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FINANCIAL MANAGEMENT AND COMPTROLLER

CAREER FIELD EDUCATION AND TRAINING PLAN



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SUMMARY OF CHANGES

Major publication changes include the following:

- Numeric order of STS tasks

- UGT requirements; Section 6.2

- Enlisted Career Pyramid; Section 9.1.1

- Contingency training requirements; Section 11.1

- Training Course Index; Part II, Section D

- Embedded Excel CFETP on pg. 31

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CAREER FIELD EDUCATION AND TRAINING PLAN

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**FINANCIAL MANAGEMENT AND COMPTROLLER
SPECIALTY AFSC 6F0X1
CAREER FIELD EDUCATION AND TRAINING PLAN**

PART I

PREFACE

1. Career Field Education and Training Plan (CFETP). This Career Field Education and Training Plan is a comprehensive education and training document identifying life-cycle education and training requirements, support resources, and the minimum core task requirements for this specialty. The CFETP will provide personnel a clear career 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.

2. CFETP Parts. The CFETP consists of two parts, and supervisors will plan, manage, and control training within this specialty using both parts of the plan.

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

Section A: Explains how everyone will use the plan.

Section B: Identifies information for career field progression, duties and responsibilities, training strategies, and career field path.

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

Section D: Indicates resource constraints. Some examples are funds, manpower, equipment, facilities.

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

2.2. Part II will be used by unit level supervisors and trainers to identify, plan, and conduct training commensurate with the overall goals of this plan.

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, core task and correspondence course requirements.

Section B: Contains the course objective list and training standards, which supervisors will use to determine if Airman 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, including 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.

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

ABBREVIATIONS/TERMS EXPLAINED:

Advanced Training (AT). Formal course that provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills/knowledge to enhance their expertise in the career field. Training is for selected career Airmen at the advanced level of the AFS.

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

Career Field Education and Training Plan (CFETP). A CFETP is a comprehensive, multi-purpose document covering the entire spectrum of education and training for a career field.

Core Task. Tasks the Air Force Career Field Manager (AFCFM) identify as minimum qualification requirements for everyone within an AFSC, regardless of duty position. Additionally, core tasks are any tasks identified by higher headquarters for personnel to perform during deployments, contingencies, or wartime. Core tasks for a particular skill level or in general across the AFSC are specified.

Course Objective List (COL). A publication derived from initial and advanced skills course training standards. Tasks, knowledge requirements, and respective standards to achieve a 3-/7-skill level in this career field are identified. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI36-2670, *Total Force Development*.

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

Field Technical Training (Type 4). Special or regular on-site training conducted by a field training detachment (FTD) or by a mobile training team.

Initial Skills Training. A formal in-resident course that results in award of the 3-skill level.

Instructional System Development (ISD). A deliberate and orderly process for developing, validating, and reviewing instructional programs that teaches personnel the knowledge and skills essential for successful job performance.

Occupational Survey Report (OSR). A detailed report showing the results of an occupational survey of tasks performed within a particular AFS.

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

Qualification Training (QT). Hands-on performance training designed to qualify personnel 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.

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

Resource Training Center (RTC). The career field's central repository of training resources supporting the full spectrum of Financial Management (FM) capabilities and bridging the gap between formal and informal training.

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

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

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

Standard. An established and defined practice or procedure used in measuring results.

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

Total Force Training Record (TFTR). Authoritative record to track individuals' accomplishment of career-field-specific education, training and on the Job training (OJT) for Airmen. TFTR will tie CFETP/STS training line items to curriculum, learning objectives, and test questions.

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

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

Upgrade Training (UGT). Training that leads to the award of a higher skill level.

Utilization and Training Workshop (U&TW). A forum of the Career Field Manager (CFM), MAJCOM Chief Enlisted Managers (CEM), Subject Matter Experts (SME), and AETC training personnel that determines career field training requirements.

SECTION A – GENERAL INFORMATION

1. Purpose. This CFETP provides the information necessary for Air Force Career Field Managers (AFCFM), Chief Enlisted Managers (CEM), 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 in order 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, Air Education and Training Command (AETC) conducts this training at one of the technical training bases. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3-, 5-, 7-, 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 will provide the performance skills and knowledge required to do the job. Selected Airman will use advanced formal specialty training. Proficiency training, either in-residence or exportable, is additional training, advanced training courses, or on-the-job training provided to personnel to increase their skills and knowledge beyond the minimum requirement for upgrade. The CFETP has several purposes:

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

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

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

1.4. Identifies major resource constraints that affect full implementation of the desired career field training process.

2. Uses. CEMs, superintendents, and supervisors will use this plan to ensure comprehensive and cohesive training programs are available for each individual in the specialty. Each enlisted financial manager should have a copy of this plan for his or her personal reference.

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

2.2. CEMs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. Identified training requirements can be satisfied through OJT, resident training, contract training, or exportable courses. MAJCOM must identify developed training to support this AFSC for inclusion into this training plan.

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

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

4. 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 FIELD PROGRESSION AND INFORMATION

5. Specialty Description. Financial Management and Comptroller (Apprentice AFSC 6F031, Journeyman AFSC 6F051, Craftsman AFSC 6F071, Superintendent AFSC 6F091, CEM Code 6F000)

5.1. Specialty Summary.

5.1.1. Financial Management and Comptroller Apprentice, AFSC 6F031: Performs financial management activities. Provides customer service and effectively communicates financial matters and data to unit, leadership, and customers. Demonstrates critical thinking through reading and interpreting regulations by analyzing the information objectively and making a reasonable judgement. Evaluates and analyzes financial data issues using logical thoughts and determines the best solution. Maintains financial records for pay and travel transactions. Briefs status of funds for assigned Organization to flight leadership or Comptroller. Maintains accounting records and prepares reports. Determines fund availability and propriety of claims. Accounts for and safeguards cash, checks, and other negotiable instruments. Prepares commitments, obligations, payments and collections. Assists in developing and compiling financial data with Microsoft (MS) Excel or Power BI and PowerPoint for preparation of budgets, budget execution plans and reports, and narrative justifications.

5.1.2. Financial Management and Comptroller Journeyman, AFSC 6F051: Supervises and performs Financial Management and Comptroller decision support activities. Trains for deployment operations to deliver financial management support and customer service to deployed personnel and site commander. Maintains financial records for pay and travel transactions. Maintains accounting records and prepares reports. Determines fund availability and propriety of claims. Prepares and processes commitments, obligations, payments and collections. Accounts for and safeguards cash, checks, and other negotiable instruments. Processes commitments and obligations, payments, and collections. Serves as the financial advisor to commanders and resource managers by creating and sustaining data visualization (dashboards) to assist with data-driven decisions. Compiles, analyzes, and summarizes data with MS Excel or Power BI for preparation of budgets, budget execution plans and reports, and narrative justifications.

5.1.3. Financial Management and Comptroller Craftsman, AFSC 6F071: Supervises and manages Financial Management and Comptroller decision support activities. Trains for deployment operations to deliver financial management support and customer service to deployed personnel and site commander. Determines fund availability and propriety of claims. Processes commitments, obligations, payments and collections. Maintains accounting records and reviews financial reports. Accounts for and safeguards cash, checks, vouchers, and other negotiable instruments. Serves as the financial advisor to commanders and resource managers by creating and sustaining data visualization (dashboards) to assist with data-driven decisions. Compiles, analyzes, and summarizes data with MS Excel or Power BI for preparation of budgets, budget execution plans and reports, and narrative justifications. Supports data

visualization through big data manipulation.

5.1.4. Financial Management and Comptroller Superintendent, AFSC 6F091/Chief Enlisted Manager (CEM) Code 6F000: 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 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. They also establish control procedures to meet mission goals and act as a liaison to the FM MAJCOM CEM on all enlisted issues along with the wing Command Chief on functional topics and enlisted issues. Additionally, they recommend or initiate actions to improve organizational effectiveness and efficiency as well as ensure the management of personnel and resources are consistent with current practices and procedures in support of the wing's mission.

5.2. Duties and Responsibilities.

5.2.1. Financial Management and Comptroller Apprentice, AFSC 6F031:

5.2.1.1. Acquires proficiency in financial management warfighting and general military skills.

5.2.1.2. Provides customer service. Interacts, effectively communicates, and coordinates with organizations on financial matters. Analyzes financial directives objectively and clearly communicate interpretation. Prepares, verifies, computes and processes pay transactions. Processes and verifies travel claims, estimates travel costs, determines fund availability, and performs follow-up on outstanding travel orders.

5.2.1.3. Processes financial transactions. Performs follow-up on commitments, outstanding obligations, and processes disbursement and collection transactions. Disburses, collects, and safeguards cash, negotiable instruments and certified vouchers. Prepares accountability records and reports.

5.2.1.4. Records, reconciles, and verifies entries into automated systems based on accounting documents. Processes payment and collection vouchers. Maintains appropriated funds accounting records and files.

5.2.1.5. Provides customer service on financial data analysis for various organizations, vendors and the Travel Pay Processing Ellsworth. Reconciles funding authorities with accounting records. Prepares, and verifies financial reports.

5.2.1.6. Possesses knowledge and understanding on the basic functions and formulas of MS Excel or Power BI and PowerPoint. Utilizes Excel or Power BI to gather, analyze, and prepare financial data and reports.

5.2.1.7. Assists in developing and compiling factors for planning, programming and budgeting. Assists in the preparation of budgets, execution plans, and reports. Assists in the preparation of narrative justifications to support financial requirements.

5.2.2. Financial Management and Comptroller Journeyman, AFSC 6F051:

5.2.2.1. Maintains proficiency and trains others in financial management contingency/warfighting and general military skills.

5.2.2.2. Provides customer service. Advises, interacts and coordinates with organizations on financial matters. Interprets financial directives. Prepares, verifies, computes, processes, and audits pay transactions. Processes, verifies, and audits travel claims, estimates travel costs, determines fund availability, and performs follow-up on outstanding travel orders for travelers.

5.2.2.3. Processes financial transactions. Performs follow-up on commitments, outstanding obligations, and processes disbursement and collection transactions. Disburses, collects, and safeguards cash, negotiable instruments and certified vouchers. Prepares accountability records and reports.

5.2.2.4. Determines propriety of funding and certifies fund availability. Records, reconciles, and verifies entries into automated systems based on accounting documents. Certifies and processes payment and collection vouchers. Maintains appropriated funds accounting records and files. Schedules, prepares, verifies, and submits financial reports.

5.2.2.5. Provides customer service and financial analysis for various organizations, vendors and the Travel Pay Processing Ellsworth. Reconciles funding authorities with accounting records.

5.2.2.6. Analyzes accounting reports and financial data to identify trends for evaluating effectiveness and efficiency of Air Force activities. Develops and compiles factors for improved planning, programming and budgeting. Prepares budgets, execution plans, and reports. Analyzes financial execution, identifies and explains variances, and prepares narrative justification to support financial requirements.

5.2.2.7. Reviews financial data for accuracy, and resolves discrepancies. Receives, reconciles, and distributes funding authorities. Examines funding and reprogramming actions to determine financial implications. Reviews reimbursement program status.

5.2.2.8. Utilizes financial management critical thinking techniques to deliver sound financial advice to all levels of leadership.

5.2.2.9. Possesses knowledge and understanding on the intermediate functions and formulas of MS Excel and Power BI dashboard visualization. Utilizes MS Excel, Power BI and PowerPoint to gather, analyze, and prepare financial data and reports.

5.2.3. Financial Management and Comptroller Craftsman, AFSC 6F071:

5.2.3.1. Maintains proficiency and trains others in financial management contingency/warfighting and general military skills.

5.2.3.2. Plans, organizes, and schedules comptroller activities. Develops instructions, techniques, and performance standards for operating Financial Management systems.

5.2.3.3. Establishes internal controls to ensure compliance with directives, laws, and statutes. Prescribes procedures for jobs not covered by directive or precedent.

5.2.3.4. Provides customer service. Interacts and coordinates with organizations on financial matters. Interprets and supplements financial directives. Prepares, verifies, computes, processes, and audits pay transactions. Processes, verifies, and audits travel claims, estimates travel costs, determines fund availability, and performs follow-up on outstanding travel orders for travelers.

5.2.3.5. Processes financial transactions. Performs follow-up on commitments, outstanding obligations, and processes disbursement and collection transactions. Disburses, collects, and safeguards cash, negotiable instruments and certified vouchers. Prepares accountability records and reports.

5.2.3.6. Determines propriety and certifies fund availability. Records, reconciles, and verifies entries into automated systems based on accounting documents. Certifies and processes payment and collection vouchers. Maintains appropriated funds accounting records and files. Schedules, prepares, verifies, and submits financial reports.

5.2.3.7. Provides customer service and financial analysis for various organizations, vendors and the Travel Pay Processing Ellsworth. Reconciles funding authorities with accounting records.

5.2.3.8. Analyzes accounting reports and financial data to identify trends for evaluating effectiveness and efficiency of Air Force activities. Develops and compiles factors for improved planning, programming and budgeting. Prepares budgets, execution plans, and execution reports. Analyzes financial execution. Identifies and explains variances. Provides budget call instructions to organizations. Prepares narrative justification to support financial requirements.

5.2.3.9. Reviews financial data for accuracy, and resolves discrepancies. Receives, reconciles, and distributes funding authorities. Examines funding and reprogramming actions to determine financial implications. Reviews reimbursement program status.

5.2.3.10. Performs audits and reviews as required by directives. Administers the Air Force Management Control Program.

5.2.3.11. Utilizes Financial Management critical thinking techniques to deliver sound financial advice to all levels of leadership.

5.2.3.12. Functions as principle advisor to flight commander. Leads and develops enlisted members of the flight. Works hand in hand with Squadron superintendent to provide decision support to leadership. Possesses knowledge and understanding on the advanced functions and formulas of MS Excel. Utilizes Excel, Power BI, dashboards and PowerPoint to gather, analyzes, and prepares financial data and reports. Supports data-driven decisions through big data manipulation.

5.2.4. Financial Management and Comptroller Superintendent/Chief Enlisted Manager (CEM), AFSCs 6F091 and 6F000:

5.2.4.1. Maintains proficiency and trains others in financial management contingency/warfighting and general military skills.

5.2.4.2. Leads, manages, plans, organizes, and directs Comptroller operations. Develops related reports. Improves work methods and procedures for internal control and efficient operation. Coordinates with units and other activities on matters pertaining to Comptroller policies, procedures, and operations.

5.2.4.3. Inspects, reviews, and examines Comptroller activities for operational efficiency and compliance with established procedures and policies. Takes or recommends corrective action.

5.2.4.4. Studies and develops solutions to problems encountered by operating units in maintaining

accounts, collecting and disbursing funds, paying military and civilian personnel and commercial accounts, and preparing reports and summary cost data.

6. Career Skill Progression. Adequate training and timely progression from the helper to the superintendent skill level play an important role in the Air Force's ability to accomplish its mission. In this career field, active duty Airmen must complete the Financial Management and Comptroller Journeyman (FMCJ) courses available online when entered into 5-skill level upgrade training. The FMCJ consist of three courses: FMCJ-Fundamentals, FMCJ-Financial Operations, and FMCJ- Financial Analysis. All Airmen entered into 5-skill level upgrade training must successfully complete FMCJ-Fundamentals followed by the appropriate course associated with their current duty position (Financial Operations **or** Financial Analysis). Air National Guard and Air Force Reserve personnel, must also complete the FMCJ available online when entered into 5-skill level upgrade training. This ensures adequate progression towards attainment of the higher skill level. An effective training program requires a team effort. It is essential that individuals involved in training must do their part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure each individual receives viable training at appropriate points in their career.

6.1. Apprentice 3-Level. Financial Management and Comptroller AFSC 6F031: Initial skills training in this specialty consist of the tasks and knowledge training provided in the 3-skill level in- resident course. Individuals must complete the basic Financial Management Course for the 6F031 AFSC to be awarded. As a 6F031, you may be assigned to any functional area within a base level Comptroller organization.

6.2. Journeyman 5-Level. Financial Management and Comptroller, AFSC 6F051: The Financial Management Journeyman is a leader in the making. All STS core tasks, tasks listed on the XFFA1 Unit Type Code (UTC) task listings, job qualification training consist of duty task list, completion of the FMCJ-Fundamentals and, as assigned by duty section, the FMCJ-Financial Operations **or** FMCJ-Financial Analysis is required for 5-skill level upgrade. If assigned to the XFFA7 UTC, the member must complete both A1 and A7 UTC tasks. Job qualification consists of completion of duty section task and knowledge areas. Senior Airmen will attend Airman Leadership School (ALS) before promotion to Staff Sergeant. Additional knowledge and use of automated systems is also required during this phase of an Airman's career. Active pursuit of an Associate in Applied Science Degree in Financial Management through the Community College of the Air Force (CCAF) or higher from an accredited university/college is highly encouraged.

5-level UGT Requirements <i>(If assigned to the XFFA1 UTC)</i>
FMCJ-Fundamentals
FMCJ-Operations OR FMCJ-Analysis (determined by the section an individual is assigned to)
5-level STS core tasks
Job qualifications tasks (duty section tasks & knowledge areas)
XFFA1 UTC tasks

5-level UGT Requirements <i>(If assigned to the XFFA7 UTC)</i>
FMCJ-Fundamentals
FMCJ-Operations OR FMCJ-Analysis (determined by the section an individual is assigned to)
5-level STS core tasks
Job qualifications tasks (duty section tasks & knowledge areas)
XFFA1 UTC tasks & XFFA7 UTC tasks

6.3. Craftsman 7-Level. Financial Management and Comptroller, AFSC 6F071: Further broadening of our financial warrior and leader continues with the requirements set forth to obtain this skill level. The breadth of experience widens and the increase in responsibilities grows upon attainment of our Financial Management 7-skill level. To be upgraded to the 7-skill level in this specialty, individuals must be re-trained and signed-off on all core tasks, complete qualification training, and the 7-level craftsman course in-residence. In addition to this training, individuals must be signed off on all tasks listed on the XFFA2 Unit Type Code (UTC) task listing. Craftsmen may be assigned to any financial management functional area at base level or a MAJCOM/FOA staff (preferably as a MSgt). TSgt or TSgt selectees will complete the Non-Commissioned Officer Academy (NCOA) by correspondence or in-residence. MSgt or MSgt selects should complete Senior Non-Commissioned Academy (SNCOA) in-residence. MSgt's may attend the Professional Financial Management Course (PFMC), which requires completion of both SNCOA in-residence and Associates in Applied Science Degree through CCAF or an accredited university/college. CCAF or equivalent is highly recommended for all promotion eligible MSgt's. Obtaining a professional certification such as Certified Defense Financial Manager (CDFM), Certified Government Financial Manager (CGFM), etc. is encouraged. Additional certifications can be located through the AF Credentialing Opportunities On-Line (AF COOL) website. Individuals are highly encouraged to pursue a Baccalaureate Degree in a related functional field.

6.4. Superintendent 9-Level. Financial Management and Comptroller, AFSC 6F091: By obtaining this skill level, you are achieving a significant step towards the pinnacle of the enlisted career ladder. For upgrade to the 9-skill level in this specialty, you must be a SMSgt. Superintendents work as the wing/base level Financial Management and Comptroller (FM) superintendent. SMSgt's or SMSgt selectees should attend the USAF Senior Noncommissioned Officer Academy in-residence and will attend the Superintendent Workshop (only MSgts filling Superintendent billets are permitted to attend). Completion of the Defense Financial Management Course (DFMC) will further enhance this financial management leader's skills (completion of the SNCOA in-residence and an Associate in Applied Science Degree in Financial Management through CCAF or an associate degree from an accredited university/college are requirements for enlisted attendance). Completion of DoD FM Certification, Level 3 is required. Obtaining a professional certification such as Certified Defense Financial Manager (CDFM), Certified Government Financial Manager (CGFM), etc., is encouraged. Additional certifications can be located on the AF Credentialing Opportunities On-Line (AF COOL) website. Individuals should pursue a Baccalaureate Degree in a related field and certification under the SAF/FM Professional Development Program.

6.5. Job rotations. Allowing members to rotate sections adds depth and breadth to a career and is pivotal to the enhancement and professional development of each individual. This will promote a greater scope of knowledge and technical expertise. Enlisted members below the rank of SMSgt must rotate to a different section at a minimum of every 36 months. This does not preclude moving an individual to a different section prior to the 36th month and does not reset due to permanent change of station (PCS) or permanent change of assignment (PCA). Sections include Financial Analysis, Financial Operations, Quality Assurance, Resource Advisor, and Major Command (MAJCOM) staff positions. Base level Superintendents are authorized to postpone assignment to a different section due to mission requirements, upcoming separations, PCS, or deployments for up to one year. Extensions beyond one year must be approved by the MAJCOM CEM. Base level Superintendents and CEMs will work together to ensure individuals assigned to one-deep positions are afforded the opportunity for job rotation when feasible. This may require transferring a person from one MAJCOM to another. Job rotations are not applicable to members of the Air Force Reserve, Air National Guard or Active Duty MSgts permanently assigned to a Superintendent billet at a Comptroller Squadron or Flight.

6.6. FM Certification. The FY12 National Defense Authorization Act authorized the Secretary of Defense to establish a Financial Management Professional Certification Program that requires all who perform Financial Management functions to attain and maintain a DoD FM Certification. Achieving this certification serves as a guide towards professional development, helps identify training when seeking new responsibilities, and improves Financial Management and leadership skills. Additional guidance can be found in Department of Defense Instruction (DoDI) 1300.26, *Operation of the DoD Financial Management (FM) Certification Program*, and Air Force Instruction (AFI) 65-117, *Administration of Air Force Financial Management Certification Program*. Certification will be attained based on the following levels:

Level 1	Airman Basic – Staff Sergeant
Level 2	Technical Sergeant – Master Sergeant
Level 3	Senior Master Sergeant – Chief Master Sergeant

6.6.1. DoD FM Certification applies to officer, enlisted, and civilian personnel occupying financial management-coded positions. It provides guidance relating to certification requirements applicable to the 6F0X1 career specialty.

6.6.2. Certification Requirements. The financial management & comptroller career path includes three progressive levels of certification. Each level identifies the completion of specific training, education and experience requirements.

6.6.3. Certification/Skill Level/Grade Association. Air Force financial management & comptroller has determined that positions on unit manning documents should be coded to require levels of certification commensurate with the required grade of the position. DoD FM certification is designed to be a balanced and progressive program of training, experience, and education. It is not intended for quick attainment without having practical on-the-job experiences to accompany the certification. SAF/FM (FME) has final approval authority for enlisted members to attend any in house non FM myLearn training course. See the table below for established position certification levels by grade:

GRADE	POSITION CERTIFICATION LEVEL	SEI
Airman Basic	None	NA
Airman	None	NA
Airman First Class	Level I	096
Senior Airman	Level I	096
Staff Sergeant	Level I	096
Technical Sergeant	Level II	097
Master Sergeant	Level II	097
Senior Master Sergeant	Level III	098
Chief Master Sergeant	Level III	098

6.6.4. Satisfying DoD FM Certification Requirements. A minimum of 24 semester hours in business-related disciplines of study from an accredited institution of higher education is required. Some examples of business related disciplines are organization and management, accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, and quantitative methods. Enlisted personnel are strongly encouraged to use CCAF course work to receive business-hour credits to satisfy DoD FM Certification requirements. Defense Acquisition University (DAU) contracting, accounting and finance courses also result in business-hour credits through the CCAF. The following

may be applied to semester hours in business: a) 3/5/7-skill level is awarded; b) Resident PME (Airman Leadership School, NCO Academy or USAF Senior NCO Academy); c) Professional Financial Management Course and d) Defense Financial Management Course.

6.6.5. Continuous Education Training (CET). Every financial manager workforce member has a goal to half of their CET points each year. CETs are due every two years upon completion of the initial certification. For details regarding Continuous Learning, reference the Guidelines for Crediting Continuous Learning Activities located on the FM myLearn portal.

6.7. Special Experience Identifiers (SEI).

6.7.1. Purpose. SEIs identify special experience and training not otherwise identified within the personnel data system (PDS). They are used when identifying experience or training is critical to the job and person assignment match and no other identification is appropriate or available. SEIs are tied to the assignment process and better distribute personnel to optimize the job and person match.

6.7.2. Financial Management & Comptroller SEIs. SEIs reflects DoD FM certification and warrant level.

6.7.3. SEI Code 096. Represents DoD FM Level I certification.

6.7.4. SEI Code 097. Represents DoD FM Level II certification

6.7.5. SEI Code 098. Represents DoD FM Level III certification.

6.7.6. Individuals. Responsible for ensuring the appropriate SEI Code is entered into their records. They do so either at their Commander Support Staff (CSS) or local Military Personnel Section (MPS).

7. Training Decisions. The CFETP uses a building block approach (simple to complex) to complete training requirements for the Financial Management and Comptroller career field. It includes a strategy for when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training. A Specialty Training Requirement Team (STRT) was held August 2018 followed by the Utilization and Training Workshop (U&TW) to review and discuss STS tasks related to the Financial Management and Comptroller career field. These U&TW decisions form the basis of the STS items found in Part II, Section A of this CFETP and are considered necessary training requirements, both during initial skills training and beyond, to support this AFSC in the future. The STS used for technical training will be provided by AETC for 3-skill level classes beginning 16 Mar 2020. The Financial Management and Comptroller Journeyman courses online will be activated on 22 June 2020. The 7-skill level in-residence class was effective on 3 June 2019.

7.1. Initial Skills Training. The initial skills course is designed to prepare the graduate to begin working in any base-level Financial Management and Comptroller organization. An outcome of the U&TW includes increased training in Customer Service, Critical Thinking, Communication Skills, Microsoft Office applications, and locating and interpreting publications.

7.2. 5-Level Upgrade Requirements. Financial Management and Comptroller, AFSC 6F051: Successful completion of the Financial Management and Comptroller Journeyman course online is required for upgrade. All Airmen entered into 5-skill level upgrade training must successfully complete FMCF-Fundamentals followed by the appropriate FMCF course (Financial Operations or Financial

Analysis) associated with their current duty position. The online course incorporates tasks related to all the functional areas within the Financial Management and Comptroller career field. Completion of all core tasks, job qualification training, and all tasks listed for the UTC assigned to the member are required for upgrade. Note: If assigned to the XFFA7 UTC, the member must complete an additional 29 A1 UTC tasks to be fully qualified to deploy.

7.3. 7-Level Upgrade Requirements. Financial Management and Comptroller, AFSC 6F071:

Includes tasks related to the Financial Management and Comptroller career field and successful completion is required for upgrade. The 7-level in-residence course provides financial managers an understanding of skills necessary for deployment to a contingency operation. Completion of the course, all core tasks, job qualification training, and tasks listed on the XFFA2 Unit Type Code (UTC) task listing are required for upgrade.

7.4. Proficiency Training. Additional knowledge and skill requirements not taught through initial skills or upgrade training are available through supplemental training courses. Personnel should take active interest in obtaining additional training at every opportunity. Record additional proficiency training in an approved records system.

8. Community College of the Air Force. Enrollment in CCAF occurs upon completion of Basic Military training. CCAF provides the opportunity to obtain an Associate of Applied Sciences Degree. Additional off-duty education is a personal choice that is encouraged for all. Individuals desiring to become an AETC Instructor must possess as a minimum an Associate Degree or should be actively pursuing an associate degree. Special Duty Assignment requires an AETC instructor candidate to have a CCAF degree or be within one year of completion (45 semester hours). A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

8.1. Degree Requirements: Prior to completing an associate degree, the 5-level must be awarded and the following requirements must be met:

Semester Hours	
Technical Education	24
Leadership, Management, and Military Studies	6
Physical Education	4
General Education	15
Program Elective	15
Technical Education; Leadership, Management, and Military Studies; or General Education Total	64

8.1.1. Technical Education (24 semester hours). A minimum of 12 semester hours of Technical Core subjects and courses must be applied and the remaining semester hours applied from Technical Core or Technical Elective subjects and courses.

8.1.1.1. Technical Core Subject/Courses include the following with maximum semester hours in parenthesis: American Society of Military Comptrollers Certified Defense Financial Manager Certification (6); Business Law (6); Business Mathematics (3); CCAF Internship (18); Financial Analysis (9); Financial Principles/Management (9); Microcomputer Software Applications (6); Military Pay & Accounting (12); Principles of Accounting (6); Statistics (3); and Travel Accounting (3).

8.1.1.2. Technical Electives Subject/Courses include the following with maximum semester hours in parenthesis: Business Finance (3); Computer Science (6); International Finance (3); Leadership/Management (3); Managerial Communications (3); Money and Banking (6); Principles of Economics (Micro/Macro) (6); and Principles of Marketing (3).

8.1.2. Leadership, Management, and Military Studies (6 semester hours). Professional military education and/or civilian management courses.

8.1.3. Physical Education (4 semester hours). This requirement is satisfied by completion of Basic Military Training.

8.1.4. General Education (15 semester hours). Applicable courses must meet the criteria for application of courses to the General Education Requirements (GER) and be in agreement with the definitions of applicable General Education subject/courses as provided in the *CCAF General Catalog*.

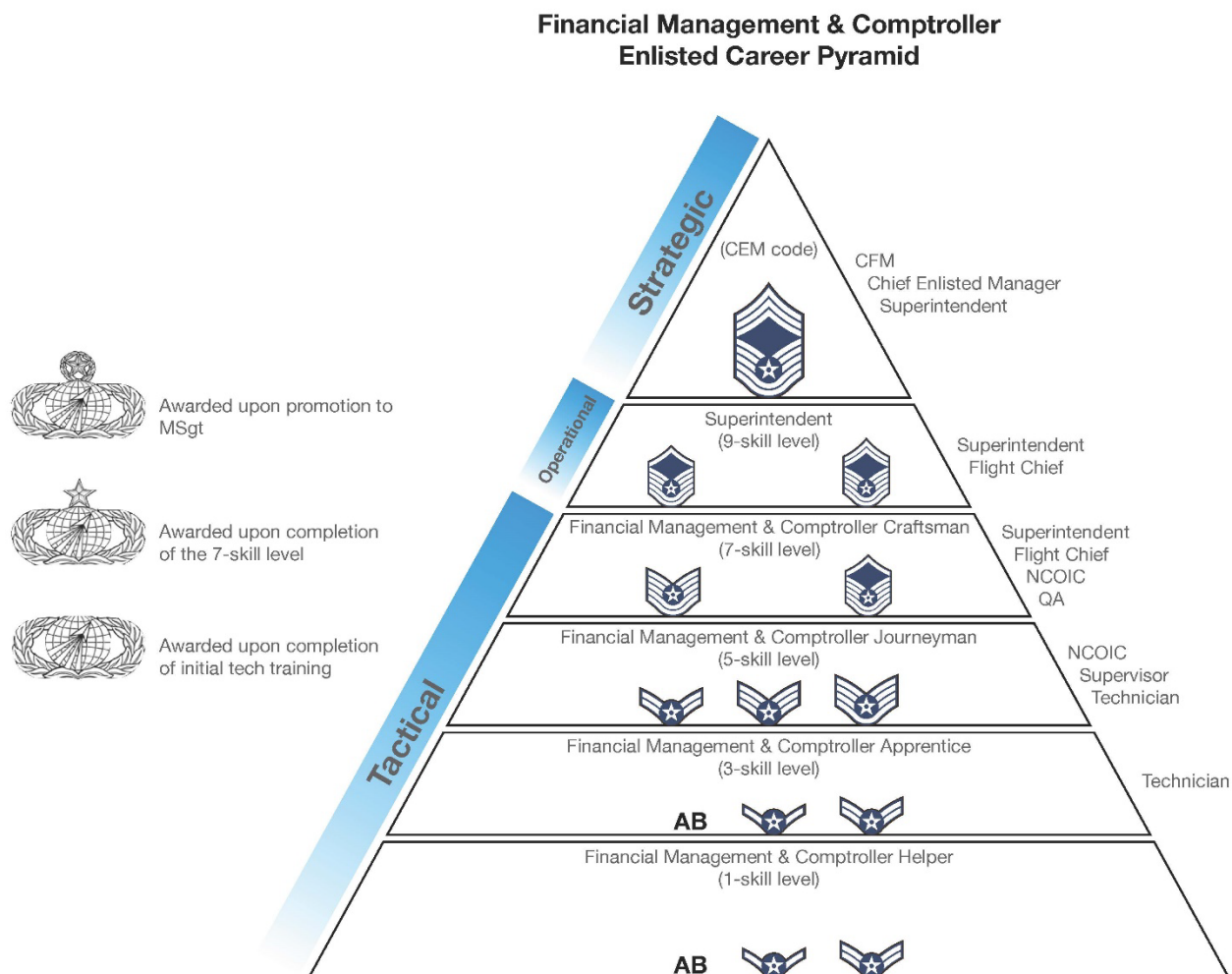
8.1.5. Program Elective (15 Semester Hours). Satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subjects and courses, including natural science courses meeting GER application criteria. Nine semester hours of CCAF degree applicable technical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

8.2. Off-Duty Education. Additional off-duty education is a personal choice that is encouraged for all.

9. 6F0X1 Education and Career Development Plan.

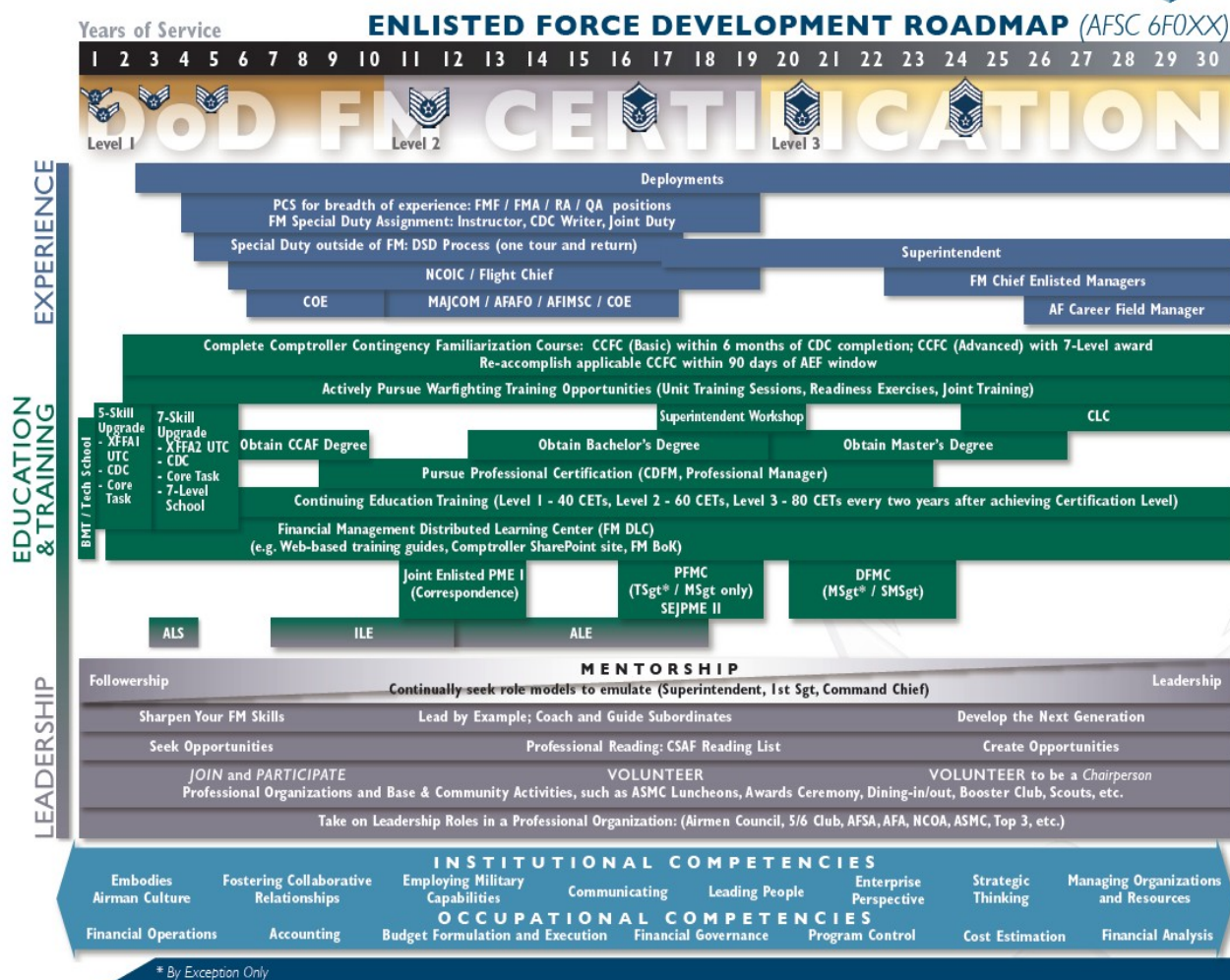
9.1. Career Field Path. The following charts depict a complete picture of education, training, certification, and assignment positions through all 6F0XX skill levels. Information outlined in each of these two figures represents a "snapshot" of the Financial Management and Comptroller career field as of the publication date of this CFETP. This information should be understood as labeled (e.g., "average" promotion TIS, "desirable" education status, and possible duty level/assignment) and not interpreted as AFSC requirements. Air Force Enlisted Classification Directory, Airman Classification, contains a specialty summary, duties and responsibilities, and specialty qualifications for all AFSCs.

9.1.1 Enlisted Career Pyramid



The above pyramid depicts the path of the typical financial management & comptroller Airman and is not intended to be restrictive in any form.

FINANCIAL MANAGEMENT



9.2. Enlisted Career Path. The following table completes the career field path area and presents education, training, and grade mandatory requirements for all aspects of an AFSC. Together with the figure at paragraph 9.1, this table provides enlisted Financial Management and Comptroller personnel with a complete, viable path/outline, which, if followed, should result in a highly successful career in the 6F0XX AFSC.

Air Force Enlisted Career Path

Education and Training Requirements	Rank	Average Sew-On	Earliest Sew-On	High Year of Tenure (HYT)
Basic Military Training School				
Apprentice Technical School (3-Skill Level)	Amn A1C	6 months 10 months		
Upgrade to Journeyman (5-Skill Level) - Minimum 12 months on-the-job training. - Minimum 9 months on-the-job training for retrainees. - Complete Financial Management and Comptroller Journeyman (FMCJ) - Foundation and either duty position assigned applicable FMCJ-Operations or FMCJ-Analysis courses online. - Complete XFAA1 UTC tasks - Complete XFAA7 UTC tasks (if applicable, refer to para 6.2) Note: FMCJ-Ops & FMCJ-Analysis courses will be available for just-in-time training as personnel rotate.	Amn A1C SrA	10 months 3 years	28 months	10 years
Airman Leadership School - Must be a SrA with 48 months time-in-service or be a SSgt select. - Prerequisite for SSgt sew-on (Active Duty Only).	Trainer - Signed off on tasks to be trained. - Completed the Air Force Training Course Recommended by their supervisor.			
Upgrade to Craftsman (7-skill level) - Minimum rank of SSgt - Minimum 12-months on-the-job training (6 months for retrainees) - Complete XFFA2 UTC tasks - Attend Craftsman course	SSgt	4.5 years	3 years	20 years
Noncommissioned Officer Academy - Must be a TSgt or TSgt select. - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only).	TSgt MSgt	12.3 years 16 years	5 years 8 years	22 years 24 years
USAF Senior NCO Academy - Must be a MSgt or SMSgt select. - Resident graduation is a prerequisite for SMSgt sew-on. (Active Duty Only)	SMSgt	19.2 years	11 years	26 years
Upgrade to Superintendent (9 Skill Level) - Minimum rank of SMSgt.	CMSgt	21.5 years	14 years	30 years

SECTION C – SKILL LEVEL TRAINING REQUIREMENTS

10. 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 STS at Part II, Sections A and B of this CFETP.

11. Training Requirements.

11.1. Contingency Training is a Total Force initiative from cradle-to-grave. FM contingency training will ensure each FM member is fully prepared to deploy without prior notice and will be able to successfully execute their assigned mission. FM military personnel are required to participate in Combat Comptroller Contingency training as part of skill-level upgrade training and home station training. A sound base-level contingency training program must include self-paced study, over-the-shoulder training, lecture and hands-on techniques. Each enlisted person will be certified on all of the tasks associated with his or her assigned UTC list. All military personnel will participate in a minimum of two unit led contingency training periods per month. These periods will include UTC tasks if within six months of an AEF window or ancillary training to include the unit's Continuity of Operations (COOP) plan for contingencies short of war and must specifically address contingency operations. FM Silver Flag will be available as "just-in-time" training for personnel with an official deployment tasking. All tasked members, regardless of rank, are required to schedule Silver Flag Training during the 90-day spin up period to their scheduled departure date. Note: Squadron commanders can waive this requirement if the member has demonstrated UTC proficiency by successfully passing FM Contingency Capstone or Advanced Contingency Exercise Scenarios (ACES). If assigned to the A7 UTC, ACES cannot be used to waive the Silver Flag requirement and the individual is required to attend the course. Note: Record contingency training in training management system.

11.2. Apprentice Level Training (3-Level).

11.2.1. Specialty Qualification. This information is derived from the official specialty description in the AFECD.

11.2.2. Knowledge. (Financial Management and Comptroller AFSC 6F031): Knowledge of career ladder progression, AF organizations' functions and missions, financial improvement and audit readiness, customer service, federal budget system, fiscal law, funds distribution, budget principles and execution, accounting and payment principles/procedures, contingency operations, financial management systems and basic computer applications, pay/entitlements and allowances, duty status, deductions, allotments, indebtedness, courts martial sentences and non-judicial punishment, military payments computation, interpret MMPA, military and dependent PCS/retirement and separation travel, military and civilian TDY, travel card program, reporting requirements, analysis techniques, Financial Management policies, procedures and regulations, management principles and controls, critical thinking techniques, MS Excel advance, ethics, visual, oral, and written presentation techniques and Air Force missions.

11.2.2.1. Education. For entry into this specialty, completion of high school courses in mathematics, accounting, business law, ethics, and computer applications are desirable.

11.2.2.2. Training. The following training is mandatory as indicated for award of AFSC 6F031:

Completion of the Financial Management and Comptroller Apprentice course.

11.2.2.3. Experience. None required.

11.2.2.4. Other. The following are mandatory for entry, award, and retention of the Financial Management and Comptroller Apprentice AFSC (6F031): No record of conviction by a civilian court for offenses involving larceny, robbery, wrongful appropriation, burglary, or fraud. Never received non-judicial punishment under the Uniform Code of Military Justice (UCMJ) for offenses involving acts of larceny, wrongful appropriation, robbery, burglary or fraud as defined in UCMJ Articles 121, 122, 129, and 132 or never been convicted by military courts-martial for these same offenses. For award and retention of AFSC 6F031 must maintain an Air Force Network License according to AFI 33-115, Vol 2, *Licensing Network Users and Certifying Network*.

11.2.2.5. Training Sources and Resources. Formal AETC initial skills course provide the required knowledge and task proficiency training for award of the 3-skill level.

11.2.2.6. Implementation. Upon graduation from Basic Military Training, Airmen are assigned to the 335th Training Squadron at Keesler AFB, MS to attend formal technical training. This training culminates with foundational skills within this specialty. Successful completion of formal technical training results in the award of the 3-skill level.

11.3. Journeyman Level Training (5-level).

11.3.1. Specialty Qualification. This information is derived from the official specialty description in the ECD.

11.3.1.1. Knowledge. (Financial Management and Comptroller AFSC6F051): Knowledge of career ladder progression, Fiscal Law, accounting and payment principles/procedures, contingency operations, Financial Management systems and basic computer applications, military pay and entitlements, allowances, duty status, deductions, allotments, indebtedness, reenlistments, courts martial sentences and non-judicial punishment, civilian pay, dependency determination, military/civilian/dependent PCS and retirement/separation travel, travel card program, DDO operations, cost and economics, competitive sourcing, Air Force organizations' functions and missions, quality assurance program, customer service principles, Federal budgets system, O&M execution plans, funds distribution, reporting requirements, analysis techniques, financial management policies, procedures and regulations, management principles and controls, budgeting principles and execution, MS Excel, financial management critical thinking techniques, ethics, visual, oral, and written presentation techniques, and Air Force missions.

11.3.1.2. Education. There are no formal education requirements for upgrade to AFSC 6F051. However, progress toward an Associate in Applied Science Degree from CCAF or an associate degree from an accredited university/college is highly encouraged.

11.3.1.3. Training. The following training is mandatory as indicated: Completion of the Financial Management and Comptroller Journeyman courses online. See para 12.1 for detailed 5-skill level upgrade requirements.

11.3.1.4. Experience. Qualification in and possession of AFSC 6F031. Experience in financial management such as customer service, document and voucher processing, computation, systems, funds control, reporting, reconciliation and follow-up.

11.3.1.5. Other. The following are mandatory for entry, award, and retention of the Financial Management and Comptroller Journeyman AFSC (6F051): No record of conviction by a civilian court for offenses involving larceny, robbery, wrongful appropriation, burglary, or fraud. Never received non-judicial punishment under the Uniform Code of Military Justice (UCMJ) for offenses involving acts of larceny, wrongful appropriation, robbery, burglary or fraud as defined in UCMJ Articles 121, 122, 129, and 132 or never been convicted by military courts-martial for these same offenses.

11.3.1.6. For award and retention of AFSC 6F051 must maintain an Air Force Network License according to AFI 33-115, Vol 2, *Licensing Network Users and Certifying Network*.

11.3.1.7. Training Sources and Resources. The Financial Management and Comptroller Journeyman online courses provide the required career knowledge training. The online course and OJT will provide training and qualification on the core tasks identified in the STS. The online course is designed to build from the trainee's current knowledge base and provide more in-depth knowledge to support OJT requirements.

11.3.1.8. Implementation. Units will utilize the STS and web-based training to perform training to the 5- level.

11.4. Craftsman Level Training (7-level).

11.4.1. Specialty Qualification. This information is derived from the official specialty description in the ECD.

11.4.1.1. Knowledge. (Financial Management and Comptroller AFSC 6F071): Knowledge of fiscal law, accounting and payment principles/procedures, contingency operations, financial management systems and basic computer applications, pay and travel entitlements, Air Force organization, reporting requirements, analysis techniques, financial management policies, procedures and regulations, management principles and controls, budgeting principles, financial management critical thinking techniques, visual, oral, and written presentation techniques, and Air Force missions.

11.4.1.2. Education. Completion of an Associate in Applied Science Degree from CCAF or an Associate Degree from an accredited university/college, and Baccalaureate Degree is highly encouraged.

11.4.1.3. Training. The following training is mandatory as indicated: Completion of the Financial Management and Comptroller Craftsman course (7-level in-residence). See para 12.2 for detailed 7-skill level upgrade requirements.

11.4.1.4. Experience. Qualification in and possession of AFSC 6F051. Experience in performing or supervising activities of Financial Management such as customer service, financial analysis document and voucher processing, computation, systems, funds control, reporting, reconciliation and follow-up.

11.4.1.5. Other. The following are mandatory for entry, award, and retention of the Financial Management and Comptroller Craftsman AFSC (6F071): No record of conviction by a civilian court for offenses involving larceny, robbery, wrongful appropriation, burglary, or fraud. Never received non-judicial punishment under the Uniform Code of Military Justice (UCMJ) for offenses involving acts of larceny, wrongful appropriation, robbery, burglary or fraud as defined in UCMJ Articles 121, 122, 129, and 132 or never been convicted by military courts-martial for these same offenses.

11.4.1.6. For award and retention of AFSC 6F071 must maintain an Air Force Network License according to AFI 33-115, Vol 2, *Licensing Network Users and Certifying Network*.

11.4.1.7. Training Sources and Resources. Seven-level upgrade training will be conducted and completed by certified trainers.

11.4.1.8. Implementation. Units will utilize the STS and in-residence and web-based training to perform training to the 7-level.

11.5. Superintendent Level Training (9-level).

11.5.1. Specialty Qualification. This information is derived from official specialty description in the ECD.

11.5.1.1. Knowledge. (Financial Management and Comptroller AFSC 6F091): Knowledge of Fiscal Law, accounting and payment principles/procedures, contingency operations, financial management systems and basic computer applications, pay and travel entitlements, Air Force organization, reporting requirements, analysis techniques, financial management policies, procedures and regulations, management principles and controls, budgeting principles, financial management decision support techniques, visual, oral, and written presentation techniques, and Air Force missions.

11.5.1.2. Education. Completion of an Associate in Applied Science Degree from CCAF or an Associate degree from an accredited university/college.

11.5.1.3. Training. Completion of the Professional Financial Management Course (PFMC) or Defense Financial Management Course (DFMC) is desirable. See para 12.3 for detailed 9-skill level requirements.

11.5.1.4. Experience. Qualification in and possession of AFSC 6F071. Experience in managing and directing financial management activities.

11.5.1.5. Other. The following are mandatory for entry, award, and retention of the Financial Management and Comptroller Superintendent AFSC (6F091): No record of conviction by a civilian court for offenses involving larceny, robbery, wrongful appropriation, burglary, or fraud. Never received non-judicial punishment under the Uniform Code of Military Justice (UCMJ) for offenses involving acts of larceny, wrongful appropriation, robbery, burglary or fraud as defined in UCMJ Articles 121, 122, 129, and 132 or never been convicted by military courts martial for these same offenses.

11.5.1.6. For award and retention of AFSC 6F091 must maintain an Air Force Network License according to AFI 33-115, Volume 2, *Licensing Network Users and Certifying Network*.

11.5.1.7. Training Sources and Resources. No formal training is required. Qualification training and experience inherent in career specialty job performance are desired sources of training.

11.5.1.8. Implementation. The 9-level will be awarded after promotion to SMSgt.

12. Financial Management Formal Upgrade Program.

12.1. Award of 6F051 Air Force Specialty Code.

12.1.1. Complete minimum requirements in AFI 36-2670, *Total Force Development*.

12.1.2. Successfully complete Financial Management and Comptroller Journeyman courses online in addition to job qualification training.

12.1.3. Be signed off on all core tasks as identified in the CFETP using the OJT training guides.

12.1.4. Be signed off on all tasks listed based on the Unit Type Code (UTC) the member is assigned.

12.2. Award of 6F071 Air Force Specialty Code.

12.2.1. Complete minimum requirements in AFI 36-2670, *Total Force Development*.

12.2.2. Successfully complete job qualification training.

12.2.3. Complete Financial Management and Comptroller Craftsman course.

12.2.4. Complete identified core tasks.

12.2.5. Be signed off on all tasks listed on the XFFA2 Unit Type Code (UTC) task.

12.3. Award of 6F091 Air Force Specialty Code.

12.3.1. Complete minimum requirements in AFI 36-2670, *Total Force Development*.

12.4. Grandfathering rules. N/A

12.5. Functional Areas. Quality Assurance, Resource Advisor, Financial Analysis, Financial Services, AFIMSC, MAJCOM Staff, Air Staff, and Special Duty Assignments.

12.5.1. Special Duty Assignments. Any assignment within the career field, but outside of the above functional areas where the individual retains their 6FAFSC such as: CDC Writer, Technical Training Instructor, Resource Training Center, etc. Also included are Special Duty Assignments outside of the career field, such as: First Sergeant, Military Training Instructor, Recruiter, etc.

12.5.2. Upgrade Management. Base-level superintendents are responsible for monitoring the upgrade process for 6F0XX personnel assigned to their base (i.e., host and tenant) to ensure personnel meet the minimum requirements prior to the Commander awarding the appropriate skill level. Commanders must ensure UTC task list requirements are met before awarding a higher skill level.

SECTION D: RESOURCE CONSTRAINTS

13. Purpose. This section identifies known resource constraints, which preclude optimal and desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, office of primary responsibility, and target completion dates. Resource constraints will be, as a minimum, reviewed and updated annually.

13.1 Reference Section B, Training Course Index for the list of courses.

SECTION E - TRANSITIONAL TRAINING GUIDE

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

PART II

SECTION A – SPECIALTY TRAINING STANDARD (STS)

1. Implementation. This STS will be used for technical training provided by AETC for 3-skill level classes beginning 16 Mar 2020. The Financial Management and Comptroller Course Journeyman (FMCJ) online will be effective Apr 2020. The 7-skill level in-residence class will be effective on 3 Jun 2019.

2. Purpose. As prescribed in AFI 36-2670, *Total Force Development*, this STS contains the following:

2.1. Lists in the column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and Technical References (TR) necessary for Airmen to perform duties in the 3-, 5-, and 7-skill level. Number task statements sequentially, i.e., 1.1, 1.2, and 2.1 Column 2 (Core Tasks) identifies, by asterisk (*), specialty-wide training requirements.

2.2. Provides certification for OJT. Column 3 is used to record completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. Task certification must show a certification or completed date. (As a minimum, use the following column designators: Training Complete, Certifier Initials.)

2.3. Shows formal training and correspondence course requirements. Column 4 shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task and knowledge and the career knowledge provided by the correspondence course.

2.4. Contains the proficiency code key for qualitative requirements and used to indicate the level of training and knowledge provided by resident training and on-line course.

2.5. Used to document task when placed in AF Form 623, Individual Training Record, and used according to AFI 36-2670, *Total Force Development*.

2.6. Becomes a job qualification standard (JQS) for on-the-job training when placed in AF Form 623, *On-The-Job Training Record*, and used according to AFI 36-2670, *Total Force Development*. When used as a JQS, the following requirements apply:

2.6.1. Documentation. Consult AFI 36-2670, *Total Force Development*, for documentation questions and issues.

2.6.2. Training Standard. For On-the-Job Training, tasks are trained and qualified to the “go/no go” level. Do not use the proficiency codes for OJT. These codes are used strictly for the in residence 3- skill level and 7-skill level courses and the Financial Management and Comptroller Journeyman courses online. “Go” means the individual is capable and competent to perform tasks without assistance and meets local demands for performance, accuracy, timeliness, and correct use of procedures.

2.6.3. The STS is a guide to develop promotion tests used in the Weighted Airman Promotion System (WAPS) for Airmen and Junior NCO’s testing to higher ranks. Senior NCOs with extensive practical experience in their career fields develop Specialty Knowledge Tests (SKT) at the USAF Occupational Measurement Squadron. 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 WAPS catalog. Individual responsibilities are in AFI 36-2605, *Air Force Military Personnel Testing System*. WAPS is not applicable to the Air National Guard or Air Force Reserve.

3. Recommendations. Comments and recommendations concerning the quality of AETC training are welcomed. Information or questions regarding changes to training outlined in this CFETP should be addressed to 81 TRG/TGE, 106 Phantom Dr. Suite 232, Keesler AFB, MS 39534-2037. Additionally, a customer service information line (CSIL) has been installed for the supervisor's convenience. The CSIL may be used to identify graduates who may have potential training deficiencies or who may have received training beyond the STS requirement. For a quick response to problems, call the CSIL at DSN 597-4566, or e-mail the request to 81trg.tge.workflow@us.af.mil at Keesler AFB.

SECTION B – COURSE OBJECTIVE LIST

N/A

SECTION C – TRAINING COURSE INDEX

N/A

SECTION D – TRAINING COURSE INDEX

1. Purpose

1. To provide a list of optional courses which can be used to advance analytical or agile competencies. Note: there may be unit funding constraints.

2. List of Courses

F7751-GW Data Analytics Boot Camp. The program is rigorous, fast-paced, and focused on the practical technical skills needed to solve data problems. Throughout the course, you'll be gaining proficiencies on a host of marketable technologies like Excel, Python, JavaScript, SQL Databases, Tableau, and more. How to enroll: George Washington University

WKSP 0672 Data Analytics Tools and Techniques. Data Analytics is rapidly becoming one of the most sought after capabilities within the professional world. It has been said that Knowledge is Power and those who can manage and make sense of the 2.5 billion gigabytes of data we amass everyday can harness that power. Strategic data analytic capability has yielded phenomenal results throughout numerous industries to include the Federal Government and the DoD at large. Presidential Elections, Major League Baseball Teams, Major Online Retailers and even Defense Contractors have all successfully used Data Analytics to gain a competitive advantage, cut operation and production costs, speed up delivery, generate precise forecasts and ultimately make better decisions.

How to enroll: Go to the AFIT website: <https://www.afit.edu/LS/catalog.cfm>

WKSP 0673 Applied Concepts of Data Analytics Tools and Techniques. Take the next step in your Data Analytics journey, applying the tools you mastered in Data Analytics Tools and Techniques. This workshop will build on what you have already learned to solve a real world problem you may be facing in your organization today. In an immersive five day workshop, you will work in dynamic teams using industry tools and statistical methods to uncover keen insights about an assigned case while further adding to your Data Analytics toolkit. How to enroll:

Go to AFIT website: <https://www.afit.edu/LS/catalog.cfm>

Data Analytics 360 Certification program: This certificate is designed to expand your analytical capabilities and take your strategic decision making to the next level. These courses will delve into more advanced techniques in prescriptive analytics including optimization and modeling. In these additional targeted courses, you'll learn how prescriptive analytics allows you to not only predict what will happen, but suggest actions for achieving predicted outcomes based on the interdependent effects of multiple decisions. Through hands-on exercises and video instruction from Cornell University faculty expert Chris Anderson, you'll learn how to combine data visualization, predictive models, and prescriptive analytics to increase the accuracy of your predictions and make better, more agile business decisions. How to enroll: go to <https://ecornell.com/usaf-cc>

Business Analytics Certification program: In this certificate program, you will learn effective methods to analyze data and make better, more informed business decisions. Working with Excel as your go-to tool, you will master real-world spreadsheet modeling concepts, examine data cleaning methods to improve accuracy, and explore ways to manage data using Excel's math and logic capabilities to their full potential. You will get a chance to visualize your data into compelling charts and dashboards to communicate your findings, and make simulated predictions based on what the data reveals. How to enroll: go to <https://ecornell.com/usaf-cc>

F7883-Data Analytics. This course is part of the foundation of the DoD Financial Management Certification Program, a program for DoD Financial Management (FM) civilian and military members, designed to help create a uniform understanding of the Department's strategy, approach and methodology to financial management. It may be taken for Level 3 certification or for CPE credit. Data Analytics will summarize background statistics needed to understand the course, connect statistical concepts to FM management data and questions such as measures of central tendency and statistical distributions. The course will discuss linear regression with questions one might face in FM that are how much/how many type questions. The course discusses the drivers of the decision to move beyond the basic linear bivariate model and why the choice of model is important. The course also reviews the problems common to all data analytic techniques and why they matter and introduces time series data which is prevalent and presents challenges for financial management stemming from its non-randomness. Lastly, the course explores the purpose of visualization and its limitations. How to enroll: Through LMS or Certification Tracking and Reporting Tool (CTRT)

F7934-Data Analytics: Tools and Techniques. This seminar is a condensed, quick paced overview on the principles, tools, techniques and applications of data analytics within a contemporary audit environment. Large amounts of electronic data present an enormous challenge and opportunity to identify trends, correlations, levels of compliance, activity, risks, possible fraud, errors, and otherwise hidden causes and effects in financial, performance and operational activity. This seminar will demonstrate the application of software and a case study to demonstrate the power of available tools to extract, sort and identify specific information for from databases and the cloud. This seminar will also explore approaches to using data to identify risks and outliers, monitor activity and display and chart results for reporting and presentation, as well as current industry data trends and threats. How to enroll: <https://www.graduateschool.edu>

F8010-Data Analytics for Financial and Resources Management- Mini-Course (Non-PDI). Based on the Defense Resources Management Institute (DRMI) resident course in Monterey, this mini-course will introduce participants to how data analytics support and improve financial and economic decision-making and accounting analysis. Designed for workforce members seeking to meet certification requirements or to satisfy continuing education and training (CET) credit requirements, the course will explain the role of data analytics in developing and evaluating decision alternatives, and formulating

solutions to improve mission effectiveness. Available for export to training and professional education conferences, symposia, and other training events. How to enroll: Contact drmiadmin@nps.edu, telephone number: 831.656.2104. Site: <https://www.nps.edu/web/drmi/admissions>

F8011-Data Analytics for Financial and Resources Management (Resident Course). This two week resident course at the Naval Postgraduate School (NPS) in Monterey, California will introduce participants to the field of data analytics in decision support. Designed for students seeking to meet certification requirements and/or satisfy continuing education and training (CET) credit hours, the subject matter explored will include probability concepts, descriptive and inferential statistics, data visualization, multiple regression, data and spreadsheet modeling, and predictive analytics. Learning outcomes for the course focus on the development and evaluation of alternatives resulting from data analysis, and formulation of solutions that improve mission effectiveness. How to enroll: DRMI Student Administration Officer, DSN: 756.2104 TEL: 831.656.2104 Naval Postgraduate School, Monterey, CA 93943. drmiadmin@nps.edu. Site: <https://www.nps.edu/web/drmi/admissions>

L4313-Using MS Office for FM Data Analytics - 401. This course is designed for to help both leaders and managers on the analytical tools and dashboard reports available in Microsoft Office. An overview of Windows tools and capabilities is also given to automate complex or routine tasks. How to enroll: Contact Joe Nizolak, 1420 Northbrook Dr. Suite 220, Gardendale AL, 35071; POC Email: joe.nizolak@teksouth.com. Site: <http://www.teksouth.com>; Contact Joe Nizolak, 1420 Northbrook Dr. Suite 220, Gardendale AL, 35071; POC Email: joe.nizolak@teksouth.com

L4314-Using MS Office for FM Data Analytics - 301. Students will learn how to create fully functioning, automated dashboards and analytical tools. They will learn advanced forms of VBA and functions in MS Office (Access, Excel, PowerPoint, Word and Outlook) that will automate data retrieval and reporting for financial, logistics, medical, training, personnel, and manpower data sets to solve difficult challenges through financial analysis. How to enroll: Contact Joe Nizolak, 1420 Northbrook Dr. Suite 220, Gardendale AL, 35071; POC Email: joe.nizolak@teksouth.com. Site: <http://www.teksouth.com>; Contact Joe Nizolak, 1420 Northbrook Dr. Suite 220, Gardendale AL, 35071; POC Email: joe.nizolak@teksouth.com

L4315-Using MS Office for FM Data Analytics - 201. This course takes students with an intermediate knowledge of Microsoft Office products and guides them through on-the-job scenarios using MS Access, MS Excel, and MS PowerPoint. Students will link data sets between applications, create tables, join functions, VBA, basic and join queries, intermediate pivot table functions, and intermediate dashboarding techniques. How to enroll: Contact Joe Nizolak, 1420 Northbrook Dr. Suite 220, Gardendale AL, 35071; POC Email: joe.nizolak@teksouth.com. Site: <http://www.teksouth.com>; Contact Joe Nizolak, 1420 Northbrook Dr. Suite 220, Gardendale AL, 35071; POC Email: joe.nizolak@teksouth.com

L4316-Using MS Office for FM Data Analytics - 101. This course takes students with a basic knowledge of Microsoft Office products and guides them through on-the-job scenarios using MS Access, MS Excel, and MS PowerPoint. Students will link data between applications and create basic queries, pivot tables and interactive dashboard reporting applications. After instructor demonstration, students are given the opportunity to perform practice exercises and also receive one-on-one assistance as necessary. How to enroll: Contact Joe Nizolak, 1420 Northbrook Dr. Suite 220, Gardendale AL,

35071; POC Email: joe.nizolak@teksouth.com. Site: <http://www.teksouth.com>; Contact Joe Nizolak, 1420 Northbrook Dr. Suite 220, Gardendale AL, 35071; POC Email: joe.nizolak@teksouth.com

L4734-WKSP 0658 Data Analytics for the Rest of Us. The Data Analytics Workshop is a two-day instructor-led class that provides students with a basic understanding of conducting statistical analysis using Microsoft Excel and provides several representative case studies/exercises on using data analytics to describe, diagnose, and predict various operations management challenges. How to enroll: Go to AFIT website. Site: <https://www.afit.edu/LS/courselist.cfm?courseType=FIN>

Agile Principles and Methodologies. Agile projects use of short work iterations and incremental development of products that focus on business priorities and customer value. In this course, you'll learn fundamental agile concepts, including the eight agile values and twelve agile principles. This course also covers the five phases of the agile project management model, and introduces you to the most common agile methodologies and frameworks. Finally, this course introduces key activities for managing an Agile project, including creating a product vision and project charter, and best contract and documentation types. This course is one of a series in the Skillsoft learning path that covers the objectives for the PMI Agile Certified Practitioner (PMI-ACP) exam. How to enroll: AF e-Learning through the AF portal and search for the “Agile Principles and Methodologies” course.

Agile Project Management | Bootcamp with Expert Live and Encore. This course provides Project Managers with the knowledge and skills needed to master the concepts of agile project management. Projects that use agile methodologies experience nearly 20% higher project success rate than projects that do not rely on a proven approach. Successful organizations use agile methodologies to respond more quickly to market dynamics and changing customer needs. This course is intended to enhance a student’s knowledge of global terminology and to introduce popular agile approaches such as Scrum, Kanban, Lean, Extreme Programming (XP) and Test-driven Development (TDD). This course provides best practices for leading and directing agile project teams, managing an evolving scope, and delivering high value within the constraints of schedule and budget. This course consolidates the content from best practices and publications into a logical, sequential, and effective way to quickly and effectively prepare learners to apply. How to enroll: AF e-Learning through the AF portal and search for the “Agile Project Management | Bootcamp with Expert Live and Encore” course.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

Stephen R. Herrera
Performing the Duties of
Assistant Secretary of the Air Force
(Financial Management and Comptroller)

Attachment: STS, 6F0X1

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When performing in-house training, units should maximize the RTC and utilize the training packages on their site.

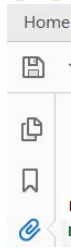
Name of Trainee		
Printed Name (Last, First, Middle Initial)	Initials (Written)	SSAN
Printed Name Of Certifying Official and Written Initials		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

QUALITATIVE REQUIREMENTS

Proficiency Code		
	Scale Value	Definition: The Individual
Task Performance Levels	1	IS EXTREMELY LIMITED (Can do simple parts of the task. Needs to be told or shown how to do most of the task.)
	2	IS PARTIALLY PROFICIENT (Can do most parts of the task. Needs only help on hardest parts.)
	3	IS COMPETENT (Can do all parts of the task. Needs only a spot check of completed work.)
	4	IS HIGHLY PROFICIENT (Can do the complete task quickly and accurately. Can tell or show others how to do the task.)
*Task Knowledge Levels	a	KNOWS NOMENCLATURE (Can name parts, tools, and simple facts about the task.)
	b	KNOWS PROCEDURES (Can determine step-by-step procedures for doing the task.)
	c	KNOWS OPERATING PRINCIPLES (Can identify why and when the task must be done and why each step is needed.)
	d	KNOWS ADVANCED THEORY (Can predict, isolate, and resolve problems about the task.)
**Subject Knowledge Levels	A	KNOWS FACTS (Can identify basic facts and terms about the subject)
	B	KNOWS PRINCIPLES (Can identify relationship of basic facts and state general principles about the subject.)
	C	KNOWS ANALYSIS (Can analyze facts and principles and draw conclusions about the subject.)
	D	KNOWS EVALUATION (Can evaluate conditions and make proper decisions about the subject.)
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. - This mark is used alone instead of a Scale Value to show that no proficiency training is provided in the course or CDC. X This mark is used alone in course columns to show that training required but not given due to limitations in resources.		

CFETP STS TABLE EMBEDDED

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on the left.



	Core Tasks					Certification for OJT					Training Proficiency				
	UTC										5-skill lvl (FMCI)				
Tasks, Knowledge and Technical References	5-level	7-level	A1	A2	A7	A. Training Start	B. Training End	C. Trainee Initials	D. Trainer Initials	E. Certifier Initials	3-skill level (course)	FMCI-F	FMCI-Q	FMCI-A	7-skill level (course)
001. CAREER LADDER PROGRESSION															
001.001 CFETP												B			
001.002 FM Certification															
TR: https://fmonline.ousdc.osd.mil/Certification/Certification.aspx											A	B			
002. PUBLICATIONS															
002.001 Locate Functional Publications Using Electronic Media	*														
TR: https://www.e-publishing.af.mil/											2b	2b			
002.002 Interpret Functional Publications															
FM publications-65 series: https://www.e-publishing.af.mil/															
DoDFMR 7000.14-R: https://comptroller.defense.gov/fmr	*														
JTR: https://www.defensetravel.dod.mil/site/travelreg.cfm											2b	2b			
003. ORGANIZATIONS, FUNCTIONS AND MISSIONS															
003.001 Department of Defense (DoD)															
DoDD 5100.01: https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodd/510001p.pdf											A	B			
003.002 Secretary of the Air Force (SAF)															
DoDD 5100.01: https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodd/510001p.pdf															
TR: AFI 38-101											A	B			
003.003 Major Command (MAJCOM) Level															
DoDD 5100.01: https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodd/510001p.pdf															
TR: AFI 38-101											A	B			
003.004 Wing/Base Level															
TR: AFI 38-101,Ch 26											A	B			
003.005 Defense Finance and Accounting Service (DFAS)															
https://www.dfas.mil/											A	B			
003.006 Air Force Accounting and Finance Office (AFAFO)															
TR: https://usaf.dps.mil/sites/11098/af-fm-af/oo-fm-af/default.aspx															
003.007 Air Force Installation and Mission Support Center (AFIMSC)															
TR: https://usaf.dps.mil/teams/RMSO/rmportal/SitePages/Home.aspx											A	B			
004. QUALITY ASSURANCE PROGRAM															
TR: AFI65-202; FICS site: https://usaf.dps.mil/f/r/teams/11422/FICS/Training/Qualified%20Training%20Package?csf=1&web=1&e=yikStw															
004.001 Audit												A		B	
004.002 Self-Assessment												A			
004.003 Internal Reviews, Validations, Reconciliations and Audits															
004.004 Fraud Prevention												A			
004.005 Cross Feeds / Best Practices												A			
004.006 Quality Assurance Plan												A			
004.007 Management Internal Control Program															
004.008 Financial Improvement & Audit Readiness (Your Role) (FIAR)											A	B			
005. CUSTOMER SERVICE															
TR: FICS site: https://usaf.dps.mil/f/r/teams/11422/FICS/Training/Qualified%20Training%20Package?csf=1&web=1&e=yikStw															
005.001 Principles	*										B	B			
005.002 Etiquette															
005.003 Apply Personal Etiquette	*										2b	b			
005.004 Apply Telephone Etiquette	*										2b	b			
005.005 Apply Electronic Communication Etiquette	*										2b	b			
006. FEDERAL BUDGET SYSTEM															
TR: https://www.usa.gov/budget; AFMAN65-601 Vol 1; FICS site: https://usaf.dps.mil/f/r/teams/11422/FICS/Training/Qualified%20Training%20Package?csf=1&web=1&e=yikStw															
006.001 Planning, Programming, Budgeting & Execution (PPBE)				X							A			B	
006.002 Budget Process				X							A			B	

	Core Tasks					Certification for OJT					Training Proficiency				
	UTC										5-skill lvl (FMCI)				
Tasks, Knowledge and Technical References	5-level	7-level	A1	A2	A7	A. Training Start	B. Training End	C. Trainee Initials	D. Trainer Initials	E. Certifier Initials	3-skill level (course)	FMCI-F	FMCI-O	FMCI-A	7-skill level (course)
007. FISCAL LAW															
TR: Principles of Federal Appropriation Law, Title 31 USC 1341,1342,1517; https://uscode.house.gov/search/criteria.shtml; FICS site: https://usaf.dps.mil/f/r/teams/11422/FICS/Training/Qualified%20Training%20Package?csf=1&web=1&e=yikSTw															
007.001 Determine Purpose, Time and Amount TR: Title 31 USC 1341,1342,1344,1511-17	*										2b			2b	b
007.002 Feed and Forage Act TR: Title 41 USC 6301				X											B
007.003 Comptroller General Decisions TR: Title 31 USC 1341,1342,1344,1511-17															
008. O&M EXECUTION PLANS															
TR: AFMAN 65-605,V1; FICS site: https://usaf.dps.mil/f/r/teams/11422/FICS/Training/Qualified%20Training%20Package?csf=1&web=1&e=yikSTw															
008.001 O&M Execution Plan														A	
008.002 Flying Hour Program															
008.003 Official Representation Funds				X											
008.004 Travel / Transportation															
008.005 Purchases Services															
008.006 Utilities															
008.007 Communications															
008.008 Rents/Leases															
008.009 Sustainment, Restoration, and Modernization (SR&M)															
008.010 Miscellaneous Contract Services/Purchases Maintenance				X											
008.011 Supplies and Equipment				X											
008.012 Non-Flying DLRs				X											
008.013 Civilian Pay															
008.014 Submission				X										A	
009. FUNDS DISTRIBUTION															
TR: AFMAN 65-605,V1; FICS site: https://usaf.dps.mil/f/r/teams/11422/FICS/Training/Qualified%20Training%20Package?csf=1&web=1&e=yikSTw															
009.001 Interpret Direct and Reimbursement Funding				X	X									b	
009.002 Interpret Funding Guidance														b	
009.003 Interpret Initial Distribution															
009.004 Annual Funding														b	
009.005 Quarterly Phasing														b	
009.006 Load Fund Targets/Limitations															
009.007 Defense Enterprise Accounting Management Systems (DEAMS)														a	
009.008 Supply														b	
009.009 Medical														b	
009.010 Verify Target/Limitation Loads Against Document														a	
010. BUDGET EXECUTION															
AFMAN 65-605,Vol 1; FICS site: https://usaf.dps.mil/f/r/teams/11422/FICS/Training/Qualified%20Training%20Package?csf=1&web=1&e=yikSTw															
010.001 Determine Propriety of Funding	*		X	X	X						a			b	2b
010.002 Determine Status of Funds				X										b	2b
010.003 Track Reimbursements				X	X									b	
010.004 Flying Hour Program															
010.005 Civilian Pay														A	
010.006 Quarterly Variance Analysis															
010.007 Management of Prior Year Funds														A	
010.008 Resource Management System (RMS)															
010.009 Training														A	
010.010 Financial Working Group (FWG)														A	
010.011 Financial Management Board (FMB)														A	
010.012 Prepare FWG Briefing															
010.013 Prepare FMB Briefing															
010.014 Perform Analysis of Budget Program				X										2b	
011. ACCOUNTING PRINCIPLES															
TR: AFMAN 65-605,Vol 1; AFMAN65-604; FICS site: https://usaf.dps.mil/f/r/teams/11422/FICS/Training/Qualified%20Training%20Package?csf=1&web=1&e=yikSTw															
011.001 Apply Stages of Accounting															
011.002 Disbursement Accounting	*										a			2b	
011.003 Reimbursement Accounting	*										a			2b	
011.004 Determine Data Elements of the Accounting Structure	*														
011.005 Standard Accounting											a			2b	

Tasks, Knowledge and Technical References	Core Tasks					Certification for OJT					Training Proficiency				
	UTC					A. Training Start	B. Training End	C. Trainee Initials	D. Trainer Initials	E. Certifier Initials	5-skill lvl (FMCI)				7-skill level (course)
	5-level	7-level	A1	A2	A7						3-skill level (course)	FMCI-F	FMCI-O	FMCI-A	
011.006 Governmental Accounting															
011.007 Budgetary Accounts														A	
011.008 Proprietary Accounts														A	
011.009 Perform Funds Certification															
011.010 Defense Enterprise Accounting Management Systems (DEAMS)			X	X	X						a			2b	
011.011 Interfaces														B	
011.012 On-Line Updates														B	
011.013 Merged Accountability and Fund Reporting														B	
011.014 Funding Management Notices															
011.015 Process Commitment Documents															
011.016 AF Form 9, Request for Purchase				X	X									2b	
011.017 AF Form 616, Fund Cite Authorization			X	X	X									2b	
011.018 AF Form 4009, Government Purchase Card Fund Cite Authorization				X	X									2b	
011.019 DD Form 448, Military Interdepartmental Purchase Request				X	X									2b	
011.020 Validate Obligation Documents															
011.021 Contracts/Purchase Orders				X	X									b	
011.022 Project Order				X	X										
011.023 AF Form 406, Miscellaneous Obligation Reimbursement Document														b	
011.024 DD Form 448-2, Acceptance Military Interdepartmental Purchase Request				X	X									b	
011.025 Travel Orders														b	
011.026 Military/Civilian Training (SF182)															
011.027 Local Drayage															
011.028 Utility Bills															
011.029 Payment Process															
011.030 Receiving Reports				X	X						A			B	
011.031 Invoices				X	X						A			B	
011.032 Cash Management			X	X											
011.033 Payment Date															
011.034 Interest Penalty Payments															
011.035 Discounts															
011.036 Foreign Currency Fluctuation Account															
011.037 Determine Budget Rate			X	X	X							b			b
011.038 Determine Daily Exchange Rate			X	X	X							b			2b
011.039 Prepare and Process Adjustment Vouchers			X	X	X										
011.040 Prompt Payment Act (PPA)			X	X	X						A			B	
011.041 Accounts Receivable															
011.042 Customer Billings															
011.043 Stock Fund															
011.044 Miscellaneous															
011.045 Process Collections			X	X	X									b	b
011.046 Delinquent Accounts Receivable/Write-Offs															
011.047 Financial Management System Products															
011.048 Accounts Payable Management Products														B	
011.049 Open Document List					X									B	
011.050 Daily Audit List														B	
011.051 Automated Execution Reports														B	
011.052 Selective Transaction History List														B	
011.053 Outstanding Orders, Travel Advances, and Obligations List														B	
011.054 Perform Tri-Annual Review (TAR) of Obligations															
012. MILITARY PAY				X	X									2b	
TR: AFMAN 65-116 v1; FICS site: https://usaf.dps.mil/t/r/teams/11422/FICS/Training/Qualified%20Training%20Package?csf=1&web=1&e=yikSTw															
012.001 Interpret MMPA				X	X									b	
012.002 Interpret LES	*			X	X						2b				
012.003 Clear Management Notices														b	
012.004 Correct Rejects														b	

Tasks, Knowledge and Technical References	Core Tasks					Certification for OJT					Training Proficiency				
	5-level	7-level	UTC			A. Training Start	B. Training End	C. Trainee Initials	D. Trainer Initials	E. Certifier Initials	3-skill level (course)	5-skill lvl (FMCI)			7-skill level (course)
			A1	A2	A7							FMCI-F	FMCI-O	FMCI-A	
012.005 Voucher Balancing													B		
013. ENTITLEMENTS TR: AFMAN 65-116 v1; FICS site: https://usaf.dps.mil/f/r/teams/11422/FICS/Training/Qualified%20Training%20Package?csf=1&web=1&e=yikSTw															
013.001 Compute Basic Pay				X									2b		
013.002 Special Pay/Bonuses															
013.003 Medical and Dental															
013.004 Proficiency/Special Duty Assignment															
013.005 Process Hostile Fire and Imminent Danger				X	X								b		
013.006 Aviation Retention Pay															
013.007 Process Hardship Duty Pay				X	X								b		
013.008 Incentive Pay				X											
013.009 Aviation Career Incentive Pay															
013.010 Career Status Bonus				X											
013.011 Initial Enlistment Bonus															
013.012 Entitlement Verification/Recertification															
013.013 Member													B		
013.014 Unit/Agency Verification													B		
013.015 Process Combat Zone Tax Exclusion/Qualified Hazardous Duty Area Entitlement				X	X								b		
014. ALLOWANCES TR: JTR; AFMAN 65-116 v1; FICS site: https://usaf.dps.mil/f/r/teams/11422/FICS/Training/Qualified%20Training%20Package?csf=1&web=1&e=yikSTw															
014.001 BAS															
014.002 Compute BAS				X									2b		
014.003 Process Meal Deductions													b		
014.004 Family Subsistence Supplemental Allowance (FSSA)															
014.005 Process BAH				X									b		
014.006 Clothing				X	X								B		
014.007 Compute Family Separation				X	X								2b		
014.008 COLA													B		
014.009 OHA													B		
014.010 TLA													B		
014.011 MIHA													B		
015. DUTY STATUS TR: AFMAN 65-116 v1; FICS site: https://usaf.dps.mil/f/r/teams/11422/FICS/Training/Qualified%20Training%20Package?csf=1&web=1&e=yikSTw															
015.001 Process PCS													b		
015.002 Process Leave				X	X										
015.003 Absent Without Leave (AWOL)													A		
015.004 Confinement													A		
015.005 Accessions													B		
016. DEDUCTIONS TR: AFMAN 65-116, Vol 1, 2; FICS site: https://usaf.dps.mil/f/r/teams/11422/FICS/Training/Qualified%20Training%20Package?csf=1&web=1&e=yikSTw															
016.001 Compute Taxes (FITW, FICA, Medicare and SITW)				X									2b		
016.002 SGLI															

Tasks, Knowledge and Technical References	Core Tasks					Certification for OJT					Training Proficiency				
	5-level	7-level	UTC			A. Training Start	B. Training End	C. Trainee Initials	D. Trainer Initials	E. Certifier Initials	3-skill level (course)	5-skill lvl (FMCI)			7-skill level (course)
			A1	A2	A7							FMCI-F	FMCI-O	FMCI-A	
016.003 AFRH															
016.004 Thrift Savings Plan (TSP)															
017. ALLOTMENTS (DEDUCTIONS) TR: AFMAN 65-116, Vol 1; FICS site: https://usaf.dps.mil/f/r/teams/11422/FICS/Training/Qualified%20Training%20Package?csf=1&web=1&e=yikSTw													B		
017.001 Allotments (Deductions)			X										A		
018. INDEBTEDNESS TR: AFMAN 65-116 v1; FICS site: https://usaf.dps.mil/f/r/teams/11422/FICS/Training/Qualified%20Training%20Package?csf=1&web=1&e=yikSTw															
018.001 Types			X												
018.002 Notification													B		
018.003 Repayment Repayment													B		
018.004 Appeals and Rebuttals													B		
018.005 Remission													B		
018.006 Waiver													B		
018.007 Open/Suspended Questionable Indebtedness Listing													B		
018.008 Garnishments													B		
019. COMPUTE FINAL PAY TR: AFMAN 65-116, Vol 1; FICS site: https://usaf.dps.mil/f/r/teams/11422/FICS/Training/Qualified%20Training%20Package?csf=1&web=1&e=yikSTw															
019.001 Compute Final Pay													2b		
020. REENLISTMENTS TR: AFMAN 65-116, Vol 1; FICS site: https://usaf.dps.mil/f/r/teams/11422/FICS/Training/Qualified%20Training%20Package?csf=1&web=1&e=yikSTw															
020.001 Compute Bonus			X										b		
020.002 Compute Leave Settlement			X										b		
021. COURTS MARTIAL SENTENCES AND NONJUDICIAL PUNISHMENT TR: AFMAN 65-116, Vol 1; FICS site: https://usaf.dps.mil/f/r/teams/11422/FICS/Training/Qualified%20Training%20Package?csf=1&web=1&e=yikSTw															
021.001 Fines													B		
021.002 Forfeitures													B		
022. MILITARY PAYMENTS TR: AFMAN 65-116, Vol 1; FICS site: https://usaf.dps.mil/f/r/teams/11422/FICS/Training/Qualified%20Training%20Package?csf=1&web=1&e=yikSTw															
022.001 Compute Advance Pay													2b		
022.002 Compute Partial Pay			X	X									2b		
022.003 Compute Casual													2b		
022.004 Process Death Gratuity													b		
023. DEPENDENCY DETERMINATION TR: AFMAN 65-116, Vol 1, Ch 26; JTR, Ch 10;													A		
023.001 Dependency Determination															
024. CIVILIAN PAY TR: DoDFMR 7000.14-R, Vol 8, Ch 2, 4;															
024.001 Change of Address													A		
024.002 Deductions													A		
024.003 Direct Deposit													A		
025. RETIRED PAY TR: FICS site: https://usaf.dps.mil/f/r/teams/11422/FICS/Training/Qualified%20Training%20Package?csf=1&web=1&e=yikSTw															
025.001 Retired Pay															
026. GUARD AND RESERVE COMPONENTS TR: AFMAN 65-116, Vol 3; FICS site: https://usaf.dps.mil/f/r/teams/11422/FICS/Training/Qualified%20Training%20Package?csf=1&web=1&e=yikSTw															
026.001 Status (Title 10 & 32)															
TR: Title 10 & Title 32 of US Code			X	X											
026.002 Interpret MMPA			X	X											

027. MILITARY AND DEPENDENT PCS, RETIREMENT AND SEPARATION TRAVEL TR: JTR; FICS site: https://usaf.dps.mil/f/r/teams/11422/FICS/Training/Qualified%20Training%20Package?csf=1&web=1&e=yikSTw																			
027.001 Compute Leave and Allowable Travel Time																		2b	
027.002 Compute Travel and Transportation Options and Allowances																		2b	
027.003 IPCOT/COT																		A	
027.004 Transportation of Student Dependent																		A	
027.005 Determine Dislocation Allowance																			
																		b	
027.006 POV Shipment/Storage																		A	
027.007 Compute TLE																			
																		b	
028. CIVILIAN AND DEPENDENT PCS TRAVEL TR: JTR; FICS site: https://usaf.dps.mil/f/r/teams/11422/FICS/Training/Qualified%20Training%20Package?csf=1&web=1&e=yikSTw																			
028.001 Allowable Travel Time																			
																		A	
028.002 Travel and Transportation Allowances																			
																		A	
028.003 TQSE																			
																		A	
028.004 RITA/WTa																			
																		A	
028.005 House Hunting																			
																		A	
028.006 Real Estate																			
																		A	
028.007 Miscellaneous Expense																			
																		A	
028.008 Compute Voucher																			
028.009 CONUS-CONUS																		a	
028.010 Involving Overseas																		a	
029. MILITARY AND CIVILIAN TEMPORARY DUTY TRAVEL TR: JTR; FICS site: https://usaf.dps.mil/f/r/teams/11422/FICS/Training/Qualified%20Training%20Package?csf=1&web=1&e=yikSTw																			
029.001 Determine Leave and Allowable Travel Time																			
																		b	
029.002 Determine Travel and Transportation Options and Allowances																			
																		b	
029.003 Determine Reimbursable Expenses																			
																		b	
029.004 Determine Guard and Reserve Travel Allowances																			
																		b	
029.005 Review Settlement Vouchers																			
																		b	
029.006 Process CED Travel																			
																		b	
029.007 Fund Cite Authorization																			
030. DETERMINE LOCAL VOUCHER REIMBURSABLE EXPENSES TR: JTR; FICS site: https://usaf.dps.mil/f/r/teams/11422/FICS/Training/Qualified%20Training%20Package?csf=1&web=1&e=yikSTw																			
030.001 Determine Local Voucher Reimbursable Expenses																			
																		X	X
031. OVERSEAS EMERGENCY LEAVE TR: JTR; FICS site: https://usaf.dps.mil/f/r/teams/11422/FICS/Training/Qualified%20Training%20Package?csf=1&web=1&e=yikSTw																			
031.001 Overseas Emergency Leave																		X	X
032. DETERMINE EVACUATION ENTITLEMENTS TR: JTR; FICS site: https://usaf.dps.mil/f/r/teams/11422/FICS/Training/Qualified%20Training%20Package?csf=1&web=1&e=yikSTw																			
032.001 Emergency																			b
032.002 Non-combatant																			b
033. PROCESS PERSONAL PROCURED MOVES TR: JTR, Ch 5; AFI 65-114, Ch 5																			
033.001 Process Personal Procured Moves																			

Tasks, Knowledge and Technical References	Core Tasks					Certification for OJT					Training Proficiency				
	5-level	7-level	UTC			A. Training Start	B. Training End	C. Trainee Initials	D. Trainer Initials	E. Certifier Initials	3-skill level (course)	5-skill lvl (FMCI)			7-skill level (course)
			A1	A2	A7							FMCI-F	FMCI-O	FMCI-A	
034. DOUBTFUL CLAIMS TR: DoDFMR Vol 5; JTR; FICS site: https://usaf.dps.mil/f/r/teams/11422/FICS/Training/Qualified%20Training%20Package?csf=1&web=1&e=yikSTw															
034.001 Doubtful Claims				X									A		
035. TRAVEL CARD PROGRAM TR: https://www.defensetravel.dod.mil/Docs/regulations/GTCC.pdf ; FICS site: https://usaf.dps.mil/f/r/teams/11422/FICS/Training/Qualified%20Training%20Package?csf=1&web=1&e=yikSTw															
035.001 Travel Card Program															
036. DDO OPERATIONS TR: DoDFMR Vol 5; FICS site: https://usaf.dps.mil/f/r/teams/11422/FICS/Training/Qualified%20Training%20Package?csf=1&web=1&e=yikSTw															
036.001 Appointments and Duties of Agents															
036.002 Deputy Disbursing Officer												A			
036.003 Agents												A			
036.004 Cashiers												A			
036.005 Safeguarding Funds, Negotiable Instruments, and Vouchers															
036.006 Accountability												A			
036.007 U.S. Treasury and Limited Depository Account Operations												A			
036.008 Submission of Original Vouchers															
037. CONTINGENCY OPERATIONS TR: DODFMR Vol5; FICS site: https://usaf.dps.mil/f/r/teams/11422/FICS/Training/Qualified%20Training%20Package?csf=1&web=1&e=yikSTw															
037.001 Appointment of Agents															
037.002 Appoint Disbursing Agent				X											b
037.003 Appoint Paying Agent			X	X											b
037.004 Appoint Cashier			X	X											2b
037.005 Safeguarding Funds, Negotiable Instruments, and Vouchers															
			X	X								B			B
037.006 Identify Sources of Funds (Cash)			X	X								a			2b
037.007 Manage a Limited Depository Account (LDA)				X								a			2b
037.008 Perform Accountability															
037.009 Agent			X	X								2b			2b
037.010 Cashier			X	X								2b			2b
037.011 Perform Accommodation Exchange												2b			2b
037.012 Savings Deposit Program Entitlement (SDP)												2b			2b
037.013 Perform Destruction of Funds Process			X	X								B			B
037.014 Balance Manual AF Form 616			X	X								b			2b
037.015 Account for Commitment Documents			X	X	X										
037.016 AF Form 9, Request for Purchase												2b			2b
037.017 AF Form 4009, Government Purchase Card Fund Cite Authorization															
037.018 DD Form 448, Military Interdepartmental Purchase Request												2b			2b
037.019 Account for Obligation Documents															
037.020 SF 1449 Contract												a			2b
037.021 SF 44 Invoice/Purchase Order/Receiving Report															
			X	X	X							a			2b
037.022 DD 448-2, MIPR Acceptance				X	X							a			2b
037.023 Blanket Purchase Agreement (BPA)												a			2b
037.024 Open Safe and Close			X	X								b			2b
037.025 Change Safe Combination			X	X											2b

Tasks, Knowledge and Technical References	Core Tasks					Certification for OJT					Training Proficiency				
	5-level	7-level	UTC			A. Training Start	B. Training End	C. Trainee Initials	D. Trainer Initials	E. Certifier Initials	3-skill level (course)	5-skill lvl (FMCI)			7-skill level (course)
			A1	A2	A7							FMCI-F	FMCI-O	FMCI-A	
037.026 Prepare Vouchers															
037.027 Certify Vouchers			X	X	X							b			2b
037.028 Combat Comptroller			X	X	X							b			2b
TR: https://usaf.dps.mil/teams/fmhub/cc/default.aspx															
037.029 Site Survey			X	X	X										
037.030 Prepare Agent Turn-ins			X	X	X							b			2b
037.031 Present Status of Funds Briefing			X	X	X							2b			2b
037.032 Support Agreements															
037.033 Coalition Forces				X								A			B
037.034 Host Nation				X								A			B
037.035 Administer Acquisition and Cross Service Agreements (ACSA)														b	b
037.036 Deployed Fiscal Law												A			
037.037 Joint Deployed Operations															
TR: Joint Pub 1-06;															
037.038 Combatant Commands												A			B
037.039 Joint Pubs												A			B
037.040 Money As A Weapon System (MAAWS)												A			B
037.041 Joint Deployments												A			B
037.042 Deployed Automated Tools															
037.043 Eagle Cash												B			
037.044 Paper Check Conversion Over The Counter (PCC O.T.C.) Procedures															
037.045 International Treasury Service (ITS).gov												A			A
037.046 Identify Sources of Funding															2b
038. COST AND ECONOMICS															
TR: FICS site: https://usaf.dps.mil/f/r/teams/11422/FICS/Training/Qualified%20Training%20Package?csf=1&web=1&e=yikSTw															
038.001 Productivity Enhancement Capital Investment (PECI)															
038.002 Cost Analysis															
038.003 Develop Cost Estimates															
038.004 Employ Time Value of Money															
038.005 Apply Activity Based Costing Principles															
038.006 Business Case Analysis (BCA)															
038.007 Accomplish Economic Analysis															
038.008 Law of Supply and Demand															
038.009 Perform Risk Management Analysis															
038.010 Perform Descriptive Statistics															
038.011 Models Used to Perform Trend Analysis															
039. ETHICS															
TR: FICS site: https://usaf.dps.mil/f/r/teams/11422/FICS/Training/Qualified%20Training%20Package?csf=1&web=1&e=yikSTw											A	B			
039.001 Ethics	*														
040. PERFORM PUBLIC SPEAKING											2b	2b			
040.001 Perform Public Speaking	*														
041. MANAGEMENT AND SUPERVISION															
TR: AFI36-2670; AFI 36-2406; AFI 36-2803; AFI 36-2907; AFI 36-3208; FICS site: https://usaf.dps.mil/f/r/teams/11422/FICS/Training/Qualified%20Training%20Package?csf=1&web=1&e=yikSTw															
041.001 OMB Circular A-123															
041.002 Continuous Evaluation												A			
041.003 Management Internal Control Program												A			
041.004 Perform Pay Record Accessibility and Travel Record Audit															
041.005 Manpower Issues												b			
041.006 Unit Manpower Document															
041.007 Unit Personnel Management Roster															
041.008 Manpower Variance															
041.009 AFMS 11C – AF Manpower Standard															
041.010 Training															
T															
041.011 OJT Core Task Training Guides												B			

Tasks, Knowledge and Technical References	Core Tasks					Certification for OJT					Training Proficiency				
	UTC					A. Training Start	B. Training End	C. Trainee Initials	D. Trainer Initials	E. Certifier Initials	5-skill lvl (FMCI)				7-skill level (course)
	5-level	7-level	A1	A2	A7						3-skill level (course)	FMCI-F	FMCI-O	FMCI-A	
041.012 Mission Readiness Training															
041.013 Contingency															
TR: Contingency SOP dated 18 NOV 2020												B			
041.014 UTC Task List															
https://usaf.dps.mil/teams/11422/FICS/SitePages/FICS%20Homepage.aspx															
FICS SharePoint site>On the job training products > Contingency > UTC task list												B			
041.015 Electronic Training Record												B			
041.016 Supervision															
041.017 Establish Standards for Work Performance				X											
041.018 Job Rotation Plans															
041.019 Job Performance Feedback				X											
041.020 Establish Training Schedules - UGT Requirements															
041.021 Individual Training Management															
041.022 Recognition Programs												A			
041.023 Air Force Audit Program												A			
041.024 Mobility and Deployment															
TR: Contingency SOP dated 18 NOV 2020; AFI 10-403															
041.025 Installation Deployment Plans, Pre-deployment and Deployment Procedures															
041.026 Mission Capability Statements												B			
041.027 FM Role in the AEF Force Module Construct				X	X						A	B			
041.028 Readiness Reporting Systems (Resource Readiness, Capability Readiness)												A			
041.029 UTC Readiness												A			
042. CRITICAL THINKING															
042.001 Demonstrate Inductive Reasoning		*									2b				2b
042.002 Demonstrate Deductive Reasoning		*									2b				2b
042.003 Apply Rational Analysis		*									a				2b
043. MICROSOFT OFFICE SUITES															
043.001 Use Word	*														
043.002 Use Excel	*										2b	2b			
043.003 Use PowerPoint	*										2b	2b			
043.004 Use Access															
043.005 Use Outlook	*										2b	2b			
044. FM SYSTEMS															
TR: FICS site: https://usaf.dps.mil/f/r/teams/11422/FICS/Training/Qualified%20Training%20Package?csf=1&web=1&e=yikSTw															
044.001 Defense Travel System (DTS)															
TR: http://www.defensetravel.osd.mil/dts/site/index.jsp															
DTMO Passport Account Login															
TR: https://www.defensetravel.dod.mil/Passport/bin/Passport.html?CFID=39661558&CFTOKEN=14ca2bef1843fc62-1918D887-B26F-6A90-9A51A2F013794FF6#															
Defense Travel Management Office															
TR: http://www.defensetravel.dod.mil/site/training.cfm															
044.002 Reserve Travel System (RTS)															
044.003 Defense Joint Military Pay System (DJMS)															
044.004 Defense MilPay Office (DMO)															
044.005 Case Management System (CMS)															
044.006 Automated Disbursing System (ADS)															
044.007 Financial Management Workflow (FMWF)															
044.008 Defense Civilian Pay System (DCPS)															
044.009 Automated Time and Attendance Production System (ATAAPS)															
044.010 Remedy															
044.011 Air Force Integrated Personnel and Pay System (AFIPPS)															

Tasks, Knowledge and Technical References	Core Tasks					Certification for OJT					Training Proficiency				
	UTC					A. Training Start	B. Training End	C. Trainee Initials	D. Trainer Initials	E. Certifier Initials	5-skill lvl (FMCI)				7-skill level (course)
	5-level	7-level	A1	A2	A7						3-skill level (course)	FMCI-F	FMCI-O	FMCI-A	
044.012 Commanders Resource Information System (CRIS) TR: https://cris.af.mil/#Help (must have access to CRIS to view training guide)															
044.013 FM Suite															
044.014 DFAS Transaction Interface Module (DTIM)															
044.015 Wide Area Work Flow (WAWF)															
044.016 Automated Business Services System (ABSS)															
044.017 General Accounting and Finance System (GAFS)															
044.018 Defense Enterprise Accounting and Management System (DEAMS)															
044.019 Government Purchase Card (GPC) System															
044.020 Purchase Card On-Line System (PCOLS)															
044.021 Government Travel Card (GTC) System TR: https://home.cards.citidirect.com/CommercialCard/login															
044.022 Online Report Viewing (OLRV)															
044.023 Obligation Adjustment Reporting System (OARS)															
044.024 Electronic Document Access, Electronic Document Management (EDA/EDM)															
044.025 Defense Medical Logistics Standard Support (DMLSS) TR: AFMAN 41-216, Section 2B															
044.026 Automated Funds Management (AFM)															
044.027 LeaveWeb TR: https://leave.af.mil (training guides located in "User Guides" after logging in)															
044.028 MyPay				X											
044.029 e-Finance															
044.030 PCS In-Processing System (PIPS)															
044.031 FM Certification Learning Management System (LMS)															
044.032 Controllor Service Portal (CSP)															
045. TERMINAL AREA SECURITY OFFICER (TASO) DUTIES															
TR: AFMAN 65-116, Vol 1; FICS site: https://usaf.dps.mil/f/r/teams/11422/FICS/Training/Qualified%20Training%20Package?csf=1&web=1&e=yikSTw															
045.001 Terminal Area Security Officer (TASO) Duties												A			

