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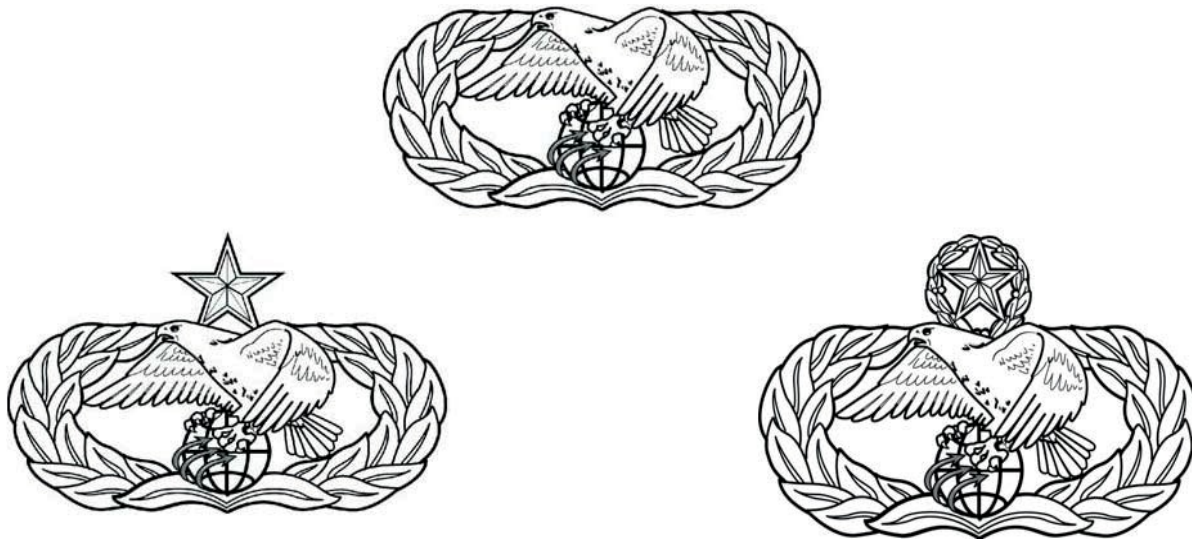
TRAFFIC MANAGEMENT

CAREER FIELD EDUCATION AND TRAINING PLAN (CFETP)



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Transportation Badge Heraldry

The falcon at the center of the badge is derived from the Triforium Termination Stone Carving dedicated on 10 May 1970 to the United States Air Force Logistics Personnel at the National Cathedral in Washington D.C.

*The **Falcon** represents the dedication and devotion to duty of transportation personnel who aid in the generation and employment of defense forces across the spectrum of warfare.*

*The **Field** of the badge is without obstruction and depicts free skies.*

*The **Olive Branch** surrounding the badge symbolizes the peace aerospace forces engender through professional transportation.*

In its talons, the falcon grasps a globe which represents earth as seen from space and represents the span of our systems around the world and into space. Encircling the globe are three arrows running parallel to each other to symbolize teamwork between all modes of transportation: Land, Sea, and Air.

The globe and the arrows together, symbolize the Air Force Transportation Vision Statement: Building the world's most effective movement systems to provide global reach for America.

Personnel can find specific guidance for the wear of the Transportation badge in AFI 36-2903, Aeronautical, Duty, and Occupational Badges. Enlisted Traffic Management personnel are awarded the basic badge after completing initial 3-level training, the senior badge is awarded after award of the 7 skill level, and the master badge is awarded to Master Sergeant or above with 5 years in the specialty from award of the 7 skill level.

AFSC 2T0X1
Traffic Management
CFETP

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**CAREER FIELD EDUCATION AND TRAINING PLAN
TRAFFIC MANAGEMENT
AIR FORCE SPECIALTY CODE 2T0X1**

PART I

PREFACE

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

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

Part I - Provides information for overall management of the specialty.

Section A - Explains how to use this plan

Section B - Identifies career field progression information, duties and responsibilities, training strategies, and career field path

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

Section D - Indicates resource constraints such as funds, manpower, equipment, and facilities,

Section E - Identifies transition training plans for the 2T0X1 career field

Part II - Includes the following:

Section A: Identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references (TRs) to support training, Air Education and Training Command (AETC) conducted training, wartime course, core task, and correspondence course requirements.

Section B: Contains the course objective list (COL) and training standards supervisors will use to determine if Airmen satisfied training requirements. Section B is currently reserved.

Section C: Identifies available support materials. An example is a Qualification Training Plan (QTP), which are developed to support upgrade and proficiency training. These plans are located on the Logistics Readiness/Traffic Management SharePoint site:

<https://cs2.eis.af.mil/sites/10826/logr/SiteAssets/fd/prod/index.aspx#/traffic-management>

Section D: Identifies a training course index supervisors can use to determine resources available to support training. The index includes both mandatory and optional courses.

Section E: Identifies MAJCOM unique training requirements supervisors can use to determine additional training required for the associated qualification requirements. At the unit level, supervisors and trainers use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

3. Guidance provided in the CFETP will ensure individuals in the Traffic Management Career Field receive effective and efficient training at the appropriate point in their career. This plan enables us to train today's workforce for tomorrow's missions.

4. Traffic Managers are encouraged to explore available training opportunities using AETC Education and Training Course Announcements site at <https://etca.randolph.af.mil>.

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 and knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of the AFS.

Air Force Career Field Manager (AFCFM) - Representative appointed by the respective HQ USAF Deputy Chief of Staff or Under Secretariat, to ensure assigned AF specialties are trained and utilized to support AF mission requirements. Is the single point of contact (POC) and responsible for the overall management of a specific career (AF specialty) field. AFCFM responsibilities include policy development, training, skills management, and career progression.

Air Force Enlisted Classification Directory (AFECD) – Official directory for all military enlisted classification descriptions, codes, and identifiers. Establishes the occupational structure of the Air Force enlisted force.

Air Force Installation & Mission Support Center (AFIMSC) – Serves as the AF liaison to their respective AFCFM to monitor the health and manning of their career field and elevate concerns to the Traffic Management AFCFM. AFIMSC manages training allocations for all traffic managers. They disseminate Air Force and career field policies and program requirements affecting their career field throughout the Air Force. They coordinate with the Air Force Personnel Center, through the applicable MAJCOM/A1, to distribute personnel throughout each MAJCOM to ensure proper command prioritization of allocated/assigned personnel resources. They provide functional and subject matter expertise to AETC Training Manager to develop new or modify/improve existing training programs.

Air Force Specialty (AFS) - A group of positions (with the same title and code) that require common qualifications. Each AFS is assigned an AFS Code (AFSC) to identify a specific career field and qualification level for Air Force enlisted personnel. The first two digits of an AFSC (2T) identify the career field and the first three digits of an AFSC identify the AFS (2T0). A full AFSC identifies a specific duty position with an AFS.

Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS) - Training documents approved by the Traffic Management Career Field Manager for a particular job type or duty position. Provides a comprehensive task list that is common to all persons serving in a specific duty position. They are used by supervisors to document task qualifications.

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

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

Certification Official - A person whom the commander assigns to determine an individual's ability to perform a task to required standards. Third party certification is required on core tasks for skill level upgrade.

Continuation Training - Additional training exceeding requirements with emphasis on present or future duty assignments.

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

Course Objective List (COL) - A publication, derived from initial/advanced skills course training standard, identifying the tasks and knowledge requirements and respective standards provided to achieve a 3- or 7-skill level in this career field. Supervisors use the COL to conduct graduate evaluations in accordance with AFI 36-2201, *Air Force Training Program*.

Course Training Standard (CTS) - Identifies the level of training members will receive in a specific course.

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

Exportable Training Course (ETC) - Instructional packages designed for use in the field. The course may include printed, computer-based, or other audiovisual materials.

Go/No Go - The stage at which an individual has gained enough skill, knowledge, and experience to perform the tasks without supervision. Meeting the task standard.

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

MAJCOM Functional Manager (MFM) - SNCOs who manage designated enlisted career fields for a MAJCOM and serve as the MAJCOM liaisons for their respective CFMs. MFMs monitor the health and manning of their career fields within their command and elevate concerns to the Traffic Management AFCFM. They manage command training for their career field and coordinate command training and personnel issues across the MAJCOM staff and with the AFCFM. They disseminate Air Force and career field policies and program requirements affecting their career field throughout the MAJCOM. They coordinate with the Air Force Personnel Center, through their MAJCOM/A1, to distribute personnel throughout the MAJCOM to ensure proper command prioritization of allocated/assigned personnel resources. They provide functional and subject matter expertise to AETC Training Managers to develop new or modify/improve existing training programs.

Master Task List (MTL) - A comprehensive list (100%) of all tasks performed within a work center and consisting of the current CFETP or AFJQS and locally developed AF Forms 797 (as a minimum). Should include tasks required for deployment and/or UTC requirements.

Master Training Plan (MTP) - Employs a strategy for ensuring the completion of all work center job requirements by using a Master Task Listing and provides milestones for tasks, CDC completion, and prioritizes deployment/UTC, HST tasks, upgrade, and qualification tasks.

Occupational Analysis Report (OAR) - Detailed report showing the results of an occupational survey of tasks performed within a particular AFS. The report includes narrative analysis and data formatted into tables that can easily be sorted by the user to quickly identify and highlight data tailored to user needs. The OAR is made available to OA customers, such as the AFCFM and MFMs, the technical training community, and other interested parties.

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

Optimal Training - The ideal combination of training settings resulting in the highest levels of proficiency on specified performance requirements within the minimum time possible.

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

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

Qualification Training (QT) - Hands-on performance training designed to qualify an Airman in a specific duty position. This training occurs both during and after upgrade training to maintain up-to-date qualifications and is designed to provide the performance skills required to do the job.

Qualification Training Plan (QTP) - An instructional plan 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 funds, facilities, time, manpower, and equipment that preclude desired training from being delivered.

Schoolhouse – The principle AETC location where training is conducted and/or managed.

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

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

Special Experience Identifier (SEI) – A numerical designator that identifies special experience and training not otherwise reflected in the classification system. SEIs compliment other classification identifications and are primarily used for contingency purposes.

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

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

Subject Matter Expert (SME) - Highly motivated and experienced individual who is an effective communicator and has a thorough understanding of career field issues. The CFM and training personnel call on for specialty related issues such as attending Utilization and Training Workshops (U&TW) and to write Specialty Knowledge Tests (SKT) for promotion.

Supplemental Training – Formal training on new equipment, methods and technology that are not suited for on-the-job training.

Task Certifier – A person whom the commander assigns to determine an individual's ability to perform a task to required standards.

Task Qualification Training (TQT) - Training conducted after Chemical, Biological, Radiological, Nuclear (CBRN) Defense Awareness and Survival Skills training in which individuals perform wartime mission essential tasks in a simulated wartime environment while wearing full ground crew individual protective equipment (IPE). HAF, MAJCOM and local FAMs identify wartime mission essential tasks.

Third Party Certification - An evaluation of completed training conducted by the task certifier and is only required when directed by the AFCFM.

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

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

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

Training Completion Date - Date trainer or task certifier completes task evaluations and determines trainee is qualified to perform the task.

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

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

Utilization and Training Pattern - A depiction of the training provided to and the jobs performed by personnel throughout their tenure within a career field or Air Force specialty. There are two types of patterns: 1) Current pattern, which is based on the training provided to incumbents and the jobs to which they have been and are assigned, and 2) Alternate pattern, which considers proposed changes in manpower, personnel, and training policies.

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

Wartime Tasks - Those tasks that must be taught when courses are accelerated in a wartime environment. In response to a wartime scenario, these tasks will be taught in the 3 level course in a streamlined training environment. These tasks are only for those career fields that still need them applied to their schoolhouse tasks.

Section A - General Information

1. Purpose. This CFETP provides information necessary for the AFCFM, MFMs, commanders, training managers, supervisors and trainers to plan, develop, manage, and conduct an effective career field training program. This plan outlines the training requirements individuals within the Traffic Management AFS should receive to develop and progress throughout their careers. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. Initial skills training (3-skill level) 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. AETC conducts this training at one of the technical training centers. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3-, 5-, 7-, 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 occurs both during and after the upgrade training process. It is designed to provide the performance skills and knowledge required to do the job. Advanced training is formal specialty training provided to select airmen. Proficiency training is additional training, either in-residence or exportable advanced training courses, or on-the-job training, to increase personnel skills and knowledge beyond the minimum required for upgrade. The CFETP also serves the following purposes:

- 1.1. Serves as a management tool to plan, manage, conduct, and evaluate a career field training program. It is also used to help supervisors identify training at the appropriate point in an individual's career.
- 1.2. Identifies task and knowledge training requirements for each skill level and recommends education and training during each phase of an individual's career.
- 1.3. Lists training courses available in the specialty, identifies sources of training, and the training delivery method.
- 1.4. Identifies major resource constraints impacting full implementation of the desired career field training process.

2. Use. Trainers and supervisors at all levels use this plan to provide comprehensive and cohesive training programs for each individual in the specialty.

- 2.1. AETC training personnel will develop or revise formal resident, non-resident, field, and exportable training courses based upon requirements established by the users and documented in Part II of the CFETP. They work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.
- 2.2. MFMs ensure their training programs complement CFETP initial, upgrade, and proficiency requirements. Supervisors use OJT, resident training, contract training, or exportable courses to satisfy training requirements. MFMs identify MAJCOM-developed unique training requirements for inclusion in the plan.

2.3. Unit Education and Training Managers and supervisors must ensure each individual completes the mandatory training requirements (including MAJCOM supplemental requirements) for the upgrade training specified in this plan.

2.4. Trainees will complete the mandatory training requirements specified in this plan. The list of courses in Part II will be used as a reference to support/enhance training.

3. Coordination and Approval. The AFCFM approves the CFETP and initiates the annual review of this document to ensure currency and accuracy with the AETC Training Manager. MFMs and AETC training personnel identify and coordinate on the career field training requirements using the list of courses in Part II to eliminate duplicate training.

Section B - Career Progression and Information

4. Specialty Description.

4.1. Specialty Summary. Traffic Management personnel are professional, highly-trained and proficient on planning, organizing, and directing traffic management activities. Traffic Management Airmen serve as the intermodal decision maker for installation passenger movement, personal property, cargo movement and packaging functions in direct support of mobility operations both at home station and deployed locations. Related DoD Occupational Subgroup: 155300.

4.2. Duties and Responsibilities:

4.2.1 Traffic Managers: Use military and commercial transportation to move personnel, eligible dependents, DoD materiel, and personal property world-wide. Determine work priorities and manages work centers by establishing work methods and performance standards. Resolves administrative and operational problems and authorizes deviation from procedures. Coordinates manning requirements with manpower agencies. Advises commander, staff, and operating agencies of availability, limitations, and requirements for movement of passengers, DoD material, and personal property. Provides advice on transportation solutions to contracting officials and mobility planners. Reviews and validates support agreements. Compiles operating costs and maintains expense records. Allocates and inspects facilities and equipment. Conducts self-inspections. Issues transportation documents. Prepares and defends budget estimates for materials, equipment, and transportation services. Reviews Foreign Clearance Guide, consignment instructions, Transportation Facilities Guide, and applicable guidance to ensure personal property, DoD materiel, and passengers are in compliance with federal and country mandates. Verifies carrier/contractor performance. Initiates discrepancy reports. Reconciles carrier/vendor invoices for payment of transportation services. Utilizes appropriate logistics systems to prepare, transmit, and receive transportation transaction data.

4.2.2. Cargo Movement: Packages, classifies, and arranges cargo for shipment and/or storage. Receives items for shipment or storage. Segregates items requiring special handling. Determines cargo priority, validates transportation funding, and schedules movement accordingly. Preserves, packs, marks, and labels materiel. Packaging includes blocking and bracing materiel on Transportation Service Provider's (TSPs) equipment to include munitions. Determines characteristics of commodities to be shipped. Construct and fabricate containers for freight shipment. Operates woodworking equipment and other equipment including machines that weigh, band, staple, tape, and seal. Classifies cargo and uses best value considerations to determine mode and method for transportation of materiel. Identifies, marks, and labels cargo for shipment or storage. Certifies hazardous cargo to be moved by all modes of transportation. Determines and schedules proper carrier equipment for loading and unloading. Consolidates and routes shipments to include application of

required transportation protective services. In-checks all Defense Transportation System cargo arriving at the installation into appropriate transportation system of record. Evaluates arriving shipments for over, short, damaged, and astray cargo and initiates appropriate reports and claims. Performs limited inspection of materiel to validate kind, count, condition, and application of required packaging and preservation. Performs receipt of materiel into the appropriate system of record. Coordinates pickup and delivery of materiel. Coordinates with base activities to control flow of inbound and outbound cargo. Operates and maintains material handling equipment such as forklifts, pallet jacks, and hand-trucks.

4.2.3. Passenger Travel: Selects and arranges official travel for individuals and groups. Reviews official travel orders and determines transportation entitlements. Counsels personnel and eligible dependents on passenger movement entitlements. Prepares passenger related travel documents. Processes partial and fully unused commercial airline tickets for refund. Verifies commercial travel office routing and fares. Processes pay adjustment authorizations, cash collection vouchers and public vouchers for purchase and services other than personal. Computes government constructive costs. Performs quality assurance of contract Travel Management Company performance.

4.2.4. Personal Property: Reviews official travel orders and determines transportation entitlements. Counsels personnel and eligible dependents on personal property movements. Arranges shipment and storage of personal property. Uses carrier tariffs and rates to determine mode and cost of transportation to move or store personal property. Directs TSPs to identify, mark, and label personal property for shipment or storage. Validates need for and use of temporary storage. Observes, documents, and evaluates TSP or contractor performance in moving personal property and ensures compliance with service tenders, tariffs, contract specifications, and Government regulations.

4.2.5. Installation Deployment Readiness Cell (IDRC): Participates in Installation Deployment Process Working Group (DPWG). Reviews/validates unique installation deployment requirements are addressed in standard base operation procedures and ensures organic transportation capability exists to execute these requirements as needed. Maintains oversight of air terminal operations in support of deployment and redeployment operations. Ensures comprehensive transportation related deployment training is conducted for deployment work center personnel and Unit Deployment Managers. Lead transportation functional POC supporting staffing and operation of Deployment Control Center (DCC). Directs subordinate transportation related deployment functions to include Cargo Deployment Function (CDF) and Personnel Deployment Function (PDF) when DCC is activated. Staffs and operates CDF when activated. Performs all actions necessary to receive, in-check, inspect, marshal, load plan, manifest, and supervise loading cargo aboard deploying aircraft or vehicles. Staffs and operates transportation related positions of the PDF when activated. Performs all actions necessary for monitoring all personnel processing activities to include passenger manifesting, passenger baggage handling, and passenger loading. Arranges passenger airlift for tasked Unit Line Numbers when movement data is provided by the Installation Deployment Officer or designated representatives.

4.2.6. Unit personnel readiness: Monitors unit manning document and allocates personnel to authorized positions. Participates in mobility planning, submits resources and training system data, and evaluates and approves unit type code (UTC) changes. Reviews and monitors status of UTCs and provides updates to the Air Expeditionary Force (AEF) Reporting Tool (ART).

4.3 Duty Titles.

4.3.1. Traffic Management duty titles will be established and assigned IAW the Unit Manpower Document, AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, AFH 36-2618, *Enlisted Force Structure*, applicable Air Force Manpower Standard, and Traffic Management Human Capital Strategy.

4.3.2. Enlisted personnel will have a duty title that most accurately reflects the daily duties being performed and based upon the scope of responsibility IAW AFH 36-2618, *The Enlisted Force Structure*. A consistent, standard approach is important to ensure the terms are meaningful for record reviews, manpower and development considerations.

4.3.3. Duty titles should not mirror the Air Force Specialty Code description title, i.e., a 2T051 should not be “Traffic Management Journeyman”. Each duty title should reflect the individual’s assigned role.

4.3.4. Traffic Management designation as a flight, element, section or work center is dictated by its parent organization structure.

4.3.5. Standard enlisted duty titles include: (abbreviations are authorized)

4.3.5.1 Section Chief, Traffic Management (2T091 SMSgt/2T071 MSgt) - Responsible for all Traffic Management core capabilities

4.3.5.2 Passenger Travel and Personal Property

4.3.5.2.1 Section Chief, Passenger Travel and Personal Property— used for NCOs and SNCOs in charge of Passenger Travel and Personal Property *Note: Dependent upon size of section and personnel assigned, Passenger Travel and Personal Property may be separate sections and each will have a section chief duty title.*

4.3.5.2.1.1 NCOIC, Passenger Travel or Personal Property (include work center/element within Passenger Travel or Personal Property) - used for NCOs or SNCOs in charge of Passenger Travel or Personal Property; no more than one NCOIC assigned within same work center/element.

4.3.5.2.1.2 Supervisor (include work center/element within Passenger Travel or Personal Property) - used for junior enlisted Airmen and NCOs who are first line supervisors. Junior enlisted Airmen will not have the duty title “Supervisor” unless they are at least a SrA, graduated from Airman Leadership School, and supervise the work of others.

4.3.5.2.1.3 Technician (include work center/element within Passenger Travel or Personal Property) - for junior enlisted Airmen who do not supervise work of others.

Note: Consolidated Personal Property Shipping Office (CPPSO) or Joint Personal Property Shipping Office (JPPSO) may be used in lieu of Personal Property designation, only when assigned to a CPPSO or JPPSO.

4.3.5.3 Cargo Movement

4.3.5.3.1. Section Chief, Cargo Movement or Distribution – used for NCOs and SNCOs in charge of Cargo Movement or Distribution; only for individuals who have at least 2 subordinate work centers/elements.

4.3.5.3.2. NCOIC, Inbound Cargo, Outbound Cargo, or Packing and Crating (include work center/element within Inbound Cargo/Outbound Cargo, Packing & Crating, etc.) – used for NCOs and SNCOs in charge of Inbound Cargo or Outbound Cargo or Packing and Crating; no more than one NCOIC assigned within same work center/element.

4.3.5.3.3. Supervisor (include work center/element within Inbound Cargo/Outbound Cargo, Packing & Crating, etc.) – used for junior enlisted Airmen and NCOs who are first line supervisors. Junior enlisted Airmen will not have the duty title “Supervisor” unless they are at least a SrA, graduated from Airman Leadership School, and supervise the work of others.

4.3.5.3.4. Technician (include duties within work center/element of Cargo Movement: Inbound/Outbound or Packing and Crating element) – for junior enlisted Airmen who do not supervise work of others.

5. Skill/Career Progression. Adequate training and timely progression from the apprentice to the superintendent skill level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training do their part to plan, manage, and conduct an effective training program. AFI 36-2561, *Air Force Training Program*, outlines minimum requirements for skill-level upgrade. Additional considerations are listed below.

5.1. Apprentice (3-Skill Level). The 3 skill-level resident course at Ft. Lee, VA provides initial task and knowledge training required in this specialty. An individual earns the 3-skill level upon successful completion of the Traffic Management Apprentice Course (L3ABR2T031 OOAA).

5.2. Journeyman (5-Skill Level). A Traffic Management Apprentice earns the 5-skill level by completing the 2T051 Career Development Course (CDC), obtains certification on 5-level core tasks, and serves 12 months in UGT (9 months for re-trainees). After upgraded to the 5-level, a journeyman will enter into continuation training to broaden their knowledge, skills, and abilities. Individuals considered for upgrade must meet the mandatory requirements listed in the Air Force Enlisted Classification Directory (AFECD) and be recommended by their supervisor.

5.3 Craftsman (7 Skill- Level). SSgt selects (no earlier than the first day of the promotion cycle) enter into 7 skill-level UGT. A Traffic Management Journeyman earns the 7-skill level by completing the 2T071 CDCs, obtains certification on 7-level core tasks, and serves 12 months in UGT (6 months for re-trainees). Individuals considered for upgrade must meet the mandatory requirements listed in the AFECD and be recommended by their supervisor. A craftsman can expect to fill various supervisory and management positions such as element chief, line supervisor, section chief, and task certifier. Craftsmen will be expected to analyze the various traffic management processes and employ problem-solving techniques to achieve resolution of problems. They may also be assigned to work in staff positions. Craftsman should take courses or obtain added knowledge on management of resources and personnel. Members are strongly encourage to complete academic education through CCAF and higher degree programs. Successful completion of 7-level CDC and core tasks are required for upgrade training.

5.4. Superintendent (9 Skill-Level). A 9-level can be expected to fill positions such as flight chief, NCOIC, superintendent, and various staff jobs. Superintendents should acquire additional knowledge in budgeting, manpower, resources and personnel management. SNCOs will attend the Senior Noncommissioned Officer Academy.

6. Training Decisions. The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Traffic Management career field. The spectrum 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. The training decisions for the Traffic Management CFETP were made by the Specialty Training and Requirement Team held at Ft. Lee, VA in June 2017.

6.1 Initial Skills. All proficiency codes were reviewed and updated to validate training in the apprentice course and placed at the correct proficiency level as well as material written in the CDCs. Cargo movement inbound cargo tasks were significantly increased and forklift driving was added back into the course. Some personal property and passenger travel proficiencies were decreased. All changes were aligned to the 2017 OAR produced by HQ AETC.

6.2. 5 Level Upgrade Requirements. Significant changes were made with the most being the increase in materiel receipt training.

6.3. 7 Level Upgrade Requirements. Minor changes to AFSC 2T071 is awarded following successful completion of completion of 12 months OJT (6 months for retrainees), STS core tasks, 7-level CDCs, and attainment of the grade of SSgt.

6.4. Proficiency Training. Additional knowledge and skill requirements not provided by formal training or upgrade training are achieved through continuation training.

6.5. Special Experience Identifiers (SEI). SEI 2BD is used to identify airmen with F-35 Autonomous Logistics Information System (ALIS) experience and is awarded upon 5-skill level completion, six months of ALIS experience and supervisor's recommendation.

7. Community College of the Air Force (CCAF). Enrollment in CCAF occurs upon completion of basic military training. CCAF provides the opportunity to obtain an Associates in Applied Sciences Degree. More information can be found at <https://www.airuniversity.af.edu/Barnes/CCAF/>

7.1. Degree Requirements. All Airmen are automatically entered into the CCAF program. Each individual should verify enrollment upon arrival at the first duty station. Airman should consult the local education office for any non-Air Force electives needed for a degree.

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

7.2. Professional Certifications. Certifications assist the professional development of our Airmen by broadening their knowledge and skills. Additionally, specific certifications may award collegiate credit by CCAF and civilian colleges, saving time and Air Force tuition assistance funds. It also provides Airmen an opportunity to prepare for transition to civilian life. To learn more about professional certifications and certification programs offered by CCAF, visit <http://www.au.af.mil/au/ccaf/certifications.asp>. In addition, CCAF offers the following certification programs and resources.

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

7.2.2 CCAF Instructor Certification Program. Upon completion of instructor qualification training, CCAF accredited instructors who possess an associate's degree or higher, may be nominated by their school commander/commandant for certification as an occupational instructor.

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

- Get background information about civilian licensure and certification in general and specific information on individual credentials including eligibility requirements and resources to prepare for an exam.
- Identify licenses and certifications relevant to AFSC
- Learn how to fill gaps between Air Force training and experience and civilian credentialing requirements
- Get information on funding opportunities to pay for credentialing exams and associated fees
- Learn about resources available to Airmen that can help them gain civilian job credentials
- To learn more about AF COOL and funding processes, visit <https://afvec.us.af.mil/afvec/Public/COOL/>

7.3. Professional Deployment/Distribution/Transportation Certification Program. This program includes transportation, packaging, cargo scheduling, and dispatching of materials, support services, and personnel in response to customer requirements to move and sustain the force. More information is available on the Logistics Professional Development Program SharePoint: <https://cs2.eis.af.mil/sites/10352/SitePages/Home.aspx>

7.4. SOLE Designated Logistician Program. Recognizes the continuing nature of education and development of the professional logistician, in 2005 the Society implemented the Demonstrated Logistician Program. This program provides intermediate recognition of professional performance and continuing education in the individual fields of practice within the profession. More information is available at <http://www.sole.org/dlp.asp>.

7.5. Air Force Institute of Technology (AFIT). AFIT is the sole provider of more than 100 professional continuing education courses in acquisition management, logistics management, contracting, systems management, software engineering, and financial management delivered to war fighters around the globe via customer focused delivery modes including resident, on-site, and online courses. More information on course availability can be found at <https://www.afit.edu/L.S/>.

7.6. Air Force Career Development Academy (AFCDA) Courses

For information on all distance learning and web-based courses refer to the following websites:

Air University - <http://www.au.af.mil/au/afiadl/>

Acquisition Community Connection - <https://acc.dau.mil/CommunityBrowser.aspx?id=1&lang=en>

US Defense Acquisition University - <http://www.dau.mil/default.aspx>

Joint Doctrine, Education & Training Electronic Information System --

<https://jdeis.js.mil/jdeis/index.jsp>

Joint Forces Staff College - http://www.jfsc.ndu.edu/schools_programs/se_jpme/default.asp

Senior Enlisted Joint PME - http://www.jfsc.ndu.edu/schools_programs/se_jpme/default.asp

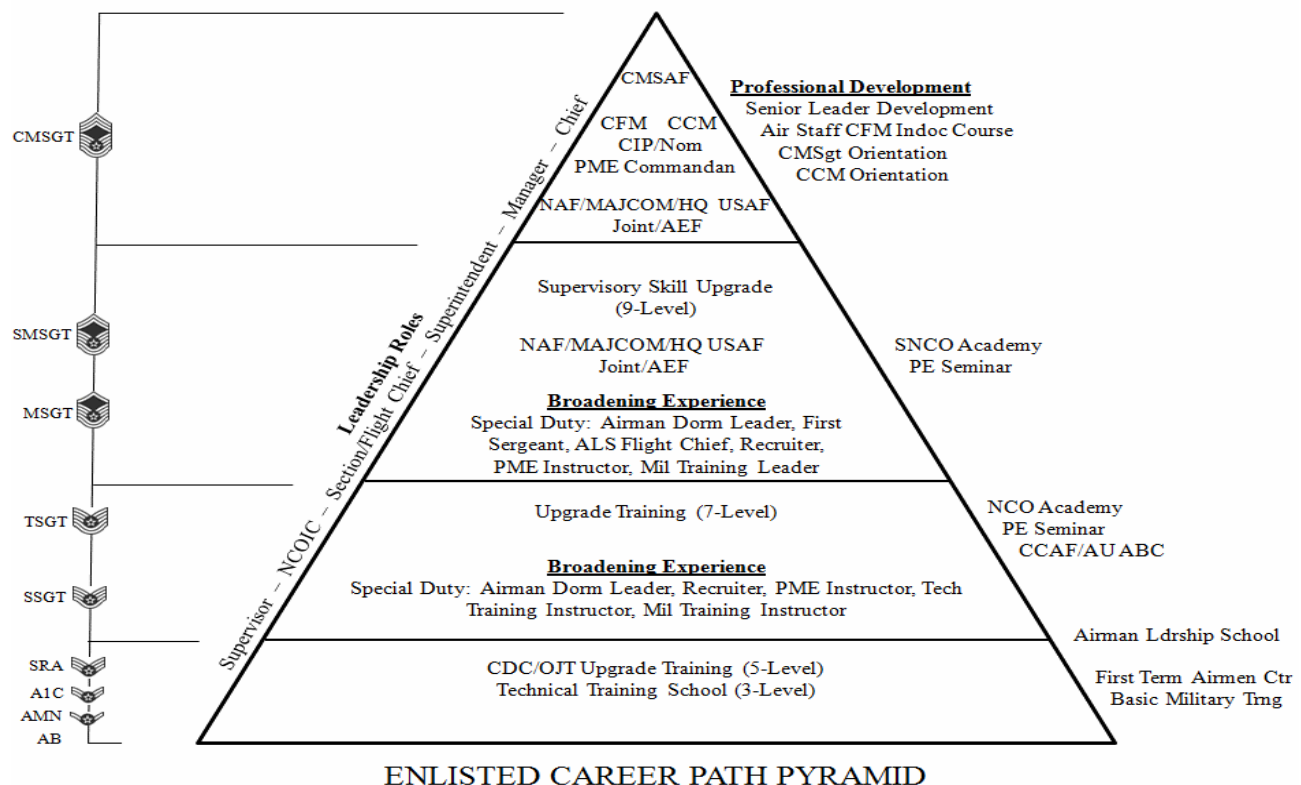
US Air Force Community College of the Air Force - <http://www.au.af.mil/au/ccaf/certifications.asp>

US Army Logistics University - <http://www.alu.army.mil/>

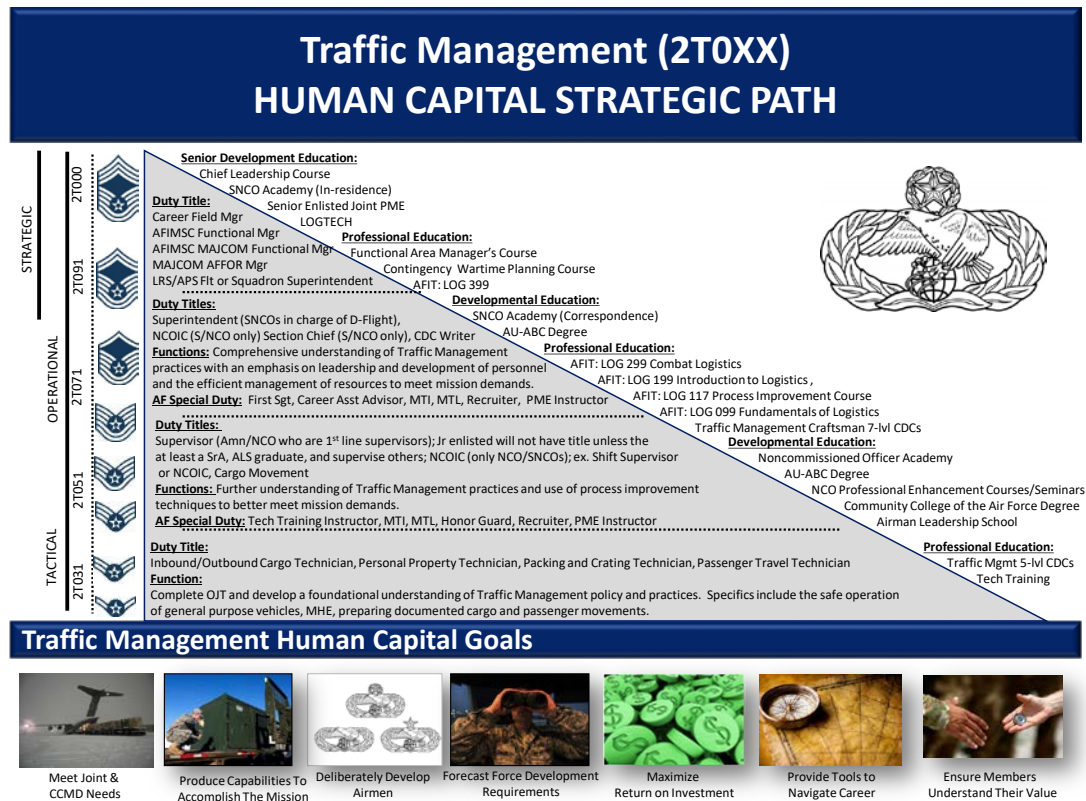
US Army Quartermaster Center and School - <http://www.quartermaster.army.mil/>

7.7 Continuous Process Improvement (CPI). CPI increases operational capabilities while reducing associated costs by applying proven techniques to all processes associated with fulfilling the Air Force mission. The goal of Air Force CPI is to eliminate waste while maximizing customer value. Education, training and certification opportunities include: Practical Problem Solving Method, Green Belt, Black Belt and Master Black Belt training. More information can be found in AFI 38-401, *Continuous Process Improvement*.

8. Enlisted Career Path Pyramid. The enlisted Career Pyramid is a display of training education, and experience which enlisted Airmen will encounter throughout their career. It provides Airmen with an understanding of current and future opportunities for continuing development. For more detailed information log-on to the AF Portal and go to My EDP or by referencing AF Handbook 1.



8.1. Traffic Management Career Field Developmental Path. Establishing a viable and sustainable career path for our Airmen requires a deliberate approach and one focusing on opportunities across the spectrum of Traffic Management where all Airmen have the ability to gain practical experience. Moreover, the path prescribes varying levels of Traffic Management professional education as well as developmental education, targeting specific points in an Airman's career. Defining developmental goals ensures we align job experience and educational opportunities to support the development of our force. The goals are outlined as follows:



8.1.1. Meet the Joint and Combatant Commander's (CCMD) Needs. The goal ensures we maintain our warfighting capability at the forefront of our training and development. We need to have personnel postured in the right positions with the right experience and education to meet the Joint and Combatant Commander's requirements.

8.1.2. Produce Capabilities to Accomplish the Mission. This goal substantiates our need for a strong upgrade and on-the-job training program in order to equip our Airmen with the knowledge and skills needed to be successful in their job.

8.1.3. Deliberately Develop Airmen. This goal leverages specific training and experience in order to prepare our Airmen for future assignments. It recognizes previous duties and responsibilities and allows leaders to provide further opportunities for developing Airmen using education, duties, and assignments.

8.1.4. Maximize Return on Investment. Recognizing every dollar counts, the goal requires the balanced consideration of financial investment with capability when identifying individuals for professional education. This is also a key indicator when placing individuals into key Traffic Management positions, providing an opportunity to exploit their talent and experience thereby maximizing the time and investment expended to provide the capability.

8.1.5. Forecast Force Development Requirements. Education and training is a costly endeavor and to ensure courses are available to meet the needs of our community, we must forecast and budget for the right courses. This provides a sustainable approach to Traffic Management force development.

8.1.6. Provide Tools to Navigate Career. Developing tools to provide a roadmap for the career field ensures our Airmen have the ability to make informed decisions at specific points in their career. Taking advantage of the various automated capabilities will ensure these tools are available when and where they are needed the most.

8.1.7. Ensure Members Understand Their Value. Training, education, and job opportunities provide Air Force members incentives and directly affect their outlook and contribute to their job accomplishment and satisfaction.

Table A6.2 Enlisted Career Path				
Education and Training Requirements	GRADE REQUIREMENTS			
	Rank	Average Sew-On	Earliest Sew-On	High Year Of Tenure (HYT)
Basic Military Training school	AB			
Apprentice Technical School (3-Skill Level)	Amn A1C	6 months 10 months		
Upgrade To Journeyman (5-Skill Level) (2T051) Minimum 12 months OJT training (9 months for retrainees), career field goal 24 months max Complete appropriate CDC if/when available. All Core Tasks	AB AMN A1C SrA	 6 months 16 months 3 years	 28 months	 10 years
Airman Leadership School (ALS) - Must be a SrA with 48 months time in service or be a SSgt select. - Resident graduation is a prerequisite for SSgt sew- on (Active Duty Only).	Trainer - Recommended by supervisor. - Qualified and certified to perform the task to be trained. - Must attend the Air Force Training Course			
Upgrade To Craftsman (7-Skill level) (2T071) - Minimum rank of SSgt. - 12 months OJT/ 6 months OJT for retrainees. - Complete appropriate CDC if/when available. - Attend Craftsman course, if applicable.	SSgt	7.5 years	3 years	20 years
	Certifier - Possess at least a SSgt with a 5-skill level or civilian equivalent. - Be a person other than the trainer except for AFSCs, duty positions, units, and/or work centers with specialized training standardization and certification requirements - Are capable of evaluating the task being certified. - Attend the Air Force Training Course			

Noncommissioned Officer Academy (NCOA) - Must be a TSgt or TSgt Selectee. - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only).	TSgt	12.5 years	5 years	22 years
	MSgt	16 years	8 years	24 years
Upgrade To Superintendent (2T091) (9-Skill Level) - Minimum rank of SMSgt (sewn on).	SMSgt	19.2 years	11 years	26 years
USAF Senior NCO Academy (SNCOA) - Must be a MSgt or above. - Resident graduation is a prerequisite for CMSgt sew-on (Active Duty Only).				
Traffic Management Chief Enlisted Manager (2T000) - Chief Leadership Course	CMSgt	21.5 years	14 years	30 years

Section C - Skill Level Training Requirements

9. Purpose. Skill level training requirements in this career field are defined in terms of task 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 of this CFETP.

10. Specialty Qualification:

10.1. Apprentice Level Training 3-level:

10.1.1. Specialty Qualification.

10.1.1.1. Knowledge. All Traffic Management Apprentices must have a working knowledge of federal and military transportation regulations, instructions, directives; passenger and personal property entitlements; quality assurance evaluation procedures, United States and foreign customs regulations, warehousing procedures; military passenger, freight, and personal property rate computations; packaging methods, specifications, orders; hazardous cargo requirements; blocking, bracing, tie-down principles; and carrier capabilities and procedures for movement of passengers, cargo, and personal property in military and commercial air, rail, truck, and water systems.

10.1.1.2. Education. For entry into this specialty, completion of high school, including a basic computer course and a course in typing are desirable.

10.1.1.3. Training. For award of AFSC 2T031, completion of a basic traffic management course is mandatory.

10.1.1.4. Experience. After arrival at first duty station, (1) orient the trainee and conduct initial evaluations, (2) evaluate and provide performance-based training on the tasks taught in technical school, and (3) identify and start training in additional tasks required to fully utilize trainee in their duty position.

10.1.1.5. Other. For entry, award, and retention of AFSCs 2T011/31/51, qualification to operate government vehicles according to AFI 24-301 is mandatory.

10.1.2. Training Sources and Resources. The AFSC 2T0X1 STS provides the knowledge and task requirements for upgrade to the 3-skill level.

10.1.3. Implementation. Entry into training occurs upon completion of basic training. AFSC 2T031 is awarded following successful completion of Course L3ABR2T031 00AA, Traffic Management Apprentice.

10.2. Journeyman Level Training 5-level:

10.2.1 Specialty Qualification.

10.2.1.1. Knowledge. Mandatory knowledge includes: federal and military transportation regulations, instructions, and directives; passenger and personal property entitlements; quality assurance evaluation procedures, United States and foreign customs regulations, and warehousing procedures; military passenger, freight, and personal property rate computations; packaging methods, specifications, and orders; hazardous cargo requirements; blocking, bracing, and tie-down principles; and carrier capabilities and procedures for movement of passengers, cargo, and personal property in military and commercial air, rail, truck, and water systems.

10.2.1.2. Training. Individuals must have a 12 month (9 months for retrainees) OJT period, complete all Core Task Elements identified in the 2T051 STS, 5-level CDC and DoD Basic Personal Property Training Course.

10.2.1.3. Experience. Qualification in and possession of AFSC 2T031. Experience is mandatory in passenger travel, personal property, cargo movement procedures, maintaining records and reports along with certification of assigned work center tasks.

10.2.1.4. Other. For entry, award, and retention of AFSCs 2T011/31/51, qualification to operate government vehicles according to AFI 24-301 is mandatory.

10.2.2. Training Sources and Resources. Successful completion of CDC 2T051, Traffic Management Journeyman, satisfies most of the knowledge requirements for upgrade to the 5-skill level. The STS identifies additional mandatory core tasks (5) required for upgrade. For mandatory upgrade core task items (5) that cannot be completed at technical school or at unit level, waivers may be requested through their base OJT monitor to their MAJCOM functional manager (i.e., course instructors, JPPSOs, and ARC forces).

10.2.3. Implementation. Enrollment in CDC 2T051 takes place immediately after completion of the Traffic Management Apprentice Course and arrival at the first permanent duty station. Successful completion of the CDC, coupled with 12 months (9 months for retrainees) OJT is required for upgrade to the 5-skill level.

10.3. Craftsman Level Training 7-level:

10.3.1 Specialty Qualification.

10.3.1.1. Knowledge. Mandatory knowledge includes: federal and military transportation regulations, instructions, and directives; passenger and personal property entitlements; quality assurance evaluation procedures, United States and foreign customs regulations, and warehousing procedures; military passenger, freight, and personal property rate computations; packaging methods, specifications, and orders; hazardous cargo requirements; blocking, bracing, and tie-down principles; and carrier capabilities and procedures for movement of passengers, cargo, and personal property in military and commercial air, rail, truck, and water systems.

10.3.1.2. Training. Upgrade training to the 7-skill level in this specialty consists of completion of 7-level CDC along with 12 months (6 months for retrainees) OJT, completion of the 7-skill level Core Task items identified in the STS. Only under the most extreme circumstances may this requirement be waived. Waivers must be processed according to AFI 36-2651.

10.3.1.3. Experience. Qualification in and possession of AFSC 2T051, experience supervising Airmen performing functions such as preserving, packaging, packing, and quality control of personal or government property, or arranging transportation for DOD personnel. In conjunction with promotion to Noncommissioned Officer, the upgrade to craftsman formally establishes the service member as a frontline supervisor. Staff Sergeants, as craftsman, are charged with the first level of embedded supervision, working side by side with subordinates in executing the primary mission.

10.3.2. Training Sources and Resources. Successful completion of the 7-level CDC, mandatory 7-level core task items satisfies the knowledge and task requirements for upgrade. Waivers may be requested through trainee's base OJT monitor to their MAJCOM functional manager (i.e., course instructors, JPPSOs, and ARC forces) for mandatory upgrade (7-level) core task items that cannot be completed at technical school or at unit level.

10.3.3. Implementation. Enter into 7-level upgrade if an individual is selected for promotion to E-5. Successful completion of all core 7-skill level items and certification by the member's supervisor after completion of mandatory upgrade requirements results in the award of 7-skill level.

10.4. Superintendent Level Training 9-level:

10.4.1 Specialty Qualification

10.4.1.1. Knowledge. Knowledge is mandatory of: federal and military transportation regulations, instructions, and directives; passenger and personal property entitlements; quality assurance evaluation procedures, United States and foreign customs regulations, and warehousing procedures; military passenger, freight, and personal property rate computations; packaging methods, specifications, and orders; hazardous cargo requirements; blocking, bracing, and tie-down principles; and carrier capabilities and procedures for movement of passengers, cargo, and personal property in military and commercial air, rail, truck, and water systems.

10.4.1.2. Training. This area is reserved.

10.4.1.3. Experience. Qualification in and possession of AFSC 2T071. Also, experience managing the movement of personal property, cargo, and passengers, including classification and freight routing and carrier selection. Knowledge is required to manage and direct personnel resource activities, interpret and enforce policy and applicable directives, establish control procedures to meet work goals and standards, recommend or initiate actions to improve operational efficiency, plan and program work commitments and schedules, developing plans regarding facilities, supplies and equipment procurement and maintenance.

10.4.2. Training Sources/Resources. Successful completion of the USAF Senior NCO Academy resident course partially satisfies the knowledge requirements of the specialty knowledge section above. The SNCO Logistics Readiness course is highly recommended.

10.4.3. Implementation. SMSgts or SMSgt selectees are eligible to attend the resident SNCO Academy course at Gunter AFB, AL. Sew-on of SMSgt is required for award of the 9-skill level. Completion of the SNCO Academy is mandatory before assuming the grade of CMSgt.

10.5 Qualification Training Plans (QTPs). Completion of all applicable QTPs will assist trainers in providing standardized training to trainees in up-grade training and train on workload processes to satisfy knowledge and experience requirements listed above.

Section D - Resource Constraints

11. Purpose. This section identifies known resource constraints that preclude optimal/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, as a minimum, be reviewed and updated annually.

11.1. Apprentice (3 Skill-Level) Training:

11.1.1. Constraints. None.

11.2. Journeyman (5 Skill-Level) Training:

11.2.1. Constraints. None

11.3. Craftsman (7 Skill-Level) Training:

11.3.1. Constraints. None

Section E. Transitional Training Guide

“There are currently no transition training requirements. This area is reserved.”

BY ORDER OF THE SECRETARY OF THE AIR FORCE OFFICIAL

OFFICIAL
CEDRIC D. GEORGE, Maj Gen, USAF
Director of Logistics
DCS/Logistics, Engineering & Force Protection

4 Attachments

1. Qualitative Requirements (Proficiency Code Key)
2. AFSC 2T0X1 STS
3. Contingency/Expeditionary Training Requirement
4. Qualification Training Plans

PART II

Section A - Specialty Training Standard

1. Implementation.

1.1. The implementation of this STS for technical training provided by Air Education and Training Command is with class beginning July 2019

2. Purpose.

2.1. Column 1 (Task, Knowledge, and Technical References) spell out the most common tasks, knowledge, and technical references (TR) necessary for airman to perform duties in the 3-, 5-, and 7-skill level of the Traffic Management Career Field. All tasks and knowledge items shown with a proficiency code are trained during war time.

2.2. Column 2 identifies the core tasks that must be certified for upgrade to the next higher skill level. These are the minimum core tasks; supervisors may assign additional core tasks, as deemed appropriate, that must be certified for upgrade to the next higher skill level. When resources (training expertise, equipment, etc.) are not available to certify an individual on a core task, the Commander will so annotate the STS stating that resources are not available. Upgrade training will not be denied to individuals who, through lack of resources, cannot be core task certified. However, every attempt to obtain the training through contractors, ANG, AFRC, etc...must be exhausted before core task waiver requests are submitted for approval.

2.3. Column 3 (Certification for OJT) provides certification for OJT, it is used to record the status of tasks and knowledge training requirements. Use the Master Task List for the current unit to circle the appropriate items. Tasks and knowledge items status documentation must show a start date, completion date, trainee/trainer and certifier initials (when required). Third party certification is required on core tasks for upgrade to each skill level. Use automated training management systems to document technician qualifications, if available. Refer to AFI 36-2651 for more details on proper training documentation.

2.4. Column 4 (Proficiency codes) shows formal training and correspondence course requirements. It shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task/knowledge and the career knowledge provided by the correspondence course.

2.5. Qualitative Requirements. Attachment 1 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and career development courses.

2.6. Job Qualification Standard (JQS). This STS becomes a JQS for on-the-job training when placed in AF Form 623, Individual Training Record Folder, and used according to AFI 36-2651.

When used as a JQS, the following requirements apply:

2.6.1. Documentation. For documentation and transcribing procedures, see AFI 36-2651.

2.6.1.1. Documenting Career Knowledge. When a CDC is not available: the supervisor identifies STS training references that the trainee requires for career knowledge and ensures, as a minimum, that trainees cover the mandatory items in the AFECD. For two-time CDC course exam failures: supervisors identify all STS items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the task certifier, and receives certification on the STS. NOTE: Career Knowledge must be documented prior to submitting a CDC waiver.

2.6.1.2. Decertification and Recertification. When an airman is found to be unqualified on a task previously certified for his or her position, the supervisor lines through the previous certification or deletes previous certification when using automated system. Appropriate remarks are entered on the AF Form 623A, On-The-Job Training Record Continuation Sheet, as to the reason for decertification. The individual is recertified (if required) either by erasing the old entries and writing in the new or by using correction fluid (if the entries were made in ink) over the previously certified entry.

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

2.6.1.4. Transcribing. Transcribing documentation to a new CFETP is an administrative function, not a re- evaluation of training. Therefore, supervisor and trainer are considered synonymous for the purpose of documentation. Transcribe within 120 days (240 days for ARC) of published date of revised CFETP.

2.7. Specialty Knowledge Tests (SKT). The CFETP is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). SKTs are developed at the USAF Occupational Measurement Squadron by senior NCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. Individual responsibilities are in AFI 36-2605, *Air Force Military Personnel Testing System* Review the Enlisted Promotion Reference and Requirements Catalog for most up-to-date testing requirements <https://www.omsq.af.mil/index.htm>. WAPS is not applicable to the Air Force Reserves and Air National Guard.

3. Recommendations. Report unsatisfactory performance of individual course graduates and any inadequacies of this CFETP to the **345 TRS/TRRD, Transportations Training Schoolhouse (Bldg 1540) 201 C Ave; Fort Lee, VA 23801**. Reference specific STS paragraphs.

Section B - Course Objective List

This area is reserved.

Section C - Support Material

There are currently no support material requirements. This area is reserved.

Section D - Training Course Index

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

2. Air Force In-Residence Courses

COURSE NUMBER	TITLE	LOCATION	USER
LCABP2T031-00AB	Traffic Management Apprentice	Ft Lee, VA	AF
LCAZP2T051-00AA	Hazardous Mat Preparer (Initial)	Ft Lee, VA	DOD
L7AZT2T051-00AA	Hazardous Mat Preparer (Initial)	Mobile Training	DOD
L5AZA2T071-00AB	Military Preservation & Packaging for Storage and Shipment	McAlester, OK	DOD
J3AIR3S200-002	Principles of Instruction	Sheppard AFB,	AF
LCAZP2T251-00AA	Hazardous Mat Inspector (Initial)	Ft Lee, VA	DOD
LCAZT2T251-00AA	Hazardous Mat Inspector (Initial)	Mobile Training	DOD

3. Extension Courses

COURSE NUMBER	TITLE	LOCATION	USER
2T051 Edit Code 05	Traffic Management Journeyman	Fort Lee, VA	AF
2T071 Edit Code 06	Traffic Management Craftsman	Fort Lee, VA	AF

4. Exportable Courses

COURSE NUMBER	TITLE	LOCATION	USER
L5AZW2T051-004A	Defense Basic Packing and Preservation	On-Line	DOD
L6ARW2T051-00AA	Hazardous Mat Preparer (Refresher)	On-Line	DOD
L6ARW2T251-00AA	Hazardous Mat Inspector (Refresher)	On-Line	DOD

5. Courses Under Development/Revision

Personal Property Computer Based Training

Section E - MAJCOM Unique Requirements

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

Attachment 2
AFSC 2T0X1 STS

LCABP2T031 00AC Traffic Management Apprentice		
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	
N/I	N/I	
N/I	N/I	
N/I	N/I	

Proficiency Code Key		
	Scale Value	Definition: The individual
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited)
	2	Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)
*Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (Nomenclature)
	b	Can determine step by step procedures for doing the task. (Procedures)
	c	Can identify why and when the task must be done and why each step is needed. (Operating Principles)
	d	Can predict, isolate, and resolve problems about the task. (Advanced Theory)
**Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (Facts)
	B	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (Analysis)
	D	Can evaluate conditions and make proper decisions about the subject. (Evaluation)
Explanations * A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b) ** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks. - 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 the course columns to show that training is required but not given due to limitations in resources. NOTE: All tasks and knowledge items shown with a proficiency code are trained during war time.		

Behavioral Statement STS Coding System	
Code	Definition
K	Subject Knowledge Training - The verb selection identifies the individual's ability to identify facts, state principles, analyze, or evaluate the subject
P	Performance Training - Identifies that the individual has performed the task to the satisfaction of the course; however, the individual may not be capable of meeting the field requirements for speed and accuracy.
pk	Performance Knowledge Training - The verb selection identifies the individual's ability to relate simple facts, procedures, operating principles, and operational theory for the task.
-	No training provided in the course or CDC.
X	Training is required but not provided due to limitations in resources.
Each STS element is written as a behavioral statement. The detail of the statement and verb selection reflects the level of training provided by resident training and career development courses.	

QUALITATIVE REQUIREMENTS

This Block Is For Identification Purposes Only		
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	
N/I	N/I	
N/I	N/I	
N/I	N/I	

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
		A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC
1 AFSC 2T0XX Career Ladder Progression									
1.1 Organizational Structure TR: AFI 38-101							-	A	B
1.2 Duties of the Air Force Specialty Code (AFSC) TR: Enlisted Classification Directory							A	B	B
1.3 Hazards of the Air Force Specialty Code (AFSC) TR: AFI 24-602, Vol 2							A	B	B
1.4 Logistics Doctrine TR: AFDD1, 1-2, 2-4; JP 4-0, 4-9							-	A	B
1.5 Career Progression TR: Enlisted Classification Directory; CFETP							A	B	B
2 Traffic Management Leadership and Management; Manpower TR: AFI 38-201; AFI 24-602, Vol 1; AFI 24-602, Vol 2; AFI 24-602, Vol 4; Traffic Management Manpower Standard (AFMS) 42C1; AFMS 7137									
2.1 Interpret Unit Manpower Document							-	-	b
2.2 Interpret Unit Personnel Management Roster							-	-	b
2.3 Manpower Standard							-	A	B
2.4 Manpower Core/Variances							-	A	B
2.5 Workload Data Collection Sources							-	A	B
2.6 Validate Accuracy of Future and Historical Workload Data	7						-	b	c
3 Air Force Occupational Safety Program									
3.1 Initial Federal Hazardous Communication Training Program TR: AFI 90-821							A	-	-
3.2 Accident prevention TR: AFI 91-202; AFI 24-602, Vol 2							A	B	B
3.3 Job Safety Practices									
3.3.1 Demonstrate Saw Safety TR: AFI 91-203							2b	b	-
3.3.2 Demonstrate Hand-tool Safety TR: AFI 91-203							2b	b	-
3.3.3 Demonstrate Material Handling Equipment Safety TR: AFI 91-203							2b	b	-
3.4 Safety Data Sheet (SDS) TR: AFI 90-821; AFI 91-203							A	B	B
3.5 Lockout/Tagout program TR: AFI 91-203									
3.5.1 Lockout/Tagout program fundamentals							A	-	-
3.5.2 Administer Lockout/Tagout program							-	b	b

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
		A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC
4 Traffic Management Operations TR: AFI 33-360; AFI 90-201; AFI 20-112									
4.1 Develop Operating Instructions	7						-	-	b
4.2 Maintain Local Checklists							-	-	b
4.3 Conduct Self-Assessments/ Inspections	7						-	-	b
4.4 Budget Management Program TR: AFD 65-6; AFI 65-601 V1, V2, V3									
4.4.1 Determine Budget Requirements							-	-	b
4.4.2 Monitor Expenditures							-	-	b
4.4.3 Develop Unfunded Requirements							-	-	b
4.4.4 Initiate Reimbursement Collections							-	-	b
4.5 Support Agreements TR: AFI 25-201							-	A	B
5 Traffic Management Training Responsibilities TR: AFI 36-2201									
5.1 Training Programs									
5.1.1 Develop Training Programs	7						-	a	b
5.1.2 Conduct training							-	-	-
5.1.3 Counsel trainees on their progress	7						-	a	b
5.2 Training Program Evaluation							-	A	B
5.3 CFETP, Specialty Training Standard (STS), Job Qualification Standard (JQS), and Master Task Listing (MTL)	7						-	A	B
5.4 Monitor Qualification Training Status	7						-	b	b
5.5 Monitor Upgrade Training (UGT) Status	7						-	b	b
5.6 Review transportation documentation and correspondence prepared by subordinate personnel TR: DTR 4500.9R; JTR; PPCIG (online); AFMAN 24-204(I); AFI 24-602, Vol 1; AFI 24-602, Vol 2							-	a	b
5.7 Resolve technical transportation problems encountered by subordinates TR: 24 series AF publication; DOD 4500.9R; JTR; Commercial transportation publications							-	a	b
6 Automated data systems									
6.1 Web/Cyber Security							-	-	-
6.2 ILS-S Supply System TR: Supply System, System Manual; AFH 23-123							A	B	B
6.3 Complete Web Supply Discrepancy Report (WebSDR) TR: AFH 23-123							a	b	-

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
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		Tug Start	Tug Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC
6.4 Personal Property Systems TR: System User Manuals							A	B	B
6.5 Cargo Movement Operations System (CMOS) TR: AFI 24-602, Vol 2, CMOS User's Manual							A	B	B
6.6 Global Airlift Transportation Execution System (GATES) TR: GATES User's Manual							A	B	B
6.7 Integrated Deployment System (IDS) TR: AFI 10-403							A	B	B
6.8 Integrated Data Environment/Global Transportation Network Convergence (IGC) TR: IGC website at https://www.igc.ustranscom.mil/igc							A	B	B
6.9 Third Party Payment System (TPPS) TR: DTR 4500.9-R, Part II							A	B	B
6.10 Defense Transportation Tracking System (DTTS) TR: DTR 4500.9-R, Part II; AFI 24-602, Vol 2; System Help Menus							A	B	B
6.11 Autonomic Logistics Information System (ALIS)							-	-	-
6.12 Defense Travel System (DTS) TR: DTS Training and Resource Center Defense Travel Management Office (DTMO) website (https://www.defensetravel.dod.mil)							A	B	B
6.13 Transaction Identifier Code (TRIC) authorization TR: AFH 23-123 V1, V2 Parts 1-3							A	A	-
6.14 Electronic Travel Authority (ETA)									
6.14.1 Joint Container Management (JCM)							-	-	-
6.14.2 Global Freight Management (GFM) TR: https://stallion.eta.sddc.army.mil/etagettingstarted/Overview.html							A	B	B
6.14.3 Transportation Facilities Guide (TFG) TR: DTR 4500.9-R, Part II; https://stallion.eta.sddc.army.mil/tfgtut/whnjs.htm							A	B	B
6.14.4 Discrepancy Identification System (DIS) TR: DTR 4500.9-R, Part II							A	B	B
6.15 Logistics Tool Suite (LTS)									
6.15.1 Tracker Lite TR: AFI 24-602, Vol 2; https://trackerlite.wpafb.af.mil/LTS/							A	B	B

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC
6.15.2 DODAAC TR: AFI 24-602, Vol 2; https://trackerlite.wpafb.af.mil/LTS/							A	B	B
6.15.3 SPIRES TR: AFI 24-602, Vol 2; https://trackerlite.wpafb.af.mil/LTS/ ; https://spires.wpafb.af.mil/							A	B	B
6.15.4 Single Mobility System TR: SMS Website							A	B	B
6.16 Logistics, Installation, and Mission Support-Enterprise View (LIMS-EV) TR: AFI 10-201, AFMAN 23-122							-	B	B
7 Personal Property									
7.1 Review Travel Orders TR: DTR 4500.9-R Part IV; JTR; AFI 24-602, Vol 4	5						2b	b	b
7.2 Personal Property Movement TR: DTR 4500.9-R Part IV; JTR; AFI 24-602, Vol 4									
7.2.1 Determine Personal Property movement process TR: PPCIG (online); Personal Property Rate Solicitation Guide; DTR 4500.9-R Part IV							-	b	b
7.2.2 Research household goods entitlements	5						1a	b	b
7.2.3 Research unaccompanied baggage entitlements	5						1a	b	b
7.2.4 Research professional books, papers, and equipment (PBP&E) entitlements							1a	b	b
7.2.5 Research entitlements for eligible heirs and dependents of deceased personnel	7						1a	b	b
7.2.6 Research unauthorized items							1a	b	b
7.2.7 Research personally-procured move (PPM) entitlements	5						1a	b	b
7.2.8 Research mobile home entitlements							-	b	b
7.2.9 Research privately owned vehicle entitlements							-	b	b
7.2.10 Research motorcycle entitlements							-	b	b
7.2.11 Research boat entitlements							-	b	b
7.2.12 Research privately owned firearm entitlements							-	b	b
7.2.13 Research Non-Temporary Storage (NTS) entitlements TR: JTR PPCIG (online); AFI 24-602, Vol 4; DTR 4500.9R, Part IV							-	b	b
7.3 Liability for loss and/or damage							-	A	B
7.4 Customs Requirements for Personal Property TR: DTR 4500.9-R, Part IV, PPCIG (online)							A	B	-

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC
7.5 Demonstrate Personal Property Counseling Procedures TR: DTR 4500.9R, Part IV; PPCIG (online)							1a	b	b
7.6 Incoming Personal Property TR: JTR; DTR 4500.9-R, Part IV PPCIG (online)									
7.6.1 Disposition of incoming Personal Property							-	A	B
7.6.2 Research Storage-in-Transit (SIT) entitlements								b	b
7.7 Excess Cost TR: DTR 4500.9-R, Part IV; AFI 24-602, Vol 4									
7.7.1 Personal Property Processing Office (PPPO) and Personal Property Shipping Office (PPSO) responsibilities							-	B	B
7.7.2 Excess Cost Adjudication Function (ECAf) responsibilities							-	B	B
7.8 Personal Property Movement Documents TR: DTR 4500.9-R, Part IV									
7.8.1 Bill of Lading							-	A	B
7.8.2 Bill of Lading correction notice							-	A	B
7.8.3 Service orders							-	A	B
7.8.4 Applications for shipment							-	A	B
7.8.5 Advance Transportation Control and Movement Document (TCMD) TR: DTR 4500.9-R, Part II							-	A	B
7.9 Personal Property Quality Assurance Process TR: DTR 4500.9-R, Part IV									
7.9.1 Requirements for carriers agents of Personal Property TR: DTR 4500.9-R, Part IV							-	A	B
7.9.2 Perform Personal Property shipment inspections TR: DTR 4500.9-R, Part IV							-	a	b
7.9.3 Carrier performance files TR: DTR 4500.9-R, Part IV							-	A	B
7.9.4 Shipment inspection/evaluation records TR: DTR 4500.9-R, Part IV							-	A	B
7.9.5 Carriers facilities TR: DTR 4500.9-R, Part IV							-	A	B
7.9.6 Perform Personal Property carrier performance evaluations TR: DTR 4500.9-R, Part IV							-	a	b
7.10 Entitlement Extensions TR: DTR 4500.9-R, Part IV							-	A	B
7.11 Prepare Purchase Orders TR: AFIs 64-102; 64-117							-	-	b

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
		A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC
8 Passenger Travel TR: JTR; AFI 24-602, Vol 1; DTR 4500.9-R, Part I; DODI 4515.13R									
8.1 Passenger movement entitlements TR: JTR; AFI 24-602, Vol 1; DTR 4500.9-R, Part I; and DODI 4515.13R							A	A	B
8.2 Identify passenger movement entitlement counseling procedures TR: JTR; AFI 24-602, Vol 1; DTR 4500.9-R, Part I; and DODI 4515.13R							b	b	b
8.3 Passenger movement process TR: DTR 4500.9-R and AFI 24-602, Vol 1									
8.3.1 Identify the order of precedence for modes of travel TR: DTR 4500.9-R, Part I; DODI 4515.13R; and AFI 24-602, Vol 1							a	a	b
8.3.2 Identify types of travel/travelers TR: DTR 4500.9-R, Part I; DODI 4515.13R; and AFI 24-602, Vol 1							a	a	b
8.3.3 Arrange travel for eligible travelers TR: DTR 4500.9-R, Parts I; AFI 24-602, Vol 1	5						a	a	b
8.4 Quality assurance of Travel Management Company functions TR: TMC Quality Assurance Surveillance Plan and Contract; AFI 24-602, Vol 1							-	A	B
8.5 Individually Billed Accounts (IBA) and Centrally Billed Accounts (CBA) TR: AFI 24-602, Vol 1							A	B	B
8.6 Process Centrally Billed Accounts TR: AFI 24-602, Vol 1							-	a	b
8.7 Manual Government Transportation Request (GTR) and Local Payments of Airlines (LOPA) in deployed locations TR: AFI 24-602, Vol 1							A	B	B
8.8 Emergency leave travel TR: DTR 4500.9-R, Part I; AFI 24-602, Vol 1; JTR; DODI 4515.13R							A	B	B
8.9 Determine customs requirements for passenger travel TR: Foreign Clearance Guide; DTR 4500.9 R; AFI 24-602, Vol 1	7						a	b	b
8.10 Refund of unused tickets TR: DTR 4500.9-R, Part I; AFI 24-602, Vol 1							-	A	B
8.11 Determine AEF/contingency passenger routing/movement procedures TR: DTR 4500.9-R, Part III; AFI 10-403							a	b	b

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		A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
		Tug Start	Tug Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC
8.12 Premium class travel (business/first class travel) TR: DTR 4500.9-R, Part I, JTR; AFI 24-602, Vol 1	7						A	A	B
8.13 Spouse Travel TR: AFI 24-602, Vol 1							-	A	B
8.14 Properly process Customer Identification Code (CIC) when booking passengers on AMC airlift TR: DTR 4500.9-R, Part 1; AFI 24-602, Vol 1							-	-	-
9 Cargo Distribution Operations									
9.1 Water Clearance Authority (WCA) TR: AFI 24-602, Vol 2							A	A	B
9.2 Air Clearance Authority (ACA) TR: AFI 24-602, Vol 2							A	A	B
9.3 Container Management functions TR: AFI 24-602, Vol 2							A	-	B
9.4 Inbound Cargo TR: AFI 24-602, Vol 2; DTR 4500.9R, Part II									
9.4.1 Transportation In-Check							-	-	-
9.4.2 Off-load Property							2b	b	-
9.4.3 Validate/Verify Transportation Services Rendered using bills of lading/TCMD	5						2b	b	-
9.4.4 Segregate Property							2b	b	-
9.4.5 In-check Property							2a	-	-
9.4.6 Complete CMOS In-Check	5						2b	b	-
9.4.7 Consolidated Shipment							A	B	-
9.4.8 Complete Transportation Discrepancy Reports (TDRs)	7						b	b	b
9.4.9 Prepare/Certify Inbound Transportation Protective Service Materiel Checklist (AF Form 4388)	5						2b	b	b
10 Materiel In-Check Process TR: DoD 4100.39M; Federal Logistics Information System; AFI 23-101, AFI 24-602, Vol 2									
10.1 Administration									
10.1.1 Demonstrate Materiel Receipt Regulation utilization							2b	-	-
10.1.2 Role of Accountable Officer	7						A	A	-
10.1.3 Distribution Management in asset accountability							A	B	B
10.1.4 Classified property receipt Letters of Authorization							A	B	B
10.2 Research									
10.2.1 National Stock Numbers (NSNs)							A	A	-
10.2.2 Research NSNs in WebFLIS							2b	b	-
10.2.3 Research Item record							2a	b	-

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
		A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC
10.2.4 Research Consolidated Transaction History (CTH)	5						2b	b	b
10.2.5 Document Numbers							B	B	-
10.2.6 Detail record							A	B	-
10.3 Inquiries TR: AFH 23-123, Vol 2									
10.3.1 Research document number							2b	b	b
10.3.2 Research stock number							2b	b	b
10.4 Receipt Inspection Process									
10.4.1 Property status/condition/identity TR: AFMAN 23-122							A	B	B
10.4.2 Condition tags/labels Condition tags/labels							A	B	-
10.4.3 Determine property identity TR: AFMAN 23-122							2b	b	b
10.4.4 Determine property condition TR: AFMAN 23-122							2b	b	b
10.4.5 Shelf life item identification TR: AFMAN 23-122							A	B	-
10.5 ILS-S TR: AFH 23-123, Vol 2									
10.5.1 Process receipt	5						2b	b	b
10.5.2 Process movement							2b	b	b
10.5.3 Process reject							-	b	b
10.5.4 Process delivery							2b	b	b
10.5.5 Process partials	5						2b	b	b
10.5.6 Process shortages	5						2b	b	b
10.5.7 Process overages	5						2b	b	b
10.5.8 Process excess							b	b	b
10.5.9 Process missing documents									
10.5.10 Process misidentified							b	b	b
10.5.11 Process unserviceable							b	b	b
10.5.12 Process expired shelf life item							a	b	b
10.6 Reject/Management Notice Program TR: AFH 23-123, Vol 2									
10.6.1 Program roles/responsibilities							A	B	B
10.6.2 Research rejects/management notices	5						2a	b	b
10.6.3 Resolve management notices	5						2a	b	b
10.6.4 Resolve rejects	5						2a	b	b
10.7 Corrective Actions									
10.7.1 Research Transaction error							2b	b	b
10.7.2 Prepare Record Reversal & Correction							2b	b	b
10.7.3 Submit Reports of Discrepancies							-	b	b
10.7.4 Complete Supply Discrepancy Report (SDR)/Report of Discrepancy (ROD) TR: AFH 23-123	7						b	b	b

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
		A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC
10.7.5 Report discrepancies related to special handling assets							-	a	-
10.7.6 Research Tracer Action Items							-	b	b
10.7.7 Reconcile Reports							-	-	-
10.7.8 Organizational Refusal							A	B	B
10.8 Manage Reports									
10.8.1 Items Not Put Away							b	b	b
10.8.2 Items Not Received by Customer							b	b	b
10.9 Degraded Operations TR: AFH 23-123, Vol 2									
10.9.1 MICAP Due-Out identification							A	B	B
10.9.2 Responsibilities							A	B	B
10.9.3 Perform Quality Control							a	b	b
10.9.4 Create manual input	5						2b	b	b
10.9.5 Accomplish Recovery							1a	b	b
10.10 Accountable Document Distribution TR: AFH 23-123, Vol 2									
10.10.1 Source Documents							A	A	-
10.10.2 Turn-In of accountable documents							A	B	B
10.10.3 Resolve Delinquent documents							b	b	-
11 Special Handling Assets TR: DTR Part II; AFI 24-602, Volume 2; AFI 23-101; AFMAN 23-122; MIL-STD-2073-1E									
11.1 Nuclear Weapons Related Materiel (NWRM) TR: AFI 20-110; AFI 21-201; AFI 23-101; AFI 24-602, Volume 2							A	A	-
11.2 Classified Assets							A	A	-
11.3 Electrostatic Discharge Items							A	A	-
11.4 Controlled Cryptographic Item (CCI) Communication Security (COMSEC) Serialized Control Items							A	A	-
11.5 Weapons							A	A	-
11.6 Sensitive							A	A	-
11.7 Serialized control							A	A	-
11.8 Functional check items							A	B	-
11.9 Time Compliance Technical Order (TCTO) items							A	B	-
11.10 Suspect/Unsuitable materiel							A	B	-
11.11 Warranty/Guarantee Items							-	-	-
11.12 Receive special handling assets							2b	b	b
11.13 Distribute/Transport special handling assets							2b	b	b
11.14 Dispose of special handling assets							-	-	a

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
		A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
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12 Hazardous Material Management Familiarization TR: AFMAN 24-210 (I); AFMAN 24-204(I); MILSTD 129; 49 CFR; IATA; IMDG Code; AFI 24-602, Vol 2									
12.1 Safety Data Sheets (SDSs)							B	-	-
12.2 Publications									
12.2.1 49 CFR							B	B	B
12.2.2 IMDG							B	B	B
12.2.3 IATA							B	B	B
12.2.4 AFMAN 24-204							B	B	B
12.3 Prepare for Shipment									
12.3.1 Interpret transportation data from SDS section 14							2b	b	b
12.3.2 Identify the hazard							2b	b	b
12.3.3 Package the item							2b	b	b
12.3.4 Mark the item							2b	b	b
12.3.5 Label the item							2b	b	b
12.3.6 Document the item (HAZDEC)							2b	b	b
12.3.7 Load/Segregate the item(s)							2b	b	b
12.3.8 Placard the item							2b	b	b
13 Packaging/Crating and Shipment Planning									
13.1 Receive items for shipment TR: AFI 24-602, Vol 2	5						2b	b	b
13.2 Determine Transportation Priorities TR: AFI 24-602, Vol 2	5						a	b	b
13.3 Construct container utilizing special packing instructions TR: AFI 24-602, Vol 2; DTR 4500.9-R, Part II; AFPAM 24-237(I); https://spires.wpafb.af.mil/	5						2b	b	b
13.4 Shipment Planning of Hazardous Materials: TR: AFMAN 24-210 (I); AFMAN 24-204(I); MILSTD 129; 49 CFR; IATA; IMDG Code; AFI 24-602, Vol 2							A	B	B
13.5 Package items TR: AFI 24-602, Vol 2; DTR 4500.9-R, Part II	5						2b	b	b
13.6 Package electrostatic discharge sensitive (ESDS) items TR: MIL STD 129; MIL STD 1686 C	5						2b	b	b
13.7 Perform heat sealing TR: TO 00-25-234	5						2b	b	-
13.8 Select containers for freight shipments TR: MIL STD 2073-1; TO 00-85-B-3	5						b	b	b
13.9 Administer reusable container program TR: AFI 24-602, Vol 2; DTR 4500.9-R, Part II; AFPAM 24-237(I)							a	b	b

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC
13.10 Saw Operation TR: AFI 91-203; User's manual									
13.10.1 Operate band saw							2b	b	b
13.10.2 Operate table saw							2b	b	b
13.10.3 Operate panel saw							2b	b	b
13.10.4 Operate radial-arm saw							2b	b	b
13.10.5 Operate circular saw							-	b	b
13.11 DoD phytosanitary requirements for wood packaging material program TR: AFI 24-602, Vol 2							A	A	B
13.12 Consolidate shipments TR: AFI 24-602, Vol 2	5						2b	b	b
13.13 Determine cargo measurements TR: DTR 4500.9-R, Part III							2b	b	b
13.14 Prepare/Certify Outbound Transportation Protective Service Materiel Checklist (AF Form 4387) TR: AFI 24-602, Vol 2	5						2b	b	b
13.15 Modes of shipment TR: DTR 4500.9-R, Part II; AFI 24-602, Vol 2	5						A	B	-
13.16 Methods of shipments TR: DTR 4500.9-R, Part II; AFI 24-602, Vol 2	5						A	B	-
13.17 Apply shipment identification TR: MIL STD 129; DOD 4500.9R, Part II	5						2b	b	b
13.18 Complete automated/manual Military Shipment Labels TR: CMOS User Manual; MIL STD 129	5						2b	b	-
14 Outbound Cargo									
14.1 Shipment Forms TR: AFI 24-602, Vol 2; DTR 4500.9-R, Part II	5						A	B	-
14.2 Determine Sensitive/Classified shipment procedures and requirements TR: AFI 24-602, Vol 2; DTR 4500.9-R, Part II; MIL STD 129	5						2b	b	b
14.3 Determine Arms, Ammunition & Explosives (AA&E) Shipment Procedures/Requirements TR: AFI 24-602, Vol 2; DTR 4500.9-R, Part II	5						a	b	b
14.4 Movement communications and coordination procedures TR: JHCS; AFMAN 91-201; DTR 4500.9-R, Part II							-	A	A

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
		A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
		Tug Start	Tug Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC
14.5 Determine Containerized Munitions Movement Procedures TR: AFI 24-602, Vol 2; DTR 4500.9-R, Part II							-	-	b
14.6 Determine minimum security standards TR: AFI 24-602, Vol 2; DTR 4500.9-R, Part II; Installation Security Plan	5						2b	b	b
14.7 Emergency Procedures TR: AFI 24-602, Vol 2							A	B	B
14.8 Determine Transportation Protective Service Requirements TR: DTR 4500.9-R Part II; AFI 24-602, Vol 2							a	b	b
14.9 Determine customs requirements for government owned freight TR: DTR 4500.9-R, Part V; AFI 24-602, Vol 2							a	b	-
14.10 Determine Transportation Funding TR: AFI 24-602, Vol 2	5						b	b	b
14.11 Classify freight for movement TR: NMFC; UFC							2b	b	b
14.12 Routing freight shipments TR: DTR 4500.9-R, Part II; AFI 24-602, Vol 2	5						A	B	B
14.13 Determine freight charges TR: NMFC; UFC; channel sequence listing							-	a	b
14.14 Determine freight carrier payments TR: AFI 24-602, Vol 2; DTR 4500.9-R, Part II	7						-	a	b
14.15 Shipping Documents and Reports									
14.15.1 Prepared Automated and Manual Transportation Control and Movement Document (TCMD) TR: DTR 4500.9-R Part II	5						2b	b	-
14.15.2 Prepare Automated Bill of Lading TR: DTR 4500.9-R; CMOS User Manual	5						2b	b	-
14.15.3 Prepare Report of Shipment (REPSHIP) TR: AFI 24-602, Vol 2	5						2b	b	-
14.15.4 Complete DD Form 1907, Signature and Tally Record TR: AFI 24-602, Vol 2; DTR 4500.9-R, Part II; CMOS User Manual	5						2b	b	-
14.15.5 Complete DD Form 626, Motor Vehicle Inspection TR: AFI 24-602, Vol 2; DTR 4500.9-R, Part II	5						2b	b	-

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
		A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC
14.15.6 Complete DD Form 1387-2, Special Handling Data/ Certification TR: AFI 24-602, Vol 2	5						2b	b	-
14.15.7 DD Form 2890, DOD Multimodal Dangerous Goods Declaration							-	-	-
14.16 Loading/Unloading operations									
14.16.1 Special equipment requirements TR: Transportation Facilities Guide; DTR 4500.9-R							A	A	B
14.16.2 Determine if commercial carriers equipment meets transportation requirements TR: AFI 24-602, Vol 2							-	a	b
14.16.3 Load carriers equipment TR: DTR 4500.9-R, Part II							2b	b	-
14.17 Vehicle Placards TR: Title CFR 49							-	A	A
14.18 General handling procedures (Cargo/Tie-Down/Movement)							-	-	-
14.18.1 Cargo Movement Fundamentals TR: AFI 24-602, Vol 2; DTR 4500.9R, Part II							-	B	B
14.18.2 Distribute cargo load TR: AFI 24-602, Vol 2; MIL STD 129; CFR 49 Part 177, AFMAN 24-306							a	a	-
14.18.3 Secure Cargo									
14.18.3.1 Demonstrate tie-down strap operation TR: AFI 24-602, Vol 2; MIL STD 129; CFR 49 Part 177							2b	b	-
14.18.3.2 Demonstrate chain and binder operation TR: AFI 24-602, Vol 2; MIL STD 129; CFR 49 Part 177							-	-	-
14.18.3.3 Demonstrate blocking & bracing procedures TR: TO 00-85 series	5						2b	b	b
14.18.4 Safeguard cargo TR: AFI 24-602, Vol 2; MIL STD 129; CFR 49 Part 177							-	-	-
14.18.5 Cargo covers TR: AFI 24-602, Vol 2; MIL STD 129; CFR 49 Part 177							-	A	-
14.18.6 Oversized cargo TR: AFI 24-602, Vol 2; MIL STD 129; CFR 49 Part 177							-	A	-
14.18.7 Hazardous cargo TR: AFI 24-602, Vol 2; MIL STD 129; CFR 49 Part 177; AFMAN 91-201							-	A	B

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
		A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC
14.18.8 Block and brace items within container TR: AFI 24-602, Vol 2; MIL STD 20731							2b	b	b
14.19 Shipping Records									
14.19.1 Maintain freight shipment records TR: AFI 24-602, Vol 2	7						-	a	b
14.19.2 Carrier Performance Program (CPP) TR: DTR 4500.9-R, Part II							-	-	B
14.19.3 Trace shipments TR: AFI 24-114; AFI 24-602, Vol 2	5						a	a	b
14.19.4 Transportation support to contracting TR: AFI 24-602, Vol 2; DTR 4500.9-R, Part II							-	A	B
14.19.5 In-transit Visibility TR: AFI 24-114; AFI 24-602, Vol 2							-	A	B
15 Asset Tracking System/eTools TR: AFH 23-123, Vol 2, Part 2; AFMAN 17-1203									
15.1 Program fundamentals							A	B	-
15.2 eTools							A	B	B
15.3 Functions									
15.3.1 Process receipt							-	b	-
15.3.2 Process movement							-	b	-
15.3.3 Process delivery							-	b	-
15.3.4 Process reject							-	-	-
16 Mobility/Contingency Operations TR: AFI 10-403									
16.1 Planning/Systems									
16.1.1 Operational Plans TR: AFI 10-403; DTR 4500.9-R, Part III							-	A	B
16.1.2 In-Garrison Expeditionary Site Plan (IGESP)							-	A	B
16.1.3 Time-Phased Force and Deployment Data (TPFDD) TR: AFI 10-401							-	A	B
16.1.4 Unit Type Codes (UTC)/Mission Capabilities Statements (MISCAPS)							-	A	B
16.1.5 Department of Defense Readiness Reporting System (DRRS) TR: AFI 10-403							-	-	B
16.1.6 Designed Operational Capability (DOC) TR: AFI 10-201							-	-	B
16.1.7 Air Expeditionary Force (AEF) requirements TR: AFD 10-2							-	A	B

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
		A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC
16.1.8 Deployment/Reception process TR: AFI 10-403							A	B	B
16.1.9 Installation Deployment Plan (IDP) TR: AFI 10-403							-	A	B
16.1.10 Base Support Plan Part II TR: AFI 10-403							-	-	B
16.1.11 Resource Augmentation Duty (READY) support TR: AFI 10-403							-	-	B
16.2 Cargo Deployment Function TR: AFI 10-403									
16.2.1 In-check process							A	A	B
16.2.2 Load Plan process							-	A	B
16.2.3 Cargo manifest							A	A	B
16.2.4 Quality Control (QC) process							A	A	B
16.2.5 Joint Inspection Process							-	A	B
16.3 Passenger Deployment Function							A	A	B
16.4 Manifest Passengers							A	-	-
16.5 Civil Reserve Air Fleet (CRAF) TR: DTR 4500.9-R, Part I; DODI 4500.53							-	A	B
16.6 Process contaminated cargo TR: AFMAN 10-2503; AFI 24-602, Vol 2							-	a	b
17 Vehicles TR: CFR 29 & 40; AFI 24-301; AFI 24-302; AFMAN 24-306									
17.1 Perform spotter procedures/duties	5						2b	-	-
17.2 Safety							A	-	-
17.3 Complete AF Form 1800							2b	-	-
17.4 Forklift Operations									
17.4.1 Demonstrate forklift operation (Under 10K)	5						2b	b	-
17.4.2 Demonstrate forklift operation (10K - 463L)	5						-	b	-
17.4.3 Demonstrate forklift operation (10K - AT)	5						-	b	-
18 Chemical, Biological, Radiological and Nuclear Defense (CBRNE) TR: AFMAN 11-301									
18.1 Program							A	B	-

AF Career Field Manager Approval Sandra A. Scott, CMSgt, USAF Date: 1 January 2019

ATTACHMENT 3, CONTINGENCY/EXPEDITIONARY TRAINING REQUIREMENTS

Commanders and supervisors, at all levels, should establish an effective contingency/expeditionary training program that takes into account the normal AEF battle rhythm. The following tables prescribe the minimum essential training tasks Airmen require training and certification on to meet the stated capability of the Unit Type Code (UTC). As the minimum training requirements, commanders should use completion of training associated with assigned UTCs as the determination of capability readiness in the AEF Reporting Tool (ART).

Ideally, Airmen/teams should begin the specified training 4-6 months before their AEF deployment. Flight superintendents/certifying officials will assess an Airmen's ability to perform the task to the "Go," "No-Go" level. A copy of the applicable training table, indicating completed training, should be placed in the Airman's AF Form 623, On-the-Job Training Record, and maintained until return from deployment.

UTCs/capabilities requiring training/certifying on specialized materiel handling (i.e., all-terrain fork lift) tasks require a minimum of 50 percent of personnel assigned against that UTC be certified on those tasks.

All appropriate core tasks in addition to UTC requirements must be met.

UTC: UFTSD TM TRAFFIC MGT TEAM (LARGE) UFTSV TM TRAFFIC MGT SUPERINTENDENT (MEDIUM TM)	Flight Superintendent Signature/Date:			
STS Reference/Training Task	Start Date	Completion Date	Trainee Initials	Trainer Initials/Date
2.6 Validate Accuracy of Future and Historical Workload Data				
3.2 Accident Prevention				
3.3.1 Demonstrate Saw Safety				
3.3.2 Demonstrate Hand-tool Safety				
3.3.3 Demonstrate Material Handling Equipment Safety				
3.5.2 Administer Lockout/Tag-out program				
4.1 Develop Operating Instructions				
4.2 Maintain Local Checklist				
4.3 Conduct Self-Assessments/ Inspections				
4.4.1 Determine Budget Requirements				
4.4.3 Develop Unfunded Requirements				
5.6 Review transportation documentation and				

correspondence prepared by subordinate personnel				
5.7 Resolve technical transportation problems encountered by subordinates				
6.2 ILS-S Supply System				
6.3 Complete Web Supply Discrepancy Report (WebSDR)				
6.4 Personal Property Systems				
6.5 Cargo Movement Operations System (CMOS)				
6.6 Global Airlift Transportation Execution System (GATES)				
6.8 Integrated Data Environment/Global Transportation Network Convergence (IGC)				
6.9 Third Party Payment System (TPPS)				
6.12 Defense Travel System (DTS)				
6.13 Transaction Identifier Code (TRIC) authorization				
6.14.1 Joint Container Management (JCM)				
6.14.2 Global Freight Management (GFM)				
6.14.3 Transportation Facilities Guide (TFG)				
6.14.4 Discrepancy Identification System (DIS)				
6.15.1 Tracker Lite				
6.15.3 SPIRES				
6.15.4 Single Mobility System				
6.16 Logistics, Installation, and Mission Support-Enterprise View (LIMS-EV)				
7.1 Review travel orders				
7.2.1 Determine Personal Property movement process				
7.2.2 Research household goods entitlements				
7.2.3 Research unaccompanied baggage entitlements				
7.2.5 Research entitlements for eligible heirs and dependents of deceased personnel				
7.2.7 Research personally-procured move (PPM) entitlements				
7.2.13 Research Non-Temporary Storage (NTS) entitlements				

7.3 Liability for loss and/or damage				
7.4 Customs requirements for Personal Property shipments				
7.5 Demonstrate Personal Property counseling procedures				
7.6 Disposition of incoming Personal Property				
7.7.1 Personal Property Processing Office (PPPO) and Personal Property Shipping Office (PPSO) responsibilities				
7.8.5 Advance Transportation Control and Movement Document (TCMD)				
7.9.2 Perform Personal Property shipment inspections				
7.9.6 Perform Personal Property carrier performance evaluations				
8.1 Passenger movement entitlements				
8.2 Identify Passenger Movement Entitlement Counseling Procedures				
8.3.1 Identify the order of precedence for modes of travel				
8.3.2 Identify types of travel/travelers				
8.3.3 Arrange travel for eligible travelers				
8.4 Quality assurance of commercial travel office functions				
8.5 Individually Billed Accounts (IBA) and Centrally Billed Accounts (CBA)				
8.6 Process Centrally Billed Accounts				
8.8 Emergency leave travel				
8.9 Determine customs requirements for passenger travel				
8.10 Refund of unused tickets				
8.11 Determine AEF/contingency passenger routing/movement procedures				
8.12 Premium class travel (business/first class travel)				
9.1 Water Clearance Authority (WCA)				
9.2 Air Clearance Authority (ACA)				
9.3 Container Management functions				
9.4.1 Transportation In-check				

9.4.3 Validates/Verify Transportation Services Rendered using bills of lading/TCMD				
9.4.4 Segregate Property				
9.4.5 In-check Property				
9.4.6 Complete CMOS In-Check				
9.4.8 Complete Transportation Discrepancy Reports (TDRs)				
9.4.9 Prepare/Certify Inbound Transportation Protective Service Materiel Checklist (AF Form 4388)				
10.1.2 Role of Accountable Officer				
10.1.4 Classified property receipt Letters of Authorization				
10.2.2 Research NSNs in WebFlis				
10.2.3 Research Item record				
10.2.4 Research Consolidated Transaction History (CTH)				
10.4.3 Determine property identity				
10.4.4 Determine property condition				
10.4.5 Shelf life item identification				
10.5.1 Process receipt				
10.5.2 Process movement				
10.5.3 Process reject				
10.5.4 Process delivery				
10.5.5 Process partials				
10.5.6 Process shortages				
10.5.7 Process overages				
10.5.8 Process excess				
10.5.9 Process missing documents				
10.5.10 Process misidentified				
10.6.2 Research rejects/management notices				
10.6.3 Resolve management notices				
10.6.4 Resolve rejects				
10.7.2 Prepare Record Reversal & Correction				
10.7.3 Submit Reports of Discrepancies				
10.7.4 Complete Supply Discrepancy Report (SDR)/Report of Discrepancy (ROD)				
10.7.8 Organizational Refusal				
10.8.1 Items Not Put Away				
10.8.2 Items Not Received by Customer				
10.9.1 MICAP Due-Out identification				
10.9.2 Responsibilities				
10.9.4 Create manual input				

10.9.5 Accomplish Recovery				
10.10.3 Resolve Delinquent documents				
11.1 Nuclear Weapons Related Materiel (NWRM)				
11.2 Classified Assets				
11.3 Electrostatic Discharge Items				
11.4 Controlled Cryptographic Item (CCI) Communication Security (COMSEC) Serialized Control Items				
11.5 Weapons				
11.6 Sensitive				
11.7 Serialized control				
11.10 Suspect/Unsuitable materiel				
11.11 Warranty/Guarantee Items				
11.12 Receive special handling assets				
11.13 Distribute/Transport special handling assets				
11.14 Dispose of special handling assets				
12.1 Safety Data Sheets (SDSs)				
12.2.1 49 CFR				
12.2.2 IMDG				
12.2.3 IATA				
12.2.4 AFMAN 24-204				
12.3.2 Identify the hazard				
12.3.3 Package the item				
12.3.4 Mark the item				
12.3.5 Label the item				
12.3.6 Document the item (HAZDEC)				
13.1 Receive items for shipment				
13.2 Determine Transportation Priorities				
13.3 Construct container utilizing special packing instructions				
13.4 Shipment Planning of Hazardous Materials				
13.5 Package items				
13.6 Package electrostatic discharge sensitive (ESDS) items				
13.7 Perform heat sealing				
13.8 Select containers for freight shipments				
13.10 Saw Operation				
13.10.1 Operate band saw				
13.10.2 Operate table saw				
13.10.3 Operate panel saw				
13.10.4 Operate radial-arm saw				

13.10.5 Operate circular saw				
13.11 DoD phytosanitary requirements for wood packaging material program				
13.12 Consolidate shipments				
13.14 Prepare/Certify Outbound Transportation Protective Service Materiel Checklist (AF Form 4387)				
13.15 Modes of shipment				
13.16 Methods of shipments				
13.17 Apply shipment identification				
13.18 Complete automated/manual Military Shipment Labels				
14.1 Shipment Forms				
14.2 Determine Sensitive/Classified shipment procedures and requirements				
14.3 Determine Arms, Ammunition & Equipment (AA&E) Shipment Procedures/Requirements				
14.5 Determine Containerized Munitions Movement Procedures				
14.6 Determine minimum security standards				
14.7 Emergency Procedures				
14.8 Determine Transportation Protective Service Requirements				
14.9 Determine customs requirements for government owned freight				
14.10 Determine Transportation Funding				
14.12 Routing freight shipments				
14.13 Determine freight charges				
14.14 Determine freight carrier payments				
14.15.1 Prepared Automated and Manual Transportation Control and Movement Document (TCMD)				
14.15.2 Prepare Automated Bill of Lading				
14.15.3 Prepare Report of Shipment (REPSHIP)				
14.15.4 Complete DD Form 1907, Signature and Tally Record				
14.15.6 Complete DD Form 1387-2, Special Handling Data/ Certification				
14.15.7 DD Form 2890, DOD Multimodal Dangerous Goods Declaration				

14.16.2 Determine if commercial carriers equipment meets transportation requirements				
14.16.3 Load carriers equipment				
14.17 Vehicle Placards				
14.18 General handling procedures (Cargo/Tie-Down/Movement)				
14.18.1 Cargo Movement Fundamentals				
14.18.3.1 Demonstrate tie-down strap operation				
14.18.3.2 Demonstrate chain and binder operation				
14.18.3.3 Demonstrate blocking & bracing procedures				
14.18.4 Safeguard cargo				
14.18.7 Hazardous cargo				
14.18.8 Block and brace items within container				
14.19.1 Maintain freight shipment records				
14.19.2 Carrier Performance Program (CPP)				
14.19.3 Trace shipments				
14.19.4 Transportation support to contracting				
14.19.5 In-transit Visibility				
15.3.2 Process movement				
15.3.3 Process delivery				
16.1.3 Time-Phased Force and Deployment Data (TPFDD)				
16.1.4 Unit Type Codes (UTC)/Mission Capabilities Statements (MISCAPS)				
16.1.7 Air Expeditionary Force (AEF) requirements				
16.1.8 Deployment/Reception process				
16.2.1 In-check process				
16.2.2 Load Plan process				
16.2.3 Cargo manifest				
16.2.4 Quality Control (QC) process				
16.2.5 Joint Inspection Process				
16.3 Passenger Deployment Function				
16.4 Manifest Passengers				
16.5 Civil Reserve Air Fleet (CRAF)				
16.6 Process contaminated cargo				

17.1 Perform spotter procedures/duties				
17.2 Safety				
17.3 Complete AF Form 1800				
17.4.1 Demonstrate forklift operation (Under 10K)				
17.4.2 Demonstrate forklift operation (10K - 463L)				
17.4.3 Demonstrate forklift operation (10K - AT)				

UTC: UFTSU TM TRAFFIC MGT (SMALL TEAM) UFTME TM WG TRAFFIC MGT UFTSW TM TRAFFIC MGT JOURNEYMAN	Flight Superintendent Signature/Date:			
STS Reference/Training Task	Start Date	Completion Date	Trainee Initials	Trainer Initials/Date
3.3.1 Demonstrate Saw Safety				
3.3.2 Demonstrate Hand-tool Safety				
3.3.3 Demonstrate Material Handling Equipment Safety				
4.2 Maintain Local Checklist				
6.2 ILS-S Supply System				
6.3 Complete Web Supply Discrepancy Report (WebSDR)				
6.5 Cargo Movement Operations System (CMOS)				
6.6 Global Airlift Transportation Execution System (GATES)				
6.8 Integrated Data Environment/Global Transportation Network Convergence (IGC)				
6.9 Third Party Payment System (TPPS)				
6.12 Defense Travel System (DTS)				
6.13 Transaction Identifier Code (TRIC) authorization				

6.14.1 Joint Container Management (JCM)				
6.14.2 Global Freight Management (GFM)				
6.14.3 Transportation Facilities Guide (TFG)				
6.14.4 Discrepancy Identification System (DIS)				
6.15.1 Tracker Lite				
6.15.3 SPIRES				
6.15.4 Single Mobility System				
7.1 Review travel orders				
8.1 Passenger movement entitlements				
8.2 Identify Passenger Movement Entitlement Counseling Procedures				
8.3.1 Identify the order of precedence for modes of travel				
8.3.3 Arrange travel for eligible travelers				
8.4 Quality assurance of commercial travel office functions				
8.5 Individually Billed Accounts (IBA) and Centrally Billed Accounts (CBA)				
8.6 Process Centrally Billed Accounts				
8.8 Emergency leave travel				
8.9 Determine customs requirements for passenger travel				
8.10 Refund of unused tickets				
8.11 Determine AEF/contingency passenger routing/movement procedures				
9.3 Container Management functions				
9.4.1 Transportation In-check				
9.4.3 Validates/Verify Transportation Services Rendered using bills of lading/TCMD				
9.4.4 Segregate Property				
9.4.5 In-check Property				
9.4.6 Complete CMOS In-Check				
9.4.8 Complete Transportation Discrepancy Reports (TDRs)				
9.4.9 Prepare/Certify Inbound Transportation Protective				

Service Materiel Checklist (AF Form 4388)				
10.1.4 Classified property receipt Letters of Authorization				
10.2.2 Research NSNs in WebFlis				
10.2.3 Research Item record				
10.2.4 Research Consolidated Transaction History (CTH)				
10.4.3 Determine property identity				
10.4.4 Determine property condition				
10.4.5 Shelf life item identification				
10.5.1 Process receipt				
10.5.2 Process movement				
10.5.3 Process reject				
10.5.4 Process delivery				
10.5.5 Process partials				
10.5.6 Process shortages				
10.5.7 Process overages				
10.5.10 Process misidentified				
10.5.11 Process unserviceable				
10.6.2 Research rejects/management notices				
10.6.3 Resolve management notices				
10.6.4 Resolve rejects				
10.7.2 Prepare Record Reversal & Correction				
10.7.3 Submit Reports of Discrepancies				
10.7.4 Complete Supply Discrepancy Report (SDR)/Report of Discrepancy (ROD)				
10.8.1 Items Not Put Away				
10.8.2 Items Not Received by Customer				
10.9.1 MICAP Due-Out identification				
10.9.4 Create manual input				
10.10.3 Resolve Delinquent documents				
11.1 Nuclear Weapons Related Materiel (NWRM)				
11.2 Classified Assets				
11.3 Electrostatic Discharge Items				
11.4 Controlled Cryptographic Item (CCI) Communication				

Security (COMSEC) Serialized Control Items				
11.5 Weapons				
11.7 Serialized control				
11.10 Suspect/Unsuitable materiel				
11.13 Distribute/Transport special handling assets				
12.1 Safety Data Sheets (SDSs)				
12.2.2 IMDG				
12.2.3 IATA				
12.2.4 AFMAN 24-204				
12.3.2 Identify the hazard				
12.3.3 Package the item				
12.3.4 Mark the item				
12.3.5 Label the item				
12.3.6 Document the item (HAZDEC)				
13.1 Receive items for shipment				
13.2 Determine Transportation Priorities				
13.3 Construct container utilizing special packing instructions				
13.4 Shipment Planning of Hazardous Materials				
13.5 Package items				
13.6 Package electrostatic discharge sensitive (ESDS) items				
13.7 Perform heat sealing				
13.8 Select containers for freight shipments				
13.10 Saw Operation				
13.10.1 Operate band saw				
13.10.2 Operate table saw				
13.10.3 Operate panel saw				
13.10.4 Operate radial-arm saw				
13.10.5 Operate circular saw				
13.11 DoD phytosanitary requirements for wood packaging material program				
13.12 Consolidate shipments				
13.14 Prepare/Certify Outbound Transportation Protective Service Materiel Checklist (AF Form 4387)				
13.15 Modes of shipment				
13.16 Methods of shipments				
13.17 Apply shipment identification				

13.18 Complete automated/manual Military Shipment Labels				
14.2 Determine Sensitive/Classified shipment procedures and requirements				
14.3 Determine Arms, Ammunition & Equipment (AA&E) Shipment Procedures/Requirements				
14.6 Determine minimum security standards				
14.8 Determine Transportation Protective Service Requirements				
14.9 Determine customs requirements for government owned freight				
14.10 Determine Transportation Funding				
14.12 Routing freight shipments				
14.13 Determine freight charges				
14.14 Determine freight carrier payments				
14.15.1 Prepared Automated and Manual Transportation Control and Movement Document (TCMD)				
14.15.2 Prepare Automated Bill of Lading				
14.15.3 Prepare Report of Shipment (REPSHIP)				
14.15.4 Complete DD Form 1907, Signature and Tally Record				
14.15.6 Complete DD Form 1387-2, Special Handling Data/ Certification				
14.15.7 DD Form 2890, DOD Multimodal Dangerous Goods Declaration				
14.16.3 Load carriers equipment				
14.18 General handling procedures (Cargo/Tie-Down/Movement)				
14.18.1 Cargo Movement Fundamentals				
14.18.3.1 Demonstrate tie-down strap operation				

14.18.3.3 Demonstrate blocking & bracing procedures				
14.18.4 Safeguard cargo				
14.18.7 Hazardous cargo				
14.18.8 Block and brace items within container				
14.19.3 Trace shipments				
14.19.4 Transportation support to contracting				
14.19.5 In-transit Visibility				
15.3.2 Process movement				
15.3.3 Process delivery				
16.1.3 Time-Phased Force and Deployment Data (TPFDD)				
16.1.7 Air Expeditionary Force (AEF) requirements				
16.2.1 In-check process				
16.2.3 Cargo manifest				
16.3 Passenger Deployment Function				
16.4 Manifest Passengers				
17.1 Perform spotter procedures/duties				
17.2 Safety				
17.4.1 Demonstrate forklift operation (Under 10K)				
17.4.2 Demonstrate forklift operation (10K - 463L)				
17.4.3 Demonstrate forklift operation (10K - AT)				

ATTACHMENT 4

AIR FORCE QUALIFICATION TRAINING PLANS (AFQTPS)

Trainees throughout the Air Force require standardized training to ensure the successful performance of their duties. AFQTPs are the catalyst for this standardized training and are mandatory.

AFQTPs standardize the on-the-job training (OJT) process by ensuring all aspects of a task are covered sufficiently. AFQTPs summarize procedures on a task performance checklist for use by trainers, certifiers, and trainees.

AFQTPs can have a variety of elements. A paper-based product anchors all AFQTPs and may direct you to other media such as CD-ROM, video, commercial products, or web-based courses or assessments. Traffic Management personnel will use the paper-based AFQTPs while conducting training.

AFQTPs have been developed for specific processes outlined manpower standard process oriented description and from tasks in the individual Career Field Education and Training Plan (CFETP), Part II Specialty Training Standard (STS) as requirements for upgrade training.

Trainees will demonstrate the tasks until the trainer(s) and certifier(s) are comfortable and confident with trainee's performance. The trainee, trainer and certifier (if applicable) will document task completion in TBA upon successful completion of an AFQTP.

All QTPs are posted on the Logistics Readiness Force Development SharePoint site:

<https://cs2.eis.af.mil/sites/10826/logr/SiteAssets/fd/prod/index.aspx#/traffic-management>

Cargo Movement QTPs:

Inbound General Base Terminating Shipment

Inbound General Material Receipt

Inbound Non-General Base Terminating Shipment (Classified, HAZMAT, TPS, etc.)

Inbound Non-General Material Receipt (Classified, HAZMAT, TPS, etc.)

Misdirected Shipment

Packing and Handling General Outbound Shipment

Packing and Handling Non-General Outbound Shipment (Classified, HAZMAT, TPS, etc.)

Shipment Planning

Third Party Payment System Transaction Management

Third Party Payment System Summary Invoice Certification

Degraded Operation (ILS-S and CMOS)

Reusable Container Program Management

Wood Packaging Material Compliance

Vehicles and MHE Inspection

Spotter Procedures and Forklift Operations

Supply Discrepancy Reports

Transportation Discrepancy Reports

Record Reversal and Correction

Passenger Travel

Deployment Reservation Process

Overseas PCS Travel Reservation Process

Bus Group Travel Reservation Process

Air Group Travel Reservation Request Process
Centrally Billed Account Reconciliation Process
Unused Ticket Report Process
Travel Management Company Quality Assurance

Personal Property

Counseling
Outbound Personal Property
Inbound Personal Property
Outbound Personally Procured Moves
Inbound Personally Procured Moves
Non-Temporary Storage Shipments
Direct Procurement Method Shipments
Direct Procurement Method Processing (PPSO/CPPSO/JPPSO)
Third Party Payment System Syncada Invoice Management (PPSO/CPPSO/JPPSO)
Third Party Payment System Syncada Invoice Certification (PPSO/CPPSO/JPPSO)
DPS Shipment (PPSO/CPPSO/JPPSO)
DPS Invoice Management (PPSO/CPPSO/JPPSO)
Daily QC Inspections (TOPS Shipments)
Daily QC Inspections (DPS Shipments)
Letter of Warning and Letter of Suspension Process (PPSO/CPPSO/JPPSO)