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CFETP 3F1X1
Parts I and II
1 May 2018

**AFSC 3F1X1
SERVICES**



Basic



Senior



Master

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CAREER FIELD EDUCATION AND TRAINING PLAN

SERVICES SPECIALTY

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SERVICES SPECIALTY AFSC 3F1X1 CAREER FIELD EDUCATION AND TRAINING PLAN

PART I

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive document that identifies life-cycle education/training requirements, training support resources, and minimum wartime task requirements for the 3F1X1 career field. The CFETP provides a clear career path to success and provides guidance in all aspects of career field training.

NOTE: Civilians occupying associated positions may use Part II to support duty position qualification training.

2. The CFETP consists of two parts. Supervisors plan, manage, and control training within the Services specialty using both parts of the plan. A breakdown of Part I and Part II are outlined below.

2.1. Part I provides information necessary for overall management of the 3F1X1 career field.

2.1.1. Section A, General Information: This section states the purpose of the CFETP, its use, and describes the procedures for coordinating and obtaining approval for update and publication.

2.1.2. Section B, Air Force Specialty (AFS) Progression and Information: This section provides AFS duties and job progression information.

2.1.3. Section C, Skill Level Training Requirements: This section lists all mandatory training requirements for each skill level.

2.1.4. Section D, Resource Constraints: This section identifies all resource constraints that will impact the execution of education and training such as funds, equipment, and manpower.

2.1.5. Section E, Transition Training Guide: Not currently required in the 3F1X1 Career Field. This is only required if merging specialties.

2.2. Part II includes the following:

2.2.1. Section A, Specialty Training Standard (STS): Identifies the STS, technical references to support training, Air Education and Training Command (AETC) conducted training, and exportable course requirements.

2.2.2. Section B, Course Objective List: Contains the course objective list and training standards which supervisors will use to determine if Airmen have satisfied training requirements.

2.2.3. Section C, Support Materials: Identifies references and other support materials.

2.2.4. Section D, Training Course Index: Identifies a training course index supervisors can use to determine resources available to support training. Included are both mandatory and optional courses.

2.2.5. Section E, MAJCOM Unique Requirements: Includes any requirements unique to a specific MAJCOM.

Acronyms and Glossary of Terms

This section provides a common understanding of the acronyms and terms that apply to the 3F1X1 CFETP.

Acronyms:

AEF - Aerospace Expeditionary Force
AFCDA - Air Force Career Development Academy
AFCFM - Air Force Career Field Manager
AFIMSC - Air Force Installation Mission Support Center
AFMAO - Air Force Mortuary Affairs Operations
AFS – Air Force Specialty
AFTR - Air Force Training Record
APF - Appropriated Funds
CAFE – Corporate Automated Food Enterprise
CCAF - Community College of the Air Force
CDC - Career Development Course
CFETP - Career Field Education and Training Plan
COL - Course Objective List
COR – Contracting Officer Representative
CT - Continuation Training
DCIPS – Defense Casualty Information Processing System
DoDI - Department of Defense Instruction
FAC - Functional Account Code
FSSF - Force Support Silver Flag
FSRT - Fatality Search and Recovery Team
GPC - Government Purchase Card
HSRT - Home Station and Readiness Training
MAJCOM - Major Command
MARTS – Mortuary Affairs Reporting and Tracking System
MTL - Master Task Listing
MTT - Mobile Training Teams
NAF - Nonappropriated Funds
OJT - On the Job Training
QT - Qualification Training
RIBS - Readiness In Base Services
SEI - Special Experience Identifier
SME – Subject Matter Expert
STA - Services Training Aid
STS - Specialty Training Standard
STRT - Specialty Training Requirements Team
TM - Training Manual
TO - Technical Order
UGT - Upgrade Training
UTM - Unit Training Manager
U&TW - Utilization and Training Workshop

Glossary of Terms:

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

Air Force Career Development Academy (AFCDA) - Manages most CDC and specialized course manuscripts for the Air Force. Publications are sent to AFCDA for review, editing, test construction, publication, and administration.

Air Force Career Field Manager (AFCFM) - Overall manager and approval authority for all matters affecting training for the Air Force Specialty Codes (AFSC) they manage, including authority for waiving mandatory requirements.

Air Force Job Qualification Standard (AFJQS) - Training documents approved by the AFCFM for a particular job type or duty position within an AFS.

Air Force Mortuary Affairs Operations (AFMAO) – Located at Dover AFB, DE. AFMAO provides expert mortuary affairs and base honor guard guidance on entitlements, search and recovery, wartime mortuary affairs operations, and military funeral honors. AFMAO also operates the DoD's sole stateside port mortuary.

Air Force Services Activity (AFSVA) – Provides subject matter expertise to field units. Develops and executes job-specific training for Services Activities. Coordinates functional and developmental training with AFCFM to ensure training requirements are in tandem with the needs of the enlisted force.

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

Air Force Specialty Code (AFSC) - A combination of numbers and alpha characters used to identify an AFS. (i.e. 3F1X1)

Air Force Training Record (AFTR) - The electronic format used to document training records for OJT, UGT, HSRT, and all other training requirements.

Career Development Course (CDC) - Self-study correspondence courses that provide Airmen with fundamental knowledge of their AFS. CDCs directly support the Air Force OJT program and the Air Force promotion system.

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. It is the formal training contract between the AFCFM and AETC for formal accession and life-cycle skills training. Ref. AFI 36-2651.

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. Certifiers must be at least a SSgt with a 5-skill level or civilian equivalent, capable of evaluating the task being certified, and have completed the Air Force Trainers Course. Certification official will not be the trainer.

Community College of the Air Force (CCAF) - A fully accredited educational institution created to meet the needs of Air Force enlisted personnel.

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

Core Area Master Training Plans - Food Service, Lodging, Fitness and Sports, and Readiness/Mortuary Affairs.

Course Objective List (COL) - A publication derived from initial and advanced skills course training standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3-, 5-, or 7-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2651, *Developing, Managing, and Conducting Military Training Programs*.

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

Fatality Search and Recovery Team (FSRT) – An ANG team specifically trained and equipped to handle search and recovery operations in a Chemical, Biological, Radiological, and Nuclear environment.

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

Home Station Readiness Training (HSRT) - Training that consists of computer-based training enhancements, self-study guides, classroom education, hands-on equipment training, duty specific training based on UTC assignment and ancillary training such as weapons qualification, CBRNE defense training and self-aid and buddy care.

Initial Skills Training - The formal school course that awards a 3F131 AFSC for enlisted personnel after the completion of basic training or once an individual has been selected to retrain into the 3F1X1 career field.

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 Form 797s (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 task, CDC completion, and prioritizes deployment/UTC, HST tasks, upgrade, and qualification tasks.

No Go - Trainee has not gained enough skill, knowledge, and experience to perform task without supervision. Member does not meet task standard

On-the-Job Training (OJT) - Hands on, “over-the-shoulder” observation and/or instruction conducted to certify personnel in both upgrade (skill level award) and job qualification (position certification) training. The AF OJT program consists of three components. The first component, job knowledge, is satisfied through career development courses (CDCs). It is designed to provide basic knowledge across a wide spectrum of subjects pertaining to a career field. When CDCs are not available, trainees study the applicable technical references identified by the supervisor and/or CFETP. The second component is job proficiency. This is the hands-on training provided on the job, allowing the trainee to gain proficiency in tasks performed in the work center. The third component is job experience, gained during and after upgrade training, to build confidence and competence. Career knowledge, general task, and deployment/unit type code (UTC) task knowledge, applicable to the Air Force Specialty Code (AFSC), is gained through a planned program of study involving CDCs or technical references listed in the applicable CFETP.

Performance Standard –Tasks are trained and qualified to the “Go” level. “Go” means the individual can perform the task without assistance and meets local demands for accuracy, timeliness, and correct use of procedures. (“Go” level equates to 3C in the STS proficiency code key.)

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 based on duty position.

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

Services Training Aid (STA) - STAs are developed by AFSVA and designed to help supervisors and trainers conduct effective, standardized training throughout the career field. They outline the specific on-the-job training requirements as an extension of the STS tasks. They also reference the information necessary to conduct training. STAs are training tools and the STS is the authorized means of documenting training via the Air Force Training Record. STAs are not designed to let the trainees train themselves. Before training begins, the trainers should review applicable portions of each STA to ensure they coincide with the core area Master Training Plan. The STAs can be found on the Force Support Knowledge Center (<https://fskc.adls.af.mil>).

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

Specialty Training Requirements Team (STRT) - STRT is a forum of primary participants (MAJCOM/AFSC development team members, ARC personnel, AFS SMEs) to determine the education and training requirements of the career field based on Occupational Analysis data and changing needs. The CFETP will be approved at the close of the STRT. SMEs and AFSVA provide guidance for each task that is taught.

Trainer - A trained and qualified person who teaches personnel to perform specific tasks through OJT methods. Trainers must be qualified to perform the task being trained, and have completed the Air Force Trainer Course.

Training Deficiency - Required training that could not be conducted.

Upgrade Training (UGT) - Mandatory training leading to the award of a higher skill level of proficiency.

Unit Training Manager (UTM) - Unit focal point for all training related questions, needs, requirements, or assistance.

3F1 core area master training list – The intent of the 3F1X1 Core Area MTL's is to employ a strategy to ensure completion of all work requirements. Using this Core Area MTL will standardize requirements for personnel in upgrade training. The core area master task lists can be found on the Services Installation Support Portal, under Training and Development: <https://cs2.eis.af.mil/sites/10042/Pages/Training/Home.aspx>

SECTION A – General Information

1. Purpose of the CFETP. The CFETP provides information necessary for the AFCFM, commanders, UTMs, supervisors, and trainers to plan, develop, manage, and conduct effective and efficient career field training programs. This plan outlines training requirements an individual in this AFS should receive in order to develop and progress through their career. This plan identifies initial skills, upgrade qualification, advanced and proficiency training. Individuals receive initial skills training upon entry into the career field. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence courses required for award of the 5-, 7-, and 9-skill levels. These courses are provided to personnel to increase the skill and knowledge required for upgrade. Qualification training is actual hands-on task performance training designed to qualify an Airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills and knowledge required to do the job. Advanced training is formal specialty training. Proficiency training is 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. The CFETP:

1.1. Serves as a management tool to plan, manage, conduct, and evaluate the 3F1X1 career field training program. It is used to help supervisors identify training requirements throughout an individual's career.

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

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

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

2. Use of the CFETP. The plan will be used at all levels to ensure comprehensive and cohesive training programs are available for all 3F1X1 personnel.

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

2.2. AFIMSC/ESD and AFSVA/SVXT will ensure training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. OJT, resident training, contract training, or exportable courses can satisfy identified requirements. HHQ developed training to support this AFSC must be identified for inclusion into this plan.

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

2.4. The CFETP provides guidance for supervisors at all levels to conduct/monitor training and mentor trainees throughout their careers. Supporting documents, AFIs, and applicable references should be used along with this publication.

3. Coordination and Approval. The AFCFM is the approval authority of the CFETP. The AFCFM initiates an annual review of this document to ensure currency and accuracy. Services Enlisted Development Team and AETC training personnel will identify and coordinate on career field training requirements.

SECTION B -- 3F1X1 Progression and Information

4. Specialty Descriptions.

4.1 Specialty Summary. Manages and directs Force Support programs, operations, and retail operations. Supervises and works in appropriated fund (APF) food service activities; lodging activities; recreation, fitness and sports programs; laundry operations; mortuary affairs programs; honor guard teams; protocol operations, missile alert facilities, and Force Support readiness programs. Operates and supervises automated information management systems. Related DoD Occupational Subgroups: 180000.

4.2.1. Duties and Responsibilities. Manages Force Support Operations. Improves work methods and procedures to ensure economic operation and customer satisfaction. Executes customer service and support programs Resolves customer complaints. Applies accounting principles to control resources. Determines appropriated and non-appropriated fund (NAF) budget requirements. Requisitions and accounts for subsistence, supplies, and equipment needed to support Services specific and Force Support programs. Identifies facility requirements and conducts surveys to determine facility renovation, construction, and modernization needs. Develops capital expenditures programs for NAF and APF facilities. Establishes equipment layout, and operation and maintenance procedures. Manages resource management for NAF and APF accounts. Maintains close liaison with commanders and unit fitness managers on the Air Force Fitness Program. Conducts personal fitness training and develops individual and group exercise regimens. Performs recreation programming. Maintains unit readiness program. Establishes and supervises bare base facilities that provide food, fitness, lodging, sports management, recreation, laundry, mortuary services, and field resale operations support to deployed personnel.

4.2.2. Inspects and evaluates Force Support activities. Determines effectiveness of service and retail operation programs by analyzing accomplishments with planned program standards and goals. Ensures storage facilities and procedures are in place to adequately safeguard subsistence, equipment, and supplies. Evaluates contractor performance in outsourced Sustainment Services functions.

4.2.3. Operates fixed, bare base, missile alert and portable food service facilities and equipment. Plans, prepares, and adjusts menus. Determines resource availability, pricing, and merchandise trends. Establishes resale merchandise prices, inventory levels, and safeguarding procedures. Maintains liaison with civilian industry to keep abreast of current trends, product development, and improved customer service techniques. Monitors lodging quarter's occupancy status, and determines and certifies non-availability of transient quarters. Explains concepts of fitness requirements. Explains and demonstrates proper conditioning procedures, weight training, and aerobic equipment techniques. Promotes physical fitness participation. Works technical mortuary functions such as supervising teams for the search and recovery of human remains. Arranges for transporting and disposition of remains. Ensures mortuary entitlements, escorts, and military honors are arranged. Establishes and maintains mortuary case files.

5. Skill and Career Progression

5.1 Helper (1) Level - The 1-skill level identifies enlisted personnel initially classified in an AFS when entering the Air Force or when retraining. Helpers are assigned to the Services Academy to complete the Services Apprentice Course.

5.2. Apprentice (3) Level - The 3-skill level identifies enlisted personnel who have obtained basic knowledge within an AFSC through completion of the Services Apprentice Course. Apprentices gain duty position experience and, upon completion, enter a structured apprenticeship program to gain qualification and experience required of a 5-skill level (journeyman). Primary duty positions for 3F1X1 apprentice Airmen include: dining facility cook, missile chef, fitness center apprentice, and lodging front desk clerk. Readiness and Contingency training will continue throughout career development.

5.3. Journeyman (5) Level - The 5-skill level identifies enlisted personnel who, through experience and training, have demonstrated skilled proficiency in their AFSC. Journeymen continue to gain experience and qualification in their AFSC and upon promotion to Staff Sergeant, enter a structured training program to gain experience and qualification required of a craftsman (7-skill level). Primary duty positions for Services journeymen include: dining facility shift leader, fitness center technician, FSRT (ANG only), and lodging front desk clerk. Services journeymen assigned as shift leaders are eligible to complete the AETC Shift Leader MTT course. AFSVA offers several mid-level courses to include: food managers operations, and lodging operations. Air University (AFHRMS) offers a course for mortuary affairs. Readiness and contingency training will continue throughout career development.

5.4. Craftsman (7) Level - The 7-skill level identifies enlisted personnel who have gained a high degree of technical knowledge in their AFSC and have acquired supervisory capability through training and experience. Craftsmen continue to gain experience in technical, supervisory, and managerial functions. Primary duty positions for 3F1X1 craftsmen include: dining facility NCOIC, certified fitness center specialist, lodging NCOIC, readiness NCOIC, FSRT ANG only, recreation programmer, training manager, and section chief (MSGts). Craftsmen are also able to fill resource management and community programming and partnership office (CPPO) positions, however not to exceed 24 months to allow for career progression.

Fitness center personnel must enroll in the Fitness Specialist in-residence or MTT course 180

days of an assignment to a fitness center IAW AFI 34-266

AFSVA offers additional management courses to include: Fitness management, food management, lodging management, CPPO course, and training management. Air University (AFHRMS) offers a mortuary affairs course. Readiness and contingency training will continue throughout career development.

SSgts and TSgts are eligible to apply for unique enlisted positions in the 3F1X1 AFSC such as AETC Technical Training Instructor, and FSSF Cadre, AFSVA, Air Force Mortuary Affairs Operations (AFMAO), CCAF Program Manager, and Air Force Executive Dining Facilities.

MSgts can be eligible to be vectored for Key Development Positions (KDP) by the Services Enlisted Development Team. Services MSgt KDP positions are D-coded in organizations at the Operational level and provide Services AFSC subject matter expertise. The positions are reviewed annually by the Enlisted Development Team, broaden senior enlisted development, and primarily exist at MAJCOMs, AFPC, AFIMSC, AFSVA, and AFMAO.

5.5. Superintendent (9) Level - The 9-skill level identifies enlisted personnel who, through experience, training, and performance, have shown a high degree of managerial and supervisory ability to fill positions requiring broad general (and sometimes technical) knowledge. Primary positions for Services Superintendent Airmen include: Force Support Activity/Flight/Squadron Superintendent, Food Service, Fitness, FSRT (ANG only), and Lodging Section Chief.

SMSgts can be eligible to be vectored for Key Development Positions (KDP) by the Services Enlisted Development Team. Services SMSgt KDP positions are D-coded in organizations at the Operational level and provide Services AFSC subject matter expertise. The positions are reviewed annually by the Enlisted Development Team, broaden senior enlisted development, and primarily exist at MAJCOMs, AFPC, AFIMSC, AFSVA, and AFMAO.

5.6. Superintendent (3F100) - CMSgts and CMSgt selectees are top enlisted managers in both highly technical skills and in broad areas of managerial and leadership competence. CMSgts will attend developmental courses as directed by their MAJCOM, AFCFM, and AF/ DPE.

6. Training Decisions

6.1 The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the 3F1X1 career field. This spectrum includes a strategy for when, where, and how to meet the training requirements. This section outlines decisions made by the STRT held 16-20 Nov 2015.

6.2 Mortuary Affairs and FSRT (ANG only) satisfies as a readiness core area.

6.3 Personnel rotations after the experiential component of the 7-skill level is achieved will be dictated by mission requirements and individual career goals. The Services career field requires both generalists and specialists; once the two-core requirement is satisfied Airmen, can remain in a core function for an extended period of time or rotate between different areas as part of the unit's rotation plan. Rotation of the 3F171 into Resource Management or CPPO positions should

not exceed 24 months. (N/A ANG)

7. Community College of the Air Force (CCAF). Enrollment in CCAF occurs for all enlisted Airmen upon completion of Basic Military Training. CCAF provides the opportunity to obtain an Associate of Applied Sciences Degree.

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

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

7.2. Additional off-duty education is encouraged for all. Special Duty Assignment (SDA) requires an AETC instructor candidate to have a CCAF degree or be within one year of completion (45 semester hours). A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

8. Career Field Path. The 3F1X1 Career Field Path, Figure 1, is a guide that graphically displays the chronological path for a career 3F1X1 Airman. Airmen will use this template as a guide to reference the appropriate development during their careers.

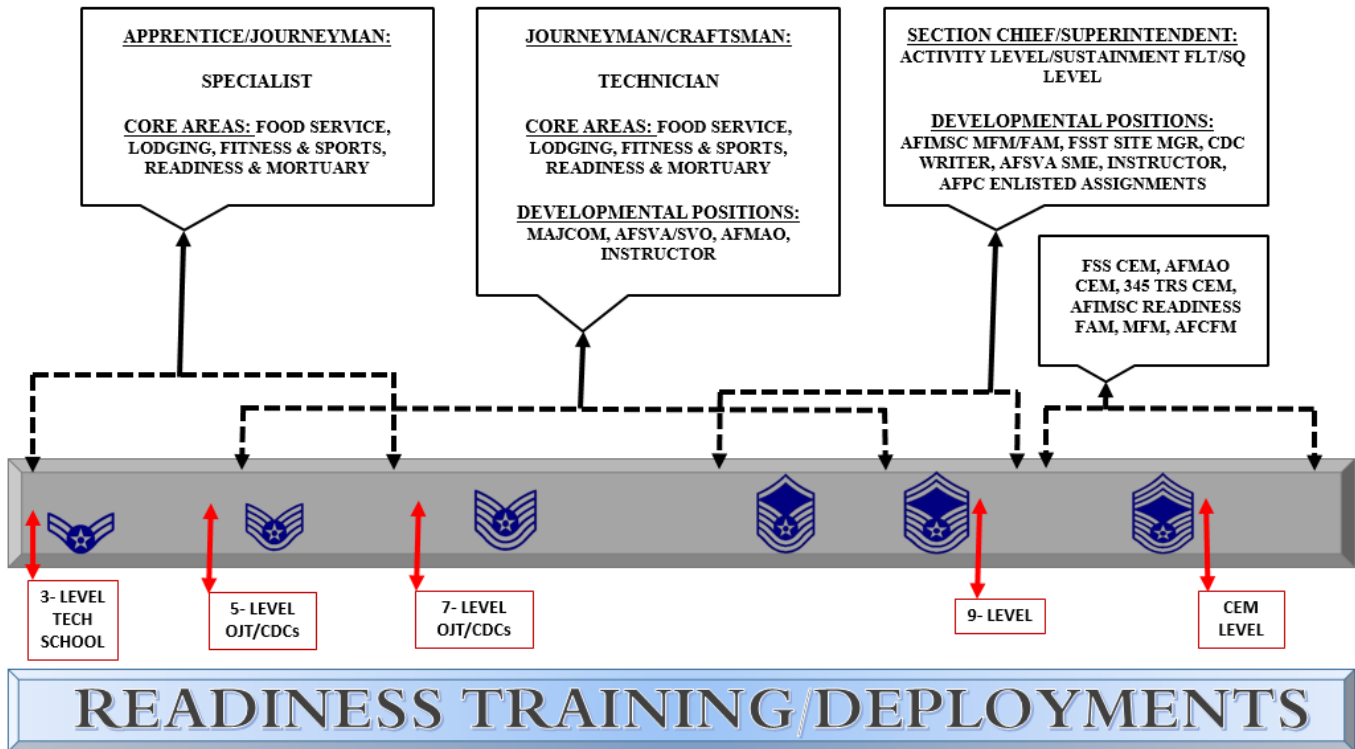


Figure 1. 3F1X1 Career Field Path

8.1. 3F1X1 Career Progression Planning Tool. This tool is a recommended guide for 3F1X1 personnel as they progress from apprentice to superintendent. Figure 2 detail training based on the four Services core areas (ANG only- 5 core areas). It is used as a roadmap to identify appropriate steps for future development into superintendent, key leadership and developmental positions as shown in Figure 3 and 3.1.

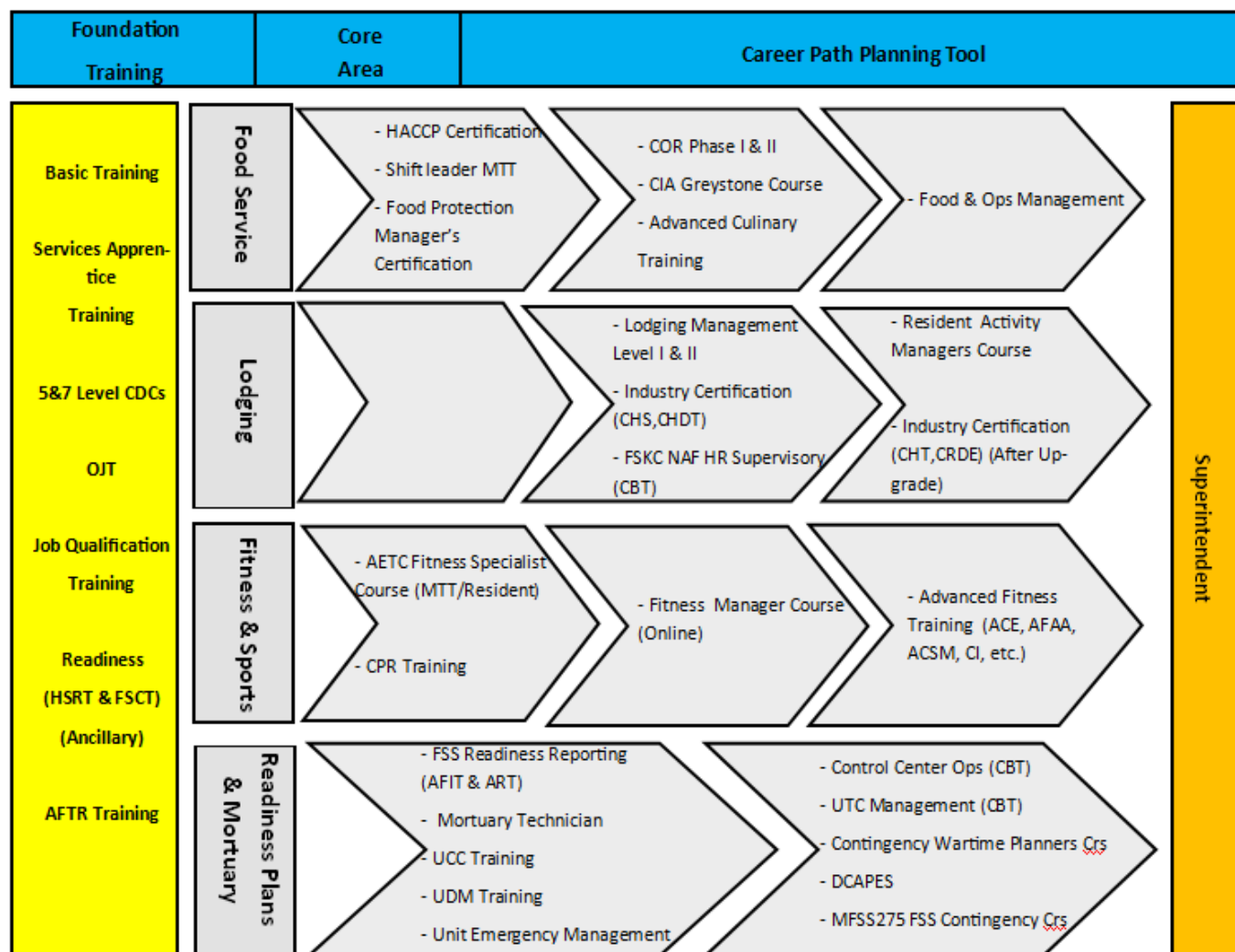


Figure 2. 3F1X1 Career Progression Planning Tool

* FSRT is a core for ANG

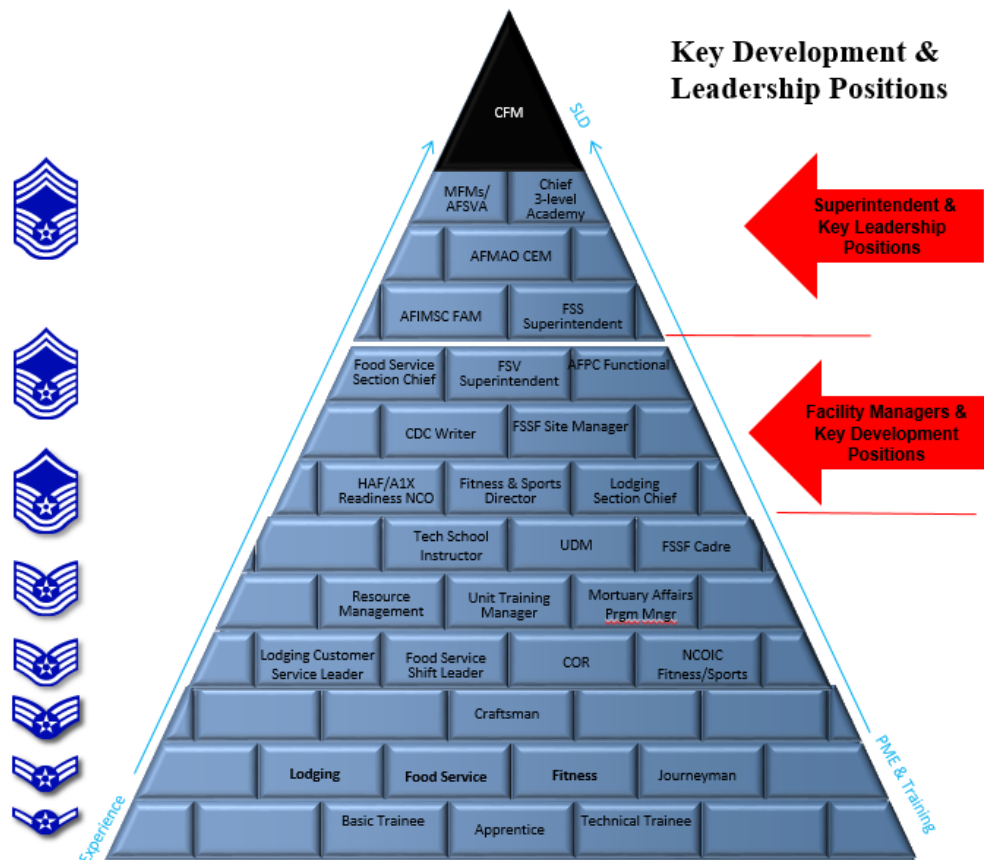


Figure 3 KDP/KLP Pyramid

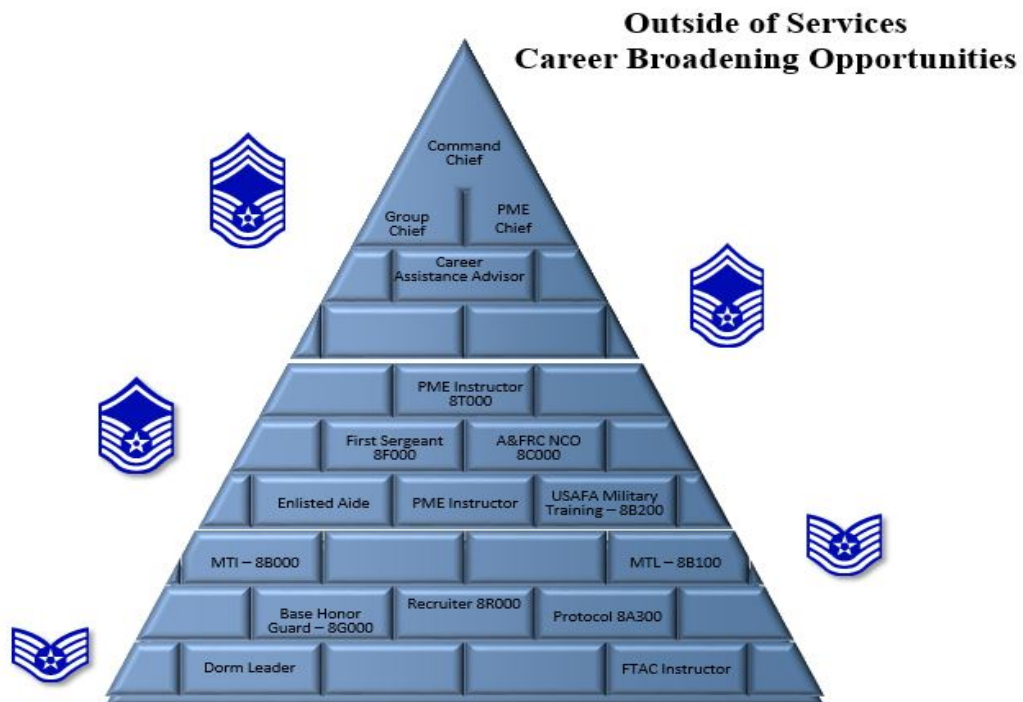


Figure 3.1. Special Duty Pyramid

SECTION C -- Skill Level Training Requirements

9. Purpose. Skill level training requirements in this specialty are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad general terms and establishes mandatory requirements for entry, award, and retention of each skill level. The specific task and knowledge training requirements are identified in Part II, STS, Sections A and B of this CFETP.

10. Specialty Qualification Requirements.

Air Force Enlisted Classification Directory description:

10.1. Knowledge. Knowledge is mandatory of: Accounting procedures; management principles; merchandising; marketing; customer service; automated information systems; use of business machines; food service facility operations; subsistence management; requisition and issue procedures; menu planning; lodging operations; fitness, sports, and recreation program development; personnel management; APF and NAF budgetary sources and processes; facility and equipment maintenance procedures; basic business administration concepts; NAF procedures; retail operations; responsibilities for mortuary affairs, and search and recovery procedures; responsibilities for lost, damaged, stolen, or destroyed property; and operation of readiness units.

10.2. Education. For entry into this specialty, completion of high school with courses in business arithmetic, accounting, computers, home economics, physical education, and typing is desirable.

10.3. Other requirements.

10.3.1. The following are mandatory for entry into the career field: No record of disciplinary action for financial irresponsibility, shoplifting, larceny, theft, and identity misuse offenses.

10.3.2. The following are mandatory for entry, award, and retention into the 3F1X1 Career Field: Ability to communicate clearly, never been convicted by courts-martial, and never been convicted and sentenced to confinement by a civilian court.

10.4. Apprentice (3F131).

10.4.1. Knowledge is mandatory of: customer service; automated information systems; use of business machines; food service facility operations; subsistence management; requisition and issue procedures; menu planning, lodging operations; fitness, sports, and recreation program development; personnel management; APF and NAF budgetary sources and processes; facility and equipment maintenance procedures; basic business administration concepts; NAF procedures; retail operations; responsibilities for mortuary affairs, and search and recovery procedures; responsibilities for lost, damaged, stolen, or destroyed property; and operation of readiness units.

10.4.2. Education. Completion of the Services Apprentice Course.

10.4.3. Training. Training is accomplished through completion of the Services Apprentice Course and is mandatory for new accessions into the career field.

10.5. Journeyman (3F151).

10.5.1. Knowledge. Qualification in and possession of AFSC 3F131.

10.5.2. Education. Completion of 5-level CDCs (Services Journeyman) is mandatory for skill level award. One volume per month is recommended to ensure timely completion of CDCs.

10.5.3. Training. Training will primarily consist of 12 months of OJT_[DJRTUAA1] (9 months for retrainees). Specific tasks and knowledge training requirements are identified in the STS at Part II, Sections A and B of this CFETP. Trainees will be assigned to their first core area (Food Service, Fitness, Lodging, Readiness) for a minimum of 18 months (24 months if member is deployed for 6-month rotation) to allow for completion of 5-level requirements with minimal interruption. It is recommended that 5-level trainees be assigned to Food Service or Fitness at first duty station after technical school. Commanders have final authority to determine if minimum training requirements have been met.

10.5.4. Experience. Experience in functions such as preparing, cooking, baking, presenting, and serving food; instructing, coaching, officiating, or directing athletic activities; planning, organizing, and conducting recreation programs; securing supplies, facilities, and performers; proper use and maintenance of recreation supplies and equipment; retail operations; subsistence functions; FSRT. (FSRT qualifications count toward experience for ANG only)

10.6. Craftsman (3F171).

10.6.1. Knowledge. Qualification in and possession of AFSC 3F151.

10.6.2. Education. Completion of 7-level CDCs (Services Craftsman) is mandatory for skill level. One volume per month is recommended in order to ensure timely completion.

10.6.3. Training. Training will primarily consist of 12 months of OJT_[DJRTUAA2] (6 months for retrainees). Specific tasks and knowledge training requirements are identified in the STS at Part II, Sections A and B of this CFETP.

10.6.4. Experience. Qualification in two core areas is mandatory for award of the 7-skill level. 3F1X1 core areas are Food Service, Lodging, Fitness and Sports, Readiness, and Mortuary Affairs and FSRT (ANG only). Assignments to core areas should be at least one year (18 months if deployed) and meet training requirements in CFETP and the activity Master Training Plan. After the 7 level requirements are met, personnel rotations

should be based on mission needs and individual career goals. Commanders have final authority to determine if minimum training requirements have been met.

10.7. Superintendent (3F191).

10.7.1. Knowledge. Qualification in and possession of AFSC 3F171.

10.7.2. Experience. Experience managing and operating 3F1X1 specific programs and Force Support programs such as Food Service, Fitness and Sports, Readiness, Mortuary Affairs, and Lodging.

11. Training Sources

11.1. Services Apprentice Course is a CCAF accredited course. Successful completion of this course results in the award of AFSC 3F131.

11.2. Fitness Specialist Course is a CCAF accredited course. This course is in-residence or MTT instruction. Successful completion of this course results in the award of the Fitness Specialist Certification.

11.3. Food Service Shift Leader Course, (MTT) is a CCAF accredited course.

11.4. Advanced Culinary Course is an in-residence course taught at Fort Lee, VA. Successful completion of this course will award 3 semester hours in Culinary Arts; recommended from the American Council of Education. This course is designed for service members from all U.S. military branches, to include National Guard and Reserve Component, in grade E-5 and above in food service-related specialties primarily the Enlisted Aides (8A200) but also available for Services personnel who possess or show potential to cultivate higher level cooking skills.

11.5. For AFSVA Training, refer to the Services Installation Support Portal, Training and Development: <https://cs2.eis.af.mil/sites/10042/Pages/Training/Home.aspx> for a wide range of classes available to the 3F1X1 career field.

11.6. Air University's Ira C. Eaker Center for Professional Development: Force Support Professional Development School (FSPDS) is located at Maxwell AFB, AL and is responsible for leadership development for the Force Support career fields and supervisory development through professional continuing education for the Air Force. Refer to Part II, Section D, and paragraph 5.5 of this CFETP for a list of courses applicable to enlisted 3F1X1 members.

11.7. CCAF and various nationally-recognized professional certifications, administered by non-Federal entities, are offered through AU. For professional certifications refer to the web link below for a wide range of certifications available to the 3F1X1 career field: (<https://augateway.maxwell.af.mil/ccaf/certifications/programs/index.asp>)

11.7.1. The National Commission for Certifying Agencies (NCCA) Accredited certifying Agencies are Academy of Applied Personal Training Education (AAPTE), American Council on Exercise, (ACE), American College of Sports Medicine (ACSM), ACTION Certification, Cooper Institute for Aerobic Research (CI), Collegiate Strength and Conditioning Coaches association (CSCCa), International Fitness Professionals Association (IFPA), International Sports & Fitness Trainers Association (ISFTA), National Academy of Sports Medicine (NASM), National Alliance for Youth Sports (NAYS), National Commission for Health Education Credentialing, Inc. (NCHEC), National Council on Strength and Fitness (NCSF), National Exercise and Sports Trainers Association (NESTA), National Exercise Trainers Association (NETA), National Federation of Professional Trainers (NFPT), National Strength and Conditioning Association (NSCA), Training & Wellness Certification Commission (TWCC) and PTA Global, Inc. These agencies offer Certified Personal Trainer and Certified Strength and Conditioning Specialist certifications, also Group Fitness Instructor Certification. National Restaurant Association Educational Foundation (NRAEF) offers a Food Protection Manager's Certification.

11.7.2. International Food Service Executives Association (IFSEA) offers the Certified Food Executive, Certified Food Manager, and Master Certified Food Executive certifications.

11.7.3. American Hotel and Lodging Educational Institute (AHLEI) offers Lodging Certified Front Desk Manager, Lodging Certified Hospitality Departmental Trainer, Lodging Certified Hospitality Housekeeping Executive, Lodging Certified Hospitality Supervisor, Lodging Certified Hospitality Trainer, Lodging Certified Hotel Administrator and Lodging Certified Rooms Division Executive certifications.

11.7.4. Culinary Institute of America (CIA) offers the ProChef Certification Level Certified Culinarian.

Notes/Disclaimers:

Non-Formal Education Institutions are responsible for the standards and administration of their respective certifications.

Title 5, U.S.C., Section 5757, provides that an agency **may** use appropriated funds to pay for: 1) expenses for employees to obtain professional credentials, including expenses for professional accreditation, State-imposed and professional licenses and professional certification; and 2) examinations to obtain such credentials.

Air Force organizations may use O&M funds to pay membership fees in professional organizations only in the name of the Air Force organization and only if the membership will benefit the organization's mission. Air Force activities may not use O&M funds to pay for membership fees which are in the name of an individual.

12. Implementation

12.1. Implementation of the 3F1X1 career progression path is best represented by showing the timeline in the career of our Airmen. The tables that follow represent the Air Force Enlisted Force Development path.

Table 1: Active Duty Education and Training Requirements as of 1 May 18

EDUCATION AND TRAINING REQUIREMENTS (AD)	GRADE REQUIREMENTS			
	Rank	Average Sew-On	Earliest Sew-On	High Year of Tenure (HYT)
<u>Apprentice Technical School (3 Skill Level)</u>				
- Graduate Services Apprentice Course	Amn	6 mos		
- Attend First Term Airman Course (FTAC)	A1C	16 mos		
<u>Upgrade to Journeyman (5 Skill Level)</u>				
- Minimum 12 months in OJT	Amn			
- Signed off in applicable tasks of STS	A1C	10 mos		
- Complete all CDCs within 15 months of enrollment	SrA	3 yrs	28 mos	10 yrs
<u>Airman Leadership School (ALS)</u>				
- Must be SrA with 48 months time in service or SSgt selectee	SrA			
- Resident graduation is a prerequisite for SSgt sew-on (AD Only)				
<u>Trainer</u>				
- Must attend formal AF Trainer Course and appointed by Commander	None			
- Trainers must be qualified/certified on tasks to be trained				
<u>Upgrade to Craftsman (7 Skill Level)</u>				
- Minimum 12 months OJT	SSgt	5 yrs	3 yrs	15 yrs
- Signed off in applicable tasks of STS				
- Must be fully qualified in 2 core areas				
- Complete all CDCs within 15 months of enrollment				
<u>Other Training</u>				
Noncommissioned Professional Enhancement Course	SSgt			
<u>Certifier</u>				
- Must be at least a SSgt with 5 skill level or civilian equivalent	SSgt			
- Must attend formal AF Trainer Course				
- Must be a person other than the trainer				
<u>Noncommissioned Officer Academy (NCOA)</u>				
- Must be a TSgt or TSgt selectee	TSgt	9 yrs	5 yrs	20 yrs
- Most current AF EPME policy applies	MSgt	15 yrs	8 yrs	24 yrs
- Resident graduation is prerequisite for MSgt sew-on				
<u>Senior Noncommissioned Officer Academy (SNCOA)</u>				
- Most current AF EPME policy applies	MSgt			
- In-residence graduation is prerequisite for SMSgt sew-on				
<u>Upgrade to Superintendent (9 Skill Level)</u>				
- Minimum rank of SMSgt	SMSgt	19 yrs	11 yrs	26 yrs
<u>Additional Training</u>				
- MAJCOM CMSgt Orientation	CMSgt	22 yrs	14 yrs	30 yrs
- Chief Leadership Course				
- FSS Operational Leadership Course (if selected for FSS/CEM position and course quotas are available)				

Note: IAW AFI 36-2651, AFCFM ensures AFS concerns are assessed and satisfied. Consider all recommendations before making a final decision or recommendation as applicable.

Table 2: Active Duty Retraining Requirements

<u>3-Level Retraining Requirements</u>
- Completion of the Initial Skills Course. Trainee will be given a training line number upon approval of retraining if applicable.
OR
- If the AFCFM determines an Initial Skills Course quota is not available the trainee must have approval of the AFCFM for upgrade to 3-level using the approval process listed below.
- The work center supervisor in coordination with the Unit Training Manager, will utilize the Master Training Plan provided by Air Force Services Activity, Training and Development (AFSVA/SVXT). The trainee must be trained on tasks listed in Part II, STS, Column 3.
- The trainee must complete other duty position requirements as identified by the supervisor.
- Once the individual has met all training requirements, the Unit Training Manager will prepare a letter and coordinate through the Unit/CC for approval/upgrade.
<u>5-Level Retraining Requirements</u>
- Complete all 5-level CDCs.
- Be certified on all 5-level STS line items for Fitness, Lodging, Readiness or Food Service assigned core area
- Other duty position requirements as identified by supervisor.
- Complete minimum of 9 months in UGT.
- Have supervisor recommendation.
<u>7-Level Retraining Requirements</u>
- Minimum rank of SSgt.
- Complete all 7-level CDCs.
- Be certified on 7-level STS line items in at least 2 of the 4 core areas.
- Other Work center requirements as identified by supervisor.
- Complete minimum of 6 months in UGT.
- Have supervisor recommendation.

Table 3: ARC Enlisted Education and Training Requirements

EDUCATION AND TRAINING REQUIREMENTS (ARC)	GRADE REQUIREMENTS			
	Rank	Average Sew-On	Earliest Sew-On	High Year of Tenure (HYT)
<u>Apprentice Technical School (3 Skill Level)</u>				
- Graduate Services Apprentice Course	Amn A1C	6 mos 16 mos		
<u>Upgrade to Journeyman (5 Skill Level)</u>				
- Minimum 12 months in OJT - Signed off in applicable tasks of STS - Complete all CDCs within 15 months of enrollment	None			
<u>Airman Leadership School (ALS)</u>				
- Must be SrA with 48 months time in service or SSgt select - ALS/Correspondence Course required to sew on SSgt - Most current EPME policy applies	SrA			
<u>Trainer</u>				
- Must attend formal AF Trainer Course and appointed by Commander - Trainers must be qualified/certified on tasks to be trained - May be 3-lvl if requirements are met IAW AFI 36-2651	None			
<u>Upgrade to Craftsman (7 Skill Level)</u>				
- Minimum 12 months OJT - Signed off in applicable core areas of STS - Must be fully qualified in 2 core areas - Complete all CDCs within 15 months of enrollment	SSgt	4.5 yrs	3 yrs	15 yrs
<u>Certifier</u>				
- Must be at least a SSgt with a 5 skill level or civilian equivalent - Must attend form AF Trainer Course - Must be a person other than a trainer	SSgt			
<u>Noncommissioned Officer Academy (NCOA)</u>				
- Most current EPME policy applies	TSgt MSgt	8.2 yrs 13.1 yrs	5 yrs 8 yrs	20 yrs 24 yrs
<u>Senior Noncommissioned Officer Academy (SNCOA)</u>				
- Most current EPME policy applies	MSgt			
<u>Upgrade to Superintendent (9 Skill Level)</u>				
- Minimum rank of SMSgt	SMSgt	19.2 yrs	11 yrs	26 yrs
<u>Additional Training</u>				
- Chief Leadership Course	CMSgt	21.5 yrs	14 yrs	33 yrs

Table 4: ARC Retraining Requirements

3-Level Retraining Requirements
- Completion of the Initial Skills Course (LCABP3F131 0L4X).
OR Retrainee with prior certification and ARC equivalent of AFCFM approval waiver package. (See Note) IAW AFI 36-2651
OR If retrainee is MSgt or above can submit waiver package (Note).
- Must have knowledge training on all tasks taught in the initial skills course signed off in STS.
- Other duty position requirements identified by the supervisor. ANG will attend all four Skills Enhancement Courses.
5-Level Retraining Requirements
- Minimum 9 months in UGT.
- Complete all 5-level CDCs.
- Complete all 5-level STS line items for the assigned function.
- ANG -- Complete all OJT tasks identified in the MTL.
- Other duty position tasks identified by supervisor.
7-Level Retraining Requirements
- Rank of SSgt.
- Complete all 7-level CDCs.
- Complete all 7-level STS line items for the assigned function.
- ANG -- Complete all 7-level STS items for 2 core areas.
- ANG -- Complete all OJT tasks identified in the MTL for 2 core areas
- Minimum of 9 months in UGT.
- Other duty position tasks as identified by supervisor.

Note: IAW AFI 36-2651, ARC (to include IMAs) HQ-Level Functional Managers (FM) have waiver authority for mandatory training requirements equivalent to that of AFCFM. Waivers are reviewed for approval/disapproval on case-by-case basis. This includes education requirements such as prerequisite AFSC initial skills courses (if the individual has equivalent skills through civilian experience or education), upgrade time requirements for the 5-and 7-skill level, and 7-skill level courses. ANG ONLY - MSgt and above seeking a waiver review ANG CFM training guidance.

SECTION D -- Resource Constraints

12. Purpose. This section identifies known resource constraints, which preclude optimal/desired training from being developed or conducted, such as cost or manpower and an impact statement describing what effect each constraint has on training.

12.1. Apprentice Level Training Constraints: There are no resource constraints at this time.

12.2. Journeyman Level Training Constraints: There are no resource constraints at this time.

12.3. Craftsman Level Training Constraints: There are no resource constraints at this time.

12.4. Superintendent Level Training Constraints: There are no resource constraints at this time.

SECTION E -- Transition Training Guide

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

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

GINA M. GROSSO
Lieutenant General, USAF
DCS/Manpower and Personnel

Part II

SECTION A -- Specialty Training Standard

1. Implementation. This STS will be used for technical training provided by AETC for Apprentice classes. Additionally, this STS will be used to identify tasks that will be included in 3F1X1 readiness training, including Force Support Silver Flag and Home Station Readiness Training.

2. Purpose. As prescribed in AFI 36-2651, this STS:

2.1. Column 1 (Tasks, Knowledge, and Technical References). Lists the most common tasks, knowledge, and supporting technical references (TR) necessary for Airmen to perform duties in the 3-, 5-, and 7-skill level.

2.2. Column 2 (Core Tasks). Identifies core tasks (specialty-wide training requirements) by an asterisk (*) in the appropriate skill level sub-column.

2.2.1 Contingency / War Tasks. Tasks identified by a diamond (◊) are considered contingency / war tasks and are critical to the career field.

2.3. Column 3 (Certification for OJT). Used to record completion of tasks and knowledge training requirements. Use the automated training record application to document individual.

2.4. Column 4 (Proficiency Codes Used to Indicate Training/Information Provided). Shows the proficiency to be demonstrated on the job by the graduate as a result of initial skills training on the task and knowledge and the career knowledge provided by the correspondence course.

NOTE: All tasks for 3-skill level will be accomplished in an expedited manner during wartime (tasks and knowledge items shown with a proficiency code in column 3A1). Academic days are extended to 12-hours, six days a week for the duration of the course.

2.5. Qualitative Requirements. Figure 5 contains the proficiency key used to indicate the level of training and knowledge provided by resident training and career development courses.

QUALITATIVE REQUIREMENTS

Proficiency Code Key		
	Scale Value	Definition: The individual
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited)
	2	Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)
*Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (Nomenclature)
	b	Can determine step by step procedures for doing the task. (Procedures)
	c	Can identify why and when the task must be done and why each step is needed. (Operating Principles)
	d	Can predict, isolate, and resolve problems about the task. (Advanced Theory)
**Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (Facts)
	B	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (Analysis)
	D	Can evaluate conditions and make proper decisions about the subject. (Evaluation)
Explanations * A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b) ** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks. - This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC. X - This mark is used alone in the course columns to show that training is required but not given due to limitations in resources. ◊ - This symbol indicates the task is considered a contingency/war task and is critical to the career field. NOTE: All tasks and knowledge items shown with a proficiency code are trained during war time.		

Figure 5 Proficiency Code Key

1. Tasks, Knowledge and Technical References	2. Core and Contingency / War tasks			3. Certification for OJT					4. Proficiency Codes used to indicate training/information provided (see note)					
	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
	3 Level	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
1 OCCUPATIONAL SAFETY AND HEALTH														
1.1 AFOSH TR: AFOSH 91-31		*							A	-	-	-	-	-
1.2 Work area hazards TR: AFI 91-202, 91-204		*							A	-	-	-	-	-
1.3 Safety hazards responses TR: AFI 91-202, 91-205		*							A	-	-	-	-	-
1.4 Safe use of cleaning agents TR: AFOSH 91-43		*							A	-	-	-	-	-
1.5 Fire prevention procedures TR: AFI 91-302, 32-2001		*							B	-	-	-	-	-
1.6 Apply lifting techniques TR: AFOSH 91-46		*							2b	-	-	-	-	-
1.7 Apply safety practices when working with equipment TR: AFOSH 91-31		*							2b	-	-	-	-	-
1.8 Apply safety procedures when working in facilities TR: AFOSH 91-31		*							2b	-	-	-	-	-
2 TRAINING AND PROFESSIONAL DEVELOPMENT														
2.1 Force Support Squadron overview		*							A	-	-	-	-	-
2.2 Services enlisted career field overview TR: AFI 36-2651, CFETP		*							A	-	-	-	-	-
2.3 Services career field progression TR: AFI 36-651, CFETP		*							A	-	-	B	-	-
2.4 3F1X1 AFSC duties TR: AFEDC, CFETP		*							-	-	-	A	-	-
2.5 Purpose of CFETP TR: AFI 36-2651, CFETP		*							-	-	-	B	-	-
2.6 Develop work center training plan/Master Task List (MTL) TR: AFI 36-2651									-	-	-	a	-	b
2.7 Trainee/trainer responsibilities TR: AFI 10-214, 36-2651		*							-	-	-	B	-	-
3 FORCE SUPPORT RECOGNITION PROGRAMS TR: A1 Awards Program Guide														
3.1 Evaluation Criteria and Responsibilities in Force Support Awards/Recognition Programs									-	-	-	A	-	B
4 STRATEGIC CAPITAL IMPROVEMENT PLANNING														
4.1 Services equipment replacement TR: AFI 34-204, 34-209, 65-106									-	-	-	A	-	B
4.2 Facility Improvement Requirements									-	-	-	A	-	B

1. Tasks, Knowledge and Technical References	2. Core and Contingency / War Tasks			3. Certification for OJT					4. Proficiency Codes used to indicate training/information provided (see note)					
	A	B	C	A	B	C	D	E	A		B		C	
	3 Level	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level (1) Course	3 Skill Level (2) CDC	5 Skill Level (1) Course	5 Skill Level (2) CDC	7 Skill Level (1) Course	7 Skill Level (2) CDC
TR: AFI 34-204, 34-209, 65-106														
4.3 Prepare a 5-year financial & strategic plan TR: AFI 34-209									-	-	-	a	-	b
5 FINANCIAL MANAGEMENT TR: AFD 34-1 and 34-2; AFI 34-201, 34-202														
5.1 Sources of Funds/Income														
5.1.1 Appropriated Funds TR: AFI 65-106, AFMAN 34-214		◇							A	-	-	B	-	-
5.1.2 Non-Appropriated Funds TR: AFI 34-201, 65-106, AFMAN 34-214		◇							A	-	-	B	-	-
5.2 Budgeting Concepts TR: AFI 34-209, 65-106, AFMAN 34-214			◇						-	-	-	B	-	-
5.3 Prepare Budgets TR: AFI 34-209, 65-106, AFMAN 34-214			◇						-	-	-	-	-	b
6 CONTRACTS														
6.1 Types of Contracts TR: 65-106, 65-601V1			◇						-	-	-	-	-	B
6.2 Contingency Contract Clause TR: AFI 34-239, 65-106, 65-601 V1			◇						-	-	-	-	-	B
6.3 Contracting Officer Representative (COR) TR: FAR, DFARS, AFFARS MP 5346.103, AFFARS MP 5301.602-2(d)			◇						-	-	-	A	-	B
7 PROTECTION OF ASSETS TR: AFD 34-2; AFI 34-201, 34-202, 34-204, 34-209, 65-106; AFMAN 23-110 and 34-214														
7.1 Internal Controls and Corrective Action														
7.1.1 Asset accountability TR: AFI 34-201, 34-204, 34-202, 34-209, AFMAN 34-212									-	-	-	A	-	B
7.1.2 Change fund procedures TR: AFI 34-202, AFMAN 34-212									-	-	-	A	-	B
7.1.3 Imprest Fund TR: AFI 34-202, AFMAN 34-212									-	-	-	A	-	B
7.1.4 Anti-robbery procedures TR: AFI 34-202, AFMAN 34-212									A	-	-	B	-	-
7.1.5 Cash register reports TR: AFI 34-202, AFMAN 34-212									-	-	-	B	-	-
7.1.6 Internal controls principles TR: AFI 34-202, 34-204, AFMAN 34-212									-	-	-	A	-	B
7.1.7 Conduct Inventory TR: AFI 34-201, 34-202, 34-204, 34-209, AFMAN 23-110, 34-212									-	-	-	-	-	-
7.2 Make Change (Imprest fund and cashier procedures)									1a	-	-	-	-	-

1. Tasks, Knowledge and Technical References	2. Core and Contingency / War Tasks			3. Certification for OJT					4. Proficiency Codes used to indicate training/information provided (see note)					
	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
	3 Level	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
TR: AFI 34-202, AFMAN 34-212														
8 MARKETING TR: AFI 34-104														
8.1 Marketing Concepts									-	-	-	A	-	B
8.2 Plan Marketing/Advertising									-	-	-	a	-	b
9 SERVICES HUMAN RESOURCE MANAGEMENT TR: AFPD 34-3; AFI 34-209, 34-246, 34-219, 38-201, and 38-204; AFMAN 34-214, 34-310, 38-208 V1 and 64-302; DoDI 1015.10, 1015.11														
9.1 Manpower Requirements														
9.1.1 Unit Manpower Document (UMD) TR: AFI 38-201, 38-204, AFMAN 38-208 V1									-	-	-	-	-	B
9.1.2 Unit Personnel Management Roster (UPMR)									-	-	-	-	-	B
9.1.3 Authorization Change Requests									-	-	-	-	-	B
9.2 Manpower Resource Principles TR: AFMAN 34-310, 64-302; CPD Library; DoDI 1015.10, 1015.11														
9.2.1 Appropriated Funds (APF) Position Descriptions									-	-	-	-	-	B
9.2.2 Non-Appropriated Funds (NAF)									-	-	-	-	-	-
9.2.2.1 Position Descriptions TR: AFMAN 34-310, CPD Library; AFPD 36-14 & AFPD 36-5									-	-	-	-	-	B
9.2.2.2 NAF Memorandum of Agreement (MOA) TR: AFMAN 64-302; DoDI 1015.10, 1015.11									-	-	-	-	-	B
10 FUNDAMENTALS OF FOOD PREPARATION TR:AFI 34-239, 40-104, and 48-116; AFMAN 34-240; Tri-Service Food Code AFMAN 48-147; Recipe System; Flight Kitchen Manager's Handbook; Dining Facility https://cs2.eis.af.mil/sites/10042 ; The Art and Science of Culinary Preparation (textbook); Preface to the Worldwide Menu; AMCI 24-101 V14														
10.1 Cooking and baking terms	*	*							A	-	-	-	-	-
10.2 Moist and Dry heat cooking methods	*	*							A	-	-	-	-	-
10.3 Functions of ingredients used in pastry production									A	-	-	-	-	-
10.4 Seasoning agents	*	*							A	-	-	-	-	-
10.5 Measure Ingredients	*	*							2b	-	-	-	-	-
10.6 Taking temperature techniques	*	*							2b	-	-	-	-	-
10.7 Apply progressive cooking and waste prevention	*	*							1a	-	-	b	-	-
10.8 Apply knife skills techniques	*	*							2b	-	-	-	-	-

1. Tasks, Knowledge and Technical References	2. Core and Contingency / War Tasks			3. Certification for OJT					4. Proficiency Codes used to indicate training/information provided (see note)					
	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
	3 Level	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
10.9 Perform taste test	*	*							2b	-	-	-	-	-
10.10 Apply leftover procedures	*	*							1a	-	-	b	-	-
10.11 Flight and Ground Support Meals TR: AMCI 24-101 V14									A	-	-	B	-	-
11 PREPARE FOODS TR: AFI 34-239; Tri-Service Food Code AFMAN 48-147; Recipe System; Manufacturer's Directions; AF Worldwide Menu Cycle														
11.1 Prepare Beef	*	*							2b	-	-	-	-	-
11.2 Prepare Seafood	*	*							2b	-	-	-	-	-
11.3 Prepare Poultry	*	*							2b	-	-	-	-	-
11.4 Prepare Pork	*	*							2b	-	-	-	-	-
11.5 Prepare Eggs	*	*							2b	-	-	-	-	-
11.6 Prepare Fruits	*	*							2b	-	-	-	-	-
11.7 Prepare Vegetables	*	*							2b	-	-	-	-	-
11.8 Prepare Salads	*	*							2b	-	-	-	-	-
11.9 Prepare Sauces and Gravies	*	*							2b	-	-	-	-	-
11.10 Prepare Soups	*	*							2b	-	-	-	-	-
11.11 Prepare Beverages	*	*							2b	-	-	-	-	-
11.12 Prepare Starches	*	*							2b	-	-	-	-	-
11.13 Prepare Sandwiches	*	*							2b	-	-	-	-	-
11.14 Prepare Quick breads									1a	-	-	-	-	-
11.15 Prepare Cookies									1a	-	-	-	-	-
11.16 Prepare Pastry									2b	-	-	-	-	-
11.17 Prepare Cakes and Frosting									2b	-	-	-	-	-
12 SERVING LINE TECHNIQUES TR: AFI 34-239; Tri-Service Food Code AFMAN 48-147; Recipe System; Preface to the Worldwide Menu; AF Worldwide Menu Cycle														
12.1 Garnish food	*	*							2b	-	-	-	-	-
12.2 Display/Replenish food on serving line	*	*							2b	-	-	-	-	-
12.3 Carve meats	*	*							1a	-	-	-	-	-
12.4 Select serving utensils	*	*							2b	-	-	-	-	-
12.5 Serve proper portions of food	*	*							2b	-	-	-	-	-
13 STOREROOM MANAGEMENT TR: AFI 34-239; AFMAN 34-240; Tri-Service Food Code AFMAN 48-147; Crunchtime Handbook; https://cs2.eis.af.mil/sites/10042 ; Dining Facility & Flight Kitchen Manager's Handbooks														
13.1 Inspect Receiving of Subsistence									a	-	-	b	-	-
13.2 Apply Storage Principles and Procedures									1a	-	-	b	-	-
13.3 Inventory									-	-	-	A	-	B
13.4 Transfers									-	-	-	A	-	B
13.5 Sales & Adjustment									-	-	-	A	-	B
13.6 Subsistence Requirements									-	-	-	A	-	B

1. Tasks, Knowledge and Technical References	2. Core and Contingency / War Tasks			3. Certification for OJT					4. Proficiency Codes used to indicate training/information provided (see note)					
	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
	3 Level	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
13.7 Food and Water Security									-	-	-	A	-	B
14 SANITATION AND PERSONAL HYGIENE TR: AFI 34-239, 48-116, and 48-117; AFMAN 34-240; Tri-Service Food Code AFMAN 48-147; Dining Facility & Flight Kitchen Manager's Handbooks;														
14.1 Personal Hygiene and Sanitizing														
14.1.1 Maintain personal hygiene		*◇	◇						2b	-	-	-	-	-
14.1.2 Sanitize facilities		*◇	◇						2b	-	-	-	-	-
14.1.3 Sanitize equipment		*◇	◇						2b	-	-	-	-	-
14.2 Communicable diseases		*◇	◇						A	-	-	B	-	-
14.3 Perform disease control measures		*◇	◇						2b	-	-	-	-	-
14.4 Prevention of insect and rodent infestation		*◇	◇						B	-	-	-	-	-
14.5 Machine and manual dish washing procedures		*◇	◇						2b	-	-	-	-	-
14.6 Apply Hazard Analysis and Critical Control Point (HACCP) Guidelines TR: AFI 48-116, Tri-Service Food Code AFMAN 48-147; Recipe System		*◇	◇						2b	-	-	-	-	-
15 FOOD SERVICE AUTOMATION TR: AFI 34-239; AFMAN 34-240; Recipe System; Crunchtime Handbook; Dining Facility & Flight Kitchen Manager's Handbooks; https://cs2.eis.af.mil/sites/1004														
15.1 Operate Food Service Automated System									-	-	-	-	-	-
15.2 Operate Recipe System									-	-	-	-	-	-
15.3 Manually calculate food conversions and adjust recipe yields									1a	-	-	b	-	-
16 FOOD SERVICE OPERATIONS TR: AFI 34-101, 34-239; AFMAN 34-240; AMCI 24-101 V14; Recipe System ; The Art and Science of Culinary Preparation (textbook); Tri-Service Food Code AFMAN 48-147, Production Manager Checklist; https://cs2.eis.af.mil/sites/10042 ; Dining Facility & Flight Kitchen Manager's Handbooks; Preface to the Worldwide Menu Cycle; Worldwide Menu Cycle														
16.1 Daily Operations TR: AFI 34-101, 34-239; AFMAN 34-240; Production Manager Checklist; Dining Facility & Flight Kitchen Manager's Handbooks; Preface to the Worldwide Menu; Worldwide Menu Cycle														
16.1.1 Authorized Customers		*							A	-	-	B	-	-

1. Tasks, Knowledge and Technical References	2. Core and Contingency / War Tasks			3. Certification for OJT					4. Proficiency Codes used to indicate training/information provided (see note)					
	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
	3 Level	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
16.1.2 Emergency Situations TR: AFI 34-239; AFMAN 34-240									A	-	-	B	-	-
16.1.3 Charges and Surcharges TR: AFMAN 34-240; Dining Facility & Flight Kitchen Manager's Handbooks									-	-	-	A	-	B
16.2 Shiftleader														
16.2.1 Responsibilities TR: AFMAN 34-240; Dining Facility & Flight Kitchen Manager's Handbooks									-	-	-	A	-	B
16.3 Menu Planning Standards TR: Dining Facility & Flight Kitchen Manager's Handbooks; Preface to the Worldwide Menu														
16.3.1 Standard Menu		*							A	-	-	B	-	-
16.3.2 Minimum standards for each meal period		*							A	-	-	B	-	-
16.3.3 Utilize Production Log		*							1a	-	-	b	-	-
16.4 Flight and Ground Support Meals									A	-	-	B	-	-
16.5 Complete Food Service Evaluation Records (AF Form 1038)									a	-	-	b	-	b
16.6 Planning Special Events (catering)									-	-	-	-	-	-
17 FOOD SERVICE ACCOUNTING TR: AFI 34-239; AFMAN 34-240, Food Service Accountant's Guide; Recipe System; Dining Facility & Flight Kitchen Manager's Handbook; https://cs2.eis.af.mil/sites/10042 ; Crunchtime Handbook														
17.1 Food service automated reports									-	-	-	B	-	-
17.2 Manual Forms and Reports									-	-	-	B	-	-
17.3 Verify and Validate Prime Vendor receipts									-	-	-	B	-	-
17.4 Transfers									-	-	-	B	-	-
18 PRIME VENDOR PROGRAM TR: AFI 34-239,; AFMAN 34-240; Dining Facility & Flight Kitchen Manager's Handbooks; https://cs2.eis.af.mil/sites/10042 ; www.dla.mil ; www.stores.dla.mil/stores_web ; Preface to the Worldwide Menu														
18.1 Service Levels														
18.1.1 Account Representative									-	-	-	B	-	-
18.1.2 Fill Rates and Availability									-	-	-	B	-	-
18.1.3 Product Specifications									-	-	-	B	-	-
18.1.4 Delivery Times/Emergency Orders									-	-	-	B	-	-
18.1.5 Substitution Rules/Coordination									-	-	-	B	-	-
18.1.6 Broken Cases									-	-	-	B	-	-
18.2 Catalog Procedures														

1. Tasks, Knowledge and Technical References	2. Core and Contingency / War Tasks			3. Certification for OJT					4. Proficiency Codes used to indicate training/information provided (see note)					
	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
	3 Level	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
TR: https://cs2.eis.af.mil/sites/10042 ; www.dla.mil														
18.2.1 Authorized Items									-	-	-	B	-	-
18.2.2 Adding/Deleting Items									-	-	-	A	-	B
18.3 STORES Web TR: https://cs2.eis.af.mil/sites/10042 ; www.dla.mil www.stores.dla.mil/stores_web ; Dining Facility & Flight Kitchen Manager's Handbooks														
18.3.1 Ordering									-	-	-	A	-	B
18.3.2 Reconciliation									-	-	-	-	-	-
18.3.2.1 Receipt Verification									-	-	-	A	-	B
18.3.2.2 Adjustments									-	-	-	A	-	B
19 CONTINGENCY FEEDING TR: AFD 10-2,34-2; AFI 10-214, 10-246, 10-403, 34-239, 48-116; AFMAN 23-110, 34-240; TM 09211A-14&P/1; TO 35E4-169-21-1, 35E4-169-31, 50 D 1-3-1, 35E5-6-1, 35C-3-512-1, 35E4-235.1, and 35E4169-21; WMP Vol 1 ; TTP 3-34.1; Food Service Accountant's Guide; https://cs2.eis.af.mil/sites/10042														
19.1 Operate Feeding Platform														
19.1.1 Field Feeding Platform TR: TO 35E5-6-1, 35E4-235-1, 35E4-236-1, 35C2-3-512-1; TTP 3-34.1	*	◇	◇						1a	-	-	b	-	-
19.1.2 Basic Expeditionary Airfield Resources (BEAR) 550 Kitchen	*	◇	◇						2b	-	-	b	-	-
19.2 Contingency feeding planning factors/concepts	*	◇	◇						A	-	-	A	-	B
19.3 Contingency accounting and documentation		◇	◇						-	-	-	A	-	B
19.4 Operational Rations														
19.4.1 Procedures for ordering operational rations TR: AFI 34-239; AFMAN 34-240; TTP 3-34.1; Food Service Accountant's Guide; WMP Vol 1; https://cs2.eis.af.mil/sites/10042		◇	◇						-	-	-	B	-	-
19.4.2 Prepare and serve standard Unitized Group Rations (UGRs) TR: TTP 3-34.1	*	◇	◇						2b	-	-	-	-	-
19.4.3 Meals Ready to Eat (MRE) TR: TTP 3-34.1	*	◇	◇						A	-	-	-	-	-
19.5 Field Food and water security TR: AFI 34-239; AFMAN 34-240; WMP 1 Services Supplement; TTP 3-34.1	*	◇	◇						A	-	-	B	-	-

1. Tasks, Knowledge and Technical References	2. Core and Contingency / War Tasks			3. Certification for OJT					4. Proficiency Codes used to indicate training/information provided (see note)					
	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
	3 Level	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
20 LODGING OPERATIONS TR: DODI 4165.63.M; AFI 23-111, 34-201, 34-202, 34-209, 34-219, 34-135.; AFMAN 23-110, 34-310, 34-212, 34-214, and 36-203; AFPD 34-3, 36-502, Joint Federal Travel Regulation (JFTR); DoD Pay Regulation, V7A; https://cs2.eis.af.mil/sites/10042 ; Lodging Standards Checklist														
20.1 Lodging Standards														
20.1.1 Temporary Lodging Entitlement (TLE) TR: JFTR									-	-	-	B	-	-
20.1.2 Temporary Lodging Allowance (TLA) TR: JFTR									-	-	-	B	-	-
20.1.3 Basic Allowance for Housing (BAH) TR: DoD Pay Regulation, V7A									-	-	-	B	-	-
20.1.4 Authorized Guests TR: AFI 34-135 Table 2.1									A	-	-	B	-	-
20.2 Commercial Lodging TR: AFI 34-135									-	-	-	A	-	B
20.3 Transient Quarters TR: AFI 34-135									A	-	-	B	-	-
20.4 Aircrew Support/PRIME Knight Operations TR: AFI 34-135									-	-	-	B	-	-
20.5 Non-Availability Concepts TR: AFI 34-135									-	-	-	A	-	B
20.6 Front Desk Operations														
20.6.1 Lodging Cashier Functions TR: AFI 34-202; AFMAN 34-212									A	-	-	B	-	-
20.6.2 Reservation Process TR: AFI 34-135									A	-	-	B	-	-
20.6.3 Perform Reservation Processes TR: AFI 34-135									-	-	-	a	-	b
20.6.4 Refund Procedures TR: AFI 34-202, 34-209; AFMAN 34-214									-	-	-	A	-	B
20.6.5 Shift Change Procedures TR: AFI 34-202; AFMAN 34-212									-	-	-	A	-	B
20.6.6 Deposits Procedures TR: AFI 34-209; AFMAN 34-212									-	-	-	A	-	-
20.6.7 Safeguard Valuables, Lost & Found Program TR: AFI 34-135; AFMAN 34-212									-	-	-	A	-	B
20.6.8 Perform Front Desk Back-up									-	-	-	a	-	b
20.6.9 Run Daily Reports									-	-	-	a	-	b
20.6.10 Perform Guest Check-in Procedures TR: AFI 34-135									-	-	-	a	-	b

1. Tasks, Knowledge and Technical References	2. Core and Contingency / War Tasks			3. Certification for OJT					4. Proficiency Codes used to indicate training/information provided (see note)					
	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
	3 Level	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
20.6.11 Perform Guest Check-out Procedures TR: AFI 34-135									-	-	-	a	-	b
20.7 Property Management System Overview TR: AFI 34-201, 34-202, 34-209; AFMAN 34-212, 34-214; www.usafservices.com									-	-	-	A	-	B
20.8 Commercial Lodging Authorization Sheet									-	-	-	A	-	B
20.9 Housekeeping Standards									-	-	-	A	-	B
20.10 AF Standards Checklist									-	-	-	A	-	B
20.11 Lodging Facility Inspections TR: AF Lodging Standards Checklist									-	-	-	-	-	B
20.12 Perform Lodging Facility Inspections									-	-	-	-	-	b
21 LODGING FINANCIAL MANAGEMENT TR: AFD 34-2; AFI 32-1022, 34-205, 34-209, 34-135, 65-106; AFMAN 34-214; https://cs2.eis.af.mil/sites/10042														
21.1 Financial Statements TR: AFI 34-135, 34-209									-	-	-	A	-	B
21.2 Income and Expense Budget TR: AFI 34-209									-	-	-	A	-	B
21.3 Accounts Payable Process TR: AFI 34-209									-	-	-	A	-	B
21.4 Lodging Rate Package Process TR: AFI 34-135									-	-	-	A	-	B
21.5 Lodging Renovation Package Process TR: AFI 34-135, 34-205, 32-1022									-	-	-	-	-	B
21.6 Prepare Lodging Renovation Package TR: AFI 34-135, 34-205, 34-209, 65-106, 32-1022; Air Force Lodging Fund (ALF); Project Preparation Package (PPP)									-	-	-	-	-	b
22 SUNDRY SALES AND STOCK LEVEL MANAGEMENT TR: AFI 34-209, 34-135														
22.1 Sundry Sales Program														
22.1.1 Stock Level Management Procedures TR: AFI 34-209									-	-	-	B	-	-
22.1.2 Inventory Resale Merchandise Procedures TR: AFI 34-209									-	-	-	B	-	-
22.1.3 Item Selection Principles TR: AFI 34-135									-	-	-	A	-	B
22.1.4 Pricing Strategy Principles TR: AFI 34-209									-	-	-	A	-	B
23 CONTINGENCY LODGING														

1. Tasks, Knowledge and Technical References	2. Core and Contingency / War Tasks			3. Certification for OJT					4. Proficiency Codes used to indicate training/information provided (see note)					
	A	B	C	A	B	C	D	E	A		B		C	
	3 Level	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level (1) Course	(2) CDC	5 Skill Level (1) Course	(2) CDC	7 Skill Level (1) Course	(2) CDC
TR: AFI 10-214, 34-135 ; AFMAN 64-302; AFPAM 10-100; Force Support Readiness Managers Guide; https://cs2.eis.af.mil/sites/10042; TO 35E5-6- 11; TTP 3-34.1; AFPD 34-9; WMP Vol 1														
23.1 Contingency Lodging Operations														
23.1.1 Field Lodging Accountability TR: TTP 3-34.1		◇	◇						A	-	-	B	-	B
23.1.2 Perform Contingency Lodging Assignments/Locator Services TR: TTP 3-34.1; AFI 10-214; AFI 34-135; AFPAM 10-29		◇	◇						a	-	-	b	-	-
23.1.3 Self-Help/Contract Laundry		◇	◇						A	-	-	B	-	-
24 AIR FORCE FITNESS AND SPORTS PROGRAMS TR: AFI 10-248, 34-101, 34-201, 34-266, 40-101,; AFMAN 23-110, 23-111; TTP 3-34.1; Health and Fitness Instructor Handbook (textbook); https://cs2.eis.af.mil/sites/10042; Manufacturer’s Maintenance Guides; Program Trainer Aids F-5; Activity Manager/Fitness/AF Fitness Center														
24.1 FITNESS OPERATIONS MANAGEMENT/PROGRAM TR: AFI 34-266														
24.1.1 Daily Fitness Operations TR: AFI 34-266	*	*							A	-	-	B	-	-
24.1.2 Daily Management Operations		*							-	-	-	B	-	B
24.1.3 Authorized Customers TR: AFI 34-101, 34-266	*	*							A	-	-	B	-	-
24.1.4 Preventive Equipment Maintenance TR: AFI 34-266	*	*							A	-	-	B	-	-
24.1.5 Facilities Maintenance and Housekeeping TR: AFI 34-266														
24.1.5.1 Group Exercise Rooms TR: AFI 34-266	*	*							A	-	-	B	-	-
24.1.5.2 Indoor Sports Areas TR: AFI 34-266	*	*							A	-	-	B	-	-
24.1.5.3 Saunas/Steam Room/Pool TR: AFI 34-266	*	*							A	-	-	B	-	-
24.1.5.4 Showers/Locker Rooms TR: AFI 34-266	*	*							A	-	-	B	-	-
24.1.5.5 Field Maintenance TR: AFI 34-266; www.usafservices.com; Activity Manager/ Fitness/AF Fitness Center Operations Checklist	*	*							A	-	-	B	-	-
24.1.6 Staff Training Requirements TR: AFI 34-266														

1. Tasks, Knowledge and Technical References	2. Core and Contingency / War Tasks			3. Certification for OJT					4. Proficiency Codes used to indicate training/information provided (see note)					
	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
	3 Level	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
24.1.6.1 Basic Fitness Training	*	*							A	-	-	B	-	-
24.1.6.2 Core Management Training	*	*							A	-	-	B	-	-
24.1.6.3 Advanced Fitness Training	*	*							A	-	-	B	-	-
24.1.6.4 Certified Fitness Specialist Training by National Commission for Certifying Agencies accredited organization	*	*							A	-	-	B	-	-
24.1.6.5 Fitness Safety Hazards	*	*							B	-	-	-	-	-
24.1.6.6 Execute Emergency Procedures	*	*							a	-	-	b	-	-
24.2 FITNESS PROGRAMS														
24.2.1 Core/Enhanced Programs TR: AFI 34-266														
24.2.1.1 Group Exercise Class									A	-	-	-	-	-
24.2.1.2 Perform Equipment Orientations														
24.2.1.2.1 Selectorized Equipment	*	*							2b	-	-	-	-	-
24.2.1.2.2 Cardio Equipment	*	*							2b	-	-	-	-	-
24.2.1.2.3 Strength Equipment	*	*							2b	-	-	-	-	-
24.2.2 Personal Fitness Assessments														
24.2.2.1 Musculoskeletal System TR: PTL Class/CIAR MEL Course									A	-	-	B	-	-
24.2.2.2 Major Muscle Groups TR: PTL Class/CIAR MEL Course									A	-	-	B	-	-
24.2.3 Fitness Improvement Programs TR: AFI 34-266									A	-	-	B	-	-
24.2.4 Incentive Programs TR: AFI 34-266									A	-	-	B	-	-
24.2.5 Special Events TR: AFI 34-266									A	-	-	B	-	-
24.2.6 Perform Special Events TR: AFI 34-266									-	-	-	a	-	b
24.2.7 Injury Prevention TR: PTL Class/CIAR MEL Course									B	-	-	-	-	-
24.2.8 Perform Training Exercises TR: PTL Class/CIAR MEL Course									2b	-	-	-	-	-
24.2.9 Fitness Assessment Cell Operations TR: AFI 36-2905														
24.2.9.1 Fitness Assessment Cell Duties									-	-	-	B	-	-
24.2.9.2 Unit Fitness Program Managers									-	-	-	B	-	-
24.2.9.3 Physical Training Leaders/Military Exercise Leaders									-	-	-	B	-	-
24.2.9.4 Fitness Assessments									-	-	-	B	-	-
24.3 SPORTS PROGRAMS TR: AFI 34-266														
24.3.1 Sports Programs														
24.3.1.1 Core Programs TR: AFI 34-266									A	-	-	B	-	-
24.3.1.2 Enhanced Programs TR: AFI 34-266									A	-	-	B	-	-
24.3.1.3 Fitness and Sports Advisory Council									A	-	-	B	-	-

1. Tasks, Knowledge and Technical References	2. Core and Contingency / War Tasks			3. Certification for OJT					4. Proficiency Codes used to indicate training/information provided (see note)					
	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
	3 Level	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
TR: AFI 34-266														
24.4 Contingency Fitness and Sports CONOPS TR: TTP 3-34.1		◇	◇						A	-	-	-	-	-
25 RECREATION AND NAF ACCOUNTING TR: AFI 10-214, 34-208, 34-219; AFH 10-247 V6; AFMAN 34-214; WMP Vol 1; TTP 3-34.1; 34-109														
25.1 Overview Recreation Programs														
25.1.1 Nonappropriated Fund Accounting TR: AFI 34-201 and 65-106; AFMAN 34-214		◇ [ZCVTU	◇						-	-	-	B	-	-
25.1.2 Perform NAF Financial Management Functions TR: AFI 34-201 and 65-106; AFMAN 34-214		◇	◇						-	-	-	-	-	b
25.1.3 Perform NAF Resale Operations TR: AFI 34-201 and 65-106; AFMAN 34-214; AFH 10-246 V6; AFH 10-247 V6; TTP 3-34.1		◇	◇						1a	-	-	b	-	-
25.1.4 Plan and Execute Events TR: TTP 3-34.1; AFH 10-247 V6; AFI 34-109		◇	◇						1a	-	-	b	-	-
25.2 Concepts of Recreational Programming TR: TTP 3-34.1; AFH 10-247; AFI 34-266; AFI 34-109														
25.2.1 Directed		◇	◇						A	-	-	B	-	-
25.2.2 Self-Directed		◇	◇						A	-	-	B	-	-
25.2.3 Entertainment		◇	◇						A	-	-	B	-	-
25.3 Learning Resource Centers (LRCs) CONOPS		◇	◇						-	-	-	B	-	-
25.4 Lounge Operations TR: AFI 34-219; AFI 34-219														
25.4.1 DRAM Shop and Theory of Legal Liability		◇ [ZCVTU	◇ [ZCVTU						-	-	-	A	-	B
25.4.2 Apply DRAM Shop and Theory of Legal Liability									-	-	-	-	-	-
25.4.3 Responsibilities for Control and Sale of Alcoholic Beverages TR: AFI 34-208		◇ [ZCVTU	◇ [ZCVTU						-	-	-	B	-	-
25.4.4 Drunk and Drugged Driving Program and Bystander Intervention TR: AFI 34-219									-	-	-	-	-	-
25.4.5 Purchasing Alcoholic Beverages for Resale TR 34-219									-	-	-	-	-	-
25.4.6 Alcohol Deglamorization Program TR: AFI 34-219									-	-	-	-	-	-

1. Tasks, Knowledge and Technical References	2. Core and Contingency / War Tasks			3. Certification for OJT					4. Proficiency Codes used to indicate training/information provided (see note)					
	A	B	C	A	B	C	D	E	A		B		C	
	3 Level	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level	5 Skill Level	7 Skill Level			
									(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
25.5 Pool Programs TR: AFI 48-114; TR: AFI 34-110 Title 10, Title 36, Subtitle 1, Part A, Chapters 1 & 3; DoDD 1005.6,														
25.5.1 Safety and Health Risk TR: AFI 48-114														
25.5.2 Lifeguard Requirements: TR: 48-114														
25.5.3 Understand Water Quality and Monitoring														
25.5.4 Opening and Closing Procedures TR: AFI 34-110Title 10, Title 36, Subtitle 1, Part A, Chapters 1 & 3; DoDD 1005.6,														
26 CONTINGENCY PLANNING TR: AFD 10-2; AFI 10-214 and 10- 222 V1 & V2, 10-401, 10-2501, 10- 403, 10-404; 25-101, AFH 10-247 all volumes; Force Support Readiness Manager's Guide; https://cs2.eis.af.mil/sites/10042 ; TTP 3-34.1; TO 35E5-6-11; WMP														
26.1 Base Support Plans TR: AFI 10-404		◇	◇						-	-	-	A	-	B
26.2 Services War Reserve Materiel (WRM) Assets TR: TTP 3-34.1; AFI 10-222 V2; WMP Vol 1		◇	◇						-	-	-	A	-	B
26.3 Command & Control Operations TR: AFI 10-2501; AFD 10-2; TTP 3-34.1		◇	◇						-	-	-	A	-	B
26.4 Operational Plans (OPLANS) TR: AFI 10-401 and 10-404		◇	◇						-	-	-	A	-	B
26.5 Time Phase Force Deployment Data (TPFDD) TR: AFI 10-401, 10-403, and 10-404		◇	◇						-	-	-	A	-	B
26.6 Deployment Requirements Manning Document (DRMD) TR: AFI 10-403		◇	◇						-	-	-	A	-	B
26.7 War Mobilization Plan Volume1, Services Supplement TR: AFI 10-401; WMP Vol 1		◇	◇						-	-	-	A	-	B
26.8 Force Beddown TR: AFI 10-401 and 10-403; TTP 3- 34.1		◇	◇						A	-	-	A	-	B
26.9 Erect Contingency Shelters TR: TO 35 E56-11		◇	◇						1a	-	-	b	-	-
26.10 Develop Force Beddown Plan TR: AFI 10-222 V1, 10-401, 10-403 and 10-404; TTP 3-34.1			◇						-	-	-	a	-	b
26.11 Force Modules TR: AFI 10-401; TTP 3-34.1		◇	◇						A	-	-	A	-	B

26.12 Unit Type Code (UTC) Concepts TR: AFI 10-401, 10-403 and 10-214; Force Support Readiness Manager's Guide		◇	◇						-	-	-	A	-	B
27 READINESS MANAGEMENT TR: AFDPD 10-2; AFI 10-201, 10-214, 10-244, 10-401, 10-403, and 10-404; AFPAM 10-100;Force Support Readiness Manager's guide; https://cs2.eis.af.mil/sites/10042 ; WMP Vol 1														
27.1 Unit Deployment Manager Responsibility TR: AFI 10-214, 10-244, 10-401, and 10-403; Installation Deployment Plan; A1 Posturing Sequencing Guide									-	-	-	A	-	B
27.2 Home Station, Force Support Contingency, and Ancillary Training Requirements TR: AFI 10-214 and 10-403									A	-	-	B	-	-
27.3 Air Reserve Component (ARC) Augmentation TR: AFI 10-214									-	-	-	A	-	B

1. Tasks, Knowledge and Technical References	2. Core and Contingency / War Tasks			3. Certification for OJT					4. Proficiency Codes used to indicate training/information provided (see note)					
	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
	3 Level	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
27.5 Individual Mobility Requirements TR: AFI 10-403, AFPAM 10-100									A	-	-	B	-	-
27.6 Readiness Reporting TR: AFI 10-201, 10-214 and 10-244; FSS Readiness Reporting Guide									-	-	-	A	-	B
27.7 Prepare Readiness Reports TR: AFI 10-201, 10-214 and 10-244; FSS Readiness Reporting Guide									-	-	-	-	-	-
28 MORTUARY AFFAIRS TR: AFH 10-247 V4; 34-501; AFPD 34-5; AFPAM 34-504, JP 4-06; https://cs3.eis.af.mil/sites/24802/default.aspx														
28.1 Mortuary Affairs Administration TR: AFI 34-501									-	-	-	A	-	B
28.2 Family Assistance Representative (FAR) Program TR: AFI 34-501									-	-	-	A	-	B
28.3 Mortuary Eligibility and Benefits TR: AFI 34-501									-	-	-	A	-	B
28.4 Case File Management/Defense Casualty Information Processing System (DCIPS) TR: AFI 34-501									-	-	-	A	-	B
28.5 Honor Guard Program TR: AFI 34-501									-	-	-	A	-	B
28.6 Search and Recovery TR: AFI 34-501; AFH 10-247 V4; JP 4-06		◇	◇						A	-	-	B	-	-
28.7 Funding for Funeral Entitlements and Supplies TR: AFI 34-501									-	-	-	A	-	B
28.8 Concepts of Evaluating Contract Mortuary Service TR: AFI 34-501; DFARS subpart 237.70									-	-	-	A	-	B
28.9 Options for Transportation of Remains TR: AFI 34-501; AFPAM 34-259									-	-	-	A	-	B
28.10 WARTIME MORTUARY TR: AFI 34-501; AFH 10-247 V4; JP 4-06														
28.10.1 Operations		◇	◇						A	-	-	B	-	-
28.10.2 Mortuary Affairs Reporting and Tracking System (MARTS) TR:		◇	◇						-	-	-	A	-	-
28.10.3 Perform Remains Processing		◇	◇						a	-	-	b	-	-
28.10.4 Wartime Search & Recovery		◇	◇						A	-	-	B	-	-
28.11 Fatality Search and Recovery Team (FSRT)									-	-	-	B	-	-

SECTION B – Course Objective List

3. This area is reserved.

SECTION C -- Support Materials

4. Purpose. The following list of support materials is not all-inclusive; however, it covers the most frequently referenced areas.

4.1. Services Training Aid (STA). STAs are developed by AFSVA and designed to help training managers and trainers conduct effective, standardized training throughout the 3F1X1 career field. They outline the specific training on-the-job training requirements as an extension of the STS tasks. They also reference the information necessary to conduct training. STAs are training tools and the STS is the authorized means of documenting training via the Air Force Training Record. STAs are not designed to let the trainees train themselves. Before training begins, the trainer should review applicable portions of each STA to ensure they coincide with the core area Master Training Plan. The STAs can be found on the Force Support Knowledge Center (<https://fskc.adls.af.mil>) in the Library under Resources.

4.2. Qualification Training (QT) requirements. Qualification training plans are developed at the local level by the work center supervisor IAW AFI 36-2651. QT tasks are required for the duty position assigned and identified in the Master Task Listing (MTL) and the trainee's training record.

SECTION D -- Training Course Index

5. Purpose. This section of the CFETP identifies training courses available for the specialty and shows how the courses are used by HHQs in the career field training programs.

5.1. Air Force in-Residence Courses.

Course Number	Title	Location	User
LCABP3F131 0L4A	Services Apprentice Course	Services Academy	*3F1X1
*newly assigned to 3F1X1 career field			
LCARP3F151 0L5A	Fitness Specialist Course	Services Academy	*3F1X1

*Personnel assigned to a fitness center. Must complete within 180 days of being assigned per AFI 34-266. Not necessary if MTT Fitness Specialist Course was previously taken.

5.2. Force Career Development Academy Courses (Career Development Courses).

Course Number	Title	Location	User
3F151A	Services Journeyman (Services General and Food)	Services Academy	3F1X1
3F151B	Services Journeyman	Services Academy	3F1X1
3F171A	(Lodging, Fitness, Readiness) Services Craftsman	Services Academy	3F1X1
3F171B	(Services General, Fitness and Food) Services Craftsman (Lodging and Readiness)	Services Academy	3F1X1

5.3. Exportable Courses.

Course Number	Title	Location	User
L6ANW3F151 007X	Fitness Specialist Course	Online	+3F1X1

+Must be completed prior to MTT or In-resident course

5.4. Mobile Training Teams.

Course Number	Title	Location	User
L7ART3F151 0L5A	Fitness Specialist Course	Various	*3F1X1

*Personnel assigned to a Fitness Center. Must complete within 180 days of being assigned per AFI 34-266 para 1.4. Not necessary if in-residence Fitness Specialist Course previously taken.

L7AZT3F151 0L6X	Shift Leader Course	Various	*3F1X1
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*Personnel assigned as a food service shift leader.

5.5. University: Ira C. Eaker Center for Professional Development: Force Support Professional Development School (FSPDS).

Course Number	Title	Location	User
MFSS-255	Mortuary Technician	Maxwell AFB	3F1X1

*MFSS-275	FSS Contingency	Maxwell AFB	3F1
**MFSS-300	FSS Flight Leadership	Maxwell AFB	3F191
**MFSS-375	FSS Operational Ldrshp	Maxwell AFB	3F100

* Dictated by UTC specific pre-deployment tasking requirements

** Open to FSS Flight Superintendents (offered blackboard or in-resident)

*** For CMSgts newly assigned to a FSS Superintendent position

SECTION E -- Mission Unique Requirements

6. AFSPC/AFGSC Missile Chefs.

6.1. AFJQS 3F1X1, Service Missile Chef.

7. ANG Fatality Search and Recovery Team (FSRT).

7.1. See AFJQS 3F1X1, Fatality Search and Recovery Team

7.2. Review ANG CFM CFETP for FSRT

** A 24-hour customer service information line (CSIL) has been installed for supervisors to conveniently identify over or under training of performance/knowledge items listed in the training standard. For a quick response to any training concern, call CSIL, DSN 473-2917 anytime (day or night) or contact us via email at 37TRG.DOS@us.af.mil.

OPR: 345th Training Squadron

Certified By: CMSgt Martin A. Barr, AFCFM, HQ USAF/A1S

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