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Part I and II
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DENTAL LABORATORY SPECIALTY AFSC 4Y0X2



CAREER FIELD EDUCATION AND TRAINING PLAN

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CAREER FIELD EDUCATION AND TRAINING PLAN

DENTAL LABORATORY SPECIALTY

AFSC 4Y0X2

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OPR: AF/SG1E

Approved by: CMSgt Randy C. Lightsey (AFMOA/SGD)

**CAREER FIELD EDUCATION AND TRAINING PLAN
DENTAL LABORATORY SPECIALTY
AFSC 4Y0X2**

Part 1

Preface

This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document identifying the life-cycle education and training requirements, training support resources, and minimum core task requirements for this specialty. The CFETP provides a clear career path to success and instill rigor in all aspects of our career field training. **NOTE: Civilians occupying associated positions will use Part II to support duty position qualification training.**

The CFETP consists of two parts. Supervisors plan, manage, and control training within the specialty using both parts of the plan.

Part I provides information necessary for overall management of the specialty. **Section A** explains how everyone will use the CFETP; **Section B** identifies career field progression information, duties and responsibilities, training strategies, and the career field path; **Section C** associates each skill-level with specialty qualifications (knowledge, education, experience, training, and other); and **Section D** indicates resource constraints. Some examples are funds, manpower, equipment, facilities; **Section E** identifies transition training guide requirements for SSgt through MSgt.

Part II includes the following: **Section A:** identifies the Specialty Training Standard (STS) and includes duties, tasks technical references to support training, Air Education and Training Command (AETC) conducted training, core and critical tasks, and correspondence course requirements. **Section B:** contains the course objective list and training standards supervisors will use to determine if an Airmen satisfied training requirements. **Section C:** identifies available support materials (i.e. QTPs). **Section D:** identifies the training course index supervisors can use to determine resources available to support training. Included here are both mandatory and optional courses. **Section E:** identifies MAJCOM unique training requirements supervisors can use to determine additional training required for the associated qualification needs. At unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

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

Abbreviations and Terms Explained

Advanced Training (AT). Formal courses providing individuals, qualified in one or more positions of their AFS, with additional skills and knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of AFS.

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

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

AF Enlisted Classification Directory (AFECD). The Official directory for all military enlisted classification descriptions, codes, and identifiers. This directory uses specialty descriptions and codes to identify each AF job (valid requirements) and describes the minimum mandatory qualifications of personnel to fill these jobs. The updated AFECD is available on the myPers website, <https://mypers.af.mil>, under the classification menu.

Air University (AU/A4L). Provides instructional opportunities for customers beyond the confines of the formal classroom. AU/A4L has an enrollment, distribution, tracking, and testing system in place for distance learning courses.

AF Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS). This is a comprehensive task list describing a particular job type or duty position used by supervisors to document task qualifications. The tasks on the AFJQS/CJQS are common to all persons serving in the described duty position.

AF Medical Operations Agency (AFMOA). A Field Operating Agency responsible for providing operational support to Medical/Dental Treatment Facilities and reach-back support to MAJCOM/SGs.

AF Specialty (AFS). A group of positions (with the same title and code) requiring common qualifications.

Career Development Course (CDC). A self-study correspondence course providing Airmen with a fundamental knowledge of their AFS.

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

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

Chief, Dental Services (CDS). The dental officer in charge of base dental services.

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

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

Course Training Standard (CTS). Identifies a specific course's training and proficiency level. The CTS is used to identify optional supplemental training requirements, and may also be used to identify officer CFETP mandatory and optional course requirements.

Critical Task. A task requiring specific training and certification prioritized above other tasks. Tasks may be defined as critical either through AF Instructions (AFIs), Technical Orders, higher headquarters, or at any level in the unit.

Exportable Training. Additional training via computer assisted, read-ahead material (paper text), interactive video, or other necessary means to supplement training.

General Education Mobile (GEM). A partnership between Community College of the AF (CCAF) and civilian academic institutions. Under GEM, academic institutions offer general education courses in mobile (distance) learning format in order to meet CCAF Associate of Applied Science degree requirements.

Initial Skills Training. A formal training course awarding an AFSC 3-skill level to enlisted personnel.

Major Command (MAJCOM) Functional Manager (MFM). A person appointed as the senior representative for an AFS within a specific MAJCOM. Among other responsibilities, MAJCOM MFMs work with the AFCFM to develop, implement, and maintain the CFETP. Dental MFM duties are currently being performed by the staff at the AFMOA, Dental Directorate.

Mirror Force. Maximizing the mission readiness capability of the AF Medical Service through a combined effort of Active Duty, Reserve, and National Guard by: sharing values and principles; optimizing a total force strategy; using technology effectively and efficiently; training for joint tasking and creating a dynamic environment which maximizes everyone's potential.

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

Qualification Training Package (QTP). An instructional package designed for use at the unit to qualify, or aid qualification in a duty position or program, on a piece of equipment, or on a performance item identified for competency verification within this CFETP. QTPs are designed to establish performance standards, standardize skills verification, and validate tasks competencies.

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

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

Specialty Training. The total training process used to qualify airmen in their assigned specialty.

Specialty Training Requirements Team (STRT). A forum led by the AFCFM that incorporates the expertise of the MFMs, subject matter experts (SMEs), and AETC training personnel in order to determine career ladder training requirements. Typically held before the U&TW.

Specialty Training Standard (STS). An AF publication (typically inserted as Part II of the CFETP) describing an AFS in terms of tasks and identifies knowledge an airman in the specialty may be expected to perform or to know on the job. Also identifies the training provided to achieve a 3, 5, 7, or 9-skill level within an enlisted AFS. It further serves as a contract between AETC and the functional user to show which of the overall training requirements for an AFSC taught in formal schools and correspondence courses.

The Joint Commission (TJC). The Joint Commission evaluates and accredits nearly 16,000 health care organizations and programs in the United States. An independent, not-for-profit organization, it has developed state-of-the-art, professionally based standards and evaluated the compliance of health care organizations against these benchmarks. Their mission is to continuously improve the safety and quality of care provided to the public through the provision of health care accreditation and related services that support performance improvement in health care organizations.

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

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

Utilization and Training Workshop (U&TW). A forum led by the AFCFM incorporates the expertise of the MFMs, SMEs, and AETC training personnel in order to determine career ladder training requirements. Typically held after the STRT.

Section A - General Information

1. Purpose, Use and Coordination/Approval.

1.1 Purpose. This CFETP provides information necessary for AF Career Field Managers (AFCFMs), MAJCOM Functional Managers (MFM), commanders, training managers, supervisors, and trainers to plan, develop, manage, and conduct an effective career field-training program. This plan outlines the training individuals in the 4Y0X2 specialty must 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 AFSC-specific training an individual receives upon entry into the AF or upon retraining into this specialty for award of the 3-skill level. The Medical Education and Training Campus (METC) with the support of the 59th Training Group at Fort Sam Houston, TX provides this training.

1.1.1 Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3-, 5-, 7-, and 9-skill levels. 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. Qualification training provides the performance skills and knowledge required to do the job. Advanced training is formal specialty training used for selected Airmen. Proficiency training is additional training provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The CFETP has several purposes, some are:

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

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

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

1.1.4. Identifies major resource constraints that impact full implementation of the desired career field training process.

1.2. Uses. MFMs and supervisors at all levels will use the plan to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

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

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

1.2.3. Each individual will complete the mandatory training requirements specified in this CFETP. Use the list of courses in Part II as a reference to support training.

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

Section B - Career Field Progression and Information

1. Specialty Description.

1.1. Dental Laboratory Apprentice, Journeyman, and Craftsman. Fabricates and repairs dental and maxillofacial prostheses and appliances. Inspects dental laboratory equipment and supervises dental laboratory activities. Related DoD Occupational Subgroup: 133100.

1.1.1. Duties and Responsibilities.

1.1.1.1. Performs procedures to fabricate and repair complete dental prostheses; fixed and removable partial dental prostheses; and individual crowns, inlays, pontics, splints, stabilizers, and space maintainers. Uses precious and non-precious metals, acrylic resins, and porcelain as basic materials.

1.1.1.2. Manages dental laboratory and clinic administrative tasks and equipment. Maintains dental laboratory records. Prepares reports on laboratory activities. Requisitions, stores, and issues supplies. Inspects equipment and performs minor maintenance. Reports defective equipment or utilities for corrective action. Accounts for precious metals expended. Inspects and evaluates administrative and technical procedures. Furnishes deficiency reports and outstanding accomplishments to CDS. Interprets inspection findings and recommends corrective action. Consults and coordinates with CDS for improving procedures. Institutes corrective measures and maintains follow-up action to ensure adequacy and compliance.

1.2. Superintendent/Squadron Superintendent. Assists the CDS in the overall management and operation of dental services. Related DoD Occupational Subgroup: 133000.

1.2.1. Duties and Responsibilities:

1.2.1.1. Manages dental clinic and laboratory activities. Participates in medical and dental service strategic planning. Reviews correspondence, reports, and records for accuracy. Maintains administrative and clinical record systems. Develops and analyzes statistical controls; implements improved clinical procedures and work methodology. Manages the annual operating budget and conducts profit analysis. Develops, coordinates, and implements administrative and ancillary training programs.

1.2.1.2. Administers unit self-assessment program. Inspects and evaluates dental practices and procedures ensuring compliance with AF and civilian oversight agency guidelines. Interprets inspection findings; reports deficiencies, recommended corrective actions, and outstanding accomplishments to the CDS.

2. Skill/Career Progression (Figures 8-1 thru 8-3). Adequate training and timely progression from the apprentice to the superintendent level play an important role in the AF's ability to accomplish its mission. It is essential everyone involved in training does 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.

2.1. Apprentice 3-Skill Level. An apprentice works with qualified dental laboratory technicians and dentists to enhance their knowledge and skills. The Apprentice will enter UGT using the CDC and QTPs to progress in the career field. Evaluate tasks taught during initial skills training and performed on the job will be evaluated at the member's first duty station. Individuals will participate in ongoing dental continuing education programs to expand their knowledge and skills. Apprentices should devote their full time to learning the specialty.

2.2. Journeyman 5-Skill Level. Journeymen may be required to perform a variety of diverse laboratory tasks, or specialize in specific areas such as removable or fixed prosthodontics. Minimum training times to Journeyman 5 skill level will be a total of 12 months for normal UGT and 9 months for retrainees. When resources are available, individuals are encouraged to periodically attend Area Dental Laboratory (ADL) symposia. Journeymen are highly encouraged to become a Certified Dental Technician (CDT) in Dental Laboratory Technology through the National Board for Certification (NBC). They should also continue their education towards a CCAF degree. Journeymen are eligible for special duty assignments such as instructor duty.

2.3. Craftsman 7-Skill Level. Craftsmen are expected to be knowledgeable and highly skilled in a wide variety of laboratory procedures and administration duties. They are the primary trainers of those technicians working toward advancement to the 5- and 7-skill levels. In addition to fabricating dental prostheses, craftsmen must be knowledgeable on dental laboratory management as well as clinical and support functions as they can expect to fill various supervisory and management positions. Minimum training times for UGT to the craftsman 7-skill level will be total of 12 months for normal UGT and 6 months for retrainees. Craftsmen are highly encouraged to become a CDT in Dental Laboratory Technology through NBC. Continued education through CCAF and higher degree programs is encouraged. Craftsmen are eligible for special duty assignments such as instructor duty.

2.4. Superintendent 9-Skill Level. A 9-skill level is expected to fill positions such as dental clinic or dental laboratory superintendent. Additional training and experience in areas of resource and personnel management should be pursued. Enrollment in higher degree programs is appropriate.

3. Training Decisions. This CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Dental Laboratory Career Field. This spectrum includes a strategy for when, where, and how to meet these training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training. The decisions regarding training within the 4Y0X2 career field were made at the Dental STRT/Utilization and Training Workshop (U&TW) meeting conducted 16 October – 20 October 2017 at Ft Sam Houston, TX.

4. CCAF Career Path. Enrollment in CCAF occurs upon completion of Basic Military Training. CCAF provides the opportunity to obtain an Associate of Applied Science Degree. In addition to its associate degree program, CCAF offers the following:

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

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

4.1.1. 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 or courses. Specific requirements can be found in the latest CCAF catalog located at <http://www.airuniversity.af.mil/Barnes/CCAF/>.

Technical Core	Maximum Semester Hours
CCAF Specialty Internship.....	18
Complete Dentures	12
Construction of Removable Partial Dentures.....	12
Dental Ceramics	6
Dental Laboratory Fundamentals	6
Inlays, Crowns & Fixed Partial Dentures.....	13
Technical Electives	Maximum Semester Hours
Advanced Removable Prosthodontics.....	8
Computer Science	6
Fixed Prosthodontics	8
Medical Readiness.....	3
Porcelain & Metal Ceramic Restoration.....	8

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

4.1.3. Physical Education (4 Semester Hours). Completion of Basic Military Training satisfies this requirement.

4.1.4. 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. The following is a specific breakout of requirements:

Subjects/Courses.....	Semester Hours
Communications.....	6
Written Communication - English composition..... (6 hours)	
or	
Oral Communication – Speech..... (3 hours)	
Written Communication - English composition..... (3 hours)	
Mathematics.....	3
Social Science.....	3
Humanities.....	3

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

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

4.3. Certifications.

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

4.3.2. Occupational Instructor Certification. Upon completion of instructor qualification training, consisting of the instructor methods course and supervised practice teaching, CCAF instructors who possess an associate degree or higher may be nominated by their school commander and commandant for certification as an occupational instructor.

4.3.3. CCAF Instructional Systems Design Certification. CCAF offers the Instructional Systems Development (ISD) Certification for qualified individuals who develop CCAF courses/curriculum at CCAF affiliated schools. The purpose of the certification is to recognize the training and education required for individuals to be qualified to develop and manage CCAF collegiate courses. The certification also recognizes the individual's ISD qualification and experience in planning, developing, implementing, and managing instructional systems. Qualified officer, enlisted, civilian, and other service curriculum writers/developers are eligible for this certification.

4.3.4. Professional Manager Certification. This program is a professional credential awarded by CCAF to formally recognize a SNCO's professional accomplishments and advanced level of education and experience in leadership and management. The program provides a structured professional development track that supplements Enlisted Professional Military Education and CFETP.

4.4. AF Credentialing Opportunities On-Line (AF COOL). This program assists airmen in navigating through the various civilian credentialing opportunities that are available for their control/duty AFSCs. AF COOL provides a one-stop-shop for airmen to explore credentials recognized by the civilian community that can enhance an airmen's current performance in their AF job as well help prepare for civilian employment.

4.5. Additional Off-duty Education. 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 (SDA) 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. A degreed faculty is necessary to maintain affiliation through the CCAF and accreditation through Commission on Dental Accreditation (CODA).

5. Career Path.

5.1. Enlisted Career Field Path (Figures 5-1 thru 5-3).

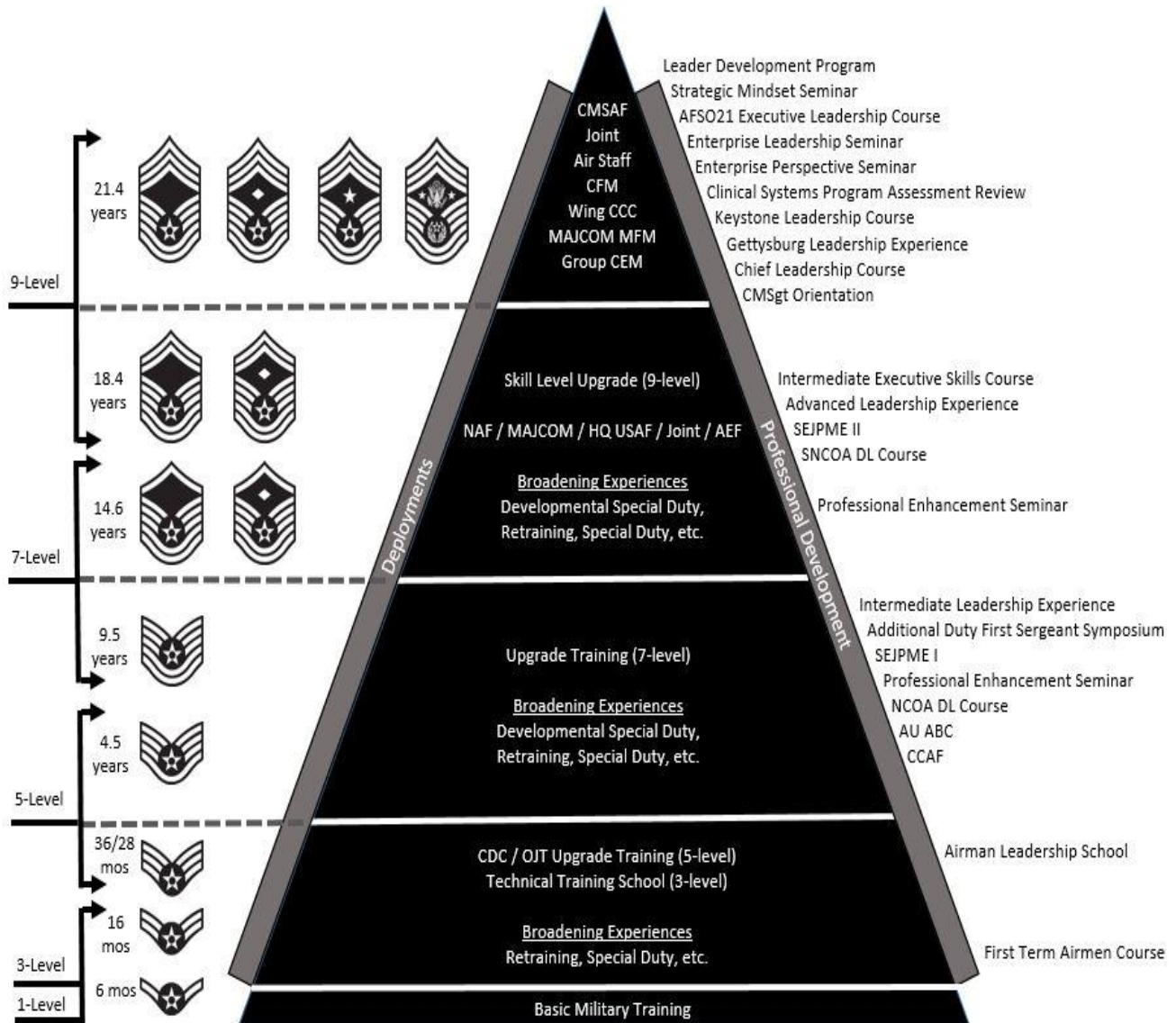


Figure 5-1. Enlisted Education and Training Path.

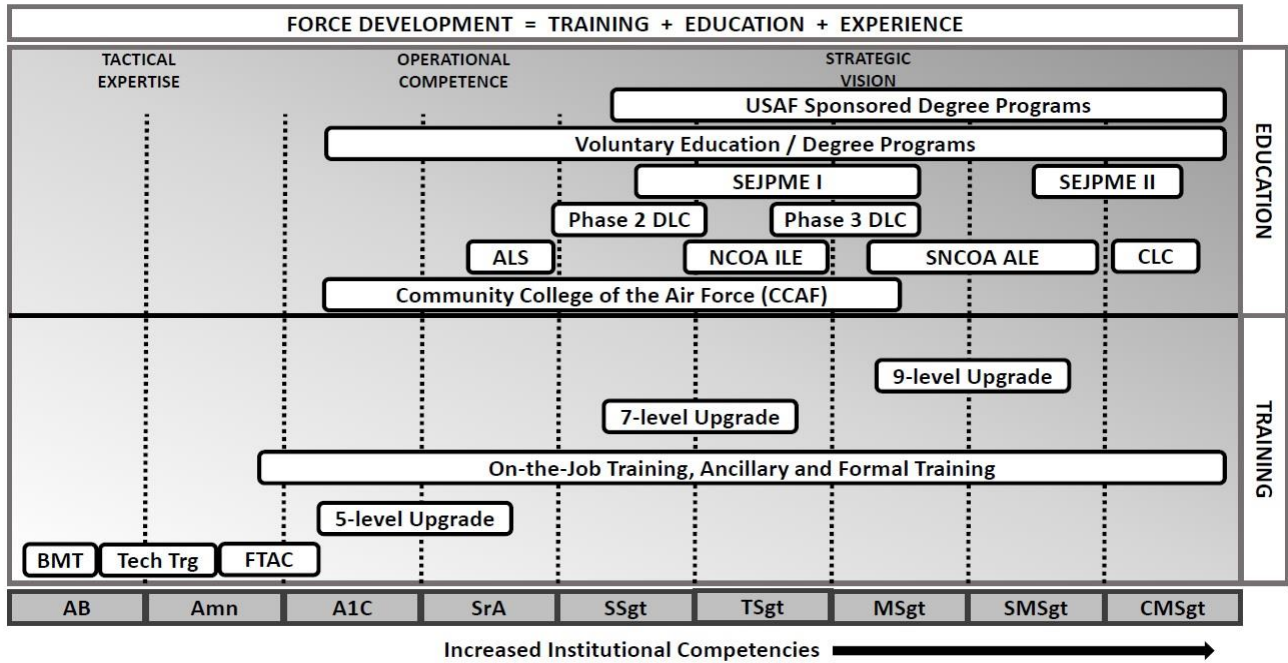


Figure 5-2. Enlisted Career Path.

4Y0XX AFSC

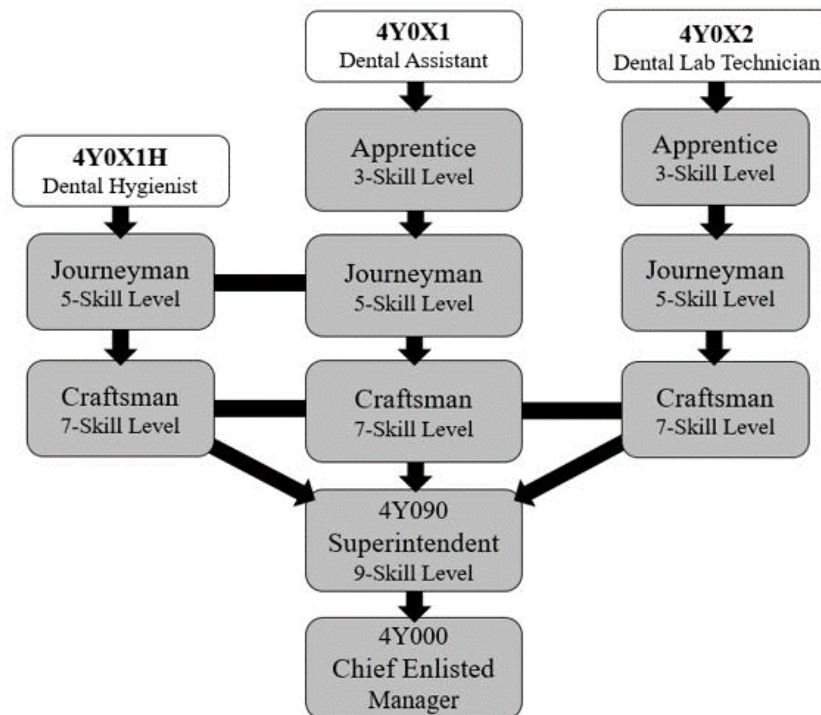


Figure 5-3. Dental Enlisted Career Path.

5.2 Certified Dental Technician (CDT). This certification is only mandatory for AETC Instructors however it is highly encouraged for all other technicians. Instructors must gain and retain national certification through NBC in Dental Laboratory Technology, within two years of completion of a Basic Instructor Course.

Section C - Skill Level Training Requirements

1. Purpose. Skill level training requirements in this specialty 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, Section A and B of this CFETP.

1.1. Specialty Qualifications.

1.1.1. Apprentice, Journeyman, and Craftsman Training:

1.1.1.1. Knowledge. Knowledge is mandatory of: oral anatomy and physiology; inorganic chemistry; metallurgy fundamentals; dental laboratory technology; dental materials physical and chemical properties; instruments; infection control protocols; dental administration; budgeting; dental laboratory equipment and maintenance requirements.

1.1.1.2. Education. For entry into this specialty, completion of high school or college level courses in biology and chemistry is desirable.

1.1.1.3. Training. The following training is mandatory for award of the AFSC indicated:

1.1.1.3.1. 4Y032. Completion of the Dental Laboratory Apprentice course. Award of the 3 skill level requires successful completion of initial skills training to include the 16 hour Expeditionary Medical Readiness Course which is conducted at Camp Bullis, Texas. View Education and Training Course Announcements (ETCA), <https://etca.randolph.af.mil/>, to identify current course numbers.

1.1.1.3.2. 4Y052. Completion of the 4Y052 Dental Laboratory Journeyman correspondence course and all 5-skill level core and duty position tasks listed in the 4Y0X2 STS.

1.1.1.3.3. 4Y072. Completion of the 4Y072 Dental Laboratory Craftsman correspondence course and all 7-skill level core and duty position tasks listed in the 4Y0X2 STS.

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

1.1.1.4.1. 4Y052. Qualification in and possession of AFSC 4Y032. Also, experience fabricating prosthodontic restorations, including fixed, removable, and orthodontic appliances.

1.1.1.4.2. 4Y072. Qualification in and possession of AFSC 4Y052. Also, experience in supervision and fabricating complex prostheses.

1.1.1.4.3. 4Y090: Qualification in and possession of AFSC 4Y071, 4Y071H, or 4Y072 is mandatory. Also, experience is mandatory in functions such as clinical and/or laboratory procedures, dental practice management, budgeting, and dental administration.

Section D - Resource Constraints

1. Purpose. This section identifies known resource constraints (i.e. cost, manpower, equipment, etc.), which preclude optimal and desired training from being developed or conducted. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Included in this section are actions required, office of primary responsibility and target completion dates. At a minimum, review and update resource constraints annually.

1.1. Apprentice 3-Skill Level Training. None.

1.2. Journeyman 5-Skill Level Training. None.

1.3. Craftsman 7-Skill Level Training. None.

Section E – Transitional Training Guide

1. Space Reserved. There are currently no transitional training requirements. This area is reserved.

**CAREER FIELD EDUCATION AND TRAINING PLAN
DENTAL LABORATORY SPECIALTY
AFSC 4Y0X2**

PART II

Section A - Specialty Training Standard (STS)

1. Implementation. This STS will be used for technical training provided by METC for classes beginning March 2019 and graduating July 2019.

2. Purpose. As prescribed in AFI 36-2201, *AF Training Program*, this STS:

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.

2.2. Uses the numbers 5 or 7 in column 2A, to identify core tasks required for upgrade to the 5- and 7-skill levels respectively in the dental laboratory specialty. Personnel must be trained on appropriate core and duty tasks to complete upgrade training. **NOTE: Not all tasks require third party certification. The symbol “X” in column 2B identifies critical tasks; these are the only tasks that require third party certification.**

2.3. Provides certification for OJT. Use column 3 to record completion of tasks and knowledge training requirements. Use AFTR 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).

2.3.1. Trainers must be recommended by their supervisor, qualified to perform the task being trained, and have completed the AF Training Course (AFTC). **NOTE: Members of Sister Services that are trainers of AF personnel are not required to complete the AFTC.**

2.3.2. Certifiers must be at least a SSgt (E-5) with a 5-skill level or civilian equivalent, capable of evaluating the task being certified, and have completed the AFTC. **NOTE: Members of Sister Services that are certifiers of AF personnel are not required to complete the AFTC.**

2.4. 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. For a list of QTP volume numbers and titles, refer to Section C. **NOTE: Training codes in columns 4B and 4C reflected for 5- and 7- skill levels indicate the information provided in the CDCs. These codes do not reflect the level required to satisfy OJT upgrade requirements.**

2.5. Identifies qualification requirements. The proficiency code key is used to indicate the level of training and knowledge provided by resident training and CDCs.

2.6. Is used to document training in the AF Training Record. Refer to AFI 36-2201, Chapter 6 for further

guidance on documentation, transcription, decertification, and recertification.

2.7. Is used as a performance standard. Tasks are trained and qualified to the go/no go level. Go means the individual can perform the task without assistance and meet accuracy, timeliness, and correct use of procedures.

2.8. Is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKTs) are developed at the AETC Airman Advancement Division, by SNCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. Individual responsibilities are in Chapter 1 of AFI 36-2605, *AF Military Personnel Testing System*. WAPS is not applicable to the Air National Guard.

3. Recommendations. Report unsatisfactory performance of individual course graduates, inadequacies and recommended changes to this training standard to the 59 TRG/TGE, 2931 Harney Road, Building 903, Fort Sam Houston, TX 78234-7674 or use the Customer Service Information Line, DSN 312-420-1080 (Commercial 210-808-1080) to report your findings. Be sure to reference specific STS paragraphs in the report.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

DOROTHY A. HOGG
Lieutenant General, USAF, NC
Surgeon General

Attachments:
Qualitative Requirements
4Y0X2 STS

This Block Is For Identification Purposes Only		
Name Of Trainee		
Printed Name (Last, First, Middle Initial)	Initials (Written)	SSAN
Printed Name Of Trainer, Certifying Official And Written Initials		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

QUALITATIVE REQUIREMENTS

Proficiency Code Key		
	Scale Value	Definition: The individual
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (extremely limited)
	2	Can do most parts of the task. Needs only help on hardest parts. (partially proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (highly proficient)
*Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (nomenclature)
	b	Can determine step by step procedures for doing the task. (procedures)
	c	Can identify why and when the task must be done and why each step is needed. (operating principles)
	d	Can predict, isolate, and resolve problems about the task. (advanced theory)
**Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (facts)
	B	Can identify relationship of basic facts and state general principles about the subject. (principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (analysis)
	D	Can evaluate conditions and make proper decisions about the subject. (evaluation)
Explanations * 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. NOTE: All tasks and knowledge items shown with a proficiency code are trained during wartime.		

STS 4Y0X2	2. Core/Critical Tasks		3. Certification for OJT					4. Proficiency Codes and QTP References			
	A	B	A	B	C	D	E	A	B	C	D
	Core	Critical	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	3-Skill Level Course	5-Skill Level CDC	7-Skill Level CDC	QTP
1. Tasks, Knowledge and Technical References											
1. COMMON DENTAL CAREER FIELD EXPERIENCE											
1.1 Occupational hazards TR: Dental Laboratory Guide (DLG)								A	B	-	-
1.2 Perform cardiopulmonary resuscitation TR: American Heart Association, Basic Life Support for Healthcare Providers								3c	-	-	-
1.3 Professional conduct TR: DLG								A	-	-	-
2. FUNDAMENTALS TR: DLG											
2.1 Oral anatomy								A	B	-	-
2.2 Facial anatomy								A	B	-	-
2.3 Oral physiology								A	B	-	-
2.4 Occlusion								A	B	-	-
2.5 Properties of dental materials								B	B	-	-
2.6 Apply infection control protocol TR: AFIs 44-108, 47-101; USAF Guidelines for Infection Prevention and Control in Dentistry	5	X						2b	c	-	1
2.7 Interpret and validate Laboratory Work Authorization and Consultation Request (DD form 2322) TR: AFIs 37-138; 47-101								3c	-	-	-
2.8 Identify anatomic landmarks											
2.8.1 Impressions	5							2b	c	-	-
2.8.2 Casts	5							2b	c	-	-
2.8.3 Prostheses	5							2b	c	-	-
2.9 Construct dental casts											
2.9.1 Diagnostics	5							2b	c	-	1
2.9.2 Complete denture								2b	c	-	-
2.9.3 Removable dental prostheses (RDP)								2b	-	-	-
2.9.4 Full arch fixed master cast	5							2b	c	-	1
2.9.5 Dual arch casts	5							2b	c	-	1
2.9.6 Orthodontic study models								1a	-	-	-
2.9.7 Altered cast for RDP								1a	-	-	-
2.9.8 Duplicate casts	5							2b	-	-	-

STS 4Y0X2	2. Core/Critical Tasks		3. Certification for OJT					4. Proficiency Codes and QTP References			
1. Tasks, Knowledge and Technical References	A	B	A	B	C	D	E	A	B	C	D
	Core	Critical	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	3-Skill Level Course	5-Skill Level CDC	7-Skill Level CDC	QTP
2.10 Articulators											
2.10.1 Articulator types								B	B	-	-
2.10.2 Mount casts using arbitrary method	5							2b	b	-	1
2.10.3 Mount casts using facebow transfer technique	5							2b	b	-	1
2.10.4 Adjust settings using occlusal registrations								-	b	-	-
2.10.5 Perform cast equilibration	5							2b	b	-	-
2.11 Repair removable prostheses	5							b	b	-	1
2.12 Prepare casework for shipping								a	b	-	-
2.13 Receive casework								a	b	-	-
3. FIXED PROSTHODONTICS TR: DLG; Manufacturer's instructions											
3.1 Types of fixed restorations								A	B	-	-
3.2 Principles of design								B	B	-	-
3.3 Shade Selection											
3.3.1 Verify basic shade								1a	b	-	-
3.3.2 Identify custom shade selection/characterization								1a	b	-	-
3.4 Fabricate post and core	5							2b	c	-	2
3.5 Fabricate interim fixed restorations								-	b	-	-
3.6 Fabricate single unit metal restorations	5							2b	c	-	2
3.7 Fabricate single unit metal-ceramic restorations	5							2b	c	-	2
3.8 Fabricate fixed dental prostheses (FDP)								2b	c	-	2
3.9 Fabricate metal-ceramic FDP	5							a	c	-	2
3.10 Apply internal porcelain modifiers								-	b	-	-
3.11 Solder fixed restorations											
3.11.1 Pre-solder	5							a	c	-	2
3.11.2 Contacts	5							1a	c	-	2
3.12 Fabricate surveyed crown	7							-	b	-	2
3.13 Fabricate pressable restoration								a	b	-	-
3.14 Dental implants								B	B	-	-
3.15 Fabricate implant prostheses											
3.15.1 Soft tissue master cast	5							2b	b	-	2
3.15.2 Implant custom abutment	5							2b	b	-	2

STS 4Y0X2	2. Core/Critical Tasks		3. Certification for OJT					4. Proficiency Codes and QTP References			
	A	B	A	B	C	D	E	A	B	C	D
	Core	Critical	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	3-Skill Level Course	5-Skill Level CDC	7-Skill Level CDC	QTP
1. Tasks, Knowledge and Technical References											
3.15.3 Implant abutment supported restoration	5							a	b	-	2
3.15.4 Screw retained implant crown	5							2b	b	-	2
3.16 Fabricate computer aided design (CAD)/computer aided manufacturing (CAM) restoration											
3.16.1 Design fixed restoration	5							2b	b	-	2
3.16.2 Design implant	5							2b	b	-	2
3.16.3 Fabricate fixed restoration	5							2b	b	-	2
3.16.4 Fabricate implant	5							2b	b	-	2
4. FABRICATE TREATMENT APPLIANCE TR: DLG											
4.1 Interim RDP								-	-	-	3
4.2 Athletic mouthguard								2b	b	-	-
4.3 Fluoride carrier								2b	b	-	-
4.4 Hard nightguard	5							2b	b	-	3
4.5 Periodontal stent								a	b	-	-
4.6 Surgical stent								a	b	-	-
4.7 Sleep apnea device								a	b	-	-
4.8 Bleaching tray								-	-	-	-
4.9 Record bases/occlusal rims								2b	b	-	-
4.10 Surgical template								1a	b	-	-
4.11 Custom impression trays	5							2b	-	-	1
4.12 Space maintainer								1a	-	-	-
5. COMPLETE AND PARTIAL DENTURES TR: DLG											
5.1 Fabricate complete denture								2b	-	-	-
5.2 Fabricate RDP base								2b	b	-	-
5.3 RDP Framework											
5.3.1 Classification of partial RDPs								A	B	-	-
5.3.2 Components of partial RDP								A	B	-	-
5.3.3 Survey and design								B	B	-	-
5.3.4 Fabricate partial RDP framework								1a	b	-	-
5.3.5 Repair partial RDP								2b	-	-	-

STS 4Y0X2	2. Core/Critical Tasks		3. Certification for OJT					4. Proficiency Codes and QTP References			
	A	B	A	B	C	D	E	A	B	C	D
	Core	Critical	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	3-Skill Level Course	5-Skill Level CDC	7-Skill Level CDC	QTP
1. Tasks, Knowledge and Technical References											
6. ORTHODONTICS TR: DLG											
6.1 Orthodontic movement								B	B	-	-
6.2 Orthodontic appliances								-	A	-	-
6.3 Fabricate Hawley retainer	5							2b	b	-	3
6.4 Thumb sucking appliance								-	A	-	-
6.5 Nance appliance								-	A	-	-
6.6 Palatal expander/Hyrax								-	A	-	-
6.7 Transpalatal arch								-	A	-	-
6.8 Quad helix								-	A	-	-
6.9 Lower lingual holding arch								-	A	-	-
7. 3D MEDICAL MODELING TR: Manufacturer's Instructions											
7.1 Digital modeling											
7.1.1 Create model	5							2b	b	-	-
7.1.2 Create digital restoration	5							2b	b	-	-
7.1.3 Export digital file	5							2b	b	-	-
7.2 Plan digital implant	5							1a	b	-	-
7.3 Print 3D object	5							1a	b	-	-
8. DENTAL LABORATORY ADMINISTRATION TR: DLG											
8.1 Laboratory fabrication standards											
8.1.1 Establish laboratory fabrication standards	7							-	b	-	4
8.1.2 Inspect received clinical casework	7							-	b	-	4
8.1.3 Inspect completed laboratory casework	7							-	b	-	4
8.2 Maintain artificial tooth inventory								a	b	-	4
8.3 Managing the Dental Registry of Precious Metals and Alloys	5							A	B	-	4
9. MANAGING DENTAL OPERATIONS TR: AFI 47-101; Dental Management Guide											
9.1 Clinical								-	-	B	-
9.2 Support								-	-	B	-
9.3 Laboratory								-	-	B	-

TRAINING REFERENCE BIBLIOGRAPHY OF COMMERCIAL AND OTHER SERVICE
PUBLICATIONS

AMERICAN HEART ASSOCIATION, BLS FOR HEALTHCARE PROFESSIONALS, (current ed.)

Section B - Course Objective List

4. Course Objective List (COL). A publication derived from initial and advanced skills CTS, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3-, 5-, and 7-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2201, *AF Training Program*.

4.1. If a written copy of the COL is required, contact the 381 TRS/TRR Training Manager, DSN 420-5135 (Commercial 210-808-5135).

4.2. Career Development Course: CDC information can be obtained from the AF Career Development Academy (AFCDA) at Maxwell AFB, Gunter Annex, AL.

Section C - Support Materials

5. Qualification Training Packages (QTPs).

QUALIFICATION TRAINING PACKAGES		
Course Number	Course Title	Developer
QTP 4Y0X2-1	General Dental Laboratory Experience	381 TRS/TRR
QTP 4Y0X2-2	Fixed Prosthodontics	381 TRS/TRR
QTP 4Y0X2-3	Treatment and Orthodontic Appliances, Complete and Removable Dental Prostheses	381 TRS/TRR
QTP 4Y0X2-4	Dental Laboratory Administration	381 TRS/TRR

Section D - Training Course Index

6. Purpose. This section of the CFETP identifies training courses available for the specialty:

6.1. USAF In-Residence Courses:

USAF IN-RESIDENCE COURSES			
Course Number	Course Title	Course Length	Training Location
L5ABJ4Y032 00AB	Dental Laboratory	129 days	Fort Sam Houston, TX
Trained as part of the apprentice course	Expeditionary Medical Readiness Course	2 days	Camp-Bullis
L5AZJ4Y072 00AB	Advanced Removable	20 days	Fort Sam Houston, TX
L5AZJ4Y072 00BB	Advanced Implant	18 days	Fort Sam Houston, TX
L5AZJ4Y072 00CB	Advanced Porcelain	23 days	Fort Sam Houston, TX
NOTE: Refer the website, https://etca.randolph.af.mil/ for further information on all AETC courses and symposia.			

6.2. Air University AU/A4L Courses:

AIR UNIVERSITY AU/A4L COURSES			
Course Number	Course Title	Course Length	Training Location
CDC 4Y052	Dental Laboratory Journeyman	5 Volumes	Maxwell AFB, Gunter Annex, AL.
CDC 4Y072	Dental Laboratory Craftsman	1 Volume	Maxwell AFB, Gunter Annex, AL.

Section E - MAJCOM Unique Requirements

7. **Space Reserved.** There are currently no MAJCOM unique requirements. This area is reserved.

Section F - Documenting Training

8. The AF Training Record (AFTR).

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

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

8.2.1. Master Task List (MTL). The MTL is a list containing all the tasks that are to be trained in a work center and is often broken out by specialty. The MTL consists of: the STS; AF Form 623 Parts II and III, AF Form 797, *Job Qualification Standard Continuation*; Command JQS and AF Form 1098, *Special Task Certification and Recurring Training*; and QTPs. The supervisor creates the MTL by selecting tasks from the Unit Task List produced by the UTM and the STS.

8.2.2. Master Training Plan (MTP). The MTP is a list containing a schedule of training for all tasks within a particular duty position. The MTP consists of the STS; 623 Parts II and III; AF Forms 797 and 1098 tasks and QTPs. The supervisor creates the MTP by assigning training times and methods to tasks in the duty position. Refer to AFI 36-2201 and AFH 36-2235, Volume 11, *Information for Designers of Instructional Systems Application to Unit Training*, for guidance in developing the MTP.

8.2.3. Duty Task List (DTL). The DTL is a list containing all the tasks to be trained in a duty position. The DTL consists of the STS; AF Form 623 Parts II and III; AF Forms 797 and 1098 tasks; and QTPs. The supervisor creates the DTL by selecting tasks from the MTL.

8.2.4. Individual Training Record (ITR). All training is documented in the ITR. This is the electronic version of the former Enlisted Training and Competency Folder. The ITR is made up of the AF Form 623 Parts I, II and III; AF Forms 623a, 797, 803 and 1098; QTPs and the JQS. This record is automatically populated based upon the duty position the individual is assigned to. Refer to AFI 36-2201 for guidance in documenting training on the various forms contained within the ITR. **Maintenance of the CFETP is mandatory for all assigned MSgts and below.**

8.2.4.1. The AFTR provides the capability to incorporate training source documents and/or to manually enter completed training into the ITR. The following documents will be incorporated into the ITR:

8.2.4.1.1. The member's initial medical treatment facility and clinic orientation checklists.

8.2.4.1.2. Recurrent training such as Basic Life Support (BLS) and Health Insurance Portability and Accountability Act (HIPAA).

8.2.4.1.3. AF Form 2096, *Classification/On-the-Job Training Action*.

8.2.4.1.4. AF Form 803, Report of Task Evaluation. AF Form 803 is used to conduct and document completion of task evaluations during training staff assisted visits, when directed by the commander, or when a task certification requires validation.

8.2.4.1.5. Other forms as appropriate.

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

8.3.1. AF Form 797 (Figure 3.1). The AF Form 797 is a continuation of the CFETP, Part II, or AFJQS. It will be used to record training for tasks that are not otherwise documented in the CFETP.

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS							
CRITICAL TASKS	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION				
			START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
☐		Hand Electric Waxer	28 Aug 2017	28 Aug 2017	SAD	JDV	
☐		Heat Cured Acrylic Curing Unit	28 Aug 2017	28 Aug 2017	SAD	CTK	
☐		Impression Vibrator	28 Aug 2017	28 Aug 2017	SAD	SMC	
☒		Laser welder	28 Aug 2017	28 Aug 2017	SAD	JDD	JY
☐		Microscope	28 Aug 2017	28 Aug 2017	SAD	JLR	
☐							
☐							
TRAINEE NAME SrA Doe, Scott A.				CFETP/JQS		PAGE NO.	

AF IMT 797, 20020801 V3

PREVIOUS EDITION ARE OBSOLETE.

Figure 3.1. Sample, AF Form 797 Documentation.

8.3.2. AF Form 1098 (Figure 3.2). Supervisors use the AF Form 1098 to document selected tasks requiring recurring training or evaluation. For tasks requiring certification this form should remain in the training record until superseded or no longer required.

SPECIAL TASK CERTIFICATION AND RECURRING TRAINING							
TASK OR RECURRING TRAINING AND TECHNICAL REFERENCES A.	DATE COMPLETED B.	SIGNATURE OF CERTIFYING OFFICIAL C.	INITIAL OF TRAINEE D.	EVALUATION OF TRAINING			
				SCORE OR HOURS E.	TYPE F.	FREQUENCY G.	DUE DATE H.
Code Blue/Crash Cart Training	23 Oct 2017	<i>Conner T.M. McGregor</i>	SAD			annual	23 Oct 2018
Dental Safety/SDS annual	23 Oct 2017	<i>Johnny B. Jones</i>	SAD			annual	23 Oct 2018
Dental Infection Control	27 Oct 2017	<i>Cris C. Cyborg</i>	SAD			annual	27 Oct 2018
NAME OF TRAINEE (Last, First, Middle Initial) Doe, Scott A.		GRADE E-4	UNIT AND OFFICE SYMBOL 381 DS/SGDL				

AF IMT 1098, 19850401, V2

PREVIOUS EDITION WILL BE USED.

Figure 3.2. Sample, AF Form 1098 Documentation.

8.3.3. Qualification Training. Hands-on performance training is designed to qualify a trainee in a specific duty position. This training can be in conjunction with UGT, it can occur after UGT completion, or at any other time training is necessary. QTPs are developed to enhance OJT. It provides the trainer with a breakdown of task performance skills to aid in performance evaluation (Figure 3.3).

MODULE 5: MANAGE THE DENTAL REGISTER OF PRECIOUS METALS AND ALLOYS		
PERFORMANCE CHECKLIST		
INSTRUCTIONS:		
The trainee must be able to manage precious metals and satisfactorily perform all the parts of the task without assistance. Evaluate the trainee's performance using this checklist.		
MANAGE THE DENTAL REGISTER OF PRECIOUS METALS AND ALLOYS		
DID THE TRAINEE...?	YES	NO
1. Verify balances of precious metals on hand and ensure register was properly maintained before working in the register		
2. Correctly annotate debit voucher entries on AF IMT 520 for metals received from medical logistic		
3. Correctly issue and account for expenditures on DD Form 2322		
4. Correctly assign credit voucher numbers and make entries on AF IMT 520 for metals expended		
5. Correctly assign credit voucher numbers and make entries on AF IMT 520 for restorations which did not fit after try-in		
6. Correctly assign credit voucher numbers and make entries on AF IMT 520 for scrap or grindings containing precious metals		
7. Conduct monthly inventory, with inspector, to verify quantity of precious metals on hand match those recorded on the AF IMT 520		
FEEDBACK:		
Use this checklist as a source of information; discuss the trainee's performance indicating strengths and weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, both the trainer and the trainee should certify performance by appropriately documenting the AFTR.		

Figure 3.3. Sample, Module from QTP.

8.3.4. AF Form 623a. Use the AF Form 623a available in the AFTR to document all progress of individual training. Document on AF Form 623a the start and completion dates of unit orientation, and reference the date of the orientation checklist. In addition, document the member's entry into upgrade training, initial evaluation results, and periodic evaluations of training progress to include CDC progress. Information on extensions, waiver requests, or breaks in training should be clearly documented. Document on the AF Form 623a any decertification proceedings, including dates, reasons for decertification, and other applicable information. Accomplish an initial evaluation when a new person arrives to the unit or when an individual changes duty positions. Document all other actions pertaining to training IAW AFI-36-2201. **NOTE: Templates for documentation of orientation, initial upgrade training brief, upgrade training documentation, sample job description review, and etcetera are housed in AFTR.**