

DEPARTMENT OF THE AIR FORCE
Headquarters US Air Force
Washington, DC 20330-7050

CFETP 4A0X1
Parts I and II
1 October 2007

AFSC 4A0X1

HEALTH SERVICES MANAGEMENT



“In Demand & Indispensable”

CAREER FIELD EDUCATION AND TRAINING PLAN

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RELEASABILITY: There are no releasability restrictions on this publication.

**CAREER FIELD EDUCATION AND TRAINING PLAN
HEALTH SERVICES MANAGEMENT SPECIALTY
AFSC 4A0X1**

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OPR: 382 TRS/TRR
Certified by: CMSgt Loretta N. Bryant (HQ USAF/SG1E)
Supersedes: CFETP4A0X1,1 July 2004
Pages: 67

**CAREER FIELD EDUCATION AND TRAINING PLAN
HEALTH SERVICES MANAGEMENT SPECIALTY
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PART I

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education/training requirements, training support resources, and minimum 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. **NOTE:** Civilians occupying associated positions will use Part II to support duty position qualification training.

2. The CFETP consists of two parts; supervisors plan, manage, and control training within the specialty using both parts of the plan.

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 information pertaining to the specialty description, skill level progression, training decisions, Community College of the Air Force (CCAF) information, and the career field path.

2.1.3. **Section C** explains the purpose and training requirements for each skill level.

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

2.1.5. **Section E** is reserved for use as a transitional training guide for merging career fields.

2.2. **Part II** contains six sections. 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** contains the Specialty Training Standard (STS). A proficiency code key is used to identify qualitative requirements for appropriate knowledge and task competency required for each skill level. The STS specifies tasks, knowledge, and technical references used to support training and core tasks, a designated area to document on-the-job training (OJT) certification, proficiency codes used to indicate training/information provided by Air Education and Training (AETC) courses and tasks identified as having a Readiness Skills requirement.

2.2.2. **Section B** contains information on how to obtain a listing of course objectives used in formal training courses. Supervisors can use this information to determine if airmen have satisfied training requirements.

2.2.3. **Section C** identifies available support materials. An example is a Qualification Training Package (QTP). There are no QTPs required at this time for the Health Services Management specialty.

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

2.2.5. **Section E** is used to identify MAJCOM unique training requirements.

2.2.6. **Section F** is specific to medical Air Force Specialty Codes (AFSC) and provides guidance on required documentation in the enlisted training and competency folder.

3. Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate points in their career. This plan will enable us to train today's work force for tomorrow's jobs.

ABBREVIATIONS/TERMS EXPLAINED

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

Armed Forces Health Longitudinal Technology Application (AHLTA). Proper noun for the Department of Defense's (DoD) global Electronic Health Record (EHR) and supports 9.2 million beneficiaries in the Military Health System (MHS) TRICARE program. Currently being utilized on a global scale, AHLTA supports Forces Health Protection for DoD service members, as well as, health services provided for their family members and other beneficiaries in military medical facilities. It provides around the world and around the clock access to a single data repository of all treatment episodes provided to TRICARE beneficiaries allowing AHLTA to support a vital, longitudinal electronic record that extends the concept of portability far beyond that reached by other EHRs. This global data repository ensures health care providers always have access to current, legible information to support the delivery of high quality health care including population health, wellness, and disease management activities.

Ambulatory Data Module (ADM). Automated information system designed to capture and report patient encounter data at the International Classification of Diseases, Clinical Modification (ICD-CM) and Current Procedural Terminology (CPT) code detail.

Career Field Education and Training Plan (CFETP). A comprehensive core training document that identifies life-cycle education and training requirements; training support resources, and minimum core task requirements for a specialty. The CFETP aims to give personnel a clear path and instill a sense of industry in career field training.

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

Certification Official. A person whom the commander assigns to determine an individual's ability to perform a task to required standards.

Computer Based Training (CBT). Training accomplished via computer.

Core Task. Tasks the Air Force Career Field Manager (AFCFM) identifies as minimum qualification requirements for everyone within an AFSC, regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC. Guidance for using core tasks can be found in the applicable CFETP narrative.

CPT Coding. Coding used to identify and document specific medical procedures.

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

Go. The stage at which an individual has gained enough skill, knowledge, and experience to perform the tasks without supervision. Meeting the task standard. "Go" level equates to 3c in the STS proficiency code key.

Graduate Assessment Surveys (GAS). A GAS is sent from the technical training school through the base education and training office to the immediate supervisor 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. How the supervisor answers and comments on these questions could have a direct bearing on how well the school improves its programs often resulting in training improvement initiatives.

Health Care Optimization (HCO). The overall process of optimizing patient care by practicing the primary care management (PCM) concept and managing patient health and wellness through case and disease management and preventive health.

HIPAA. The Health Insurance Portability and Accountability Act (commonly known as HIPAA), public law 104-91, was enacted 21 August 1996. The purpose of the Act is to improve the portability and continuity of health insurance coverage, improve access to long term care services and coverage, and to simplify the administration of healthcare. A primary component of HIPAA is the protection and privacy of individually identifiable health information. To comply with the HIPAA Privacy Rule the DoD established a regulation, DoD 6025.18-R, DoD Health Information Privacy Regulation, to implement the requirements throughout the medical health system.

IM/IT. Performs medical Information Management and Information Technology (IM/IT) functions and activities. Maintains and supports the local area network connectivity, availability and reliability; help desk operations; Automated Data Processing Equipment (ADPE) tracking, turn-in and distribution; server operations, backup and maintenance; hardware/software training; tele-health implementation and support; Standard Systems distribution, maintenance, backup and support; and IM/IT advice and solutions. Responsible for assisting with IM/IT infrastructure upgrades, maintenance and repair as well as network security, intrusion detection and virus identification and elimination. Installation and support of all new IM/IT initiatives such as AHLTA, Clinical Data Repository/Health Data Repository (CHDR), Bidirectional Health Information Exchange (BHIE), TRICARE On Line, etc. Use information technology platforms to support peacetime and contingency health care.

Initial Skills Training. A formal resident course that results in an AFSC 3-skill level award for enlisted or mandatory training for upgrade to qualified officers.

ICD-CM. Designed for the classification of morbidity and mortality information for statistical purposes, and for indexing of hospital records by diseases and operations for data storage and retrieval.

Interactive Courseware. Computer-controlled training designed to allow the student to interact with the learning environment through input devices such as keyboards and light pens. The student's decisions and inputs to the computer determine the level, order, and pace of instructional delivery.

Major Command (MAJCOM) Functional Manager (MFM). A person appointed as the senior representative for an Air Force Specialty (AFS) within a specific MAJCOM. Among other responsibilities, the MFMs work with AFCFM to develop, implement and maintain the CFETP.

Master Task List (MTL). A comprehensive list (100%) of all tasks performed within a work center and consisting of the current CFETP or AFJQS and locally developed AF Forms 797 (as a minimum). Should include tasks required for deployment and/or unit type code (UTC) requirements.

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

Medical Information Technology. The dynamic interaction of information management and technological systems to meet the needs of a medical business enterprise.

Mission-Ready Airman. A technical training graduate certified on tasks, as defined by the AFCFM, required for on-the-job performance upon course completion.

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

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

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

Primary Care Management (PCM) Team. The patient treatment concept based on health care teams composed of providers, nurses, medical technicians, and health services managers assigned to a specific patient population.

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

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

Readiness Skills Verification (RSV). Recurring training necessary to maintain skills of a fully qualified individual to adequately perform the mission and related duties required in peacetime and wartime.

Skills Training. A formal course that results in the award of a skill level.

Specialty Training. A combination of formal training (technical school) and informal OJT to qualify and upgrade airmen in the award of a skill level.

Specialty Training Standard (STS). An Air Force publication that describes an AFS in terms of tasks and knowledge which an airman in that specialty may be expected to perform (or to know how to) on the job, and identifies the training provided to achieve a 3-, 5-, and 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. A fixed quantity and/or quality.

Student Training Report (formerly AETC Form 156). This training report card contains detailed information on student progress in both specialty training and military training. It is a valuable source of information for gaining supervisors of recent Health Services Management graduates. The form will be maintained in the member's 6-part folder until upgrade to the 5-skill level is obtained.

Task Certifier. See Certification Official.

Third Party Certification. Is an evaluation of completed training conducted by the task certifier and is only required when directed by the AFCFM.

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

Training Platforms (TP). Courses, CBT, and other methods of training for specific job training.

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

Unit Type Code (UTC). A five-character alpha/numerical code that uniquely identifies each type unit of the Armed Forces: Joint Pub 1-02.

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 led by the Career Field Manager and Training Pipeline Manager that incorporates the expertise of MAJCOM AFSC Functional Managers, Subject Matter Experts (SMEs), and AETC training personnel that determines career ladder training requirements.

Wartime Tasks. Tasks that must be 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. These tasks are only for those career fields that still need them applied to their schoolhouse tasks.

PART I, SECTION A - GENERAL INFORMATION

1. Purpose. This CFETP provides information necessary for the AFCFM, MFMs, commanders, training managers, supervisors, and trainers to plan, develop, manage, and conduct an effective and efficient career field training program. This plan outlines training that individuals must receive to develop and progress throughout their career. The plan also identifies initial skills, upgrade, qualification, advanced, and continuation training requirements. Initial skills training is the AFS specific training an individual receives upon entry into this specialty. Initial and advanced skills training are provided by the 882d Training Group at Sheppard AFB, Texas (AETC). Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion required for award of the 3-, 5-, 7-, and 9-skill levels. Qualification training is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills and knowledge required to do the job. Advanced training is formal specialty training used for selected airmen. Proficiency training is additional training conducted either in-residence or exportable advanced training courses, or on-the-job, provided to personnel to increase their skills and knowledge beyond the minimum required. The CFETP several purposes---some are:

- 1.1. Serves as a management tool to plan, manage, conduct, and evaluate a career field training program. It is also used to help supervisors identify training at the appropriate point in an individual's career.
- 1.2. Identifies task and knowledge training requirements for each skill level in the specialty and recommends training and education throughout each phase of an individual's career.
- 1.3. Lists training courses available in the specialty, identifies sources of training, and the training delivery method.
- 1.4. Identifies major resource constraints that impact full implementation of the desired career field training program.

2. Uses. This plan will be used by MFMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

- 2.1. AETC training personnel will develop 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, and proficiency requirements. OJT, resident training, and contract training or exportable courses can satisfy identified requirements. MAJCOM-developed training used to support this AFS must be identified for inclusion in this plan and must not duplicate already available training.
- 2.3. Each individual will complete the mandatory training requirements specified in this plan. The lists of courses in Part II, Section D, will be used as a reference to support training.

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

PART I, SECTION B - CAREER PROGRESSION AND INFORMATION

4. Specialty Description. (The following information incorporates the latest changes to the Enlisted Classification Directory located on the Air Force Personnel Center (AFPC) website: <http://gum.afpc.randolph.af.mil/cgi-bin/askafpc.cfg>.)

4.1. Specialty Summary. Manages health services activities. Plans, develops, manages, and performs health services activities. Related DoD Occupational Subgroup: 134000.

4.2. Duties and Responsibilities:

4.2.1. Performs and directs patient management functions. Interprets communications, directives, and publications. Coordinates release of information functions. Prepares health record copies and abstracts. Coordinates release of information functions. Prepares, files, safeguards, transfers, and retires health records. Maintains patient locator and suspense files. Prepares, codes, and transmits clinical record cover sheets. Transcribes daily information onto charts. Transcribes physicians' orders, and prepares requests for diagnostic tests, consultations, and referrals. Performs functions to admit, discharge, and transfer patients. Compiles information and prepares reports, graphs, and charts on bed occupancy, staffing, dental health, medical care from civilian sources, and professional activities.

4.2.2. Prepares patient related correspondence and special orders for patient assignment, reassignment, and aeromedical evacuation. Coordinates and prepares forms. Identifies and processes line of duty determinations. Monitors dependent education (overseas clearance) program. Identifies, coordinates, and processes medical conditions requiring medical evaluation board (MEB) proceedings. Verifies patient eligibility. Performs procedures for network referrals. Provides claims assistance and counseling to beneficiaries.

4.2.3. Performs and manages resource management functions. Prepares financial statements and subsistence stock records. Compiles information, subsistence accounting, and prepares statistical reports. Performs market analysis and business-case analysis. Coordinates third party collection activities and prepares necessary reports. Assists in manpower surveys and in developing manpower standards. Identifies manpower standard exceptions and deviations. Screens medical records to gather data for medical audits. Analyzes workload and cost data to validate manpower requirements, and develops adjustments and projections to support clinical or mission changes. Monitors the unit manpower document to ensure requirements and funding are accurately reflected. Monitors the unit personnel management roster to ensure correct assignment of personnel resources. Identifies personnel staffing shortages and coordinates permanent or temporary assignment actions. Collects, maintains, prepares, and analyzes Medical Expense and Performance Reporting Systems (MEPRS) data or comparable workload accounting system. Prepares budget estimates and financial plans. Monitors expenditures and obligations; analyzes financial reports and accounting and workload reporting procedures; conducts studies and internal audits.

4.2.4. Performs and manages medical information technology functions and activities. Requests and documents technical assistance. Manages hardware and software activities. Monitors information technology security programs. Performs customer support activities. Manages user-training programs.

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

5.1. **Apprentice (3-Level).** Students in this specialty will complete the Health Services Management Apprentice course in-residence at Sheppard AFB for award of the 3-skill level. After completion of this course and upon arrival at first duty assignment, the apprentice will work with a trainer to enhance knowledge and skills. The

apprentice will enter upgrade training using CDCs and task qualification training to progress in the career field. Once certified on a task, the apprentice may perform the task unsupervised. **NOTE: Direct Duty Assignment accession active duty (AD) and Air Reserve Component personnel will upgrade via OJT.** Units are strongly recommended to contact the Health Services Management Course for study material.

5.2. Journeyman (5-Level). The individual must successfully complete the 5-level CDC before being upgraded to the 5-skill level. Once upgraded, journeymen enter into continuation training to broaden their experience base. Journeymen will attend the Airman Leadership School (ALS) after 48 months in the Air Force, or sooner, if selected for promotion to Staff Sergeant. After ALS, journeymen can perform duties as trainers and supervisors and be considered for appointment as unit trainers. To enhance their skills, they are encouraged to continue their education toward a CCAF degree.

5.3. Craftsman (7-Level). A craftsman must successfully complete the 7-level CDC before upgrade to the 7-skill level. Once upgraded, a craftsman can expect to fill various supervisory and management positions, such as noncommissioned officer in charge (NCOIC), assistant NCOIC, supervisor, program manager, and task trainer or certifier. Craftsman will attend the Noncommissioned Officer Academy (NCOA) after selection for promotion to Technical Sergeant (AD only). Continued academic education through CCAF and higher degree programs is encouraged.

5.4. Superintendent (9-Level). Before attaining the 9-skill level, individuals must be promoted to Senior Master Sergeant (AD only). A superintendent can expect to fill positions such as flight chief, superintendent, functional manager, 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 recommended.

5.5. Chief Enlisted Manager (CEM) 4A000. Awarded after promotion to Chief Master Sergeant. Performs duties as functional manager 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 recommended.

6. Training Decisions. The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Health Services Management career field. The spectrum includes a strategy for when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training. Training decisions were made during Utilization and Training Workshop, held at 882 TRG, Sheppard AFB, TX, 14-18 Aug 2006.

6.1. Initial Skills. There were no significant changes to the 3-level course for AFSC 4A0X1. Minor changes include enhancing training to meet technological changes in the Air Force Medical Service (AFMS). Training continues to include increasing the role of a ready airman in contingency situations. Students will continue to role-play and interact in scenarios to enhance the realism and application of tasks. Students are awarded the 3-skill level upon completion of the basic course, J3ABR4A031 00AA.

6.2. Five-Level Upgrade Requirements. Five-skill level upgrade training will include core tasks identified in the STS. All training on core tasks must be completed and certified prior to award of the skill level. Training levels in the CDC were adjusted, as required, to facilitate core task training and reasonable skill progression in accordance with the STS. The CDC is a self-study correspondence course designed to provide airmen with the fundamental knowledge of the AFS. The 5-skill level will be awarded upon completion of the CDC, minimum of 15 months in upgrade training (9 months for retrainees), recommendation of the supervisor, and approval of the unit commander.

6.3. Seven-Level Upgrade Requirements. The 7-skill level will be awarded upon completion of the 7-level CDC, minimum of 12 months in upgrade training (6 months for retrainees), and upgrade training time requirement, recommendation of the supervisor, and approval of the unit commander.

6.4. **Proficiency Training.** Any additional knowledge and skill requirements, which were not taught through initial skills, supplemental, or upgrade training. The purpose of the continuation-training program is to provide additional training exceeding minimum upgrade training requirements with emphasis on present and future duty positions. MAJCOM and units must develop a continuation-training program that ensures individuals receive the necessary training at the appropriate point in their career. The training program will identify both mandatory and optional training requirements. AETC will assist in this continuation training development wherever possible, by providing instructional system design/development expertise and media selection options.

6.5. **RSV Training Requirements.** Training is conducted through web-based courseware on specific tasks listed in the STS. Tasks are identified with an “R” in column 4D of the STS. Training tasks, which are identified in the RSV database, are the catalyst for training program development (database located at <https://www.afms.mil/sgx/>). Airman Basic thru Chief Master Sergeant will document training on AF Form 1098, **Special Task Certification and Recurring Training**, available in RSV training database and file certificate of completion in the enlisted competency and training folder.

6.5.1. **Training for UTC Requirements.** All 4A0X1s assigned to deployable UTCs will complete UTC-specific training, field training, and other requirements as directed in AFI 41-106, *Medical Readiness Planning and Training*. Training for these tasks normally will be conducted via medical unit readiness training, field training, readiness exercises, or annual ancillary unit training. A basic indoctrination to some of these tasks will also be provided in the Expeditionary Medical Readiness Course at Sheppard AFB, TX to 4A031 apprentice students.

6.5.2. **Other Training.** Active duty units, as well as those for Air Reserve Components (ARC), will establish appropriate 4A0 training to meet unit specific disaster response training. Generally, this training should include duties associated with outpatient records, primary care management, resource management, TRICARE, and information systems offices.

7. Community College of the Air Force (CCAF). The Community College of the Air Force offers a degree program specifically designed for the Health Services Management specialty. Enrollment in CCAF occurs upon completion of basic military training. CCAF provides the opportunity to obtain an Associate in Applied Sciences (A.A.S.) Degree. The 3-level technical training school awards 18 credit hours toward the A.A.S. Degree in Health Care Administration. In addition to its associate degree program, CCAF offers the following.

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

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

7.3. **Degree Requirements.** All 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:

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

7.4. **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 applied from Technical Core or Technical Electives subjects and courses.

7.5. **Leadership, Management, and Military Studies (6 semester hours).** Professional military education and/or civilian management courses.

7.6. **Physical Education (4 semester hours).** This requirement is satisfied by completion of Basic Military Training.

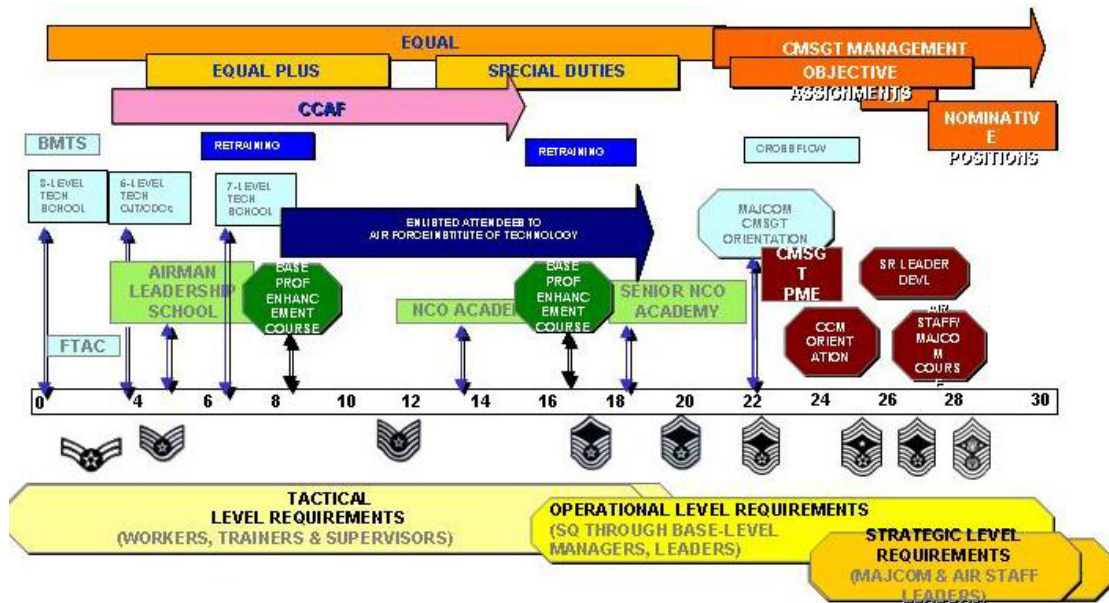
7.7. **General Education (15 semester hours).** Applicable courses must meet the criteria for application of courses to the General Education Requirements (GER) and be in agreement with the definitions of applicable General Education subject/courses as provided in the *CCAF General Catalog* at <http://www.au.af.mil/au/ccaf>.

7.8. **Program Elective (15 semester hours).** Program electives are satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subjects and courses, including natural science courses meeting GER application criteria. Six semester hours of CCAF degree applicable technical credit otherwise not applicable to this program may be applied. See the *CCAF General Catalog* for details regarding the A.A.S. degree for this specialty.

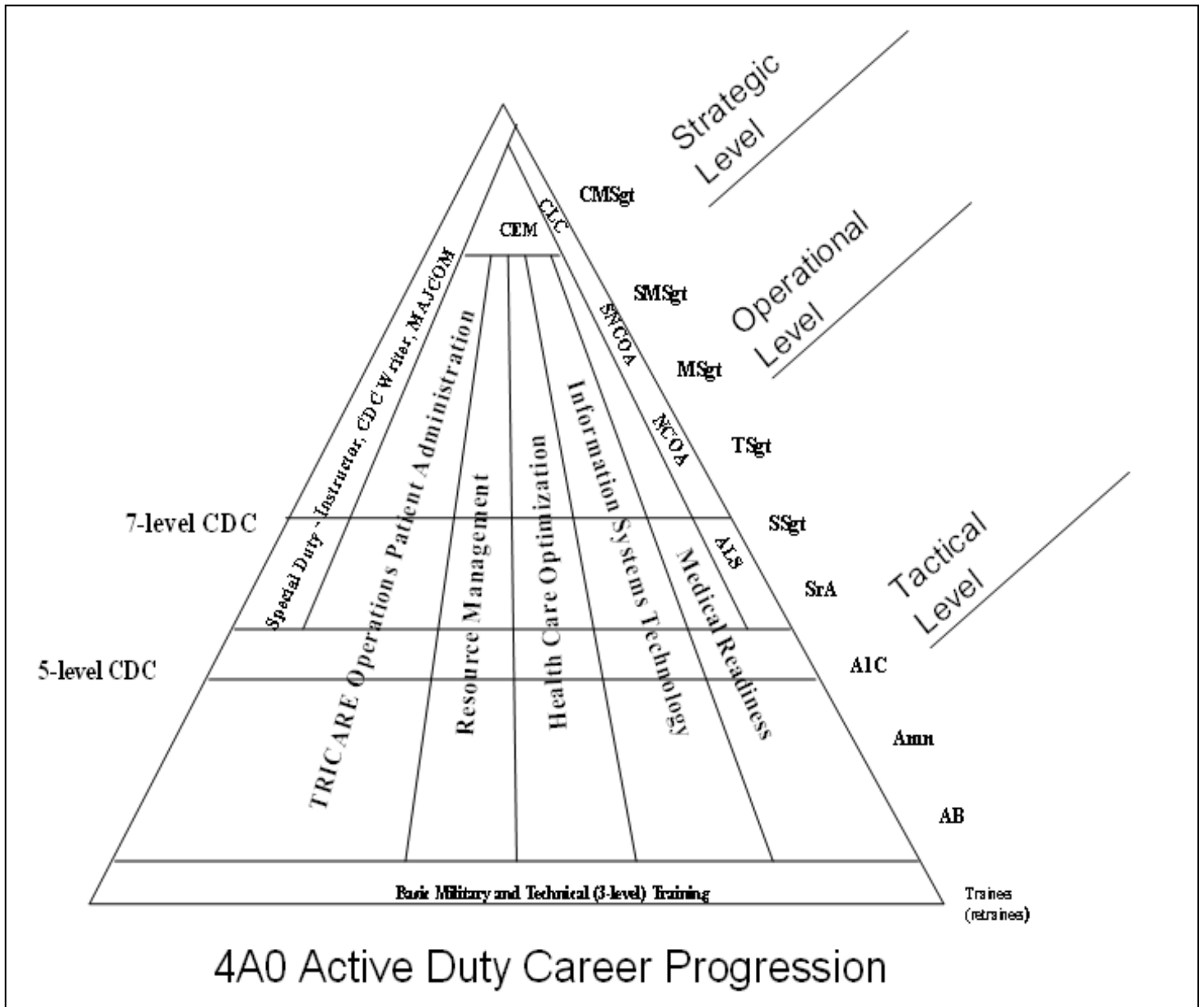
7.9. **Additional Off-Duty Education.** Additional off-duty education is a personal choice that is encouraged for all. Individuals desiring to become an AETC Instructor should be actively pursuing an associate degree. A degreed faculty is necessary to maintain accreditation through the Southern Association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

8. Career Field Path.












8.1. Enlisted Force Development Path.



8.2. 4A0X1 Flight Path Pyramid.



The 4A0XX Career Path chart shows minimum rank eligible for each training and career progression/broadening area.

	Grade Requirements	
Education and Training Requirements	Rank	
Basic Military Training School		Special Duty Assignments
Apprentice Technical School (3-Skill Level)		N/A
Upgrade to Journeyman (5-Skill Level) <ul style="list-style-type: none"> • Complete 4A051 CDC • Certified in all STS Core Tasks • Minimum 15 months UGT (9 months retraining) • Complete all duty position training requirements 	 	<ul style="list-style-type: none"> • Instructor Duty • Military Training Instructor (MTI) • Professional Military Education (PME) Instructor • Military Entrance Processing Station (MEPS) • International Health Specialist (IHS)
Airman Leadership School (ALS) <ul style="list-style-type: none"> • Must be a SrA or SSgt selectee • Resident graduation is a prerequisite for SSgt sew-on (Active Duty only) 		
Upgrade to Craftsman (7-Skill Level) <ul style="list-style-type: none"> • Complete 4A071 CDC • Minimum 12 month UGT (6 months for retrainees) • SSgt • Complete all duty position training requirements 		<ul style="list-style-type: none"> • Recruiter Duty
Noncommissioned Officer Academy (NCOA) <ul style="list-style-type: none"> • Must be a TSgt or TSgt selectee • Resident graduation is a prerequisite for MSgt sew-on (Active Duty only) 		
USAF Senior NCO Academy (SNCOA) Correspondence <ul style="list-style-type: none"> • Must be a MSgt, MSgt selectee 	 	
USAF Senior NCO Academy (SNCOA) <ul style="list-style-type: none"> • Must be a SMSgt, SMSgt selectee, or selected MSgt • Resident graduation is a prerequisite for CMSgt sew-on (Active Duty only) 		<ul style="list-style-type: none"> • First Sgt Duty • MAJCOM Functional
Upgrade to Superintendent (9-Skill Level) <ul style="list-style-type: none"> • Rank of SMSgt 		<ul style="list-style-type: none"> • Special Duty Assignments to MAJCOM • Group Superintendent
Chief Enlisted Manager (CEM) (4A000) <ul style="list-style-type: none"> • Selected for promotion to the rank of CMSgt • Attend Chief Leadership Course (CLC) 		<ul style="list-style-type: none"> • Command Chief Master Sergeant (CCM) • Air Force Career Field Manager (AFCFM) • Chief, Medical Enlisted Issues (CMEI) • Medical Group Superintendent

8.3. Recommended 4A0X1 Rotation Schedule (exceptions may apply).

SECTION	MAXIMUM RECOMMENDED TIME
Aeromedical Evacuation	AB – SrA = 18 months SSgt – CMSgt = 24 months
Commander’s Support Staff (CSS)	Once 5-Level is obtained SSgt – CMSgt = 12 months
Health Care Optimization (HCO)	AB – SrA = 18 months SSgt – CMSgt = 24 months
Information Systems	AB – SrA = 18 months SSgt – CMSgt = 36 months
Managed Care	AB – SrA = 18 months SSgt – CMSgt = 24 months
Medical Readiness	Once 5-Level is obtained A1C – CMSgt = 24 months
Outpatient Records	AB – SrA = 18 months SSgt – CMSgt = 24 months
Patient Administration	AB – SrA = 18 months SSgt – CMSgt = 24 months
Resource Management	AB – SrA = 18 months SSgt – CMSgt = 24 months
Unit Inpatient Records Technician (UIRT)	AB – SrA = 18 months SSgt – CMSgt = 24 months

PART I, SECTION C - SKILL LEVEL TRAINING REQUIREMENTS

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

9.1. Apprentice Level Training.

9.1.1. Specialty Qualifications:

9.1.1.1. **Knowledge.** Knowledge of the following is desirable: general clerical procedures, medical terminology, regulations, and directives, medical ethics, health records administration, office management methods, principles of coding, and anatomy/ physiology.

9.1.1.2. **Education.** Completion of high school.

9.1.1.3. **Training.** Completion of the Health Services Management Apprentice Course.

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

9.1.1.5. **Other.** The ability to keystroke at a minimum speed of 20 words per minute is mandatory for award of 3-skill level.

9.1.1.6. **Training Sources and Resources.** Apprentice level training is available at the 882nd Training Group, Sheppard AFB, TX; Course J3ABR4A031 00AA.

9.1.1.7. **Implementation.** Member is awarded the 3-skill level upon successful completion of Course J3ABR4A031 00AA, or when proficiently trained on all 3-skill level tasks identified in the STS.

9.2. Journeyman Level Training.

9.2.1. Specialty Qualifications:

9.2.1.1. **Knowledge.** Individual must know general clerical procedures, medical terminology, publications management procedures, health records administration, patient movement procedures, application of ICD-CM and CPT coding, basic anatomy and physiology, cost and budget estimating and training methods.

9.2.1.2. **Education.** Completion of high school is mandatory. Courses in anatomy and physiology, health, business administration, typing, and computers are desirable.

9.2.1.3. **Training.** Individuals must successfully complete the entire 4A051 CDC before being upgraded to the 5-skill level in this specialty.

9.2.1.4. **Experience.** Qualification in and possession of the 3-skill level in the 4A0 specialty is mandatory.

9.2.1.5. **Training Sources and Resources.** The CDC for this course is developed by the 882 TRG, Sheppard AFB, TX, and is available through your training manager.

9.2.1.6. **Implementation.** The member's commander awards the 5-skill level upon successful completion of the 5-skill level CDC and satisfactory performance during OJT.

9.3. Craftsman Level Training.

9.3.1. **Specialty Qualifications:**

9.3.1.1. **Knowledge.** Individual must know medical terminology, policy and directives, office management practices, financial and manpower management, data analysis, training methods, and TRICARE principles.

9.3.1.2. **Education.** Completion of CCAF degree in Health Services Management is desirable.

9.3.1.3. **Training.** Individuals must complete the entire 4A071 CDC before being upgraded to the 7-skill level in this specialty. Completion of applicable professional military education.

9.3.1.4. **Experience.** Qualification in and possession of the 5-skill level in the specialty is mandatory.

9.3.1.5. **Training Sources and Resources.** The CDC for this course is developed by the 882 TRG, Sheppard AFB, TX, and is available through your training manager.

9.3.1.6. **Implementation.** The member's commander awards the 7-skill level upon successful completion of 7-skill level CDC, and satisfactory performance during OJT.

9.4. **Superintendent Level Training.**

9.4.1. **Specialty Qualifications:**

9.4.1.1. **Knowledge.** Knowledge is mandatory in medical service administration theory and techniques, anatomy and physiology, medical terminology, medical ethics, resource management, quality improvement, and management and supervision of personnel.

9.4.1.2. **Education.** Completion of the SNCOA is desirable. Completion of CCAF degree in Health Services Management is highly recommended.

9.4.1.3. **Training.** Completion of duty position training requirements is mandatory for award of the 9-skill level.

9.4.1.4. **Experience.** Qualification in and possession of the 7-skill level in the specialty is mandatory as well as experience managing a Health Services Management function and personnel.

9.4.1.5. **Training Sources/Resources.** Qualification training is provided by certified trainers using appropriate local and other training materials. Use of exportable and contract training is encouraged when available.

9.4.1.6. **Implementation.** 9-level will be awarded upon promotion to SMSgt.

9.5. **AF Specialty V4A0X1.**

9.5.1. **V4A0X1 Prerequisites.** Members must possess 4A051/71 as PAFSC, occupy a V4A051/71 duty position for 24 consecutive months, successfully satisfy all training outlined on the basic and advanced job qualification standards (JQS), and have recommendation by the medical treatment facility (MTF) 4A0X1 Functional Manager.

9.5.1.1. **Career Path.**

9.5.1.1.1. 4A0X1 entering the Medical Information Systems (MIS) Flight will be required to obtain at a minimum Basic MIS training within the first 6 months of assignment. **NOTE:** Training requirements for the Basic MIS is identified in the Basic MIS JQS.

9.5.1.1.2. MIS personnel possessing the aptitude, ability, motivation, and desire will be encouraged to continue MIS training and develop their skills so as to pursue the “V” prefix.

9.5.1.1.3. Individuals entering into Advanced MIS training must complete this training within 18 months, thus culminating the 24-month prerequisite to possess the “V” prefix.

9.5.1.1.4. To take full advantage of the training and to recognize the commitment of the individual, MTF leadership, whenever possible, should allow for MIS assignment length to track as follows:

9.5.1.1.4.1. Basic MIS personnel should be assigned to the MIS Flight for no less than 36 consecutive months.

9.5.1.1.4.2. Advanced (V4A0X1) MIS personnel should be assigned to the MIS Flight for no less than 48 consecutive months.

9.5.1.2. **Job Qualification Standards (JQS).**

9.5.1.2.1. The Basic and Advanced JQSs have been developed to provide 4A0X1 personnel with standardized training direction as it pertains MIS (located on page 47).

9.5.1.2.2. The JQSs outline specific training requirements required to be completed to reach an operational capability.

9.5.1.2.3. Areas that are not covered in the JQS can be supplemented by adding the item using an AF Form 797, **Job Qualification Standard Continuation/Command JQS**. Any supplement should be forwarded to your MAJCOM Chief Information Officer (CIO), so to ensure standardization across the AFMS.

9.5.1.3. **Training Sources.**

9.5.1.3.1. The majority of training will be self-paced CBT modules located on the Air Force IT E-Learning site on the Air Force Portal

9.5.1.3.2. CBT (AF IT E-Learning) consists of 66 primary courses.

9.5.1.3.3. Basic MIS Training consists of 71.5 hours of training.

9.5.1.3.4. Advanced MIS Training consists of 146 hours of training.

9.5.1.3.5. Other training consists of various training presentation and materials; some of which are housed ACC SGSI Communities of Practice.

9.5.1.3.6. Expeditionary Medical Support (EMEDS) provided limited IM/IT Training for deploying personnel. This training is located at Brooks AFB, TX.

9.5.1.3.7. Expeditionary Information Technology (IT) Situational Training Exercise (STX) has been developed to provide deploying V4A0X1 personnel with a better understanding of what to expect in the deployed location. This training is a joint effort between the Army and Air Force (Army curriculum modified to support Air Force requirements). The IT/STX training is conducted at Camp Bullis, TX.

9.5.1.4. **Program Oversight.** Oversight is a critical component to the sustainability of this training program. Because this training is computer based and utilizes a self-paced approach; therefore, a great amount of responsibility rest with the trainee. However, the trainer and supervisor will be held accountable to ensure training is accomplished. Each level of supervision has specific oversight responsibilities as outline.

9.5.1.4.1. Trainee will:

9.5.1.4.1.1. Complete all training requirements listed on the Basic JQS within 6 months of assignment to the MIS Flight.

9.5.1.4.1.2. If tasked to pursue the “V” prefix by their supervisor, complete all training requirements listed on the Advanced JQS within 18 months.

9.5.1.4.2. Trainer, when different than the supervisor, will:

9.5.1.4.2.1. Provide assistance and guidance to the trainee during the trainees enrollment in the training program.

9.5.1.4.2.2. Assess trainees progress in the training program.

9.5.1.4.3. Supervisor will:

9.5.1.4.3.1. Immediately establish training expectations in a formal feedback session.

9.5.1.4.3.2. Monitor trainee progress in the training program.

9.5.1.4.3.3. Determine training proficiency.

9.5.1.4.3.4. Recommend/non-recommend “V” prefix to the MTF 4A0X1 Functional Manager.

9.5.1.4.4. MTF Functional Manager will:

9.5.1.4.4.1. Remove individuals from the MIS Flight that are not meeting training expectations established by the supervisor.

9.5.1.4.4.2. Review training documentation and provide recommendation/non-recommendation to the MAJCOM 4A0X1 Functional Manager for the award of the “V” prefix.

9.5.1.4.5. MAJCOM 4A0X1 Functional Manager will:

9.5.1.4.5.1. Review training documentation and provide recommendation/non-recommendation to the AFMS CIO for the award of the “V” prefix.

9.5.1.4.5.2. Ensure that MTFs are utilizing training paths and meeting the training needs of the AFMS.

9.5.1.4.5.3. Ensure V4A0X1 staffing requirements are met.

9.5.1.4.5.4. Ensure MTF prepare to meet deployment requirement.

9.5.1.5. **Awarding Procedures.**

9.5.1.5.1. Once all prerequisites listed above are satisfied the individuals supervisor will submit a “V” prefix awarding memorandum for coordination through the MTF 4A0X1 Functional Manager and MAJCOM 4A0X1 Functional Manager.

9.5.1.5.2. If the MAJCOM 4A0X1 Functional Manager recommends the award of the “V” prefix the request is endorsed and forwarded to the to AFMS CIO for approval.

9.5.1.5.3. AFMS CIO will approve the “V” prefix request and return an official “V4A0X1 certificate to be presented locally, e.g. commanders call.

9.5.1.5.4. Upon receipt of the official certificate the MTF 4A0X1 Functional Manager, process the appropriate administrative requirement through the Commander's Support Staff and Military Personnel Flight (MPF) to ensure the “V” prefix is reflected in Military Personnel Delivery System (MilPDS).

9.5.1.6. **Grandfather Policy.**

9.5.1.6.1. Individuals possessing the V or N prefix prior to 1 May 07 will **NOT** be required to accomplish the newly established training requirements.

9.5.1.6.2. However, they must register by accomplishing the awarding procedures. **NOTE:** This is to determine an accurate inventory and established a benchmark.

PART I, SECTION D - RESOURCE CONSTRAINTS

9.6. **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.

9.6.1. **Apprentice (3-Skill Level) Training:**

9.6.1.1. **Constraints.** None at this time.

9.6.2. **Journeyman (5-Skill Level)/Craftsman (7-skill level) Training:**

9.6.2.1. **Constraints.** None at this time.

9.6.3. **Sustainment Modules:**

9.6.3.1. **Constraints.**

9.6.3.2. **Impact.** Sustainment modules are out-of-date and require review and change. Additional modules need to be developed. Seven-level CDC writer position was justified to develop CDCs and, when not in production on CDCs, to develop or maintain sustainment training modules. Sustainment (RSV) TPs will not be developed/maintained during 7-level CDC production time by the schoolhouse. At that time, other resources could be identified to support sustainment training development.

9.6.3.3. **Resources Required.** Writer, 4A071 Health Services Management Craftsman, with well-rounded experience necessary. Contract with interactive courseware development team to develop media based on information provided by SMEs. Assistance is required.

9.6.3.4. **Action Required.** AFCFM will task development and maintenance of sustainment training modules to appropriate team.

9.6.3.5. **Office of Primary Responsibility (OPR) and Target Completion Date.** AFCFM, HQ USAF/SGCE, October 2007.

9.6.4. **Reporting Qualification Training Constraints - Units/MAJCOMS.**

9.6.4.1. Supervisors should report known resource constraints that prevent personnel from completing the mandatory training requirements specified in this plan to their unit EST manager. The authority for requesting waivers is AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*.

9.6.4.2. In the report, provide a brief description of the resource constraints that adversely affect your training program and include the impact this constraint has or will have on training. Identify the specific STS task code(s) affected. Also, provide a brief description of what you need to resolve the problem, including expenses, the corrective actions taken or to be taken, and the estimated completion date.

9.6.4.3. If the constraint can be resolved at the local level, the report will be coordinated with the Unit 4A0X1 Functional Manager. If the impact affects unit war skill requirements, the report will be coordinated with the group commander. If the constraint needs MAJCOM support, forward the report through your group commander to the MAJCOM 4A0X1 manager. Constraints that cannot be resolved at the unit or MAJCOM level or have a long term estimated completion date must be forwarded to the 4A0X1 AFCFM as a request for waiver or deferment of CFETP requirements.

PART I, SECTION E - TRANSITION TRAINING GUIDE. This section not used.

PART II, SECTION A – SPECIALTY TRAINING STANDARD

1. Implementation. Implementation of this STS technical training provided by AETC is with the class entering 20070912 and graduating 20071102.

2. Purpose. As prescribed in AFI 36-2201 V5, the STS:

2.1. Lists in Column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and technical references (TR) necessary for airmen to perform duties in the 3-, 5-, and 7-skill level. Column 2 (Core Tasks) identifies the core task requirements. Core task requirements are met after individuals successfully complete the appropriate upgrade training for their skill level; the 3-level course (J3ABR4A031 00AA, Health Services Management Apprentice Course); the entire 4A051 CDC and the entire 4A071 CDC and OJT.

2.2. Provides certification for OJT. Column 3 is used to record completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. Task certification must show a certification/completed date.

2.3. Contains the proficiency code key (Columns 4A, 4B and 4C) used to indicate the level of training and knowledge provided by resident training and the CDC. Training for these tasks is achieved through OJT and completion of 7-level CDC. Column 4D contains the method and frequency, for regular or recurring training on specific tasks necessary for a fully qualified individual to adequately perform the mission and related duties required by their job in peacetime and wartime. Preferred method is distance learning, web-based training, and frequency is on a 20-month cycle.

2.4. Becomes a JQS for OJT when placed in AF Form 623, **Individual Training Record**, and used according to AFI 36-2201, *Air Force Training Program*. When used as a JQS, the following requirements apply:

2.4.1. **Documentation.** Document and certify completion of training in accordance with (IAW) AFI 36-2201 V3, *Air Force Training Program On-the-Job Training Administration*. Identify duty position requirements by circling the subparagraph number next to the task statement. As a minimum, complete the following columns in Part 2 of the CFETP: Start Date, Training Completed, Trainee Initials, Trainer Initials, Certifier Initials (if applicable). An AFJQS may be used in lieu of Part II of the CFETP only upon approval of the AFCFM. **NOTE:** The AFCFM may supplement these minimum documentation procedures as needed or deemed necessary for their career field.

2.4.2. **Converting from Old Document to CFETP.** Transcribing documentation to a new CFETP is an administrative function, not a re-evaluation of training. Upon publication of a new CFETP, use the following procedures to transcribe. Use the new CFETP to identify and certify current training requirements and to retain previous qualifications from previous version. For tasks previously certified and required in the current duty position, circle the task and enter the current date with the trainee and supervisors initials. Initials go in the training column. For tasks previously certified but not required in the current duty position (do not circle), transcribe only the previous certification date (no initials). Annotate the AF Form 623a, **On-The-Job Training Record Continuation Sheet** (Example: "I certify the information contained in the CFETP dated XX was transcribed to the CFETP dated XX, and the trainee was given the superseded CFETP." Signed and dated by both the supervisor and trainee).

2.4.3. **Documenting Career Knowledge.** When a CDC is not available, the supervisor identifies STS training references that the trainee requires for career knowledge and ensures, at a minimum, the trainees cover mandatory items in the Enlisted Classification Directory. For two-time CDC course exam failures, see AFI 36-2201 V3, table 9.1, line 11 for specific instructions. **NOTE:** Career knowledge must be documented prior to submitting a CDC waiver.

2.4.4. **Decertification and Recertification.** When an airman is found to be unqualified on a task previously certified for his or her position, the supervisor lines through the previous certification or deletes previous

certification. Then appropriate remarks are entered on the AF Form 623a, documenting the reason for decertification. The individual is recertified (if required) both by erasing the old entries and writing in the new or by using correction fluid (if the entries were made in ink) over the previously certified entry.

2.4.5. Training Standard. Trainees are trained, evaluated, and certified to the go/no go level. Go means the individual can perform the task without assistance and meets requirements for accuracy, timeliness, and correct use of procedures. Supervisors and superintendents will manage this process by assessing 4A051 qualifications.

2.4.5.1. Trainers must be certified in the task to be trained, be recommended by the supervisor, and complete the Air Force Training Course.

2.4.5.2. Certifiers must be at least a Staff Sergeant, capable of evaluating the task being certified, be someone other than the trainer, and complete the Air Force Training Course. Possession of at least a 7-skill level in the same AFSC is desired, but not required.

2.5. The Training Standard is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests are developed at the USAF Occupational Measurement Squadron by senior NCOs with extensive practical experience in their career fields. 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 WAPS catalog. WAPS is only applicable to the AD forces.

3. Recommendations. Identify inadequacies and recommended changes to this training standard through channels to 882 TRG/TGE, 939 Missile Road, Sheppard AFB, TX 76311-2311 or use the Customer Service Information Line (CSIL), DSN 736-2385, or e-mail 882trg.csil@sheppard.af.mil to report your findings.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

JAMES ROUDEBUSH
Lieutenant General, USAF, MC CFS
Surgeon General

Section A- Specialty Training Standard

Block Is For Identification Purposes Only		
Name Of Trainee		
Printed Name (Last, First, Middle Initial)	Initials (Written)	SSAN (Last 4)
Printed Name Of Certifying Official And Written Initials		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

QUALITATIVE REQUIREMENTS

Proficiency Code Key

	Scale Value	Definition: The individual
	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited)
Task	2	Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient)
Performance	3	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
Levels	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)
	a	Can name parts, tools, and simple facts about the task. (Nomenclature)
Task	b	Can determine step-by-step procedures for doing the task. (Procedures)
Knowledge Levels (Note 1)	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	A	Can identify basic facts and terms about the subject. (Facts)
Knowledge Levels (Note 2)	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

Note 1: A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)

Note 2: 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 instead of a scale value to show that no proficiency training is provided in the course/CDC. If used after a previous scale value has been attained/certified, the applicable proficiency level is still required to be validated/certified.

* This mark, in column 1, represents those tasks that must be taught when courses are accelerated in a wartime environment. These tasks will be taught in the 3-level course in a streamlined training environment.

Note 3: In block 2, the “3”, “5”, or “7” mark is used to indicate core task requirements in an identified 3-, 5-, or 7- sill level for upgrade training.

R This mark, in column D, indicates RSV training requirements every 20 months

NOTE: All tasks and knowledge items shown with a proficiency code in the 3-level course column are trained during wartime.

1. Tasks, Knowledge, and Technical References	2.	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided			
	Core Task	A	B	C	D	E	A	B	C	D
		3-Skill Level	5-Skill Level	7 Skill Level	Readiness Skills Verification (RSV) Tasks					
	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/Method	

GENERAL										
1. The Health Services Management Specialty TR: AFI 91-301 (1 Jun 96), Enlisted Classification Directory, AFOSHSTD 91-8 (1 Oct 98)										
1.1. Duties for 4A0X1							A	-	-	-
1.2. Progression in career ladder 4A0X1							A	-	-	-
1.3. AFOSH Standards for 4A0X1							A	-	-	-
2. The Air Force Medical Service TR: AFPD 41-1(15 Apr 94); Objective Medical Group (OMG) Implementation Guide, (pending validation) HQ AF/SG website.										
2.1. Mission, objectives, organization, development, and function of the USAF Medical Service							A	-	-	-
2.2. Function and organization of Air Force medical treatment facilities (MTFs)							A	-	-	-
2.3. AFMS History							A	-	-	-
3. Medical Terminology TR: <i>The Dean Vaughn Learning System - Medical Terminology 350</i> Learning Guide. DCM Systems Incorporated, 6 hours, 2004. Videocassettes, ISBN 0-914901-12-5										
3.1. Root, prefix, and suffix of terms							A	B	-	-
3.2. Common diagnostic terms							A	B	-	R

	2.	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided			
1. Tasks, Knowledge, and Technical References	Core Task	A	B	C	D	E	A 3-Skill Level	B 5-Skill Level	C 7 Skill Level	D Readiness Skills Verification (RSV) Tasks
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/Method

4. Anatomy and Physiology TR: Henry Gray. <i>Anatomy Descriptive and Surgical</i> . St Louis MO: Mosby-Year Book, Inc., 1991 (pending validation) IBN 0-8151-3851-2										
4.1. Major body systems and organs							A	B	-	-
4.2. Anatomical relationships							A	B	-	-
5. Interpersonal Relations TR: <i>The Customer Service Challenge</i> , AMR Training Group, Contract Purchase Order (pending validation) F42630-96-M-1829										
5.1. Practice exceptional customer service skills							2b	a	-	-
5.2. Communication courtesy	-						-	B	-	-
6. Official Communications TR: AFH 33-337, AFMANs 33-326 (1 Nov 99), 37-123 (31 Aug 94)										
6.1. Prepare draft and finalize Air Force correspondence							1a	b	-	-
6.2. Complete coordination and distribution process	-						-	b	-	-
7. Publication and Information Source TR: Air Force Electronic Publications Library (AFEPL)										
7.1. Use AFEPL							1a	-	-	-
8. Keyboard Skills TR: Enlisted Classification Directory, <i>Mavis Beacon (version 16 2004)</i>										

	2.	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided			
1. Tasks, Knowledge, and Technical References	Core Task	A	B	C	D	E	A 3-Skill Level	B 5-Skill Level	C 7 Skill Level	D Readiness Skills Verification (RSV) Tasks
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/Method

8.1. Keystroke 20 words per minute							1a	-	-	-
HEALTH CARE OPTIMIZATION (HCO) includes Primary Care (PCO) and Specialty Care Optimization (SCO)										
9. Introduction to Population Health TR: Step by Step Guide for Population Health(pending validation) (Projected to be an AFI), DoD Population Health Improvement Plan and Guide (Dec 01), A Guide to Population Health (Jun 04)										
9.1. Basic facts of Population Health							A	-	-	-
9.2. Critical success factors of Population Health							A	-	-	-
9.3. Roles and responsibilities							A	-	-	-
10. Access To Care and Provider Templates TR: AFIs 41-210 (22 Mar 06), 41-115 (28 Dec 01), 48-123 (22 May 01), 37-138 (31 Mar 94), AFMANs 37-123 (31 Aug 94), AFH 41-114 (1 Mar 97), CHCS User's Manual (pending validation)										
10.1. Prepare provider templates							1a	b	-	-
10.2. Provider template changes							A	-	-	-
10.3. Access, Priority of care, and patient category status										
10.3.1. TRICARE access to care standards	3,5,7						A	A	-	-

	2.	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided			
1. Tasks, Knowledge, and Technical References	Core Task	A	B	C	D	E	A 3-Skill Level	B 5-Skill Level	C 7 Skill Level	D Readiness Skills Verification (RSV) Tasks
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/Method

10.3.2. Priority of care, and patient category status							A	A	-	-
10.3.3. Schedule/book appointments utilizing access to care standards							2b	b	-	-
11. Reception Desk TR: AFIs 41-210 (22 Mar 06), 41-115 (28 Dec 01), AFH 41-114 (1 Mar 97), CHCS User's Manual, (pending validation) HIPAA Guidelines, (pending validation) Customer Service (pending validation) (Impressions)										
11.1. Receive and check patients into clinic							1a	-	-	-
11.2. Verify patient demographics							1a	-	-	-
11.3. Verify other health insurance							1a	-	-	-
11.4. Accomplish automated end-of-day processing							1a	-	-	-
11.5. Annotate injury log							1a	-	-	-
12. Coding TR: <i>International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-9-CM)</i> (current edition) Ambulatory Data Module (ADM) Coding Guidelines, (pending validation) Current Procedure Terminology (CPT) Coding Guidelines (pending validation), HCPCS										
12.1. Coding manuals							-	B	-	-

	2.	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided			
1. Tasks, Knowledge, and Technical References	Core Task	A	B	C	D	E	A 3-Skill Level	B 5-Skill Level	C 7 Skill Level	D Readiness Skills Verification (RSV) Tasks
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/Method

13. Individual Medical Readiness TR: AFI 41-210										
13.1. Purpose of the Preventive Health Assessment							A	B	-	-
13.2. Retrieve relevant documentation to support PHA							a	-	-	-
13.3. Review PIMR for PHA process							a	-	-	-
13.4. Profile Usage – AF Form 422							A	-	-	-
14. Population Health Data Management TR: CHCS Users Manual										
14.1. Utilize access to care (ATC) report							b	-	c	-
14.2. Access to Care (ATC) Report							-	A	-	-
14.3. TRICARE Operations Center access tools							-	A	B	-
14.4. Biometrics Data Quality Assurance System (BDQAS)							-	-	A	-
14.5. ADM Compliance reports							-	B	-	-
HEALTH PLAN MANAGEMENT										
15. TRICARE TR: 41-101(1 Apr 96), 41-115 (28 Dec 01), AFH 41-114 (1 Mar 97), DoD 6010.47M, TRICARE Policy Guidelines (pending validation)										
15.1. Evolution of managed care							A	B	-	-
15.2. TRICARE Health Plan	3,5,7						A	B	-	-
15.3. TRICARE Plus Option							A	-	-	-

	2.	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided			
1. Tasks, Knowledge, and Technical References	Core Task	A	B	C	D	E	A 3-Skill Level	B 5-Skill Level	C 7 Skill Level	D Readiness Skills Verification (RSV) Tasks
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/Method

15.4. TRICARE Prime Remote Health Option							A	B	-	-
15.5. TRICARE For Life Health Option							A	B	-	-
15.6. TRICARE On-line Operations							A	B	-	-
15.7. Assist beneficiaries with TRICARE benefits	-						-	b	-	-
15.8. National Defense Authorization Act (NDAA) benefit changes	-						-	A	-	-
16. Beneficiary Counseling Assistance Coordinator (BCAC) TR: DoD 6010.47M, TRICARE Policy Guidelines(pending validation)										
16.1. Roles and Responsibilities of BCAC							A	B	-	-
16.2. Marketing TRICARE	-						-	A	-	-
17. Debt Collection Assistance Officer (DCAO) TR: DoD 6010.47M, TRICARE Policy Guidelines(pending validation)										
17.1. Roles and Responsibilities of DCAO							A	B	-	-
18. Health Plan Analysis TR: AFMAM, M2 Users Guide, (pending validation) MEPRS Manual, MCFAS(pending validation)										
18.1. Importance of data driven decisions							-	A	-	-
18.2. Sources of health plan information							-	B	-	-

1. Tasks, Knowledge, and Technical References	2.	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided			
	Core Task	A	B	C	D	E	A	B	C	D
		3-Skill Level	5-Skill Level	7 Skill Level	Readiness Skills Verification (RSV) Tasks					
	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/Method	

18.3. Resource Sharing	-						-	-	-	-
18.3.1. Veterans Administration agreements	-						-	A	B	-
18.3.2. Managed Care and other local support contractor agreements	-						-	A	B	-
19. Medical In-/Out-Processing TR: AFI 41-210 (22 Mar 06)										
19.1. Importance of in/outprocessing							A		-	-
19.2. Conduct medical in/outprocessing for all beneficiaries	-						-	b	-	-
PATIENT ADMINISTRATION										
20. Overall Health Records Management TR: AFIs 37-138 (31 Mar 94), 41-210 (22 Mar 06), AFMANS 37-123 (31 Aug 94), MRTR ² Users Guide (6 May 05 change 2)										
20.1. Prepare, update, and maintain records	3,5,7						2b	b	-	R
20.2. Outpatient records maintenance/management							-	-	B	-
20.3. Records retirement process	*						A	-	-	-
20.4. Complete records retirement process							-	b	-	-
20.5. Perform quality control	3,5,7						2b	-	-	R
20.6. Quality Control							-	B	-	-
20.7. DoD policy on custody and control of medical records							A	-	-	-

	2.	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided			
1. Tasks, Knowledge, and Technical References	Core Task	A	B	C	D	E	A 3-Skill Level	B 5-Skill Level	C 7 Skill Level	D Readiness Skills Verification (RSV) Tasks
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/Method

21. Perform Duties associated with Outpatient Records TR: AFIs 37-138 (31 Mar 94), 41-210 (22 Mar 06), AFMANS 37-123 (31 Aug 94), 37-139, MRTR ² Users Guide (6 May 05 change 2)										
21.1. In/Outprocessing functions							-	B	-	-
21.2. Perform In/Outprocessing functions							2b	-	-	-
21.3. Retrieve diagnostic reports and treatment profiles							2b	-	-	-
21.4. Perform annual inventory functions							2b	b	-	-
21.5. Research, file, and/or distribute medical documents							2b	b	-	-
21.6. Perform medical record tracking functions							2b	b	-	-
22. Duties associated with inpatient records TR: AFI 41-210 (22 Mar 06), AFMANs 37-123 (31 Aug 94), MRTR ² Users Guide Perform duties (6 May 05 change 2)										
22.1. Perform medical records tracking functions	-						-	a	-	-
22.2. Perform extended ambulatory records management	-						-	a	-	-
22.3. Perform inpatient records disposition procedures	-						-	a	-	-
22.4. Inpatient Records							A	-	-	-
22.5. Complete Inpatient Records							-	b	-	R
23. Admissions Process TR: AFI 41-210 (22 Mar 06), 44-102 (1 Jul 96)										

	2.	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided			
1. Tasks, Knowledge, and Technical References	Core Task	A	B	C	D	E	A 3-Skill Level	B 5-Skill Level	C 7 Skill Level	D Readiness Skills Verification (RSV) Tasks
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/Method

23.1. Perform admission functions							2b	b	-	R
23.2. Perform transfer functions							2b	b	-	R
23.3. Notify appropriate agencies							2b	b	-	R
24. Disposition Process TR: AFI 41-210 (22 Mar 06)										
24.1. Perform disposition functions							2b	b	-	R
24.2. Prepare and verify admission and disposition associated reports							2b	b	-	R
25. Release of Information and Health Insurance Portability and Accountability Act (HIPAA) TR: AFI 33-332 (29 Jan 04), 41-210 (22 Mar 06), DoD 6025.18.R (Jan 03)										
25.1. Release of information policies	3,5,7						A	B	-	-
25.2. HIPAA requirements							A	B	-	-
25.3. Perform sequestered medical records functions							1a	b	-	-
26. Referral Management TR: AFI 41-210 (22 Mar 06)										
26.1. Referral management process							A	B	-	-
26.2. Verify contact information on consults							2b	b	-	-
26.3. Track and route referrals							a	b	-	-
26.4. Attach supplementary documentation to referrals							1a	b	-	-
26.5. Referral instructions to beneficiaries							A	-	-	-

	2.	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided			
1. Tasks, Knowledge, and Technical References	Core Task	A	B	C	D	E	A 3-Skill Level	B 5-Skill Level	C 7 Skill Level	D Readiness Skills Verification (RSV) Tasks
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/Method

27. Eligibility and Patient Registration TR: AFI 41-210 (22 Mar 06), 41-115 (28 Dec 01), AFH 41-114 (1 Mar 97)										
27.1. Verify Eligibility							2b	b	-	-
27.2. Register patients							2b	b	-	-
28. Aeromedical Evacuation (AE) Patient Movement TR: AFI 41-301(1 Aug 96), 41-305 (1 Dec 97), AFI 41-307, AFJI 41-315 (30 Mar 90), TRAC2ES User's Documentation and CBT										
28.1. Patient movement process							A	B	-	R
28.2. Patient classification and precedence							A	B	-	R
28.3. Prepare mission documentation (DD Forms 601, 602, etc.)							1a	b	-	R
28.4. Initiate patient movement requests (PMR)							-	b	-	-
28.5. Perform anti-hijacking procedures for patients and baggage							1a	b	-	R
29. Medical Evaluation Boards (MEB) TR: AFI 36-3212 (2 Feb 06), 41-210 (22 Mar 06), 48-123 (22 May 01)										
29.1. MEB technician responsibilities							A	B	-	-
29.2. Physical Evaluation Board Liaison Officer (PEBLO) responsibilities							A	B	-	-
29.3. Medical Board procedures							A	B	-	-

	2.	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided			
1. Tasks, Knowledge, and Technical References	Core Task	A	B	C	D	E	A 3-Skill Level	B 5-Skill Level	C 7 Skill Level	D Readiness Skills Verification (RSV) Tasks
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/Method

29.4. Review in-lieu of (RILO) board procedures							A	B	-	-
29.5. Temporary Disability Retirement List (TDRL)/Permanent Disability Retirement List (PDRL) procedures							A	B	-	-
29.6. Assignment Limitation Code C procedures							A	B	-	-
29.7. Patient Squadron Management							A	B	-	-
30. Line of Duty (LOD) Determinations TR: AFI 36-2910 (4 Oct 02), 41-210 (22 Mar 06)										
30.1. Perform LOD determination procedures							1a	b	-	R
31. Quarters/ Convalescent Leave TR: AFI 41-210 (22 Mar 06), 44-102 (1 May 06)										
31.1. Quarters notification procedures							A	-	-	-
31.2. Complete quarters notification							-	b	-	-
31.3. Convalescent process							A	-	-	-
32. Secretary of the Air Force Designee (SECDES) TR: AFI 41-115 (28 Dec 01), 41-210 (22 Mar 06)										
32.1. Manage SECDES program	-						-	b	-	-
33. Special Needs Identification and Assignment Coordination (SNIAC) process TR: AFI 41-210, 41-301										
33.1. Manage Family Member Relocation Clearance (FMRC) process	-						-	b	-	-

1. Tasks, Knowledge, and Technical References	2.	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided			
	Core Task	A	B	C	D	E	A	B	C	D
		3-Skill Level	5-Skill Level	7 Skill Level	Readiness Skills Verification (RSV) Tasks					
	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/Method	

33.2. Facility Determination Inquiries (FDI)	-						-	A	-	-
33.3. Assignment Limitation Code Q procedures	-						-	A	-	-
33.4. Q-Base web based tool functions	-						-	A	-	-
34. Casualty Reporting and Procedures Relating to Deceased Patients TR: AFI 36-3002, 41-210										
34.1. Casualty Assistance Liaison (CAL) responsibilities							A	-	-	-
34.2. Process AF Form 570 (Notification of Patient's Medical Status)							1a	b	-	R
34.3. Prepare AF Form 1403 (Roster of SI/VSI)							1a	b	-	R
34.4. Process death certificates							a	b	-	R
35. Birth Registrations TR: AFI 41-115, 41-210, AFH 41-114										
35.1. Birth Registration in CONUS	-						-	B	-	-
35.2. Birth Registration in OCONUS	-						-	B	-	-
36. Sensitive Duties Program TR: AFI 36-2104 (5 Aug 05), 41-210 (22 Mar 06)										
36.1. PRP medical records requirement							A	B	-	R
36.2. Screen PRP medical records for Potential Disqualifying Indicators (PDI)							1a	b	-	-
36.3. PDI notification procedures							a	b	-	R

	2.	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided			
1. Tasks, Knowledge, and Technical References	Core Task	A	B	C	D	E	A 3-Skill Level	B 5-Skill Level	C 7 Skill Level	D Readiness Skills Verification (RSV) Tasks
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/Method

RESOURCES										
37. Inventory Management TR: AFIs 41-120 (18 Oct 01), 47-101 (5 May 00), AFMAN 23-110 (1 Apr 06)	-						-	A	B	
38. Financial Management and Budgeting. TR: AFIs 41-120 (18 Oct 01), 65-601 V1 (3 Mar 05), DFAS-DE, DoD 7.00014(pending Validation)										
38.1. Consolidate resource requirements	-						-	a	b	-
38.2. Medical Budget										
38.2.1. Plan and manage the medical budget	-						-	a	b	-
38.2.2. Formulate Budget	-						-	b	-	-
38.2.3. Execute Budget	-						-	b	-	-
38.3. Cost Center Managers (CCM)										
38.3.1. Conduct CCM training (initial and recurring)	-						-	b	-	-
38.3.2. Perform CCM analysis of expenses	-						-	b	-	-
38.3.3. Update CCM Guide	-						-	a	b	-
38.4. Perform End-of-year close-out activities	-						-	a	b	-
38.5. Financial documents (MORDS, MIPRS, AF Form 9, AF Form 616)	-						-	A	B	-

1. Tasks, Knowledge, and Technical References	2.	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided			
	Core Task	A	B	C	D	E	A	B	C	D
		3-Skill Level	5-Skill Level	7 Skill Level	Readiness Skills Verification (RSV) Tasks					
	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/Method	

38.6. Financial Reports (OBL, ODL, Budget execution)	-						-	A	B	-
38.7. Accounting classification structure	-						-	A	B	-
39. Uniform Business Office (UBO) TR: AFIs 41-101(1 Apr 96), 41-115 (28 Dec 01), 41-120 (18 Oct 01), 44-144 (14 Jun 04), 51-302 (10 Jun 03), 51-502 (1 Mar 97) AFH 41-114 (1 Mar 97), DoD 6010.15-M, , UBO Manual, (Apr 97)10.U.S.C. Sec 1095, 32 CFR 220(pending Validation)										
39.1. MSA Officer Responsibilities										
39.1.1. Purpose of MSA							A	-	-	-
39.1.2. Determine rate and control collections	-						-	b	-	-
39.1.3. Control accounts receivable and deposit funds	-						-	b	-	-
39.1.4. Administer subsistence accounting	-						-	b	-	-
39.2. Third Party Collection Program							A	B	-	-
39.3. Medical Affirmative Claims							A	B	-	-
40. Patient Valuables and Weapons TR: DoD 6010.15-M (Apr 97)										
40.1. Safeguard patient valuables and weapons							1a	b	-	R

	2.	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided			
1. Tasks, Knowledge, and Technical References	Core Task	A	B	C	D	E	A 3-Skill Level	B 5-Skill Level	C 7 Skill Level	D Readiness Skills Verification (RSV) Tasks
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/Method

41. Manpower Management TR: AFI 38-101 (4 Apr 06), 38- 201(30 Dec 03), AFMAN 38-208 (31 Mar 95), Vol 1 AFPD 38-2 (2 Mar 95). The Air Force Corporate Structure Primer Handbook(pending Validation)										
41.1. Monitor and update manpower documents and reports	-						-	a	b	-
41.2. Medical Requirements Toolbox (MRT)/(Medical Annual Planning and Programming Guidance (MAPPG))	-						-	A	B	-
41.3. Competitive Source and Privatization Program	-						-	-	B	-
41.4. Organization/ Authorization Change Requests (ACR)	-						-	B	-	-
42. Medical Expense and Performance Reporting System (MEPRS)/Expense Assignment System (EAS) TR: AFIs 41-102 (1 Jul 96), 41-120 (18 Oct 01), 41-210 (22 Mar 06), DoD 6010.13M, EAS Users' Manual, WWR User's Manual, EAS Reference Guide, DMHRSi Users Guide, Worldwide Workload Report User Manual (21 Nov 00)										
42.1. Purpose and use of MEPRS							A	B	-	-
42.2. MEPRS Coding Structure							A	B	-	-

	2.	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided			
1. Tasks, Knowledge, and Technical References	Core Task	A	B	C	D	E	A 3-Skill Level	B 5-Skill Level	C 7 Skill Level	D Readiness Skills Verification (RSV) Tasks
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/Method

42.3. Collect and process MEPRS data	-						-	b	-	-
42.4. MEPRS/EAS reports	-						-	A	B	-
42.5. System Repository	-						-	-	A	-
42.6. Interfacing workload systems	-						-	B	-	-
42.7. Complete Time and Salary Distribution Worksheet							a	b	-	-
42.8. Worldwide Workload Report (WWR)							A	B	-	-
43. Business Plan	-						-	-	A	-
44. Support Agreements TR: AFI 25-201(30 Dec 03)	-						-	-	B	-
45. Information Systems and Management TR: AFIs 33-103 (18 Mar 99), 33-112 (20 Apr 06), 33-114 (13 May 04), 33-119 (24 Jan 05), 33-129 (3 Feb 05), 33-202 (3 Feb 06), 33-204 (1 Apr 04), 33-321 (1 Apr 00), 33-322 (7 Oct 03), 37-123 (31 Aug 94), 41-211 (30 Jun 94), AFDIR 33-303 (17 Aug 04)										
45.1. Medical automated applications general overview and terminology							A	B	-	-
45.2. Hardware/software inventory procedures							A	-	-	-
45.3. Perform hardware/software inventory procedures	-						-	b	-	-
45.4. Basic network/hardware component identification and capability							A	B	-	-

1. Tasks, Knowledge, and Technical References	2.	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided			
	Core Task	A	B	C	D	E	A 3-Skill Level	B 5-Skill Level	C 7 Skill Level	D Readiness Skills Verification (RSV) Tasks
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/Method

45.5. Utilize standard office automation applications	3,5,7						2b	-	-	-
45.6. Information System Security and User/System Accreditation							A	B	-	-
45.7. Perform functions within standard core medical programs	3,5,7						2b	-	-	-
45.8. Standard Core Medical Programs							-	B	-	-
45.9. Manage computer disk space requirements	3,5,7						1a	b	-	-
45.10. Identify/retrieve medical information using web-based technology							a	-	-	-
45.11. Web-based Medical Information							-	B	-	-

MEDICAL READINESS										
46. Medical Readiness TR: AFIs 10-201(13 Apr 06), 10-207 (31 Dec 05), 33-106 (9 Jan 02), 41-106 (2 Dec 04); AFMANs 10-206 (4 Oct 04), 32-4004 (1 Dec 95), AFKAI-1, Medical Readiness Planners Course J										
46.1. Air Force Planning										
46.1.1. Objectives of Air Force planning							A	B	-	-
46.1.2. Terminology and Acronyms							A	A	-	-
46.1.3. Medical Contingency Response Plan (MCRP)							A	B	-	-
46.2. Perform control center functions							a	b	-	R

1. Tasks, Knowledge, and Technical References	2.	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided			
	Core Task	A	B	C	D	E	A	B	C	D
		3-Skill Level	5-Skill Level	7 Skill Level	Readiness Skills Verification (RSV) Tasks					
	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/Method	

46.3. Steps for processing MEDRED-C/SITREPS Reports							a	b	-	R
46.4. Utilize phonetic alphabet							2b	-	-	R
46.5. Utilize available/required secure/non-secure communication devices (i.e. STU III, STE, radio, IMRSAT)							2b	-	-	R
46.6. Status of Resources and Training System (SORTS) Report							A	B	-	-
46.7. Aerospace Expeditionary Force (AEF) Reporting Tool (ART)							A	B	-	-
46.8. Air Force Medical Readiness Decision Support System (MRDSS)							A	B	-	-
46.9. Medical Readiness Staff Function (MRSF)							A	B	-	-
46.10. Unit Type Codes (UTC) Assignments							A	B	-	-
46.11. Full Spectrum Threat Response (FSTR)							A	B	-	-
46.12. Facility Deployment Processing Function							A	B	-	-
46.13. Unit Deployment Manager (UDM)							-	A	-	-
46.14. Deployment/Employment Requirements Manning Document (DRMD/ERMD)							-	B	-	-
47. Personnel & Administration Functions										
47.1. Automated Systems										

1. Tasks, Knowledge, and Technical References	2.	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided			
	Core Task	A	B	C	D	E	A 3-Skill Level	B 5-Skill Level	C 7 Skill Level	D Readiness Skills Verification (RSV) Tasks
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/Method

47.1.1. vMPF TR: AFMAN 36-2621, Vol 1, AFCSM 36-699, Vol 1 & 6							-	A	-	-
47.1.2. MilPDS TR: AFCSM 36-699, Vol 1, Chap 13							-	A	-	-
47.1.3. TDY Orders/DTS TR: AFI 10-215, AFI 33-328, AFI 65-103							-	A	-	-
47.2. Human Resources										
47.2.1. In/Outprocessing TR: AFI 36-2103, AFCSM 36-699, Vol 1							-	B	-	R
47.2.2. Sponsorship/INTRO Program TR: AFI 36-2103							-	B	-	-
47.2.3. Assignment Notification/ Cancellation TR: AFI 36-2608, AFPAM 36-2241, AFI 36-2110, AFCSM 36-699, Vol 1							-	B	-	-
47.2.4. Personnel Action Change (CRO) Requests TR: AFCSM 36-699, Vol 1							-	B	-	-
47.2.5. Separations TR: AFI 36-3206, AFI 36-3208, AFPAM 36-3210, AFI 36-3212, AFI 36-2102, AFI 36-3202							-	B	-	-
47.2.6. Leave Procedures TR: AFI 36-3003, DFAS-DEM 7073.2, Vol 1, Chap 7							-	B	-	-
47.3. Management Functions										
47.3.1. Manage UIFs/Control Roster TR: AFI 36-2907							-	b	-	-
47.3.2. Track Duty Status TR: AFCSM 36-699, Vol 1, AFI 36-2414							-	b	-	R

1. Tasks, Knowledge, and Technical References	2.	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided			
	Core Task	A	B	C	D	E	A 3-Skill Level	B 5-Skill Level	C 7 Skill Level	D Readiness Skills Verification (RSV) Tasks
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/Method

47.3.3. Monitor SRP/CJR TR: AFI 36-2606, AFCSM 36-699, Vol 1							-	b	-	-
47.3.4. Coordinate Awards & Decorations TR: AFI 10-215, AFPAM 36-2801, Vol 1-3							-	b	-	R
47.3.5. Monitor Enlisted/Officer Performance Program TR: AFI 10-215, AFI 36-2406, AFPAM 36-2404, AFI 36-2401, AFCSM 36-699, Vol 1, Chap 13							-	b	-	R
47.3.6. Manage BAS/SIK TR: DFAS-DEM 7073.2, Vol 1, Chap 6, AFI 34-241, AFPAM 36-2241							-	b	-	-
47.3.7. Promotions TR: AFI 36-2606, AFI 36-2502, AFI 36-2605, AFPAM 36-2241, Vol 1 & 2, AFI 36-2501, AFI 36-2504, AFPAM 36-2506, AFCSM 36-699, Vol 1, Chap 13							-	b	-	-
47.3.8. Monitor Eligibility/Ineligibility Promotion Rosters TR: AFI 36-2606							-	b	-	-
47.3.9. Manage WAPS Testing TR: AFI 36-2206, AFI 36-2502							-	b	-	-

V4A051/71 Job Qualification Standard (JQS)
Basic

TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	DATE STARTED	DATE COMPLETED	TRAINEE INITIALS	TRAINER INITIALS	CERTIFYING OFFICIALS INITIALS
1. BASIC TECHNICIAN					
1.1. Client Support Administrator, First Line Technical Support (Help Desk) Personnel Computer (PC) Configuration, Printer Configuration, CAC Software Certification.					
1.1.1. Complete Client Support Administrator Course <i>TR: Provided locally by Base Communications Squadron and when not available the Client Support Admin (CSA) Training materials can be accessed on ACC/SGSI COP: https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=MD-SG-00-42</i>					
1.1.2. Complete CompTIA A+ 2003: Operating System Technologies <i>TR: IT E-Learning CBT: CompTIA A+ 2003: Operating System Technologies</i>					
1.1.3. Complete ISC2: Systems Security Certified Practitioner (SSCP) <i>TR: IT E-Learning CBT: ISC2: Systems Domains Security Certified Practitioner (SCCP) Domains</i>					
1.1.4. Current System Access Technology (e.g. Common Access Card (CAC) & Biometrics) <i>TR: System Access Technology Training located on ACC/SGSI COP: https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=MD-SG-00-42 or Locally Developed Training</i>					
2. MICROSOFT APPLICATIONS					
2.1. Responsibilities include Lock/Unlock Accounts, Basic Troubleshooting, Patch Management, Basic Operating System Management, and Basic Microsoft Office Application Skills					
2.1.1. Complete Microsoft Windows XP: Professional: Installation and Configuration I & II <i>TR: IT E-Learning CBT: Microsoft Windows XP: Professional: Installation and Configuration I & II</i>					
2.1.2. Complete Microsoft Support Technologies: Microsoft MCDST, Supporting Users and Troubleshooting a Windows XP Operating System <i>TR: IT E-Learning CBT: Microsoft Support Technologies: Microsoft MCDST, Supporting Users and Troubleshooting a Windows XP Operating System</i>					
2.1.3. Complete Microsoft Support Technologies: Microsoft MCDST, Supporting Users and Troubleshooting Desktop applications on a Windows XP Operating System <i>TR: IT E-Learning CBT: Microsoft Support Technologies: Microsoft MCDST, Supporting Users and Troubleshooting Desktop applications on a Windows Operating System</i>					

TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	DATE STARTED	DATE COMPLETED	TRAINEE INITIALS	TRAINER INITIALS	CERTIFYING OFFICIALS INITIALS
3. HARDWARE					
3.1. First Line Technical Support (Help Desk) Responsibilities include Troubleshooting, Basic Repair, Warranty and Repair Order Coordination, and ADPE Inventory					
3.1.1. Complete CompTIA A+ 2003: Core Hardware <i>TR: IT E-Learning CBT: CompTIA A+ 2003: Core Hardware</i>					
4. CLINICAL SYSTEMS					
4.1. First Line Technical Support (Help Desk) Responsibilities include Troubleshooting, Lock/Unlock Accounts, Printer Configuration, and Patch Management					
4.1.1. Support Clinical Software Applications <i>TR: Locally Developed Training and Procedures</i>					
4.2. AHLTA - Responsibilities include Maintenance, Installation, Add Users, Implement Updates					
4.2.1 Support AHLTA Applications					
4.2.1.1. Complete AHLTA Support Module <i>TR: AHLTA Support Training located on ACC/SGSI COP: https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=MD-SG-00-42</i>					
4.2.1.2. Complete AHLTA Provider Module <i>TR: AHLTA Support Training located on ACC/SGSI COP: https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=MD-SG-00-42</i>					
5. BUSINESS SYSTEMS					
5.1. First Line Technical Support (Help Desk) Responsibilities include Troubleshooting, Lock/Unlock Accounts, Printer Configuration, and Patch Management					
5.1.1. Support Business Software Applications <i>TR: Locally Developed Training and Procedures</i>					
5.2. MEPRS - Responsibilities include Maintenance, Installation, Add Users, Implement Updates					
5.2.1. Support MEPRS Software Applications <i>TR: Locally Developed Training and Procedures</i>					
6. MANAGEMENT					
6.1. Review and understand Information Technology and Information Management Rules and Regulations					
6.1.1. Read AFI 33-101, <i>Communication and Information Management Guidance</i> <i>TR: Applicable Directives and Instructions located on ACC/SGSI COP: https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=MD-SG-00-42</i>					
6.1.2. Read AFI 33-112, <i>Computer Systems Management</i> <i>TR: Applicable Directives and Instructions located on ACC/SGSI COP: https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=MD-SG-00-42</i>					

TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	DATE STARTED	DATE COMPLETED	TRAINEE INITIALS	TRAINER INITIALS	CERTIFYING OFFICIALS INITIALS
6.1.3. Read AFI 33-114, <i>Software Management</i> TR: <i>Applicable Directives and Instructions located on ACC/SGSI COP:</i> <i>https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=MD-SG-00-42</i>					
6.1.4. Read AFI 33-115 V1, <i>Network Management</i> TR: <i>Applicable Directives and Instructions located on ACC/SGSI COP:</i> <i>https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=MD-SG-00-42</i>					
6.1.5. Read AFI 33-129, <i>Web Management/Internet Use</i> TR: <i>Applicable Directives and Instructions located on ACC/SGSI COP:</i> <i>https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=MD-SG-00-42</i>					
6.1.6. Read AFI 33-119, <i>Air Force Messaging</i> TR: <i>Applicable Directives and Instructions located on ACC/SGSI COP:</i> <i>https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=MD-SG-00-42</i>					
6.1.7. Read AFI 33-332, <i>Privacy Act Program</i> TR: <i>Applicable Directives and Instructions located on ACC/SGSI COP:</i> <i>https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=MD-SG-00-42</i>					

V4A051/71 Job Qualification Standard (JQS)
Advanced

TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	DATE STARTED	DATE COMPLETED	TRAINEE INITIALS	TRAINER INITIALS	CERTIFYING OFFICIALS INITIALS
1. ADVANCED TECHNICIAN					
1.1. Responsible for Installing and Maintaining Network Components, Monitors and Maintains overall Systems Performance Logs, Maintains Engineering Prints and Drawings, Router Configuration, Maintains Server Room, Support of Network Backbone, Port Activation, Coordinate Exceptions/Changes to the Firewall with Base NCC, Maintains Blade Server, Internet Server, Back Up Server, Norton Anti-Virus Server and Other Servers					
1.1.1. Complete Security Procedures: Securing Networked Information I & II <i>TR: IT E-Learning CBT: Security Procedures: Securing Networked Information I & II</i>					
1.1.2. Complete CompTIA Networking, Internetworking, and Security, Technologies: Network+ 2005 <i>TR: IT E-Learning CBT: CompTIA Networking, Internetworking, and Security, Technologies: Network 2005</i>					
1.1.3. Complete CompTIA Server+ <i>TR: IT E-Learning CBT: CompTIA Server+</i>					
2. MICROSOFT APPLICATIONS					
2.1. Responsibilities include Lock/Unlock Accounts, Advance Troubleshooting, Patch Management, Advance Operating System Management, and Advance MS Office Application and Operating System knowledge					
2.1.1. Complete Microsoft FrontPage Training <i>TR: IT E-Learning CBT: Microsoft Office 2003 Beginning/Advance FrontPage</i>					
2.1.2. Compete Microsoft Windows Server 2003: Introduction <i>TR: IT E-Learning CBT: Microsoft Windows Server 2003: Introduction</i>					
2.1.3. Compete Microsoft Windows Server 2003: Managing and Maintaining the Server Environment <i>TR: IT E-Learning CBT: Microsoft Windows Server 2003: Managing and Maintaining the Server Environment</i>					
2.1.4. Complete Microsoft Windows XP: Professional: Installation and Configuration III <i>TR: IT E-Learning CBT: Microsoft Windows XP: Professional: Installation and Configuration III</i>					
2.1.5. Complete Microsoft Windows Server 2003: Implementing and Administering Security for Networks <i>TR: IT E-Learning CBT: Microsoft Windows Server 2003: Implementing and Administering Security for Networks</i>					
3. HARDWARE					

TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	DATE STARTED	DATE COMPLETED	TRAINEE INITIALS	TRAINER INITIALS	CERTIFYING OFFICIALS INITIALS
3.1. Second Line Technical Support (in-house) Responsibilities include Advance Troubleshooting, Repair, Warranty and Repair Order Coordination					
3.1.1. Place-Holder					
4. NETWORK					
4.1. Responsible for Basic Networking, Network Administration, SIPRNet Connectivity, Cable Creation/Installation, and Network Engineering Support					
4.1.1. Complete CompTIA i-Net+ Certification: CompTIA i-Net+ <i>TR: IT E-Learning CBT: CompTIA i-Net+ Certification: CompTIA i-Net+</i>					
4.2. Evaluate Networks: Responsible for evaluating Voice, Data, Video, and Wireless					
4.2.1. Complete Wireless Communications: Wireless LANs <i>TR: IT E-Learning CBT: Wireless Communications: Wireless LANs</i>					
4.2.2. Complete Wireless Communications: Wireless Technologies <i>TR: IT E-Learning CBT: Wireless Communications: Wireless Technologies</i>					
5. CLINICAL SYSTEMS					
5.1. AFCITA - Responsibilities include Server Maintenance, Installation, Adding Users, Implement Updates					
5.1.1. Compete Administrator Training <i>TR: Locally Developed Training and Procedures</i>					
5.2. AHLTA - Responsibilities include Server Maintenance, Installation, Adding Users, Implement Updates					
5.2.1. Support AHLTA Applications					
5.2.1.1. Complete AHLTA Support Module <i>TR: https://kx.afms.mil/kxweb/dotmil/kjPage.do?cid=CTB_034626&functionalArea=CHCSII</i>					
5.2.1.2. Complete AHLTA Provider Module <i>TR: https://kx.afms.mil/kxweb/dotmil/kjPage.do?cid=CTB_034626&functionalArea=CHCSII</i>					
6. BUSINESS SYSTEMS					
6.1. MEPRS - Responsibilities include Server Maintenance, Installation, Adding Users, Implement Updates					
6.1.1. Compete System Administrator Training <i>TR: Locally Developed Training and Procedures</i>					
6.2. Government Off The Shelf (GOTS) Software - Responsibilities include Basic Operating Knowledge					
6.2.1. Compete System Administrator Training <i>TR: Locally Developed Training and Procedures</i>					
7. MANAGEMENT					

TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	DATE STARTED	DATE COMPLETED	TRAINEE INITIALS	TRAINER INITIALS	CERTIFYING OFFICIALS INITIALS
7.1. Responsible for Managing Information Technology Systems (Hardware/Software) to include Acquisition, Installation, Implementation, Resourcing, Rules and Regulation Compliance, Tracking and Reporting License Compliance Control and Maintain Technical Documents, Analyze Program and Data Reports to Improve Data Integrity and Business Practices, COMPUSEC/IAAP Manager, Analyze Trouble Ticket Reports, and Conduct In-Service Training					
7.1.1. Complete Automated Data Processing Equipment Management <i>TR: ADPE Training located on ACC/SGSI COP: https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=MD-SG-00-42Y or Locally Developed Training</i>					
7.2.1. Review and understand Information Technology and Information Management Rules and Regulations					
7.2.1.1. Read AFI 33-115 V2/V3, <i>Network Management</i> <i>TR: Applicable Directives and Instructions located on ACC/SGSI COP: https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=MD-SG-00-42</i>					
7.2.1.2. Read AFI 33-202 V1, <i>Network and Computer Security</i> <i>TR: Applicable Directives and Instructions located on ACC/SGSI COP: https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=MD-SG-00-42</i>					
7.2.1.3. Read AFI 33-204, <i>Information Assurance (IA)/Awareness Program</i> <i>TR: Applicable Directives and Instructions located on ACC/SGSI COP: https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=MD-SG-00-42</i>					
7.2.1.4. Read AFI 33-277 (FORTEZZA OPERATIONAL SECURITY) <i>TR: Applicable Directives and Instructions located on ACC/SGSI COP: https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=MD-SG-00-42</i>					
8. TELECOMMUNICATION					
8.1. Responsible for Hardware, Video Teleconferencing, Troubleshooting Common Telephone and Cell Phone Malfunctions, Basic Maintenance, Basic Knowledge of Cable Television, and (Tickets with ECS?),					
8.1.1. Compete Telecommunication Training <i>TR: Locally Developed Training and Procedures</i>					
8.1.2. Review and understand Information Technology and Information Management Rules and Regulations					
8.1.2.1. Read AFI 33-111, <i>Voice Systems Management</i> <i>TR: Applicable Directives and Instructions located on ACC/SGSI COP: https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=MD-SG-00-42</i>					

PART II, SECTION B – COURSE OBJECTIVE LIST

1. Measurement. Each objective is indicated with: **W** indicating a written test, **PC** indicating a progress check, or - indicating a combination of these.

2. 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.

3. Proficiency Level. Behavior statements are taught at the analysis, evaluation, and application levels. Course prerequisites support or augment training provided in the craftsman course.

4. Course Objective. To obtain a copy of the course objective list, contact: 382 TRS/XYBA, 939 Missile Road, Sheppard AFB, TX 76311-2260.

PART II, SECTION C – SUPPORTING MATERIAL

1. Support Material.

1.1. Training Platforms (TP). If assigned to duties in a specific area, additional training from other sources will be required.

1.1.1. Beneficiary Counseling Assistance Coordinator (BCAC) (STS Item 16). Personnel assigned as BCACs should use the following TPs to become proficient in the tasks associated with new responsibilities.

1.1.1.1. The Health Benefits Website, <https://kx.afms.mil/healthbenefits>, provides the latest information and tools on Health Plan Management. Some information on this website is password protected; therefore, personnel will be required to apply for an account in order to gain access.

1.1.1.2. TRICARE Fundamentals Course (STS Item 15), <http://tricare.osd.mil/training/tfc/index.cfm>, is a regional-based course hosted in Falls Church, VA. It is an entry-level 3-day course designed for those personnel involved in providing TRICARE assistance and counseling to beneficiaries. Major topics include TRICARE eligibility, medical benefits to include TRICARE Prime Remote and TRICARE For Life, transitional benefits, pharmacy, dental, claims and appeals, and customer service. The target audiences for this course are BCACs, Debt Collection Assistance Officers (DCAOs), and Contract Representatives who are on their initial TRICARE assignment. Other eligible attendees are Airman Family and Readiness Center personnel, Reserve Component Unit Representatives, TRICARE staff, and other personnel who have TRICARE outreach responsibilities. There are no prerequisites for this course; however, this course is not intended for those personnel who have attended or other similar courses.

1.1.1.3. The TRICARE University, <http://www.tricare.mil>, is the TRICARE Management Activity (TMA) distance learning training platform for various support functions (BCACs, DCAOs, etc.).

1.1.2. Debt Collections Assistance Officer (DCAO) (STS Item 17). Personnel assigned as DCAOs should use the following TPs to become proficient in the tasks associated with new responsibilities.

1.1.2.1. The Health Benefits Website, <https://kx.afms.mil/healthbenefits>, provides the latest information and tools on Health Plan Management. Some information on this website is password protected; therefore, personnel will be required to apply for an account in order to gain access.

1.1.3. **Health Plan Analyses (STS Item 18).** Personnel assigned duties within the scope health plan analyses, use the following TPs to become proficient in the tasks associated with new responsibilities. References: *Step-by-Step Guide for Population Health*, Feb 03 (projected to become an Air Force Instruction), *DoD Population Health Improvement Plan and Guide*, Dec 01, and *A Guide to Population Health*, May 03.

1.1.4. **MEB/PEBLO Clerk (STS Item 29).** Personnel assigned as MEB/PEBLO Clerks should thoroughly review AFI 41-210, *Patient Administration Functions*, AFI 48-123, *Medical Examinations and Standards*, and *Physical Evaluation Board Liaison Officer Guide*, which provides comprehensive information about MEBs and the Disability Evaluation System (DES). The measurement of the TP is the responsibility of the using MTF.

1.1.5. **PEBLO Training Workshop/Conference.** The PEBLO workshop is a regularly scheduled seminar sponsored by the AFPC, Disability Operations Branch. This informal course was developed to provide advanced, supplemental PEBLO training not currently offered in the 3 and 5 skill-level Health Services Management TPs. Subject matter curriculum incorporates fundamental aspects of DoD level disability evaluation system directives as well as specific service administrative requirements that address appropriate case documentation requirements; necessity for timely case submissions; PEBLO-patient counseling; review-in-lieu of MEB guidelines; and other general MEB management functions required of PEBLOs at Physical Evaluation Board referral MTFs.

1.1.6. **Patient Administration Website (STS Item 20).** The patient administration website, <https://kx.afms.mil/patientadmin>, provides the latest information and tools for managing related functions. Some information on this website is password protected; therefore, personnel will be required to apply for an account in order to gain access.

1.1.7. **Medical Records Tracking, Retirement and Retrieval (MRTR2) System (STS Items 20 and 21).** The MRTR2 website provides access to CBT for electronic tracking and retirement of records. The training is required for all personnel responsible for retiring medical records, which can be accessed at https://kx.afms.mil/kxweb/dotmil/kjPage.do?functionalArea=PatientAdministration&cid=CTB_002374.

1.1.8. The **Special Needs Identification and Assignment Coordination (SNIAC) Program.** The SNIAC website, <http://www.affap.org>, provides the latest information and tools on the SNIAC program. Personnel who perform duties that are part of the overall SNIAC process, e.g., the Family Member Relocation Coordinator, should access this site as well as apply for a password to access the Q-Base online tool.

1.1.9. **Working Information Systems to Determine Optimal Management (WISDOM) Course.** Stakeholder expectations require astute management of the delivery organizations in the MHS, along with the formulation of policy at all levels that support corporate goals. Data-driven decision-making is key to successful performance. This 40-hour course reviews the basic processes of management decision-making, with emphasis on the use and limitations of contemporary MHS data and data systems. Although the course uses examples set in a typical MTF integrated delivery system, the concepts and tools are equally applicable for other decision-makers, entities, and command levels in the MHS. The target audience for this course are novice to mid-level ARS Bridge (M2) users who use MHS data for analysis. Contact TMA HPA&E at DSN 761-3636 for scheduling.

1.1.10. **TRICARE Financial Management Education Program (TFMEP) Basic Course.** TMA presents the TFMEP, <http://www.tricare.mil/ocfo/privatesector/tfmep/index.cfm>, as a means to provide training on current and evolving TRICARE financial management subject areas. Target areas are those where the training and information is generally not available in other courses or workshops. With the deployment of the new Managed Care Support Services Contracts (T-NEX), the focus of TFMEP will be to educate individuals for success under this new business environment. TFMEP course material

promotes the ability of managers, at all levels within the MHS, to work with various kinds of financial information available within the current DoD workload, managed care, and cost accounting systems. The program also addresses the sources from which data can be obtained, data quality management, and specific TRICARE software applications that can either utilize or produce some of the relevant cost data. Attendees are introduced to outsourcing alternatives. These principles, coupled with the overarching MHS business plan and new budget model techniques, will enable individuals to realize the right balance between the Direct Care System and Private Sector Care System.

1.1.11. Aeromedical Evacuation (AE) Global Patient Movement Requirements Center (GPMRC) Training. AE clerks/technicians and anyone else responsible for patient reporting for movement should complete Transportation Command (TRANSCOM) Regulating And Command & Control (C2) Evacuation System (TRAC2ES) system training. This two-day course will train student with hands-on interactive instruction. Class size is up to ten students, the optimum number for effective instruction. TDY costs are the responsibility of the unit. If a significant number of individuals need instruction, the facility can pay TDY costs to have an instructor from GPMRC teach the course at home station.

1.1.11.1. This lesson provides background information for all primary participants using the TRAC2ES system. Upon completion, students will have an understanding of the use and function of the TRAC2ES Automated Information System (AIS) and its relationship to the patient movement process. TRAC2ES Enterprise refers to the umbrella system that includes an AIS and non-automated (non-AIS or manual) tasks to support patient movement. TRAC2ES' mission is to link originating and destination MTFs with medical evacuation conveyances and C2 infrastructure to maintain continuous global awareness and management of the patient movement system. It will be used the same way in peace, contingencies, or war. This training focuses on the TRAC2ES AIS, but also includes some non-AIS tasks. Visit <https://www.trac2es.transcom.mil/> for more information.

1.1.11.2. The 382 TRS is responsible for distribution of the CD-ROM TRAC2ES CBT. Contact the 382 TRS 4A0 Course Supervisor to be placed on distribution for the CD-ROM.

1.1.12. Health Care Optimization/Operational Medicine Seminar. The Health Care Optimization / Operational Medicine Seminar course is targeted toward newly acquired primary care managers (PCM) and PCM Nurses (46N3) for training in Population Health, Health Care Optimization, and Operational Health. Group Practice Managers, and Clinical Flight/Squadron Commanders are also encouraged to attend. Civilians filling PCM or nurse roles should be given equal priority. If class seats have not been filled within 30 days of the start of a class, PCM technicians (4As & 4Ns) may attend on a space available basis. This course includes the following topics: Overview of the Military Health Service, Principals of Population Health, PCM Team Function and Process Improvement, Evidence-Based Medicine/Disease Management/Clinical Preventative Services, PIMR Overview, Clinical Effectiveness/Efficiency, Demand Forecasting & Template Management, Physical Exams and Standards, Introduction to Occupational Medicine, Common occupationally-related injuries/illnesses, Fetal Protection Program, Hearing Conservation Program, Deployment Surveillance. Prerequisites for PCM Technicians (enlisted and civilian): 5 skill level or above, with at least 3 - 6 months experience in primary care.

1.1.13. Primary Care Optimization (PCO) Mobile Course. The PCO mobile course is a 3-day course that comes to your facility to provide entire PCO teams with MTF-specific training. Content is based on needs assessments, and may include change management, Population Health, PCM Team Functions, Demand Forecasting and Template Management, Evidence-Based Medicine, Effectiveness and Efficiency, Military Unique Aspects of Primary Care, Medical In- and Out-processing, Clinical Preventive Services, Coding, PIMR/PHA, and PCM Assignment and Notification.

1.1.14. AFMS Access Improvement Seminar, 3 day, MTF. This seminar is an extraordinary educational opportunity that will enable all attendees to transform their MTFs' ability to provide superior access to its deserving beneficiaries. Experts from numerous DoD medical organizations will provide

comprehensive, no-nonsense instruction. Training will be in lecture format with questions, answers, and practical exercises. The target audiences for this seminar are Access Managers, Group Practice Managers, appointing supervisors, element chiefs, various levels of MTF leadership, to include providers, nurses, administrators and those personnel that work with access improvement initiatives and appointing schedules, be they government or contract employees.

1.1.15. **CHCS II Health Services Manager Lesson Plan, 1 day, MTF.** Training for CHCS II for 4A0X1s will be conducted by facilitated CBT following the "CHCS II Air Force Health Services Management Lesson Plan" produced by International Business Machines/IBM. Students will use a combination of a CBT and an interactive testing environment to complete all lessons. Students will be trained in the following modules: Appointments, Telephone Consults, Demographics, Allergy, Wellness, Couplers, Readiness, Patient Questionnaires, Lab, Radiology, Clinical Notes, Previous Encounters, Screening Services, and Reports.

1.1.16. **International Health Specialist (IHS).** The IHS website, <https://kx.afms.mil/afihs>, provides the latest information and tools on the IHS program. The AFMS developed this program 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 with 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 for IHS positions or to augment specific 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 will play a pivotal role in supporting medical planning operations and deployment execution. IHS members are eligible to participate in the Rosetta Stone online language-learning center 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.

1.1.17. **RSV Training.** The RSV training tasks, which are identified in the RSV database located at <https://kx.afms.mil/GlobalMedSupTngEx>, are the catalyst for training program development.

1.1.18. **Joint Medical Planners Course (JMPC).** The JMPC course is designed for those medical planners assigned or enroute to a Joint, Combined or Service Headquarters medical planner billet, which is normally E-6 or above. The course provides training and proficiency in the concepts, procedures and applications of joint medical planning with an emphasis on joint medical issues critical to strategic and operational planning. The course includes the Joint Planning Orientation Course, Medical Analysis Tool training, Service capabilities, Combatant C command requirements, and functional areas associated with the production of Annex Q (Medical) of an Operational plan. This 3-week course is divided into two sections: (1) Basic Planners Course of 2 weeks (2) Advanced Planners Course 1 week.

1.1.19. **Uniformed Business Office (UBO).** Personnel performing UBO functions should refer to the DoD UBO website, <http://tricare.osd.mil/ocfo/mcfs/ubo/about.cfm>.

PART II, 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	USER
J3ABR4A031-00AA	Health Services Management Apprentice Course	37 days	Sheppard AFB	AF
J3AZR4A071-08AA	Medical Expense and Performance Reporting System Course	10 days	Sheppard AFB	AF
J3OZR4XXX-08CA	Health Care Orientation In-residence	5 days	Sheppard AFB	AF
J7OZT4XXX-08AA	Health Care Optimization Mobile Seminar	4 days	Local MTFs	AF
J3OZR41A3-08AA	Group Practice Manager's Orientation (In-residence)	5 days	Sheppard AFB	AF
J7OZT41A3-08AA	Group Practice Manager's Course (Mobile)	5 days	Local MTF	AF
J3OZR4000-014	Aeromedical Evacuation Contingency Operations Training (AECOT)	6 days	Sheppard AFB	AF
J3ORR4XXX-00AA	Expeditionary Medical Support (EMEDS)	5 days	Sheppard AFB	AF
J5OZO4XXX-09CA	Expeditionary Medical Planners Symposium	4 days	Sheppard AFB	AF
J3OZR4000-00BC	Medical Readiness Planning Course (MRPC)	10 days	Sheppard AFB	AF
E4AST1C351 001	Status of Resources and Training Systems (SORTS) (Mobile Available)	3 days	Keesler AFB	AF
B3OZYEMEDS 000	Expeditionary Medical Support (EMEDS) Training (AD)	5 days	Brooks City Base	AF
	Expeditionary Medical Support (EMEDS) Training (ANG)	5 days	Alpena MI	AF
	Contingency Wartime Planners Course (CWPC)	21 days	Maxwell AFB	AF
E3AZR3C051 01AA	Computer Security (COMPUSEC) Account Manager	15 days	Keesler AFB	AF
E3AZR3C051 01EA	Information Assurance – Information Systems Security Management (IA-ISSM)	13 days	Keesler AFB	AF
E3OAP33S0 01GA	GCCS-J Administration (If unit has GCCS terminals)	10 days	Keesler AFB	AF

1.2. Joint In-Residence Courses:

Course Number	TITLE	DURATION	LOCATION	USER
B-600-2313	Basic Planners Course	2 weeks	Bethesda, MD	Joint
B-600-2314	Advanced Planners Course	1 week	Bethesda, MD	Joint

1.3. AF Institute For Advanced Distributive Learning:

COURSE NUMBER	TITLE	LOCATION	USER
CDC 4A051	Health Services Management Journeyman	Correspondence	AF
CDC 4A071	Health Services Management Craftsman	Correspondence	AF

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

1.5. **Courses Under Development/Revision.** Minor changes are being made to the apprentice course.

1.6. **Health Services Management Courses.** Health Services Management courses can be viewed on the Internet at: https://www.afms.mil/chiefscorner/education_links.htm.

1.7. **Other Sources.** Courses available from other sources are as follows:

1.7.1. TRAC2ES.

1.7.2. Client Support Administrator Course
(<https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=MD-SG-00-42>).

1.7.3. CompTIA A+ 2003: Operating System Technologies: (IT E-Learning CBT: CompTIA A+ 2003: Operating System Technologies).

1.7.4. CompTIA Networking, Internetworking, and Security, Technologies: Network+ 2005: (IT E-Learning CBT: CompTIA Networking, Internetworking, and Security, Technologies: Network+ 2005).

1.7.5. System Access Technology (e.g. Common Access Card (CAC) & Biometrics):
(<https://afkm.wpafb.272857.af.mil/ASPs/CoP/OpenCoP.asp?Filter=MD-SG-00-42>).

1.7.6. Microsoft Windows XP: Professional: Installation and Configuration I & II:
(IT E-Learning CBT: Microsoft Windows XP: Professional: Installation and Configuration I & II).

1.7.7. Microsoft Support Technologies: Microsoft MCDST, Supporting Users and Troubleshooting Desktop applications on a Windows XP Operating System:
(IT E-Learning CBT: Microsoft Support Technologies: Microsoft MCDST, Supporting Users and Troubleshooting a Windows XP Operating System).

1.7.8. CompTIA A+ 2003: Core Hardware: E-Learning CBT: CompTIA A+ 2003: Core Hardware.

PART II, SECTION E – MAJCOM UNIQUE REQUIREMENTS

1. Air National Guard (ANG).

1.1. **Purpose:** This section applies to all Health Services Management specialty personnel assigned to Air National Guard units.

1.2. Proficiency Training.

1.2.1. Prior to attending the Health Services Management Apprentice Course, ANG 4A031 personnel should complete duty-section proficiency training.

1.2.2. Proficiency training will be accomplished immediately following graduation from the Health Services Management Apprentice Course.

1.2.3. The ANG 4A0X1 Functional Manager may approve on a case-by-case basis 30 additional days for proficiency training.

1.2.4. The member will forward a copy of his/her technical school certificate to their unit of assignment. The ANG unit 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 (TSC) “B” or “F”.

1.3. **Formal School Waivers.** NGB/SGAT may grant waivers on a case-by-case basis. (OPR: NGB/SGAT, 3500 Fetchet Ave., Andrews AFB, MD 20762-5157; DSN: 278-8559)

Part II, SECTION F – DOCUMENTATION OF TRAINING

NOTE: The AFCFM has directed use of these procedures until implementation of AF electronic training record.

1. Work Center Training Plan and the Enlisted Training and Competency Folder. AFI 36-2201 V3 (paragraph 6.1.5), authorizes the creation of the enlisted training and competency folder. All Health Services Management personnel, from Airman Basic to Chief Master Sergeant, will have an enlisted training and competency folder, which will be kept current for the present duty position. The following information provides specific guidance along with recommended documentation, consistent with current Air Force instructions/directives. This training guidance focuses on two main areas: 1) Developing a MTP and 2) Documenting training in the enlisted training and competency folder.

1.1. Developing a MTP.

1.1.1. The MTP is a reference guide developed for each section that includes all facets of training for individuals assigned. It is used to standardize training as well as provide trainers, trainees, supervisors, NCOICs, and OICs an overview of the training process for the duty section. The MTP is also used as a means to reduce the amount of documentation required during the training process.

1.1.2. As an overview of training for the duty section, the MTP should include all documents involved in the training process for the duty section. Training will vary from section to section and person to person, but there are certain documents that will be a standard requirement for all MTPs. They are listed below.

1.1.2.1. Unit/Flight-Specific Orientation Checklists.

1.1.2.2. Job descriptions as identified in the Enlisted Classification Directory, which is located at <http://ask.afpc.randolph.af.mil>.

1.1.2.3. Dual channel OJT concept.

1.1.2.4. Testing procedures for CDCs.

1.1.2.5. Use of AF Form 623b and JQSs (Reference AFI 36-2201).

1.1.2.6. Performance standards.

1.1.2.7. CFETP.

1.1.2.8. QTPs and TPs.

1.1.2.9. MTL.

1.1.2.10. Locally developed AF Form 797.

1.1.2.11. Milestones for tasks and CDC completion (identify the projected timeframe the trainee will complete all required tasks, home station training, deployment/UTC tasks, and each set of CDCs as required).

1.2. Documentation of Training in the Enlisted Training and Competency Folder. The purpose of this section is to provide guidelines and examples of proper documentation for forms used in training Health Services Management personnel (4A0X1s). Training documentation helps to assess readiness capability, individual strengths and weaknesses, and resources needed to support quality patient care. It also aids compliance with accreditation agencies and regulatory requirements. The enlisted training and competency folder is limited to the forms presented here and those prescribed in AFI 36-2201. The Unit Training Manager can provide assistance with training documentation.

1.2.1. Preparing the 4A0X1 Training and Competency Folder. To assemble a 4A0X1 training record, use a standard 6-part folder. Attach a computer-generated or typewritten label on the front cover titled, "Enlisted Training and Competency Folder." In addition, include the member's/trainee's full name (Last Name, First Name, Middle Initial), rank, and social security account number (last 4). This label will be centered and attached to the top half of the front cover of the 6-part folder, as viewed in portrait orientation. An AFVA 205-15, **Privacy Act Statement**, will be centered and attached to the bottom half of the front cover. To facilitate filing the folders in a traditional filing cabinet, place an additional typed label containing only the trainee's last name, first name, and middle initial on the top right corner of the inside back cover as viewed in landscape orientation (Figure 1). Other sections of the 6-part folder are discussed in detail in the below paragraphs.

1.2.1.1. File documents as outlined in Figure 2.

1.2.1.1.1. **Part 1, Inside Front Cover.** AF Form 55, **Employee Safety and Health Record**, is maintained in Part 1, regardless of grade or training status. AFI 91-301, *Air Force Occupational and Environmental Safety Fire Protection, and Health (AFOSH) Program*, June 1996, authorizes supervisors to file the AF Form 55 with the AF Form 623.

1.2.1.1.2. **Part 2, AF Form 623.** Place AF Form 623b in Section A, the CFETP in Section B, and AF Form 797 in Section C. **NOTE:** Maintenance of AF Form 623, including the CFETP, is mandatory for Health Services Management enlisted personnel in the grades of Airman Basic through Technical Sergeant. In addition, an AF Form 623 is required for senior NCOs, regardless of grade, in retraining

status or as directed by the AFCFM.

1.2.1.1.2.1. A two-part adhesive backed form, AF Form 623b, is available and will be used to document 4A0X1 training in lieu of the cardboard folder version of AF Form 623. Place the two-part form on cardstock or similar durable material and place in Part 2 of the folder. Transfer all information from the old form to the new one. The AF Form 623b must remain on top of the CFETP in Section B. Ensure all appropriate areas of the form are properly completed before posting in Section B. This document is formally recognized by the personnel system in contingencies and deployments as the official "cover" of the formal training record.

1.2.1.1.2.2. AF Form 797 will be used to document training for tasks that are not otherwise documented in the CFETP (Figure 3).

1.2.1.1.3. **Part 3, Mandatory, Qualification, and In-service Training Documentation.**

1.3.1.1.3.1. **Mandatory Training.** AF Form 1098 documents mandatory training (Figure 4), and will be placed in Section A. Training requirements may vary from facility to facility and could possibly include quarterly automated external defibrillator training, law of armed conflict, age-specific, in-services, and etc. These requirements should, at a minimum, be reviewed annually and updated as required. **NOTE:** ARC will place WIBITS documentation in this section when individuals are deploying.

1.3.1.1.3.2. **Qualification Training.** Document ongoing completion of QTPs on AF Form 1098, if applicable, in Section B. Each QTP required for the duty section will be maintained in the MTP and be used as a training source document.

1.3.1.1.3.3. **RSV Training.** Place RSV training in Section C. In-service training may be documented on AF Form 1098 (Figure 5) or on the RSV website form.

1.3.1.1.4. **Part 4, AF Form 623A, Student Training Report (Formally AETC Form 156), and AF Form 803.**

1.3.1.1.4.1. **Section A.** Document on AF Form 623A the start and completion of unit orientation and reference the date of the orientation checklist. The master copy of the orientation checklist(s) will be maintained in the MTP and the completed copy will be placed in the individual's unit personnel folder. Document on the AF Form 623A the initial and annual review of the job description and performance standards to include the date of the documents. The supervisor and/or trainer and the trainee must sign and date all entries on the AF Form 623A. The master documents will be kept in the MTP. Document all other actions pertaining to training IAW AFI 36-2201. The master documents OJT Training Record Continuation Sheet/Automated product. Forms utilized to document all progress of individual training are shown in figures 5, 5.1, 5.2, and 5.3.

1.3.1.1.4.2. **Section B.** File Student Training Report (formally AETC Form 156), CDC score cards, unit review field scoring sheets, and other AFIADL forms in Section B. Forms will be removed after upgrade.

1.3.1.1.4.3. **Section C.** File AF Form 803 in Section C. Form will be removed after upgrade or when no longer applicable.

1.3.1.1.4.4. **Part 5, AF Form 2096, Classification On-The-Job Training Action.** This form will be used to document official training actions, i.e., award of current skill level, training status changes and decertifications. **NOTE:** AF Form 2096 may be substituted with an automated document from MilPDS.

1.3.1.1.4.5. **Part 6, Any National and State Certificates, Instructor Qualification, and Copies of NREMT/BLS Cards.** Place any continuing education directly related to the Health Services

Management specialty in Part 6.

1.3.1.1.4.5.1. **Section A.** File any continuing education documentation pertaining to certifications required by the career field (National Registry of Emergency Medical Technician (NREMT), Certified Alcohol and Drug Abuse Counselor (CADAC), etc.).

1.3.1.1.4.5.2. **Section B.** File any certifications required by the career field manager to include copy of Basic Life support (BLS), Advanced Cardiac Life Support (ACLS), and/or Pediatric Advanced Life Support (PALS) cards in Section B.

1.3.1.1.4.5.3. **Section C.** File any career field-directed documents in Section C.

Figure 1. Sample Training Record

The figure shows two views of a training record folder. The left view is the front cover, and the right view is the inside of the folder.

Front Cover:

- 1. IDENTIFICATION DATA**

LAST NAME-FIRST NAME-MIDDLE INITIAL	GrADIERANK	DAFCJOB SERIES
Williams, Jennifer L.	SrA	4A031
- INDIVIDUAL TRAINING RECORD**
- PRIVACY ACT STATEMENT**

AUTHORITY: Title 41 U.S.C. 3201; Title 41 U.S.C. 3203 and E.O. 9877.
PURPOSE: For Form 623 and all documents filed in this folder are used to document, monitor, and maintain personnel records and training records for the purpose of personnel management.
ROUTING USES OUTSIDE BOOK: None.
DISCLOSURE IS VOLUNTARY: The SRA is mandatory to make positive identification of the individual in relation to other personnel records and actions taken to provide information and support the ability of the unit to perform its assigned mission.
- INDIVIDUAL'S SIGNATURE**
Jennifer L. Williams
- DATE**
1 Apr 00

Inside of Folder:

- ENLISTED TRAINING AND COMPETENCY FOLDER**
Williams, Jennifer L. SrA 123-45-6789
- PERSONAL DATA PRIVACY ACT OF 1974 (5 U.S.C. 552a)**
29 March 1985 AFVA205-15
- Williams, Jennifer L. SRA** (vertical label on the right)

Figure 2. Organization of the 4A0X1 OJT Record

4A0X1	PART 1	PART 2	PART 3	PART 4	PART 5	PART 6
Section A	AF Form 55	AF Form 623b	AF Form 1098	AF Form 623a	AF Form 2096	Continuing education
Section B		CFETP	QTPs	Student Training Report (Formally AETC Form 156)		Certifications BLS, ACLS, PALS cards
Section C		AF Form 797	RSV Training	AF Form 803		Career Field directed documents

4A0X1 ENLISTED TRAINING AND COMPETENCY FOLDER

Figure 3. Sample AF Form 797 Documentation.

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS								
		CERTIFICATION						
	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES							
1	Maintain publication library. TR: AFI 37-160, Volume 7							
2	Maintain suspense system. TR: Medical Support Squadron OI 37-125.							
3	Perform duties of sub-account representative (SAR). TR: AFIs 37-160, Vol 8 and 37-161.							
TRAINEE NAME WILLIAMS, JENNIFER L.								

Figure 4. Sample AF Form 1098, Special Task Certification and Recurring/Inservice Training.

SPECIAL TASK CERTIFICATION AND RECURRING TRAINING							
				EVALUATION OF TRAINING			
TASK OR RECURRING TRAINING AND TECHNICAL REFERENCES A.	DATE COMPLETED B.	SIGNATURE OF CERTIFYING OFFICIAL C.	INITIAL OF TRAINEE D.	SCORE OR HOURS E.	TYPE F.	FREQUENCY G.	DUE DATE H.
CPR Training	7 Feb 00			P		A	7 Feb 01
Patient Sensitivity	1 Apr 00			P		A	1 Apr 01
Hospital Safety	11 Jul 00			P		A	11 Jul 01
Infection Control	1 Aug 00						1 Aug 01
NAME OF TRAINEE (Last, First, Middle Initial)			GRADE		UNIT AND OFFICE SYMBOL		
WILLIAMS, JENNIFER L.			SrA		17 MDOS/SGOR		

Figure 5. Sample Orientation Documentation.

<i>ON - THE - JOB TRAINING RECORD CONTINUATION SHEET</i>		
6 Jan 00		
<p>SrA Williams, Jennifer L. was assigned to the Outpatient Records Flight on this date. I have been assigned as her trainer and will orient SrA Williams to the flight and squadron using the Outpatient Records Flight and Medical Operations Squadron orientation checklists located in the Master Training Plan. An initial interview was accomplished on this date. SrA Williams is looking forward to working in Outpatient Records. She is enthusiastic and prepared to accept all challenges. She understands that she must ask questions regarding training when instructions are unclear.</p>		
<p style="text-align: center;">JENNIFER L. WILLIAMS, SrA, USAF Health Services Management Journeyman</p>	<p style="text-align: center;">ROBERTA D. SMITH, TSgt, USAF NCOIC, Outpatient Records Flight</p>	
7 Feb 00		
<p>A mid-orientation progress check was accomplished on this date. SrA Williams has progressed through the flight and squadron clinic orientation with little to no difficulty and is almost finished with the Medical Group orientation. She completed reviews of Operating Instructions for the Outpatient Record Flight and the Medical Operation Squadron; and has started reading applicable Medical Group instructions.</p>		
<p style="text-align: center;">JENNIFER L. WILLIAMS., SrA, USAF Health Services Management Journeyman</p>	<p style="text-align: center;">ROBERTA D. SMITH, TSgt, USAF NCOIC, Outpatient Records Flight</p>	
28 Mar 00		
<p>SrA Williams has completed all training on the orientation requirements for the flight, squadron, and medical group. A review of the checklists with SrA Williams indicates she is knowledgeable of all items discussed. SrA Williams stated that she feels comfortable with the training provided and believes that she is ready to be released from orientation. I recommend SrA Williams be released from orientation on this date</p>		
<p style="text-align: center;">JENNIFER L. WILLIAMS, SrA, USAF Health Services Management Journeyman</p>	<p style="text-align: center;">ROBERTA D. SMITH, TSgt, USAF NCOIC, Outpatient Records Flight</p>	
I concur with the recommendation.		
<p>JERRY J. JONES, SMSgt, USAF Superintendent, Outpatient Records Flight</p>		
<hr/> <p>LAST NAME FIRST NAME MIDDLE INITIAL</p>		
<p>WILLIAMS, JENNIFER L.</p>		

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Figure 5.1. Sample Initial Upgrade Training Briefing.

<p><i>ON - THE - JOB TRAINING RECORD CONTINUATION SHEET</i></p>		
<p><i>INITIAL BRIEFING (Trainee Orientation)</i></p>		
<p>_____ was briefed on the On-The-Job Training (OJT) Program and how he/she fits into the program while in upgrade training (UGT). Upgrade training was explained as a dual-channel process designed to qualify an airman for skill level upgrade. Dual channel OJT is a systematic reportable application of self-study and the craftsman/apprentice principle. Trainees acquire job qualification while performing on the job under supervision. This combination of knowledge and job position qualification constitutes the dual-channel concept. Requirements from AFI 36-2101, Enlisted Classification Directory, and 36-2201 were discussed. AF Forms 623, 623a, 797, 2096, and the CFETP, STS/JQS or automated JQS, which serve to make up the individual training record, were explained. Responsibilities of the commander, base training, unit education and training manager, immediate supervisor, trainer, and trainee were discussed. The career development course (CDC) was briefly discussed and will be explained in detail when the CDC arrives, if applicable. Requirements for upgrade in AFSC 4A0X1 are: (1) Satisfactory completion of CDC 4A0X1; (2) Supervisor's certification of job qualifications with adequate hands on training; and (3) Supervisor's recommendation for upgrade. Personnel in grades E-1 through E-7 (and SNCOs in retraining status) have AF Form 623 and CFETP or JQS. The CFETP or JQS may contain 100 or more separate tasks, but it should be annotated to show only those tasks the airman is required to perform in the current duty position; mandatory requirements in Enlisted Classification Directory for upgrade, and core task requirements. The supervisor and trainee will initial appropriate areas in the JQS to certify training is complete. In the CFETP, the trainer, trainee, and certifier will initial appropriate areas when training is completed. After upgrade the CFETP or JQS will continue to be used to document further qualification training.</p>		
<p>_____ <i>SUPERVISOR'S SIGNATURE</i></p>	<p>_____ <i>TRAINEE'S SIGNATURE</i></p>	<p>_____ <i>DATE</i></p>
<p>_____ LAST NAME</p>	<p>_____ FIRST NAME</p>	<p>_____ MIDDLE INITIAL</p>

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Figure 5.2. Sample Upgrade Documentation.

ON - THE - JOB TRAINING RECORD CONTINUATION SHEET		
<i>TRAINEE'S RESPONSIBILITIES DURING UPGRADE TRAINING (UGT)</i>		
<p>1. Read and understand your Air Force Specialty (AFS) description, training requirements, objectives, and training record (AF Form 623).</p> <p>2. Budget time (on- and off-duty) for timely completion of CDCs and keep all CDC materials for future reference and study.</p> <p>3. Attain and maintain qualification in your assigned AFS.</p> <p>4. After CDC briefing trainee will do the following: (Read and initial)</p> <p style="margin-left: 20px;">_____ a. Read "Your Key to a Successful Course."</p> <p style="margin-left: 20px;">_____ b. Make all required course corrections and return entire package to your supervisor.</p> <p style="margin-left: 20px;">_____ c. When you are issued your first volume you will read and study the volume, chapter, and answer the self-test questions and the unit review exercises. Questions will be answered in the space provided whenever possible. Highlight/reference where answers are found as determined by your supervisor.</p> <p style="margin-left: 20px;">_____ d. When you are issued your next volume by your supervisor, you will work all volumes in the same manner as above for the entire course.</p> <p style="margin-left: 20px;">_____ e. When you complete your last volume, you and your supervisor will immediately start a comprehensive review of the entire CDC in preparation for your course examination.</p> <p style="margin-left: 20px;">_____ f. All incorrect responses will be corrected, reading the appropriate area from which the question was taken, with a verbal question and answer session by supervisor.</p> <p style="margin-left: 20px;">_____ g. Supervisor will check unit review exercises and self-test questions for accuracy and completeness. You will correct any errors.</p> <p style="margin-left: 20px;">_____ h. Supervisor issues the AFIADL Form 34 (Field Scoring Sheet) for you to transcribe your answers from the unit review exercises. These exercises are teaching devices and must be administered as open book exercises. All scores of less than 100 percent require review training.</p> <p>5. Review and discuss training requirements with supervisor regularly. Provide input on your training and ask questions.</p> <p>6. Upon satisfactory completion of your career knowledge training, position qualification, and mandatory requirements listed in Enlisted Classification Directory, your supervisor will initiate upgrade action.</p>		
<p>_____</p> <p><i>SUPERVISOR'S SIGNATURE</i></p>	<p>_____</p> <p><i>TRAINEE'S SIGNATURE</i></p>	<p>_____</p> <p><i>DATE</i></p>
<p>_____</p> <p>LAST NAME FIRST NAME MIDDLE INITIAL</p>		

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Figure 5.3. Sample Job Description/Performance Standards Review.

ON - THE - JOB TRAINING RECORD CONTINUATION SHEET		
1 Apr 00		
I know where to find a current copy of my job description and performance standards. I have read and discussed them with my supervisor, and understand my duties and responsibilities. If I have questions or concerns I will seek assistance from my supervisor.		
//Signed// JENNIFER L. WILLIAMS, SrA, USAF Health Services Management Journeyman		
1 Apr 00		
SrA Williams completed review of her job description and performance standards on this date. I am confident that she is thoroughly familiar with standards and expectations. At this time SrA Williams has no questions or concerns.		
//Signed// DONALD N. JOHNSON, SSgt, USAF OJT Trainer, Outpatient Records Flight		
<hr/>		
LAST NAME	FIRST NAME	MIDDLE INITIAL

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