orders processing system for all PCS, Separation, and associated amendments unless an exception to produce a manual (hardcopy) order

is granted by the applicable office. OPA is accessed through the vMPF and interfaces with MilPDS, vOP, Pre-Separation Orders Worksheet (PSOW) and ARMS.

Personnel Processing Application (PPA). A web-based application allowing a customer to gain insight, request services and obtain approval of their request.

Personnel Records Display Application (PRDA). PRDA is an electronic viewer allowing Airmen and Guardians to view their military personnel records. PRADA can grant role-based access allowing commanders, supervisors, first sergeants, MPS personnel, etc., access to other individual's records in order to perform their military duties.

Personnel Reliability Assurance Program (PRAP). Nuclear weapons require special consideration because of their policy implications, military importance, destructive power, and the political consequences of an accident or an unauthorized act. The Department of the Air Force's overarching designation for the service's two nuclear reliability programs to ensure the safety, security, control, and effectiveness of the nuclear weapons.

Personnel Reliability Program (PRP). Administrative program that only allows personnel who demonstrate reliability to perform specified duties associated with United States nuclear weapons, nuclear command and control systems, material and equipment, and special nuclear material. Those personnel will be continuously evaluated for adherence to PRP standards in order to maintain status.

Personnel Support for Contingency Operations (PERSCO). PERSCO is the acronym used to describe the mission of the personnel career field while deployed. The primary mission of PERSCO is personnel accountability and casualty reporting. Other basic personnel services may also be provided during sustainment.

Position Qualification Training. Training designed to qualify an airman in a specific position that occurs after upgrade training.

Qualifications Flight (Q-Flight). Q-Flight's mission is to author, produce, publish, and revise Air Force Job Qualification Standards/Air Force Qualification Training Packages (AFJQSs/AFQTPs) as described in AFMAN 17-204. This function is accomplished using any combination of print, audio-visual, and interactive media selected and documented In Accordance With (IAW) Instructional Systems Development (ISD) principles.

Qualification Training (QT). Hands-on performance training designed to qualify an airman in a specific position. This training occurs both during and after upgrade training to maintain up-to-date qualifications.

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

Satellite Personnel Activity (SPA). An extension organization of a Military Personnel Flight, usually consisting of 2 - 7 people, that services smaller military installations that are segregated by a significant distance from the host base.

Specialty Training. The total training process used to qualify Airmen and Guardians in their assigned specialty.

Specialty Training Standard (STS). An Air Force publication that describes an Air Force specialty in terms of tasks and knowledge that an airman in that specialty may be expected to perform or to know on the job. Also identifies the training provided to achieve a 3-, 5-, or 7- skill level within an enlisted AFS. It further serves as a contract between AETC and the functional user to show which of the overall training requirements for an Air Force Specialty Code (AFSC) are taught in formal schools and correspondence courses.

Task Certifier. See Certification Official.

Task Management Tool (TMT). A web-based system used to support task management processing, routing and coordination by providing the ability to organize tasks, track suspense and process staffing packages reducing time required to manage each task.

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

Task Qualification Training (TQT): Training conducted after Nuclear, Biological, Chemical and Conventional (NBCC) defense classroom training in which individuals perform wartime mission essential tasks in a simulated wartime environment while wearing full ground crew individual protective equipment (IPE) or aircrew IPE. HAF, MAJCOM and local functional area managers (FAMs) identify wartime mission essential tasks. See AFI 10-2501 and AFMAN 10-2602 for additional information/ requirements.

TEMPO Management Tracking System (TMTS). The purpose of the web application is to assist Air Force Commanders and duty status managers with the tracking and management of PERSTEMPO TDY related events. TMTS provides capabilities to manage PERSTEMPO TDY related events and to calculate future events to determine effects on high burdensome deployment pay.

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

Total Force Service Center (TFSC). The TFSC is a consolidated operation servicing the entire AF. Customer service experts are available 24/7 with smart tools, delivering high quality customer service. Its purpose is to leverage technology to execute and integrate personnel operations to support commanders, their people, and personnel field activities. The TFSC servicing the active component is located at the Air Force Personnel Center on Joint Base San Antonio-Randolph and the ANG and AFR TFSC is located at the Air Force Reserve Personnel Center, Buckley AFB, CO.

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

Training Capability. The ability of a unit or base to provide training. Authorities consider the availability of equipment, qualified trainers, study reference materials, and so on in determining a unit's training capability.

Training Planning Team (TPT). Comprised of the same personnel as a U&TW, however TPTs are more intimately involved in training development and the range of issues are greater than is normal in the U&TW forum.

Training Session. Training conducted based on technical data for a task that existing courses cannot support.

Upgrade Training (UGT). Mandatory training which leads to the attainment of a higher level of proficiency.

Utilization and Training Workshop (U&TW). A forum of MAJCOM Air Force Specialty Code (AFSC) functional managers, Subject Matter Experts (SMEs), and AETC training personnel that determines career ladder training requirements.

United States Space Force (USSF). Service that falls under the Department of the Air Force

Virtual Military Personnel Flight (vMPF). The starting point for customers to access their personnel records, make decisions about their career options and submit requests.

Wartime Task. Those tasks taught when courses are accelerated in a wartime environment. In response to a wartime scenario, these tasks will be taught in the 3-level course in a streamlined training environment.

Section A – General Information

1. Purpose. This CFETP provides the information necessary for Air Force Career Field Manager (AFCFM), MAJCOM Functional Advisors (MFA), commanders, training managers, supervisors, and trainers to plan, develop, manage, and conduct an effective and efficient career field training program. The plan outlines the training that individuals in this AFS should receive to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. Initial skills training is the AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. Normally, this training is conducted by AETC at one of the technical training centers. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3-, 5-, 7-, or 9-skill level. Qualification training is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the 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 and Guardians. Proficiency training is additional training, either in-residence, exportable advanced training courses, or on-the-job training provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The purpose of the CFETP includes:

1.1. Serves as a management tool to plan, manage, conduct, and evaluate a career field training program. It is also used to help supervisors identify training at the appropriate points in an individual's career.

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

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

1.4. Identifies major resource constraints that impact full implementation of the desired career field training program.

2. Use of the CFETP. CEMs, flight chiefs, superintendents, and supervisors will use of the guidance provided in this CFETP provides the foundation for effective and efficient training for individuals in this career field at the appropriate points in their careers. This plan enables the Air Force to train today's workforce for tomorrow's jobs.

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

2.2 MFAs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. OJT, resident training, contract training, or exportable courseware can satisfy identified requirements. MAJCOM developed training to support this AFS must be identified for inclusion in this plan.

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

3. Coordination and Approval of the CFETP. The AFCFM is the approval authority. Also, the AFCFM will initiate an annual review of this document to ensure currency and accuracy. MAJCOM representatives and AETC training personnel will identify and coordinate the career field training requirements. Using the list of courses in Part II, they will eliminate duplicate training. Airmen and Guardians may send suggestions or inputs for future revisions of the CFETP to the AFCFM, CMSgt Amber Robbins at: amber.robbins@us.af.mil please ensure you courtesy copy your MFA on any correspondence.

3.1 Interim CFETP Changes. The AFCFM can approve CFETP changes at any time. Messages, emails, or other documentation that identifies AFCFM approved changes will serve as the official CFETP supplement until the next formal CFETP revision.

Section B – Career Progression and Information

4. Specialty Description. Personnel (Apprentice 3F0X1, Journeyman AFSC 3F051, Craftsman AFSC 3F071, Superintendent AFSC 3F091, CEM Code 3F000)

4.1. Specialty Summary. Manages Total Force military human resource programs. Analyzes Air Force policy and provides recommendations to commanders, supervisors, Airmen and Guardians on benefits, entitlements, career progression, retention, and relocation programs. Updates and maintains personnel data systems, analyzes data mismatches, and provides Air Force leadership with accurate data points to make force management decisions. Related DoD Occupational Subgroup: 153100.

4.2. Duties and Responsibilities.

4.2.1 Manages military personnel programs and advises commanders and Airmen and Guardians on Air Force personnel policy. Manages a myriad of Air Force programs including assignments, promotions, evaluations, identification cards, separations, retirements, benefits, military pay and entitlements, retention, classification, awards, decorations, retraining, casualty, personnel reliability, and personnel readiness programs. Determines program eligibility and counsels Airmen and Guardians on career progression. Manages and executes force management tools such as force management boards, selective reenlistment, and bonus programs. Counsels Airmen and Guardians on reenlistment opportunities, benefits, and entitlements. Advises commanders and provides reports and statistics to make personnel.

4.2.2. Manages data analysis products and ensures the accuracy of both deployed and in- garrison personnel data. Creates, interprets, and audits management assessment products and transaction registers and identifies mismatches. Works with commanders, Airmen and Guardians to resolve discrepancies and ensures the accuracy of personnel data. Routinely crosschecks data from the personnel data system with source documents in the personnel record to ensure accuracy.

4.2.3. Performs personnel actions. Conducts in and out processing at both in garrison and deployed and maintains accountability of Air Force personnel. Manages duty status reporting to include leave, temporary duty, hospitalization, sick in quarters, and casualty reporting.

4.2.4. Oversees personnel activities and functions. Inspects personnel activities for compliance with policies and directives. Reports discrepancies and recommends corrective action. Monitors personnel actions for timeliness, propriety, and accuracy. Ensures proper counseling of individuals on personnel programs, procedures, and benefits. Organizes and compiles management data and submits reports.

4.2.5. Performs CSS personnel functions. Prepares and processes administrative support actions relating to unit programs such as in and out-processing, evaluations. Manages leave program. Maintains suspense system for personnel actions and correspondence. Maintains and monitors duty status changes. Provides customers with guidance on how to use web-based applications for personnel actions. Prepares and processes Adverse Actions and separation actions.

4.2.6. Performs Personnel Support for Contingency Operations (PERSCO) functions. Ensures accountability and casualty reporting for deployed forces, reports data to combatant commanders, and enables sound wartime decisions. Provides additional personnel support, as required.

5. Specialty Qualifications. Adequate training and timely progression from the apprentice to the superintendent level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training do his or her part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure everyone receives viable training at appropriate points in their career.

6. Training Decisions. This CFETP was completely rewritten, and training decisions were made at the Specialty Training Requirements Team (STRT) from 31 Jan-4 Feb 2022. The AFCFM and MFAs (to include ANG/AFR) made a conscious decision to revitalize career field training, bringing back the basics, while ensuring 3F0X1 Airmen received the right training, at the right time in their career. The team also restructured career field training, changed divergent tasks to unique tasks for the Air National Guard and Air Force Reserve, and ensured Airmen's proficiency increased with grade, while eliminating redundancy between the 3,5, and 7-level courses.

6.1. Apprentice 3-Level. The IST course was completely rewritten to move towards a "student centered" learning concept (also known as "flip the classroom") and to cover basic information that every 3F0X1 Airmen needs to know. Added to the course was customer service techniques, how to use myFSS, how to research customer queries, how to conduct briefings, and joint Commander's Support Staff (CSS) and Military Personnel Data System (MilPDS) training with the 3F5X1 (Administration) career field.

6.2. Journeyman 5-Level. Decision was made to keep the 5-skill level course on an online platform. The 5-level course was designed to focus primarily on duty position tasks. The 3F0X1 Career Field Team will have an enduring role to advise the 335th Training Squadron of desired and anticipated changes to the curriculum through awareness of current theories, practices, and procedures. Subject Matter Experts from the field will be utilized in the development of updated curriculum and train the instructor cadre as needed.

6.3. Craftsman 7-Level. Decision was made to keep the 7-skill level course on an online platform. The 7-level course was designed to focus primarily on developing managerial and supervisory skills. The revised CFETP was also broken down by work center and over 200 tasks were updated, and multiple work centers were added. Additionally, duty position tasks for; Career Development, Customer Service, Force Management, Installation Personnel Readiness, Personnel Systems Management, as well as a section on Office Management, were added as well.

6.4. Superintendent 9-Level. This position provides leadership, management, and guidance in organizing, equipping, training, and mobilizing the enlisted force within their organization to meet home station and expeditionary mission requirements. Superintendents work closely with their commander, senior enlisted leader and first sergeant to prepare the enlisted force to best execute mission requirements. They manage and direct resource activities as well as interpret and enforce policies and applicable directives.

6.5. Chief Enlisted Manager (CEM), 3F000. They identify chief master sergeants who, through extensive experience and training, have demonstrated managerial ability to plan, direct, coordinate, implement, and control a wide range of work activity. Some managerial duties and responsibilities that are common to all chief enlisted managers are: managing and directing personnel resource activities; interpreting and enforcing policy and applicable directives; establishing control procedures to meet work goals and standards; recommending or initiating actions to improve functional operation efficiency; planning and programming work commitments and schedules; developing plans regarding facilities, supplies, and equipment procurement and maintenance. Qualifications and possession of 3F091 is mandatory.

6.6. The group also approved the career field’s integration into Q-Flight to build Qualification Training Packages (QTPs) and supplemental courses for each MPF and CSS work center. Courses will include supervisor courses for, Customer Service, Career Development, Commander’s Support Staff, Force Management, Military Personnel Flight Superintendent. Additional course can be added at the discretion of the AFCFM.

6.7. Proficiency. This training provides qualification standards for award of the 3F0X1 AFSC and consists of completing all identified core tasks and the applicable 5 or 7-level course (or CDC until courses are available) for upgrade. Completion of duty position tasks are not required for skill-level upgrade. This decision was made to enhance the development of 3F0X1 Airmen by allowing installations to rotate Airmen freely without delaying their skill-level upgrade.

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

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

Course Types	Semester Hours
Technical Education	24
Leadership, Management, and Military Studies	6
General Education	15
Program Elective	15
Total:	60

7.2. Technical Education (24 Semester Hours): A minimum of nine (9) semester hours of CCAF institutional credit awarded from specialty- related formal training must be applied toward Technical Core subject requirements. Technical Electives may be satisfied by CCAF credit or other sources in-transfer Visit the AU’s website at: <http://www.au.af.mil/au/index.asp> for more information.

Technical Core	Maximum Semester Hours
Career Development & Management	9
Compensation & Benefits	6
Customer Relations	6
Customer Service	9
Deployment Issues & Readiness	9
Human Resource Counseling & Intervention	9
Human Resource Deployment	6
Human Resource Development	12
Human Resource Selection Methods & Techniques	9
Individual & Family Support	6
Introduction to Human Resource Information Systems	9
Introduction to Human Resource Management	9
Manpower & Personnel Base-Level Systems	6
Personnel Administration	9
Quality Force Management	6
Recruitment Production & Management	9
Salesmanship	9
Strategies in Human Resource Management	9
Unit Administration	6

Technical Electives	Maximum Semester Hours
Business Ethic	3
Business Law	3
Business/Managerial Communications	6
CCAF Upgrade Training	15
CCAF Special Duty Qualification Training	9
Computer Science	6
Employment Law	3
General Psychology	3
HR Certification Institute Certifications	12
Labor Relations	3
Leadership & Management	3
Microcomputer Software Applications	3
Organizational Behavior	3
Principles of Management	3
Principles of Supervision	3
Specialty-Related Subjects In-Transfer	9

7.2.1. Leadership, Management, and Military Studies (6 Semester Hours): Professional military education, civilian management courses accepted in-transfer and/or by testing credit.

7.2.2. General Education (15 Semester Hours): Applicable courses must meet the General Education Requirement (GER) subject criteria and in-transfer requirements.

Subjects/Courses	Semester Hours
Written Communication (English Composition)	3
Oral Communication (Speech)	3
Mathematics	3
Social Science	3
Humanities	3

7.2.3. Program Elective (15 Semester Hours): Courses applying to technical education, LMMS or General Education requirements; natural science courses meeting General Education requirement application criteria; foreign language credit earned at Defense Language Institute; maximum 9 semester hours of CCAF degree-applicable technical course credit otherwise not applicable to program of registration.

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

7.3. Professional Certifications. Certifications assist the professional development of our Airmen and Guardians by broadening their knowledge and skills. Additionally, specific certifications may be awarding collegiate credit by CCAF and civilian colleges, saving time and Air Force tuition assistance funds. It also helps Airmen to be better prepared for transition to civilian life. To learn more about professional certifications and certification programs offered by CCAF, visit <https://www.airuniversity.af.edu/Barnes/CCAF>. In addition to its associate degree program, CCAF offers the following certification programs and resources:

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

7.3.2. CCAF Instructional Systems Development (ISD) Certification Program. CCAF offers the ISD Certification Program for qualified curriculum developers and managers who are formally assigned at CCAF affiliated schools to develop and manage CCAF collegiate courses. The ISD Certification is a professional credential that recognizes the curriculum developer's or managers extensive training, education, qualifications, and experience required to develop and manage CCAF courses. The certification also recognizes the individual's ISD qualifications and experience in planning, developing, implementing, and managing instructional systems.

7.3.3. CCAF Professional Manager Certification (PMC). CCAF offers the PMC Program for qualified Air Force NCO's. The PMC is a professional credential awarded by CCAF that formally recognizes an individual's advanced level of education and experience in leadership and management, as well as professional accomplishments. The program provides a structured professional development track that supplements Enlisted Professional Military Education (EPME) and Career Field Education and Training Plan (CFETP).

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

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

AFCOOL Eligible Certifications	Renewal Period
Associate Professional in Human Resources (aPHR)	3 years
Certified Administrative Professional (CAP)	3 years
Professional in Human Resources (PHR)	3 years
Professional in Human Resources- International (PHRi)	3 years
Senior Professional in Human Resources (SPHR)	3 years
SHRM-Certified Professional (SHRM- CP)	3 years
SHRM-Senior Certified Professional (SHRM-SCP)	3 years

To learn more about AF COOL and funding processes, visit <https://afvec.us.af.mil/afvec/af-cool>

7.5. Air University Associate to Baccalaureate Cooperative Program (AU ABC Program).

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

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






7.7. Occupational Instructor Certification. Individuals desiring to become an Air Education and Training Command Instructor should be actively pursuing an associate degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools. Air Force and other service members currently assigned to a CCAF- affiliated course are eligible for the Instructor of Technology and Military Science (ITMS) degree program. Individuals desiring to pursue the Instructor of Technology & Military Science (ITMS) degree program can obtain further information through the CCAF website and catalog at: <https://www.airuniversity.af.edu/barnes/ccaf> or contact CCAF/DEAL at DSN 749- 5020 / (334) 649-5020 or create a ticket at <https://auservicedesk.af.edu/>.



7.8. Trade Skill Certification. When a CCAF student separates or retires, a trade skill certification is awarded for the primary occupational specialty. The College uses a competency- based assessment process for trade skill certification at one of four proficiency levels: Apprentice, Journeyman, Craftsman (Supervisor), or Master Craftsman (Manager). All are transcribed on the CCAF transcript.

8. Degree Requirements. Visit the CCAF website for the current catalog and degree requirements <https://www.airuniversity.af.edu/Barnes/CCAF/>

9. Career Field Path. Table 9.0 provides information on the 3F0X1 enlisted career path.

Table 9.0

Rank	Upgrade Training	Professional Development (Note 1)	Career Ladder (Note 2)
AB, Amn, A1C 	3-Level Apprentice - Complete Initials Skills Crs	- BMT - FTAC	- MPF-CS/MPF-FM/MPF-CD/MPF-IPR - CSS - PRAP
SrA 	5-Level Journeyman - 12 months OJT (Retrainee 9 months OJT) - Complete 5-Level Course (Online Platform) - Complete Core Tasks	- Airman Leadership School - Train the Trainer - CCAF/AA/AU-ABC/AFCOOL	- MPF-CS/MPF-FM/MPF-CD/MPF-IPR - CSS - PRAP - AFPC - ARPC
SSgt 	7-Level Craftsman - Minimum rank of SSgt - 12 months OJT (Retrainee 9 months OJT) - Complete 7-Level Course (Online Platform) - Complete Core Tasks	- NCO PES - NCOA - Train the Trainer - CCAF/AA/AU-ABC/AFCOOL	- HAF/NAF/NATO/CAPNOM/MAJCOM/JOINT/AFPC/ARPC - Section NCOIC/CSS - MPF Broadening (Rotational) -Tech Training Instructor/ DCAPEs Instructor
TSgt 	7-Level Craftsman - Complete Core Tasks	- NCO PES - NCOA - SNCO Joint PME I - CCAF/AA/AU-ABC/AFCOOL - DCAPEs/Silver Flag	- HAF/NAF/NATO/CAPNOM/MAJCOM/JOINT/AFPC/ARPC - Section NCOIC/CSS - MPF Broadening (Rotational) -Tech Training Instructor/ DCAPEs Instructor
MSgt 	7-Level Craftsman	- SNCO PES - SNCOA - SNCO Joint PME II -AU- ABC/AFCOOL - Superintendent Course	- Vectored Positions (Note 3) - HAF A1/MAJCOM A1 - S1/Joint/AFPC/ARPC - Base Functional Manager/MPF Flight Chief - DSD

 <p>SMSgt</p>	<p>9-Level Superintendent</p>	<ul style="list-style-type: none"> - SNCO Joint PME II - AU-ABC/AFCOOL - Superintendent Course 	<ul style="list-style-type: none"> - Vectored Positions (Note 3) - HAF A1/MAJCOM A1 - S1/Joint/AFPC/ARPC - Base Functional Manager/MPF Flight Chief - DSD
 <p>CMSgt</p>	<p>Chief Enlisted Manager (CEM)</p>	<ul style="list-style-type: none"> - Chief Leadership Course - CMSgt Orientation 	<ul style="list-style-type: none"> - Air Force Career Field Manager - DAF/HAF/MAJCOM /Functional Manager - AFPC/ARPC - FSS SEL
<p>Note 1. This should be used as a guide to expand knowledge and increase functional skills. Note 2. This should be used as a guide to provide supervisors and members an idea of what positions they should be striving for to gain experience as they progress through the grade and skill levels. Note 3. See CFM MilBook for list of vectored positions https://www.milsuite.mil/book/groups/3f0-personnel-afcfm.</p>			

Section C – Skill Level Training Requirements

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

12. Specialty Qualifications:

12.1. Knowledge: Knowledge is mandatory of personnel functions across the Department of the Air Force. These functions include; Commanders Support Staff, Military Personnel Flight, MAJCOM/A1, AFPC, ARPC, USSF, HAF, and Joint personnel functions. 3F0X1 Airmen must understand customer service techniques, data analysis, and how to best advise commanders, Airmen and Guardians on their options.

12.2. Education. For entry into this specialty, completion of high school with courses in English composition and speech is desirable.

12.3. Training. For award of AFSC 3F031, completion of a basic personnel course is mandatory. For award of AFSC 3F051, completion of applicable CDC or DL course and completion of all core tasks is required. For award of AFSC 3F071, completion of applicable CDC or DL course and completion of all core tasks is also required.

12.4. Experience. The following experience is mandatory for award of the AFSC indicated:

12.4.1 3F051. Qualification in and possession of AFSC 3F031. Also, experience in functions such as CSS, Force Management, Customer Support, Career Development, Installation Personnel Readiness, etc....

12.4.2. 3F071. Qualification in and possession of AFSC 3F051. Also, experience performing or

supervising one or more of the functions in an MPF, CSS, MAJCOM, AFPC, HAF, joint environment, etc...

12.5. Other. See AFECD attachment 4 for additional entry requirements. It can be found on the AFPC web site under military classification.

Section D – Resource Constraints

13. There are currently no resource constraints. This area is reserved.

Section 7 – Transitional Training Guide

14. There are currently no transitional training requirements. This area is reserved.

Part II

Section A – Specialty Training Standard

1. Implementation. This STS will be used for technical training provided by AETC for Apprentice classes beginning **TBD** and graduating **TBD**.

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

2.1. Lists, in column 1, the most common tasks, knowledge, and Technical References (TR) necessary for Airmen and Guardians to perform their duties in the 3-, 5-, 7-, and 9- skill level.

2.2. Identifies, in column 2, core tasks by skill level. Tasks identified with an “*” in the 5- level core task column are required for 5- skill level upgrade training. Tasks identified with an “*” in the 7- level core task column are required for 7-skill level upgrade training.

2.3. Provides, in column 3, certification for on-the-job training (OJT) by documenting completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available.

2.4. Shows, in column 4, formal training and correspondence course requirements by listing the proficiency to be demonstrated on the job by the graduate as a result of training on the task and the career knowledge provided by the corresponding course.

2.5. Contains, in Attachment 1, the proficiency code key used to indicate the level of training and knowledge provided by resident training and career development courses.

2.6. Is used to document task completion when placed in the AF Form 623, Individual Training Record, and used according to DAFI 36-2670. CFETP documentation shall be IAW DAFI 36-2670 or any subsequent messages.

2.7. Is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKT) are developed at the USAF AETC Airmen Advancement Division by senior NCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the Enlisted Promotion References and Requirements Catalog (EPRRC). Individual (examinee) responsibilities are listed in chapter 4 of AFMAN 36-2664, *Personnel Assessment Program*. WAPS is not applicable to the Air National Guard or Air Reserve Forces.

3. Recommendations. Comments and recommendations are invited concerning the quality of AETC training. A Customer Service Information Line (CSIL) has been installed for the supervisors' convenience. For a quick response to concerns, call our CSIL at DSN 597-4566, or fax us at DSN 597-3790, or e-mail us at 81TRG.TGE.Workflow@us.af.mil. Reference this STS and identify the specific area of concern (paragraph, training standard element, etc.).

BY ORDER OF THE SECRETARY OF THE AIR FORCE

CAROLINE M. MILLER, Lt Gen, USAF
Deputy Chief of Staff, Manpower,
Personnel and Services

OFFICIAL

Attachments:

- 1.) Qualitative Requirements
- 2.) 3F0X1 Specialty Training Standard

PREFACE

NOTE 1: Users are responsible for annotating technical references to identify current references pending STS revision. Locate current Air Force publications at:

DOD Issuances and OSD Administrative Instructions: <http://www.dtic.mil/whs/directives/>
Air Force publications:
<http://www.e-publishing.af.mil/> Online Reference Ware and Courses:
<https://usafprod.skillport.com/skillportfe/main.action> PSDG

NOTE 2: Knowledge and/or performance tasks are defined in the AFJQS. AFJQS items set the standard for qualification and certification and are mandatory for use in conjunction with this STS when applicable to the duty position.

NOTE 3: All tasks may be performed during wartime.

NOTE 4: Certification of CBRN Task Qualification Training (TQT) requirements is outlined in AFI 36-2670 and AFI 10-2501. Any core 5 and 7 level tasks are appropriate for evaluation under TQT; supervisors, in conjunction with the 3F0 BFM, must tailor task selection based on the Airman's assigned UTC, MAJCOM- specific or locally directed requirements. Work centers will identify additional TQT tasks as required. This revised STS identifies 5- and 7-skill level training requirements and indicates tasks determined as 'core' tasks, as well as mission-critical Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive (CBRNE) Task Qualification Training (TQT) requirements indicated by a '◇'.

NOTE 5: Track and manage training for TSgts and below and MSgt/SMSGt retrainees using an automated training system (e.g. myTraining).

NOTE 6: When an AFJQS is loaded into an automated training system (e.g. myTraining) AFJQS task numbering will vary from the STS. The numbering scheme is defined by your work center specific master training plan.

NOTE 7: Tasks annotated with # are shared with the 3F0X1 Administration career field 3-level initial skills training course.

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

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

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. (Example: b and 1b)

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

(#) Indicates this task is taught jointly in initial skills training with the 3F5X1 AFSC. Note: Does not apply to 5 or 7 level course.

(+) Indicates task is completed in a CSS unless no CSS is present, then MPF completes the task.
- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.

(∞) Indicates the task is a CBRN Qualification Task. IAW AFI 10-2501, these tasks will also be accomplished in MOPP 4 and annotated on the 623A or AF Form 797.

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

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

1. Implementation. This STS will be used for technical training provided by AETC.

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED		
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	COURSE	COURSE
1. PERSONNEL CAREER FIELD									
TR: Force Support Squadron Execution and Responsibilities Guide, AFECD									
1.1. Personnel Community									
TR: Joint Publication (JP) 1-0 Joint Personnel Support, Force Support Squadron (FSS) Execution, Organization and Responsibilities & Applicable PSDGs									
1.1.1. Personnel Support of Joint/Coalition Forces									
TR: Joint Doctrine, Joint Publication (JP) 1-0, Joint Personnel Support									
1.1.1.1. Overview							A	-	-
1.1.1.2. Joint structure and function of DAF Personnel within the J1 community	5						-	A	B
1.1.1.3. Personnel roles and responsibilities in the A1/J1/S1 community	5						-	A	B
1.1.1.4. Personnel roles and responsibilities in support of the USSF	5						-	A	B
1.1.2. Air Staff/A1/S1									
1.1.2.1. Overview							A	-	-
1.1.2.2. Structure. Function and Roles	5						-	A	B
1.1.2.3. Personnel policy development	5						-	A	B
1.1.2.4. Personnel program development	5						-	A	B
1.1.3. MAJCOM/A1									
1.1.3.1. Overview							A	-	-
1.1.3.2. Structure	5						-	A	-
1.1.3.3. Role	5						-	A	-
1.1.3.4. Function	5						-	A	B
1.1.4. AFPC/ARPC									
1.1.4.1. Overview							A	-	-
1.1.4.2. Structure	5						-	A	-
1.1.4.3. Role	5						-	A	-
1.1.4.4. Function	5						-	A	B
1.1.5. AFIMSC									
1.1.5.1. Overview							-	A	B
1.1.5.2. Structure							-	-	-
1.1.5.3. Role							-	-	-
1.1.5.4. Function							-	-	-
1.1.6. ARC									
1.1.6.1. Overview							A	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED		
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	COURSE	COURSE
1.1.6.2. AFRC	5						-	A	B
1.1.6.3. ANG	5						-	A	B
1.1.7. Force Support Execution & Responsibilities TR: Force Support Execution & Responsibilities Guide, CSS Execution & Responsibilities Guide									
1.1.7.1. Personnelist Mission	5						A	B	-
1.1.7.2. Personnel organization structure	5						A	B	-
1.1.7.2.1. Functional responsibilities	5						A	B	-
1.1.7.2.2. Military Personnel Flight	5						A	B	-
1.1.7.2.3. Commander's Support Staff (CSS)	5						A	B	-
1.1.7.2.4. Personnel activities (SPAs, GSUs, DRUs)	5						A	B	-
1.1.7.3. Wartime functional responsibilities TR: DAFI 36-3802; JP 1-0; DAFI 10-401; AFI 10-402; AFI 10-403	5						A	B	-
1.1.7.4. Comprehend AFIs/Publications structure	5						A	-	-
1.2. STRUCTURE OF THE PERSONNEL CAREER FIELD TR: DAFI 36-2101 Chapter 1; AFECD, Force Support Execution and Responsibilities Guide									
1.2.1. Duties and Responsibilities of a Personnelist									
1.2.1.1. Apprentice							A	-	-
1.2.1.2. Journeyman							A	-	-
1.2.1.3. Craftsman							A	-	-
1.2.1.4. Military Personnel Flight, Flight Chief							A	-	-
2. MILITARY PERSONNEL FLIGHT									
2.1. Career Development Section TR: Force Support Squadron Execution, Organization and Responsibilities; DAFI 36-2110; DAFMAN 36-2102 Base Level Relocation Procedures; AFMAN 36-2100 Military Utilizations, applicable PSDGs									
2.1.1. Assignments TR: DAFI 36-2110, AFI 36-2606 Reenlistment and Extension of Enlistment in the United States Air Force & AD Assignment Programs									
2.1.1.1. Overview							A	-	-
2.1.1.2. Initial Relocation Briefing							-	-	-
2.1.1.3. Process Orders							-	-	-
2.1.1.4. Process Changes							-	-	-
2.1.1.5. Retainability Requirements	5						-	-	-
2.1.1.6. Process Declinations							-	-	-
2.1.1.7. PCS Discrepancies (CAT 1)							A	B	C
2.1.1.8. Assignment Availability Codes TR: DAFI 36-2110, Table 3.1									

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED		
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	COURSE	COURSE
2.1.1.8.1. Overview							A	-	-
2.1.1.8.2. Codes	5						-	B	C
2.1.1.8.3. Dates							-	B	C
2.1.1.8.4. Authority							-	B	C
2.1.1.9. Assignment Limitation Codes TR: DAFI 36-2110, Table 3.2									
2.1.1.9.1. Overview							A	-	-
2.1.1.9.2. Codes	5						-	B	C
2.1.1.9.3. Dates							-	B	C
2.1.1.9.4. Authority							-	B	C
2.1.1.10. Relocation Documentation TR: DAFMAN 36-2102 Base-Level Relocation Procedures, AF Form 907, vMPF, AD Assignment Programs, Foreign Clearance Guide, JTR Chapter 5									
2.1.1.10.1. Overview							A	B	-
2.1.1.10.2. Relocation Folder							-	-	-
2.1.1.10.3. Relocation Checklist							-	-	-
2.1.1.10.4. Process Required Relocation Forms TR: AF 907	5						-	-	-
2.1.1.11. Virtual Out-processing vOP							-	-	-
2.1.1.12. Dependent Family Member Travel Programs							-	-	-
2.1.1.13. Concurrent Travel							-	-	-
2.1.1.14. DEROS Management							-	-	-
2.1.1.15. Passport/Visa Requirements							-	-	-
2.1.1.16. Personnel Processing Codes (PPCs)							-	-	-
2.1.1.17. Utilize Orders Processing Application (OPA)							-	-	-
2.1.1.18. Misc. Assignment Programs (Assignment Incentive Pay, Special Duty, EFMP, Humanitarian, Threatened Airmen, Expedited Transfer, Court Ordered Child Custody Assignment/Deferment etc....)							-	-	-
2.1.1.19. Miscellaneous Programs									
2.1.1.19.1. TDY Enroute							-	A	-
2.1.1.19.2. Active Duty Service Commitment (ADSC) program TR: A F M A N 36-2100; PSD guide							A	B	-
2.1.2. Retirements/Separations TR: AFI 36-3203 Service Retirements; DAFI 36-3211 Military Separations; DAFMAN 36-2102 Base-Level Relocation Procedures; DAFMAN 36-2604 Service Dates and Dates of Rank; DAFI 36-3003 Military Leave Program; AFI 36-3012 Military Entitlements; Retirement PSDG; Separations PSDG; Separations Processing Base; Personnel Systems Management PSDG; PSM Handbook									
2.1.2.1. Overview							A	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED		
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	COURSE	COURSE
2.1.2.2. Online application process	5						-	a	-
2.1.2.3. Conduct final out-processing							-	-	-
2.1.2.4. Create relocation folders							-	-	-
2.1.2.5. Utilize relocation checklists							-	-	-
2.1.2.6. Administrative discharges TR: DAFMAN 36-2604 Service Dates and Dates of Rank; DAFMAN 36-3211 Military Separations; AFI 36-3208 Administrative Separation of Airmen							-	A	B
2.1.2.7. Appellate leave TR: AFI 36-3003							-	A	B
2.1.2.8. High Year Tenure (HYT) Program	5						-	B	-
2.1.3. Reenlistment and Extensions TR: AFI 36-2606; Reenlistment PSDG; Selective Reenlistment PSDG; Personnel Systems Management PSDG; PSM Handbook									
2.1.3.1. Overview							A	-	-
2.1.3.2. Reenlistments TR: AFI 36-2606; PSDG guide	5						-	B	-
2.1.3.3. Selective Reenlistment Program (SRP) TR: AFI 36-2606; PSDG guide	5						-	-	-
2.1.3.4. Career Job Reservations (CJRs) TR: AFI 36-2606, chapter 1; PSDG	5						-	B	-
2.1.3.5. Selective Reenlistment Bonus (SRB) Program TR: AFI 36-2606; PSDG guide	5						-	B	-
2.1.3.6. Reenlistment Eligibility (RE) codes	5						-	B	-
2.1.3.7. Calculate services dates and obligated service							-	-	-
2.1.3.8. Prepare reenlistment contracts							-	-	-
2.1.3.9. Extensions	5						-	B	-
2.1.3.10. Prepare extension contracts							-	-	-
2.1.3.11. Perform DJMS Actions/Reconciliation	5						-	2b	c
2.1.4. Enlisted Promotions TR: D A F I 36-2502 Enlisted Airman Promotion and Demotion Programs; AFMAN 36-2664 Enlisted Promotions PSDG; WAPS Eligibility Chart									
2.1.4.1. Overview							A	-	-
2.1.4.2. Computerized promotion products							-	B	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED		
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	COURSE	COURSE
2.1.4.3. Administrative Demotions							-	B	-
2.1.4.4. Promotion Eligibility	5						-	B	-
2.1.4.5. Promotion Eligibility Status Codes							-	B	-
2.1.4.6. SrA and Below Promotions	5						-	B	-
2.1.4.7. SrA Below-the-Zone Program							-	B	-
2.1.4.7.1. Air Force Actions	5						-	B	-
2.1.4.7.2. Space Force Actions	5						-	B	-
2.1.4.8. SSgt-TSgt Promotions	5						-	B	-
2.1.4.9. MSgt-CMSgt Promotions	5						-	B	-
2.1.4.10. Query the WAPS Information Retrieval Application (WIRE) TR: Enlisted Promotions PSDG							-	-	-
2.1.4.11. Stripes for Exceptional Performers Program (STEP)							-	B	-
2.1.4.12. Non-recommendation, Withhold, and Deferral of Promotions							-	B	C
2.1.5. Officer Promotions TR: D AFI 36-2406 Officer and Enlisted Evaluation Systems									
2.1.5.1. Overview							A	-	-
2.1.5.2. Air Force Promotion Management System (AFPROMS)									
2.1.5.2.1. Master Eligibility Listings (MELs)							-	A	-
2.1.5.2.2. Promotion Products (MEL, OPB, PRF notice)							-	A	-
2.1.5.2.3. SRIDs							-	A	B
2.1.5.2.4. Initial and Final DP Allocation Process							-	A	B
2.1.5.3. Promotion Recommendation Forms (PRFs)							-	A	-
2.1.5.4. Officer promotion releases									
2.1.5.4.1. Process Officer Promotion Releases							-	-	c
2.1.5.4.2. Promotion Propriety Actions							-	A	B
2.1.5.4.3. Process Narrative Only PRFs							-	a	b
2.1.5.5. Personnel Reliability Assurance Program (PRAP) TR: DoDM5210.42_DAFMAN13-501 Nuclear Weapons Personnel Reliability Program; DAFI 36-3211 Military Separations; Personnel Reliability Assurance Program PSDG; Administrative Qualification Cell PSDG; and Department of the Air Force Personnel Reliability Portal Website									

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED		
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	COURSE	COURSE
2.1.5.5.1. Overview							A	-	-
2.1.5.5.2. Personnel Reliability Program (PRP)									
2.1.5.5.2.1. Codes	7						-	B	C
2.1.5.5.2.2. Authority	7						-	B	C
2.1.5.5.2.3. Dates	7						-	B	-
2.1.5.5.2.4. Nuclear versus Non-Nuclear	7						-	B	C
2.1.5.6. Arming and Use of Force (AUoF)									
2.1.5.6.1. Authority	7						-	B	C
2.1.5.6.2. Process Commander Declinations	7						-	b	c
2.1.5.6.3. Commander Reliability Confirmation	7						-	b	c
2.1.6. Career Development System Updates and Data Validation									
2.1.6.1. Update System Data (AFPPROMS, MiIPDS, ARMS, vOP, OPA, WIRE, etc.)							-	b	-
2.1.6.2. Validate Data (MAPS, TRs, OBIEE Queries, etc.)							-	-	c
2.2. FORCE MANAGEMENT									
2.2.1. Overview							A	-	-
2.2.1.1. Perform Inter/Intra command Permanent Change of Assignment (PCA) Actions (+) (#) TR: Permanent Change of Assignment (PCA) PSDG							-	-	-
2.2.1.2. Manage Duty Status (+) (#) TR: D AFI 36-2134 Force Support Readiness Programs	5						-	-	-
2.2.1.3. Maintain Unit Personnel Manning Roster (UPMR) (+) (#)	5						-	-	-
2.2.1.4. Process Awards and Decorations (#)(+) TR: D AFMAN 36-2806 Military Awards, Awards & Decorations PSD guide									
2.2.1.4.1. Memorialization							-	A	
2.2.1.5. Manage Adverse Actions Program (#) (+) TR: AFI 36-2907 Adverse Administrative Actions, DAFI 36-2608 Military Personnel Records Systems, DAFI 51-202 Nonjudicial Punishment, Total Force Adverse Actions PSDG									
2.2.1.5.1. Create Unfavorable Information Files (UIFs) (#) (+)							b	c	-
2.2.1.5.2. UIF Codes							A	-	-
2.2.1.5.3. Maintain Unfavorable Information Files (UIFs) (#) (+)							b	c	-
2.2.1.6. G-Series Orders	5						-	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED		
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	COURSE	COURSE
2.2.1.7. Special duty assignment pay program (SDAP) (#)(+) TR: AFI 36-3012 Military Entitlements, Special Duty Assignment Pay (SDAP) PSDG Guide							A	B	-
2.2.2. Air Force Classification System (+) (#) TR: AFMAN 36-2100 Military Utilization and Classification; Enlisted AFSC Disqualification PSD Guide, AFSC Conversion PSD Guide, SEI PSD Guide, Classification Duty out Control AFSC PSDG									
2.2.2.1. AFSC Management									
2.2.2.1.1. Overview							A	-	-
2.2.2.1.2. Award	5						-	B	-
2.2.2.1.3. Downgrade							-	B	C
2.2.2.1.4. Disqualification							-	B	-
2.2.2.1.5. AFSC conversion actions	7						-	B	C
2.2.2.1.6. Special experience identifiers							-	B	-
2.2.2.1.7. Reporting/Special Duty identifiers							-	B	-
2.2.2.1.8. DAFSC vs CAFSC TR: AFMAN 36-2100							-	B	-
2.2.2.1.9. Duty out of CAFSC	5						-	B	-
2.2.3. Overseas Assignment History TR: DAFI 36-2110									
2.2.3.1. Overseas Duty Selection Date (ODSD)	5						-	A	B
2.2.3.2. Short Tour Return Date (STRD)	5						-	A	B
2.2.3.3. Overseas tour history	5						-	A	B
2.2.3.4. Calculate overseas tour history							-	-	c
2.2.4. Evaluations (+) (#)									
2.2.4.1. Overview							A	-	-
2.2.4.2. Officer Evaluation System (OES) TR: DAFI 36-2406; Total Force Evaluations PSDG									
2.2.4.2.1. Officer Performance Reports							-	B	-
2.2.4.3. Mandatory LOE/Training Reports							-	B	-
2.2.4.4. Enlisted Evaluation System (EES) TR: DAFI 36-2406; Total Force Evaluations PSDG, Forced Distribution Identification PSDG									
2.2.4.4.1. Enlisted Performance Reports (AF Form 910/911/912)							-	B	-
2.2.4.4.2. Execute Forced Distribution (FD)									
2.2.4.4.2.1. FD Allocations							-	b	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED		
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	COURSE	COURSE
2.2.4.4.2.2. Master Eligibility Listings Distribution							-	-	-
2.2.4.4.2.3. Validate Master Eligibility listing							-	b	-
2.2.4.4.2.4. Exception to Policy							-	b	-
2.2.4.4.2.5. FDID Changes							-	-	-
2.2.4.4.2.6. Large Unit Procedures							-	b	c
2.2.4.4.2.7. Small Unit Procedures							-	b	c
2.2.4.4.2.8. Enlisted Force Distribution Panels							-	b	c
2.2.4.4.3. Evaluation Stratification							-	A	-
2.2.4.4.4. Prohibited Statements/Considerations							-	A	-
2.2.4.4.5. Evaluation appeals							-	A	-
2.2.4.4.6. Update Reporting Official							b	-	-
2.2.4.4.7. Update Duty Information							b	-	-
2.2.5. Force Management System Updates and Data Validation									
2.2.5.1. Update System Data (AFPPROMS, MilIPDS, ARMS, vOP, OPA, EFDD, etc.)							-	-	-
2.2.5.2. Validate Data (MAPS, TRs, OBIEE Queries, etc.)							-	-	-
2.3. Customer Support									
2.3.1. Overview							A	-	-
2.3.2. In-processing	5						-	-	-
2.3.3. Leave (+) (#) TR: DAFI 36-3003 Military Leave Program; AFMAN 65-116V2, Chapter 7, Military Leave Program PSDG									
2.3.3.1. Overview							A	-	-
2.3.3.2. Procedures	5						-	-	-
2.3.3.3. Audit Reconciliation							-	-	-
2.3.4. Base Level Inprocessing (+)(#) TR: Base Level In-Processing PSDG, Accession Confirmation Process PSD Guide, AFMAN 65-116V2, ESM and BAS Procedures PSD Guide, ESM and BAS Procedures PSDG									
2.3.4.1. Project Duty Information/Allocation Notices							-	-	-
2.3.4.2. Accession Actions							A	-	-
2.3.4.3. In-Processing/Arrival Actions							A	B	C
2.3.4.4. Overdue arrival actions							-	B	C

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED		
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	COURSE	COURSE
2.3.5. DEERS/RAPIDS									
2.3.5.1. Identification Cards TR: DoDI 1000.13; AFI 36-3026V1 and V2; AE Regulation; 600-700; Customer Service MilPDS Updates PSDG									
2.3.5.1.1. Determine eligibility							a	-	-
2.3.5.1.2. Process application							a	-	-
2.3.5.1.3. Retrieve ID cards							a	-	-
2.3.5.2. Update Dependency Changes							1a	-	-
2.3.5.3. Update Marital Changes							1a	-	-
2.3.6. Government Life Insurance (+) TR: DoDI 1341.14; AFI 36-3002; SGLI Enrollment System PSDG; PSDM 17-38									
2.3.6.1. Overview							A	B	-
2.3.6.2. Complete Service members' Group Life Insurance (SGLI)							A	-	-
2.3.6.3. SOES administration TR: Servicemembers' Group Life Insurance Online Enrollment System (SOES) PSDG							-	-	-
2.3.6.4. Family Group Life Insurance (FGLI)							-	-	-
2.3.6.5. Traumatic SGLI							-	-	-
2.3.7. Line of duty determinations TR: AFI 36-2910	7						-	-	B
2.3.8. Initial enlistment bonus TR: AFI 36-2002, chapter 4							A	B	-
2.3.9. Family Care Program							-	A	B
2.3.10. Application for correction of records TR: AFI 36-2603; AFPAM 36-2607							-	A	-
2.3.11. Customer Service System Updates and Data Validation									
2.3.11.1. Update System Data (MilPDS, DEERS/RAPIDS, LeaveWeb, etc....)							-	b	-
2.3.11.2. Validate Data (MAPS, TRs, OBIEE Queries to validate codes/entitlements)							-	-	c
2.3.12. Miscellaneous Programs (Transitional compensations, etc.)							A	-	-
2.4. Personnel System Management (PSM) Functional Responsibilities. TR: BLSDM guide, Personnel System Management (PSM) Military Personnel Data System (MilPDS) Guide, Military Personnel Data System (MilPDS) Fundamentals Guide, Military Personnel Data System (MilPDS) Security Access Control – Total Force (TF) M-Reporting Guide, Personnel Systems Management (PSM) Handbook									
2.4.1. Manage MilPDS Actions									
2.4.1.1. Access							-	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED		
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	COURSE	COURSE
2.4.1.2. Batch Updates							-	-	-
2.4.1.3. Audit Procedures							-	-	-
2.4.1.4. Data Integrity							-	-	-
2.4.1.5. System Outages and Changes							-	-	-
2.4.1.6. Training							-	-	-
2.4.1.7. Transaction Register (TR)									
2.4.1.7.1. TR analysis							-	-	-
2.4.1.7.2. Corrective actions/training							-	-	-
2.4.1.7.3. TR Distribution							-	-	-
2.4.1.8. Local Tables							-	-	-
2.4.1.9. Reporting system issues/defects							-	-	-
2.4.1.10. Enterprise Output Management (EOM) Configuration/Maintenance							-	-	-
2.4.1.11. MilPDS product distribution							-	-	-
2.4.1.12. PAS Table Management							-	-	-
2.4.2. Oracle Business Intelligence Enterprise Edition (OBIEE) TR: Personnel Systems Management (PSM) Handbook									
2.4.2.1. Create Standard Workbooks							-	-	-
2.4.2.2. Create Analysis tools for MPF work centers									
2.4.2.3. Manage Management Assessment Products (MAPS)							-	-	-
2.4.3. Manage DJMS Actions. TR: AFMAN 65-116v1 Defense Joint Military Pay System Active Component (DJMS-AC) Financial Management Flight (FMF)Procedures, AFMAN 65-116v3, Defense Joint Military Pay System (DJMS) - Reserve Component (DJMS- RC)									
2.4.3.1. DJMS reconciliation							-	-	-
2.4.3.2. DJMS training							-	-	-
2.4.3.3. DJMS access							-	-	-
2.4.3.4. DJMS product Distribution							-	-	-
2.4.4. Case Management System (CMS) Actions. TR: Case Management System (CMS) User Guide (in CMS)									
2.4.4.1. Managing Access							-	-	-
2.4.4.2. Conducting Training							-	-	-
2.4.4.3. Managing Cases	7						-	-	-
2.4.4.4. Producing Reports	7						-	-	-
2.4.5. Manage Base Level Service Delivery Module (BLSDM) TR: BLSDM-IT Personnel Services Delivery (PSDG)									

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED		
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	COURSE	COURSE
2.4.5.1. Access							-	-	-
2.4.5.2. Training							-	-	-
2.4.6. Manage evaluation system TR: Human Resources Distributed Systems Administrator (HR DSA) Handbook, vPC Dashboard Roles							-	-	-
2.4.7. Manage PRDA TR: Personnel Records Display Application (PRDA) Guide; Personnel Records Display Application/Role-Based Access Administrator's User Manual, AFI 36-2608, Military Personnel Records System							-	-	-
2.4.8. Managing System Interfaces							-	-	-
2.5. Installation Personnel Readiness									
2.5.1. Overview							A	B	-
2.5.2. DCAPES Wing Level Tasking Process TR: DAFI 10-401									
2.5.2.1. Tasking Information							-	-	-
2.5.2.2. Sourcing							-	-	-
2.5.2.3. Line Remarks							-	-	-
2.5.2.4. Verify Eligibility							-	-	-
2.5.2.5. Substitutions							-	-	-
2.5.2.6. Perform Departure Updates							-	-	-
2.5.2.7. Perform Return Updates							-	-	-
2.5.2.8. Perform Individual Force Gains							-	-	-
2.5.2.9. Review Personnel Tasking Details							-	-	-
2.5.3. Process Deployment Availability Codes TR: DAFI 36-3802 Force Support Readiness Programs									
2.5.3.1. Validate							-	-	-
2.5.3.2. Process Waivers							-	-	-
2.5.4. Process Shortfall/Reclama							-	-	-
2.5.5. Use deployment discrepancy reporting system							-	a	b
2.5.6. Contingency Exercise and Deployment (CED) Orders TR: DAFI 36-3802 Force Support Readiness Programs									
2.5.6.1. Create (Automated DCAPES and manual DD1610)							-	a	b

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED		
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	COURSE	COURSE
2.5.6.2. Amend (Automated DCAPEs and manual DD1610)							-	a	b
2.5.6.3. Revoke (Automated DCAPEs and manual DD1610)							-	a	b
2.5.7. Create NATO Orders (Automated DCAPEs and manual memorandum)							-	a	b
2.5.8. Update IPR Defaults in DCAPEs							-	a	-
2.5.9. Update Optional Legends and Remarks							-	a	-
2.5.10. Other IPR Actions TR: DAFI 36-3802									
2.5.10.1. Navigate online readiness tools/platforms							-	a	b
2.5.10.2. AF personnel accountability and assessment system (AFPAAS)							A	B	-
2.5.11. IPR System Updates and Data Validation, TR: DAFI 36-3802 Force Support Readiness Programs									
2.5.11.1. Update System Data (DCAPEs, MiIPDS)							-	b	-
2.5.11.2. Validate Data (MAPS, TRs, OBIEE)							-	-	c
2.5.12. Transaction Registers									
2.5.12.1. Overview							A	-	-
2.5.12.2. Manage Deployed Personnel Change Log							-	-	-
2.5.12.3. Manage MiIPDS TR							-	-	-
2.5.12.4. Manage DCAPEs Daily TR							-	-	-
2.5.13. Manage AFFORGEN Indicators							-	-	-
2.5.14. Manage PERSTEMPO Data							-	-	-
2.5.15. Installation Personnel Readiness System Updates and Data Validation									
2.5.15.1. Update System Data (DCAPEs, etc.)							-	b	-
2.5.15.2. Validate Data (MAPS, TRs, OBIEE Queries, etc.)							-	-	c
3. COMMANDER'S SUPPORT STAFF TR: CSS Organization, Execution, and Responsibilities Guide									
3.1. Overview							A	-	-
3.2. CSS Duties & Responsibilities									
3.2.1. (#) CSS HR Data Systems TR: AFMAN 65-116V2 Chapter 7, AFI 36-3003, CMS User Guide (in CMS), BLSDM-PSDG, PRDA PSDG; AFPAAS PSDG									

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED		
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	COURSE	COURSE
3.2.1.1. AF personnel accountability and assessment system (AFPAAS)							A	B	-
3.2.1.2. Process Case Management System (CMS) Actions							2b	-	-
3.2.1.3. Retrieve Base Level Service Delivery Module (BLSDM) Products							2b	-	-
3.2.1.4. Perform PRDA Actions (Role Based Administrator and user)							2b	-	-
3.3. (#) CSS Programs									
3.3.1. BAS Program TR: AFMAN 65-116V2, ESM and BAS Procedures PSDG									
3.3.1.1. Overview							A	-	-
3.3.1.2. Administration procedures							-	B	-
3.3.2. Essential Station Messing (ESM) TR: ESM and BAS Procedures PSDG									
3.3.2.1. Overview							A	-	-
3.3.2.2. Administration procedures							-	B	-
3.3.3. Update AFFORGEN Indicator TR: DAFI 10-401, AEFI PSDG							1a	-	-
3.3.4. Decorations TR: AFMAN 36-2806, Total Force Federal Awards & Decorations PSDG, myFSS									
3.3.4.1. Decoration Requirements							A	-	-
3.3.4.2. Process decorations TR: AFMAN 36-2806, Federal Awards & Decorations PSDG							1a	b	-
3.3.5. Advanced Assignment Notification TR: Permanent Change of Station (PCS) Notification PSDG							A	-	-
3.3.6. Commander Support Staff Updates and Data Validation									
3.3.6.1. Update System Data (MilPDS, LeaveWeb, etc...)							2b	-	-
3.3.6.2. Validate Data (MAPS, TRs, etc.)							-	-	c
4. HR DATA SYSTEMS/MANAGEMENT									
4.1. Military Personnel Data System (MilPDS). TR: Personnel System Management (PSM) Military Personnel Data System (MilPDS) PSDG, Military Personnel Data System (MilPDS) Fundamentals PSDG, Military Personnel Data System (MilPDS) Security Access Control – Total Force (TF) M-DSA and HR-User PSDG, MilPDS System Problem Reporting PSDG, Personnel Systems Management (PSM) Handbook									

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED		
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	COURSE	COURSE
4.1.1. (#) Use Transaction Registers	5						1a	b	c
4.1.2. (#) Analyze Transaction Registers	7						-	b	c
4.1.3. Manage Management Assessment Products (MAPS)	7						a	b	c
4.1.4. (#) Log-in	5						2b	-	-
4.1.5. (#) Navigate	5						2b	-	-
4.1.6. Folders									
4.1.6.1. (#) Modify							2b	-	-
4.1.6.2. (#) Save							2b	-	-
4.1.7. Execute queries									
4.1.7.1. (#) Group							2b	-	-
4.1.7.2. (#) Individual							2b	-	-
4.1.8. (#) Export data							2b	-	-
4.1.9. (#) Perform updates							2b	-	-
4.1.10. (#) Use help screens							2b	-	-
4.1.11. Request									
4.1.11.1. (#) Briefs							2b	-	-
4.1.11.2. (#) RIPS							2b	-	-
4.1.11.3. (#) SURFS							2b	-	-
4.1.11.4. (#) Request reports							-	-	-
4.1.12. Update Local data items TR: Personnel System Management (PSM) Military Personnel Data System (MilPDS) Guide Section C									
4.1.12.1. Batch processing							-	A	B
4.1.12.2. Date tracking (update v/s correct)							-	-	-
4.2. DJMS actions TR: Personnel System Management (PSM) Military Personnel Data System (MilPDS) Guide, Section H									
4.2.1. Overview							A	B	C
4.3. Perform LeaveWeb Actions									
4.3.1. (#) Procedures							1a	b	-
4.3.2. (#) Audit Reconciliation							1a	-	b
4.4. (#) Navigate vMPF									
4.4.1. (#) Procedures	5						1a	-	-
4.5. Retrieval Application Website (RAW)									
4.5.1. Navigate RAW							-	-	-
4.5.2. Navigate WIRE							-	-	-
4.6. EPROM TR: AFI 36-2502, Enlisted Promotions PSDG									

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED		
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	COURSE	COURSE
4.6.1. Navigate EPROM (#)	5						-	-	-
4.6.2. Pull data by PAS or SRID	5						-	-	-
4.7. PRDA TR: Personnel Records Display Application (PRDA) Guide; Personnel Records Display Application/Role-Based Access Administrator's User Manual, AFI 36-2608, Military Personnel Records System									
4.7.1. Navigate PRDA	5						-	-	-
4.8. Evaluation System TR: myFSS									
4.8.1. (#) Navigate evaluation system							1a	-	-
4.9. Assignment Systems (AMS) TR: Air Force Officer Assignment System (AFOAS) PSDG									
4.9.1. (#) Navigate Assignment Management System (AMS)							1a	-	-
4.9.2. Navigate myVector							1a		
4.10. Air Force PAS Directory (AFPC Secure)									
4.10.1. (#) Navigate PAS Directory	5						1a	-	-
4.11. SOES									
4.11.1. Navigate SOES TR: Servicemembers' Group Life Insurance Online Enrollment System (SOES) PSDG							-	-	-
4.12. Base Level Service Delivery Module (BLSDM) TR: Base-Level Service Delivery Model Information Technology (BLSDM-IT) PSDG									
4.12.1. (#) Navigate BLSDM.							-	-	-
4.13. Deliberate Crisis Action Execution and Segments (DCAPES)									
4.13.1. Navigate DCAPES TR: DCAPES Wing Level & PERSCO Quick Reference Guide (Available on AFFORGEN Connect website)							-	-	-
4.14. DCIPS									
4.14.1. Navigate DCIPS TR: DCIPS Users Guide							-	-	-
4.15. MyPers									
4.15.1. (#) Navigate myPers	5						2b	-	-
4.15.2. (#) Subscribe to myPers messaging TR: myPers message							-	b	-
4.16. Management Internal Control Tool (MICT)									
4.16.1. Overview							-	A	B
4.16.2. Navigate MICT							-	-	-
4.17. Orders Processing Application (OPA)									

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED		
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	COURSE	COURSE
4.17.1. Navigate Orders Processing Application (OPA) TR: Orders Processing Application (OPA) PSDG									
4.18. Case Management System (CMS)									
4.18.1. Navigate Case Management System (CMS) TR: Case Management Systems (CMS) User Guide (in CMS)	5						-	-	-
4.19. Virtual Out-processing System (vOP)									
4.19.1. Navigate vOP TR: Virtual Out-Processing Application (vOP) PSDG							-	-	-
4.20. Virtual Emergency Data (vRED) TR: DAFI 36-3002									
4.20.1. Navigate vRED							2b	-	-
4.21. DEERS/RAPIDS									
4.21.1. Navigate DEERS/RAPIDS							-	-	-
4.22. AFPAAS									
4.22.1. Navigate AFPAAS							-	-	-
5. OFFICE MANAGEMENT									
5.1. Communications TR: AFH 33-337 and TR: Personnel & Human Resource Managers Guide, 5S Program Guide and CPI reading list (in Training & Development/CPI Folder) on AFCFM SharePoint site at: https://usaf.dps.mil/sites/11786/Enlisted/3S0%20AFCM%20Forum/Forms/AllItems.aspx?id=%2Fsites%2F11786%2FEnlisted%2F3S0%20AFCM%20Forum%2FTraining%20and%20Development&viewid=f9f1c325%2D967c%2D41d3%2D8cab%2D10307983881f									
5.1.1. Use Customer Service Techniques									
5.1.1.1. (#) Protocol for senior ranking members	5						2b	-	-
5.1.1.2. Dealing with Challenging Customers									
5.1.1.2.1. (#) In Person							2b	-	-
5.1.1.2.2. (#) On the Phone							2b	-	-
5.1.1.3. (#) Customer Referrals							2b	-	-
5.1.2. Use Communication Etiquette									
5.1.2.1. (#) Telephone	5						2b	-	-
5.1.2.2. (#) In Person	5						2b	-	-
5.1.2.3. (#) E-mail	5						2b	-	-
5.1.3. Privacy Act of 1974/CUI Information TR: Controlled Unclassified Information Training https://lms-jets.cce.af.mil/moodle/enrol/index.php?id=11998 , 5 U.S.C. 552a, OMB A-130, OMB M-17-08, DoD 5400.11, AFI 33-332									
5.1.3.1. (#) Safeguard PII/CUI	5						a	b	c
5.1.3.2. (#) Encrypt E-Mail	5						a	b	c
5.1.3.3. Set-up Organizational E-Mail Encryption							-	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED		
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	COURSE	COURSE
5.1.3.4. (#) Sanitize Data Exports	5						a	b	c
5.1.3.5. (#) Penalties and Repercussions							A	B	-
5.1.4. (#) Conduct customer counseling TR: Personnel & Human Resource Managers Guide							a	b	-
5.1.5. (#) Prepare/Conduct briefings							2b	-	-
5.2. Office Applications									
5.2.1. Use Word-Processing Applications									
5.2.1.1. (#) Track Changes							2b	-	-
5.2.1.2. (#) Insert Digital Signature							2b	-	-
5.2.2. (#) Use Spreadsheet Applications							2b	-	-
5.2.3. (#) Use Graphic Presentation Applications							2b	-	-
5.2.4. (#) Use Electronic Mail Applications							2b	-	-
5.2.5. Task/Suspense Management TR: Personnel & Human Resource Managers Guide									
5.2.5.1. (#) Use MS Outlook							-	b	-
5.2.5.2. (#) Use spreadsheets							-	b	-
5.2.6. Conduct Self Inspections TR: Personnel & Human Resource Managers Guide, AFI 90- 201, Continuous Process Improvement									
5.2.6.1. Use MICT	7						-	-	c
5.2.6.2. Use MAPS	7						-	-	c
5.2.6.3. Evaluate TRs	7						-	-	c
5.2.6.4. Custom OBIEE Queries to Validate Data	7						-	-	b
5.2.6.5. Quality Assurance Techniques	7						-	-	c
5.2.6.6. Tableau/TMDVS							-	-	-
5.2.7. myTraining TR: Personnel & Human Resource Managers Guide									
5.2.7.1. Develop Effective Master Training Plans (MTPs)	7						-	-	c
5.2.7.2. Develop Effective Master Task Listings (MTLs)	7						-	-	c
5.2.7.3. Conduct work center Orientation	7						-	-	c
5.2.7.4. Track Trainee Progression	7						-	-	c

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED		
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	COURSE	COURSE
5.2.7.5. Utilize 797s	7						-	-	c
5.2.8. MPF In-House Training TR: Personnel & Human Resource Managers Guide; Personnel & Human Resource Managers Guide and HSRT Training material at: https://usaf.dps.mil/teams/10666/Personnel_Readiness_Training/SitePages/Home.aspx?RootFolder=%2F10666%2FPersonnel%5FReadiness%5FTraining%2FShared%20Documents%2FHome%20Station%20Readiness%20Training%20Jun%202021&FolderCTID=0x012000FD635C81E66F4341AB2D9CAE4EB320B3&View=%7BD7047B1D%2D3E81%2D47FC%2D813D%2D38640BEA3811%7D									
5.2.8.1. Schedule Training							-	-	c
5.2.8.2. Conduct Training							-	-	c
5.2.8.3. Coordinates HRST with readiness NCO							-	-	c
6. PERSONNEL SUPPORT FOR CONTINGENCY OPERATIONS (PERSCO) TR: DAFI 36-3802; USAF Manpower Force Package system (MANFOR); Logistic Detail (LOGDET)									
6.1. Overview							A	B	C
6.2. PERSCO Operations									
6.2.1. Identify Teams							-	-	-
6.2.2. Perform Pre-deployment planning							-	-	-
6.2.3. Perform Personnel processing									
6.2.3.1. Reception processing							-	-	-
6.2.3.2. Personnel Functions							-	-	-
6.2.3.3. Transient movement							-	-	-
6.2.3.4. Redeployed personnel							-	-	-
6.2.3.5. Forward deployed personnel							-	-	-
6.2.3.6. Force management							-	-	-
6.2.3.7. Reach back support							-	-	-
6.2.3.8. Filler and replacement functions							-	-	-
6.2.3.9. Casualty Reporting							-	-	-
7. AFR/ANG UNIQUE TASKS									
7.1. Career Development									
7.1.1. Manage Member Participation									
7.1.1.1. Satisfactory service TR: AFMAN 36-2136, para 1.3 and 2.3							A	B	C
7.1.1.2. Regular Scheduled Duty and Annual Tour excusals/substitutions TR: AFMAN 36-2136, table 1.2 (note 2 is important); ANG see ANGI 36-2001, table 3.1							-	A	-
7.1.1.3. Update Guard to guard or AFR to AFR (INTRA and INTER) Transfers TR: DAFI 36-2110, Section 9D; ANG para 15.1							-	a	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED		
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	COURSE	COURSE
7.1.1.4. Service Dates TR: AFMAN 36-2604									
7.1.1.4.1. Compute service dates TR: AFMAN 36-2604							-	-	b
7.2. Force Management									
7.2.1. Overtrades									
7.2.1.1. Identify overtrade codes TR: DAFI 36-2110, para 9.7; ANG Ch. 16							-	A	-
7.2.1.2. Monitor overgrades TR: DAFI 36-2110, para 9.7; ANG Ch. 16							-	-	b
7.2.1.3. Update overgrade codes TR: DAFI 36-2110, table 9.3; ANG Ch. 16							-	-	b
7.2.2. Identify if an ETP Waiver is required TR: DAFI 36-2110, para 9.7.4; ANG Ch. 16									
7.2.2.1. Process ETP Waivers TR: DAFI 36-2110, para 9.7.4; ANG Ch. 16							-	-	b
7.3. Excesses and Overages									
7.3.1. Identify excess/overage codes TR: DAFI 36-2110, para 9.7.9; ANG Ch. 16							-	A	-
7.3.2. Update excess/overage codes TR: DAFI 36-2110, para 9.7.9; ANG Ch. 16							-	-	b
7.3.3. Identify excesses (ANG Only) TR: DAFI 36-2110, Ch. 16							-	A	-
7.3.4. Accomplish excesses process (ANG Only) TR: DAFI 36-2110, Ch. 16							-	-	b
7.4. Sanctuary Zones									
7.4.1. Monitor members TR: DAFI 36-2110, para 7.13 and 7.14; ANG Ch. 17							A	B	C
7.4.2. Process waivers TR: DAFI 36-2110, para 7.13 and 7.14; ANG Ch. 17							-	-	a
7.4.3. Process claims for Sanctuary TR: DAFI 36-2110, para 7.13 and 7.14; ANG Ch. 17							-	-	a

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED		
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	COURSE	COURSE
7.5. Update ANG/Tech and AFR/ART ID's TR: ANG see ANGI 36-101, para 7.9.3. and 13.4.2 & DAFI 36-2110 para 14.2							-	a	-
7.6. Navigate AFRISS-TF TR: AFRISS-TF ANG Users Guide v1.0 and Short Guide for Vacancy Management							-	a	-
7.7. Customer Service									
7.7.1. Point Credit Accounting and Reporting System (PCARS) TR: AFMAN 36-2136, Ch. 2 and DoDI 1215.07 para 3.4									
7.7.1.1. Identify Point Summary Information TR: AFMAN 36-2136, para 2.2, 2.3, 2.7, table 2.1, table 2.4							A	B	-
7.7.1.2. Manage Point Summary Information TR: AFMAN 36-2136, para 2.7, table 2.1, table 2.4, DoDI 1215.07							-	-	b
7.7.2. Crediting Points TR: AFMAN 36-2136, para 2.2, 2.3, 2.4, 2.5, DoDI 1215.07							-	A	-
7.7.3. Update Points TR: AFMAN 36-2136, table 2.1							-	-	b
7.8. Installation Personnel Readiness									
7.8.1. Manage 1095 Program TR: AFI 36-2619 Ch. 54 (under rewrite)							-	a	-
7.9. Commander Support Staff									
7.9.1. Navigate AROWS/AROWS-R TR: ANG see SharePoint Site: https://usaf.dps.mil/teams/ANG-AROWS-Program/default.aspx							a	b	-
7.9.2. Military Personnel Appropriation (MPA) Man-Day Requirements TR: AFI 36-2619 Ch. 2							-	a	-
7.9.3. Navigate Manpower MPA Man-day System (M4S) TR: https://m4s-prod.scott.af.mil/M4S/login/Login.cfm							-	a	-
7.10. Roles and Responsibilities (Guard Only)									
7.10.1. Understand Joint Forces Headquarters							-	A	B
7.10.2. Understand State Human Resources Office							-	A	B
8. MILITARY PAY TR: DoD 7000.14-R FMR, Vol 7A Military Pay Policy and DoD Introduction to Fundamentals and Operations of Military Pay https://fmonline.ousdc.osd.mil/FMmyLearn/CourseDetails.aspx?id=6721									
8.1. Interpret Leave and Earnings Statement (LES)									

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED		
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	COURSE	COURSE
8.1.1. Pay dates							-	A	B
8.1.2. Cut off dates							-	A	B
8.2. Entitlements									
8.2.1. Basic Pay TR: DoDFMR 7000.14-R Vol 7A Ch 1; AFMAN 65-116, Vol 1, Ch 8							-	A	B
8.2.2. Special pays TR: DoDFMR 7000.14-R Vol 7A Ch 3, 8, 10, 11, 17, 18, 19; AFMAN 65-116, Vol 1, Ch 10							-	A	B
8.2.3. Incentive Pays TR: DoDFMR 7000.14-R Vol 7A Ch 15, 20, 22, 23, 24; AFMAN 65-116, Vol 1, Ch 10							-	A	B
8.2.4. Enlistment/Reenlistment Bonuses TR: DoDFMR 7000.14-R Vol 7A, Ch 9, 20; AFMAN 65-116, Vol 1, Ch 12 & 53; www.dfas.mil							-	A	B
8.3. Allowances									
8.3.1. Basic Allowance for Housing (BAH) TR: DoDFMR 7000.14-R Vol 7A Ch 26; AFMAN 65-116, Vol 1, Ch 26							-	A	B
8.3.2. Overseas Housing Allowance (OHA) TR: DoDFMR 7000.14-R Vol 7A Ch 26; AFMAN 65-116, Vol 1, Ch 30							-	A	B
8.3.3. Clothing Allowances TR: DoDFMR 7000.14-R Vol 7A Ch 29 & 30; AFMAN 65-116, Vol 1, Ch 33, AFI 36- 3012, Ch 6							-	A	B
8.3.4. Cost of Living Allowance (COLA) TR: DoDFMR 7000.14-R Vol 7A Ch 67 & 68; AFMAN 65-116, Vol 1, Ch 28							-	A	B
8.3.5. Family Separation Allowance TR: DoDFMR 7000.14-R Vol 7A Ch 27; AFMAN 65-116, Vol 1, Ch 27							-	A	B
8.3.6. Temporary Lodging Allowance (TLA) TR: DoDFMR 7000.14-R Vol 7A Ch 68; AFMAN 65-116, Vol 1, Ch 29							-	A	B
8.3.7. Temporary Lodging Expense (TLE) TR: DoDFMR 7000.14-R Vol 7A Ch 68; AFMAN 65-116, Vol 1, Ch 29							-	A	B
8.4. Deductions									

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED		
		A	B	C	D	E	3 SKILL LEVEL	5 SKILL LEVEL	7 SKILL LEVEL
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	COURSE	COURSE
8.4.1. Taxes TR: DoDFMR 7000.14-R Vol 7A Ch 44 & 45; AFMAN 65-116, Vol 1, Ch 56							-	A	B
8.4.2. SGLI TR: DoDFMR 7000.14-R Vol 7A Ch 47; AFMAN 65-116, Vol 1, Ch 63							-	A	B
8.4.3. Armed Forces Retirement Home (AFRH) TR: DoDFMR 7000.14-R Vol 7A Ch 46							-	A	B
8.5. Duty Status									
8.5.1. Leave TR: AFMAN 65-116, Vol 1, Ch 43, DAFI 36-3802 Ch 5, TF-Duty Status PSDG							-	A	B
8.5.2. AWOL TR: AFMAN 65-116, Vol 1, Ch 43, DAFI 36-3802 Ch 2 & Ch 8, TF-Duty Status PSDG							-	A	B
8.5.3. Confinement TR: AFMAN 65-116, Vol 1, Ch 43, DAFI 36-3802 Ch 2 & Ch 8, TF-Duty Status PSDG							-	A	B
8.6. Final Pay Military Retirement and Separation TR: AFMAN 65-116, Vol 1, Ch 52; DoDFMR 7000.14-R Vol 7A Ch 35							-	A	B
8.7. Court Martials/NJP TR: DoDFMR 7000.14-R, Vol 7A, Ch 48 & 49; AFMAN 65-116, Vol 1, Ch 67. TF-Adverse Actions PSDG									
8.7.1. Fines							-	A	B
8.7.2. Forfeitures							-	A	B
9. AFJQS/AFQTP/RESOURCES APPLICABLE TO AFSC 3F0X1									
9.1. AFJQS 3F0X1, Personnel Support for Contingency Operations (PERSCO) (∅)							-	-	-
9.2. AFJQS 3F0X1, Installation Personnel Readiness (IPR) (∅)							-	-	-
9.3. Home Station Readiness Training TR: https://usaf.dps.mil/teams/10666/Personnel_Readiness_Training/SitePages/Home.aspx?RootFolder=%2Fteams%2F10666%2FPersonnel%5FReadiness%5FTraining%2FShared%20Documents%2FHome%20Station%20Readiness%20Training%20Jun%202021&FolderCTID=0x012000FD635C81E66F4341AB2D9CAE4EB320B3&View=%7BD7047B1D%2D3E81%2D47FC%2D813D%2D38640BEA3811%7D							-	-	-

**SECTION B –
Course Objective List**

1. Not Used. *This area is reserved.*

Section C - Support Materials

2. There are currently no support materials available. *This area is reserved.*

Section D - Training Course Index

3. Purpose. This section of the CFETP identifies training courses available for the specialty and shows how the courses are used by each MAJCOM in their career field training programs.

4. Air Force In-Residence Courses.

COURSE NUMBER	TITLE	LOCATION
E3ABR3F031-0A1C	Personnel Apprentice	Keesler
E3AZR3F051 AA2B	DCAPE Wing level	Keesler MTT
E7AZT3F051 0A1B	DCAPES Wing Level Operators	Keesler MTT

5. Specialized Air Force Institute for Advanced Distributed Learning (AFIADL).

COURSE NUMBER	TITLE
3F051	3F071 Personnel Craftsman
3F071	3F051 Personnel Journeyman

6. Exportable Courses.

If assigned to a position in support of USSF or USSPACECOM missions, recommend completion of the Introduction to Space (ITS) course through the National Security Space Institute. ITS is a self-paced, online fundamentals course for all branches of service and government agencies, as well as select partner nations. The course covers a wide range of topics from space history to future systems. Upon completion, graduates will be able to:

- a. Know basic scientific concepts and terminology associated with space operations.
- b. Know the principles of operating in space and how those principles influence space operations.
- c. Know how space capabilities support Joint operations.

Visit <https://halfway.peterson.af.mil/nssi/hub/> for course information and enrolment process.

7. Courses Under Development/Revision. There are currently no courses under development/revision. *This area is reserved.*

Section E – MAJCOM Unique Requirements.

8. Contact servicing MAJCOM for availability of MAJCOM unique requirements. *This area is reserved.*