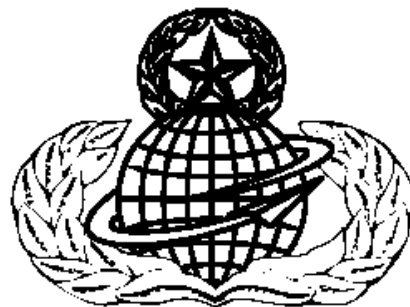
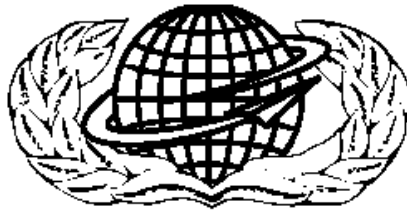


DEPARTMENT OF THE AIR FORCE
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AFSC 3F2X1

Education and Training



CAREER FIELD EDUCATION AND TRAINING PLAN

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CAREER FIELD EDUCATION AND TRAINING PLAN
EDUCATION AND TRAINING SPECIALTY
AFSC 3F2X1
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EDUCATIONANDTRAININGSPECIALTY
AFSC 3F2X1
CAREER FIELD EDUCATION AND TRAINING PLAN

Part I

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education and training requirements, training support resources, and minimum core task requirements for this specialty. The CFETP will provide personnel a clear career path to success and will instill rigor in all aspects of career field training. **NOTE:** Civilians and additional duty training managers 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 specialty using both parts of the plan.

21. Part I provides information necessary for overall management of the specialty. Section A explains how everyone will use the plan. Section B identifies career field progression information, duties and responsibilities, training strategies, and career field path. Section C associates each level with specialty qualifications (knowledge, education, experience, training, and other). Section D indicates resource constraints (i.e. funds, manpower, equipment, facilities). Section E identifies transition training plans for the 3F2X1 career field.

22. Part II includes the following: Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, and technical references to support training, Air Education and Training Command (AETC) conducted training, core task and correspondence course requirements. Section B. This area is reserved. Section C identifies available support materials. Section D identifies a training course index supervisors can use to determine resources available to support training. Included here are both mandatory and optional courses. Section E identifies Major Command (MAJCOM) unique training requirements supervisors can use to determine additional training required for the associated qualification needs. At unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

3. Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate points in their career.

ABBREVIATIONS/TERMS EXPLAINED

Advanced Distributed Learning (ADL) – ADL is an evolution of distributive learning (distance learning) that emphasizes collaboration on standards-based versions of reusable objects, networks, and learning management systems, yet may include some legacy methods and media.

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. AT is for selected career airmen at the advanced level of the AFS.

Air Force Career Field Manager (AFCFM) – The Air Force focal point for the designated career field within a functional community. Serves as the primary advocate for the career field, addressing issues and coordinating functional concerns across various staffs. Responsible for career field policy and guidance.

Air Force Automated Education Management System (AFAEMS) – The official system of record for Air Force Voluntary Education data. Each Education Center uses AFAEMS to manage military members' complete education record.

Air Force Enlisted Classification Directory (AFECD) – The official directory for all military enlisted classification descriptions, codes, and identifiers. The specialty descriptions and codes will be used to identify each Air Force job (valid requirements) and describes the minimum mandatory qualifications of personnel to fill these jobs. The updated AFECD is available at myPers web site located at https://gum-crm.csd.disa.mil/app/answers/detail/a_id/7504.

Air Force Job Qualification Standard (AFJQS) – A comprehensive task list common to all persons serving in the duty position, which describes a particular job type or duty position.

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

Air Force Specialty Code (AFSC) – A five digit alphanumeric code with potential prefixes and suffixes added to identify each career field within the Air Force.

Air Force Training Record (AFTR) – Air Force Training Record provides the capability to manage the training lifecycle for Total Force personnel. AFTR may be accessed within the Advanced Distributed Learning Service (ADLS) by clicking on "Training Records" in the bottom right of the ADLS main screen. Navigate to the course through the ADLS web interface.

Air Reserve Component (ARC) – This term is used as an overarching term when referring to both the Air National Guard and Air Force Reserve Component together.

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 path and instill a sense of industry in career field training. It is the formal training contract between the AFCFM and AETC for formal accession and life-cycle skills training.

Computer Based Training (CBT) – The use of computers to aid in the delivery and management of instruction.

Core Task – Tasks identified by the AFCFM as minimum qualification requirements for everyone within an AFSC.

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- or 7-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2651, *Air Force Training Program*.

Critical Task – A task that requires specific training and certification above and beyond other tasks. Tasks may be defined as critical either through AFI, Technical Orders, higher headquarters, or at any level in the unit.

Deployment Task – Deployment tasks are any tasks identified by higher headquarters for personnel to perform during deployments, contingencies, or wartime. Deployment tasks may be specified for a particular skill level or in general across the AFSC. Guidance for using core tasks can be found in the applicable CFETP narrative.

Distance Learning (DL) – Includes video tele-seminar, interactive video tele-training, video tele-training, Career Development Courses (CDCs), internet-based instruction (IBI), and CBT. Also includes formal courses that a training wing or a contractor develops for export to a field location (in place of resident training) for trainees to complete without on-site support of a formal training instructor.

Distributed Training – Formal courses that a training wing or a contractor develops for export to a field location (in place of resident training for trainees to complete without the on-site support of a formal training instructor).

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

Education and Training Course Announcements (ETCA) – Contains specific MAJCOM procedures, fund citations, reporting instructions, and listings for those formal courses conducted or managed by MAJCOMs or field operating agencies. <https://app10-eis.aetc.af.mil/etca/SitePages/home.aspx#Home>

Functional Manager (FM) – Senior leaders, designated by the appropriate functional authority who provide day-to-day management responsibility over specific functional communities at the MAJCOM, Field Operating Agency (FOA), Direct Reporting Unit (DRU), Base Level, or ARC level. While they should maintain an institutional focus in regards to resource development and distribution, FMs are responsible for ensuring their specialties are equipped, developed, and sustained to meet the functional community's mission as well as encourage force development opportunities in order to meet future needs of the total Air Force mission.

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

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 797 (as a minimum). Should include tasks required for deployment and/or Unit Type Code (UTC) requirements.

Master Training Plan (MTP) – Employs a strategy for ensuring the completion of all work center job requirements by using a MTL and provides milestones for task completion, QTP/CDC completion, and prioritizes deployment/UTC, home station training tasks, upgrade, and qualification tasks.

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

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

Qualification Training (QT) – Hands-on performance training designed to qualify personnel in a specific position.

Qualification Training Package (QTP) – A training aid used to provide step by step procedures toward task completion. Supervisor/trainer must use these and document training in the 623A during OJT if available.

Representative Sites – Typical organizational units having similar missions, weapon systems or equipment, or a set of jobs, used as a basis for estimating average training capacities and costs.

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

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

Specialty Training Requirements Team (STRT) – Forum to determine Education and Training requirements, by bringing together the expertise to establish the most effective mix of formal and OJT training for each AFS skill level.

Specialty Training Standard (STS) – An Air Force publication (typically inserted as Part II of the CFETP) that describes an AFS in terms of tasks and identifies 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, 7, or 9-skill level within an enlisted AFS. It further serves as a contract between AETC and the functional user to show which of the overall training requirements for an AFSC are taught in formal schools and correspondence courses.

Standard – A predetermined quality or quantity, against which performance skills and

knowledge are measured. 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.

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

Total Force Training Record (TFTR): Total Force Training Record provides the capability to manage the training lifecycle for Total Force personnel. TFTR may be accessed within the Air Force Learning Service Ecosystem(AFLSE) by clicking on the "TFTR" icon.

Training Business Area (TBA) – TBA is a Net-Centric, Global Combat Support Systems Air Force (GCSS-AF) Integration Framework (IF) Web-Based application providing Air Force War fighters with global, real-time visibility into technical qualifications, certifications and training status Air Force wide. TBA supports base, wing and work center level training management activities by automating training management business processes. The primary users will be any personnel directly involved in base level training management activities.

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

Training Capacity – The capability of a training setting to provide training on specified requirements, based on the availability of resources.

Training Planning Team (TPT) – Comprised of subject matter experts (SMEs) who are intimately involved in training development. The range of issues surpasses those covered during the Utilization and Training Workshop (U&TW).

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 a higher level of proficiency.

Utilization and Training Workshop (U&TW) – A forum of the AFCFM, FMs, SMEs and AETC training personnel to determine career ladder training requirements.

Wartime Course – Comprised of those tasks that must be taught when courses are accelerated in a wartime environment.

Wartime Tasks – Tasks to be taught in the 3-skill level awarding course when the wartime courses have been activated. In response to a wartime scenario, these tasks will be taught in the 3-skill level awarding course in a streamlined training environment. These tasks are only for those career fields that require them to be applied to their technical training center tasks.

Section A - General Information

1 Purpose. This CFETP provides the information necessary for AFCFMs, MAJCOM FMs, commanders, training managers, supervisors and trainers to plan, develop, manage, and conduct an effective and efficient career field training program. The plan outlines the training individuals in this AFS should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced and proficiency training. The CFETP has several purposes--some are:

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 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 the training delivery method.

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

2 Usage. The plan will be used by MAJCOM FMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

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

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

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

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

Section B - Career Progression and Information

4 Specialty Description.

4.1. Specialty Summary. Conducts Education and Training (E&T) tasks for maintenance, operations, and support training; education services, curriculum development, and instructor activities. Develops, delivers, and evaluates E&T programs and oversees E&T activities. Related DoD Occupational Subgroup: 157000.

4.2. Duties and Responsibilities.

421. Develops, delivers, and evaluates E&T programs. Applies instructional systems development (ISD) using the AF ISD process. Collects and analyzes job performance data, and conducts occupational analysis surveys. Compares individual knowledge and skills with job standards, and identifies E&T requirements. Develops and validates standards. Determines adequacy of existing courses and programs. Screens and validates formal E&T requirements. Develops objectives to meet Air Force academic, vocational, and technical standards. Determines most cost-effective method to deliver E&T. Sequences objectives; selects instructional design, method, and media; and identifies resource needs. Creates materials to support objectives. Develops test and standards to measure individual abilities. Evaluates E&T programs, recommends actions to correct deficiencies, and oversees evaluations and surveys. Conducts, validates, and revises programs and instruction. Coordinates user feedback with career field managers and E&T providers, and monitors corrective actions. Proctors exams. Maintains and controls testing materials.

422. Administers E&T programs. Serves as E&T program manager. Consults on ISD process and career field E&T plans (CFETP). Advises on E&T materials and services. Conducts work center visits, and organizes programs to develop and conduct job site training. Advises on unit and individual E&T progress. Identifies E&T providers, capabilities, and resources, and ensures availability of materials. Recommends revisions to E&T programs and CFETPs. Helps obtain and analyze history of E&T achievements, establish goals, and enroll in classes, courses, and programs. Prepares and maintains records, files, and materials. Maintains liaison with activities conducting, scheduling, or supporting E&T requirements. Coordinates and schedules events and facility use. Requests course quotas; monitors formal E&T process; and maintains records of course attendance, withdrawals, completions, and costs. Manages automated systems and products, measurement tools, multimedia and maintenance qualification training programs, and the extension course program. Coordinates contingency task training.

423. Oversees E&T activities. Organizes E&T programs to achieve educational goals and mission requirements. Prepares directives to manage and control E&T programs. Implements policies and coordinates changes. Develops and manages reporting procedures. Maintains E&T data, and provides statistical reports on programs and operations. Monitors progress, identifies problem areas, determines causes, recommends corrective action, and provides counsel. Organizes and controls facilities, supplies, and equipment to support E&T needs. Forecasts E&T requirements, determines validity, and assesses cost. Participates in Specialty Training Requirements Teams (STRT), utilization and training workshops, training planning teams, and training planning groups.

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

5.1. Apprentice (3) Level. The initial skills course, E3ALR3F231 0A1B Education and Training Apprentice, must be completed for the award of AFSC 3F231. Initial skills training requirements were identified during the 3F2X1 STRT, held 22-26 April 2019.

5.2. Journeyman (5) Level. Qualification in and possession of AFSC 3F231 and completion of UGT consisting of completing: (1) QTP 3F251 (if available); (2) all core tasks identified with "5"; (3) meet time in training requirements as identified in AFI 36-2651; (4) recommended by supervisor and approval of their commander for the award of AFSC 3F251.

5.3. Craftsman (7) Level. Qualification in and possession of AFSC 3F251. Begin UGT to the 7-skill level upon selection to SSgt. UGT consists of completing: (1) completing QTP 3F271 (if available), (2) all core tasks identified with a number "7"; (2) meet time in training requirements as identified in AFI 36-2651 (3) recommended by supervisor and approval of their commander for the award of AFSC 3F271. Core tasks identified with "7/R" are mandatory for RegAF but optional for ANG and AFRC.

5.4. Superintendent (9) Level. Qualification in and possession of AFSC 3F251. Must be at least a Senior Master Sergeant (SMSgt) and meet mandatory requirements listed in the AFECDD, have completed SNCOA, and be recommended by their supervisor and approved by their commander for award of the 9-skill level.

6 Training Decisions. The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the 3F2X1 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 were made during the STRT held 22-26 April 2019 and utilizing the ISD process as implemented by 335TRS/UOB during training planning and course development.

6.1. 3-Skill Level Training. The initial skills course, E3ALR3F231 0A1B, has been revised by 335 TRS/UOB at Keesler AFB to provide training needed to prepare graduates for education and training related positions.

6.2. 5-Skill Level Upgrade Training. There is no advanced 5-level course at this time. QTPs will be used to aid in OJT core task completion.

6.3. 7-Skill Level Advanced Training. There is no advanced 7-level course at this time. QTPs will be used to aid in OJT core task completion.

7. Community College of the Air Force (CCAF). Enrollment in CCAF occurs automatically upon completion of basic military training and assignment to an Air Force career field. CCAF provides the opportunity to obtain an Associate of Applied Sciences Degree. **Exception:** AFSC 3F2X1 personnel must request enrollment into the new degree program through their Education Service Office. In addition to its associate's degree program, CCAF offers the following:

7.1 Certifications

7.1.1. CCAF Instructor Certification (CIC) Program. This program is for qualified instructors who teach CCAF collegiate-level credit awarding courses at a CCAF affiliated school. The CIC is a professional credential that recognizes the instructor's extensive faculty development training, education and qualification required to teach a CCAF course, and formally acknowledges the instructor's practical teaching experience. Qualified officer, enlisted, civilian and other service instructors are eligible for this certification. The CIC Program replaced the CCAF Occupational Instructor Certification (OIC) Program, which officially closed on 1 January 2011.

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

7.1.3. AF Credentialing Opportunities On-Line (AF COOL). The AF COOL is a Total Force Enlisted program. It includes all enlisted AFSCs for RegAF, AFRES, and ANG. Members of the ARC MUST be on Title 10 or 32 active orders for the duration of the AF COOL process (FDO: upload member's AD orders in AFAEMS). This program assists airmen in navigating through the various civilian credentialing opportunities that are available for their control/duty AFSCs. AF COOL provides a one-stop-shop for airmen to explore credentials recognized by the civilian community that can enhance an airmen's current performance in their AF job as well help prepare for civilian employment. Please review all the tabs as each has important information for successful completion of an AFSC-related credential.

7.1.4. Professional Manager Certification. This program is a professional credential awarded by CCAF to formally recognize a senior NCO's professional accomplishments and advanced level of education and experience in leadership and management. The program provides a structured professional development track that supplements Enlisted Professional Military Education and CFETP. The termination of the Professional Managers Certificate (PMC) through CCAF is scheduled effective 1 Oct 2019.

7.2. 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 Core/Elective Education_____	24
Leadership, Management, and Military Studies_____	6
Physical Education_____	4
General Education_____	15
Oral Communication, Written Communication, Mathematics Social Science and Humanities	
Program Elective_____	15
Technical Education; Leadership, Management, and Military Studies; or General Education	
Total_____	64

721. Technical Education (24 Semester Hours): A minimum of 12 semester hours of technical core subjects/courses must be applied and the remaining semester hours applied from Technical Core or Technical Elective subjects and courses. Specific requirements can be found in the latest CCAF catalog located at <http://www.au.af.mil/au/ccaf/>.

722. Leadership, Management, and Military Studies (6 Semester Hours): Professional military education and/or civilian management courses.

723. Physical Education (4 Semester Hours): This requirement is satisfied by completion of Basic Military Training.

724. General Education (15 Semester Hours): Applicable courses must meet the criteria for application of courses to the General Education Requirements (GER) and be in agreement with the definitions of applicable General Education subjects/courses as provided in the CCAF General Catalog.

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

7.3. Off-duty Education. While additional off-duty education is a personal choice and is encouraged for all, the 3F2X1 AFCFM strongly advocates it for all Education & Training Managers. Individuals desiring to become an AETC Instructor must be an approved candidate on the AF Developmental Special Duty Nomination list. Vacancies will NOT be advertised on AMS. Current qualifications can be found in the most current Special Duty Catalog found in myPers web site located at https://gum-crm.csd.disa.mil/app/answers/detail/a_id/7504

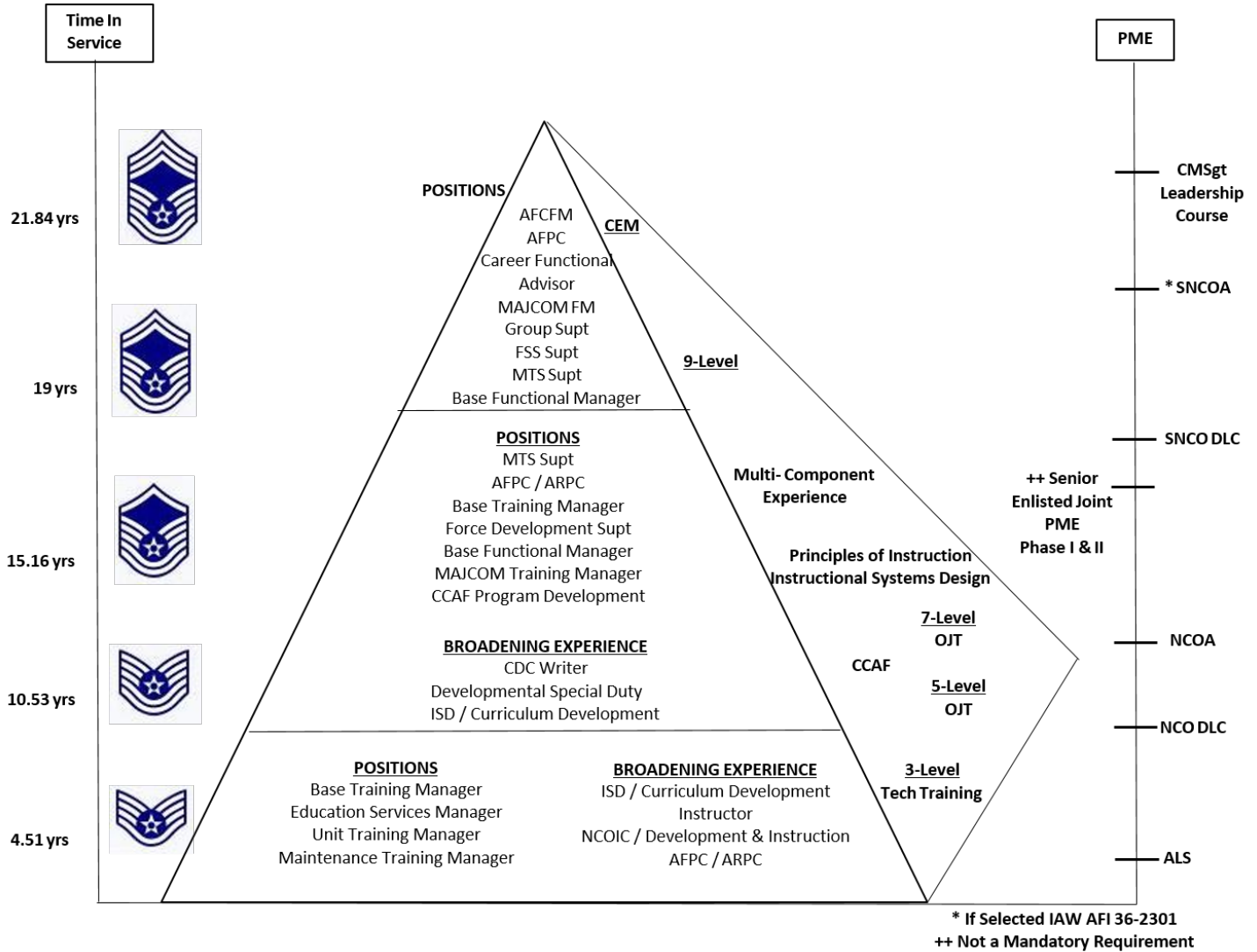
8 Career FieldPath.

8.1. Sample Training Career



U.S. AIR FORCE

3F2X1 Career Pyramid



8.2 3F2X1 Enlisted Career Path.

Education and Training Requirements	GRADE REQUIREMENTS			
	Rank	Average Sew-On	Earliest Sew-On	<u>High Year of Tenure (HYT)</u>
Basic Military Training School Apprentice Technical School (3-Skill Level)	Amn A1C	6 months 16 months		
Upgrade to Journeyman (5-Skill Level) - Complete core / duty position requirements. - No minimum Time in Training	Amn A1C SrA	16 months 3 years	28 months	8 years
Airman Leadership School - Must be a SrA with 36 months' time in service or a SSgt Selectee. - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only).	Trainer - Must attend the AF Training Course (AFTC) - Must be qualified and certified to perform the task to be trained. Certifier - Certifiers must be at least a SSgt (E-5) with a 5-skill level or civilian equivalent, capable of evaluating the task being certified, and have completed the AFTC.			
Upgrade to Craftsman (7-Skill Level) - Minimum rank SSgt Select - Complete core / duty position requirements. - No minimum time in training	SSgt	4.5 years	3 years	15 Years
<u>Non Commissioned Officer Academy</u> Enroll and complete NCO DLC after ALS: Required for NCOA attendance Complete NCOA: Required for promotion to MSgt	TSgt	10.5 years	5 years	20 years
	MSgt	15.1 years	8 years	24 years
<u>Upgrade to Superintendent</u> (9-Skill Level) - Minimum rank of SMSgt. - Mandatory requirements in AFECD.	SMSgt	19 years	11 years	26 years
<u>USAF Senior NCO Academy</u> Enroll and complete SNCO DLC after NCOA: Required for SNCOA attendance (Active Duty Only) Complete SNCOA: Required for promotion to CMSgt				
<u>Chief Enlisted Manager (CEM)</u>	CMSgt	21.8 years	14 years	30 years

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 the mandatory requirements for entry, award and retention of each skill level. The specific task and knowledge training requirements are identified in Part II of this CFETP.

10 Specialty Qualification: The initial skills course, E3ALR3F231 0A1B Education and Training Apprentice, must be completed for the award of AFSC 3F231. Initial skills training requirements were identified during the 3F2X1 STRT, held 22-26 April 2019.

10.1 Apprentice Level Training:

10.1.1 Specialty Qualification.

10.1.1.1 Knowledge. Comprehension of: principles, policies, and procedures of Air Force E&T programs; interviewing and counseling techniques; training techniques and instruction methods; task analysis procedures, learning process, curriculum development, training evaluations, and E&T systems and products; effective writing skills; editing practices; instructional media application, training reporting, program and curriculum validation, and implementation procedures; training program management; scheduling training events and facilities; conducting assistance visits and training meetings; work center and individual job qualification standard development; education institution registration requirements; military personnel classification system and policies; application of communicative interpersonal skills; and distance learning concepts.

10.1.1.2 Education. For entry into this specialty, completion of high school is mandatory. Academic courses in English grammar and composition, speech, psychology, guidance, and sociology are desirable.

10.1.1.3 Training. Completion of course E3ALR3F231 0A1B, Education and Training Apprentice, is mandatory for award of the 3-skill level AFSC. Completion of the following courses is desirable: instructor-training course, technical writing course, curriculum development course, academic counseling course, instructional system designer course, and principles of instruction course. Completion of the Instructional System Designer course is mandatory for personnel performing curriculum designer functions. Completion of an accredited instructor-training course is mandatory for individuals assigned to instructor positions.

10.1.1.4 Experience. N/A

10.1.1.5 Other. Prior qualifications in any AFSC at the 5-skill level or higher (3-skill level, if no 5-skill level exists), (SrA or higher) and the ability to speak clearly and distinctly, are mandatory for entry into and retention of this specialty. Ability to use word processing software is desirable. Must have a mandatory ASVAB Admin score of 62. Retraining interviews are mandatory for entry into this career field. The AFSC 3F2X1 functional manager conducts the interview.

10.1.2. Training Sources and Resources. Successful completion of course E3ALR3F231 0A1A, Education and Training Apprentice (PDS Code 472), satisfies the knowledge and training requirements specified in the specialty qualification section (above) for award of the 3-skill level.

10.2 Journeyman Level Training.

10.2.1. Specialty Qualification: Enter 5-skill level UGT after completion of the 3-skill level course.

10211. Knowledge. Comprehension of principles, policies, and procedures of Air Force E&T programs; interviewing and counseling techniques; training techniques and instruction methods; task analysis procedures, learning process, curriculum development, training evaluations, and E&T systems and products; effective writing skills; editing practices; instructional media application, training reporting, program and curriculum validation, and implementation procedures; training program management; scheduling training events and facilities; conducting staff assistance visits and training meetings; work center and individual job qualification standard development; education institution registration requirements; military personnel classification system and policies; application of communicative interpersonal skills; and distance learning concepts.

10212. Education. N/A

10213. Training. UGT consists of completing all duty position related core tasks identified with a "5" in the STS located in Part II of this CFETP, completion of QTP if available, recommendation by supervisor and approval of their commander for the award of AFSC 3F251. There is no minimum time in training. Supervisors must ensure task proficiency and maturity levels are met to fulfill upgrade requirements.

10214. Experience. Qualification in and possession of AFSC 3F231. Also, experience conducting or developing education or training programs, and qualification in assigned tasks in education services or unit, base, or maintenance training duty positions.

10215. Other. Off duty education is highly recommended and encouraged for 3F2s. Defense Acquisition University offers the following courses at no cost. These courses can be utilized for career broadening and professional growth within **1-3 years as a 3F2.**

HBS 429 New Manager Transitions 2 hrs

HBS 408 Customer Focus 2 hrs

HBS 427 Meeting Management 2 hrs

HBS 419 Goal Setting 2 hrs

HBS 444 Writing Skills 2 hrs

HBS 441 Team Management 2 hrs

HBS 404 Career Management 2hrs

CLM 055 Program Leadership 1.5 hrs

HBS 433 Presentation Skills 2 hrs

10.2.2. Training Sources and Resources. N/A

103. Craftsman Level Training:

10.3.1. Specialty Qualification. All 3F231 and 3F251 qualifications apply to 3F271 requirements.

1031.1. Knowledge. Comprehension of principles, policies, and procedures of Air Force E&T programs; interviewing and counseling techniques; training techniques and instruction methods; task analysis procedures, learning process, curriculum development, training evaluations, and E&T systems and products; effective writing skills; editing practices; instructional media application, training reporting, program and curriculum validation, and implementation procedures; training program management; scheduling training events and facilities; conducting assistance visits and training meetings; workcenter and individual job qualification standard development; education institution registration requirements; military personnel classification system and policies; application of communicative interpersonal skills; and distance learning concepts.

1031.2 Education. To assume the grade of SSgt and MSgt individuals must be graduates of the Airman Leadership School and NCO Academy, respectively (for ARC, completion of AFIADL Courses 00001 and 00015 satisfy the ALS & NCO Academy requirement).

1031.3 Training. Completion of the following requirements is mandatory for the award of the 7-skill level: all duty position related core tasks (identified with a number “7”), recommended by supervisor and approval of their commander for the award of AFSC 3F271. Core tasks identified with “7/R” are mandatory for RegAF but optional for ANG and AFRC. There is no minimum time in training. Supervisors must ensure task proficiency and maturity levels are met to fulfill upgrade requirements.

10.3.1.4. Other. Off duty education is highly recommended and encouraged for 3F2s. Defense Acquisition University offers the following courses at no cost. These courses can be utilized for career broadening and professional growth within **3-8 years as a 3F2.**

HBS 428 Negotiating 2 hrs

HBS 424 Leading and Motivating 2 hrs

HBS 415 Ethics at Work 2 hrs

HBS 425 Managing Upward 2 hrs

HBS 416 Feedback Essentials 2 hrs

HBS 428 Negotiating 2 hrs

HBS 440 Team Leadership 2 hrs

HBS 439 Stress Management 2 hrs

CLM 055 Program Leadership 1.5 hrs

CLM 058 Critical thinking 3hrs

10 + years as a 3F2

CLM 055 Program Leadership 1.5 hrs

CLM 017 Risk Management 9 hrs

CLM 014 Team Management and Leadership 5 hrs

CLE 062 Human Systems Integration 2 hrs

HBS 303 Leading Team with Emotional Intelligence 3 hrs

HBS 437 Strategic Thinking 2 hrs

HBS 403 Business Plan Development 2 hrs

HBS 438 Strategy Execution 2 hrs

HBS 443 Virtual Teams 2 hrs

HBS 309 Coaching For Results 3 hrs

HBS 412 Difficult Interactions 2hrs

10.3.2. Training Sources and Resources. Completion of training references listed in the CFETP Part II satisfies the knowledge requirements specified in the specialty qualification section for award of the 7-skill level. The CFETP Part II identifies all the core tasks required for qualification.

10.4. Superintendent Level Training:

10.4.1 Specialty Qualification.

10.4.1.1. Knowledge. Comprehension and application of the following areas is mandatory: education, maintenance and support training management, functions, and policies; related military personnel classification policies; instructional system development, management, operation, and evaluation; wartime and contingency training planning; and test development, administration, and management.

10.4.1.2. Education. N/A

10.4.1.3. Training. Qualification as an Education and Training Craftsman, recommended by supervisor and approval of their commander is mandatory for the award of AFSC 3F291.

10.4.1.4. Experience. Must be at least a SMSgt, meet mandatory requirements listed in the AFECD, recommended by supervisor and approved by commander. Also, experience in directing functions such as education and training programs is mandatory.

10.4.1.5. Other. Promotion to SMSgt and recommendation by supervisor.

10.4.2. Training Sources/Resources. N/A

Section D - Resource Constraints

11. Purpose. This section identifies known resource constraints that preclude optimal and desired training from being developed or conducted, including information such as cost and manpower. Resource constraints will be, as a minimum, reviewed and updated annually.

12 Apprentice Level Training: E3ALR3F231 0A1B, Education and Training Apprentice Course.

12.1. Constraints. Required lead-time for development of resident training to meet added and changed training requirements specified in this CFETP.

12.1.1. Impact. Required training will be ready for implementation upon publication of this CFETP.

12.1.2. Resources Required. Manpower resources are available to complete required course revisions by the specified target completion date. Command assistance may be necessary to supplement job experience and subject matter expertise of the assigned instructor staff.

12.1.3. Action Required. Complete a revision of the 3-level course to meet all training requirements and proficiency codes identified in this CFETP.

12.2. OPR/Target Completion Date. 335TRS/UOB will implement revised training with the class beginning 4 Jan 2021.

13 Journeyman Training: CDC 3F251, *Education and Training Manager Journeyman DEACTIVATED*.

13.1. Constraints. Supervisors and trainers need to meet added and changed training requirements specified in this CFETP via On-the-Job training.

13.1.1. Impact. Required QTP will not be ready for implementation upon publication of this CFETP. Supervisors/ trainers will have to ensure training items are trained as necessary according to the task.

13.1.2. Resources Required. Manpower resources are available to complete required course revisions by the specified target completion date. Command assistance may be necessary to supplement job experience and subject matter expertise of the assigned instructor staff.

13.1.3. Action Required. On-the Job training conducted by supervisors and/or trainers to meet all training requirements identified in this CFETP.

13.2. OPR/Target Completion Date. 335TRS/UOB will revise methodology and medium of new formal course, *Education and Training Manager Journeyman*.

14 Craftsman Training: N/A

Part II

Section A – Specialty Training Standard (STS)

1. Implementation. The STS will be used for technical training provided by AETC for the 3-skill level Education and Training Apprentice.

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

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

22. Identifies, in column 2, core tasks by the number of skill level it is required for (“5”, “7” or “9”) and deployment tasks by a diamond, (*). Core tasks identified with “7/R” are optional for ANG and AFRC. Base level 3F2 functional manager will schedule training for personnel tasked to fill a deployed training position with the base education office IAW 3F2X1 posturing guidance.

23. Provides certification for OJT. Column 3 is used to record completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available.

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

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

26. Is used to document task completion when placed in the AF Form 623, Individual Training Record, and used according to AFI 36-2651. CFETP documentation shall be IAW AFI 36-2651 or any subsequent messages.

27. Is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Senior NCOs with extensive practical experience in their career fields develop the Specialty Knowledge Tests (SKTs) at the AETC SAS/OA. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the Enlisted Promotion References and Requirements Catalog (EPRRC). Individual responsibilities are in AFI 36-2605, *Air Force Military Personnel Testing System*.

3. Third Party Certification. Core tasks identified in this CFETP do not require third-party certification.

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

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

Brian T. Kelly
Lieutenant General, USAF
Deputy Chief of Staff,
Manpower, Personnel and Services

Attachment:

1. Qualitative Requirements

ATTACHMENT 1

<i>THIS BLOCK IS FOR IDENTIFICATION PURPOSES ONLY</i>		
NAME OF TRAINEE		
PRINTED NAME (<i>Last, First, Middle Initial</i>)	INITIALS (<i>Written</i>)	SSAN (<i>last four</i>)
PRINTED NAME OF TRAINER, CERTIFYING OFFICIAL AND WRITTEN INITIALS		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

QUALITATIVE REQUIREMENTS

PROFICIENCY CODE KEY		
	SCALE VALUE	DEFINITION: The individual
TASK PERFORMANCE LEVELS	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (EXTREMELY LIMITED)
	2	Can do most parts of the task. Needs only help on hardest parts. (PARTIALLY PROFICIENT)
	3	Can do all parts of the task. Needs only a spot check of completed work. (COMPETENT)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (HIGHLY PROFICIENT)
*TASK KNOWLEDGE LEVELS	a	Can name parts, tools, and simple facts about the task. (NOMENCLATURE)
	b	Can determine step-by-step procedures for doing the task. (PROCEDURES)
	c	Can identify why and when the task must be done and why each step is needed. (OPERATING PRINCIPLES)
	d	Can predict, isolate, and resolve problems about the task. (ADVANCED THEORY)
**SUBJECT KNOWLEDGE LEVELS	A	Can identify basic facts and terms about the subject. (FACTS)
	B	Can identify relationship of basic facts and state general principles about the subject. (PRINCIPLES)
	C	Can analyze facts and principles and draw conclusions about the subject. (ANALYSIS)
	D	Can evaluate conditions and make proper decisions about the subject. (EVALUATION)
EXPLANATIONS		
* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Examples: b and 1b) ** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks. - This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC. X This mark is used alone in course columns to show that training is required but not given due to limitations in resources. NOTE: All tasks and knowledge items shown with a proficiency code in column 4A are trained during war time.		

Tasks, Knowledge And Technical References	Tasks		3. OJT Task Certification Documentation					Proficiency Codes Used to Indicate Training/Information Provided		
	Core/Certifier ^	Deployment *	A	B	C	D	E	A	B	C
			Trg Start Date	Trg Comp. Date	Trainee Initials	Trainer Initials	Certifier Initials	3- Skill Level	5- Skill Level	7- Skill Level
1. Education and Training Career Field TR: AFI 36-2101, CFETP 3F2X1, AFECD										
1.1. Career Field Structure								B	-	-
1.2. 3F2XX Duties								B	-	-
1.3. 3F2XX Career Ladder Progression								B	-	-
1.4. Commander Support Staff (CSS) Functions TR: PSD Guide								A	-	-
2. Training Management Fundamentals										
2.1. Education and Training Documentation TR: AFI 33-360, AFI 36-2651, AFH 33-337, AFMAN 33-326										
2.1.1. E-mail etiquette								A	-	-
2.1.2. Prepare memorandums	5							2b	-	-
2.1.3. Prepare staff reports (i.e. talking papers, staff summary sheets, eSSS, etc.)	5							2b	-	-
2.1.4. Review education and training forms for accuracy	5							2b	-	-
2.1.5. Process AF Form 2096	5							2c	-	-
2.1.6. Transaction registers								A	-	-
2.1.7. Training program files								A	-	-
2.2. Education and Training Libraries TR: AFI 36-2651, AFI 36-2649, AFI 33-360, AFH 33-337, AFMAN 33-326, Extension Course Program (A4L) Catalog, AFSC/CDC Listing, ETCA, AFRDS On Line										
2.2.1. Education/Training Publications										
2.2.1.1. Air Force, MAJCOM, and Subordinate publications								A	-	-
2.2.1.2. Retrieve education/training catalogs, bulletins, publications								2b	-	-

2.2.1.3. Local training directives	5							A	-	-
2.2.1.4. Develop directives	5							-	-	-
2.2.1.5. Publication changes								A	-	-
2.2.1.6. Base OJT policy and procedures								B	-	-
2.2.1.7. Policy and program changes								A	-	-
2.3. Airmen's Qualification and Training Status Actions TR: AFI 36-2101, AFI 36-2651, AFI 36-2629, AF Contact Center, MPFMs										
2.3.1. Screen newly assigned personnel	5							2b	-	-
2.3.2. Review personnel training record	5							2b	-	-
2.3.3. Determine individual training status code	5							2b	-	-
2.3.4. Manage OJT roster	5							2c	-	-
2.3.5. Verify upgrade eligibility	5							2c	-	-
2.3.6. Individual Mobilization Augmentee (IMA)								A	-	-
2.3.7. Waiver package for mandatory training requirements								A	-	-
2.4. UTM Trainee Orientation TR: AFI 36-2651, Unit Training Manager PSD Guide										
2.4.1. Conduct	5							2b	-	-
2.4.2. Document	5							2b	-	-
2.5. Upgrade Training or Career Development Course Program TR: AFI 36-2101, AFI 36-2651, AFI 36-2629, Extension Course Program (A4L) Catalog, AFSC/CDC Listing										
2.5.1. Course trend analysis	5							B	-	-
2.5.2. Enroll in appropriate Course	5							2b	-	-
2.5.3. Verify Course enrollment data	5							2c	-	-
2.5.4. Conduct Course briefing	5							2c	-	-
2.5.5. Issue Course materials	5							2c	-	-
2.5.6. Course Management										
2.5.6.1. Monitor progression	5							2b	-	-
2.5.6.2. Process extension requests	5							2b	-	-
2.5.6.3. Process reactivation packages	5							2b	-	-
2.5.6.4. Process re-enrollment packages	5							2b	-	-
2.5.6.5. Process cancellation	5							2b	-	-
2.5.6.6. Process enrollment data change	5							2b	-	-

2.5.6.7. Review Course documentation	5							2b	-	-
2.5.6.8. Request course examination								2b	-	-
2.5.6.9. Schedule trainee for course exam	5							2b	-	-
2.5.7. Course Examination Failures										
2.5.7.1. Advise appropriate personnel	5							2b	-	-
2.5.7.2. Initiate Course failure package	5							2b	-	-
2.5.7.3. Identify Course failure trends	5							2b	-	-
2.5.7.4. Identify Causes of Course Failure	5							2b	-	-
2.5.7.5. Conduct interviews	5							2b	-	-
2.5.7.6. Recommend corrective actions to commanders and supervisors	5							2b	-	-
2.5.7.7. Initiate Course waiver package	5							2b	-	-
2.5.7.8. Coordinate on separation versus retention package	5							2b	-	-
2.6. Status of Training Briefing TR: AFI 21-101, AFI 36-2650, AFI 36-2651, AFCSM 21-570 Vol II, Unit Training Manager PSD Guide										
2.6.1. Compile statistical data	5							2b	-	-
2.6.2. Prepare statistical data summary	5							2b	-	-
2.6.3. Analyze statistical data	5							-	-	-
2.6.4. Brief appropriate officials	5							2b	-	-
2.7. Education and Training Meeting TR: AFI 36-2651, AFI 33-360, AFH 33-337										
2.7.1. Schedule meeting	5							2b	-	-
2.7.2. Prepare agenda	5							2b	-	-
2.7.3. Distribute agenda	5							2b	-	-
2.7.4. Conduct meeting	5							2b	-	-
2.7.5. Prepare minutes	5							2b	-	-
2.7.6. Distribute minutes	5							2b	-	-
2.7.7. Maintain minutes on file	5							b	-	-
2.8. Classification Actions for Trainees Demonstrating Unsatisfactory Progress in Upgrade/Qualification Training TR: AFI 36-2101, AFI 36-2651, AFI 36-2629, PSD Guide-Enlisted AFSC Disqualification										

2.8.1. Personnel identification	5							B	-	-
2.8.2. Adequacy of training	5							B	-	-
2.8.3. Deficiency determination	5							B	-	-
2.8.4. Individual advisement	5							B	-	-
2.8.5. Action recommending	5							B	-	-
2.8.6. Skill level downgrade	5							B	-	-
2.8.7. AFSC withdrawal	5							B	-	-
2.8.8. Follow-up action	5							B	-	-
2.9. Lack of Training Capability/Capacity TR: AFI 36-2651										
2.9.1. Determine	5							2b	-	-
2.9.2. Validate problem	5							2b	-	-
2.9.3. Recommend alternate training methods and resources	5							2b	-	-
2.9.4. Request assistance through base and MAJCOM channels	5							2b	-	-
2.9.5. Training support coordination across the base and with higher headquarters (MOA, MOU)								A	-	-
2.9.6. Qualified trainer and certifier requirements coordination between units								A	-	-
2.9.7. Unresolved issues to installation commander or MAJCOM Education and Training Manager elevation								A	-	-
2.10. Assist in Development of Unit/Individual Training Programs TR: AFI 36-2651, AFM 36-2234, AFH 36-2235 Vol 11, CFETP AFECDD, AFOCD										
2.10.1. Work Center/Duty Position Requirements										
2.10.1.1. Subject matter experts								B	-	-
2.10.1.2 Day-to-day work requirements	5							B	-	-
2.10.1.3. Mission statements to training requirements comparison								B	-	-
2.10.1.4. Applicable training standards review (i.e. CFETP, AFJQS, etc.)								B	-	-
2.10.1.5. Mandatory AFSC requirements (i.e. core tasks)								B	-	-
2.10.1.6. Training capability determination								B	-	-
2.10.1.7. Recurring training requirements	5							B	-	-
2.10.1.8. Evaluation and inspection								B	-	-

reports review										
2.10.1.9. Deployment tasks								B	-	-
2.10.1.10. Develop Master Training Plan	5							2b	-	-
2.10.1.11. Informal Work Center Visit	5							A	-	-
2.11. Staff Assistance Visit										
(SAV) TR: AFI 36-2651, PSD Guide										
2.11.1. Pre-visit Preparation	5							B	-	-
2.11.2. Visit	5							B	-	-
2.11.3. Post Visit Procedures	5							B	-	-
2.12. Air Force Training Course								2b	-	-
TR: AFI 36-2651										
2.12.1. Instruct Course	5									
2.12.2. Update personnel records	5									
2.13. Ancillary Training Program								A	-	-
TR: AFI 36-2651, ADLS										
3. Formal Training Management										
TR: AFI 36-2651, AFI 36-2650, AFI 36-2616, AFI 36-2649, AFI 36-2230, AFI 36-2616, ETCA, Distance Learning Catalog, Distance Learning Guide, MRTP SharePoint; Formal Training PSDG, MMCL										
3.1. Mission Readiness Training Process	5							A	-	-
3.2. Initiate Data Call Process	5							2b	-	-
3.3. Training Quotas										
3.3.1. Course prerequisite requirements	5							B	-	-
3.3.2. Out-of-cycle request	5							B	-	-
3.3.3. Enroute training request								B	-	-
3.3.4. Special training request								B	-	-
3.3.5. Training Allocations	5							B	-	-
3.4. Allocation Management										
3.4.1. Generating Training Allocations										
TR: Air Force Formal Training Scheduling Procedures										
PSDG/https://mypers.af.mil/app/answers/detail/a_id/26561										
3.4.1.1. Order training rips (initial notification, changes, no-shows)								2b	-	-
3.4.1.2. Confirm TLN								2b	-	-
3.4.1.3. Process line of accounting								2b	-	-
3.4.1.4. Generate/analyze unconfirmed TLN roster	5							2b	-	-
3.4.1.5. Open TLNs tracking								A	-	-

3.4.1.6. Generate/analyze quota display roster	5							2b	-	-
3.4.1.7. Generate/analyze open seat roster	5							2b	-	-
3.4.2. Professional Military Education TR: AFI 36-2656, EPME PSDG, EWD SharePoint										
3.4.2.1. Enlisted professional military education (EPME) process								A	-	-
3.4.2.2. Squadron officer school process								-	-	-
3.4.2.3. PME eligibility roster								A	-	-
3.4.2.4. PME eligible prioritization								A	-	-
3.4.2.5. PME replacement solicitation								A	-	-
3.4.2.6. PME deferment processing								A	-	-
4. Maintenance Training TR: AFI 21-101, AFI 36-2650, AFI 36-2651, AFCSM 21-570 Vol II, ETCA										
4.1. Resources										
4.1.1. Training Deficiency and Trend Analysis										
4.1.1.1. Aircraft maintenance metrics								-	-	-
4.1.1.2. Coordinate training aircraft								-	-	-
4.1.2. Forecast/budget training funds								-	-	-
4.1.3. Military personnel appropriation (MPA) requests								-	-	-
4.1.4. Maintenance training events support								-	-	-
4.2. Manage MIS (G081/IMDS)										
4.2.1. Analyze/update personnel records								-	-	-
4.2.2. Generate reports								-	-	-
4.2.3. Update training requirements								-	-	-
4.2.4. Process special certification roster (SCR) updates								-	-	-
4.2.5. Validate workcenter training requirements								-	-	-
4.2.6. Coordinate training subsystem requirements								-	-	-
4.3. Manage local course codes								-	-	-
4.4. Administer certification testing program								-	-	-
4.5. AF Form 898										
4.5.1. Preparation/consolidation AF Form 898								-	-	-
4.5.2. Manage training backlogs								-	-	-

4.5.3. Manage MMCL requirements								-	-	-
4.5.4. Process enroute training course requests								-	-	-
4.6. Class Management in MIS (G081/IMDS)										
4.6.1. Training Events										
4.6.1.1. Create training schedule								-	-	-
4.6.1.2. Load training events								-	-	-
4.6.1.3. Generate class rosters								-	-	-
4.6.1.4. Schedule personnel								-	-	-
4.6.1.5. Publish schedules								-	-	-
4.6.2. Complete courses								-	-	-
4.6.3. Manage deviations								-	-	-
4.6.4. Maintain class packages								-	-	-
4.6.5. Operate field training scheduling system (FTSS)								-	-	-
5. ISD										
TR: AFH 36-2235V1-13										
5.1. ISD Process										
5.1.1. Total instructional system								-	-	-
5.1.2. Quality improvement								-	-	-
5.2. Learning Theory										
5.2.1. Theoretical approaches								-	-	-
5.2.2. Applying theory to the learning situation								-	-	-
5.3. Instructional Planning										
5.3.1. Conduct needs assessment								-	-	-
5.3.2. Develop instructional system concepts								-	-	-
5.3.3. Develop ISD management plan								-	-	-
5.3.4. Develop ISD evaluation plan								-	-	-
5.4. Analysis Phase										
5.4.1. Conduct occupational/educational/mission analysis								-	-	-
5.4.2. Conduct task analysis								-	-	-
5.4.3. Conduct learning analysis								-	-	-
5.4.4. Perform resource analysis								-	-	-
5.4.5. Conduct target audience analysis								-	-	-
5.5. Design Phase										
5.5.1. Develop objectives								-	-	-

5.5.2. Prioritize, cluster, and sequence objectives								-	-	-
5.5.3. Develop tests								-	-	-
5.5.4. Review existing materials								-	-	-
5.5.5. Design Instructional Plan										
5.5.5.1. Select instructional method								-	-	-
5.5.5.2. Select media								-	-	-
5.5.5.3. Select media for integrated activities								-	-	-
5.5.5.4. Determine instructional strategies								-	-	-
5.5.5.5. Design instructional activities								-	-	-
5.5.5.6. Develop implementation plan								-	-	-
5.6. Development Phase										
5.6.1. Prepare plan of instruction								-	-	-
5.6.2. Develop instructional materials								-	-	-
5.6.3. Validate Instruction										
5.6.3.1. Develop validation plan								-	-	-
5.6.3.2. Conduct internal reviews								-	-	-
5.6.3.3. Conduct tryouts								-	-	-
5.6.3.4. Finalize instructional materials								-	-	-
5.7. Implementation Phase										
5.7.1. Implement system functions								-	-	-
5.7.2. Conduct instruction								-	-	-
5.8. Evaluation										
5.8.1. Perform formative evaluation								-	-	-
5.8.2. Perform summative evaluation								-	-	-
5.8.3. Perform operational evaluation								-	-	-
6. Base Level Functions										
TR: AFI 36-2651										
6.1. Managing 3F2 Manpower										
6.1.1. Developing rotational plans	7/R							-	-	-
6.1.2. OCR/ACR submissions	7/R							-	-	-
6.1.3. Unit manning document (UMD)/unit manpower personnel record (UMPR)	7							-	-	-
6.1.4. Manage 3F2/additional duty UTM training	7							-	-	-
6.1.5. Assisting UTMs in establishing training programs								a	-	-
6.2. Retraining Interviews										

6.2.1. Prepare for interview								-	-	-
6.2.2. Conduct the interview								-	-	-
6.2.3. Prepare written comments and recommendations								-	-	-
6.3. Testing Programs/TCO Responsibilities TR: AFI 36-2605, DANTES Catalog, Extension Course Program (A4L) Catalog										
6.3.1. Order Test material		*						a	-	-
6.3.2. Receive Test material		*						a	-	-
6.3.3. Secure Test material		*						a	-	-
6.3.4. Schedule Tests		*						a	-	-
6.3.5. Maintain Test facility		*						a	-	-
6.3.6. Administer Test		*						a	-	-
6.3.7. Destroy Test material		*						a	-	-
6.3.8. Return Test material		*						a	-	-
6.3.9. Maintain Test inventory maintaining		*						a	-	-
6.3.10. Upload test batch		*						a	-	-
6.3.11. Reporting Procedures		*						a	-	-
6.3.12. Unlock Course examination		*						a	-	-
6.3.13. Establish test control office ZIP shred		*						a	-	-
6.3.14. Maintain test control log		*						a	-	-
6.3.15. Log Receipt of examinations log		*						a	-	-
6.3.16. Secure examinations		*						a	-	-
6.3.17. Schedule course examinations		*						a	-	-
6.3.18. Administer Course Examinations										
6.3.18.1. Administer paper based		*						a	-	-
6.3.18.2. Electronic		*						a	-	-
6.3.18.3. Process answer sheets		*						a	-	-
6.3.18.4. Receive Test results		*						a	-	-
6.3.18.5. Forward test results		*						a	-	-
6.3.18.6. Forward exams to gaining test office		*						a	-	-
6.3.18.7. Report Exam compromises		*						a	-	-
6.3.19. Comply with Testing guidelines		*						a	-	-
6.3.20. Maintain test administration documentation		*						a	-	-
6.3.21. Annual DANTES facility inspection		*						A	-	-
6.3.22. Test compromise		*						A	-	-

6.4. Education Services Program										
TR: AFI 36-2649										
6.4.1. Customer Service								-	-	-
6.4.2. Instructional and non-instructional programs/non- personal service contracts (NPSC)								-	-	-
6.4.3. Air Force credentialing opportunities on line (AFCOOL)								-	-	-
6.4.4. Individual Educational Services Record										
6.4.4.1. Update education record								-	-	-
6.4.4.2. Process Incoming and outgoing personnel								a	-	-
6.4.5. Tuition Assistance										
6.4.5.1. Processing tuition assistance requests (RESERVE) TR: AFI 36-2649; AFAEMS								-	-	-
6.4.5.2. Civilian college degree plans analysis (RESERVE) TR: AFI 36-2649								-	-	-
6.4.5.3. Invoice for payment								-	-	-
6.4.5.4. Reimbursement								-	-	-
6.4.5.5. Recoupment								-	-	-
6.4.5.6. Waivers								-	-	-
6.5. Assisting and Advising Personnel on Education Services Program TR: AFI 36-2302, AFI 36-2305, AFI 36-2649, American Council on Education Guide to the Evaluation of Educational Experience in the Armed Services (ACE Guide), Handbook to the ACE Guide, CCAF General Catalog, CCAF Counselors Handbook, Service Members Opportunity Colleges (SOC) Guide, DANTES, Independent Study Catalog, DANTES External Degree Program										
6.5.1. Education deferments								-	-	-
6.5.2. Service members opportunity colleges (SOC)								-	-	-
6.5.3. On and off base degree programs								-	-	-
6.5.4. Correspondence, independent study, external programs								-	-	-
6.5.5. Financial aid								-	-	-
6.5.6. Community College of the Air Force (CCAF) TR: AFI 36-2648, CCAF General Catalog, CCAF Advisors Handbook, CCAF Update, CCAF Addendum										
6.5.6.1. Using CCAF catalog								-	-	-

6.5.6.2. Using CCAF update (quarterly bulletin)								-	-	-
6.5.6.3. Using CCAF advisors handbook								-	-	-
6.5.6.4. Interpreting CCAF progress reports								-	-	-
6.5.6.5. Interpreting transcripts								-	-	-
6.5.6.6. Updating academic education levels								-	-	-
6.5.6.7. Obtaining credit for military schools/experience/training								-	-	-
6.5.6.8. Evaluate individual background								-	-	-
6.5.6.9. Record interviews and results (AFAEMS)								-	-	-
6.5.6.10. Initiate CCAF action request								-	-	-
6.5.7. Air Force institute of technology (AFIT) Programs TR: ETCA, AFAEMS, AFI 36-2005, AFI 36-2013								-	-	-
6.5.8. Department of Veterans Affairs Programs TR: AFI 36-2649, Certification of Students Under Veterans' Laws, VA Circulars										
6.5.8.1. VA educational programs								-	-	-
6.5.8.2. Preparation of certification forms								-	-	-
7. Manage the Distance Learning/ Instructional Program TR: AFI 36-2651, AFH 36-2235 V5, AETCI 36-2208								-	-	-
8. Satellite Broadcasts								-	-	-

Section B –Course Objective List

Section C - Support Material

There are currently no support material requirements.

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
E3ALR3F231 0A1A	Education and Training Apprentice	Keesler AFB
(*)3AIRTXXXX 0B1A	Basic Instructor Course	Each TTW
J3AZRTXXXX 0P1A	Principles of Instruction	Sheppard AFB
J3AZRTXXXX 0D1A	Instructional Systems Designer	Sheppard AFB
X3AIRXXXXX 0C1A	Computer Based Instruction (CBI) Designer	Goodfellow AFB
J4AIP3S2X1 EF3A	Principles of Instruction	FTD

(*) Indicates Multiple Training Locations

3 Air Force Distance Learning / Mobile Training

COURSE NUMBER	TITLE	Method of Delivery
X7AITTXXXX (0B2B)	Basic Instructor Course	Mobile Training Team
J7AZTTXXXX 0P1A	Principles of Instruction - Mobile Training Team	MTT
J7AZTTXXXX 0D1A	Instructional Systems Designer – Mobile Training Team	MTT

4 Air Force Career Development Academy (AFCDA)

COURSE NUMBER	TITLE	LOCATION
MECI100	AFCDA Course for Authors	Maxwell AFB

5 Other Training

CCAF Advisor's Workshop Visit <http://www.au.af.mil/au/ccaf/publications.asp> for current class schedule.

DANTES Online Test Control Officer (TCO) Academic Testing Course. Visit <http://www.dantes.doded.mil> for current enrollment procedures.

Defense Imagery: Visit <http://www.defenseimagery.mil/index.html> for current media

Section E - MAJCOM Unique Requirements

1. The following list of MAJCOM unique requirements is not all-inclusive; however, it covers the most frequently referenced areas.

COURSE NUMBER	TITLE	LOCATION
J3AZRTXXXX 0D1A	INSTRUCTIONAL SYSTEMS DESIGN COURSE	SHEPPARD AFB
ANGC TMC	ANG TRAINING MANAGER COURSE	OFF SITE
MTMC	MAINTENANCE TRAINING MANAGEMENT COURSE	JB MCGUIRE DIX-LAKEHURST, NJ
3J5ACC3S200 000	ACC CLASSROOM INSTRUCTOR COURSE	DYESS
3J5ACC3S200 001	ACC INSTRUCTOR METHODOLOGY COURSE	DYESS
3J5ACC3S200 002	ACC INSTRUCTIONAL SYSTEMS DEVELOPMENT PRINCIPLES COURSE	DYESS
355AZ0XXXXX 005	39 IOS INSTRUCTIONAL SYSTEMS DEVELOPMENT	HURLBURT FIELD
AFRC-UTM	AFRC UUNIT TRAINING MANAGER COURSE	ROBINS AFB
AFRC-TRM	AFRC TRAINING RECORD MANAGEMENT	ROBINS AFB