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KNOWLEDGE MANAGEMENT



CAREER FIELD EDUCATION AND TRAINING PLAN

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**CAREER FIELD EDUCATION AND TRAINING PLAN
KNOWLEDGE MANAGEMENT
AFSC 3D0X1**

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**CAREER FIELD EDUCATION AND TRAINING PLAN
KNOWLEDGE MANAGEMENT SPECIALTY
AFSC 3D0X1**

PART I

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education and training requirements, training support resources, and minimum core task requirements for this specialty. The CFETP ensures individuals in this specialty receive effective and efficient training at appropriate points in their career. It provides a clear career path to success and instills rigor in all aspects of career field training. **NOTE:** Civilians and military filling associated positions may use Part II to support duty position qualification training.
2. **IMPORTANT:** This CFETP is not a stand-alone document. It must be used in conjunction with the 3DXXX Cyberspace Support (Common Core) CFETP, which outlines tasks and courses shared by other 3D specialties. Together, the 3DXXX and 3D0X1 CFETPs provide comprehensive career field guidance and training for members of the AFSC 3D0X1.
3. The CFETP consists of two parts. Supervisors plan, manage, and control training within the specialty using both parts of the plan.
 - 3.1. Part I provides information necessary for overall management of the specialty. Section A explains how to use the plan. Section B identifies career field progression information, duties and responsibilities, training strategies, and career field path. Section C associates each level with specialty qualifications (knowledge, education, experience, training, and other). Section D indicates resource constraints (i.e. funds, manpower, equipment, facilities). Section E identifies transition training plans for the 3D0X1 career field.
 - 3.2. Part II includes specific training standards and resources. Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, and technical references to support training. Air Education and Training Command (AETC) conducts training, core task and correspondence course requirements. Section B lists course standards and proficiency levels. Section C identifies available support materials. Section D identifies a training course index supervisors can use to determine resources available to support training, including both mandatory and optional courses. Section E identifies Major Command (MAJCOM) unique training requirements to determine additional training required for the associated qualification needs. Supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.
4. Use of the guidance provided in this CFETP provides the foundation for effective and efficient training for individuals in this career field at the appropriate points in their careers. This plan enables the Air Force to train today's workforce for tomorrow's jobs.

Abbreviations/Terms Explained

This section provides a common understanding of the terms that apply to the Knowledge Management Career Field and Education Training Plan.

Advanced Training (AT). A formal course of training that leads to a technical or supervisory level of an AFS. Training is for selected Airmen at the advanced level of an AFS.

Air Education Training Command (AETC). Responsible for the recruiting, training and education of Air Force personnel. AETC also provides pre-commissioning, professional military and continuing education.

Air Force Career Field Manager (AFCFM). Representative appointed by the respective HQ USAF Deputy Chief of Staff or Under Secretariat to ensure that assigned Air Force specialties are trained and utilized to support Air Force mission requirements.

Air Force Enlisted Classification Directory (AFECD). The official directory for all military enlisted classification descriptions, codes, and identifiers establishes the occupational structure of the Air Force enlisted force. The occupational structure is flexible to permit enlisted personnel to specialize and develop their skills and abilities while allowing the Air Force to meet changing mission requirements. Individual enlisted personnel have a joint responsibility with commanders and supervisors at all levels to fully develop their abilities consistent with Air Force needs and within the established patterns of specialization.

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

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

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

Air University Associate-to-Baccalaureate Cooperative (AU ABC). Allows Airmen to turn a Community College of the Air Force Associates Degree into a Bachelor's Degree from an accredited university. The ABC program has established a partnership with various civilian higher-education institutions to offer four-year degree opportunities via distance learning. The participating schools will accept all of the credits earned by Airmen who have attained a CCAF degree and apply them to a Bachelor's degree related to their Air Force specialty.

Career Field Education and Training Plan (CFETP). A CFETP is a comprehensive core training document that identifies: life-cycle education and training requirements, training support resources, and minimum core task requirements for a specialty. The CFETP aims to give personnel a clear path and instill a sense of industry in career field training. CFETPs are officially posted at <http://www.e-publishing.af.mil/>.

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

Certifying Official. A person assigned by the commander to determine an individual's ability to perform a task to required standards.

Chief Enlisted Manager (CEM) Code. A code use to identify all chief master sergeant positions in the Enlisted Classification Structure. They also identify chief master sergeants who, through extensive experience and training, have demonstrated managerial ability to plan, direct, coordinate, implement, and control a wide range of work activity. Some managerial duties and responsibilities that are common to all chief enlisted managers are: managing and directing personnel resource activities; interpreting and enforcing policy and applicable directives; establishing control procedures to meet work goals and standards; recommending or initiating actions to improve functional operation efficiency; planning and programming work commitments and schedules; developing plans regarding facilities, supplies, and equipment procurement and maintenance.

Cloud Computing. The use of computing resources (hardware and software) that are delivered as a service over a network (typically the Internet).

Collaboration. Collaboration is the interaction among two or more individuals encompassing a variety of behaviors, including communication, information sharing, coordination, cooperation, problem-solving and negotiation.

Collaborative Tools. Collaborative tools consist of various web-based technologies including advanced white boarding, groupware, and facilitation. Collaborative capabilities assist significantly with managing information throughout its life cycle and enable Air Force members to perform most office-oriented and operational communication tasks from their desktops.

Computer Based Training (CBT). A training method in which students learn through a computer terminal or similar device; emphasizes effective and efficient delivery of training objectives by allowing students to train from virtually any location and control the pace and length of training.

Content Management. A set of processes and technologies supporting the evolutionary life cycle of digital information. This digital information is often referred to as content or, to be precise, digital content. Digital content may take the form of text, such as documents, multimedia files, such as audio or video files, or any other file type that follows a content life cycle that requires management.

Continuation Training. Additional advanced training that exceeds the minimum upgrade training requirements and emphasizes present or future duty assignments.

Core Task. A task identified as a minimum qualification requirement for every member within an AFSC, regardless of duty position. Core task may be specified for a particular skill level or in general across the AFSC.

Course Objective List (COL). A publication derived from initial/advanced skills Course Training Standard (CTS), identifying the tasks and knowledge requirements and respective standards provided to achieve a 3-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations.

Course Training Standard (CTS). A standard developed for all courses not governed by an STS, including specialized training packages and computer-based training courses.

Critical Tasks. Tasks that require specific training and certification above and beyond other tasks. Tasks may be defined as critical either through publication, higher headquarters, or at any level in the organization.

Cross Utilization Training. Training on-non duty AFSC specific tasks.

Cyberspace. A global domain within the information environment consisting of the interdependent network of information technology infrastructures, including the Internet, telecommunications networks, computer systems, and embedded processors and controllers.

Data Management. The process of planning, coordinating, sharing, and controlling organizations' data resources (AFPD 33-3, *Information Management*).

Direct Reporting Unit (DRU). Air Force subdivisions directly subordinate to the CSAF. A DRU performs a mission that does not fit into any of the MAJCOMs. A DRU has many of the same administrative and organizational responsibilities as a MAJCOM (Example of a DRU: USAF Academy).

Document Management. The process of managing documents through their life cycle; from inception through creation, review, storage, dissemination, and archival or deletion. Document management can also be a database system to organize stored documents, or a search mechanism to quickly find specific documents. (AFPD 33-3, *Information Management*)

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

Education and Training Course Announcement (ETCA). A reference website listing courses conducted or administered by the Air Force, and includes specific MAJCOM procedures, fund cite instructions, reporting instructions, and listings for those formal courses the MAJCOMs or FOAs conduct or manage. Located at <https://etca.randolph.af.mil>.

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.

Enterprise. The entire range of communications/networking within garrison and tactical realms to include voice, video, data, imagery and sensor.

Enterprise Information Management (EIM). Encompasses a set of strategies for organizational management of all aspects of enterprise data as information assets. The proper models, data architecture, application architecture, and integration vision enables using the "enterprise information asset" for strategic analysis, customer-centricity, performance and productivity analytics, and personalization, eventually providing a means for transitioning from an operational, line-of-business oriented application environment to an intelligent, learning, and agile organization.

Enterprise Information System (EIS). A portfolio of services that bring about Enterprise Information Management (EIM) capabilities.

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

Field Operating Agency (FOA). FOAs are subdivisions of the Air Force directly subordinate to a headquarters US Air Force functional manager. A FOA performs field activities beyond the scope of any of the MAJCOMs. The activities are specialized or associated with an Air Force-wide mission (Example of a FOA: is the Air Force Weather Agency).

Functional Area Manager (FAM). The individual accountable for the management and oversight of all personnel and equipment within a specific functional area to support the operational planning and execution. Responsibilities include, but are not limited to, developing and reviewing policy; developing, managing, and maintaining Unit Type Codes (UTC); developing criteria for and monitoring readiness reporting; force posturing; and analysis. At each level of responsibility (Headquarters Air Force, MAJCOM, Air Component, FOA, DRU, and Unit), the FAM should be the most highly knowledgeable and experienced person within the functional area and have the widest range of visibility over the functional area readiness and capability issues.

Functional Manager (FM). An individual assigned collateral responsibility for training, classification, utilization, and career development of enlisted personnel. AFSC Functional Managers exist at MAJCOM, NAF and base level. (AFI 33-101, *Commanders Guidance and Responsibilities*)

Go/No-Go. The “Go” is the stage at which a trainee has gained enough skill, knowledge, and experience to perform the tasks without supervision, meeting the task standard. “No-Go” is the stage at which the trainee has not gained enough skill, knowledge, and experience to perform task without supervision, does not meet task standard.

Individual Training Plan (ITP). Use Training Business Area (TBA) to document training. TBA reflects past and current qualifications, and is used to determine training requirements. It is intended to be a complete history of past training and current qualifications. Supervisors will ensure all documentation is accurate and comprehensive.

Information Life Cycle. Typically characterized as creation or collection, processing, dissemination, use, storage, protection, and disposition. (DoDD 8000.01, *Management of the Department of Defense Information Enterprise*).

Information Management (IM). The planning, budgeting, manipulating, and controlling of information throughout its life cycle. Joint Publication 3-0, *Joint Operations*, further defines IM as the function of managing an organization’s information resources by the handling of knowledge acquired by one or many different individuals and organizations in a way that optimizes access by all who have a share in that knowledge or a right to that knowledge.

Information Resources Management (IRM). The process of managing information resources to accomplish agency missions and to improve agency performance (e.g., the reduction of information collection burdens on the public). (AFPD 33-1, *Information Resources Management*)

Information Systems (IS). Set of information resources organized for the collection, storage, processing, maintenance, use, sharing, dissemination, disposition, display, or transmission of information. (DoD 8500.2)

Initial Skills Training. A formal school course that results in an AFSC 3-skill level award for enlisted or mandatory upgrade training to qualified officers. (AFI 36-2201, *Air Force Training program*)

Instructional System Development (ISD). A deliberate and orderly (but flexible) process for planning, developing, implementing, and managing instructional systems. It ensures personnel are taught in a cost efficient way to become educated on the knowledge, skills, and abilities essential for successful job performance.

Knowledge. Information from multiple domains that has been synthesized, through inference or deduction, into meaning or understanding that was not previously known. This includes: explicit knowledge, which can be easily articulated, codified, and stored; and tacit knowledge, which is based on personal experience, expertise, and judgment. Tacit knowledge is more challenging to capture and share than explicit knowledge.

Knowledge Management (KM). Handling, directing, governing, or controlling of natural knowledge processes within an organization in order to achieve the goals and objectives of the organization.

Knowledge Operations (KO). Application and adaptation of Knowledge Management (KM) into daily AF operations to enable information/decision superiority. KO leverages the interaction of people, processes, and EIS technologies to capture, store, organize, share, and control tacit and explicit knowledge, ensuring all mission execution processes have access to relevant cross-functional information in a collaborative, timely, and contextual manner.

Knowledge Training. Training used to provide a base of knowledge for task performance. It may also be used in lieu of task performance when the training capability does not exist. Learning gained through knowledge rather than hands-on experience. (AFI 36-2201, *Air Force Training program*)

Major Command (MAJCOM). A MAJCOM represents a major Air Force subdivision having a specific portion of the Air Force mission. Each MAJCOM is directly subordinate to HQ USAF. MAJCOMs are interrelated and complementary, providing offensive, defensive, and support elements.

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

Master Training Plan (MTP). A comprehensive strategy for ensuring completion of all work center job requirements. The MTP includes a Master Task Listing and provides specific milestones for task, CDC completion, and prioritizes deployment/UTC, home station training tasks, upgrade, and duty qualification tasks.

Metadata. Describes data about data; divided into two types: structural and descriptive. Structural metadata is about the design and specification of data structures. Descriptive metadata is about individual instances of application data, the data content.

MilSuite. A collection of online tools and applications originally produced within the Program Executive Office Command, Control and Communications-Tactical (PEO C3T) MilTech Solutions office for the purpose of bringing online collaborative methods and secure communities to the entire Department of Defense.

Occupational Analysis Report (OAR). A detailed report showing the results of an occupational survey of tasks performed within a particular AFSC. Surveys are conducted by the Air Force Occupational Measurement Squadron (<http://oa.aetc.af.mil/>).

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) training.

Personally Identifiable Information (PII). Information about an individual that identifies, links, relates, or is unique to, or describes him or her, e.g., SSN; age; military rank; civilian

grade; marital status; race; salary; home/office phone numbers; other demographic, biometric, personnel, medical, and financial information, etc.

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

Qualification Training. Hands-on, task performance based training designed to qualify Airmen in a specific duty position. This training program occurs both during and after the upgrade training process and is designed to provide skills training required to do the job.

Records Management. The planning, controlling, directing, organizing, training, promoting, and other managerial activities involved in records creation, maintenance and use, and disposition in order to achieve adequate and proper documentation of the policies and transactions of the Federal Government and effective and economical management of agency operations. (AFPD 33-3, *Information Management*)

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

Skill Progression Training. Training toward a portion of an AFS without a change in AFSC. It is formal training on equipment, methods, and technology that are not suited for OJT and not included in AFS upgrade training.

Specialty Training Requirements Team (STRT). A meeting chaired by the AFCFM with MAJCOM FMs, AETC Training Managers, Subject Matter Experts (SME) and HQ AETC Occupational Analysis Division (OAD) in attendance. Typically held three months prior to a Utilization and Training Workshop (U&TW) to finalize any CFETP changes or enlisted classification directory descriptions.

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

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. It is a fixed quantity or quality.

Training Business Area (TBA). A web-based system used provide global, real-time visibility into the technical qualifications, certifications and training status of logistics, communications and information professionals Air Force wide. TBA supports base, wing and work center level training management activities by automating training management business processes.

Unit Type Code (UTC). A five-character alphanumeric designator that uniquely identifies each type unit in the Armed Forces in support of deployment planning and execution.

Upgrade Training. Mandatory training which leads to attainment of a higher level of proficiency.

Utilization and Training Workshop (U&TW). A forum, co-chaired by the AFCFM and the Training Pipeline Manager, consisting of MAJCOM Functional Managers, Subject Matter Experts (SME), and AETC training personnel that determines career training requirements.

Wartime Tasks. Those tasks taught when courses are accelerated in a wartime environment. In response to a wartime scenario, these tasks will be taught in the 3-level course in a streamlined training environment.

Section A – General Information

1. Purpose. This CFETP, when used in conjunction with the 3DXXX Cyberspace Support CFETP, provides the information necessary for the AFCFM, MAJCOM Functional Managers (MFM), commanders, training managers, supervisors and trainers to plan, develop, manage, and conduct an effective and efficient career field training program. The plan outlines the training that individuals in this AFS should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced and proficiency training. Initial skills training is the AFS specific training an individual receives upon entry into the AF or upon retraining into this specialty for award of the 3-skill level. This training is provided by Air Education and Training Command (AETC) at various locations. Upgrade training identifies the mandatory courses, task qualification requirements, Career Development Course (CDC) completion and correspondence courses required for award of the 5-, 7-, or 9-skill level. Qualification training is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills and knowledge required to do the job. Advanced training is formal specialty training used for selected airmen. Proficiency training is additional training, either in-residence or exportable advanced training courses, or on-the-job training provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The CFETP has several purposes, some of which are:

- 1.1.** Serves as a management tool to plan, develop, manage, and conduct a career field training program. Also, ensures that established training is provided at the appropriate point in an individual's career.
- 1.2.** Identifies task and knowledge training requirements for each skill level in the specialty and recommends training throughout each phase of an individual's career.
- 1.3.** Lists training courses available in the specialty, identifies sources of the training, and provides the training medium.
- 1.4.** Identifies major resource constraints that impact implementation of the desired career field training program.

2. Use of the CFETP. The CFETP is maintained by the 3D0X1 AFCFM, SAF A6CF. MAJCOM FMs and AETC review the plan annually to ensure currency and accuracy and forward recommended changes to the AFCFM. Using the list of courses in Part II, they determine whether duplicate training exists and take steps to eliminate/prevent duplicate efforts. Career field training managers at all levels use the plan to ensure a comprehensive and cohesive training program is available for each individual in the career ladder.

2.1. AETC training personnel develop/revise formal resident and exportable training based upon requirements established by the users and documented in the STS. They also develop procurement and acquisition strategies for obtaining resources needed to provide the identified training.

2.2. MAJCOM FMs ensure their training programs complement the CFETP mandatory initial skill and upgrade requirements. They also identify the needed AFJQSS/AFQTPs to document unique upgrade and continuation training requirements. Requirements are satisfied through OJT,

resident training, contract training, or exportable courseware/courses. MAJCOM developed training to support this AFSC must be included into this plan.

2.3. 81 TRSS/TSQ Qualification Training Flight (Q-Flight) personnel develop training packages (AFJQSS/AFQTPs) based on requests submitted by the MAJCOMs and according to the priorities assigned by the AFCFM.

2.4. Unit level training managers and supervisors manage and control progression through the career field by ensuring individuals complete the mandatory training requirements for upgrade specified in this plan and supplemented by their MAJCOM. The list of courses in Part II is used as a reference for planning continuation or career enhancement training.

2.5. Submit recommended CFETP corrections to the 81 TRSS Q-Flight Customer Service Desk at 81 TRSS/TSQS, 601 D Street, Keesler AFB MS 39534-2235 or call DSN 597-3343. To contact electronically send email to: qflight.customer.service@us.af.mil.

2.6. Submit recommended CFETP additions/deletions through your MAJCOM Functional Manager.

3. Coordination and Approval of the CFETP. The AFCFM is the approval authority. MAJCOM representatives and AETC training personnel coordinate on the career field training requirements. The AETC training manager initiates an annual review of this document by AETC and MAJCOM functional managers to ensure the CFETP's currency and accuracy by using the list of courses in Part II to eliminate duplicate training.

Section B – Career Field Progression and Information

4. Specialty Description and Key Positions.

4.1. Specialty Summary. Develop, govern, and monitor processes, technologies, and practices that support organizations to identify, capture, organize, and employ information in both fixed and deployed environments. These information assets comprise of raw data, documents, practices, policies, and individual expertise. Core competencies of Knowledge Managers include: professional networking, social collaboration, Communities of Practice (CoP), enterprise information systems technology, business continuity, cross-functional data sharing, and process-improvement.

4.2. Duties and Responsibilities.

4.2.1. Manages the overall process for organizations to plan, coordinate, manage, share, and control information. Identifies and analyzes data, information, and knowledge requirements to facilitate discovery and dissemination of decision-quality information. Leverages the interaction of people, processes, and enterprise technologies to capture, store, organize, share, and control tacit and explicit knowledge. Leverages continuous process improvement techniques to improve mission and business processes, enhancing access to relevant cross-functional information in a collaborative, timely, and contextual manner. Promotes organizational information as a reusable, shared, protected, consistent, and compliant resource. Manages and enforces use of metadata, enabling data to be accessed, tagged, and searched regardless of physical location, media, source, owner, or other defining characteristics. Assists and educates users on authoritative data sources, data services, and presentation tools to meet organizational objectives.

4.2.2. Assists organizations with meeting statutory records management requirements, to include training, policies, and technologies used to identify, organize, protect, share, archive, and dispose of official government records. Operates and manages records information management systems and records staging facilities for long-term and permanent records. Provides assistance and training with Privacy Act, Freedom of Information Act, and Civil Liberties programs.

4.2.3. Manages, supervises, and performs planning and implementation activities. Manages implementation and project installation and ensures architecture, configuration, and integration conformity. Develops, plans, and integrates base communications systems. Serves as advisor at meetings for facility design, military construction programs and minor construction planning. Evaluates base comprehensive plan and civil engineering projects. Monitors status of base civil engineer work requests. Performs mission review with customers. Controls, manages, and monitors project milestones and funding from inception to completion. Determines adequacy and correctness of project packages and amendments. Monitors project status and completion actions. Manages and maintains system installation records, files, and indexes. Evaluates contracts, wartime, support, contingency and exercise plans to determine impact on manpower, equipment, and systems.

4.3. MAJCOM 3D0X1 Functional Manager (MFM). Advises the MAJCOM/A6 and staff on 3D0X1 utilization and training issues. Serves as the MAJCOM representative during the career field Specialty Training Requirements Team (STRT) meetings. Assists in gathering inputs and data to complete enlisted grade allocation for Career Progression Group (CPG) reviews. Provides guidance to subordinate units on 3D0X1 personnel issues. Assists with the dissemination of information regarding Air Force and career field policies, plans, programs, and

procedures to subordinate units. Assists in identifying qualified subject matter experts to help with the development of Specialty Knowledge Tests (SKT) and the Career Development Course (CDC). Acts as the primary MAJCOM reviewer on CDC training and classification waiver request packages. Coordinates on all MAJCOM 3D0X1 staffing and manpower issues.

4.4. Air Force 3D0X1 Career Field Manager (AFCFM). Appointed by the Air Force Chief of Warfighting Integration and Chief Information Officer (SAF/CIO A6). Advisor to the SAF/CIO A6 on all matters affecting the Knowledge Management career field. Communicates directly with MFMs and AETC Training Managers to disseminate Air Force and career field policies and program requirements. Ensures development, implementation, and maintenance of the CFETP. Serves as the chairperson for the career field Specialty Training Requirements Team meetings and uses it as a forum to determine and manage career field education and training requirements as they apply to mission needs. Possesses final authority to waive CFETP requirements, including CDCs. Assists AETC training managers and course supervisors with planning, developing, implementing, and maintaining all AFSC-specific training courses. Assists in the development of AFSC-related manpower standards.

5. Skill and Career Progression. Adequate training and timely progression from the apprentice to the superintendent level play an important role in the Air Force's ability to accomplish its mission. Everyone involved in training must do their part to plan, manage, and conduct an effective training program. The guidance provided in this CFETP will ensure each individual receives viable training at appropriate levels in their career. The training listed in this plan is specific to the AFSC 3D0X1 and must be used in conjunction with the common core training identified in the 3DXXX CFETP.

5.1. Apprentice (3) Level. The Knowledge Management training course (E3ABR3D0X1 00AB) serves as the initial skills course and must be completed for the award of AFSC 3D031. Until this course is available, the Knowledge Operations Management apprentice course (E3ABR3D031 00AA) may be used.

5.2. Journeyman (5) Level. Upgrade training consists of: (1) completing Knowledge Management CDC 3D051; (2) completing all core tasks identified for 5-level; (3) completing all computer-based training (CBT) courses identified in the 3D051 Training Track; (4) completing all 5-level requirements outlined in the 3DXXX Cyberspace Support CFETP; (5) meeting time-in-training requirements IAW AFI 36-2201; and (6) obtaining supervisor recommendation and commander approval for the award of AFSC 3D051.

5.3. Craftsman (7) Level. Upgrade training consists of: (1) completing all core tasks identified for 7-level; (2) completing all computer-based training (CBT) courses identified in the 3D071 Training Track; (3) completing all 7-level requirements outlined in the 3DXXX Cyberspace Support CFETP; (4) meeting time-in-training requirements as identified in AFI 36-2201; and (5) obtaining supervisor recommendation and commander approval for the award of AFSC 3D071.

5.4. Superintendent (9) Level. 3D090 skill level requirements are listed in the 3DXXX Cyberspace Support (Common Core) CFETP.

6. Training Decisions. On 8 May 2013, the SAF/CIO A6 authorized the creation of the 3A1X1 AFSC to provide administrative support to commanders and directors at all levels. This decision also allowed for significant revision of the 3D0X1 AFSC to focus on knowledge management core competencies. Following this decision, the 3D0XX AFCFM hosted a U&TW on 15-22

May 2013 to determine the training framework and other career field requirements for both 3D0X1 and 3A1X1 AFSCs. Following the decisions made during the U&TW, this CFETP was developed to encompass the entire spectrum of training requirements for the revised 3D0X1 career field.

7. Community College of the Air Force (CCAF). Enrollment in CCAF occurs upon completion of basic military training and assignment to an Air Force career field. CCAF provides the opportunity for all enlisted members to obtain an Associate of Applied Science (AAS) degree. Refer to the Air Force Virtual Education Center (accessible via the AF Portal, <https://www.my.af.mil>) for CCAF credits earned for technical training courses attended. To be awarded a CCAF AAS degree, degree requirements must be completed before the student separates from the Air Force, retires, or is commissioned as an officer. In addition to its associate's degree program, CCAF offers the following:

7.1 Certifications.

7.1.1. Occupational Instructor Certification. Upon completion of instructor qualification training, consisting of the instructor methods course and supervised practice teaching, CCAF instructors who possess an associate's degree or higher may be nominated by their school commander and commandant for certification as an occupational instructor.

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

7.2. Degree Requirements: The Information Management (1AU) program applies to the 3D0X1 career field. Individuals must hold the 5-skill level at the time of program completion.

	Semester Hours
Technical Education.....	24
Leadership, Management, and Military Studies	6
Physical Education.....	4
General Education.....	15
Program Electives	15
Total	64

7.2.1. Technical Education (24 semester hours): A minimum of 12 semester hours of Technical Core subjects and courses must be applied and the remaining semester hours will be applied from Technical Core/Technical Elective subjects and courses. Requests to substitute comparable courses or to exceed specified semester hour values in any subject/course must be approved in advance by the technical branch of the CCAF Administrative Center.

7.2.2. Leadership, Management, and Military Studies (6 semester hours): Professional Military Education (PME) and/or civilian management courses. See CCAF General Catalog for application of civilian management courses.

7.2.3. Physical Education (4 semester hours): Satisfied upon completion of basic military training.

7.2.4. General Education (15 semester hours): Courses must meet the criteria for application of courses to the General Education requirement and be in agreement with the definitions of applicable General Education subjects/courses as outlined in the CCAF General Catalog.

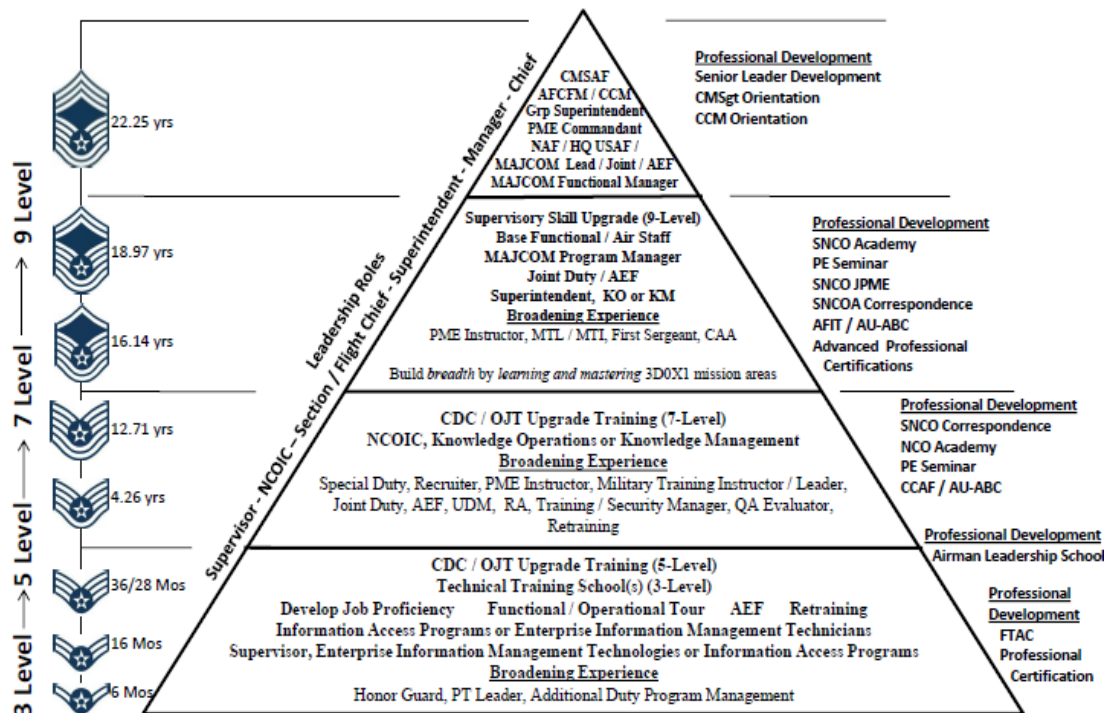
7.2.5. General Education Mobile (GEM): GEM is a partnership between CCAF and civilian academic institutions to offer general education courses to meet CCAF A.A.S. degree requirements. Courses are offered via distance learning which reduces CCAF educational impact of deployments, PCS and family commitments.

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

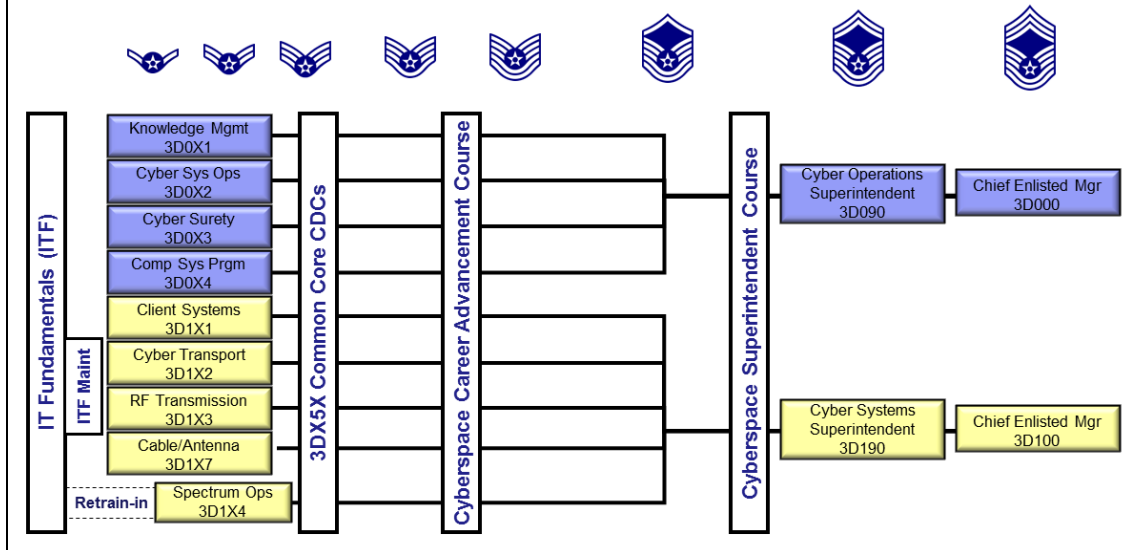
7.3. Off-duty Education. Additional off-duty education is highly encouraged. Individuals desiring to become an AETC instructor should be actively pursuing an associate degree. A degreed faculty is necessary to maintain CCAF's accreditation through the Southern Association of Colleges and Schools.

8. Career Field Path. The following summarizes career progression and personnel allocations across the career ladder. 3D0XX personnel maintain their individual AFSC identifiers through the rank of MSgt. Upon promotion to SMSgt, individuals holding the 3D0X1 AFSC merge with 3D0X2, 3D0X3, and 3D0X4 to become 3D090. Upon promotion to CMSgt, individuals holding the 3D090 AFSC become 3D000.

3D0X1 Career Path Chart



Enlisted Cyberspace Support Career Field Progression



3D0X1 KNOWLEDGE MANAGEMENT CAREER PATH				
<i>Education and Training Requirements</i>	<i>GRADE REQUIREMENTS</i>			
	<i>Rank</i>	<i>Average Sew-On</i>	<i>Earliest Sew-On</i>	<i>High Year of Tenure (HYT)</i>
Basic Military Training School (BMTS)				
Apprentice Technical School (3-Skill Level)	Amn	6 months		
Upgrade To Journeyman (5-Skill Level) MANDATORY - Minimum 12 months OJT (9 months for retrainees). - Complete appropriate CDCs. - Complete 5-Skill Level Training Track CBTs. - Complete 3DXXX CFETP requirements for 5-Skill Level. - Specific AFJQSs/AFQTPs and other training requirements required by duty position. OPTIONAL - AETC supplemental training courses as determined by MAJCOM.	A1C SrA	16 months 3 years	28 months	8 years
Airman Leadership School - Must be a SrA with 48 months' time in service or be a SSgt selectee. - Resident graduation is a prerequisite for SSgt sew-on (Active Duty only).	Trainer Must attend the Air Force Training Course (AFTC) and be qualified/certified to perform the task to be trained. Certifier Must be at least a SSgt (E-5) with a 5-skill level or civilian equivalent, capable of evaluating the task, and have completed the AFTC.			
Upgrade To Craftsman (7-Skill Level) MANDATORY - Minimum rank of SSgt and 12 months OJT (9 months for retrainees). - Complete 7-Skill Level Training Track CBTs. - Complete 3DXXX CFETP requirements for 7-Skill Level.	SSgt	4.26 years	3 years	15 years

3D0X1 KNOWLEDGE MANAGEMENT CAREER PATH				
<i>Education and Training Requirements</i>	<i>GRADE REQUIREMENTS</i>			
	<i>Rank</i>	<i>Average Sew-On</i>	<i>Earliest Sew-On</i>	<i>High Year of Tenure (HYT)</i>
<ul style="list-style-type: none"> - Specific AFJQSs/AFQTPs and other training requirements required by duty position. OPTIONAL <ul style="list-style-type: none"> - AETC supplemental training courses as determined by MAJCOM. 				
Noncommissioned Officer Academy (NCOA) <ul style="list-style-type: none"> - Must be at least TSgt. - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only). - ANG/AFRC may attend in-residence or complete by correspondence course. 	TSgt MSgt	12.7 years 16.1 years	5 years 8 years	20 years 24 years
Upgrade To Superintendent (9-Skill Level) MANDATORY <ul style="list-style-type: none"> - Minimum rank of SMSgt - Complete 3DXXX CFETP requirements for 9-Skill Level. 	SMSgt	18.9 years	11 years	26 years
USAF Senior NCO Academy (SNCOA) <ul style="list-style-type: none"> - Must be a SMSgt or SMSgt-selectee. - A percentage of top MSgts may attend the SNCOA. - Resident graduation is a prerequisite for SMSgt sew-on (Active Duty Only). 				
Chief Enlisted Manager (CEM)	CMSgt	22.2 years	14 years	30 years

NOTE 1: Published sew-on times are Air Force averages. Refer to the Air Force Personnel Center's Web site for current information:

<http://www.afpc.randolph.af.mil/promotions/index.asp>.

NOTE 2: See Part II, Sections C and D for a list of AFJQSs/AFQTPs and AETC supplemental training.

NOTE 3: All core position tasks must be completed prior to upgrade.

Section C – Skill Level Training Requirements

9. Purpose. Skill level training requirements in this specialty are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award and retention of each skill level. The specific task and knowledge training requirements are identified in Part II of this CFETP. NOTE: The 3DXXX Cyberspace Support CFETP lists additional skill-level requirements which are required by all 3DXXX AFSCs.

10. Specialty Qualification Requirements.

10.1. Apprentice (3-Level) Training.

KNOWLEDGE	Knowledge is Mandatory of: Planning and Coordinating the Complete Life-Cycle of Organizational Data and Information Assets, including Enterprise Information Management Technologies, Information Security, and Knowledge Operations.
EDUCATION	For entry into this specialty, completion of high school is mandatory. Additional courses in Business, Mathematics, Computer Science, and Information Systems are Desirable.
TRAINING	Completion of course E3ABR3D0X1 00AB, Knowledge Management is mandatory for award of the 3-skill level AFSC (<i>until this course is available, the Knowledge Operations Management course will be used</i>).
EXPERIENCE	None required.
OTHER	For award and retention of AFSC 3D031, must maintain an Air Force Network License according to AFI 33-115, Vol 2, Licensing Network Users and Certifying Network Professional; and AFMAN 33-282, Computer Security (COMPUSEC).
IMPLEMENTATION	Entry into training is accomplished by approved retraining from any AFSC or initial classification.

10.2. Journeyman (5-Level) Training.

KNOWLEDGE	All 3D031 knowledge qualifications.
TRAINING	Completion of 3D051 Knowledge Management CDCs. Completion of all 5-Skill Level Training Track CBTs. Completion of all STS 5-level core tasks and applicable AFJQSs and AFQTPs. Completion of all local tasks assigned for the duty position.
EXPERIENCE	Qualification in and possession of AFSC 3D031. Experience or knowledge of collaboration/web service applications, information architectures, records management, and knowledge management principles.
OTHER	For award and retention of AFSC 3D051, must maintain an Air Force Network License according to AFI 33-115, Vol 2, Licensing Network Users and Certifying Network Professional; and AFMAN 33-282, Computer Security (COMPUSEC).
IMPLEMENTATION	Entry into formal journeyman upgrade training is accomplished once individuals are assigned to their first duty station. Qualification training is initiated anytime individuals are assigned duties for which they are not qualified. Use OJT, CBTs, CDCs, and AFJQSs/AFQTPs concurrently to obtain the necessary qualifications.

10.3. Craftsman (7-Level) Training.

KNOWLEDGE	All 3D051 knowledge qualifications.
TRAINING	Completion of all 7-Skill Level Training Track CBTs. Completion of all STS 7-level core tasks and applicable AFJQSS and AFQTPs. Completion of all local tasks assigned for the duty position.
EXPERIENCE	Qualification in and possession of AFSC 3D051. Experience performing or supervising knowledge management planning functions, such as applying knowledge management principles, solutions, and technologies to improve the effectiveness and efficiency of Air Force organizations.
OTHER	For award and retention of AFSC 3D071, must maintain an Air Force Network License according to AFI 33-115, Vol 2, Licensing Network Users and Certifying Network Professional; and AFMAN 33-282, Computer Security (COMPUSEC).
IMPLEMENTATION	Entry into OJT is initiated when individuals are selected for promotion to SSgt. Qualification training is initiated anytime an individual is assigned duties for which they are not qualified. Use OJT, CBTs, CDCs, and AFJQSS/AFQTPs concurrently to obtain the necessary qualifications.

10.4. Superintendent (9-Level) Training. 3D090 skill level requirements are listed in the 3DXXX Cyberspace Support (Common Core) CFETP.

10.5. Training Sources.

10.5.1. AFSC specific training – 336 TRS, Keesler AFB, MS at <https://etca.randolph.af.mil>.

10.5.2. CDCs 3DX5X and 3D0X1 are available for upgrade purposes through the unit training manager or online at Air University. For individual qualification and cross-utilization training, CDCs are ordered through the unit training office.

10.5.3. AFJQSS/AFQTPs are Air Force publications and are mandatory for use by personnel in upgrade or qualification training. They are developed by the 81 TRSS (Q-Flight), Keesler AFB, MS and may be downloaded from https://cs3.eis.af.mil/sites/20946/AFKN_Docs/Forms/AllItems.aspx. Procedures for requesting development of AFJQSS/AFQTPs are contained in AFI 33-154, *Air Force On-the-Job Training Products for Cyberspace Support Enlisted Specialty Training*. AFJQSS/AFQTPs are listed in Part II, Section C, of this CFETP.

Section D – Resource Constraints

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

12. Apprentice (3-Level) Training. E3ABR3D0X1 00AB, Knowledge Management training course.

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

12.2. Impact. Required training will not be ready for implementation upon publication of this CFETP.

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

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

12.5. OPR/Target Completion Date. 336 TRS/UUB will implement revised training with the class date not yet determined.

13. Journeyman (5-Level) Training. CDC 3D051, Knowledge Management Journeyman.

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

13.2. Impact. Required training will not be ready for implementation upon publication of this CFETP.

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

13.4. Action Required. Complete creation of CDC 3D051 to meet all training requirements identified in this CFETP.

13.5. OPR/Target Completion Date. 336 TRS/UUB will create and publish CDC 3D051, Knowledge Management Journeyman. The CDC will be available for order from AU/A4L after a date not yet determined.

14. Craftsman (7-Level) Training. No constraints.

15. Superintendent (9-Level) Training. No constraints.

Section E – Transition Training Guide

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

PART II

Section A – Specialty Training Standard (STS)

1. Implementation. The STS will be used for technical training provided by AETC for the Knowledge Management apprentice course with the class beginning on a date not yet determined. The creation of 5-level CDC using the proficiency codes listed in column 4B is scheduled to be released on a date not yet determined.

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

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

2.2. Identifies, in column 2, core tasks by skill level. Tasks identified with a number “5” are required for 5-level upgrade training. Tasks identified with a number “7” are required for 7-level upgrade training.

2.3. Provides, in column 3, certification for on-the-job (OJT) training by documenting completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available.

2.4. Shows, in column 4, formal training and correspondence course requirements by listing the proficiency to be demonstrated on the job by the graduate as a result of training on the task and the career knowledge provided by the corresponding course.

2.5. Contains, in Attachment 1, the proficiency code key used to indicate the level of training and knowledge provided by resident training and career development courses.

2.6. Is used to document task completion when placed in the AF Form 623, Individual Training Record, and used according to AFI 36-2201. CFETP documentation shall be IAW AFI 36-2201 or any subsequent messages.

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

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

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

MICHAEL J. BASLA, Lieutenant General, USAF
Chief, Information Dominance and
Chief Information Officer

Attachments:

1. Qualitative Requirements
2. 3D0X1 Specialty Training Standard (STS)

PREFACE

NOTE 1: Users are responsible for annotating technical references to identify current references pending STS revision. Locate current Air Force publications at:

DOD Issuances and OSD Administrative Instructions at:

<http://www.dtic.mil/whs/directives/>

Air Force publications at: <http://www.e-publishing.af.mil/>

AFSSIs at: <https://private.afnic.af.mil/ia/PolicyDocuments.cfm>

DISA Circulars and Instructions at: <https://www.disa.mil/About/DISA-Issuances>

Technical Orders (TO) at: <https://www.my.af.mil/etims/ETIMS/index.jsp>

AF e-Learning:

<https://usafprod.skillport.com/skillportfe/custom/login/usaf/seamlesslogin.action>

NOTE 2: Knowledge and/or performance tasks are defined in the AFJQS. AFJQS items set the standard for qualification and certification and are mandatory for use in conjunction with this STS when applicable to the duty position.

NOTE 3: All objectives are trained during wartime.

NOTE 4: Track and manage training for TSgts and below and MSgt/SMSGt retrainees using Training Business Area (TBA).

NOTE 5: When an AFJQS is loaded into TBA, AFJQS task numbering will vary from the STS. The numbering scheme is defined by your work center specific master training plan.

NOTE 6: Third person certification is not required for Cyberspace Support Specialist personnel. However, members (to include civilians and contractors) assigned to crew positions are still required position certification in accordance with Stan/Eval procedures.

NOTE 7: In the event of data network or computer system failure, courses are authorized to use alternative methods of instruction to fulfill this STS element.

NOTE 8: Unless otherwise stated in the objective, the student may be allowed two assists from the instructor and still successfully achieve the proper level of proficiency. An instructor assist is defined as anytime an instructor must intercede to provide guidance to a student which leads to a satisfactory completion of the objective or to prevent a student from continuing in a manner which will lead to an unsatisfactory conclusion, safety violation, or damage to the equipment. Successful students have performed the task to the satisfaction of the course; however, they may not be capable of meeting the field requirements for speed or accuracy.

NOTE 9: All equipment related objectives are performed by following procedures from technical orders, technical manuals, or student instructional material developed by the training facility.

NOTE 10: Senior NCOs in the 3DXXX AFSCs are not required to have an Individual Training Plan (ITP) with the following exceptions: personnel in upgrade training status, or performing equipment maintenance as part of primary duties. Unit Commanders can require Senior NCOs with UTC tasks to have an ITP.

THIS BLOCK IS FOR IDENTIFICATION PURPOSES ONLY		
Personal Data – Privacy Act of 1974		
PRINTED NAME OF TRAINEE (<i>Last, First, Middle Initial</i>)	INITIALS (<i>Written</i>)	SSN
PRINTED NAME OF TRAINER AND CERTIFYING OFFICIAL AND WRITTEN INITIALS		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

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 help only 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		
<p>The following codes are used in the Core & Wartime Tasks column of the STS:</p> <p>“-“ indicates that the qualification is a local determination.</p> <p>“5” indicates the CFM has mandated this task as a core 5-level requirement. The training to satisfy this requirement is either provided through OJT, CBTs, CDCs, or a combination.</p> <p>“7” indicates the CFM has mandated this task as a core 7-level requirement. The training to satisfy this requirement is either provided through OJT, CBTs, CDCs, or a combination.</p>		

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A	B	C	D
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	3 SKILL LEVEL Course	5 SKILL LEVEL CDC	7 SKILL LEVEL CDC	9 SKILL LEVEL CDC
1. KNOWLEDGE MANAGEMENT CAREER FIELD TR: AFIs 33-396 and 36-2618; 3D0X1 CFETP; AFECD										
1.1. Career Field Structure	5						-	-	-	-
1.2. Read CFETP 3D0X1 Part I	5						-	-	-	-
1.3. Associated Career Field Family AFSCs	5						A	B	-	-
1.4. Air Force Specialty Code 3D0X1										
1.4.1. Duties	5						A	A	-	-
1.4.2. Responsibilities	5						A	B	-	-
1.4.3. Core Competencies	5						A	B	-	-
1.4.4. Qualifications	5						A	A	-	-
1.4.5. Progression	5						A	B	-	-
1.5. Knowledge Management Center (KMC)										
1.5.1. Overview	5						A	A	-	-
1.5.2. Responsibilities	5						A	B	-	-
1.5.3. Policy Compliance										
1.5.3.1. Roles and Responsibilities										
1.5.3.1.1. Privacy Act (PA) Program	5						A	B	-	-
1.5.3.1.2. Freedom of Information Act (FOIA) Program	5						A	B	-	-
1.5.3.1.3. Personally Identifiable Information (PII) Program	5						A	B	-	-
1.5.3.1.4. For Official Use Only (FOUO) Program	5						A	B	-	-
1.5.4. Sustained Roles	5						A	B	-	-
1.5.5. Mobile Roles	5						A	B	-	-
2. ENTERPRISE INFORMATION MANAGEMENT (EIM) TECHNOLOGIES TR: AFIs 33-129, 33-396 AFMAN 33-152; AF eLearning, TO 00-33D-2001, TO 00-33D-3001; www.dco.dod.mil, https://www.milsuite.mil/										

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		A	B	C	D	E	A	B	C	D
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	3 SKILL LEVEL Course	5 SKILL LEVEL CDC	7 SKILL LEVEL CDC	9 SKILL LEVEL CDC
2.1. Overview										
2.1.1. Information Architecture	5						A	A	-	-
2.1.2. Hypertext Markup Language Code (HTML)	-						A	A	-	-
2.1.3. Types of Technologies	5						A	A	-	-
2.2. Standards										
2.2.1. Open Data	5						A	B	-	-
2.2.2. National Information Exchange Model (NIEM)	5						A	B	-	-
2.2.3. Metadata	5						A	B	-	-
2.2.4. Naming Conventions	5						A	B	-	-
2.3. Electronic Mail										
2.3.1. Policy	5						A	B	-	-
2.3.2. Electronic Mail Applications	5						A	A	-	-
2.3.3. Manage Organizational Mailbox Content	5						2b	b	-	-
2.3.4. Save As a Message Format (msg)	5						2b	b	-	-
2.3.5. Create Folders	5						2b	b	-	-
2.3.6. Apply Tracking to Message	5						2b	b	-	-
2.3.7. Perform Back-up Methods	5						2b	b	-	-
2.3.8. Manage Personal Storage Template (pst)	5						2b	b	-	-
2.3.9. Create/Update Tasks	5						2b	b	-	-
2.3.10. Apply Encryption	5						2b	b	-	-
2.3.11. Apply Privacy Act Statement	5						2b	b	-	-
2.3.12. Apply FOUO Designation	5						2b	b	-	-
2.3.13. Safeguard Personally Identifiable Information (PII)	5						2b	b	-	-
2.4. Air Force Portal										
2.4.1. Program Objectives	5						A	B	-	-
2.4.2. Roles and Responsibilities										
2.4.2.1. Content Provider	5						A	B	-	-
2.4.2.2. Content Publisher	5						A	B	-	-
2.4.2.3. Wing/Group/Unit Content Manager	5						A	B	-	-

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		A	B	C	D	E	A	B	C	D
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	3 SKILL LEVEL Course	5 SKILL LEVEL CDC	7 SKILL LEVEL CDC	9 SKILL LEVEL CDC
2.4.2.4. MAJCOM/FOA/DRU Lead Content Manager	5						A	B	-	-
2.4.2.5. Publishing Center Portal (PCP) Access	-						-	-	-	-
2.4.3. Air Force Portal Architecture										
2.4.3.1. Access Production Environment	5						2b	b	-	-
2.4.3.2. Manipulate User Navigation	5						2b	-	-	-
2.4.3.3. Update My Profile	5						2b	-	-	-
2.4.3.4. Edit Workspaces	5						2b	-	-	-
2.4.3.5. Join Groups	5						2b	b	-	-
2.4.4. Development Environment										
2.4.4.1. Use Global Navigation	-						2b	b	-	-
2.4.4.2. Add Portlet	-						2b	b	-	-
2.4.4.3. Edit Portlet	-						2b	b	-	-
2.4.4.4. Remove Portlet	-						2b	b	-	-
2.4.4.5. Add Topic	-						2b	b	-	-
2.4.4.6. Edit Topic	-						2b	b	-	-
2.4.4.7. Remove Topic	-						2b	b	-	-
2.4.4.8. Manage the Calendar	-						2b	b	-	-
2.4.4.9. Add Content	-						2b	b	-	-
2.4.4.10. Edit Site Header	-						2b	b	-	-
2.4.5. AF Portal Deployment Cycle	-						A	B	-	-
2.4.6. Portal Updates										
2.4.6.1. Add Channel	-						2b	b	-	-
2.4.6.2. Add Program	-						2b	b	-	-
2.4.6.3. Add Content	-						2b	b	-	-
2.4.7. Portlet										
2.4.7.1. Change Topic Status	-						2b	b	-	-
2.4.8. Import graphics	-						2b	b	-	-
2.4.9. Establish Links	-						2b	b	-	-
2.5. SharePoint										
2.5.1. Policy	5						A	B	-	-
2.5.2. Roles and Responsibilities	5						A	B	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A	B	C	D
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	3 SKILL LEVEL Course	5 SKILL LEVEL CDC	7 SKILL LEVEL CDC	9 SKILL LEVEL CDC
2.5.3. Site Structure										
2.5.3.1. Purpose	5						A	B	-	-
2.5.4. Sites										
2.5.4.1. Purpose	5						A	B	-	-
2.5.4.2. Create	5						2b	b	-	-
2.5.4.3. Manage Site Layout	5						2b	b	-	-
2.5.4.4. Create/Use Dashboards	5						2b	b	-	-
2.5.5. Content										
2.5.5.1. Add Links	5						2b	b	-	-
2.5.5.2. Insert Graphics	5						2b	B	-	-
2.5.5.3. Add a Calendar	5						2b	B	-	-
2.5.5.4. Create Custom Content Types	-						-	-	-	-
2.5.5.5. Add	5						2b	B	-	-
2.5.5.6. Move	5						2b	-	-	-
2.5.5.7. Remove	5						2b	B	-	-
2.5.6. Library										
2.5.6.1. Create/Manage Templates	5						2b	b	-	-
2.5.6.2. Create a Document Library	5						2b	b	-	-
2.5.6.3. Check-Out a Document	5						2b	b	-	-
2.5.6.4. Check-In a Document	5						2b	b	-	-
2.5.6.5. Manage Version Control	5						2b	b	-	-
2.5.6.6. Set Alerts	5						2b	b	-	-
2.5.7. Workflow										
2.5.7.1. Create/Use Workflows	5						2b	b	-	-
2.5.7.2. Enable Out of the Box Workflows	5						-	-	-	-
2.5.7.3. Associate Workflows to Lists	5						-	-	-	-
2.5.7.4. Associate Workflows to Libraries	5						-	-	-	-
2.5.7.5. Prepare/Route Content for Approval	5						2b	b	-	-
2.5.8. Permissions										
2.5.8.1. Hierarchy	5						A	B	-	-
2.5.8.2. Create/Manage	5						2b	-	-	-

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		A	B	C	D	E	A	B	C	D
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	3 SKILL LEVEL Course	5 SKILL LEVEL CDC	7 SKILL LEVEL CDC	9 SKILL LEVEL CDC
2.5.8.3. Create/Manage Groups	5						2b	-	-	-
2.5.8.4. Create Custom Lists	5						2b	b	-	-
2.5.8.5. Remove Users	5						2b	-	-	-
2.5.9. Galleries										
2.5.9.1. Establish Site Columns	-						2b	-	-	-
2.5.9.2. Add Site Content Type	-						2b	-	-	-
2.5.10. Manage Site Settings	-						2b	b	-	-
2.5.11. Organize Content	-						2b	-	-	-
2.5.12. Web Parts										
2.5.12.1. Uses	5						A	B	-	-
2.5.12.2. Add	-						2b	-	-	-
2.5.12.3. Modify	-						2b	-	-	-
2.5.12.4. Embed Hyperlinks	-						-	-	-	-
2.5.12.5. Edit Chrome State	-						-	-	-	-
2.5.13. Embed Multimedia	-						-	-	-	-
2.5.14. Export Documents to Microsoft Office	-						2b	b	-	-
2.5.15. Site Actions										
2.5.15.1. Web Analytics	-						-	-	-	-
2.5.15.2. Activate Site Features	-						2b	b	-	-
2.5.15.3. Activate Site Collection Features	-						2b	b	-	-
2.5.15.4. Complete Site Collection Audit	-						2b	b	-	-
2.5.16. Navigation										
2.5.16.1. Create Customized Navigation	-						2b	b	-	-
2.5.16.2. HTML										
2.5.16.2.1. Create Hyperlinks Using HTML	-						-	-	-	-
2.5.16.2.2. Create Marquee Using HTML	-						-	-	-	-
2.5.17. Views										
2.5.17.1. Manage	-						-	-	-	-
2.5.17.2. Create a Standard	-						2b	b	-	-
2.5.17.3. Create a Data Sheet	-						2b	b	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A	B	C	D
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	3 SKILL LEVEL Course	5 SKILL LEVEL CDC	7 SKILL LEVEL CDC	9 SKILL LEVEL CDC
2.5.18 Filters										
2.5.18.1. Manage	-						2b	b	-	-
2.5.18.2. Create	-						2b	b	-	-
2.5.19. SharePoint Designer										
2.5.19.1. Purpose	5						A	B	-	-
2.5.19.2. Create Workflows	-						-	-	-	-
2.5.19.3. Create Impersonation Steps	-						-	-	-	-
2.5.19.4. Create Action Statements	-						-	-	-	-
2.5.20. Condition Statements										
2.5.20.1. Purpose										
2.5.20.1.1. If-Then Statements	-						-	-	-	-
2.5.20.1.2. If-Else Statements	-						-	-	-	-
2.5.21. Move Site	-						2b	b	-	-
2.5.22. Reset Site	-						2b	b	-	-
2.5.23. Delete Site	-						2b	b	-	-
2.5.24. Item Recovery										
2.5.24.1. From Recycle Bin	-						2b	b	-	-
2.5.24.2. From Site Collection Recycle Bin	-						2b	b	-	-
2.5.25. Data										
2.5.25.1. Export	-						2b	b	-	-
2.5.25.2. Retrieve Archived Data	-						2b	b	-	-
2.5.26. Workflow Kickflow Activation										
2.5.26.1. Purpose	-						A	B	-	-
2.5.26.2. Manual	-						2b	b	-	-
2.5.26.3. Automatic	-						2b	b	-	-
2.6. Collaboration Technologies										
2.6.1. Overview	5						A	A	-	-
2.6.2. Defense Connect Online (DCO)										
2.6.2.1. Purpose	-						A	B	-	-
2.6.2.2. Create Account	-						2b	b	-	-
2.6.2.3. Create a Meeting	-						2b	b	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A	B	C	D
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	3 SKILL LEVEL Course	5 SKILL LEVEL CDC	7 SKILL LEVEL CDC	9 SKILL LEVEL CDC
2.6.2.4. Post Content	-						2b	b	-	-
2.7. Office Applications										
2.7.1. Identify Software Applications	5						A	B	-	-
2.7.2. Microsoft Office Suite										
2.7.2.1. Identify File Extensions	5						A	B	-	-
2.7.2.2. Identify Storage Parameters	5						A	B	-	-
3. INFORMATION ACCESS PROGRAMS TR: AFIs 31-401, 33-321 33-322, 33-324, 33-332, 33-364, 33-393; AFMAN 33-363; DoD 5400.7-R AFMAN 33-302; www.foia.af.mil , https://safe.amrdec.army.mil/safe/welcome.aspx										
3.1. Freedom of Information Act (FOIA) Program										
3.1.1. Program Objectives	5						A	B	-	-
3.1.2. Process Requests	5						2b	b	-	-
3.1.3. Access Electronic Reading Rooms	-						2b	b	-	-
3.1.4. Prepare End-of-Year Report	-						2b	b	-	-
3.2. For Official Use Only (FOUO)										
3.2.1. Program Objectives	5						A	B	-	-
3.2.2. Marking										
3.2.2.1. E-mail	5						A	B	-	-
3.2.2.2. Hardware/Removable Media	5						A	B	-	-
3.2.2.3. Documents	5						2b	b	-	-
3.2.3. Access	5						A	B	-	-
3.2.4. Protection	5						A	B	-	-
3.2.5. Disclosure	5						A	B	-	-
3.2.6. Transmission	5						A	B	-	-
3.2.7. Disposal	5						A	B	-	-
3.3. Privacy Act (PA) Office of Primary Responsibility										
3.3.1. Program Objectives	5						A	B	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A	B	C	D
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	3 SKILL LEVEL Course	5 SKILL LEVEL CDC	7 SKILL LEVEL CDC	9 SKILL LEVEL CDC
3.3.2. Process a Request	5						2b	b	-	-
3.3.3. Apply Marking	5						2b	b	-	-
3.3.4. Accessibility	5						A	B	-	-
3.3.5. Apply Protection	5						2b	b	-	-
3.3.6. Disposal	5						A	B	-	-
3.3.7. Warning Banner	5						A	B	-	-
3.3.8. Program Exemptions	-						A	B	-	-
3.4. Personally Identifiable Information (PII)										
3.4.1. Definition	5						A	B	-	-
3.4.2. Collection	5						A	B	-	-
3.4.3. Social Security Number Reduction	5						A	B	-	-
3.4.4. Apply Protections	5						2b	b	-	-
3.4.5. Transmission	5						A	B	-	-
3.4.6. Breach Processing	5						A	B	-	-
3.4.7. Disposal	5						A	B	-	-
3.4.8. Incident Response										
3.4.8.1. Notifications	5						A	B	-	-
3.4.8.2. USCERT Reporting	-						A	B	-	-
3.4.8.3. Base Level Reporting	-						A	B	-	-
3.4.9. Safe Access File Exchange (SAFE)	-						A	B	-	-
3.4.10. Enterprise Information Technology Data Repository (EITDR)	-						A	B	-	-
3.4.11. Federal Register	-						A	B	-	-
3.4.12. Create Database	-						2b	-	-	-
3.4.13. Create PA Systems of Records Database	-						2b	-	-	-
3.4.14. Create Privacy Impact Assessments (PIA)	-						2b	-	-	-
3.4.15. Systems of Records Notices (SORNs)										
3.4.15.1. Overview	-						A	A	-	-
3.4.15.2. Evaluate SORN	-						2b	b	-	-
3.4.15.3. Create SORN	-						2b	b	-	-
3.5. Civil Liberties										

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A	B	C	D
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	3 SKILL LEVEL Course	5 SKILL LEVEL CDC	7 SKILL LEVEL CDC	9 SKILL LEVEL CDC
3.5.1. Overview	5						A	A	-	-
3.5.2. Roles and Responsibilities	5						A	B	-	-
3.5.3. Constitutional and Amendment Rights	-						A	B	-	-
3.5.4. Quarterly Reports	-						A	B	-	-
3.5.5. Complaints Process	-						A	B	-	-
3.6. Electronic and Information Technology Accessible to Individuals with Disabilities, Section 508										
3.6.1. Overview	5						A	A	-	-
3.6.2. Roles and Responsibilities	5						A	B	-	-
3.7. Records Management Program										
3.7.1. Overview	5						A	A	-	-
3.7.2. Basic Terms	5						A	A	-	-
3.7.3. Roles and Responsibilities	5						A	B	-	-
3.7.4. AF Records Information Management System (AFRIMS)										
3.7.4.1. Overview	5						A	A	-	-
3.7.4.2. Create Accounts	5						A	B	-	-
3.7.4.3. Set Permissions	5						A	B	-	-
3.7.4.4. Research Records Disposition Schedule (RDS)	5						2b	B	-	-
3.7.4.5. Prepare File Maintenance and Disposition Plan	-						2b	B	-	-
3.7.4.6. File Plan										
3.7.4.6.1. Add Items	-						2b	b	-	-
3.7.4.6.2. Edit Items	-						2b	-	-	-
3.7.4.6.3. Delete Items	-						2b	-	-	-
3.7.4.6.4. Renumber Items	-						2b	-	-	-
3.7.4.6.5. Determine Cut-Off	-						2b	b	-	-
3.7.4.6.6. Route File Plan for Approval	-						2b	-	-	-
3.7.4.6.7. Approve/Disapprove File Plans	-						2b	-	-	-
3.7.4.6.8. Printing Options	-						A	B	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A	B	C	D
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	3 SKILL LEVEL Course	5 SKILL LEVEL CDC	7 SKILL LEVEL CDC	9 SKILL LEVEL CDC
3.7.4.7. Filing Procedures										
3.7.4.7.1. Approved Supplies	-						A	B	-	-
3.7.4.7.2. Arrange File Folders	-						2b	B	-	-
3.7.4.7.3. Arrange Disposition Guide Cards	-						2b	b	-	-
3.7.4.7.4. Mark Records for Filing	-						2b	b	-	-
3.7.4.7.5. Use Cross Reference Documents	-						2b	b	-	-
3.7.4.7.6. Use Charge Out Records	-						2b	b	-	-
3.7.5. Staging Area										
3.7.5.1. Purpose	5						A	B	-	-
3.7.5.2. Procedures	5						A	B	-	-
3.7.5.3. Requirements	5						A	B	-	-
3.7.5.4. Waivers	5						A	B	-	-
3.7.6. Vital Records										
3.7.6.1. Overview	-						A	B	-	-
3.7.6.2. Identify Vital Records	-						2b	b	-	-
3.7.6.3. Vital Records Plan	-						A	-	-	-
3.7.6.4. Vital Records Protection	-						A	A	-	-
3.7.7. Transferring and Disposing of Records	-						A	A	-	-
3.7.8. Record Search										
3.7.8.1. Purpose	5						A	B	-	-
3.7.8.2. Perform Records Search	5						2b	B	-	-
3.7.8.3. Positive Records	5						A	-	-	-
3.7.8.4. Complete and Close Out	5						2b	-	-	-
3.7.9. Staff Assistance Visit	5						A	B	-	-
3.7.10. Electronic Records Management (ERM)										
3.7.10.1. Business Rules for Electronic Files (e-files)	5						-	-	-	-
3.7.10.2. Update Metadata Fields	5						2b	-	-	-
3.8. The Air Force Information Collections and Reports Management Program										
3.8.1. Overview	-						A	-	-	-

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		A	B	C	D	E	A	B	C	D
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	3 SKILL LEVEL Course	5 SKILL LEVEL CDC	7 SKILL LEVEL CDC	9 SKILL LEVEL CDC
3.8.2. Roles and Responsibilities	-						A	-	-	-
4. KNOWLEDGE OPERATIONS TR: AFI 33-396; AFD 33-3; AF e-Learning										
4.1. Overview	5						A	A	-	-
4.2. Phases	-						-	-	-	-
4.3. Capabilities										
4.3.1. Technical	7						A	A	-	-
4.3.2. Organizational	7						A	A	-	-
4.4. Types of Knowledge										
4.4.1. Attributes	5						A	A	-	-
4.4.2. Tacit	5						A	A	-	-
4.4.3. Explicit	5						A	A	-	-
4.5. Knowledge Processes	-						-	-	-	-
4.6. Knowledge Audits	-						-	-	-	-
4.7. Knowledge Maps	-						-	-	-	-
4.8. Knowledge Management										
4.8.1. Change Management Plan	-						-	-	-	-
4.8.2. Sciences	-						A	A	-	-
4.8.3. Lifecycle	-						A	A	-	-
4.9. Knowledge Management Technologies										
4.9.1. Overview	-						-	-	-	-
4.9.2. Cloud Computing										
4.9.2.1. Overview	-						A	-	-	-
5. CONTINUOUS PROCESS IMPROVEMENT TR: AFI 33-396; AF e-Learning										
5.1. Lean Six Sigma										
5.1.1. Overview	7						-	-	-	-
5.1.2. Roles and Responsibilities	7						-	-	-	-
5.1.3. Phases										
5.1.3.1. Define										
5.1.3.1.1. Project Selection	7						-	-	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE & WARTIME TASKS	3. Certification for OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A	B	C	D
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	3 SKILL LEVEL Course	5 SKILL LEVEL CDC	7 SKILL LEVEL CDC	9 SKILL LEVEL CDC
5.1.3.1.2. Business Process Mapping	7						-	-	-	-
5.1.3.1.3. Determine Customer Deliverables	7						-	-	-	-
5.1.3.2. Measure										
5.1.3.2.1. Define Characteristics	7						-	-	-	-
5.1.3.2.2. Outline Performance Standards	7						-	-	-	-
5.1.3.2.3. Develop a Data Collection Plan	7						-	-	-	-
5.1.3.2.4. Validate	7						-	-	-	-
5.1.3.3. Analyze										
5.1.3.3.1. Baseline Process Capability	7						-	-	-	-
5.1.3.3.2. Define Performance Objective	7						-	-	-	-
5.1.3.3.3. Identify Sources of Variation	7						-	-	-	-
5.1.3.4. Improve										
5.1.3.4.1. Identify Solutions	7						-	-	-	-
5.1.3.4.2. Develop Implementation Plan	7						-	-	-	-
5.1.3.5. Control										
5.1.3.5.1. Validate Measurement System Analysis	7						-	-	-	-
5.1.3.5.2. Determine Process Capability	7						-	-	-	-
5.1.3.5.3. Develop Control Plan	7						-	-	-	-
5.2. Air Force Smart Operations for the 21st Century (AFSO21)										
5.2.1. Overview	7						A	-	-	-
6. COMPUTER-BASED TRAINING TR: AF e-Learning										
6.1. 5-Skill Level Training Tracks	5						-	-	-	-
6.2. 7-Skill Level Training Tracks	7						-	-	-	-
6.3. SharePoint Designer Knowledge Management or SharePoint Certification	-						-	-	-	-
6.4. Knowledge Management Certification Knowledge Management or SharePoint Certification	-						-	-	-	-

Section B – Course Objective List

6. Measurement. Each objective is indicated as follows: W indicates task or subject knowledge which is measured using a written test; PC indicates required task performance which is measured with a performance progress check; and PC/W indicates separate measurement of both knowledge and performance elements using a written test and a progress check.

7. Standard. The standard is 70% on written examinations. 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.

8. Proficiency Level. Most task performance is taught to the “2b” proficiency level which means the student can do most parts of the task, but does need assistance on the hardest parts of the task (partially proficient). The student can also determine step-by-step procedures for doing the task.

Section C – Support Materials

9. The following list of support materials is not all-inclusive; however, it covers the most frequently referenced areas. The most current products can be found at the 81 TRSS/TSQ web page and are available for download from the web site at: https://cs3.eis.af.mil/sites/20946/AFKN_Docs/Forms/AllItems.aspx. Procedures for requesting product development are found in AFI 33-154.

Generic AFJQSs/AFQTPs applicable to 3D0X1:

<u>Publication Number</u>	<u>Pseudo File</u>	<u>Publication Title</u>
AFJQS3DXXX-225S	N/A	Sharepoint

Section D – Training Course Index

10. Purpose. This section of the CFETP identifies training courses available for continuation/supplemental training. For information on all formal courses, refer to the Air Force Education and Training Course Announcements (ETCA) database at <https://etca.randolph.af.mil/>.

11. Air Force In-Residence Courses.

<u>Course Number</u>	<u>Course Title</u>	<u>Location</u>
E3AQR3D0X1 00AA	IT Fundamentals Basic	Keesler AFB MS
E3ABR3D031 00AA	Knowledge Operations Management*	Keesler AFB MS
E3ABR3D0X1 00AB	Knowledge Management*	Keesler AFB MS

* The Knowledge Operations Management course (E3ABR3D031 00AA) will continue to be used until replaced by the newer Knowledge Management course (E3ABR3D0X1 00AB).

12. Air University/A4L Courses.

For a current listing of Air University A4/6 courses go to <http://www.au.af.mil/au/afiadl>.

13. Exportable Courses.

For a current list of the available CBT courses refer to AF e-Learning at <https://www.my.af.mil>.

Section E – MAJCOM Unique Requirements

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