AFSC 2T2X1
AIR TRANSPORTATION SPECIALTY

CAREER FIELD EDUCATION AND TRAINING PLAN

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Part II

MASTER

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The falcon at the center of the badge symbolizes the Air Force. It also symbolizes American military strength, dedication, and devotion to duty of transporters who support the generation and employment of aerospace forces across the full spectrum of warfare. In its talons, the falcon is holding the globe with three encircling arrows, symbolic of the extensive range of our logistics support mission and capability to sustain our forces by land, sea, or air. The olive branch surrounding the badge symbolizes the peace aerospace forces provide through a professional transportation community.

AIR TRANSPORTATION SPECIALTY

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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 provides personnel a clear career path to success and covers all aspects of career field training. Note: Civilians occupying associated positions will use Part II to support their 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.

2.1. Part I provides information necessary for overall management of the specialty. Section A explains how everyone will use the plan. Section B identifies 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 2T2X1 career field.

2.2. Part II includes the following: Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) conducted training, wartime tasks, core tasks, and correspondence course requirements; Section B, the Course Objective List, is currently reserved. Section C identifies available training materials such as HQ AMC Qualification Training Packages (QTPs) which were developed to support upgrade and proficiency training. These packages are located on the following website:
https://www.my.af.mil/gcss-af/USAF/AFP40/d/s6925EC1353610FB5E044080020E329A9/Files/a4t/a4tr/atsev/qtp/hello.html;
Section D has a training course index supervisors can refer to for available support training. This area lists both mandatory and optional courses; Section E identifies MAJCOM unique training requirements supervisors can use to determine additional qualification training.

3. Using this CFETP as a guide will ensure individuals in this specialty receive effective and efficient training at the appropriate point in their career. This plan enables us to train today's work force for tomorrow's jobs. At unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

ABBREVIATIONS/TERMS EXPLAINED

Advanced Distributed Learning System (ADLS). ADLS 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/knowledge to enhance their expertise in the career field. Training is for selected career Airmen at the advanced level of the AFS.

Air Force Career Field Manager (AFCFM). 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 the career field policy and guidance.

Air Force Expeditionary Center (USAF EC). Air Mobility Command's center for continued training. Several courses related to AFSC 2T2X1 are offered as unit-funded courses. Class quotas are controlled by HQ AMC/A4TR and administered through the MFM.

Air Force Installation and Mission Support Center (AFIMSC). A single intermediate-level staff performing major command-level installation and mission support activities. Parent organization for several field operating agencies to include the Air Force Security Forces Center, Air Force Civil Engineer Center, Air Force Installation Contracting Agency, the services directorate of the Air Force Personnel Center and other FOAs providing installation support capabilities.

Air Force Logistics Readiness Board (AFLRB), Logistics Readiness Chiefs Advisory Group (LogR CAG). Meets at the direction of HQ AF/A4 to discuss significant issues, priorities and policies. Provides advice and counsel to HQ AF/A4 concerning the enlisted logistics readiness community and resolves problems affecting the enlisted force and the overall mission. It also provides recommendations and initiatives for future training needs, career progression trends, and identifies information systems needs.

Aerial Port Expediter (APEX). An aircraft cargo loading program that empowers APEX load directors to load and unload cargo on C-17/C-5 aircraft without a loadmaster.

Air Reserve Component (ARC). All units, organizations and members of the Air National Guard (ANG) and the Air Force Reserve Command (AFRC).

Air Transportation Standard Evaluation Program (ATSEP). Provides AMC/A4T and unit commanders with an assessment of a unit's ability to perform key air transportation processes ensuring standardized, repeatable, technically compliant process execution, while promoting a culture of professional excellence and personal responsibility

Air Transportation Web Based Training (ATWBT). Computer based instruction in areas directly related to items found in the 2T2X1 STS

Career Field Education and Training Plan (CFETP). A CFETP is a comprehensive, multipurpose document encapsulating the entire spectrum of education and training for a career field. It outlines a logical growth plan that includes training resources and is designed to make career field training identifiable, to eliminate duplication, and to ensure this training is budget defensible.

Cargo Movement Operations System (CMOS). An Air Force standard system that integrates basic Department of Defense (DoD) and Air Force transportation policies and procedures. This system automates information management in receiving, shipment planning, packing and crating, and air/surface terminal work centers during normal operations and transportation mobility operations during wartime/crisis situations.

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

Core Task. Tasks the AFCFM identifies as minimum qualification requirements within an AFSC, regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC. Guidance for using core tasks can be found in the applicable CFETP narrative. (Reference: AFI 36-2201) Note: Core Tasks are identified by (*) in the 2T2X1 STS, Column 2.

Education and Training Course Announcements (ETCA). Contains specific MAJCOM procedures, fund citations, reporting instructions, and listings for those formal courses conducted or managed by the MAJCOMs or field operating agencies. https://www.my.af.mil/etcacourses/

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

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

Field Technical Training. Special or regular on-site training conducted by a Training Detachment (TD) or by a Mobile Training Team (MTT).

Global Air Transportation Execution System (GATES). A web-based system used for processing cargo and passengers within the Defense Transportation System.

Instructional System Development (ISD). A deliberate and orderly, but flexible process for planning, developing, implementing, and managing instructional systems.

Initial Skills Training. A formal resident course whose end is the award of the 3-skill level.

Intransit Visibility (ITV). The ability to track the identity, status, and location of DoD unit and non-unit cargo and passengers, patients, and personal property from origin to consignee or destination during peace, contingencies, and war.

MAJCOM Functional Manager (MFM) — An individual who is the POC responsible for MAJCOM management of an Air Force Specialty. MFM responsibilities include coordination with the AFCFM, policy development, training, skills management and career progression at the MAJCOM level.

Master Task Listing (MTL). A comprehensive task list describing a particular job type or duty position. Supervisors must use MTLs to document task qualifications. The tasks on MTLs are common to all personnel serving in the described duty position.

Nuclear Weapons Related Material (NWRM). Classified or unclassified assemblies and subassemblies (containing no fissionable or fusionable materiel) identified by the Military Departments that comprise or could comprise a standardized war reserve nuclear weapon (including equivalent training devices) as it would exist once separated/removed from its intended delivery vehicle.

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

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

Optimal Training. The ideal combination of training settings results in the highest levels of proficiency on specified performance requirements within the minimum time possible.
Proficiency training- Additional training, either in-residence, exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade.

Qualification Training (QT). Actual hands-on task performance training designed to qualify an individual in a specific duty position. This portion of the dual channel on-the-job training program occurs both during and after the upgrade training process. It is designed to provide the performance skills required doing the job.

Qualification Training Package (QTP). An instructional package designed for use at the unit to qualify or aid qualification in a duty position, program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media.

Radio Frequency Identification (RFID). A family of technologies that enables hands-off processing of material transactions for cargo deploying through the Defense Transportation System. RFID provides operators a means to remotely identify, categorize, and locate material automatically within relatively short distances.

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

Special Experience Identifier (SEI). SEIs may be used when specific experience or training is critical to the job and no other means is appropriate or available.

Specialty Training. Mixed formal and informal training to qualify and upgrade Airmen in the award of a skill level.

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

Specialty Training Requirement Team (STRT). A group consisting of AFCFM and MAJCOM Functional Managers who decide training requirements needed prior to the U&TW.

Standard. An exact value, a physical entity, or an abstract concept, established and defined by authority, custom, or common consent to serve as a reference, model, or rule in measuring quantities or qualities, establishing practices or procedures, or evaluating results. A fixed quantity or quality.

Task Module (TM). A group of tasks performed within an Air Force specialty that are performed together and that require common knowledge, skills, and abilities. An identification code and a statement identify TMs.

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

Total Force. The components of the United States Air Force: active duty, reserve, guard, and civilian elements.

Training Business Area (TBA). A web-based application providing real-time visibility of technical qualifications, certifications, and training status. It duplicates or replaces the functionality of the STS.

Training Planning Team (TPT). Comprised of the same personnel as a U&TW; however TPTs are more intimately involved in training development and the range of issues are greater than is normal in the U&TW forum.

Transportation Proficiency Center (TPC). Located at Dobbins ARB, GA the Air Force Reserve Command TPC provides 2T2X1 AFSC training primarily focused on apprentice OJT program support for Air Reserve Component (ARC) retrainees and further specialized transportation training.

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

Utilization and Training Workshop (U&TW). A workshop co-chaired by an AFCFM and Training Pipeline Manager, attended by MAJCOM Functional Managers, Subject Matter Experts (SMEs), and AETC training personnel who develop the STS and determine career ladder training requirements.

Section A - General Information

1. Purpose. This CFETP provides information necessary for the AFCFM, MAJCOM functional managers (MFMs), commanders, training managers, supervisors and trainers to plan, develop, manage, and conduct an effective career field training program. This plan outlines the training that individuals in this AFS should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. Initial skills training is the AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. Normally, this training is conducted by AETC at one of the technical training centers. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3-, 5-, 7-, 9-skill levels. Qualification training is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills/knowledge required to do the job. Advanced training is formal specialty training used for selected Airmen. The CFETP has several purposes, to include:

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

1.2. Identifies task and subject knowledge training requirements for each skill level in the specialty and recommends education/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. Uses. The plan will be used by MFMs 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/revise formal resident, non-resident, field and exportable training based on requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

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

3. Coordination and Approval. The AFCFM is the approving official and waiver authority for any changes to, and deviations from, this CFETP. 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

1. Specialty Description.
1.1. Performs and manages air transportation activities. Plans, schedules and processes eligible passengers and cargo for air movement. Loads and unloads passengers, cargo, and baggage moved on military and commercial-contract aircraft. Prepares and maintains air movement records and reports. Performs aircraft cleaning services and delivers meals and comfort item supplies to aircraft. Operates forklifts and aircraft loading equipment. Uses computer systems to provide in-transit visibility over passenger and cargo movement operations. Related DoD Occupational Subgroup: 155300.

1.2. Duties and Responsibilities.
1.2.1. Supports the Department of Defense's capability to move passengers and air cargo worldwide. Plans, organizes, directs, coordinates, and controls air transportation activities. Determines and justifies personnel, equipment, and facilities required to accomplish air transportation functions. Supplements policies, directs personnel, and establishes procedures to process, load, document, and report passengers and cargo transported by air, including paratroops and cargo moved using aerial delivery methods. Inspects airlift activities for compliance and recommends corrective action. Conducts personnel and equipment management surveys, and provides technical assistance as required. Enforces safety, quality control, and security measures.

1.2.2.. Offers customers information on flight schedules, routes, air movement requirements, baggage limitations, and specifics on local facilities. Performs procedures to check in, process, schedule, transport, and escort passengers to and from aircraft. Ensures all passenger border clearance requirements have been met. Operates terminal security equipment and conducts passenger and baggage security inspections. Reviews passenger travel authorizations for validity and accuracy. Applies tariff rates, collects fares, and accounts for documents and monies. Uses automated systems to provide in-transit visibility and to document passenger movement operations. Develops procedures for handling special category passengers.

1.2.3. Verifies eligibility of cargo offered for airlift. Ensures all cargo documentation, packaging, labeling and marking requirements, and border clearance requirements have been met. Determines quantity and type of cargo to be loaded according to aircraft allowable cabin load. Selects, assembles, palletizes, and transports cargo loads to and from aircraft and storage areas. Checks cargo against manifests and annotates shipment overages, shortages, or damages. Secures cargo with appropriate restraint equipment. Packs cargo parachutes, rigs airdrop platforms, and loads aircraft performing aerial delivery tactics. Uses automated systems to provide in-transit visibility and to document cargo movement operations. Determines and implements necessary safety and security precautions for handling and storing hazardous materials, special cargo, mail, and baggage.

1.2.5. Performs air terminal operations and fleet service functions. Prepares, completes, and maintains air movement records, documents, and reports. Selects loads, prepares load plans, and computes aircraft center of balance. Plans and manages fleet service activities to provide cleaning, lavatory servicing, and meal delivery on aircraft. Completes actions to requisition, store, and issue expendable and nonexpendable items for use on aircraft.

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

2.1.1. Apprentice, 3-Level. Upon completion of initial skills training by attending the Air Transportation Apprentice Course, trainees will work with a trainer to enhance their knowledge and skills. They will utilize the 5-level Career Development Course (CDC), the MTL for the assigned duty position, and other exportable courses to progress in the career field. Once qualified on a task ("signed off"), a trainee may perform the task unsupervised. Note: ARC personnel with prior service may complete TPC Basic Transportation Course

2.1.2. Journeyman 5-Level. Once upgraded to the 5-level, a journeyman will enter into continuation training to broaden their experience base. 5-levels may be assigned job positions such as information control, passenger service

duties, fleet service duties, cargo and load team member, aerial delivery, and various staff positions. Individuals will use their CDCs to prepare for testing under WAPS. Members are strongly encouraged to continue their education toward a CCAF degree.

2.1.3. Craftsman 7-Level. A craftsman can expect to fill various supervisory and management positions such as shift supervisor, section chief, and senior controller. They will also be assigned to work in staff positions. 7-levels should take courses or obtain added knowledge on management of resources and personnel. For award of the 7-level, completion of 7-level CDC is required. Members are strongly encouraged to complete academic education through CCAF and higher degree programs.

2.1.4. Superintendent 9-Level. A 9-level can be expected to fill positions such as flight chief, NCOIC, superintendent, and various staff jobs. Additional training in the areas of budget, manpower, resources and personnel management should be pursued through continued education. Additional higher education and completion of courses outside of the career AFSC are also recommended.

3. Training Decisions. The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Air Transportation 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

4. Community College of the Air Force. Enrollment in CCAF occurs upon completion of basic military training. CCAF provides the opportunity to obtain an Associate in Applied Sciences Degree. In addition to the associate degree program, CCAF offers the following:

4.1. Professional Certification. CCAF offers multiple professional certifications based on specific education, experience and qualification requirements. Two certifications are listed below. For additional information on these and other certifications, see the CCAF web site (http://www.au.af.mil/au/ccaf/certifications.asp).

4.1.1. CCAF Instructor Certification (CIC). The CIC program replaced the Occupational Instructor Certification (OIC) on 1 January 2011. The purpose of the CIC is to recognize 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.
http://www.au.af.mil/au/barnes/ccaf/certifications/CCAF_Instructor_Certification_Web.pdf

4.1.2. Professional Manager Certification (PMC): CCAF offers the PMC for qualified senior Air Force enlisted personnel who have demonstrated an advanced level of professional accomplishment. The purpose of the certification is to recognize the individual's outstanding education and training required to lead and manage Air Force personnel and critical national defense assets.

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

4.3. Degree Requirements. All Airmen are automatically entered into the CCAF program. Prior to being awarded an associate degree, the 5-level must be awarded and the following requirements must be met:

Degree Requirements	Semester Hours
Technical Education	24

Leadership, Management, and Military Studies	6
Physical Education	4
General Education	15
Program Elective	15
Total	**64**

4.3.1. Technical Education (24 Semester Hours): 12 semester hours must be applied from technical core courses. The remaining semester hours are applied from either technical core or technical elective courses.

4.3.2. Leadership, Management, and Military Studies (6 Semester Hours): May be satisfied from Professional Military Education, civilian management courses, and/or testing credit.

4.3.3. Physical Education (4 Semester Hrs): Completing basic military training satisfies the 4 semester hour physical education requirement. Civilian courses do not apply to this requirement.

4.3.4. General Education (15 Semester Hours): This requirement is satisfied by application of courses accepted in transfer or by testing credit. The criteria for application of courses to the general education requirement are provided in the CCAF Catalog.

4.3.5. Program Elective (15 Semester Hours): Satisfied with applicable technical education; leadership, management, and military studies; or general education requirements. This must include 6 semester hours of CCAF degree-applicable technical course credit, otherwise not applicable to this program of enrollment. See the CCAF Catalog for details regarding the Associates of Applied Science for this specialty.

4.4. Off-Duty Education. Additional off-duty education is a personal choice that is strongly encouraged. Individuals desiring to become an Air Education and Training Command Instructor should be actively pursuing an associate or higher degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

5. Career Field Path
5.1. Enlisted Career Path Guide.

Enlisted Career Path Guide

5.2. USAF Career Path Tool (CPT). All personnel are encouraged to utilize the Career Path Tool through the Air Force Portal. CPT is a dynamic, web-based career planning and force development tool for all Airmen (Active, Guard, and Reserve). Designed to be a career "roadmap", CPT aids in continued professional development. CPT does not guarantee success within the career field, but it will provide the information needed to design a realistic career plan.

Section C - Skill Level Training Requirements

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

2. Specialty Qualification:

2.1. Apprentice 3-Level Training:
2.1.1. Specialty Qualification.
2.1.1.1. Knowledge. Passengers and cargo movement functions to include transport aircraft types, capabilities, and configurations; weight and balance factors; airlift transportation directives and documentation; cargo securing techniques; border clearance requirements; operation of material handling and other types of loading equipment or devices, fleet service functions; automated data processing equipment and its application in airlift activities; passenger service functions, and customer relations principles; and aerial delivery methods and equipment.

2.1.1.2. Education. For entry into this specialty, completion of high school with courses in English, Computer Operation, and Mathematics is desirable.

2.1.1.3. Training. For award of 2T231 AFSC, completion of the basic air transportation course is mandatory. Note: ARC personnel with prior service may complete TPC Basic Transportation Course. In addition, these personnel must complete knowledge training on all tasks taught in the initial skills course combined with additional mandatory requirements identified by the ARC MFM and approved by the 2T2 CFM. Only after completing mandated OJT are prior service personnel awarded a 3-skill level.

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

2.1.2. Training Sources. The 2T2X1 AFSC STS provides the knowledge and task requirements for upgrade to the 3-skill level.

2.1.3. Implementation. Entry into training occurs upon completion of basic training. 2T231 AFSC is awarded following successful completion of the Air Transportation Apprentice Course or meeting prior service requirements in paragraph 2.1.1.3.

2.2. Journeyman 5-Level Training:
2.2.1. Specialty Qualification.
2.2.1.1. Knowledge. Passengers and cargo movement functions to include transport aircraft types, capabilities, and configurations; weight and balance factors; airlift transportation directives and documentation; cargo securing techniques; border clearance requirements; operation of material handling and other types of loading equipment or devices, fleet service functions; automated data processing equipment and its application in airlift activities; passenger service functions, and customer relations principles; and aerial delivery techniques and equipment This is not all inclusive, refer to the CFETP part II for mandatory core tasks.

2.2.1.2. Training. Individuals must have a 12 month OJT/9 month retrainee period. Completion of all 5-level core task items identified in the 2T2X1 STS and 5-level CDC

2.2.1.3. Experience. Qualification in and possession of 2T231 AFSC. In addition, experience in functions such as loading and unloading aircraft; operating automated or manual materials handling and other loading equipment and processing, scheduling, and maintaining records related to passenger and cargo movement.

2.2.2. Training Sources and Resources. Successful completion of 5-level CDCs satisfies most of the knowledge requirements for upgrade to the 5-skill level. The STS identifies additional mandatory core task items required for upgrade.

2.2.3. Implementation. Enrollment in 5-level CDCs takes place upon arrival at the first permanent duty station or supervisor's discretion. Successful completion of the CDC, coupled with minimum 12 months OJT/9 month retrainee is required for upgrade to the 5-skill level.

2.3. Craftsman 7-Level Training:
2.3.1. Specialty Qualification.
2.3.1.1. Knowledge. Passengers and cargo movement functions to include transport aircraft types, capabilities, and configurations; weight and balance factors; airlift transportation directives and documentation; cargo securing techniques; border clearance requirements; operation of material handling and other types of loading equipment or devices, fleet service functions; automated data processing equipment and its application in airlift activities; passenger service functions, and customer relations principles; and aerial delivery techniques and equipment. This is not all inclusive, refer to the CFETP part II for mandatory core tasks

2.3.1.2. Training. Upgrade training to the 7-skill level in this specialty consists of completion of 7- level CDCs along with 12 months OJT/6 month retrainee, completion of all 7-level core task items identified in the STS.

2.3.1.3. Experience. Qualification in and possession of 2T251 AFSC. In addition, experience supervising functions such as preparing aircraft load plans; loading and unloading aircraft; operating automated and manual materials handling equipment, processing, scheduling, and maintaining records on passenger movement by airlift.

2.3.2. Training Sources and Resources. Successful completion of the 7-level CDCs, and 7-level core task items satisfies the knowledge and task requirements specific for the 7-level.

2.3.3. Implementation. Entry into training occurs upon selection for promotion to SSgt. 7-level is awarded upon completion of all 5 and 7-level core tasks and all duty position tasks.

2.4. Superintendent 9-Level Training:
2.4.1. Specialty Qualification.
2.4.1.1. Knowledge. Mandatory knowledge includes: passengers and cargo movement functions to include transport aircraft types, capabilities, and configurations; weight and balance factors; airlift transportation directives and documentation; cargo securing techniques; border clearance requirements; operation of material handling and other types of loading equipment or devices, fleet service functions; automated data processing equipment and its application in airlift activities; passenger service functions, and customer relations principles; and aerial delivery techniques and equipment.

2.4.1.2. Training. An individual must be a SMSgt to be awarded the 2T291 skill-level.

2.4.1.3. Experience. Qualification in and possession of 2T271 AFSC. Also, experience in managing all facets of air transportation operations is highly desirable.

2.5. Training Sources/Resources. Completion of all applicable QTPs should satisfy knowledge and experience requirements listed above. In addition, the Logistics Readiness SNCO Course will provide increased knowledge on the entire Logistics Readiness enterprise so that Air Transportation SNCOs are better prepared to serve in superintendent or other strategic level logistics readiness positions.

2.6. Other. The following are mandatory as indicated:

2.6.1. See Enlisted Classification Directory (ECD) for entry requirements.

2.6.2. For entry, award, and retention, members in upgrade training in the 2T2XX AFSC must be qualified to operate government vehicles according to AFI 24-301, *Vehicle Operations.*

2.6.3. For award and retention of 2T2XX AFSC members must maintain an Air Force Network License according to AFI 33-115, Vol. 2, *Licensing Network Users and Certifying Network Professionals.*

Section D – Task Qualification Training (TQT)

1. Task Qualification Training (TQT). Training and certification of TQT will be accomplished IAW AFI 10-401, *Air Force Operations Planning and Execution*, AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*, AFI 36-2201, *Force Training Program*, and AEF Online Tier 2A, Expeditionary Skills (ES) Proficiency Training/Tier 2B, Home Station Pre-Deployment Training.

1.1. Task standardization is key to TQT, ensuring readiness while in a Chemical, Biological, Radiological, and Nuclear (CBRN) environment. Utilizing the concept of "everyone's a driver," the tasks personnel will be trained and certified on include aircraft servicing using Material Handling Equipment (10K/60K/etc) available at local installation. These operations will be incorporated into the flight's TQT Lesson Plan.

1.2. Prerequisites. CBRN Defense Awareness Course (CBT) and CBRN Defense Survival Course (Hands-on).

1.3. TQT Training Frequency. Due to limited equipment/training capabilities, CBRNE TQT will be conducted IAW applicable host wing guidance (not applicable to AFRC) and documented in G081 or Patriot Excalibur (PEX). When possible, TQT will be conducted in conjunction with wing/base exercises. CBRNE TQT must include career field specific duties performed within air terminal work centers and during vehicle operations. Individuals must be current in CBRN Defense Awareness/Survival at the time of departure to TDY/Deployment locations and will be considered current for the duration of the assignment (less than 24 months).

1.3.1. Exercises. FMTs will ensure training is provided for individuals participating in exercises where operating in CBRN environment will be expected and not falling under the criteria outlined above.

1.3.2. "In-Place Support." Those personnel postured in a Unit Type Code (UTC) and P-Coded DP*/DX* as outlined in AFI 10-401, are not required to accomplish this training until the individual/UTC tasking changes.

1.4. Delivery Format. FMTs will provide a TQT Lesson Plan that supervisors and trainers will utilize to train and evaluate individuals using the demonstration-performance objectives identified in paragraph

1.5. Full Credit Requirements. Individuals successfully complete the demonstrated-performance objective.

1.6. Training will be documented in TBA.

Section E - Resource Constraints

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

12. Apprentice Level Training:
12.1. Constraints. None.

13. Five Level Training:
13.1. Constraints. None

14. Seven-Level Training:
14.1. Constraints. None

Section F. Transitional Training Guide
"There are currently no transition training requirements. This area is reserved."

Part II

Section A - Specialty Training Standard (STS)

1. Implementation. This STS will be used for technical training provided by AETC for Air Transportation Apprentice classes beginning 28 April 2016 graduating 08 June 2016.

2. Purpose. As prescribed in AFI 36-2201 and this STS:

2.1. Column 1 lists the most common tasks, knowledge, and technical references (TR) necessary for airman to perform duties in the 3-, 5-, and 7-skill level of the Air Transportation ladder of the Transportation Career Field. During times when asked to accelerate to wartime surge, apprentice course will be taught 10 hours a day, 6 days a week.

2.2. Column 2 identifies Core Tasks using an "*". The * is placed in the column corresponding to the 3-, 5-, or 7-skill level to identify specialty-wide training requirements for that level. These tasks and knowledge items are based on an analysis of the duties and responsibilities contained in the Air Force Enlisted Classification Directory (AFECD), *The Official Guide to the Air Force Enlisted Classification Codes.* Core Task STS line items are mandatory and must be completed before the 5- or 7-skill level can be awarded.

2.3. Column 3 provides space for certification of OJT and is used to record completion of tasks and knowledge training requirements. If available, supervisors and trainers should use the automated training management systems to document technician qualifications. Task certification must show a start and completion date and include both trainer and trainee initials. Note: There are currently no tasks in the Air Transportation career field requiring third party certification.

2.4. Column 4 identifies the proficiency to be demonstrated on the job by the formal AETC school graduate as a result of training on the task/knowledge and the career knowledge provided by the correspondence course. See unit training manager for current CDC list.

2.5. Attachment 1 shows the qualitative requirements and the proficiency code key used to indicate the level of training and knowledge provided by resident training and career development courses.

2.6. The STS becomes a job qualification standard (JQS) for on-the-job training when automated or placed in AF Form 623, *Individual Training Record*. Document and certify completion of training IAW AFI 36-2201, *Air Force Training Program.* Tasks are trained and qualified to the "go/no go" level. "Go" means the individual can perform the task without assistance and meet local demands for accuracy, timeliness, and correct use of procedures.

2.7. The STS is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). The Specialty Knowledge Test (SKT) is developed at the HQ AETC Airman Advancement Division by SNCOs with extensive practical experience in their career fields. The test samples 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 Promotions References and Requirements Catalog (EPRRC). Individual responsibilities are in chapter 1 of AFI 36-2605, *Air Force Military Personnel Testing System*. WAPS is not applicable to the Air Force Reserves and Air National Guard.

2.8. 2T2 AFCFM Policy Exception: When core task(s) training or capability does not exist on the local installation, the core task(s) will be annotated as *"no training capability exists on local installation"* and filed in the trainee's OJT record or automated system. After coordination with the MAJCOM Functional Manager (MFM), the unit will maintain a letter listing applicable STS core task(s), signed by the unit commander, certifying no capability exists

on local installation. The letter will include the specific core task(s) and the STS line item reference(s). The unit commander's letter will be updated bi-annually and forwarded to the MFM. When a new unit commander is assigned, the work center supervisor will file an updated commander certified letter within 120 days of the new commander's appointment.

3. Additional Requirements: MAJCOMs will use QTPs to train to their utmost capability based on available equipment or tasks performed at a specific location. Partial use of QTP training steps is authorized if not all required resources exist locally. It is not necessary to send people to off-station training to meet requirements created by QTP compliance.

4. Recommendations:

4.1. Unit Training. Managers, superintendents, and supervisors will ensure personnel are trained on all applicable STS items.

4.2. Graduate Performance. Report unsatisfactory performance of course graduates and any inadequacies of this CFETP to the 345 TRS/TRR, 711 B Avenue, Ft Lee, VA 23801-1798, or call Customer Service Information Line DSN 473-2917, reference specific STS paragraphs.

*Section B - Course Objective List***:** This area is currently reserved.

Section C - Support Material: This area is currently reserved.

Section D - Training Course Index

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

7. Air Force In-Residence Courses.

COURSE NUMBER	TITLE	LOCATION	USER
LCABP2T231 00AB	Air Transportation Apprentice	Ft. Lee, VA	DoD
LCAZP2T051 00AA	Hazardous Material Preparer (Initial)	Ft. Lee, VA	DoD
L7AZT2T051 00AA	Hazardous Material Preparer (Initial)	Mobile	DoD
LCAZP2T251 00AA	Hazardous Material Inspector (Initial)	Ft. Lee, VA	DoD
L7AZT2T251 00AA	Hazardous Material Inspector (Initial)	Mobile	DoD
L9AZA2T251 00AA	Parachute Rigger Course (PRC) Phase 1	Ft. Lee, VA	DoD
AMC MAPOC	Management of Aerial Port Operations	JB-MDL, NJ	DoD
AMC APO	Aerial Port Operations	JB-MDL, NJ	DoD
AMC JIIQ	Joint Inspection Instructor Qualification	JB-MDL, NJ	DoD
C-17 APEX	C-17 APEX Load Director	JB Charleston, SC	AMC
C-5 APEX	C-5 APEX Load Director	Travis AFB, CA	AMC

8. Career Development Courses

COURSE NUMBER	TITLE	LOCATION	USER
CDC 2T251N	Air Transportation Journeyman	Ft Lee, VA	AF
CDC 2T271N	Air Transportation Craftsman	Ft Lee, VA	AF

9. Exportable Courses

COURSE NUMBER	TITLE	LOCATION	USER

L6ARW2T251 00AA	Hazardous Material Inspector (Refresher)	Ft. Lee, VA /ADLS	AF
L6ARW2T051 00AA	Hazardous Material Preparer (Refresher)	Ft. Lee, VA /ADLS	AF
L6AAW2XXXX 00AA	Log-R SNCO course	JBSA, TX / ADLS	AF Log AFSCs

10. Courses Under Development/Revision

COURSE NUMBER	TITLE	LOCATION	USER
LCABP2T231 00AB	Air Transportation Apprentice	Ft. Lee, VA	DoD

Section E - MAJCOM Unique Requirements

11. Qualification Training Package (QTP): The USAF EC is responsible for maintaining QTPs. They will remain the sole-source for QTPs. MAJCOMs are not authorized to modify QTPs to meet their needs. This will keep training standardized and ensure QTPs are updated as required.

HQ AMC's ATSEP program will not be implemented outside of AMC. However, to standardize our training, MAJCOMs will utilize the QTP training effort and instructional packages embedded in the ATSEP.

12. Air Reserve Component: With 2T2 CFM approval, ARC MFMs will determine training requirements for award of 2T231 AFSC to prior service personnel. The following list of courses is available to the ARC.

COURSE NUMBER	TITLE	LOCATION	USER
RES 2T2X1	Basic Transportation Course	Dobbins ARB, GA	ARC

13. The following is a list of MAJCOM unique Air Transportation Web-Based Training (ATWBT) courses. Completion of applicable courses is mandatory to be duty position qualified within Air Mobility Command (AMC). Note: failure to complete all the ATWBT courses will not delay attainment of the next higher skill level if all other requirements have been met.
These courses can be located at the Advanced Distributed Learning Service (ADLS) by following this web URL:
https://amc.adls.af.mil/kc/main/kc_frame.asp?blnWhatsNew=True

Course Title
Aerial Port Vehicles
Air Freight
Air Terminal Operations Center ATOC
Customer Service for Transportation
Data Records Processing
GATES - ATOC
GATES - Cargo Processing
GATES - Passenger Service
Hazardous Material Handler Refresher
JIIQ Preparation Training
Load Planning
Passenger Services Operations
C-17 APEX Training
C-17 APEX Refresher
C-5 APEX Training
C-5 APEX Refresher

BY ORDER OF THE SECRETARY OF THE AIR FORCE OFFICIAL

KATHRYN J. JOHNSON, Maj Gen, USAF
Director of Logistics
DCS/Logistics, Engineering & Force Protection

Two Attachments:
1. Qualitative requirements (Proficiency Code Key)
2. STS

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.

NOTE: All tasks and knowledge items shown with a proficiency code are trained during war time.

This Block Is For Identification Purposes Only

Name Of Trainee

Printed Name (*Last, First, Middle Initial*)	Initials (Written)	SSAN

Printed Name Of Certifying Official And Written Initials	
N/I	*N/I*
N/I	*N/I*
N/I	*N/I*
N/I	*N/I*
N/I	*N/I*
N/I	*N/I*
N/I	*N/I*
N/I	*N/I*

QUALITATIVE REQUIREMENTS

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

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
1 Career path progression TR: AFI: 36-2818, AFPD: 36-28, MAJCOM 36 series														
1.1 Transportation career field									A	-	-	-	-	-
1.2 Ladder/duties of 2T2XX AFSC									A	-	-	-	-	-
1.3 Job Related Hazards and Safety TR: AFI: 32-2001, 32-7040, 32-1067, 32-7042, 32-7044, 32-7047, 91-202, 91-203 AFMAN: 23-220, 91-201 AFOSH: AFPAM 90-803														
1.3.1 Hazards and general safety practices of AFSC 2T2XX		*							A	-	-	B	-	-
1.3.2 Flight line safety precautions		*							A	-	-	B	-	-
1.3.3 Accident prevention									A	-	-	B	-	-
2 Supervision TR: AFI: 23-111, 36-2101; 36-2201, 36-2406, 36-2907, 36-2502, 38-101, 38-201, 38-203, 38-204, 38-205 AFPAM: 36-2627 AFPD: 36-5, 36-6, 36-10 AFTTP 3-4														
2.1 Orient new personnel									-	-	-	-	-	-
2.2 Assign personnel to work crews			*						-	-	-	a	-	b
2.3 Plan work assignments and priorities			*						-	-	-	a	-	b
2.4 Schedule work assignments			*						-	-	-	a	-	b
2.5 Establish work									-	-	-	-	-	-
2.6 Justify personnel/ equipment			*						-	-	-	a	-	b
2.7 Coordinate work with other functions									-	-	-	-	-	-
2.8 Resource Protection									-	-	-	-	-	-
3 Organization and mission of military airlift systems TR: DTR AMCI: 24-101 : J PUB 3-0 Appropriate aircraft -1 TO AFI: 10-1002, 10-1003 AFMAN: 11-225														
3.1 Civil Reserve Air Fleet (CRAF)			*						-	-	-	A	-	-
3.2 Types and Descriptions of transport aircraft		*							A	-	-	-	-	-
4 Deployment Operations TR: DTR AFI: 10-401, 10-403 AFMAN: 10-100 AMCI: 24-101, Applicable Users Manual														
4.1 Deployment mission and work centers (Home station/deployed)			*						A	-	-	B	-	B
4.2 Accomplish Joint Inspection (JI)									a	-	-	b	-	-
4.3 Cargo Movement Operations System (CMOS)														
4.3.1 Passenger processing/manifesting									-	-	-	A	-	-
4.3.2 Cargo processing/manifesting									-	-	-	A	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
5 Vehicles and Material Handling Equipment (MHE) TR: AFI 91-207, AFI 24-301, 24-302 AFMAN 24-306 (I), AFTO Form 1800 Appropriate aircraft -9 T.O.; Applicable T.O. 00, 35 and 36 series/user's manual, AFOSH STD: 91-66														
5.1 Perform inspections		*							2b	-	-	-	-	-
5.2 Perform spotter procedures/duties		*							2c	-	-	c	-	c
5.3 Operate vehicles and MHE									-	-	-	-	-	-
5.3.1 Forklifts														
5.3.1.1 4K									a	-	-	a	-	-
5.3.1.2 10K standard		*							a	-	-	a	-	-
5.3.1.3 10K All Terrain Forklift									a	-	-	a	-	-
5.3.2 Aircraft Loaders														
5.3.2.1 25K Aircraft Loaders									-	-	-	-	-	-
5.3.2.2 Halvorsen Loader									a	-	-	a	-	-
5.3.2.3 Tunner Loader									a	-	-	a	-	-
5.3.3 Passenger Service Vehicles														
5.3.3.1 Passenger bus									a	-	-	a	-	-
5.3.3.2 Wide-body staircase									a	-	-	a	-	-
5.3.3.3 C-5 staircase									a	-	-	a	-	-
5.3.3.4 Baggage conveyor									a	-	-	a	-	-
5.3.4 Fleet Service Vehicles														
5.3.4.1 Latrine service truck/cart									a	-	-	a	-	-
5.3.4.5 Potable Water Truck									a	-	-	a	-	-
5.3.5 Tow Vehicle														
5.3.5.1 Warehouse Tug									a	-	-	a	-	-
5.3.5.2 Pintle Hook		*							a	-	-	a	-	-
6 Reports, forms, and publication TR: : AFI: 24 Series, 33-360 DODR: 4500 Series, AMCI: 24 Series, Air Force Master Catalog, DTR, AFPD: 24-2, AMCI: 24-101,vol 6; AFI 33-322 T.O. 00-5-5, Command, Control, Communications, Computers and Intelligence Support Plan (C4ISP) from GATES														
6.1 Locate transportation forms		*							-	-	-	-	-	-
6.2 Locate information in transportation publications		*							2b	-	-	b	-	-
6.3 Locate information in technical orders		*							-	-	-	b	-	-
6.4 Review transportation documentation									-	-	-	-	-	-
6.5 GATES (Global Air Transportation Execution System) reports														
6.5.1 Generate Scheduled Reports									-	-	-	-	-	-
6.5.2 Transportation Discrepancy reports									-	-	-	-	-	-
6.5.3 Maintain transportation documentation files									-	-	-	b	-	b
6.5.4 Re-handled workload logs									-	-	-	b	-	b

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
6.5.5 Conduct tracer action (cargo)									-	-	-	b	-	b
6.5.6 Reconcile Cargo / Passenger Documentation									-	-	-	b	-	b
7 Passenger Services TR: DTR, DODR 4515.13, 4500 series, AMCI: 24-101, AFI 10-403, 24-101, 16-606, 34-239, GATES & CMOS User's Manual														
7.1 Passenger Service Procedures														
7.1.1 Determine travel eligibility		*							2b	-	-	b	-	-
7.1.2 Determine transportation priorities for passengers		*							2b	-	-	b	-	-
7.1.3 Annotate leave orders for passenger sign-ups									a	-	-	-	-	-
7.1.4 Verify compliance with foreign clearance guides (checking passports, visas, or proper IDs)		*							a	-	-	-	-	-
7.1.5 Verify passengers comply with applicable standards of dress/appearance/behavior									a	-	-	-	-	-
7.1.6 Special Category Passengers									A	-	-	B	-	B
7.1.7 Prepare/issue passenger boarding passes									a	-	-	a	-	-
7.1.8 Verify transportation authorizations for space required passengers		*							a	-	-	b	-	-
7.1.9 Prepare in-flight meal requests									-	-	-	-	-	-
7.1.10 Collect and turn in funds									-	-	-	-	-	-
7.1.11 Confirm passenger reservations									-	-	-	-	-	-
7.2 Passenger Baggage														
7.2.1 Prepare baggage tag forms		*							a	-	-	a	-	-
7.2.2 Weigh and tag passenger baggage		*							a	-	-	b	-	-
7.2.3 Verify baggage weights and dimensions		*							a	-	-	b	-	-
7.2.4 Build-up/breakdown passenger baggage		*							a	-	-	b	-	-
7.2.5 Transport/escort passengers to/from aircraft		*							a	-	-	a	-	-
7.2.6 Load/off-load passengers		*							a	-	-	a	-	-
7.2.7 Process mishandled baggage									a	-	-	b	-	-
7.3 Brief passengers on flight information		*							b	-	-	b	-	-
7.4 GATES Passenger Procedures														
7.4.1 Setup flights									1a	-	-	-	-	-
7.4.2 Standby listings									-	-	-	-	-	-
7.4.3 Process passengers									1a	-	-	-	-	-
7.5 Passenger movement selection														
7.5.1 Verify eligibility of passengers		*							1a	-	-	-	-	-
7.5.2 Select space-available/standby passengers									1a	-	-	-	-	-
7.5.3 Prepare standby movement transactions									-	-	-	-	-	-

| 1. Tasks, Knowledge And Technical References | 2. Core Tasks | | | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided (See Note) | | | | | |
| | A | B | C | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
7.5.4 Close out flights for passenger movement		*							1a	-	-	-	-	-
7.5.5 Verify boarding passes against passenger manifests									b	-	-	-	-	-
7.6 Manual Procedures														
7.6.1 Maintain Standby listings									-	-	-	a	-	-
7.6.2 Prepare space Available/Required sign up									-	-	-	b	-	-
7.6.3 Prepare passenger manifests		*							a	-	-	b	-	-
7.6.4 Prepare boarding passes									-	-	-	-	-	-
7.7 Passenger terminal security														
7.7.1 Perform baggage/passenger security and anti-hijacking Inspection		*							b	-	-	-	-	-
7.7.2 Duress alarms									A	-	-	-	-	-
7.7.3 Inspect eligibility hand-carried items		*							b	-	-	-	-	-
7.7.4 Verify eligibility hand-carried items		*							b	-	-	-	-	-
8 Customer Relations TR: AMCI: 24-101		*							A	-	-	-	-	-
9 Air Freight TR: DTR, AFPD: 24-2, AMCI: 24-101, AFI: 24-203, AFMAN: 24-204, 91-201, Applicable aircraft -9 T.O., GATES User Manual														
9.1 Inspect cargo/mail for air worthiness		*							b	-	-	b	-	-
9.2 Verify sizes, weights of shipments		*							a	-	-	a	-	-
9.3 Verify destinations of shipments		*							a	-	-	a	-	-
9.4 Validate proper packaging, marking, labeling, and documentation		*							2b	-	-	b	-	-
9.5 Air Transportability Test Loading Agency (ATTLA) certification requirements			*						A	-	-	A	-	B
9.6 Compute centers-of-balance for rolling stock, outsized cargo, and multi-pallet trains		*							2b	-	-	b	-	b
9.7 Load/off-load trucks									-	-	-	-	-	-
9.8 Inspect, inventory, and store 463L pallets, nets, and tiedown equipment		*							b	-	-	b	-	b
9.9 Palletized cargo														
9.9.1 Single pallet														
9.9.1.1 Compute net weights of palletized/ containerized shipments		*							a	-	-	b	-	b
9.9.1.2 Pallet build-up		*							2b	-	-	b	-	-
9.9.1.3 Place protective coverings over shipments		*							a	-	-	b	-	-
9.9.1.4 Prepare cargo document packets/packing lists		*							-	-	-	b	-	-
9.9.1.5 Weigh palletized/cargo shipments		*							-	-	-	-	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
9.9.2 Multi-pallet train														
9.9.2.1 Compute net weights of palletized/ containerized shipments		*							a	-	-	b	-	b
9.9.2.2 Multi-Pallet build-up		*							2b	-	-	b	-	-
9.9.2.3 Place protective coverings		*							a	-	-	b	-	-
9.9.2.4 Prepare cargo document packets/packing lists		*							-	-	-	b	-	-
9.9.2.5 Weigh palletized/cargo shipments		*							-	-	-	-	-	-
9.10 GATES Freight Procedures														
9.10.1 Process Originating cargo/mail									1a	-	-	-	-	-
9.10.2 Process Intransit cargo/mail									1a	-	-	-	-	-
9.10.3 Process Terminating cargo/mail									1a	-	-	-	-	-
9.10.4 Closed And Process (CAP) pallet									1a	-	-	-	-	-
9.10.5 Generate Radio Frequency Identification (RFID) tag									a	-	-	-	-	-
9.11 Manual Freight Procedures														
9.11.1 Process Originating cargo/mail		*							1a	-	-	b	-	-
9.11.2 Process Intransit cargo/mail		*							1a	-	-	b	-	-
9.11.3 Process Terminating cargo/mail		*							1a	-	-	b	-	-
9.11.4 Closed And Process (CAP) pallet		*							1a	-	-	b	-	-
9.12 Special handling cargo									-	-	-	-	-	-
9.12.1 Characteristics														
9.12.1.1 Nuclear Weapons Related Material (NWRM)									-	-	-	-	-	-
9.12.1.2 Classified shipments									A	-	-	A	-	B
9.12.1.3 Human remains									A	-	-	A	-	B
9.12.1.4 Expedited shipment (MICAP, VVIP, Green sheet, etc..)									A	-	-	A	-	B
9.12.1.5 Registered mail									A	-	-	A	-	B
9.12.1.6 Refrigeration and re-icing shipments									A	-	-	A	-	B
9.12.1.7 Arms, Ammunition, and Explosives (AA&E)									A	-	-	A	-	B
9.12.1.8 Hazardous materials									A	-	-	A	-	B
9.12.2 Air Worthiness														
9.12.2.1 Inspect special cargo/mail for air worthiness									a	-	-	a	-	-
9.12.2.2 Verify sizes, weights of shipments									a	-	-	a	-	-
9.12.2.3 Verify destinations of shipments									a	-	-	a	-	-
9.12.2.4 Validate proper packaging, marking, labeling, and documentation									a	-	-	a	-	-
9.12.2.5 Inspect special equipment/rolling stock for shipment (fuel level, battery terminals, shoring, etc.)									-	-	-	a	-	b
9.12.2.6 Transport hazardous materials		*							-	-	-	b	-	-
9.12.2.7 Hazardous cargo compatibility		*							-	-	-	A	-	-
9.12.2.8 Place placards (Aircraft, Buildings, and vehicles)									-	-	-	b	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
10 Air Terminal Operations TR: AMCI: 24-101, AFMAN: 24-204 -- GATES User's Manual, DTR, AFPD: 24-2														
10.1 Workcenter Overview		*							A	-	-	-	-	-
10.2 Monitor aircraft ground operations			*						-	-	-	a	-	b
10.3 Accomplish arrival/departure messages									-	-	-	a	-	b
10.4 Accomplish mission folders, logs and trip setup sheets			*						-	-	-	a	-	b
10.5 Receive/disseminate information			*						-	-	-	a	-	b
10.6 Brief aircrew/troop commander on load information			*						-	-	-	-	-	-
10.7 Perform Capability Forecasting									-	-	-	a	-	b
10.8 Load Planning														
10.8.1 Accomplish air terminal inventory									-	-	-	b	-	b
10.8.2 Identify shipments for movement									-	-	-	-	-	b
10.8.3 Verify shipment documentation									-	-	-	-	-	-
10.8.4 Load selection (GATES/manual)									-	-	-	A	-	-
10.8.5 Manifest preparation (GATES/manual)									-	-	-	A	-	-
10.8.6 Compute aircraft center of balance									-	-	-	-	-	-
10.8.7 Compute aircraft allowable cabin loads (ACL)/ critical leg									-	-	-	-	-	-
10.8.8 Prepare load plan (automated/manual)									-	-	-	-	-	-
11 Ramp Operations TR: DTR, AFPD: 24-2; TO Applicable 00 and 36 series, AMCI: 24-101, AFI: 91-203; 11-2C-XXX, AFMAN: 91-201, AFJMAN 24-306, Appropriate aircraft -1, -9, T.O.'s														
11.1 Procedures for loading/offloading aircraft														
11.1.1 Assemble/Set-up aircraft loads		*							2b	-	-	b	-	b
11.1.2 Determine shoring requirements		*							2b	-	-	b	-	b
11.1.3 Transport cargo to/from aircraft		*							b	-	-	b	-	b
11.2 Load Team Responsibilities														
11.2.1 Coordinate availability of special equipment for loading (prime mover/crane, etc.)									-	-	-	-	-	b
11.2.2 Select loading equipment		*							a	-	-	a	-	b
11.2.3 Prepare aircraft for cargo loading		*							2b	-	-	b	-	-
11.2.4 Load/offload cargo/mail/baggage		*							2b	-	-	b	-	-
11.2.5 Calculate tiedown/restraint requirements		*							2b	-	-	b	-	b
11.2.6 Tiedown cargo/mail/baggage in aircraft		*							2b	-	-	b	-	-
11.3 Perform engine running off-load or on-load (ERO) operations									a	-	-	b	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
11.4 Perform concurrent loading/unloading operations									-	-	-	b	-	-
11.5 Perform Load Team Chief Duties									-	-	-	b	-	-
12 Fleet Service TR: AMCI: 24-101, TO Applicable 1C, 13B4 and 36 series Appropriate aircraft -9 TO, Owner's manual														
12.1 Workcenter Overview		*							A	-	-	A	-	-
12.2 Perform Contamination Prevention									a	-	-	b	-	-
12.3 Remove/dispose of trash/waste materials from aircraft									a	-	-	b	-	-
12.4 Clean ovens, galleys									-	-	-	b	-	-
12.5 Deliver meals									-	-	-	b	-	-
12.6 Fill fresh water tanks and containers									-	-	-	b	-	-
12.7 Load/install supplies/equipment on aircraft									-	-	-	b	-	-
12.8 Inventory expendable/non-expendable items and benchstock									-	-	-	b	-	-
12.9 Prepare fleet service documents									-	-	-	b	-	-
12.10 Service aircraft lavatory systems									b	-	-	-	-	-
12.11 Service/inspect air transportable galley and lavatories (ATGLs)									-	-	-	-	-	-
13 Intransit Visibility (ITV) TR: AFI: 24-203, AMCI: 24-101, DTR									A	-	-	B	-	-
14 Readiness TR: AFI: 10-401; 10-403, 10-201, 25-101, 32-1021, 32-1022, 32-1023, 32-1024, 36-2101, 36-2818, 38-201, 38-203, 38-204, 38-205, 90-201, 90-301, MAJCOM 36 series, JP 4-0 and 5-0 series, AMCI: 24-101														
14.1 Planning Fundamentals														
14.1.1 Deliberate planning									-	-	-	-	-	B
14.1.2 Joint planning									-	-	-	-	-	B
14.2 Transportation planning and systems														
14.2.1 Operation plans									-	-	-	-	-	B
14.2.2 Concept plans									-	-	-	-	-	B
14.2.3 Joint Operation Planning and Execution System (JOPES)/ Time-Phased Force Deployment Data (TPFDD)/ Deliberate and Crisis Action Planning and Execution Segments (DCAPES)									-	-	-	-	-	B
14.2.4 Status of resources and training system (SORTS)									-	-	-	-	-	B
14.2.5 Designed Operational Capabilities Statement (DOCS)									-	-	-	-	-	B
14.2.6 Air Expeditionary Force Reporting Tool (AEF ART)									-	-	-	-	-	B
14.2.7 Defense Readiness Reporting System (DRRS)									-	-	-	-	-	B

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
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	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
14.3 Contingency Operations														
14.3.1 Installation Deployment Plan (IDP)/In garrison expeditionary site plan (IGESP)									-	-	-	-	-	B
14.3.2 Host unit deployment training									-	-	-	-	-	B
14.4 War Reserve Material (WRM)									-	-	-	-	-	B
14.5 Support Agreements									-	-	-	-	-	B
14.6 Manpower														
14.6.1 Unit Manpower Document (UMD)									-	-	-	-	-	B
14.6.2 Unit Personnel Manpower Roster (UPMR)									-	-	-	-	-	B
14.6.3 Augmentation support									-	-	-	-	-	B
14.6.4 Manpower standard									-	-	-	-	-	B
14.7 Facilities Management									-	-	-	-	-	-
14.8 Security Management									-	-	-	-	-	-
14.9 Deployment Management									-	-	-	-	-	B
15 Air Transportation Standard Evaluation Program (ATSEP) TR: TR: AFI 20-112; AMCI24-101 V20														
15.1 ATSEP Fundamentals									-	A	-	A	-	B
15.2 Perform evaluator duties									-	-	-	-	-	-
15.3 Perform program manager duties									-	-	-	-	-	-
16 Contract Officer Representative; TR: AFI 64-102									-	-	-	-	-	A
17 Airdrop Fundamentals; TR: TO Applicable 13CX series Appropriate aircraft -9 TO TR: TO Applicable 13CX series Appropriate aircraft -9 TO														
17.1 Parachutes									A	-	-	A	-	-
17.2 Methods									A	-	-	A	-	-
17.3 Containers									A	-	-	A	-	-
17.4 Platforms									A	-	-	A	-	-
17.5 Extraction systems									A	-	-	A	-	-
18 Emergency Management TR: AFI 10-2501														
18.1 Emergency Management (EM)									A	-	-	A	-	B
18.2 Chemical, Biological, Radiological, Nuclear and High-Yield Explosive (CBRNE)									A	-	-	B	-	-
18.3 Perform assigned task in CBRNE environment									-	-	-	-	-	-

Note: BLK #4: Columns (1) & (2) can be relabeled to meet CF Requirements; i.e., 2 phase 3 skill level course, 5 lvl QTPs.