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Medical Materiel Specialty



CAREER FIELD EDUCATION AND TRAINING PLAN

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**CAREER FIELD EDUCATION AND TRAINING PLAN
MEDICAL MATERIEL SPECIALTY AFSC 4A1X1**

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Part I

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive document that identifies life-cycle education and training requirements, training support resources, and core task requirements for this specialty. The CFETP will provide personnel with a clear career path to success and will instill rigor in all aspects of career field training. To read, review, or print a copy of the current CFETP, go to <http://www.e-publishing.af.mil>.

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.

2.1.1. Section A. Explains the purpose for and how everyone will use the plan.

2.1.2. Section B. Identifies career field progression, duties and responsibilities, training strategies, and career field path.

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

2.1.4. Section D. Indicates resource/training constraints such as funds, manpower, equipment, facilities, etc.

2.1.5. Section E. Identifies transition training guide requirements for SSgt through MSgt.

2.2. Part II. At the unit level, supervisors and trainers use Part II to identify, plan and conduct training commensurate with the overall goals of this plan.

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

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

2.2.3. Section C. Identifies available support materials that have been developed and are mandatory for use to support on-the-job training (OJT).

2.2.4. Section D. Contains a training course index supervisors can use to determine resources available to support training. Included are both mandatory and optional courses.

2.2.5. Section E. 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.

2.2.6. Section F. Specific to medical Air Force Specialty Codes (AFSC) and provides guidance on required documentation in the enlisted training and competency folder. At the unit level, supervisors and trainers use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

3. Using guidance provided in the CFETP 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.

ABBREVIATIONS/ACRONYMS/TERMS

Advanced Training (AT). Formal courses which provide individuals 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 reserved for selected career airmen at the advanced level of the AFS.

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

Air Force Enlisted Classification Directory (AFECD).

Air Force Career Development Academy (AFCDA). This organization located at Gunter Annex, Maxwell AFB, AL, develops, maintains, and distributes Air Force specific training such as Career Development Courses and Computer Based Training programs. AFCDA's website is <http://www.airuniversity.af.mil/Barnes/>.

Air Force Career Field Manager (AFCFM). Responsible for the development, implementation, and maintenance of the CFETP, as well as others duties within the AFS.

Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS). A comprehensive task list which describes a particular job type or duty position. Supervisors use them to document task qualifications. The tasks on AFJQS/CJQS are common to all persons serving in the described duty position.

Air Force Joint Manual (AFJMAN).

Air Force Medical Support Agency (AFMSA). The Air Staff agency that acts as a liaison between Headquarters Air Force Agencies and base level activities. It is responsible for reviewing and establishing policy in support of the Surgeon General and has offices in various locations depending upon the specialty support provided. For example, the Air Force Medical Logistics Office is a division of AFMSA.

Occupational Analysis Division (OAD). Located at Randolph AFB, TX, the OAD provides occupational programs to optimize United States Air Force personnel and training decisions. The website for OAD is located at http://oa.aetc.af.mil/Enlisted_OARs_Index.html

Air Force Policy Document (AFPD).

Air Reserve Component (ARC). Term used to reference both the Air National Guard and Air Force Reserves together.

Air Force Specialty (AFS). A group of positions requiring common qualifications. Each AFS has a title and associated Air Force Specialty Code (AFSC).

Air Force Specialty Code (AFSC). An alpha/numeric identification code assigned to identify like jobs.

Air Force Tactics, Techniques, and Procedures (AFTTP).

Association for Healthcare Resource and Materials Management (AHRMM). A civilian organization which military members may join and obtain professional certification to enhance their career and community value.

Career Development Course (CDC).

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 appropriate.

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

Certified Materials and Resource Professional (CMRP).

Chief Enlisted Manager (CEM).

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

Core Task. A task AFCFMs identify as a minimum qualification requirement within an Air Force specialty or duty position. Core tasks may be specified for a particular skill level, duty position, or in general across the AFS. This core knowledge must be maintained through local or recurring formal training. Guidance for using the core tasks can be found in the applicable CFETP narrative.

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

Course Training Standard (CTS). A training standard that identifies the training members will receive in a specific course.

Defense Logistics Agency Regulation (DLAR).

Defense Medical Logistics Standard Support (DMLSS).

Education and Training Course Announcements (ETCA).

Enlisted Promotion References and Requirements Catalog (EPRRC).

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.

Enlisted Training and Competency Folder (ETCF).

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

Federal Acquisition Regulation (FAR).

Field Evaluations Questionnaire (FEQ). A FEQ is sent from the technical training school to the immediate supervisors of recent 3-skill level course graduates. Supervisors use this survey to provide feedback on the effectiveness of the technical training course in meeting established training requirements.

Initial Skills Training. A formal resident course which results in award of a 3-skill level AFSC.

The Joint Commission (TJC). Evaluates and accredits nearly 19,000 health care organizations and programs in the United States. An independent, not-for-profit organization, it has developed state-of-the-art, professionally based standards and evaluated the compliance of health care organizations against these benchmarks. Their mission is to continuously improve the safety and quality of care provided to the public through the provision of health care accreditation and related services that support performance improvement in health care organizations. The website for JC is located at <http://www.jointcommission.org>.

Joint Medical Logistics Functional Development Center (JMLFDC). A tri-service organization responsible for the development of the DMLSS computer system. JMLFDC also provides several DMLSS step-by-steps instructions. This link is located at the Air Force Medical Logistics website.

Joint Publication (JP).

MAJCOM Functional Manager (MFM). A person appointed as the senior representative for an AFS within a specific MAJCOM. Responsibilities include working with the AFCFM to develop, implement, and maintain the CFETP.

Occupational Analysis Report (OAR). A detailed report showing the results of an occupational analysis 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 resulting in the highest levels of proficiency on specified performance requirements within the minimum time possible.

Plan of Instruction (POI). A course control document used for course planning, organization, operation, and validation.

Position Qualification Training. Training designed to qualify airmen in a specific position, which occurs after upgrade training

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 to do the job.

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

Comprehensive Medical Readiness Program (CMRP). Identifies all skill requirements for contingency operations that are above and beyond the normal core tasks outlined in the CFETP.

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

Skills Training. A formal course that awards a skill level.

Special Experience Identifier (SEI). A three-number code which identifies special experience and training not otherwise identified in the personnel data system (i.e. AFSC, etc.).

Specialty Training. A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in the award of a skill level.

Specialty Training Requirements Team (STRT). The primary purpose of the STRT is for the AFCFM and functional leaders to review and determine career field training requirements.

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

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.

Sustainment Training. Recurring training necessary for fully qualified individuals to maintain the skills necessary to perform all duties required by their job in peacetime and wartime.

Task Certifier. See Certification Official.

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

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

Trainer. A trained and qualified person who teaches airmen to perform specific tasks through OJT. Also relates to the equipment that the trainer uses to teach airmen specified tasks.

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

Training References (TR). Instructions, manuals, pamphlets, and other documents used as sources to provide guidance and training.

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

Training Setting. The type of forum in which training is provided (formal resident school, on-the-job, field training, mobile training team, self-study etc.).

Training Standard. Trainees are trained and evaluated to the go/no go level. Go means the individual can perform the task without assistance and meet requirements for accuracy, timeliness, and correct use of procedures. Supervisors and superintendents will manage this process.

Upgrade Training (UGT). Mandatory courses, task qualification, and correspondence course requirements for award of the 3-, 5-, 7-, and 9-skill levels.

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

Utilization and Training Workshop (U&TW). A forum of AFSC specific MFM, Subject Matter Experts, and AETC training personnel that determines career ladder training requirements.

Wartime Course. A structured course for non-prior service personnel to train only essential tasks in times of national emergency. The goal is to produce the greatest number of graduates in the least amount of time. The course content is based on wartime tasks identified in the STS.

Section A - General Information

1. Purpose. This Career Field Education and Training Plan (CFETP) provides information necessary for the Air Force Career Field Manager (AFCFM), MAJCOM Functional Managers (MFMs), commanders, training managers, supervisors, trainers, and the applicable Air Education and Training Command (AETC) training wing to plan, develop, manage, and conduct an effective career field education and training program. This plan outlines training individuals must receive to develop and progress throughout their career. It also identifies initial skills, upgrade, qualification, advanced proficiency, sustainment, and continuing education and training. Initial skills training is the Air Force Specialty (AFS) specific training an individual receives upon entry into the Air Force or upon retraining into a specialty. For our career field, this training is provided by AETC, 382d Training Squadron (TRS) at Ft Sam Houston, TX. Upon successful completion of the training, individuals are awarded their 3-skill level Air Force Specialty Code (AFSC).

1.1. Upgrade Training (UGT) identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3, 5 and 7-skill levels. Qualification Training (QT) 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 UGT process. It is designed to provide the performance skills and knowledge required to do the job. Advanced training is formal AFS training used for selected airmen. Proficiency training is additional training, either in-residence, exportable advanced training courses, or on-the-Job Training (OJT), provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The CFETP also serves the following purposes:

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

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

1.1.3. Identifies major resource constraints which may impact full implementation of the career field training process.

1.1.4. Identifies the training elements required for Readiness Skills Training (RST) to ensure individuals are fully trained to meet contingency missions.

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

2.1. AETC training personnel will develop or 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 qualification, and proficiency requirements. OJT, resident training, contract training, or exportable courses can satisfy identified requirements. Any MAJCOM-developed training used to support this AFSC must be included in this plan.

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

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

Section B - Career Progression and Information

1. Specialty Description

1.1. Specialty Summary. Provide medical materiel and services support to using activities with an economical investment in inventory. Maintain all assigned Contingency Medical Materiel (CMM) programs. Establish an effective medical equipment management program. Act as the medical treatment facility (MTF) single contracting support focal point for medical and nonmedical goods and services to include professional services. Advise customers, commanders, and administrators on all logistics matters that affect MTF operations.

1.2. Duties and Responsibilities:

1.2.1. Performs acquisition and inventory management tasks. The Air Force Medical Service's (AFMS) acquisition and inventory management program provides guidance and information on the Air Force Working Capital Fund/Medical Dental Division operations. Acquisition and inventory management tasks include: establish inventory control policies, perform special inventory control actions (e.g. calculate levels, reorder points, etc.), supply the MTFs medical materiel requirements, create and maintain customer service, seek opportunities to provide forward customer support, report shipment discrepancies, determine credit for customer turn-ins, inventory medical operating supplies IAW 41-209, *Medical Logistics Support*, review requirements list and process orders, perform follow-up actions on aged due-ins, and maintain and reconcile government purchase card.

1.2.2. Performs storage and distribution tasks. The AFMS's storage and distribution program provides policy and procedural guidance for managing storage areas and distributing stock. Storage and distribution tasks include: ensure controlled items are stored IAW AFI 41-209, determine the need of an alarm system based upon the value of materiel currently stored in the medical warehouse and the availability of emergency power, check refrigerator and freezer alarm systems (if installed) no less than every 90 days, ensure temperature logs are maintained if an alarm system is not installed, make arrangements with security police to periodically check exterior doors and windows of the medical supply facilities during non-duty hours, and ensure unauthorized personnel are restricted from storage areas.

1.2.3. Performs medical equipment management tasks. The AFMS's equipment management program provides a system for in-use equipment control and reporting based on a single organizational Medical Equipment Management Office (MEMO) at each medical stock record account (including deployed activities). MEMO tasks include: management of the MTFs medical equipment, maintain in-use equipment records, to include all detached facilities supported by the host MTF, order equipment and ensure appropriate technical recommendations required are incorporated into the equipment purchase, train account custodians on equipment management procedures and assist in the preparation of equipment requests, ensure MEMO inventories are performed as required, IAW AFI 41-209, and validate equipment due-outs/due-ins no less than every 180 days from the establishment of the due-out.

1.2.4. Performs controlled medical item management tasks. The AFMS's controlled medical items management program provides policy and guidance for controlling and safeguarding controlled medical items, which, because of their susceptibility to misuse and theft, require special accounting, storage, shipment and issue precautions. Controlled medical item management tasks include: record maintenance for all accountable transactions affecting record balances, perform inventories of controlled items as required, IAW AFI 41-209, witness the packaging of all code R items and verify the contents by signing the shipping document, and ensure unauthorized personnel do not enter the secure storage area.

1.2.5. Performs medical contingency materiel management tasks. The AFMS's medical contingency materiel management program provides policies and procedural guidance to manage medical WRM, MC-CBRN and the medical allowance standard process. Contingency materiel management tasks include: ensure all assets in medical WRM allowance standards are accounted for and managed, establish levels for specific WRM assets on approved allowance standards for WRM assemblages, calculate and document basis of issue for mass casualty first aid bed expansion and force health protection programs, manage and exercise deferred procurement programs, ensure all assigned WRM assemblages are inventoried IAW AFI 41-209, develop a WRM acquisition plan in advance of funding allocation, ensure all assigned WRM assemblages are stored IAW AFI 41-209, develop activation checklists for logistics activities, brief medical readiness committee on materiel status of all assigned contingency projects, conduct self-inspections, maintain shelf life extension program, maintain support agreements, and maintain WRM continuity files.

2. Skill/Career Progression. Timely training and 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 individuals receive viable training at appropriate points in their careers. Supervisors may use this area as a guide for general counseling sessions. The following narrative and Figures 5.1 and 5.3 identify career/skill progression.

2.1. Apprentice (3) Level. Initial skills training in the medical materiel specialty consists of tasks and knowledge training provided in the 3-skill level in-resident course (L5ABJ4A131-00AA). All students in this specialty will complete the Medical Materiel Apprentice course in-residence at Ft Sam Houston, TX and upon successful completion of the course students will be awarded the 3-skill level. The primary focus of the course is to provide the trainee a basic foundation of medical materiel practices, procedures and logistics based medical readiness. After completion of this course, and upon arrival at his or her first duty assignment, the apprentice will enter upgrade training through enrollment in the 4A151 Career Development Course (CDC) through AFCDA. Apprentices should devote their time to learning and subsequently performing assigned duties in the specialty. Trainees can expect to be assigned to entry level materiel processes such as receiving, storage, distribution, forward customer support, document control, research, and inventory control. Trainees may be assigned to other sections of medical materiel not listed previously depending upon the need and size of the workcenter. Knowledge of these processes provides the basis for providing further growth in the medical materiel specialty. Although extenuating circumstances may prohibit it, trainees should be proactive and request training in areas of self-identified weaknesses.

2.2. Journeyman (5-skill level). Journeymen are expected to build upon the skills learned as an apprentice by learning and performing, completion of the 4A151 CDC, and certification of core tasks identified in the STS. The CDC is a self-study correspondence course designed to provide airmen with the fundamental knowledge of the AFS. Five-skill level upgrade training includes additional OJT for the associated skill level. Within the medical materiel specialty, journeymen will move into more complex materiel processes such as customer service, systems administration, requisitioning, developing requirements, contingency medical materiel, equipment management, and etc. Once upgraded, journeymen enter into continuation training to broaden their experience base. Journeymen will attend Airman Leadership School (ALS) when they meet the eligibility requirements outlined in Air Force Education and Training Course Announcements (ETCA) and AFI 36-2301, *Developmental Education*. ALS is accredited by the Community College of the Air Force (CCAF), which awards all graduates 10 semester hours of college credit. After ALS, journeymen may be selected to perform duties as trainers and supervisors and be considered for appointment as unit AFS trainers. To enhance their skills, journeymen are encouraged to continue their education toward a CCAF degree. CDCs and other study references listed in the *Enlisted Promotion Reference and Requirements Catalog* are used to assist airmen in their preparation for promotion testing.

2.3. Craftsman (7-skill level). Airmen must be Staff Sergeant (SSgt) selectees or above to enter craftsman upgrade training and must successfully complete the 4A171 Medical Materiel Craftsman CDC before upgrade to the 7-skill level. Seven-skill level upgrade training will include certification in core tasks identified in the STS. Once

upgraded, a craftsman can expect to fill various supervisory and management positions such as NCOIC, supervisor, program manager, and task trainer.

2.3.1. Craftsman will complete the Noncommissioned Officer Academy (NCOA) when they meet the eligibility requirements outlined in ETCA and AFI 36-2301. The NCOA is accredited by the CCAF, which awards all graduates 12 semester hours of college credit. As airmen progress through the ranks to Master Sergeant (MSgt) they should take every opportunity to complete each level of professional military education (PME) at the earliest date possible. Senior Noncommissioned Officer Academy (SNCOA) is accredited by the CCAF, which awards all graduates 9 semester hours of college undergraduate credit. Eligible Technical Sergeants (TSgt) should enroll in the applicable PME to enhance their ability to manage personnel assigned under them. Continued academic education through CCAF and higher degree programs is strongly encouraged, especially by enrolling in courses on management of resources and personnel.

2.3.2. Membership, certification or registration with a professional medical materiel organization is desirable. All medical materiel personnel are eligible to apply for certifications outlined in the Air Force COOL. For those with Veteran's benefits, eligible members can obtain reimbursement.

2.3.3. The Medical Materiel Supervisor Course, as outlined in the Course Training Standard in Part II, Section A of this CFETP, is designed to provide a foundation for advanced medical materiel business practices and theories. The Medical Materiel Supervisor course is a 16-day course designed to prepare non-commissioned officers (NCOs) for the increased level of responsibility as the non-commissioned officer in charge (NCOIC) or Superintendent of a Medical Logistics account. Topics covered include acquisition and inventory management, inventory quality management, medical equipment management, services contract management, management reports, financial management, training, and manpower. Emphasis is placed on utilizing the Defense Medical Logistics Standard Support (DMLSS) computer system as a management tool. Attendees must possess a 7-skill level or waiver by the AFCFM. Multiple course attendances are authorized after any major course revisions.

2.4. **Superintendent (9) Level.** Before attaining the 9-skill level, individuals must hold the rank of Senior Master Sergeant (SMSgt), meet mandatory requirements listed in the AFECD, be recommended by their supervisor, and approved by the commander for the award of the 9-skill level. A superintendent can expect to fill positions such as flight chief, superintendent, FM, and various staff positions. Additional training in the areas of resources, leadership skills, and management should be pursued through continuing education. Completion of higher degree programs is strongly encouraged. Membership and certification with a professional medical materiel organization is highly desirable.

2.5. **Chief Enlisted Manager (CEM) 4A100.** CEM code is awarded upon promotion to Chief Master Sergeant (CMSgt). CEMs routinely perform duties as the MFM for the career field, at various command levels, group or squadron superintendent, and flight chief. Additional training in the areas of resources, leadership skills and management should continue. Completion of higher degree programs is strongly encouraged. Membership and certification with a professional medical materiel organization is desirable and strongly encouraged.

3. Training Decisions. This CFETP uses a building block approach to encompass the entire spectrum of training requirements for the medical materiel specialty. This spectrum includes a strategy for when, where, and how to meet these training requirements. This strategy is used to develop affordable training, eliminate duplication and prevent a fragmented approach to training. The training strategy and plan outlined in this CFETP was formed during the 4A1X1 Specialty Training Requirements Team (STRT) / Utilization and Training Workshop (U&TW) at Ft Sam Houston, TX, 24 - 28 October 2016 from information identified in Occupational Analysis (OA) and training requirements analysis conducted by the Occupational Analysis Division and 4A1X1 subject matter expert input. Changes to the CFETP were captured in the STRT minutes and reside with the AFCFM.

4. Community College of the Air Force (CCAF). CCAF is one of several federally chartered degree-granting institutions; however, it is the only 2-year institution exclusively serving military enlisted personnel. The college is regionally accredited through Air University by the Commission on Colleges of the Southern Association of Colleges

and Schools (SACS) to award AAS degrees designed for specific Air Force occupational specialties and is the largest multi-campus community college in the world. Upon completion of basic military training and assignment to an AF career field, all enlisted personnel are registered in a CCAF degree program and are afforded the opportunity to obtain an Associate in Applied Science degree. In order to be awarded, degree requirements must be successfully completed before the student separates from the Air Force, retires, or is commissioned as an officer. See the CCAF website for details regarding the AAS degree programs at <http://www.airuniversity.af.mil/Barnes/>.

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

	<u>Semester Hours</u>
Technical Education.....	24
Leadership, Management, and Military Studies.....	6
Physical Education.....	4
General Education.....	15*
Program Elective.....	15*
Total:	64

**Note: The Paralegal degree requires 18 semester hours (SH) of general education (addition of a 3 SH general education elective) and 12 SH of program elective.*

Attaining the journeyman (5) level is waived for students in occupational specialties that do not have journeyman levels (3N2X1, 3S1X1, 3S3X1, 7S0X1).

4.1.1. **Technical Education** (24 Semester Hours): Completion of the career field apprentice course satisfies some semester hours of the technical education requirements. A minimum of 24 semester hours of Technical Core subjects/courses must be applied and the remaining semester hours applied from Technical Core/Technical Elective courses. Some academic degree programs have specific technical education requirements. Refer to the CCAF General Catalog for specific degree requirements for your specialty.

4.1.2. **Leadership, Management, and Military Studies** (6 Semester Hours): Enlisted Professional Military Education (EPME) and/or civilian management courses.

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

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

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

4.1.6. **Residency Requirement** (16 Semester Hours): Satisfied by credit earned for coursework completed in an affiliated school or through internship credit awarded for progression in an Air Force occupation specialty. Enlisted members attending Army, Navy, and/or DOD initial or advanced training do not receive resident credit since these schools are not part of the CCAF system. However, the college awards proficiency credit to AF enlisted members completing these courses. Note: Physical education credit awarded for basic military training is not resident credit.

4.2. **Professional Certifications.** Certifications assist the professional development of our Airmen by broadening

their knowledge and skills. Additionally, specific certifications may be awarded collegiate credit by CCAF and civilian colleges, saving time and Air Force tuition assistance funds. It also helps airmen to be better prepared for transition to civilian life. To learn more about professional certifications and certification programs offered by CCAF, visit <http://www.au.af.mil/au/barnes/ccaf/certifications.asp>. In addition to its associate degree program, CCAF offers the following certification programs and resources:

4.2.1. CCAF Instructor Certification (CIC) Program. CCAF offers the three-tiered CIC Program for qualified instructors teaching at CCAF affiliated schools who have demonstrated a high level of professional accomplishment. The CIC is a professional credential 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.

4.2.2. CCAF Instructional Systems Development (ISD) Certification Program. CCAF offers the ISD Certification Program for qualified curriculum developers and managers who are formally assigned at CCAF affiliated schools to develop and manage CCAF collegiate courses. The ISD Certification is a professional credential that recognizes the curriculum developer's or manager's extensive training, education, qualifications and experience required to develop and manage CCAF courses. The certification also recognizes the individual's ISD qualifications and experience in planning, developing, implementing and managing instructional systems.

4.2.3. CCAF Professional Manager Certification (PMC). CCAF offers the PMC Program for qualified Air Force NCO's. The PMC is a professional credential awarded by CCAF that formally recognizes an individual's advanced level of education and experience in leadership and management, as well as professional accomplishments. The program provides a structured professional development track that supplements Enlisted Professional Military Education (EPME) and Career Field Education and Training Plan (CFETP).

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

- Get background information about civilian licensure and certification in general and specific information on individual credentials including eligibility requirements and resources to prepare for an exam.
- Identify licenses and certifications relevant to an AFSC.
- Learn how to fill gaps between Air Force training and experience and civilian credentialing requirements.
- Get information on funding opportunities to pay for credentialing exams and associated fees.
- Learn about resources available to Airmen that can help them gain civilian job credentials.

To learn more about AF COOL and funding processes, visit <https://afvec.langley.af.mil/afvec/Public/COOL/Default.aspx>

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

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

**LOGISTICS
(1AMY)**

Occupational Specialty 2F0X1, 2G0X1, 2S0X1, 4A1X1

Degree Requirements The Journeyman 5 skill-level must be held at the time of program completion.

Technical Education (24 semester hours)

A minimum of 12 semester hours of technical core subjects or courses must be applied and the remaining semester hours applied from technical core or technical elective subjects or courses. Requests to substitute comparable courses or to exceed specified semester hour values in any subject or course must be approved in advance.

Technical Core *Maximum Semester Hours*

CCAF Specialty Internship	18
Contract Management.....	3
Cryogenic Operations	10
Distribution Management	12
Fuels Distribution	15
Inventory Management.....	12
Logistics Automated Systems.....	9
Logistics Management.....	14
Materiel Handling/Plant Layout	3
Materiel Management.....	12
Principles of Accounting	6
Principles of Microeconomics/Macroeconomics	6
Principles of Purchasing	3
Production/Operations Management	3
Warehouse Storage & Operations.....	8

Technical Electives *Maximum Semester Hours*

Business Ethics	3
Business Law	3
Business Mathematics/Statistics	3
Certified Logistics Technician.....	3
Computer Science	6
Environmental Protection Procedures.....	3
General Chemistry	4
Hazardous Materials	3
Industrial Safety.....	3
Introduction to Business	3
Introduction to Petroleum Industry.....	3
Introduction to Transportation	3
Labor Relations.....	3
Leadership & Management.....	3
Managerial Communications.....	3
Medical Readiness	3
Principles of Marketing	6
Quality Assurance.....	3
Technical Writing.....	3

Leadership, Management & Military Studies

(6 semester hours) Professional military education, civilian management courses accepted in transfer and/or by testing credit. See page 21.

Physical Education (4 semester hours)

General Education (15 semester hours) Applicable courses must meet the criteria for application of courses to the general education requirement and agree with the definitions of applicable courses starting on page 21.

Subjects/Courses *Semester Hours*

Communications	6
Written Communication	6
English composition (not duplicative)	
<i>or</i>	
Oral Communication.....	3
Speech	
<i>and</i>	
Written Communication.....	3
English composition	
Mathematics.....	3
Social Science	3
Humanities	3

Program Elective (15 semester hours) Courses

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

Figure 4.1. 4A1X1 Degree Requirements

5. Career Field Path. The following career pyramid (Figure 5.1.) pictorially reflects the recommended job and skill progression pattern. The training and functions are aligned with rank and experience levels normally expected of someone in that period of his or her career. For instance, special duty assignments are normally not part of an individual's career until they reach the grade of SSgt. We realize there will be exceptions, but you should use this as a guide to help determine training expectations and career planning. We strongly recommend unit functional managers, superintendents, and supervisors rotate 3- and 5-skill level personnel through all major career tracks (displayed on the pyramid) to better prepare them for supervisory and management responsibilities of the 7- and 9-skill levels. Career pyramids are developed through myVector.

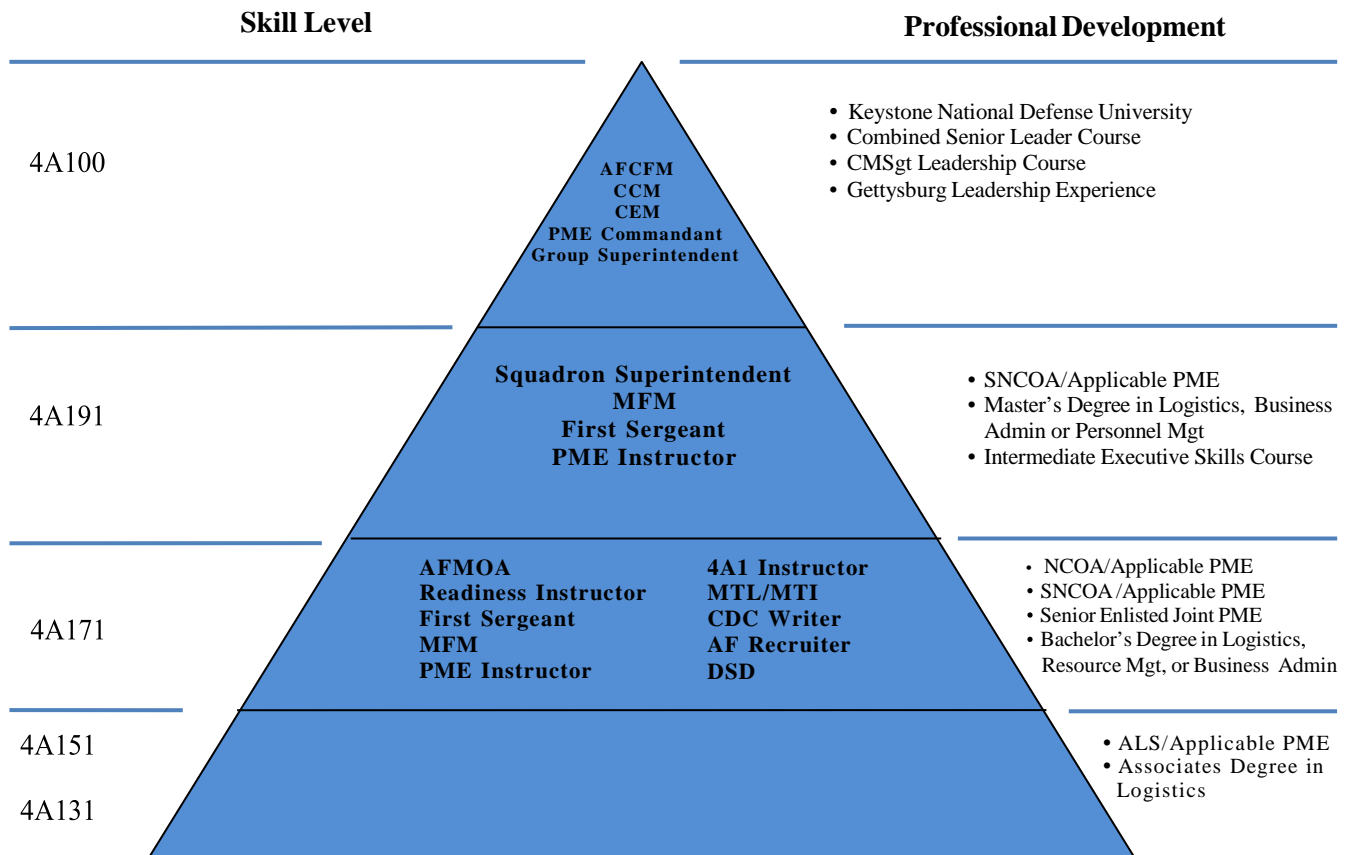


Figure 5.1. Career Field Path

5.1 Enlisted Career Path (Figure 5.2.). The grade requirements for earliest sew-on times and high year tenure (HYT) are reflections of established policy. Figure 5.2. provide examples of specific special duty assignments and college education levels encouraged at each rank. Individuals should use this information to guide them through their career progression.

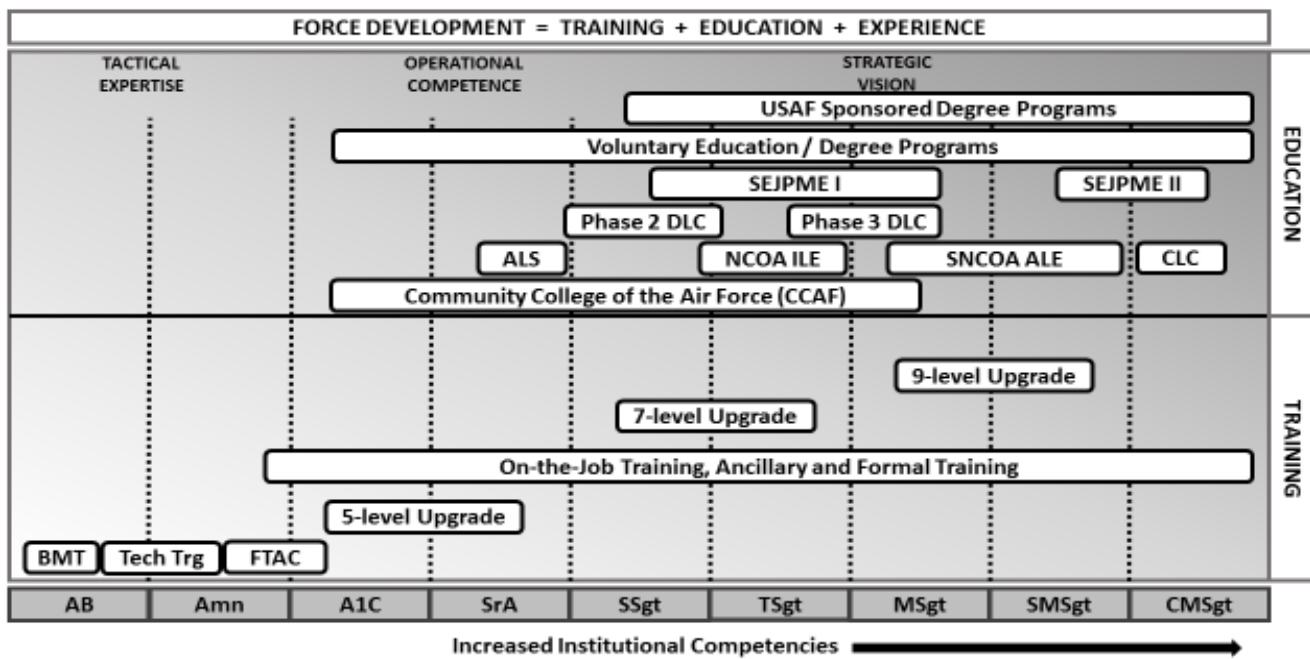
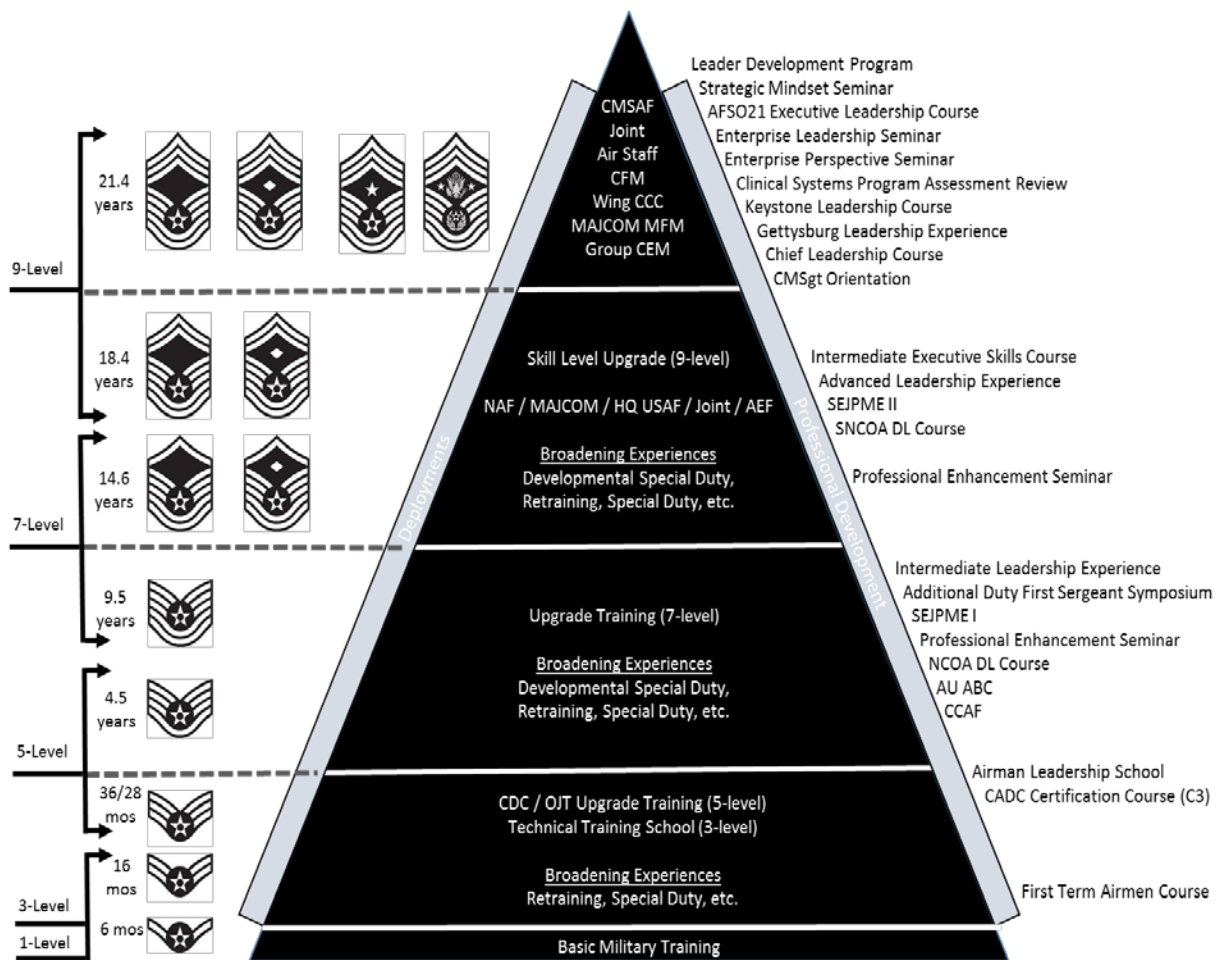


Figure 5.2. Enlisted Career Path



UNITED STATES AIR FORCE ENLISTED FORCE DEVELOPMENT

...produce innovative Airmen prepared to accomplish the Air Force mission & lead in a rapidly evolving global environment while attempting to meet both personal & professional needs. (AFPD 36 - 26)

Senior Noncommissioned Officer

Leads an AF unit & coordinates across base and higher headquarters. Must internalize values of profession. Needs advanced analytical, problem solving, interpersonal, leadership, management & communication skills. (AFI 36-2618)

Noncommissioned Officer

Leads a duty section. Must promote values of profession. Must identify, analyze & correct problems. Needs intermediate interpersonal, leadership & communication skills. (AFI 36-2618)

Junior Enlisted Airman

Leads small groups. Must support values of profession. Must identify & correct problems. Needs basic interpersonal, leadership & communication skills. (AFI 36-2618)

Force Development Terms

Continuum of Learning: Career-long process of individual development which connects education & training opportunities to assignment & deployment experiences. (AFPD 36-26)

Institutional Competencies: Leadership, management & warrior ethos qualities required by all Airmen; a common language and set of priorities. (AFPD 36-26)

Occupational Competencies: Technical/functional skills, knowledge, abilities, behaviors & other characteristics needed for successful mission execution. (AFPD 36-26)



Force Development Goals

<p>Meet Joint and COCOM Needs</p>	<p>Produce Capabilities to Accomplish Mission</p>	<p>Deliberately Develop Airmen</p>	<p>Maximize Return on Investment</p>	<p>Forecast Force Development Requirements</p>	<p>Provide Tools to Navigate Career</p>	<p>Ensure Members Understand Their Value</p>
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Reference: (AFPD 36-26)

Figure 5.3. Enlisted Force Development

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, terms, and establishes the mandatory requirements for entry, award and retention of each skill level. The specific task and knowledge training requirements are identified in the STS at Part II, Sections A and B of this CFETP.

2. Specialty Qualification

2.1. Apprentice Level Training (3-skill level).

2.1.1. Specialty Qualifications: Per AFECDD, for entry into this specialty and award and retention of specialty code, qualification to operate government vehicles is mandatory according to AFI 24-301, *Vehicle Operations*. A general aptitude score of 44 from the Armed Services Vocational Aptitude Battery and the ability to lift 50 pounds is required.

2.1.2. Knowledge. Knowledge of Air Force property and financial accounting based on automated data processing systems, logistics and related publications, medical materiel procedures, identity and general characteristics of medical materiel, readiness mission, and organization of medical materiel accounts is mandatory.

2.1.3. Education. Completion of high school courses in management, basic electronic data processing, bookkeeping, accounting, and business administration are also desirable. Completion of Expeditionary (Basic) Medical Readiness Course is required.

2.1.4. Training. IAW AFI 36-2201, members must complete resident initial skills training course, such as the Medical Materiel Apprentice course, for award of the 3-skill level. Retraining into the 4A1X1 AFSC may be accomplished via OJT alone only when specified in the applicants retraining instructions and as approved by the Medical Materiel AFCFM. Personnel retraining via OJT may be awarded 3-skill level when the following are met: complete knowledge training on all tasks taught in the initial skills course, complete duty position requirements identified by the supervisor and all other mandatory requirements.

2.1.5. Experience. No other experience is required for the 3-skill level.

2.1.6. Training Sources and Resources. Apprentice level training course (L5ABJ4A131 00AA) is available through the 382 TRS, Ft Sam Houston, TX.

2.1.7. Implementation. Member is awarded the 3-skill level upon successful completion of course.

2.2. Journeyman Level Training (5-skill level).

2.2.1. Knowledge. Knowledge of Air Force property accounting based on automated data processing systems, Air Force Instructions, medical materiel procedures, general characteristics of all medical materiel sections, war readiness mission, equipment management, and organization of medical units is mandatory. Knowledge of business accounting, typing, computer terminals, materiel distribution and management, web-based navigation and data automation is desirable.

2.2.2. Training. IAW AFI 36-2201, individuals must complete mandatory 4A151 CDCs, all core tasks identified in the STS portion of Part II of this CFETP and other duty position tasks identified by the supervisor.

Award of the 5-skill level also requires completion of a minimum of 12 months in upgrade training, all mandatory requirements listed in AFECDC, specialty descriptions, CFETP, and the recommendation of their supervisors. Individuals in retraining status are subject to the same training requirements and must complete a minimum of 9 months in UGT.

2.2.3. **Experience.** Qualification in and possession of the 3-skill level in the 4A1 specialty is mandatory.

2.2.4. **Training Sources and Resources.** The CDC for this skill-level is developed by the 382 TRS, Ft Sam Houston, TX, and is available through your unit training manager.

2.2.5. **Implementation.** The member's commander awards the 5-skill level upon successful completion of 5- skill level requirements outlined in 2.2.

2.3. Craftsman Level Training (7-skill level).

2.3.1. **Knowledge.** Knowledge of Air Force property and financial accounting based on automated data processing, logistics and related publications, medical materiel procedures, identity and general characteristics of medical materiel, and organization of medical materiel accounts is mandatory. Knowledge of business accounting, word processing, graphics, database management, spreadsheets, writing, and preparing and presenting training briefs is desirable.

2.3.2. **Education.** A CCAF associate's degree in logistics is desirable, but applicable level of PME is required.

2.3.3. **Training.** For the award of the 7-skill level, an individual must be at least a staff sergeant, complete mandatory CDCs, demonstrate proficiency on the core tasks identified in the CFETP and other duty position tasks identified by the supervisor, meet mandatory requirements listed in the specialty description in AFECDC, complete a minimum 12 months in training, and be recommended by the supervisor. Individuals in retraining status are subject to the same requirements and must complete a minimum 6 months in UGT AFI 36-2201.

2.3.4. **Experience.** Qualification and possession of the 5-skill level in the specialty is mandatory. Must have minimum rank of SSgt and have completed 12 months OJT.

2.3.5. **Training Sources and Resources.** The CDC for this skill-level is developed by the 382 TRS, Ft Sam Houston, TX, and is available through your unit training manager.

2.3.6. **Implementation.** The member's commander awards the 7-skill level upon successful completion of the 7- level skill requirements outlined in 2.3.

2.4. Superintendent Level Training (9-skill level).

2.4.1. **Knowledge.** Knowledge in medical materiel theory and techniques, property and financial accounting based on automated data processing, logistics and related publications.

2.4.2. **Education.** Completion of the SNCOA. Completion of a Master's degree in a related discipline is highly desirable.

2.4.3. **Training.** IAW AFI 36-2201, member must hold the rank of SMSgt.

2.4.4. **Experience.** Qualification in and possession of the 7-skill level in the specialty is mandatory.

2.4.5. **Training Sources and Resources.** Qualified trainers using appropriate local and other training materials provide qualification training.

2.4.6. **Implementation.** Entry into training begins when an individual has attained the 7-skill level, and is a SMSgt or SMSgt select. Commanders award individuals the 9-skill level upon completion of all training and experience requirements and after promotion to SMSgt.

Section D - Resource Constraints.

1. Purpose. This section identifies known resource constraints that preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, office of primary responsibility, and target completion dates. At a minimum, perform an annual review of resource constraints affecting training and amend this section if needed. At this time there are no training constraints.



**DEPARTMENT OF THE AIR FORCE
AIR FORCE MEDICAL OPERATIONS AGENCY
SAN ANTONIO TEXAS**

10 July 2017

MEMORANDUM FOR HQ AFMOA/SGAL

FROM: 911 MDG

SUBJECT: Report of Qualification Training Constraint

1. The mandatory specialty training standard (STS) requirements that cannot be completed is:
 - a. Training standard number and date: STS 4A1X1, Aug 17
 - b. STS paragraph number affected: 7.1.1.
2. Due to DVD equipment limitations, we are not able to complete the required task. For this reason A1C Scooby D. Doo will not be able to complete 5-skill level upgrade training in formatting DVDs.
3. Waiver to the mandatory core task training is required by the CFETP.
4. A1C Scooby D. Doo will acquire training in formatting DVDs as soon as local training resources are available.
5. Please approve this waiver for core task training required on STS paragraph 7.1.1. If you have questions, please contact me at DSN 555-5555.

DEPUTY A. DOG, MSgt, USAF
Task Certifier, AFSC 4A1X1

cc: Lt Col McCann

1st Ind, ACSC/DEO 5 Apr 017

Figure 2.1. Memorandum for Reporting Qualification Training Constraint

Section E. Transitional Training Guide. This section not used.

Part II

Section A - Specialty Training Standard (STS)

1. Implementation. This STS will be used for technical training for classes beginning after 10 Sept 2018 and graduating thereafter until the STS is revised. Training documentation will be accomplished in AFTR. AETC will begin implementation of this STS technical training with the formal class entering and graduating for course L5ABJ4A131 00AA.

2. Structure:

2.1. Column 1 (Task, Knowledge, and Technical Reference) shows the most common tasks, knowledge requirements, and technical references (TR) necessary for 4A1 Airmen to perform duties in the 3-, 5-, and 7-skill levels.

2.2. Column 2 shows the core tasks (for both 5 and 7- levels) identified by the numbers “5” and/or “7.”

2.3. Column 3 shows certification for OJT document training start and completion dates and initials.

2.3.1. Column 3A indicates the training start date.

2.3.2. Column 3B indicates the training completion date.

2.3.3. Column 3C is reserved for the trainee’s initials.

2.3.4. Column 3D is reserved for the trainer’s initials.

2.3.5. Column 3E is reserved for the certifier’s initials. Note: There are currently no 4A tasks that require third-party certification.

2.4. Column 4 Proficiency code used to indicate training/information provided.

2.4.1. Column 4A shows the Medical Materiel Apprentice Course training requirements.

2.4.2. Column 4B shows 4A151 CDC training requirements.

2.4.3 Column 4C shows 4A171 CDC training requirements.

3. Recommendations: Identify inadequacies and recommended changes to this training standard through channels to 59 TRG/TTS, 2931 Harney Fort Sam Houston, TX 78234. For convenience, the Customer Services Information Line (CSIL), DSN 420-1080 (commercial 210-808-1080), has been installed to promptly report your findings. Be sure to reference specific STS paragraphs when forwarding report.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

MARK A. EDIGAR
Lieutenant General, USAF, MC, CFS
Surgeon General

Attachment
STS: Medical Materiel (4A1X1)

Section A – Medical Materiel (4A1X1) STS

This Block Is For Identification Purposes Only		
Name Of Trainee		
Printed Name (<i>Last, First, Middle Initial</i>)	Initials (Written)	SSAN
Printed Name Of Certifying Official And Written Initials		
<i>N/I</i>	<i>N/I</i>	
<i>N/I</i>	<i>N/I</i>	
<i>N/I</i>	<i>N/I</i>	
<i>N/I</i>	<i>N/I</i>	
<i>N/I</i>	<i>N/I</i>	
<i>N/I</i>	<i>N/I</i>	
<i>N/I</i>	<i>N/I</i>	
<i>N/I</i>	<i>N/I</i>	
<i>N/I</i>	<i>N/I</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		
* All tasks and knowledge items shown with a proficiency code are trained during war time.		
** 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 1: An "*" designates task and knowledge items trained during the resident apprentice level wartime course.

NOTE 2: Training References (TRs) listed in Column 1 and in the bibliography are approved for use in formal course and MTP development.

NOTE 3: Tasks designated with a "5" or a "7" in Column 2 are core tasks for 5- or 7-level UGT respectively. If a core task is required for both skill levels, then "5/7" is posted.

NOTE 4: The AFCFM has determined that tasks will not require a third party task certifier; therefore, column E does not need a Certifier's Initials for task completion.

NOTE 5: Columns 4 (A1, A2) specify the level of training provided by the 3 skill level resident Phase I and Phase II courses. During OJT, tasks are trained and evaluated to the "Go" level.

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.	

Note 1	1. Tasks, Knowledge And Technical References (Note 2)	2. Core Tasks (Note 3)	3. Certification For OJT (Note 4)					4. Proficiency Codes Used To Indicate Training/Information Provided (Note 5)		
			A	B	C	D	E	A	B	C
			Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level	5 Skill Level	7 Skill Level
1. MISSION AND ORGANIZATION										
TR: AFDD 1-1; AFI 38-101; AFI 41-209; AFI 36-2201; AFI 36-2301; AFI 36-2618; AFHANDBOOK 1										
1.1. Air Force Structure							A	-	-	
1.2. Career Progression							A	-	-	
2. SECURITY										
TR: AFI 10-701; AFPD 33-2; AFI 41-209; AFI 31-501; AFI 31-601; AFMAN 33-152; AFI 33-200; DoDM 5200.1-R ; AFI 10-245										
2.1. Security Vulnerabilities							A	-	-	
2.2. Classified Material							-	B	-	
3. FLIGHT MANAGEMENT										
TR: AFI 33-360; Air Force Records Information Management System (AFRIMS); AFI 41-209; AFMAN 41-216; Medical Logistics Guide (MLG); AFI 90-201; Air Force Medical Logistics (AFML) Website; AFI 38-201; Management Internal Control Toolset (MICT)										
3.1. File Plan Preparation and Maintenance							-	A	B	
3.2. Develop Continuity of Operations (COOP)	7						-	-	b	
3.3. Customer Service Program										
3.3.1. Roles and Responsibilities							A	B	B	
3.3.2. Customer Training										
3.3.2.1. Perform Initial Custodial Training							-	a	b	
3.3.2.2. Perform Annual Custodial Training							-	a	b	
3.3.2.3. Perform Newcomers Orientation							-	a	b	
3.4. Perform Self Inspection Checklist							-	a	b	
3.5. Air Force Medical Logistics Website Key Performance Indicators (KPI)							-	A	B	
3.6. DMLSS Dashboards										
3.6.1. Review Dashboards	5						-	b	-	
3.6.2. Manage Dashboards	7						-	a	b	
3.7. Manpower Requirements and Standards							-	-	B	

Note 1	1. Tasks, Knowledge And Technical References (Note 2)	2. Core Tasks (Note 3)	3. Certification For OJT (Note 4)					4. Proficiency Codes Used To Indicate Training/Information Provided (Note 5)		
			A	B	C	D	E	A	B	C
			Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level	5 Skill Level	7 Skill Level
4. SUPERVISION AND TRAINING										
TR: AFI 36-2201; AFMAN 36-2643; AFI 36-401; AFHANDBOOK1; Air Force Training Record (AFTR)										
4.1. Evaluate Personnel to Determine Need for Training	7						-	-	-	
4.2. Plan and Supervise OJT							-	-	-	
4.3. Prepare Job Qualification Standards (JQS)	7						-	-	-	
4.4. Design Work Center Specific Training	7						-	-	-	
4.5. Conduct Work Center Specific Training	7						-	-	-	
4.6. Counsel Trainees on their Progress	7						-	-	-	
4.7. Monitor Qualification and Competency Effectiveness	7						-	-	-	
4.8. Maintain Training Records	7						-	-	-	
4.9. Evaluate Effectiveness of Training Programs	7						-	-	-	
4.10. Recommend Personnel for Training	7						-	-	-	
5. SUPPLY DISCIPLINE AND ACCOUNTABILITY										
TR: AFI 23-111; AFD 23-1; AFI 41-209 ; AFMAN 41-216; AFMAN 23-220; Medical Logistics Guide (MLG); AFI 23-101; DoDI 5000.64; JP 4-02; AFTTP 3-42.8										
5.1. Principles of Supply Discipline							A	B	-	
5.2. Supply Chain Cycle							A	B	B	
5.3. Roles and Responsibilities of the Accountable Officer							-	A	B	
6. MEDICAL MATERIEL REFERENCES										
TR: AFI 41-209; AFMAN 41-216; Air Force Medical Logistics (AFML) Website; DoDI 5101.15; DoDI 6430.02										
6.1. Research Policies and Procedures	5						1a	-	-	
6.2. AFML website							A	B	B	
6.3. Research Catalog Data							1a	-	-	
6.4. Support Agencies							-	A	-	

Note 1	1. Tasks, Knowledge And Technical References (Note 2)	2. Core Tasks (Note 3)	3. Certification For OJT (Note 4)					4. Proficiency Codes Used To Indicate Training/Information Provided (Note 5)		
			A	B	C	D	E	A	B	C
			Tag Start	Tag Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level	5 Skill Level	7 Skill Level
7. STORAGE AND DISTRIBUTION MANAGEMENT										
TR: AFI 41-209; AFMAN 41-216; T.O. 00-35A-39; AFI 32-7086; DTR 4500.9-R-Part II; AFJMAN 23-209; AFJMAN 23-215; Management Internal Control Toolset (MICT) Checklist; air Force Records Disposition Schedule (AFRDS); 21 CFR, Section 1301-1304.04										
7.1. Store Materiel	5						1a	b	-	
7.2. Resource Protection							A	B	-	
7.3. Materiel Serviceability							1a	b	-	
7.4. Receiving Procedures										
7.4.1. Verify Shipments	5						1a	b	-	
7.4.2. Annotate Documents	5						1a	b	-	
7.4.3. Process Receipt Actions	5						2b	b	-	
7.4.4. Research shipment discrepancies	5						-	-	-	
7.4.5. Initiate Corrective Actions for Discrepancies	7						-	b	-	
7.5. Issue Procedures										
7.5.1. Pick Stock	5						1a	c	-	
7.5.2. Confirm Pick List	5						1a	c	-	
7.5.3. Deliver Stock	5						1a	-	-	
7.5.4. Resolve Discrepancies	7						-	b	c	
7.6. Packing, Marking, and Shipping Materiel							-	-	-	
7.7. Controlled Medical Items										
7.7.1. Identify	5						1a	b	c	
7.7.2. Receive	5						-	b	c	
7.7.3. Initiate Corrective Actions for Discrepancies	5						-	b	c	
7.7.4. Issue	5						-	b	c	
7.7.5. Store and Safeguard	5						-	b	c	
7.7.6. Inventory	5						-	b	c	
7.7.7. Research Discrepancies	5						-	b	c	

Note 1	1. Tasks, Knowledge And Technical References (Note 2)	2. Core Tasks (Note 3)	3. Certification For OJT (Note 4)					4. Proficiency Codes Used To Indicate Training/Information Provided (Note 5)		
			A Tag Start	B Tag Complete	C Trainee Initials	D Trainer Initials	E Certifier Initials	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
	7.7.8. Establish Audit Trail	5						-	b	c
	7.8. Drug Enforcement Administration (DEA)									
	7.8.1. Registrations Requirements							-	A	B
	7.8.2. Fill-out DEA Form 222	5						-	b	-
	7.8.3. Automation of Reports and Consolidated Orders System (ARCOS)							-	A	B
	7.8.4. Power of Attorney Responsibilities							-	A	B
	7.9. Manage Precious Metals Recovery Program							-	-	-
	7.10. Customer Returns									
	7.10.1. Verify Materiel Serviceability	5						-	b	-
	7.10.2. Determine Credit	7						-	b	-
	7.10.3. Process Returns	5						-	b	-
	7.11. Manage Excess Program							-	-	-
	7.12. Commercial Returns Program									
	7.12.1. Stratification	5						-	b	-
	7.12.2. Commercial Returns Processing	5						-	b	-
	7.12.3. Reconcile Audit Trail	5						-	b	c
	7.13. Inspect and Repack Medical Kits							-	b	-
	7.14. Cold Chain Management							-	A	B
8. INVENTORY MANAGEMENT										
TR: AFI 41-209; AFMAN 41-216; US Army Medical Materiel Agency (USAMMA) Website; AFML Website; Medical Logistics Guide (MLG)										
	8.1. DMLSS Medical Master Catalog (MMC)									
	8.1.1. Research Catalog Records	5						2b	b	c
	8.1.2. Establish local MTF Catalog Record	5						2b	b	c
	8.1.3. Sync MMC Catalog Records	7						-	b	c
	8.1.4. Perform Record Management (Catalog Changes, Discrepancy, Purge Process, Pending Actions)	7						-	b	c

Note 1	1. Tasks, Knowledge And Technical References (Note 2)	2. Core Tasks (Note 3)	Certification For OJT (Note 4)					4. Proficiency Codes Used To Indicate Training/Information Provided (Note 5)		
			A	B	C	D	E	A	B	C
			Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level	5 Skill Level	7 Skill Level
	8.2. Source of Supply (SOS) Records									
	8.2.1. Establish and Revise SOS Record	5					2b	b	-	
	8.2.2. Validate SOS Catalog	7					-	-	c	
	8.3. Source Documents									
	8.3.1. Perform Quality Control	5					1a	b	-	
	8.3.2. Perform Corrective Action						-	a	b	
	8.3.3. File Source Documents						a	b	c	
	8.4. Inventory Control									
	8.4.1. Stratify	7					-	b	c	
	8.4.2. Process Gains and Losses	7					-	b	c	
	8.4.3. Manage Operating Inventory	7					-	b	c	
	8.5. Inventory Procedures									
	8.5.1. Establish Guidelines	7					-	b	c	
	8.5.2. Perform Counts	5					-	b	-	
	8.5.3. Research Discrepancies	7					-	b	c	
	8.5.4. Process Adjustments	7					-	b	c	
	8.5.5. Finalize Inventory	7					-	b	c	
	8.6. Perform Transaction History Inquiries	5					1a	b	-	
	8.7. Customer Account Management									
	8.7.1. Maintain Customer Catalog	5					2b	b	-	
	8.7.2. Process Customer Issues and Replenishment	5					1a	b	c	
	8.7.3. Process CAIM Pending Actions	5					1a	b	-	
	8.7.4. Process CS Pending Actions	5					1a	b	-	
	8.7.5. Customer Inventory Management	5					a	b	-	
	8.8. Medical Materiel Financial Reports						-	-	B	
	8.9. DMLSS Inventory Management Functions						A	B	-	

Note 1	1. Tasks, Knowledge And Technical References (Note 2)	2. Core Tasks (Note 3)	Certification For OJT (Note 4)					4. Proficiency Codes Used To Indicate Training/Information Provided (Note 5)		
			A Tng Start	B Tng Complete	C Trainee Initials	D Trainer Initials	E Certifier Initials	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
	8.10. Process Status Edits	7						-	b	c
	8.11. Process Pending Actions	7						-	b	c
	8.12. Manage IM Reports							-	b	c
	8.13. Perform Customer Inventory	5						1a	b	-
9. SERVICE CONTRACT MANAGEMENT										
TR: AFI 41-209; AFI 63-501; AFI 64-117; AFMAN 41-216; Federal Acquisition Regulation (FAR); DFAR; Contractor Manpower Reporting Application (CMRA); Wide Area Work Flow (WAWF); Base Contracting Office (BCO) Local Procedures										
	9.1. Personal/Non-Personal Service Contracts							-	A	B
	9.2. Agency Coordination							-	A	B
	9.3. Elements of a Procurable Contracting Package							-	A	B
	9.4. Funding									
	9.4.1. Process AF Form 9							-	a	b
	9.4.2. Process Military Interdepartmental (MIPR) Request							-	A	B
	9.4.3. Wide Area Work Flow (WAWF)									
	9.4.3.1. Contract Officer Representative Tracking Tool (CORT)							-	A	B
	9.4.3.2. Electronic Document Access (EDA)							-	A	B
	9.4.3.3. Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT)							-	A	B
	9.5. Rental Agreements							-	-	-
	9.6. Contract Documentation									
	9.6.1. Roles and Responsibility							-	A	B
	9.6.2. Training Requirements							-	-	-
	9.6.3. Process Invoice Procedures							-	a	b
	9.6.4. Functional Requirements Evaluator Designee (FRED)							-	A	B

10. ACQUISITION MANAGEMENT										
TR: AFMAN 41-216; AFI 25-301; AFI 41-209; DODI 5101.15; DODI 6430.02; AFI 64-117; Medical Logistics Guide (MLG); AFI 64-102; FAR; AFML Website; DMM-Online Website										
Note 1	1. Tasks, Knowledge And Technical References (Note 2)	2. Core Tasks (Note 3)	3. Certification For OJT (Note 4)					4. Proficiency Codes Used To Indicate Training/Information Provided (Note 5)		
			A	B	C	D	E	A 3 Skill	B 5 Skill Level	C 7 Skill Level
			Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials			
10.1. Funding Methods										
10.1.1. Medical-Dental Division (MDD) of the Air Force Working Capital Fund (AFWCF)										
10.1.2. Operations and Maintenance (O&M)										
10.2. Requirements										
10.2.1. Review Requirements/Log Orders										
10.2.2. Process New Item Requests										
10.3. Purchasing										
10.3.1. Prime Vendor										
10.3.1.1. PV Contract Familiarization										
10.3.1.2. Process Credit Orders										
10.3.1.3. Process Usage/Non-Usage Items Requisitions										
10.3.2. Process Controlled Items Requisitions										
10.3.3. Process Electronic Catalog (ECAT) Requisitions										
10.3.4. Base Contracting										
10.3.4.1. Local Blanket Purchase Agreement (BPA) Requisitions										
10.3.4.2. Government-Wide Purchase Card (GPC)										
10.3.4.3. Roles and Responsibilities										
10.3.4.4. Perform DMLSS Reconciliation										
10.4. Process Strategic Sourcing Actions										
10.5. Process Follow-up Procedures										
10.6. Medical Air Bridge										
10.7. DLA Transactions Services Tools										

Note 1	1. Tasks, Knowledge And Technical References (Note 2)	2. Core Tasks (Note 3)	3. Certification For OJT (Note 4)					4. Proficiency Codes Used To Indicate Training/Information Provided (Note 5)		
			A	B	C	D	E	A	B	C
			Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill	5 Skill Level	7 Skill Level
11. EQUIPMENT MANAGEMENT										
TR: AFI 41-209; AFMAN 23-220; AFMAN 41-216; AFI 25-201; AFI 23-111; AFI 23-101; DODI 5000.64; Medical Logistics Guide (MLG); The Integrated Global Equipment Request System (TIGERS)										
11.1. Roles and Responsibilities							A	-	B	
11.2. Establish and Maintain MEMO Documentation	7						-	b	c	
11.3. Process Equipment Requests	5						a	b	-	
11.4. Process Receipt Actions							-	b	-	
11.5. Inventory										
11.5.1. Establish Inventory Guidelines	7						-	a	b	
11.5.2. Perform Inventory Procedures	5						-	b	-	
11.5.3. Perform Post-Inventory Actions	5						-	b	c	
11.5.4. Prepare Inventory Project File	5						-	b	-	
11.6. Report of Survey Requirements							-	A	B	
11.7. Equipment Funding							-	A	B	
11.8. Process Equipment Turn-In							-	b	-	
11.9. Process Transfers							-	b	-	
11.10. Process Excess							-	a	b	
11.11. Disposition Process							-	A	B	
11.12. Process Gains and Losses							-	b	-	
11.13. Process Equipment Management (EM) Inbox Items	5						a	b	-	
11.14. Cost-Per-Test Equipment							-	A	B	
11.15. End User Evaluations/Tests							-	A	B	

Note 1	1. Tasks, Knowledge And Technical References (Note 2)	2. Core Tasks (Note 3)	3. Certification For OJT (Note 4)					4. Proficiency Codes Used To Indicate Training/Information Provided (Note 5)		
			A	B	C	D	E	A	B	C
			Tag Start	Tag Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level	5 Skill Level	7 Skill Level
12. Contingency Medical Materiel Management										
TR: AFI 41-209; AFMAN 41-216; AFI 10-201; AFI 41-106; AFI 10-244; AFI 10-403; AFI 25-101; AFI 25-201; AFI 23-101; AFMAN 23-122; AFI 24-203; AFMAN 24-204; T.O 00-35A-39; AFTTP 3-42.8; JP 4-02; AFI 10-404; AFTTP 32-42.7; USAMMA Website; Integrated Data Environment (IDE)/Global Transportation Network (GTN) Convergence Website(IGC); Medical Logistics Guide (MLG)										
12.1. Roles and Responsibilities							A	B	B	
12.2. Medical Readiness Committee (MRC)							-	A	B	
12.3. Medical Contingency Response Plans (MCRP)							-	A	B	
12.4. Medical Resource Letter (MRL)							-	A	B	
12.5. Designed Operational Capabilities (DOC) Statement							-	A	B	
12.6. Mission Capability (MISCAP) Statement							-	A	B	
12.7. Materiel Availability Percentages, Limiting Factors (LIMFAC)							-	A	B	
12.8. Manage Material Availability Percentages	7						-	-	-	
12.9. Manage WRM Funding, Procurement and Replacement	7						-	b	c	
12.10. Centrally Managed Equipment							-	-	B	
12.11. Deferred Procurement Program							-	-	B	
12.12. Asset Management										
12.12.1. Manage WRM Levels and Requirements	7						-	b	c	
12.12.2. Establish and Update Data Records and Balances							1a	b	-	
12.12.3. DMLSS Assemblage Management (AM) Reports							-	A	B	
12.13. Inventory Procedures										
12.13.1. Inventory Timelines							-	B	-	
12.13.2. Perform Counts	5						a	b	-	
12.13.3. Research Discrepancies	7						-	a	b	
12.13.4. Process Adjustments	7						-	a	b	
12.13.5. Finalize Inventory	7						-	a	b	

Note 1	1. Tasks, Knowledge And Technical References (Note 2)	2. Core Tasks (Note 3)	3. Certification For OJT (Note 4)					4. Proficiency Codes Used To Indicate Training/Information Provided (Note 5)		
			A	B	C	D	E	A	B	C
			Tag Start	Tag Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level	5 Skill Level	7 Skill Level
12.13.6 Prepare Inventory Project File		7						-	a	b
12.14. Pilot Unit/Non-Pilot Unit Responsibilities								-	B	-
12.15. Dated Items										
12.15.1. Forecast Dated Item Requirements		7						-	a	b
12.15.2. Replenish Dated Items		5						a	b	-
12.15.3. Perform Dated Item Disposition Actions		5						-	b	-
12.15.4. Manage Shelf Life Extension Program (SLEP)		5						-	b	-
12.16. Special Handling Requirements										
12.16.1. Narcotics/Controlled Items								-	B	-
12.16.2. Temperature Controlled								-	B	-
12.16.3. Rolling Stock								-	-	-
12.17. Cargo Preparation and Palletizing Functions								-	A	-
12.18. Cargo Marshaling Functions								-	A	-
12.19. Hazardous Cargo Certification								-	A	-
12.20. Support Agreements and Loan Process								-	A	B
12.21. Transfer Assemblages		7						-	a	b
12.22. Force Health Protection (FHP) Assets										
12.22.1. Manage FHP Assets		5						-	a	b
12.22.2. Distribute FHP Assets		5						-	a	b
12.23. Manpower, Equipment, and Forces Packaging (MEFPAK) System								-	-	A
12.24. In-Garrison Maintenance Contract								-	A	B
12.25. Continuity Binders										
12.25.1. Shelf Life Extension Program (SLEP)								A	B	-
12.25.2. WRM Project								A	B	-
12.25.3. MC-CBRN								A	B	-
12.26. Contingency Materiel Management Systems										
12.26.1. Defense Readiness Reporting System (DRRS)								-	-	B

Note 1	1. Tasks, Knowledge And Technical References (Note 2)	2. Core Tasks (Note 3)	3. Certification For OJT (Note 4)					4. Proficiency Codes Used To Indicate Training/Information Provided (Note 5)		
			A Tng Start	B Tng Complete	C Trainee Initials	D Trainer Initials	E Certifier Initials	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
	12.26.2. Medical Readiness Decision Support System (MRDSS)							-	-	B
	12.26.3. Logistics Module (LOGMOD)							-	-	B
	12.26.4. Integrated Data Environment/Global Transportation Network Convergence (IGC) and Global Air Transportation Execution System (GATES)							-	-	B
	12.26.5. Electronic Turn-In Document System (ETIDS)							-	-	B
	12.27. Expeditionary Medical Logistics (EML) Procedures							-	A	B
	12.28. Patient Movement Items (PMI)							-	A	B
	12.29. Customer Owned Assemblages							-	A	B
	12.30. Manage Customer Owned Assemblage Funding, Procurement and Replacement	7						-	a	b
	12.31. Defense Health Program (DHP) Funded Assets							-	A	B
	12.32. Controlled Cryptographic Items (CCI)							-	A	-

Note 1	1. Tasks, Knowledge And Technical References (Note 2)	2. Core Tasks (Note 3)	3. Certification For OJT (Note 4)					4. Proficiency Codes Used To Indicate Training/Information Provided (Note 5)		
			A	B	C	D	E	A	B	C
			Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level	5 Skill Level	7 Skill Level
13. ACCOUNTABLE SYSTEM OPERATIONS										
TR: AFI 33-112; AFI 41-209; AFMAN 41-216; DoDD 8500.01E; Medical Logistics Guide (MLG)										
13.1. DMLSS Operations										
13.1.1. Systems Administration Responsibilities										
							-	A	B	
13.1.2. Perform System Backups and Maintenance										
							-	a	b	
13.1.3. User Privilege Management										
							-	A	B	
13.1.4. User Role Management										
							-	A	B	
13.1.5. DMLSS Communication Module (DCM)										
							-	A	B	
13.1.6. Resolve Communication Problems										
							-	a	b	
13.1.7. System and Database Auditing										
							-	A	B	
13.1.8. Process DMLSS Funds Management Actions										
	7						-	a	b	
13.2. Operate Hand Held Terminals (HHT)										
	5						1a	b	-	
14. VEHICLE MANAGEMENT										
TR: AFI 24-301										
14.1. Operate Materiel Handling Equipment										
							-	-	-	
14.2. Operate General Purpose Vehicles										
							-	-	-	
14.3. Operate Special Purpose Vehicles										
							-	-	-	
14.4. Manage Vehicles										
							-	-	-	
15. SAFETY PROGRAMS										
TR: AFI 41-209; AFI 41-201; AFMAN 41-216; 29 CFR, Part 1910; DoDI 6025.13; AFI 32-7086; NFPA 55; NFPA 99; AFI 91-203; Management Internal Control Toolsets (MICT)										
15.1. AFOSH Standards										
							A	B	-	
15.2. Hazardous Materiel Management										

Note 1	1. Tasks, Knowledge And Technical References (Note 2)	2. Core Tasks (Note 3)	3. Certification For OJT (Note 4)					4. Proficiency Codes Used To Indicate Training/Information Provided (Note 5)		
			A	B	C	D	E	A	B	C
			Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level	5 Skill Level	7 Skill Level
	15.2.1. Functions and Responsibilities							A	B	-
	15.2.2. Safety Data Sheets (SDS)							A	B	-
	15.2.3. Process HAZMAT Pharmacy Requirements	5						-	b	-
	15.3. Gas Systems									
	15.3.1. Identify Gas Type by United Nations (UN) Number	5						1a	b	-
	15.3.2. Label Gases	5						1a	b	-
	15.3.3. Storage Requirements							A	B	-
	15.3.4. Hydrostatic Testing							A	B	-
	15.3.5. Bulk Oxygen Purity Testing							-	A	-
	15.4. Quality Assurance (QA)/Risk Management Program									
	15.4.1. Retrieve QA Messages	5						2b	b	-
	15.4.2. Process QA Messages	5						2b	b	-
	15.4.3. Finalize QA Message in DMLSS	5						2b	b	-
	15.4.4. Manage Suspended Items/Records	5						2b	b	-
	15.4.5. Process Materiel Complaints	7						-	b	c

6. Medical Materiel Supervisors Course (L5AZJ4A171 00AA): This course provides training in the knowledge and skills needed to perform the duties in medical logistics system procedures emphasizing logistics management techniques. Scope of training includes the following: Medical Materiel Management Theory, Defense Medical Logistics Standard Support Management Operations, Business Object Reports Generation, Expeditionary Medical Materiel Operations, Ancillary Training and completion of a full-circle supply-chain management exercise. The following course training standard identifies the training members receive in the Medical Materiel Supervisor Course:

Task/Knowledge	Proficiency Level
1. Medical Materiel Management	
Strategic Planning and Key Performance Indicators	B
Workflow Efficiencies	B
Commercial Business Practices	B
Certifications	B
Perform Self Inspections	2b
2. Defense Medical Logistics Standard Support (DMLSS) Operations Management	
Manage System Services	c
Conduct System Administration	c
Perform Inventory Management	c
Execute Customer Support/Customer Area Inventory Management	c
Joint Medical Asset Repository (JMAR) Operations	B
3. Perform Vault Functions	2c
4. Contract Services	B
5. Equipment and Technology Management	
Execute Medical Equipment Management Office Functions	2c
Clinical Engineering Management Interface	B
Facility Management	B
6. Utilize Business Objects	2c
7. Contingency Asset Management	
7.1. War Reserve Materiel Mission	
Programs	C
Readiness Partnership	C
Deployment Operations and Resources	C
Execute DMLSS Assemblage Management	2c
7.2. Medical Counter-Chemical Biological Radiological Nuclear (MC-CBRN)	C
8. External Systems	B
9. Reconcile Financial Reports	2c
10. Analyze Manpower Requirements	b
11. Exercise Supply Chain Management	2c

Section B - Course Objective List (COL)

1. Course Objectives for Initial Skills Course. To obtain a copy of a COL, contact:

Training Development Element
382 TRS/TRR
3480 Garden Avenue
Ft Sam Houston, TX 78234
Phone: DSN 420-5359 or Commercial: (210) 808-5359

1.1. Each proficiency coded task or knowledge item taught at the technical school is measured using an objective. An objective is a written instruction for the students, so they know what is expected of them to successfully complete training on each task or knowledge item. Each objective is composed of a condition, behavior, and a standard. The condition is the setting in which the training takes place (type of equipment or references when required). The behavior is the observable portion of the objective (perform hand washing). The standard is the level of performance that is measured to ensure the proficiency code level is maintained (e.g., to a 70% or with no instructor assists). All objectives use a progress check (PC), written test (W) or a (-) combination of both to measure a student's ability (skill) or knowledge.

1.2. Standard. The minimum standard for written examinations is 70% (which can be waived). Standards for performance measurement are indicated in the objective and delineated on the individual progress checklist. Instructor assistance is provided as needed during the progress check and students may be required to repeat all or part of the behavior until satisfactory performance is attained.

1.3. Proficiency Level. Behavior statements are taught at the analysis, evaluation, and application levels. Prerequisites for course attendance support or augment training provided in the medical materiel supervisor's course.

Section C - Support Materials

1. Training Platforms (TPs). There may be certain opportunities to be assigned to duties in a specific area that requires other than the normal medical materiel formal training and the following training platforms will assist in 4A1X1 progression.

1.2. Comprehensive Medical Readiness (CMR) Program. AFI 41-106, *Medical Readiness Program Management*, is the source for the program. All required training elements for the CMR program can be found at the Air Force Medical Service Kx Knowledge Exchange website.

1.3. Integrated Data Environment (IDE)/Global Transportation Network (GTN) Convergence (IGC) Website. This website is the first step for access to U.S. Transportation Command's (USTRANSCOM) GTN. It gives its customers located anywhere in the world a seamless, near-real-time capability to access – and employ – transportation and deployment information. IGC is an automated command and control information system that supports the family of transportation users and providers, both Department of Defense (DoD) and commercial, by providing an integrated system of in-transit visibility information and command and control capabilities. IGC collects and integrates transportation information from selected transportation systems. The resulting information is provided to the National Command Authorities, Combatant Commanders, USTRANSCOM, its component commands and other DoD customers to support transportation planning and decision-making during peace and war. In keeping with modern technology, IGC is available for those who have requested and obtained a login/ password. It is vital for members deploying to register for access to IGC far in advance of their in order to assist their follow-up procedures.

1.4. Electronic Catalog (ECAT). The Defense Logistics Agency (DLA) ECAT website provides a "Total Catalog/Total Delivered Price" program offering laboratory, dental, and optical products. ECAT also supports special committed volume pricing, enabling individual customer's access to tier pricing and deep unit price discounts based on volume or other considerations such as standardizing on one brand of products. ECAT provides paperless contracting, electronic ordering, electronic invoicing, and electronic payments.

1.5. Patient Movement Item (PMI). The objective of the PMI program is to sustain patient movement through the aeromedical evacuation (AE) system without diminishing the capability of forward medical units. The PMI program manages all PMI assets and provides sufficient assets to sustain AE operations or provide for in-kind exchange when PMI accompanies a patient in the AE system. The Joint Readiness Clinical Advisory Board has identified certain core PMI that are critical to patient care, must be certified for AE operations, and are to be managed under this program. Medical materiel teams will manage PMI equipment, supplies, accountability and acquisition of required materiel, and facilitate equipment recycling, scanning, and tracking in the Patient Movement Items Tracking System (PMITS). PMITS is a system of systems under DMLSS for non-theater sites and under Theater Medical Information Program-Joint for theater sites. Use of PMITS is mandatory for PMI asset visibility and tracking. It allows proactive support for deployed organizations. PMITS training can be located through the Military Health System (MHS) learning website. All PMI Center, AE and Critical Care Air Transport Team personnel are required to complete PMITS training and forward their training certificate to the designated program management office.

1.6. Logistics Module (LOGMOD). LOGMOD is a software application used by logistics planners at all Air Force, Air Force Reserve, and Air National Guard levels to conduct deployment deliberate planning and crisis action execution. The system allows easier management of Standard Unit Type Code (UTC) Logistics Details. It assembles Contingency Plan equipment requirements, provides personnel readiness/immunizations tracking capability, assigns personnel to deployment taskings, and provides deployment scheduling and monitoring capabilities.

1.7. Theater Lead Agent for Medical Materiel (TLAMM). A TLAMM is an organization or unit designated to serve as a major theater medical distribution node and provide the face to the customer for MEDLOG and supply chain management. It provides a support operations structure that has habitual relationships with medical customers, supporting MEDLOG organizations, transportation and distribution managers, and the supported JFS. A TLAMM may be an existing organization that provides routine medical materiel support to theater medical operations, or an organization that is created as required for a specific OPLAN by deployment of the necessary MEDLOG capabilities. It is normally operated by a Service component command as part of the integrated medical system. A TLAMM may be a military organization or unit or, under some circumstances, a contractor operated activity. The TLAMM supports all Service components and designated multinational and/or nongovernmental customers. Joint Publication 4-02 outlines TLAMM roles and responsibilities. US Army Medical Materiel Centers (USAMMC) also typically perform TLAMM functions.

1.8. Defense Logistics Agency (DLA) Transaction Services. As part of the DLA network, the Transaction Services website provides online tools for supply, distribution, and information reporting. Timely information critical to military preparedness and to materiel management is available with an approved login and password. Customers can use Transaction Services through an interactive network of gateways and databases. Transaction Services is linked to over one hundred DIS-similar databases, providing an interoperative capability to service thousands of customers world-wide without interruption. Specific tools include: the Web Visual Logistics Information Processing System (WEBVLIPS), which can track requisitions from their release into the DoD pipeline, until the materiel is posted to the accountable records at the destination activity; the Web Supply Discrepancy Reporting (WebSDR), which is a tool used to report shipping or packaging discrepancies attributable to the responsibility of the shipper, and to provide appropriate responses and resolution.

1.9. Air Force Medical Logistics (AFML) Website. The virtual foundation of Medical Logistics, the AFML website offers the full spectrum of information and guidance pertaining to all aspects of logistics management. Key areas are focused on 1) Policy (AFIs, Getting Started in Medical Logistics, Business Plan, Policy Letters), 2) Resource Management (Air Force Working Capital Fund, Other Procurement Programs (OP), Real Property Maintenance, Central Contracts), 3) Readiness (Assembly Management, Anthrax Vaccine Program, Central Procurement, Expeditionary Medical Logistics), 4) Clinical Engineering (Facility Management, Clinical Equipment, Clinical Technology Assessment and Review, Medical Technology Integration and Support), 5) Business Analysis , (Production Plan, Requisition Priorities and Force Activity Designators, War Reserve Materiel Spend Plan), 6) Procurement, Stock Management (Shelf Life Extension Program, Excess/ Tri-Service Medical Excess Distribution System, Quality Assurance, Vaccine Programs, Supply Discrepancy Report), 7) Systems (MEDLOG, DMLSS, JMAR), and a full scale menu of Career Field Manager (Career Corner) informational items pertaining to education and training of the Air Force Specialty. Additionally, career field personnel can be located through the Air Force Medical Logistics Bluebook (contact directory) as well as keeping abreast of current workshops afforded to Medical Logistics.

1.10. DMLSS. The Joint Medical Logistics Functional Development Center at Ft Detrick, MD, offers training related to the use of the DMLSS computer system. Training topics are continually evolving and includes training on DMLSS versions 2.X, 3.X, Instructional Design, and service specific training modules. Additionally, the e-Learning center offers computer-based training on a variety of topics. The DMLSS Training websites are located on the AFML website.

1.11. Safety Data Sheets (SDS). Material Safety Data Sheets (MSDS) is what Safety Data Sheets (SDS) were called before the US Federal agency, OSHA, implemented its version of the Globally Harmonized System of Classification and Labeling of Chemicals (GHS) under the 2012 revision of the OSHA Hazard Communication Standard, 29 CFR 1910.1200 (commonly referred to as the HazCom Standard). In everyday terminology, the two terms are used interchangeably, however, strictly speaking, SDS's have a structured format and required information that MSDS's were not required to have. An SDS is designed to provide both workers and emergency personnel with the proper procedures for handling or working with a particular substance. SDS's include information such as physical data (melting point, boiling point, flash point etc.), toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, spill/leak procedures, and more. While SDS's are of particular use if a spill or other accident occurs, they are key to preventing workplace exposure and accidents and should always be consulted before working with a material or developing a new process. In the US and other countries that use the GHS system, SDS's use a standardized format as well as carefully defined risk phrases, safety phrases, and pictograms to convey their information. SDSs can be obtained from manufacturers, distributors etc. and are readily available online.

1.12. Hazardous Materials Information System (HMIS). HMIS was developed to help employers comply with OSHA's Hazard Communication regulations. The system utilizes colored bars, numbers and symbols to convey the hazards of chemicals used in the workplace. HMIS information is available as a subsection of the Department of Transportation Hazardous Materials Safety website. The HMIS portion of this site provides additional data on federal, state and local governmental agencies that are responsible for the safety of hazardous materials transportation. This site goes into specific information related to incidents, exemptions, interpretations, approval, compliance and registration.

1.13. U.S. Bank Access Online. Mandatory software application for all government-wide purchase card holders and approving officials to use to reconcile charges against authorized purchases. Contact local Base Contracting Offices for training information. This tool is available on the U.S. Bank website.

1.14. Occupation Safety Health Administration (OSHA). Safety is important in all aspects of Medical Materiel daily operations. Air Force safety standards are parallel with OSHA, which provides a training tool on their website as a great resource for supervisors.

1.15. International Health Specialist (IHS). This AFMS Kx Knowledge Exchange website provides the latest information and tools on the IHS program. The IHS program was developed by the Air Force Medical Service to support the DoD's Joint Vision, which states that today's joint force must be prepared to operate with multinational forces, governmental and non-governmental agencies, as well as international organizations. The IHS program helps identify those with language, cultural, and/or geopolitical skills, and provides a database of medics with capabilities tailor-made for specific missions. It consists of officer/enlisted members who fulfill IHS duties on a full time basis and also those who have elected to be included in a database pool from which members are selected or to augment specific IHS missions. IHS personnel are expected to be or to become proficient in a second language and to become knowledgeable of the political, military, economic, medical and cultural aspects of the country/region associated with their second language. In addition to becoming an expert in their area of responsibility and establishing host nation relationships, IHS personnel play a pivotal role in supporting medical planning operations and deployment execution. IHS members are eligible to participate in online language-learning resources to assist in becoming more proficient in one of 20 languages offered. An IHS Special Experience Identifier is awarded to those who have met necessary criteria.

Section D - Training Course Index

1. Purpose. This section identifies training courses available for the specialty.

1.1. Air Force In-Residence Courses.

COURSE NUMBER	TITLE	DURATION	LOCATION
L5ABJ4A131 00AA	Medical Materiel Apprentice Course	25 days	METC – Ft Sam Houston, TX
L5AZJ4A171 00AA	Medical Logistics Supervisors Course	16 days	METC – Ft Sam Houston, TX
E6AJI3S251-000	Air Force Trainers Course	16.5 Hours	Local Area Base
YNCOAxxx	Air Force Noncommissioned Officers Academy	6 Weeks	Local Area Base
MAFSNCOA100	Air Force Senior Noncommissioned Officers Academy	6.5 Weeks	Gunter Annex, AL
ANGC EMEDS	Expeditionary Medical Support Course (Basic)	5 days	Camp Bullis, TX
L3OZJ4XXX 00BA	Medical Readiness Management Course	10 days	METC – Ft Sam Houston, TX
L5OZO4XXX 08AA	Medical Facilities Management *Requires waiver for 4A1X1s to attend	10 days	METC – Ft Sam Houston, TX
L3ORP4XXX 00PA	Aeromedical Evacuation Contingency Operations Training (AECOT) Course	5 days	Camp Bullis, TX

1.2. Air Force Career Development Academy (AFCDA) Courses.

COURSE NUMBER	TITLE
CDC Z4A151	Medical Materiel Journeyman
CDC Z4A171	Medical Materiel Craftsman
00001	Airman Leadership School Associate Program (Reserve and Guard only)
00009	Air Force Noncommissioned Officer Academy (Reserve and Guard only)
00014	Air Force Senior Noncommissioned Officers Academy Correspondence Course

1.3. Other. MAJCOM, Forward Operating Agency, and/or training courses specifically for AETC instructors and CDC writers.

COURSE NUMBER	TITLE	LOCATION
L3AIRTXXXX-0B2B	Basic Instructor Course	JBSA-Lackland, TX
J4AIP3S2X1-DF3A	Technical Writer Principles	Hill AFB, UT
L3AIRTXXXX-0D3A	Training Development	JBSA-Lackland, TX

NOTE: For information on courses listed in this index, refer to the ETCA website. For in-residence courses and AFCDA catalog for non-resident courses, refer to the Air University website.

1.4. Exportable Courses. (There are no exportable courses at this time.)

Section E - MAJCOM-Unique Requirements.

1. Purpose. To provide ARC Medical Materiel apprentices (non-prior service and re-trainees) with an opportunity to receive the additional training necessary to become proficient in duties identified in the STS as a core task. This section applies to all 4A1X1 personnel assigned to AFR and ANG medical and aeromedical evacuation/staging squadrons (referred to, hereafter, as the unit).

2. Qualification. Training requirements:

2.1. Qualification training days are available for ARC Medical Materiel apprentices to satisfactorily initiate and complete the core task training requirements identified in this STS.

2.2. Upon completion of the Medical Materiel Apprentice Course, all medical materiel apprentices may be assigned to an active duty Medical Center for up to 90 days (minimum of 30-60 days) to acquire proficiency in performing the core tasks required to successfully achieve the 5-skill level according to Air Force upgrade training guidelines.

2.3. For optimal results, this follow-on training should commence immediately following graduation from the Medical Materiel Apprentice Course.

2.3.1. Advanced planning is required to ensure the apprentice receives QT immediately upon graduating from the Medical Materiel Apprentice Course. With concurrence from ARC medical unit commander, the section supervisor, in conjunction with the senior air reserve/health technician, must contact the active duty Medical Center to arrange follow-on training for the newly assigned 4A131 trainee. This process should also be coordinated with the Guard/Reserve liaison at Ft Sam Houston, TX. The MTF may recommend the apprentice receive upgrade training at a qualified AF MTF if extenuating circumstances (i.e., lack of qualified available staff, committed to supporting contingency operations, etc.) fail to permit the apprentice from receiving the training at their site. (A qualified MTF is defined as a facility that possesses the time, equipment, and expertise necessary to train the apprentice on all core tasks as outlined in this STS.) Active duty personnel must ensure that an experienced supervisor is assigned to assist the apprentice in gaining the desired confidence and proficiency. The training schedule must be finalized prior to the Medical Materiel Apprentice Course start date.

2.4. The AFR/ANG liaison can be reached at DSN 473-2205. For written correspondence the address is as follows:

Air National Guard (or Air Force Reserve) Liaison
1550 Wurtsmith Ave, Suite 2, Bldg. 5725
Lackland AFB, TX 78236

2.5. To ensure continuity between resident training and qualification training at the Medical Center, the apprentice will forward a copy of his or her technical school certificate, AF Form 1256, **Certificate of Training (LRA)**, to his/her unit of assignment. The individual's unit of assignment will then initiate upgrade action using AF Form 2096, **Classification/On-The-Job Training Action**, to award the 3-skill level and enter the apprentice in the appropriate training status code.

2.6. An ARC unit may submit a waiver to bypass the above core task training if proficiency/seasoning days are unavailable or funding constraints limit a unit's ability to participate. In the case where QT days are unavailable, the training may be waived until such time that days become available and the apprentice has an opportunity to train on the core tasks identified in this STS. The waiver package must be sent to: HQ AFR/ANG Medical Materiel FM and the 4A1X1 AFCFM at Ft Detrick will be notified.