

HQ AU A4L CDCs, PMEs, & SCs



CATALOG AND PRICE LISTING



Extension Course Program (A4L)

November 2010



AIR UNIVERSITY
Air Education and Training Command



Extension Course Program (ECP) Administrative Information

Last Updated: 5 Nov 2010

	<i>Page</i>
General Information	13
Mission	13
Current operations	14
Instructional Technology	14
Media Enhancement	14
Interactive Multimedia Instruction	14
Electronic Testing	15
Curriculum.....	15
Resident Curriculum.....	15
Non-resident Curriculum	15
Curriculum Broadcast.....	15
Professional Military Education (PME) Courses.....	15
Specialized Courses (SCs).....	16
Career Development Courses (CDCs).....	16
Academic Credit Recommendations.....	17
Counseling Students.....	17
Base/Unit Functions.....	17
Course Progression	18
Your Key to a Successful Course	18
Posting Changes.....	18
Text Exercises.....	18
Unit Review Exercises (UREs).....	18
Completion Certificates	18
Diplomas (Professional Military Education)	19
Transcripts	19
Point Credit.....	19
Enrollment Information	19
Eligibility	19
Pre-enrollment Counseling	20
Enrollment Channels	21
Enrollment Restrictions	22
Enrollment in More than One Course.....	23
General Enrollment Information.....	23
MILPDS.....	24
AU 23, Enrollment Procedures.....	24
Test Control Facility Number (See Establishing Test Control Facilities in this catalog for additional information.)	26
Special Enrollment Instructions	26

For Air Force Special Investigation Agency.....	26
For ALL CLASSIFIED AFSCs.....	26
For Reporting Identifiers 9S100	26
PME Distance Learning.....	27
Air Command and Staff College Distance Learning Program.....	27
Air War College Nonresident Studies Enrollment.....	27
Reenrollments.....	27
PME, Specialized and Career Development Courses (voluntary enrollments).....	27
Mandatory CDCs (Two-time Course Failure)	27
Reenrollment/Reactivation Waiver for Cancelled CDCs.....	27
Reenrollment Procedures for Mandatory CDCs	28
Reactivation Procedures for Mandatory CDCs.....	28
Professional Military Education Programs	28
Time Limits.....	28
Course Time Limits	28
Extensions.....	29
Course Completions.....	29
Requesting Assistance.....	30
Administrative Help.....	30
Fax Numbers.....	30
AU FM 17.....	30
Message or Letter Requests	30
Purchasing Course Material	31
Purchase of Career Development Course Materials	31
Course Price Listing	31
For Reference Libraries or Group Training Plans.....	31
Purchase by Individuals and Commercial Firms	32
Purchase by DOD Organizations (Using Unit Funds)	32
Weighted Airman Promotion System Material (WAPS).....	33

Course Content

Professional Military Education (PME) Courses	35
Airman Leadership School Associate Program	35
00001-Airman Leadership School (ALS).....	35
Noncommissioned Officer Academy Correspondence Course	Error! Bookmark not defined.
00009-Noncommissioned Officer Academy	39
Senior Noncommissioned Officer Courses 12 & 14	43
Squadron Officer College Nonresident Program (00020)	49
Career Development Courses (CDCs)	54
(1A) Aircrew Operations	54
1AX5X-Aircrew Fundamental Journeyman	54
1A051-Inflight Refueling Operator Journeyman	54
1A151-Flight Engineer Journeyman	54
1A251-Aircraft Loadmaster Journeyman	55
1A351A-Airborne Mission System Specialty Journeyman	55
1A351B-Airborne Mission System Specialty Journeyman	55
1A351C-Airborne Mission System Specialty Journeyman	55
1A451-Airborne Battle Management Systems Journeyman.....	55
1A551-Airborne Mission Systems Journeyman	56
1A651-Flight Attendant Journeyman	56
1A751-Aerial Gunner Journeyman.....	56
(1C) Command Control Systems Operations	57
1C051-Airfield Management Journeyman.....	57
1C052-Aviation Resource Management Journeyman	57
1C072-Aviation Research Management Craftsman	57
1C251A or 1C251S-Combat Control Journeyman	57
1C251B or 1C251T-Combat Control Journeyman	58
1C351-Command Post Journeyman	58
1C451-Tactical Air Command and Control Journeyman	59
1C551-Aerospace Control and Warning Systems Journeyman	59
1C651-Space Systems Operations Journeyman.....	59
(1N) Intelligence	59
1A85XX-Airborne Cryptologic Operator Journeyman	60
1N051A-Operations Intelligence Journeyman.....	60
1N051B-Operations Intelligence Journeyman.....	61
1N151-Imagery Analysis Journeyman	61
1N251-Signals Intelligence Production Journeyman (Cryptologic)	62
1N351-Cryptologic Language Analyst Journeyman.....	62
1N451-Network Intelligence Analysis Journeyman	63
1N551-Electronic Signals Intelligence Exploitation Journeyman	63
(1P) Aircrew Flight Equipment	

1P051-Aircrew Flight Equipment Journeyman	64
1P071-Aircrew Flight Equipment Craftsman	64
(1S) Safety	64
1S051-Safety Journeyman	64
(1T) Air Crew Protection	64
1T151-Aircrew Life Support Journeyman	64
1T171-Aircrew Life Support Craftsman	65
(1W) Weather	65
1W051A-Weather Journeyman	65
1W051B-Weather Journeyman	66
1W071A-Weather Craftsman	66
1W071B-Weather Craftsman	66
(2A) Manned Air and Space Maintenance	67
Air and Space Ground Equipment	67
2A652-Aerospace Ground Equipment Journeyman	67
2A672-Aerospace Ground Equipment Craftsman	67
Aircraft Hydraulic	67
2A655-Aircraft Hydraulic Systems Journeyman	67
2A675-Aircraft Hydraulic Systems Craftsman	68
Aircrew Egress	68
2A653-Aircrew Egress Systems Journeyman	68
Aircraft Fuels	68
2A654-Aircraft Fuel Systems Journeyman	68
Instrument and Flight Control Systems	68
2A553B-Instrument and Flight Control Systems Journeyman	68
Helicopter	69
2A552-Helicopter Journeyman	69
2A572-Helicopter Craftsman	69
Air and Space Propulsion	69
2A651-Aerospace Propulsion Journeyman	69
Integrated Avionic Systems	70
2A352E-Integrated Avionic Systems Journeyman	70
2A352F-Integrated Avionic Systems Journeyman	70
2A352G-Integrated Avionic Systems Journeyman	70
2A352H-Integrated Avionic Systems Journeyman	71
2A372-Integrated Avionics Systems Craftsman	71
F-15 Avionics	72
2A351-F-15/A-10/U-2 Avionic Systems Journeyman	72
2A3512-A-10/F-15/U-2-Avionic Systems Journeyman	72
Structural Maintenance	72
2A751-Aircraft Metals Technology Journeyman	72
2A752-Nondestructive Inspection Journeyman	73
2A753-Aircraft Structural Maintenance Journeyman	73
2A755- Low Observable Aircraft Structural Maintenance Journeyman	79

Avionics Test Station/Component	74
2A051A-F-15 Avionic Test Station and Component Journeyman	74
2A0511-Avionic Test Station and Aircraft Component Journeyman (F-16 Test Equipment).....	74
2A0512-Avionic Test Station and Aircraft Component Journeyman (B-1B, C-17, B-2 & F-117 Test Equipment).....	74
2A051C-Avionic Sensor Systems Journeyman	75
2A051D-Avionic Test Station and Components – Electronic Warfare Systems Journeyman.....	75
2A051P-Avionic Sensor and Electronic Warfare Systems Journeyman.....	75
2A051S-Avionic Test Station and Aircraft Component Journeyman	75
2A051T-Avionic Test Station and Aircraft Component Journeyman.....	76
Aerospace Maintenance	76
2A551-Aerospace Maintenance Journeyman	76
Aircraft Maintenance	76
2AX7X-Aerospace Maintenance Craftsman	76
2A353-Fighter Aircraft Maintenance Journeyman	76
Electronic Warfare	77
2A553C-Electronic Warfare Systems Journeyman	77
2A553D-Airborne Surveillance Radar Systems Journeyman	77
2A553E-Airborne Warning and Control/Interrogator Systems Journeyman.....	77
2A553F-Joint Surveillance Target Attack Radar System Journeyman.....	78
Communications/Navigation Systems	78
2A452B-Aircraft Communications/Navigation Systems Journeyman	78
2A452C-Aircraft Communication/Navigation Systems Journeyman.....	78
2A553A-Communication and Navigation Mission Systems Journeyman.....	78
Aircraft Electrical and Environmental Systems	79
2A656-Aircraft Electrical and Environmental Systems Journeyman	79
(2E) Communications-Electronics Systems	79
2E051-Ground Radar Systems Journeyman	79
2E151-Satellite, Wideband and Telemetry Systems Journeyman	79
2E152-Meteorological and Navigation Systems Journeyman	80
2E652-Communications Cable and Antenna Systems Journeyman	80
(2F) Fuels	81
2F051-Fuels Journeyman.....	81
2F071-Fuels Craftsman.....	81
(2G) Logistical Plans	81
2G051-Logistics Plans Journeyman	81
2G071-Logistics Plans Craftsman	82
(2M) Missile & Space Systems Maintenance	82
2M051A-Missile and Space Systems Electronic Maintenance Journeyman	82
2M051B-Missile and Space Systems Electronic Maintenance Journeyman	82
2M052-Missile and Space Systems Maintenance Journeyman	83
2M053-Missile and Space Facilities Journeyman	83
2M071-Missile and Space Systems Electronic Maintenance Craftsman.....	83

2M072-Missile and Space Systems Maintenance Craftsman	84
2M073-Missile and Space Facilities Craftsman	84
(2P) Precision Measurement	84
2P051A-Precision Measurement Equipment Laboratory Journeyman	84
2P051B-Precision Measurement Equipment Laboratory Journeyman	85
2P071-Precision Measurement Laboratory Craftsman	85
(2R) Maintenance Management Systems.....	85
2R051-Maintenance Management Analysis Journeyman.....	85
2R071-Maintenance Management Analysis Craftsman.....	86
2R151-Maintenance Production Management Journeyman	86
2R171-Maintenance Management Production Craftsman	86
(2S) Supply.....	86
2S051-Supply Management Journeyman	86
2S071-Supply Management Craftsman	87
(2T) Transportation & Vehicle Maintenance.....	87
2T051-Traffic Management Journeyman	87
2T071-Traffic Management Craftsman	87
2T151-Vehicle Operator/Dispatcher Journeyman	87
2T171-Vehicle Operations Craftsman	88
2T231-Air Transportation Apprentice	88
2T251-Air Transportation Journeyman	88
2T271-Air Transportation Craftsman	88
2T351A-Basic Vehicle Maintenance Journeyman.....	89
2T351B-Basic Vehicle Maintenance Journeyman.....	89
2T351C-Vehicle and Equipment Journeyman.....	89
2T352A-Specialized Vehicle Maintenance Journeyman (Fire Trucks).....	89
2T352C-Specialized Vehicle Maintenance Journeyman (Materiel Handling Equipment).....	89
2T370-Vehicle Maintenance Craftsman	90
2T355-Vehicle Body Maintenance Journeyman.....	90
2T357-Vehicle Management and Analysis Journeyman	90
(2W) Munitions & Weapons	91
2W151A-Aircraft Armament Systems Journeyman	91
2W151B-Aircraft Armament Systems Journeyman	91
2W171-Aircraft Armament Systems Craftsman.....	92
2W051A-Munitions Systems Journeyman	92
2W051B-Munitions Systems Journeyman.....	92
2W251A-Nuclear Weapons Journeyman.....	92
2W251B-Nuclear Weapons Journeyman.....	93
2W271-Nuclear Weapons Craftsman	93
(3C) Communications-Computer Systems	93
3C152-Electromagnetic Spectrum Management Journeyman.....	93
3C051-Communications-Computer Systems Operations Journeyman.....	94
3C052-Communications-Computer Systems Programming Journeyman	94
3C251-Network Integration Journeyman	94

(3D) Knowledge Operations	93
3D051-Knowledge Operations Management Journeyman	95
(3E) Civil Engineering	95
Electrical Systems	95
3E051C-Electrical Systems Journeyman	95
3E051D-Electrical Systems Journeyman	95
Environmental	96
3E453A-Environmental Controls Journeyman	96
3E453B-Environmental Controls Journeyman	96
Engineering	96
3E551 Engineering Journeyman	96
3E551B-Engineering Journeyman	97
3E651-Operations Management Journeyman	97
Power Production	97
3E052C-Electrical Power Production Journeyman.....	97
3E052D-Electrical Power Production Journeyman	98
Structural	98
3E351A-Structural Journeyman.....	98
3E351B-Structural Journeyman.....	98
3E351C-Structural Journeyman.....	99
HVAC & Refrigeration	99
3E151A-Heating, Ventilation, Air Conditioning, and Refrigeration Journeyman.....	99
3E151B-Heating, Ventilation, Air Conditioning, and Refrigeration Journeyman	99
3E151C-Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R) Journeyman	99
Explosive Ordnance Disposal	100
3E851-Explosive Ordnance Disposal Journeyman.....	100
Pavements and Construction Equipment Operator	100
3E251A-Pavements and Construction Equipment Operator Journeyman	100
3E251B-Pavements and Construction Equipment Operator Journeyman	101
Readiness	101
3E951-Readiness Journeyman.....	101
3E451A-Water and Fuel Systems Maintenance Journeyman	101
3E451B-Water and Fuel Systems Maintenance Journeyman	101
(3E) Civil Engineering-Fire Protection	102
47202W - Hazardous Materials Operations Level (Web-based CDC on AU ADLS)	102
47203W - Hazardous Materials Technician Level (Web-based CDC on AU ADLS).....	102
47205W - Hazardous Materials Technician Level (Web-based CDC on AU ADLS).....	103
47209 - Hazardous Materials Branch Officer (Paper-Based Course)	103
10011 - Fire Fighter I (Paper-Based Course).....	104
10012 - Fire Fighter II (Paper-Based Course)	104
10031 - Airport Fire Fighter (Paper-Based Course)	105
10612 - Public Safety Telecommunicator I/II (Paper-Based Course).....	105

(3E) Civil Engineering-Apparatus.....	106
10023W - Apparatus Driver/Operator - Pumper (Web-Based Course at Air University Online.....)	106
10024 - Apparatus Drive/Operator - Aerial (Paper-Based Course)	107
10027W - Apparatus Driver/Operator - Aircraft Rescue & Fire Fighting (WEB-Based Course at Air University Online).....	108
10028W - Apparatus Driver/Operator - Mobile Water Supply (Web-Based Course at Air University Online).....	108
(3E) Civil Engineering-Fire Instructor	109
10411W - Fire Instructor I (Web-Based Course at Air University Online).....	109
10412W - Fire Instructor II (Web-Based Course at Air University Online).....	110
10413 - Fire Service Instructor III (Paper-Based Course)	110
10511W - Wildland Firefighter I.....	111
10512W - Wildland Firefighter II.....	111
10211W - Fire Officer I (Web-Based Course at Air University Online)	112
10212W - Fire Officer II (Web-Based Course at Air University Online).....	112
10213 - Fire Officer III (Paper-Based Course)	113
10214 - Fire Officer IV(Paper-Based Course).....	113
(3E) Civil Engineering-Fire Inspector.....	114
10311W - Fire Inspector I (Web-Based Course at Air University Online).....	114
10312W - Fire Inspector II (Web-Based Course at Air University Online)	115
10313 - Fire Inspector III (Paper-Based Course).....	115
(3M) Services	116
3M051A-Services Journeyman.....	116
3M051B-Services Journeyman.....	116
3M071A-Services Craftsman	116
3M071B-Services Craftsman.....	117
(3N) Public Affairs	117
3N051-Public Affairs Journeyman	117
3N071-Public Affairs Craftsman	118
3N052-Radio and Television Broadcasting Journeyman.....	118
(3P) Security Police	118
3P051-Security Forces Journeyman	118
3P051C-Combat Arms Journeyman	118
3P051D-Military Working Dog Journeyman	119
3P071-Security Forces Craftsman	119
(3S) Mission Support	119
3S051A-Personnel Journeyman.....	119
3S051B-Personnel Journeyman.....	120
3S071-Personnel Craftsman	120
3S251J-Education and Training Manager Journeyman	120
3S251N-Education and Training Manager Journeyman.....	120
3S351-Manpower Journeyman	121

(3V) Visual Information	121
3V052-Visual Information Photography Specialty.....	121
Medical.....	122
Bioenvironmental Engineering	122
Diagnostic Imaging	122
4R051-Diagnostic Imaging Journeyman	122
Health Services Management.....	122
4A051-Health Services Management Journeyman.....	122
4A071-Health Services Management Supervisor	122
Medical Material.....	123
4A151-Medical Materiel Journeyman	123
4A171-Medical Materiel Craftsman	123
Mental Health.....	123
4C051-Mental Health Journeyman	123
4C071-Mental Health Craftsman.....	123
Occupational & Physical Therapy	124
4J071-Occupational/Physical Therapy Craftsman.....	124
4J072-Occupational/Physical Therapy Craftsman.....	124
Pharmacy.....	124
4P051A-Pharmacy Journeyman.....	124
4P051B-Pharmacy Journeyman.....	125
Public Health.....	125
4E051-Public Health Journeyman	125
Air and Space Physiology.....	125
4M051-Aerospace Physiology Journeyman	125
Biomedical Equipment	126
4A251A-Biomedical Equipment Journeyman	126
4A251B-Biomedical Equipment Journeyman	126
4A271-Biomedical Equipment Craftsman.....	126
Diet Therapy	127
4D051-Diet Therapy Journeyman.....	127
Medical Laboratory.....	127
4T051A-Medical Laboratory Journeyman (Administration and Chemistry).....	127
4T051B-Medical Laboratory Journeyman - Microbiology.....	127
4T051C-Medical Laboratory Journeyman - Hematology, Immunology, and Blood Banking	128
Medical Service	128
4N051A-Aerospace Medical Service Journeyman	128
4N051B-Aerospace Medical Service Journeyman	128
4N071-Aerospace Medical Service Craftsman.....	128
Ophthalmology & Optometry.....	129
4V051A-Ophthalmology Journeyman.....	129
4V051B-Ophthalmic Journeyman	129
4V071-Optometry/Ophthalmology Craftsman	129
Physical Therapy	129

4J052A-Physical Medicine Journeyman.....	129
4J052B-Physical Medicine Journeyman.....	130
Surgical Service.....	130
4N151A-Surgical Service Journeyman.....	130
4N151B-Surgical Service Journeyman - Part II	131
4N171-Surgical Service Craftsman	131
(4Y) Dental.....	131
4Y051A-Dental Assistant Journeyman.....	131
4Y051B-Dental Assistant Journeyman.....	132
4Y052-Dental Laboratory Journeyman	132
4Y071-Dental Assistant Craftsman	133
4Y072-Dental Laboratory Craftsman	133
(5J) Paralegal.....	133
5J051-Paralegal Journeyman	133
(5R) Chaplain Service Support.....	134
5R051-Chaplain Assistant Journeyman.....	134
(6C) Contracting	134
6C051A-Contracting Journeyman	134
6C051B-Contracting Journeyman	134
(6F) Financial	135
6F051A-Financial Management and Comptroller Journeyman.....	135
6F051B-Financial Management and Comptroller Journeyman.....	135
6F071-Financial Management and Comptroller Craftsman.....	135
(9S) Reporting Identifiers.....	135
9S100-Technical Application Specialist.....	135
9S100A-Basic Technical Application.....	136
9S100B-Advanced Technical Applications.....	136
Specialized Courses	137
CAP & Reserve Forces Officer Extension Program.....	137
00017-USAFR Officer Preparatory Course Correspondence Course.....	137
(20 & 21) CAP Courses.....	137
(21) Safety (CAP).....	137
02130A-Civil Air Patrol Scanner Course, Level II.....	137
02130B-Civil Air Patrol Mission Observer Course, Level II	137
02130D-Civil Air Patrol Emergency Services.....	137
02170-Civil Air Patrol - Safety Officer Course	138
(4B) Medical	138
041A1M-Health Services Administration Multimedia Instruction (CD-ROM)	138
B6ERBM/B6ERPM-USAF Ergonomics (CD-ROM).....	139
B6RSOM-USAF Radiation Safety Officer (CD-ROM)	140
(19) Supervisor Safety.....	141
01900-(Air Force) Joint Service Supervisor Safety Course.....	141

(02A42) Aircraft Communication/Navigation Systems	141
02A42-Aircraft Communication/Navigation Systems	141
(66) Logistics, Plans, and Programs	141
06601-Introduction to the Quality Function	141
06608-An Introduction to Air Force Provisioning Management	141
06613-Quality Management	142
Course Price Listing	144

General Information

Although our name has changed over the years, the Extension Course Program (ECP) continues with the same mission as we are still one of the largest distance learning programs in the world providing direct support of education, training upgrade, and promotion of Air Force military personnel.

The Program evolved from the Extension Course Institute (ECI) and the Air Force Institute for Advanced Distributed Learning (AFIADL). ECI was established in 1950 as one of Air University's professional specialized schools. As the Air Force only correspondence school, ECI's original mission was to provide voluntary nonresident courses for both active duty and reserve Air Force personnel. In February 2000 AFIADL was formed out of a merger of ECI, the Air Force Distance Learning Office and the Air Technology Network. AFIADL emerged as an all encompassing agency that enabled the Air Force to provide learning anytime, anywhere through enterprise delivery and student management systems.

In April 2008 AFIADL was inactivated; as a result, ECP's existing mission is now integrated into a new Air University (AU) Directorate—the Directorate of Education Logistics and Communications—a structure designed to improve efficiency of operations and resources. With a staff of both civilians and military members, ECP continues to support formal training and educational programs of the Air Force, Air National Guard, and Air Force Reserve. The Program provides career-broadening courses to people throughout the Department of Defense and to civil service employees in all federal agencies. Although designated a new name, ECP (A4L) under its most recent reorganization, the Extension Course Program. We will continue to serve members of the Air Force and DOD with the same pride and dedication that it has in the past.

Mission

ECP (A4L) primary mission is to “promote, deliver, and manage distance learning for our Air and Space Forces.” Our vision is to “provide a seamless integrated learning environment for our active duty, reserve, and guard personnel.” These tie in well with the motto of ECI for many years, which ECP has continued to uphold—Air Force Readiness through Education. That motto stemmed from a belief that educational improvement of our Air Force men and women increases their ability to support the military posture of our nation, and that military readiness requires continuing education and training of all our armed forces.

ECP (A4L) sustains and strengthens this role through the following:

- Maintaining excellence in correspondence courses. This is done through internal efforts, accreditation through the Distance Education and Training Council (DETC), and review by the Air University Board of Visitors.
- Continuing American Council on Education evaluation of our courses for credit recommendations in upper baccalaureate, lower baccalaureate, and vocational areas. This program assists graduates of our courses to continue their education and pursue degrees at non-DOD institutions.
- Providing our expertise to larger correspondence education communities. Our annual participation in a variety of conferences, and publishing articles in journals are the methods we use to gain and share knowledge.
- Maintaining an open line of communication to benefit the students. The Extension Course Program (ECP) Catalog provides up-to-date information on our courses, programs, and points of information.

Current Operations

ECP (A4L) entire focus is distance learning (DL). It delivers education and training at a distance by developing, publishing and distributing career development courses, professional military education and

specialized courses to Air Force warfighters and warfighting support people worldwide. ECP (A4L) also distributes study material to eligible Air Force enlisted personnel in support of the Weighted Airman Promotion System (WAPs). The Air University Registrar provides enrollment services, maintain historical records, and produce transcripts and diplomas for non-resident courses.

ECP administers nearly 400 nonresident enlisted career development, enlisted and officer professional military education, and specialized courses for more than 180,000 students who enroll worldwide each year. Also, ECP furnishes all study materials for mid-level grades of the enlisted force under WAPs testing. ECP mails nearly 100,000 packages to promotion-eligible airmen each year. ECP is actively pursuing alternative delivery methods that include interactive CD-ROM products, electronic print-on-demand, and Internet access.

Instructional Technology

ECP (A4L) operates in a fully automated environment. Course development, production, distribution, and the registrar and student administration functions are managed on a sophisticated system consisting of nearly 400 PCs and a mainframe. To profit from rapidly growing technological capabilities. ECP (A4L) continually enhances its efficiency and productivity by seeking to procure advanced computer systems and software, and exploring alternative delivery methods for its courses. Doing so greatly enhances ECPs ability to meet the needs of the Air Force for better training.

Media Enhancement

In November of 1993, ECP (A4L) incorporated the first computer-based instruction (CBI) in the curriculum. During that same time, ECP began to advocate hybrid course development—courses that would have both paper and multimedia. Unless otherwise coordinated with AFOMS, the paper portion covers all Specialty Training Standard (STS) items so that the material can be used as a reference for Specialty Knowledge Testing (SKT). The multimedia portion *enhances* or augments the course, teaching as interactively as possible those topics or STS items where students are having trouble learning by just reading the text. The same educational methodology is applied in the development of each medium. To date, we offer several hybrid courses with increasingly high interest from the functional areas growing everyday. If you are interested in developing a hybrid course, please read our *Media Enhancement Guide* found on our web site at: <http://www.au.af.mil/au/afiadl/> click Writer/Manager tab.

NOTE: Hardware requirements are also listed in the catalog under each course number. Please review the hardware requirements before enrolling in the media enhanced courses.

Interactive Multimedia Instruction

Since 2005 the Air Force Civil Engineering Support Agency (AFCESA), the Fire Fighter career field, and ECP (A4L) have been engaged in an aggressive effort to develop and launch nine state-of-the-art fully interactive Web-based Fire Fighter CDCs. In 2008, those courses were successfully launched on the Air University Online Learning Management System, becoming ECP's first Web-delivered CDCs used for upgrading training. To date, over 6,103 students have enrolled in and/or completed the interactive Web-based fire fighter CDC courses.

The goal of interactive multimedia instruction (IMI) is to provide visually-based, interactive, individualized instruction. IMI can be more time-consuming and, therefore, more expensive to develop on the front end than a text-based product. So, as an Air Force manager, you must be prudent in selecting lessons or groups of lessons for IMI and ensure that IMI is the right choice for your course. Again, just as with any traditional or innovative course delivery, the same educational methodology is applied in the development. If you are interested in IMI development, please read our *Interactive Multimedia Instruction Guide* found on our Web site at: <http://www.au.af.mil/au/afiadl/> click Writer/Manager tab.

Electronic Testing

The January 2005 implementation of E-Exam, computer-based testing for CDCs and PME, was the most visible of the ECP's technology-based initiatives. To date, E-Exam is in use at more than 90 percent of test control offices serving the active, reserve, guard, and other U.S. service forces throughout the world. E-Exam offers advantages over a paper/mail-based system by eliminating delays in making tests available to test control centers and by providing immediate score results at the end of the test session (eliminating delays from mailing answer sheets back to the ECP and returning score reports to the students). Additionally, by making all tests available on-demand at testing centers, electronic testing eliminates lost test problems that sometimes occur when test offices have to forward tests for persons PCSing, TDY, or deployed.

Curriculum

Extension Course Program (ECP) offers resident and non-resident curriculum.

Resident Curriculum

Acting within budget restrictions, ECP (A4L) conducts a one-week course, the A4L Course for Authors —MECI 100, to provide new career development course writers with the basic knowledge and experience needed to produce effective extension course materials. The course is a practicum in the use of instructional systems development to write and revise career development courses. During the week, new writers work under the tutelage of ECP educators and gain hands-on experience in every phase of course development: planning; writing topical statements; developing tests and text; and processing and evaluating a course. New writers also become familiar with the ECP's procedures and become acquainted with staff members with whom they will be working.

Non-resident Curriculum

ECP (A4L) offers a Curriculum Broadcast and over 400 courses in three categories; professional military education courses, specialized courses, and career development courses.

Curriculum Broadcast

Curriculum broadcasts offer another way to communicate with CDC writers about issues affecting CDCs. While we post items to our Web site and communicate with individual writers, we are unable to reach large numbers of writers at one time. Broadcasts help us do that. Also, with a steady backlog of authors for our Course for Authors and things hanging as they do, broadcasts help us give new information with immediate feedback, train new writers, and reinforce learning for the authors who have previously attended the resident course.

Professional Military Education (PME) Courses

Professional military education courses are taken by both commissioned and noncommissioned officers. These courses teach leadership, management principles, and techniques of effective communication; problem solving, and analysis of professional reading materials; and international relations, national decision making, and defense management. They also cover the psychology of learning, individual differences, and the techniques of teaching. The courses give students the broad skills and knowledge needed to be effective at various stages in their careers.

Although ECP (A4L) offers nonresident professional military education, PME is also available in-residence through the subject schools. Specifically, ECP offers the following programs:

- **Squadron Officer School (SOS) Nonresident Programs**
- **Senior Non-commissioned Officer (SNCO) Professional Military Education Course**

- **Non-commissioned Officer (NCO) Academy Correspondence Course**
- **Airmen Leadership School Associate Program**
- **USAF Reserve (USAFR) Officer Preparatory Course**
- **Civil Air Patrol (CAP) Senior Officer Course**

Specialized Courses (SCs)

These courses provide valuable information and career broadening knowledge to individuals. ECP (A4L) offers specialized courses in several career fields.

Course Title	Course Field Number
Intelligence Baseline	(01)
Supervisor Safety	(19)
Aircraft Communication	(2A)
Civil Air Patrol	(20 & 21)
Bioenvironmental	(B6)
Logistics	(66)

Career Development Courses (CDCs)

Career development courses constitute the largest portion of the institute's curricula. These self-study courses help enlisted personnel complete the specialty knowledge portion of the dual-channel on-the-job-training program. Enlisted personnel must complete career development courses successfully at various stages to advance in their careers. Career development courses are also available on a voluntary basis to others for career broadening. The institute offers career development courses in the career fields listed in the table below and continued on the next page. Interested students can obtain further information about ECP's courses and enrollment through their base education services office. A complete description and listing of courses offered by ECP (A4L) is available in this catalog.

Course Title	Career Field Number
Aircrew Operations	(1A)
Command and Control Systems Operations	(1C)
Intelligence	(1N)
Safety	(1S)
Weather	(1W)
Manned Aerospace Maintenance	(2A)
Communications Systems	(2E)
Fuels	(2F)
Logistics Plans	(2G)

Missile and Space Systems Maintenance	(2M)
Precision Measurement Equipment Laboratory	(2P)
Maintenance Management	(2R)
Materiel Management	(2S)
Transportation and Vehicle Management	(2T)
Munitions and Weapons	(2W)
Communications-Computer Systems	(3C)
Civil Engineering	(3E)
Civil Engineering (Fire Protection)	(3E)
Services	(3M)
Public Affairs	(3N)
Security Forces	(3P)
Mission Support	(3S)
Visual Information	(3V)
Medical	(4)
Dental	(4Y)
Paralegal	(5J)
Chaplain Assistant	(5R)
Contracting	(6C)
Financial	(6F)
Reporting Identifiers	(9S)

Academic Credit Recommendations

A list of academic credit recommendations for ECP (A4L) courses can be found in the *Guide to the Evaluation of Educational Experiences in the Armed Services*. You may also access the ACE Website at www.militaryguides.acenet.edu for credit recommendations.

Counseling Students

Base/Unit Functions

ECP (A4L) depends upon unit education and training personnel to inform eligible persons of the ECP (A4L) courses available, assist in their enrollment, and enforce rules and policies so the program can operate efficiently and provide maximum benefit to both the students and the Air Force. Policies and procedures outlined in this catalog are governed by AFI 36-2201, Volume 3.

Education Services Officers are responsible for local administrative handling of voluntarily enrolled students and for ensuring that they meet prerequisite qualifications. This includes reviewing for accuracy, approving, and transmitting applications. All voluntary enrollments for Air Force Active Duty, Air

National Guard and Air Force Reserve personnel must be processed through MILPDS. See enrollment channels.

Base Education and Training offices designated by the major commands are responsible for administrative handling of students mandatorily enrolled in CDCs under the OJT program. All mandatory enrollments must be processed through the MILPDS. To prevent delays, Base Education and Training managers must take special care to verify the accuracy of all enrollment data.

Transactions processed through Base Education or Base Training Offices should be checked no later than 7 to 10 days using the web link to CDSAR to ensure transactions have been updated in the CDSAR System.

Course Progression

Education services officers, training managers, and supervisors should ensure each student receives the proper counseling and guidance. Students must understand their responsibility in meeting progress and completion schedules; especially students voluntarily enrolled in specialized courses and CDCs. They should encourage students to begin working as soon as their courses arrive and to study on a regular basis. Closely monitoring their students' progress increases the likelihood of course completions.

Your Key to a Successful Course

OJT supervisors/trainers should take time to go through the *Key to a Successful Course* with each student. Education Office Personnel should encourage voluntary students to read the “*Key*” prior to studying course materials. It is a valuable educational tool for students. By reading the “*Key*,” students will also become familiar with the ECP (A4L) feedback and reinforcement system of learning.

Posting Changes

The first step for students to take (after reading the “*Key*”) is to post changes (if any) to their texts. Changes are noted on the course package shipping list.

Text Exercises

The texts are divided into learning segments or lessons. Each lesson has a series of self-test questions for the student to complete and to check by using answers provided in the text.

Unit Review Exercises (UREs)

The text also has multiple choice exercises for the student to complete. Supervisors/trainers should score Unit Review Exercises (UREs) for mandatory students as they complete each unit of study. Voluntary students should score their own UREs.

NOTE: Trainers should be sure to use *only* the scoring keys included in the student's package because scoring keys are updated with each mailing to show the latest scoring changes.

Completion Certificates

When a student satisfactorily completes the course exam (CE), ECP (A4L) certifies course completion. Certification for all mandatory students is sent via AU FM 9. Voluntarily enrolled students will be sent an email notification of completion when a valid email address is available or an AU Form 9 if an email address is not available. In addition, ECP (A4L) provides certification to HQ AFPC via AUTODIN for completions by all active duty Air Force, Air National Guard, and Air Force Reserve personnel. This service provides for automatic MILPDS update. The AU FM 9 is the official source document for verifying course completion and posting personnel records.

Duplicate AU FM 9 postcards may be requested by contacting Air University Registrar Office, AU/CFRR, 60 Shumacher Ave, Maxwell AFB, AL 36112-6337, by calling DSN 493-8128 or Comm (334) 953-8128, by e-mailing student services @maxwell.af.mil, or through the e-customer helpdesk at

<https://www.auecampussupport.com>. Information required for duplicate scorecards is student's name, last 4 of SSN, course number, and a complete mailing address.

All inquires pertaining to officer PME must be processed through the servicing MPF Classification and Training Unit. If officer PME is not updated in MILPDS two weeks after course completions, contact AU Officer PME Update Office (AU/CFRO) for assistance, DSN 493-4776 or Comm (334) 953-4776.

Diplomas (Professional Military Education)

Air University Registrar Office automatically issues diplomas for Air War College, Air Command and Staff College, Squadron Officer School, Senior Noncommissioned Officer Academy, Command Noncommissioned Officer Academy, Airman Leadership School Course (Course 00001) for students completing after 1 October 2002, CAP Senior Officer Course, and USAFR Officer Preparatory Course. If graduates of these programs do not receive diplomas within 60 days, they should contact AU/CFRR, with the exception of Air War College. Students should contact Air War College concerning their diplomas. Notify ECP (A4L) immediately if the student's name or rank changes during enrollment in all courses except AWC or ACSC to ensure correct information is contained on the diploma.

Transcripts

Air University Registrar provides transcripts for those completing ECP (A4L) courses. Due to privacy act restrictions, the signature of the requestor is required. Access a transcript request document on the AU Registrar Website at <http://www.au.af.mil/au/registrar.asp>. Fax the request to DSN 493-8127 or COMM (334) 953-8127. Please allow two weeks for delivery of transcripts.

Point Credit

Members of the USAF Reserve and Air National Guard not on extended active duty may qualify for retirement point credit through enrollment and completion of ECP (A4L) courses. Point credit is authorized according to eligibility criteria defined in AFM 36-8001. Members interested in point credit should consult AFM 36-8001 to ensure they meet all conditions. Questions concerning point credit should be directed to the Air Reserve Personnel Center (ARPC), DSN 926-6012 or Comm 1-800-525-0102, or visit their website at www.arpc.afrc.af.mil for additional information.

Points are based on the study hour (1 point per 3 study hours) allocation for each volume and/or CE. The *ECP (A4L) Catalog* indicates the hour and point allocation.

Non-EAD officers cannot take CDCs (5-digit course numbers) for retirement point credit.

ECP (A4L) reports satisfactory course completion to AFPC for inclusion into Guard and Reserve records.

Enrollment Information

Eligibility

Student eligibility is governed by the policies contained in AFI 36-2201, Volume 3 and AFI 36-2301. Participation in the ECP (A4L) program will not affect selection to the corresponding resident school.

ECP (A4L) courses are available to a variety of individuals whose eligibility to enroll is based on their association with the US Government. Listed below are the various groups whose members may enroll in ECP (A4L) courses. Following the list is a table of enrollment channels for these personnel.

1. Active duty, National Guard or Reserve members of the US military services. Retired military personnel are not eligible for enrollment.
2. Civil Air Patrol senior member officers or cadets who have achieved the General Billy Mitchell Award or higher.
3. Employees of the United States government, including nonappropriated fund and nonappropriated fund instrumentality employees.

4. Civilians of international countries employed by a DOD agency are eligible to enroll in job related CDCs. The request should be processed as a mandatory enrollment, using a unit mailing address, and the AU 23 should state 'Employee of the US Government'.
5. International military officers eligible for **foreign military sales** training programs may request enrollment in USAF PME correspondence programs. They will submit their applications for enrollment to the **in country US representative** who will act as sponsor and ensure the applicant meets enrollment criteria. Each enrollment is handled on a case-by-case basis. Refer to AFI 36-2301, para 3.7, for enrollment procedures.
6. Air Force contractor employees in accordance with ETCA, Section F, Paragraph 6.9, Air Force Education and Training Course Announcements, (formerly AFCAT 36-2223, *USAF Formal Schools*).
7. Red Cross Volunteers donating their services to the Air Force (job-related career development courses or specialized courses only).

Pre-enrollment Counseling

Base Training and Education Officers, Managers, Monitors and Supervisors are responsible for ensuring that students are properly enrolled and are aware of the various controls, limitations, and benefits associated with their enrollments. The following topics provide necessary information to use when discussing course enrollments with students.

Enrollment Channels

Personnel who are	And who are	May enroll in ECP (A4L) courses through	Applications must be approved by
Members of the USAF (enlisted)	On active duty, Air National Guard, or Air Force Reserve assigned to a Unit Exception: AFR assigned to a 900 Numbered Sq. RRPS, NARS (Sanctuary), or MAJCOM mobilization augmentee position. AFR assigned to ARPC in a category other than listed above.	Unit/Base Training and Education Offices utilizing the MILPDS system, when in upgrade/lateral training or retraining required by their major command to complete the requested course or when enrollment is voluntary HQ ARPC/MSPUC-2 Denver CO 80280-3800 1-800-525-0102 X330 website: www.arpc.afrc.af.mil	Unit Education and Training Manager Air Reserve Personnel Center
Officers who are members of the USAF	On active duty, Air National Guard, or Air Force Reserve Officers assigned to a unit (exception IMA's) (See above)	Education Services Office utilizing MILPDS. Voluntary Enrollments (IMA's. See instructions in Block 1.)	Education Services Officer
USAF members	On active duty, Air National Guard, or Air Force Reserve Personnel at DEPLOYED LOCATIONS without MILPDS systems. (Both Voluntary and Mandatory)	ECP (A4L) Form 23 may be faxed to DSN 493-8127 or Comm (334) 953-8127.	Education/Training Personnel
Civil Air Patrol Members	Senior member officers or cadets who have achieved the General Mitchell Award or higher	Wing Training Office or Education Services Office (See note 1 below)	Unit Commander or designated representative
Members of other Military services	On active duty, National Guard, or Reserve	Appropriate training or Education Services Office (See note 1 below)	A designated official of the applicant's service.

US Civil Service, including Non-Appropriated Fund	Employed by the USAF Employed by other Federal agencies	Base Education or Training Office (See note 1 below)	Education Officer or Supervisor
USAF Contract Employees	Eligible IAW ETCA, Section F, Paragraph 6.9	Base Education Office (See note 1 below)	Education Officer or Supervisor
Civilians of International countries	Employed by the Department of Defense	Base Education Office (See note 1 below)	Base and Unit Education and Training officer personnel or designated official of other services. Application should state "Employee of the US Government." Enroll as mandatory students and use unit address.
Red Cross Volunteer Workers	Donating their services	Base Education Office (See note 1 below)	Education Officer. Application should state "Volunteer Worker."
Foreign Military Officers	Eligible for Foreign Military Sales may enroll in officer PME, See AFI 36-2301, para 3.7	Base Education Office (See note 1 below)	In-Country US Sponsor

NOTE: E-mail AU 23 or AU23.pdf Enrollment application to request enrollment for all categories other than Active Duty Air Force, Air National Guard and Air Reserve personnel. Exception: Deployed Active Duty Air Force, Air National Guard and Air Reserve personnel at sites without MILPDS systems. AU23s can be accessed at <http://www.au.af.mil/au/afiad/> in the Forms folder. AU23s must be emailed to the email address on the form, student.services@maxwell.af.mil.

Enrollment Restrictions

Air Force Active Duty, Guard, and Reserve enlisted personnel may not enroll voluntarily in a CDC. This restriction applies to all federal employees who have military affiliation as a member of the Air Force Reserve. All CDC enrollments for Active Duty Air Force, Air National Guard and Air Force Reserve enlisted personnel will be submitted through the training office utilizing the MILPDS that is mandatory.

Enrollments that result in the student obtaining WAPS study materials are not authorized.

Enrollments in CDCs must be job related. The first two digits of a course number are used to verify whether a course is job related and in the individual's career field. Non-job related enrollments in CDCs require written certification from the individual's supervisor or officer-in-charge stating the CDC is necessary for job performance. In addition, active duty, guard, and reserve military enrolling in non-job related courses with proper certification, will still enroll mandatorily and will incur the same penalties as for job related CDCs.

Personnel in upgrade training may be enrolled in only one CDC at a time, unless approved by ECP (A4L) and the Air Force Career Field Manager (AFCFM) for the student's Air Force Specialty (AFS).

Air Force Active Duty, Air National Guard, and Air Force Reserve students cancelled for course failure in mandatory CDCs will not be reenrolled. See AFI 36-2201, Vol 3, Chapter 8.

Air Force Active Duty Air National Guard, and Air Force Reserve students dropped for nonparticipation, or withdrawn per student request, may *not* reenroll in CDCs without reactivation/reenrollment approval. See AFI 36-2201, Vol 3, Chapter 8. Waivers to enroll in follow-on CDCs with prerequisite requirements will not be processed.

Students must possess the appropriate security clearance to be eligible to enroll in classified courses.

Enrollments in specialized courses will be voluntary. Any enrollment cancelled for nonparticipation in a specialized course will incur a six month restriction.

Two Time Course Failures Waivers for Air Force Active Duty, Air National Guard, and Air Force Reserve Personnel

After two time course failures, single course waivers for CDC series (A-B-C-etc.) can only be processed if there are no prerequisite requirements. When completion of prerequisites is required for follow-on enrollments, waivers must be processed for the entire CDC requirement (A-B-C-etc.).

Enrollment in More than One Course

1. Students who are training for award of a 3-skill level Air Force specialty code (AFSC) must *not* be concurrently enrolled in the 5-skill level Career Development Course (CDC) for the same AFSC. (EXCEPTION: Medical Laboratory Technician (4T)). This restriction applies to all federal employees who have military affiliation as a member of the Air Force Reserve.
2. Personnel who are eligible to participate voluntarily are limited to *one* voluntary enrollment in a CDC or specialized course at a time. The Education Office may approve a voluntary enrollment only if:
 - a. Any previous voluntary enrollment in a CDC or specialized course has been completed. A course failure in a *voluntary* CDC or specialized course is an unsatisfactory completion and does not incur a penalty.
 - b. Any penalty incurred for noncompletion of a previous voluntary enrollment in a CDC or specialized course has expired. Education Office Personnel should carefully check the training record of each potential voluntary enrollee to ensure enrollment eligibility.
 - c. A student may be enrolled voluntarily in two different course types at one time. Examples: one PME and one CDC, one PME and one specialized course, or one CDC and one specialized course.

General Enrollment Information

CDSAR Access

Cancellation/Status Codes used in CDSAR

CC – Course completed satisfactorily.

CF – Course cancelled for failing both exam attempts.

AE – Enrollment cancelled by ECP (A4L) for administrative expediency. No penalty incurred.

SR – Enrollment cancelled because of student request. Cancellation can be processed through MILPDS. Penalty will be incurred for mandatory enrollments. Voluntary enrollees in CDCs or Specialized Courses will incur a six-month penalty.

Per AFI 36-2201, Chapter 8 – Mandatory CDC enrollment cannot be cancelled unless specified by the AFCFM or the member is being discharged. AFCFM directed cancellations must be processed on a FM 17 by A4/6OS and not through MILPDS.

NP-Enrollment cancelled for failure to complete all course requirements within the allotted time. Voluntary enrollees in CDCs or Specialized Courses incur a six-month penalty.

(PME-See individual courses for penalty information.)

See Reactivation/Reenrollment requirements for information on procedures and policies for Air Force Active Duty, Air National Guard and Air Force Reserve students when a mandatory CDC enrollment is cancelled.

MILPDS

Applications for both mandatory and voluntary enrollments of Active Duty Air Force, Air National Guard, and Air Force Reserve personnel are processed through MILPDS. Confirmation of processed actions should be verified in CDSAR within 7-10 days from the original input date.

NOTE: Confirmation or rejection of this input can be verified by the Transaction Register (TR) that lists PTI 40S, usually received about 7-10 days after the original input.

Education and Training managers are required by AFM 36-2622 V5 to enroll mandatory students through the use of these terminals. Problems should be addressed to local Personnel Systems Manager (PSM). Mandatory and voluntary enrollments for Air Force Active Duty, Air National Guard and Air Reserve Personnel will not be manually processed.

AU FM 23, Enrollment Procedures

The AU FM 23 is used for:

- US civil service employees, Department of Defense (DOD) military personnel, (other than Air Force Active Duty, Air National Guard, and Air Reserve Personnel), Civil Air Patrol members, volunteer and contract workers, and international civilian employees of DOD agencies and foreign military members.
- Applications for courses requiring certification or special approval.
- All AU FM 23s received from Active Duty Air Force, Air National Guard, and Air Reserve military personnel will be returned to sender without action.
- Deployed Active Duty Air Force, Air National Guard and Air Force Reserve Personnel at sites without MILPDS systems can use the AU FM 23 for both voluntary and mandatory enrollments. Fax to DSN 493-8127 or Com (334) 493-8127.

NOTE: AU FM 23 may be obtained on line at <http://www.au.af.mil/au/afiadl/> in the forms folder or through your local base education/training office.

To complete the enrollment application, follow these instructions:

Item 1

ECP (A4L) Course Number Desired: Access the ECP (A4L) Catalog at <http://www.au.af.mil/au/afiadl/> for the course number, availability of course, and eligibility. For CBI course materials also check for system compatibility prior to course enrollment.

Item 2

Course Title.

Item 3

SSN: Verify Social Security Number, Enrollments will not be processed without a valid SSN (exception international civilian employees).

Item 4

Phone Number (POC for the application).

Item 5

Name (Complete name of student is required).

Item 6

Category (Check appropriate box).

Category			
(For all enrollees)			
AFRES – EAD OFF	1	Marine – ACT/RES	Q
AFRES – EAD AMN	2	Coast Guard – ACT/RES	H
ANG – EAD OFF	3	AFRES – Non EAD AMN	A
ANG – EAD AMN	4	AFRES – Non EAD	B
Reg AF – OFF	5	ANG – Non EAD OFF	C
Reg AF – AMN	6	ANG – Non EAD AMN	D
CAP	7	Foreign Military	F
Army – ACT/RES/NG	8	U.S. Civilians	P
Navy – ACT/RES	9	International Civilians	S

Item 7

Current Grade (Fill in the appropriate GS, WG, or WS paygrade for civilians and the appropriate E-, O-, ranks for sister service personnel and international officers).

Item 8

Enrollment Code (Check appropriate box).

Code L-MANDATORY ENROLLMENT: Use for civilians of the international countries enrolling in job related CDCs. Enrollment application should state “Employee of the US Government.”

Code N-VOLUNTARY ENROLLMENT: Members of other US military services, Civil Air Patrol, US Civil Service (including non-appropriate fund) and USAF contractor employees (eligible IAW ETCA, Section F, Paragraph 6.9). Red Cross volunteers must include the statement: “Volunteer Worker.”

Item 9

Address (Complete address to include 9 digit mailing zip code is required).

Item 10

Test Control Facility Zip Code/shred (Enrollment cannot be processed without the Test Control Facility zip code where you will be taking your final exam) (Use the web link to obtain a listing of TCFs in zip code order at <http://www.au.af.mil/au/afiadl/> in the site index under “T”).

Item 11

Comments.

Item 12

E-mail address (students email address, not required, however, is beneficial when trying to contact the student)

Item 13

Signature (both student and approving official) (Approving official confirms eligibility of student, accuracy of data and then signs the form). Electronic signatures may be used.

Test Control Facility

When enrolling students through Base Education and Training Office, Education and Training managers must make sure they use the correct TCF zip code and shred (11 digits - zip code, dash, plus four numbers and shred). In most cases they will use the local number, but not when enrolling a student from a geographically separated unit (GSU) serviced by their MPF. In that case they should use the TCF zip code and shred of the enrollee’s base of assignment.

The correct four-digit extension to the zip code should not consist of 0001, 5000, or 0000. Test Control Facilities utilizing these extensions should obtain correct plus four extensions from the local postal system. AFPC will update all TCFs into the MILPDS. In addition, the unit requesting enrollment or in-processing transferring students should ensure the enrollment request reflects the enrollee’s correct TCF zip code and shred.

Special Enrollment Instructions

For Air Force Special Investigation Agency

Air Force Special Investigation Agency personnel must process all enrollments through HQ AFOSI/DPPT, 1535 Command Drive, Suite C207, Andrews AFB, MD 20762-7002.

For ALL CLASSIFIED AFSCs

These CDCs are administered jointly by ECP (A4L) and Goodfellow AFB, TX. Enrollments will be processed through MILPDS. Upon receipt of the Welcome Card (AU Form 9), training managers must contact the 17 TRS/TSRP, 170 Griffin Street, Goodfellow AFB, TX 76908, in writing (FAXs sent to DSN 477-3928/5518 or Comm (325) 654-3928/5518 are acceptable) to coordinate shipment of the CDCs and course exams. The request should include the course number, unit POC, DSN number, unit mailing address, and Defense Intelligence Agency (DIA) document account number. If this is a first time request, the letter must also include a unit security manager endorsement verifying the training manager’s security clearance and certifying that the unit has suitable storage capability for Secret material and classified course exams.

For Reporting Identifiers 9S100

Applied Geophysics and Applied Sciences Job Knowledge Development Courses (JKDCs) are administered jointly by ECP (A4L) and Goodfellow AFB, TX. Enrollments will be processed through MILPDS. ECP (A4L) will send a Welcome card (AU Form 9) and a test answer sheet. Unit training managers must then contact 312 TRS/DOEX, 170 Griffin Street, Suite 1B, Goodfellow AFB, TX 76908-4213 in writing (DSN FAX 477-4501 or Comm (325) 654-4501) to coordinate shipment of JKDCs. Provide the following information when ordering: Course number, enrollee’s name, SSAN, rank,

enrollment date, unit of assignment, and the unit's POC, DSN number, and where JKDCs will be shipped. If the enrollee is stationed at other than an AFTAC unit, the request must also include a separate letter (or endorsement on the JKDC enrollment request letter) from the unit security manager verifying the enrollee's security clearance.

PME Distance Learning

Enrollments for all PME correspondence programs are processed via MILPDS for Active Duty Air Force, Air National Guard and Air Reserve Personnel. IMA reservists must enroll through ARPC in Denver. DSN 926-6396 or Comm 1-800-525-0102X330. IMA reservists may request enrollments through website at www.arpc.afrc.af.mil. However, AWC and ACSC nonresident programs require certain eligibility requirements, and procedures vary from ECP (A4L) enrollments. Education Office personnel should refer to the ECP (A4L) catalog for procedures to follow to obtain assistance or address questions concerning course or student status and requirements.

Air Command and Staff College Distance Learning Program

The ACSC DL Program, both correspondence and seminar, requires completion of a 50-lesson course. All eligible students must enroll through the AUSIS website at <https://ausis.maxwell.af.mil>. Please contact acscdl@maxwell.af.mil if you have problems with creating a new student account. Please contact ACSC Technical Services, DSN 493-7032 or email at acscdl.tech@maxwell.af.mil if you have questions.

Additional information on ACSC DL Programs can be found at <http://www.acsc.au.af.mil/>.

Air War College Nonresident Studies Enrollment

The AWC Nonresident Studies Program provides a seminar or correspondence option for program completion, both of which parallel, as closely as practical, the resident school curriculum. These self-study programs are designed for eligible senior level personnel who are unable to attend AWC in residence.

Additional information on AWC Non-Residence Programs can be found at: <http://www.au.af.mil/au/awc/awchome.htm>

Reenrollments

PME, Specialized and Career Development Courses (voluntary enrollments)

Voluntarily enrolled students who are disenrolled for noncompletion (NP) of a specialized course or CDC within the time limits are ineligible to enroll voluntarily in a specialized course or CDC for Six months following the date of disenrollment. Enrollees in PME programs should see specific course guides and/or handbooks. Students who are eligible to enroll in a course for a second time should follow normal enrollment procedures after the restriction period is over, even though they possess the original course package. This provides them with current course materials and assures compatibility of course materials with updated course examinations

Mandatory CDCs (Two-time Course Failure)

Students who are cancelled for two-time course failure in a mandatory CDC may not reenroll in that CDC in either a mandatory or a voluntary status. Follow procedures in AFI 36-2201 for CDC waiver procedures.

Reenrollment/Reactivation Waiver for Cancelled CDCs

Active Duty Air Force, Air National Guard, and Air Force Reserve personnel disenrolled from mandatory CDCs for noncompletion (NP) or cancelled by student request (SR) will not be eligible to reenroll or have the CDC reactivated without an approved waiver. For waiver information see reactivation/reenrollment procedures below, or refer to AFI 36-2201, Vol 3, Chapter 8. Waivers to this policy must fully document extenuating circumstance that justifies reenrollment/reactivation.

Reenrollment Procedures for Mandatory CDCs

Approval authority is MAJCOM Training Manager for active duty, HQ AFRC/DPTS for Air Force Reserve personnel, and HQ ANG/DPDT for Air National Guard personnel. Approved reenrollment packages will be forwarded from the MAJCOM to AU CFRR, 60 Shumacher Ave, Maxwell AFB, AL 36112-6337 for processing. Reenrollments should be requested only for those students who do not have original course material, the cancellation has exceeded the 90-day timeframe and the edition of the course that the student was enrolled in is deactivated. **Reenrollments are not authorized for Active Duty Air Force, Air National Guard and Air Reserve Personnel members failing their CDC COURSE EXAM twice.**

Reactivation Procedures for Mandatory CDCs

Approval authority is squadron commanders or equivalent if the period of disenrollment is 90 days or less. Reactivation beyond 90-days must be processed for group commander approval (approval authority for ANG is ANG/DPD) and can be accomplished only if the edition of course that the student was originally enrolled in is still the active edition. There can only be one reactivation granted. For courses deactivated by the AFCFM trainee must complete the new course. If no course materials are available, follow reenrollment waiver instructions. Approved reactivation packages are forwarded to AU A4/6OS, 50 S Turner Blvd, Maxwell AFB-Gunter Annex AL 36118-5643 or faxed to DSN 596-6143. ECP will open the enrollment for 90-days, and forward the course examination, if needed. Any request for reactivation received at ECP (A4L) without proper approval will be returned to the requester to route through proper channels.

NOTE:

1. To allow sufficient time for processing, reactivations must reach AU A4/6OS well in advance of the 90-day expired limit.
2. Enrollments that have previously been reactivated for a 90-day period cannot be reactivated again.
3. If an enrollment has expired over 90 days, and the course or edition has been deactivated, reactivation is not possible.

Professional Military Education Programs

See specific PME Course Study Guide and/or Handbook for procedures to request waivers for enrollment in PME Programs. Information on waivers can also be located in this catalog under the specific PME courses.

Time Limits

Course Time Limits

ECP (A4L) courses must be completed within specific time limits, depending upon the type of course or the type of enrollment. The time limits stated for the various programs/enrollments below begin from the date of enrollment and require the completion of the course examination, and a retake CE, if necessary. The date of enrollment is printed on the Enrollment Postcard that is forwarded to each new enrollee.

- Squadron Officer School (SOS) Program-Refer to student handbook.
- Senior NCO Academy Correspondence Course-Refer to student handbook.
- NCO Academy Correspondence Course-Refer to student handbook.
- All Other Courses–12 months (30 additional days are allotted for ordering, processing, and mailing CDCs.)
- Specialized Courses time limits are determined by the OPR.

- Exceptions to CDC courses will be annotated under the course description and should also be noted on the CFETP.

Extensions

Students are granted enrollment extensions in some courses when events beyond their control prevent them from meeting the time requirements. Extensions are limited to a maximum of four months per CDC, specialized course, and single course PME program. Extension requests should be submitted approximately three months prior to enrollment expiration. Enrollees in PME programs should see specific course guides and/or handbooks.

NOTE: All personnel who are deployed and enrolled in CDCs are authorized a 12-month extension to their current enrollment. The 12-month extension begins from the time of the current enrollment expiration date. These additional extensions must be done at AU A4/6OS. To minimize impact, Base Training Managers will be the focal point for providing AU A4/6OS with member's full name, social security number, and the course number in which member is enrolled. Base Training will request the extensions via the <https://www.auecampussupport.com>. Do not extend personnel based solely on the fact the individual is deployed. Extensions are granted on a need base, justified by the inability of the individual to progress in CDCs caused by environmental and/or mission requirements in the deployed location. The unit commander has final approval authority for all 12-month extension requests.

- Unit or Base Education/Training Office Personnel may request initial 4-month extensions for mandatory and voluntary Air Force Active Duty, Air National Guard, and Air Reserve personnel through MILPDS (exception: officer PME extensions must be approved by the schoolhouse) if the capability is available. (**NOTE:** Confirmation or rejection of this input can be verified by the Transaction Register (TR) that lists PTI 40S, usually received about 7-10 days after the original input.) Transaction requests should be verified in CDSAR within 7-10 days.
- Students other than Air Force Active Duty, Air National Guard, Air Force Reserve personnel must submit their request to the Base Education/Training Office who will request the extension via the ECP (A4L) on-line customer support center at <https://www.auecampussupport.com>.
- The losing unit is responsible for requesting an extension of the course prior to the trainee departure. The extension will be requested if a trainee is at the 10th month of the CDC enrollment and is within 60 days of PCS.

Course Completions

Satisfactory completion of the course examination or retake examination within the enrollment time limit constitutes course completion. To complete the course examination or retake satisfactorily, the student must attain a passing score. The passing score for CDCs and most specialized course examinations is 65 percent. However, the passing score for PME courses varies. Passing scores for these courses are:

- Course 00001–70%
- Course 00017–60%
- Course 9 NCO Academy–70%
- Course 00012 and Course 00014 Senior Non-Commissioned Officer Course–70%
- Course 00020 Squadron Officer School–65%

Requesting Assistance

Administrative Help

Questions and requests for assistance should be submitted to the Customer Help Desk at www.auecampussupport.com. Unit training managers without web access should contact their Base Education Offices for assistance. The E-Customer Service will replace routine Form 17's, e-mails, and phone calls. The only AU FM 17's received by fax or US Postal Service that will be processed here are the requests for reactivations, which must have the appropriate signature. In addition, phone queries will be limited and routine e-mails will not be processed.

NOTE: ACSC students should request assistance through acsc.dl@maxwell.af.mil or contact ACSC Student Services at DSN 493-7901 or Com (334) 953-7901.

The E-Customer Service has a large searchable knowledge base of answers. If you are unable to find the answer to your question, please use the "My Question/Answer" tab to submit a question. A response will be forwarded to you promptly.

NOTE: Questions pertaining to course content; i.e., use of equipment, correct answers for URE and exam questions, or policy or procedural questions should be referred to the course author. Questions on course content forwarded to ECP (A4L) may receive a delayed response.

Fax Numbers

If there is a problem with the telefax operation, Education Services Officers or Base Education and Training managers should call Student Administration or the AU Registrar Office for assistance.

Student Administrations (AU A4/6OS) FAX number is DSN 596-6143 or Com (334) 416-6143. AU FM 17s should be faxed to Student Administration Branch for students who records are not maintained in MILPDS.

The Registrar Services FAX number is DSN 493-8127 or Com (334) 953-8127.

The Registrar Services can be reached at DSN 493-8128 or Com (334) 953-8128 ext 4 for assistance.

AU FM 17

AU FM 17s will only be accepted from locations not having access to the electronic <https://www.auecampussupport.com> helpdesk. **EXCEPTION:** Requests for reactivation must be faxed or mailed because of the required signature for approval. Also, student instructional questions will be received via fax or mail. This AU FM 17 is designed to provide the necessary information to research student records rapidly and to assure that the request is understood. The blocks in Section I must be completed for all inquiries. Checked blocks in Section II indicate the action or information desired. The Remarks section may be used for additional clarification. All AU FM 17 inquiries concerning a mandatory enrollee should be signed by the supervisor/trainer indicating the requested action.

NOTE: AU FM 17s can be accessed on line at <http://www.au.af.mil/au/afiad/> in the forms folder.

Message or Letter Requests

ECP (A4L) responds to message/letter inquiries by the fastest means available. **Message inquiries must be used only for critical or emergency cases.** Message or letter inquiries must include all enrollment record information normally required by the AU FM 17. When writing to ECP (A4L), the address should always be included on the correspondence as well as the return envelope. Mail is opened by an automated process and return envelopes are not usually forwarded to the action office with the correspondence. Before requesting CE results, units should allow ample time for mailing and processing of the CE answer sheet. The message address for all inquiries concerning course exams is AU A4/6OS or e-mail data.branch@maxwell.af.mil.

NOTE 1: For students enrolled in the AWC Seminar and Correspondence Programs, Education Services Officers should communicate *directly* with AWC/NS, not with ECP (A4L), to obtain assistance. They should contact the Directorate of Nonresident Studies (AWC/NS) at DSN 493-6093. Correspondence should be addressed to AWC/NS, 325 Chennault Circle, Maxwell AFB AL 36112-6427 or faxed to DSN 493-7225 or Com (334) 953-7225. Each student receives Maxwell AFB Form 80, AWC Nonresident Studies Student Request, in the *Program Guide* at the time of enrollment. If used, the AU FM 17 should be sent directly to AWC/NS.

NOTE 2: ACSC students should contact ACSC/DLO at DSN 493-7901 or Com (334) 953-7901 or via the e-mail at acscdl@maxwell.af.mil, to request assistance with issues concerning course policy. These inquiries may also be mailed to ACSC/DLO, 225 Chennault Circle, Maxwell AFB AL 36112-6426.

The AU FM 17 can be used by ACSC students for administrative assistance (i.e., name or rank changes, address changes, TCF changes, extensions, etc.). Active Duty Air Force, Air National Guard, and Air Reserve Personnel should contact their training manager or education office for assistance before requesting assistance directly from ACSCDL. These inquiries should be addressed to acscdl@maxwell.af.mil or faxed to DSN 493-4003 or Com (334) 953-4003.

NOTE 3: Do not use AU FM 17 to request enrollment in correspondence courses. Enrollments for Active Duty Air Force, Air National Guard, and Air Reserve personnel are processed through MILPDS at their local Base Education Services office. AU 23 is to be used for voluntary enrollments for other US military personnel, CAP, international officers, Red Cross volunteers, and civil service employees. Do not use the customer support helpdesk to request enrollments or reenrollments.

Purchasing Course Material

Purchase of Career Development Course Materials

Career Development Courses, Specialized Courses, and Weighted Airman Promotion Study (WAPS) Materials can be purchased by organizations and individuals. Some course materials are restricted and not available for purchase or their purchase is limited to individuals in specific categories.

Course Price Listing

The Course Price Listing is available in a separate document. Go to the ECP (A4L) home page and click on “Catalogs” and then click “Course Price Listing” or copy and paste the following URL in your web browser at: <http://www.au.af.mil/au/afiadl/>.

For Reference Libraries or Group Training Plans

ECP (A4L) does not provide course materials for reference libraries or for inclusion in group training plans **without a charge**. If a group study class is considered advisable for comprehensive coverage of a course or materials are considered essential to maintain a reference library, refer to the paragraph “Purchase by DOD Organizations (Using Unit Funds).”

Some courses are available on the internet for reference purposes only and can be accessed through <https://au.csd.disa.mil>. These materials are not provided as upgrade training or WAPS study materials and may not include the most recent updates available with a CDC or WAPS package. To access these materials please complete the following steps:

- Log into the system
- Select LIBRARY
- Select RESOURCES
- Select SEARCH (provides a complete listing of library content)

Purchase by Individuals and Commercial Firms

ECP (A4L) course materials are provided for sale to individuals upon request from the following:

1. Personnel who are eligible to enroll in a career development and specialized course (see Eligibility,) but who do not wish to participate as an active student.
2. Commercial firms when the materials are used in a training program.
3. State and federal prison systems.
4. Members of the U.S. Armed Forces (active duty, guard, reserves), DOD civilians, retired members of the U.S. Armed Forces, retired DOD civilians and civilians acting as private citizens.

When an individual purchases a course, he/she is not officially enrolled in the course. Course examinations are not forwarded with the course materials and individuals may not request the examinations for course credit.

ECP (A4L) does **not** refund money received for payment of course materials. Not all courses are offered for sale; PME courses, courses containing sales restricted information which prohibit their sale, i.e., classified, copyright, or "For Official Use Only" (FOUO) materials and others are restricted for sale. Members of the U.S. Armed Forces (active duty, guard, reserves), DOD civilians, retired members of the military and retired DOD civilians pay the DOD Price. All others must pay the Other Price. Prices are per course.

To purchase, mail a money order or cashier's check with purchase request form for the exact amount payable to **DDO3801**. Money order or cashier's check must indicate the correct price and, or the request will be returned without action. Personal checks can not be used. The request must include name, mailing address, telephone number, and course number. Mail this information and a money order or cashier's check to: HQ AU/A4LOC 50 South Turner Blvd, Maxwell Gunter AFB, AL 36118-5643. Orders are shipped via United States Postal Service (USPS) FOURTH CLASS. **Delivery time is 3 to 6 weeks for receipt of course(s).**

Purchase by DOD Organizations (Using Unit Funds)

Any DOD organization (flight level and higher) can purchase Career Development Course (CDC) materials utilizing unit funds. To process a request include an IMPAC check, cashier's check or money order with a purchase request form to HQ AU/A4LOC.

Mail the completed form(s) to: HQ AU/A4LOC, 50 South Turner Blvd, Maxwell Gunter AFB, AL 36118-5643. Upon receipt of the completed form(s), ECP (A4L) will process and ship your order via United Parcel Service (stateside) or United States Postal Service FOURTH CLASS (overseas). To check the status of your order, call DSN 596-4235 or (334) 416-4235. Delivery time is 3 to 6 weeks for receipt of course(s).

NOTE: Purchase requests received between 1 August through 1 October will not be processed and will be returned to sender. Requests must include the statement "This is a WAPS purchase" to ensure the appropriate material is issued.

When an IMPAC check is used, make it payable to **DDO3801**. The request must include name, mailing address, telephone number, and course number(s). Mail this information and the IMPAC check to: HQ AU/A4LOC, 50 South Turner Blvd, Maxwell Gunter AFB, AL 36118-5643. A purchase request form can be found in the appendix. Copies of this form can be used to order CDC material. **Delivery time is 3 to 6 weeks for receipt of course(s).**

Weighted Airman Promotion System Material (WAPS)

WAPS material can be purchased only during **1 October** through **1 August**. Requests received 2 August thru 30 September will not be processed and will be returned to sender. Request for WAPS material sales received other than the period stated will be returned to the requester without action. The WAPS material

must be for the current promotion cycle. For specific information on AFSC requirements, refer to the WAPS catalog at <https://www.omsq.af.mil/TE/WAPSCat.pdf>.

To order WAPS material, mail a money order or cashier's check for \$20.00 payable to **DDO3801**. The request must include name, rank, mailing address, telephone number, Control Air Force Specialty Code (CAFSC), and calendar year of testing. See example below:

- CAFSC
- Name/Rank
- Mailing Address
- Telephone Number
- Calendar Year of Testing

Mail this information with a money order or cashier's check to: HQ AU/A4LOC, 50 South Turner Blvd, Maxwell Gunter AFB, AL 36118-5643. ECP (A4L) does **not** refund money received for payment of WAPS material. Individual orders are shipped via United States Postal Service (USPS) FIRST CLASS. **Delivery time is 3 to 6 weeks for receipt of WAPS material.**

NOTES

Career Development Courses

Professional Military Education (PME) Courses

Airman Leadership School Distributive Learning Course

00001-Airman Leadership School (ALS)

3 Volumes: Activated – March 2010

Initial Activation – September 1988

Hours: Volumes - 57 CE - 15

Points: Volumes - 19 CE - 5

SALE RESTRICTED (COPYRIGHT MATERIAL) Limited to Department of Defense Personnel

General: The Airman Leadership School (ALS) Distance Learning Course is a voluntary, paper-based, self-study course administered by the Education Logistics Communications and developed/managed by the Academic Affairs, Barnes Center for Enlisted Education. Enlisted PME distance learning courses are designed to provide professional development to enlisted military members at specific and critical points in their career. These administrative policies and procedures were developed to support the goals and objectives of enlisted PME. The A4L Extension Course Program Catalog is the definitive guidance for all enlisted PME distance learning courses. Students must review the Extension Course Program Catalog frequently during their enrollment to ensure compliance with any changes in administrative policies.

Content: The ALS Distance Learning Course consists of three volumes. The content is summarized as follows:

Volume One (Profession of Arms): is designed to provide senior airmen the knowledge, value, and skills necessary to succeed as supervisors in a military environment.

Volume Two (Leadership and Management): is divided into six units of instruction that focus on providing senior airmen with the philosophy, concepts, principles, and operating practices of effective leadership in the Air Force environment.

Volume Three (Communication Skills): is divided into three units of instruction that focus on providing senior airmen with the knowledge to be more effective communicators in both written and spoken communication.

Administrative Guidelines: The following paragraphs describe policies, administrative procedures, and course requirements applicable to the ALS Distance Learning Course.

Course Materials: Course materials are shipped via Fourth Class mail to the address provided by the student. The student is responsible for inventorying these materials and reporting missing materials to AU A4L. An “AU A4L Course Materials Shipping List” is provided with each shipment.

NOTE: If course materials are lost or damaged, they may be replaced WITHOUT compensation for loss of time.

ELIGIBILITY:

Active Duty Air Force: Active duty USAF personnel are not eligible to enroll in ALS Distance Learning Course.

Air Force Reserve: The following AFR personnel are eligible for the ALS Distance Learning Course:

- E-4 with minimum 48 months time in service without a 5-skill level
- E-4 with minimum 42 months time in service with a 5-skill level in their primary AFSC

NOTE: Air Reserve Technicians must meet military eligibility criteria to enroll; civil service pay grade or position is not used to determine eligibility.

Air National Guard: The following ANG personnel are eligible for the ALS Distance Learning Course:

- E-4 with minimum 48 months time in service without a 5-skill level
- E-4 with minimum 42 months time in service with a 5-skill level in their primary AFSC
- E-5 promoted to SSgt under the EPME Air Force promotion deferment policy

NOTE: Air Technicians must meet military eligibility criteria to enroll; civil service pay grade or position is not used to determine eligibility.

OTHER U.S. MILITARY SERVICE MEMBERS: The ALS Distance Learning Course is open to other U.S. DoD military component personnel (Army, Navy, Marines, and Coast Guard) in the grade of E-4 with at least 42 months time in service and to non-military technician civil service members in the grade of GS-4, or equivalent WG, WL, and WS.

RESERVE POINTS: The Air Reserve Personnel Center (ARPC) records ANG and USAF Reserve retirement credit points. Do not contact Barnes Center/Academic Affairs concerning retirement points. Sole authority for award of these points rests with HQ ARPC/DPPKB.

STUDENT: The ALS Distance Learning Course is *voluntary*. STUDENTS MUST: 1) READ AND COMPLY WITH ALS DISTANCE LEARNING COURSE POLICIES AS LISTED IN THE EXTENSION COURSE PROGRAM CATALOG, and 2) BE AWARE OF THE COURSE START AND COMPLETION DATES. *No outside agency is tasked with monitoring course progress or completion.* Students should work with the Education Services Flight/Unit Training Section (ESF/UTS) to order and schedule examinations. Students should follow a regular program of study to allow sufficient time for required course examinations prior to course expiration. The student and ESF/UTS must also ensure the back of the answer sheet is annotated with the date the test was administered (see Academic and Testing Requirements). All name, rank, and address changes are the responsibility of the student, and must be provided in writing to AU A4/6O. Provide copies of official orders and AU IMT 17 to ESF/UTS to request change of Test Control Facility as a result of PCS or extended TDY. Students should anticipate problems and seek assistance from AU A4L and the ESF/UTS for any circumstances that might hinder course completion. STUDENTS MUST FOLLOW-UP ON ALL TESTING TO ENSURE THEIR TEST TRANSMITTED AND WAS RECEIVED AT AU A4L.

EDUCATION SERVICES FLIGHT/UNIT TRAINING SECTION (ESF/UTS): Although students are ultimately responsible for their own course success or failure, Education and Training personnel must be prepared to assist students by providing accurate enrollment and policy information. The Course Development and Student Administration/Registrar (CDSAR) program is a read-only student database that provides real-time student performance data directly from AU A4L and is available through the AU A4/6O Data Branch. CDSAR is the sole source to determine student enrollment data. It is MANDATORY that ESF/UTS personnel use CDSAR for ALL student transactions. This provides the most accurate information and improves student guidance, feedback, and customer service. ESF/UTS personnel MUST verify student enrollment via the CDSAR program prior to any test administration.

Failure to do so may result in a potential test compromise. ESF/UTS personnel will transfer test files to AU A4/6O immediately following each test and confirm student record update in CDSAR.

AU A4/6O: All administrative support for the ALS Distance Learning Course is provided by AU A4L, including course enrollment, examination scoring, duplicating, and shipping. AU A4/6O is the point of contact to change addresses, have damaged or lost materials resent, or for general course inquiries. All communication with AU A4/6O must be initiated online via the e-Campus Support website at: <https://www.auecampussupport.com> and must include the student's full name, last four of the social security number, course name/number and the nature of request. After submission, a reference number for the request will be created and a confirmation receipt will be e-mailed. Due to the complexity of some requests along with required research, a response may take several duty days.

Academic Affairs: Operations and Policy (DOP) section is the office of primary responsibility for managing EPME distance learning programs. AA /DOP serves as the liaison between AA and AU A4L in managing distance learning programs and maintaining program integrity. AA/DOP is the final review and appellate authority for extension and exception to policy requests. All communication regarding the ALS Distance Learning Course must be sent through AU A4L online via their e-Campus Support website at: <https://www.auecampussupport.com> and must include the student's full name, last four of the social security number, course name/number and the nature of request. After submission, a reference number for the request will be created and a confirmation receipt will be e-mailed. Due to the complexity of some requests along with required research, a response may take several duty days.

ACADEMIC AND TESTING REQUIREMENTS: A single, closed-book end-of-course examination covering all three volumes of the NCO Distance Learning Course is administered at the designated/authorized Test Control Facility. Successful completion of the NCO Distance Learning Course requires a minimum passing score of 70 percent.

Students who fail their initial exam with a score of 69 or below are authorized a retest. When retesting, ensure the retest is administered under the following conditions:

- Student must still have an active enrollment. Test administrators MUST use Web CDSAR to verify enrollment prior to retest
- Retest may not be administered any earlier than 72 hours after initial test failure
- The retest must be a different exam version from the one failed. Test administrators MUST use Web CDSAR to determine the correct version of the retest. There are only two authorized E-exam versions for the ALS Distance Learning Course: 102/103 for course edit code 03 and 104/105 for course edit code 04.

STUDENTS WHO REQUIRE RETESTING MUST ENSURE THEY ARE ADMINISTERED A DIFFERENT VERSION FROM THEIR INITIAL EXAM. FAILURE TO DO SO WILL RESULT IN NONCOMPLETION OF THE COURSE.

Course Failure (CF) status results from failing both the initial and retest (see Disenrollments and Restrictions).

PAPER-BASED EXAMINATIONS: Retesting is only authorized if sufficient time remains on the enrollment to request, receive, and administer the retest prior to enrollment expiration. Students must work with the Education Services Flight (ESF) or Unit Training Section (UTS) to ensure the examination is ordered, on-hand, and to schedule the administration of the examination. The student and ESF/UTS

must also ensure the back of the answer sheet is annotated with the date the test was administered. If the actual date the test is taken is not indicated on the answer sheet, the date the test is scored at AU A4/6O becomes the administration date. AU A4/6O will accept and score tests if taken prior to course disenrollment (based on the dated answer sheet) and if the answer sheet is received no more than 30 calendar days after the administration or expiration date.

STUDENTS MUST FOLLOW-UP WITH THE ESF/UTS TO ENSURE THEIR TEST WAS SCORED AND POSTED IN THEIR STUDENT RECORD.

TIMELINES: The ALS Distance Learning Course consists of a single academic term of 12 months. This enrollment period **INCLUDES** time required to receive materials, order/receive tests, and submit tests for scoring/posting. There is no waiver to the 12-month enrollment period except as noted in “Extensions” below.

EXTENSIONS: An extension is time compensation for unique circumstances, which impede or prevent course progression or completion. The length of any extension is based on individual circumstances. The initial extension is processed via PCIII or MILPDS at the unit or base level and may not exceed 4 months. Any request for extension beyond the initial 4-month extension is categorized as an exception to policy. Exception to policy requests must be submitted online at: <https://www.auecampussupport.com>. This electronic customer service (e-Campus Support) program, managed by AU A4/6O, replaces routine emails, phone calls, faxes, and the AU IMT Form 17. After submission, a reference number for the request will be created and a confirmation receipt will be e-mailed. Due to the complexity of some requests along with required research, a response may take several duty days.

DISENROLLMENTS AND RESTRICTIONS: Any noncompletion of an enrollment is classified as a disenrollment. All disenrollment actions result in an imposed restriction period. A restriction period renders the student ineligible to enroll into the same program or a program of the same AU A4L category until after the restriction period ends.

VOLUNTARY DISENROLLMENTS: Students may voluntarily disenroll at any time during their enrollment if personal or professional obligations preclude course completion. These requests must be submitted via the electronic customer service (e-Campus Support) program, managed by AU A4/6O, which replaces routine emails, phone calls, faxes, and the AU IMT Form 17. After submission, a reference number for the request will be created and a confirmation receipt will be e-mailed.

Student Request (SR): Code SR identifies a voluntary disenrollment per student request and results in a MANDATORY 6-month restriction period.

INVOLUNTARY DISENROLLMENTS: There are two categories of involuntary disenrollments.

Course Failure (CF): Code CF identifies a disenrollment category for students who do not meet the academic requirements. Course failure status results from failing both an initial and a retest. Students disenrolled for course failure incur a MANDATORY 6-month restriction.

Nonparticipation (NP): Code NP identifies a disenrollment category that applies when a student neither completes nor academically fails the course, but allows the enrollment to expire without taking any action prior to course expiration. Students disenrolled for NP incur a MANDATORY 1-year restriction.

NOTE: Restriction periods will not be waived or curtailed and no partial credit will be given for previous enrollment progress.

RECORDS UPDATE: Course completion will be posted to student personnel records by AU A4/6O through a direct computer data link to the HQ Air Reserve Personnel Center (ARPC). ARPC will update local files for Reserve and Guard personnel. This process may take up to 4 weeks; therefore, course completion may not be reflected in student records until after students receive their course completion card. If a course completion card is not received within 1 month of course completion, students must follow-up with their Testing Facility to verify testing results. If stationed overseas, this period could be longer. For records certification, do not contact AU A4L. All inquiries concerning records updating must be directed to the local Military Personnel Flight (MPF).

DIPLOMAS/TRANSCRIPTS: ALS Distance Learning Course diplomas and transcripts are handled by the AU Registrar at HQ AU/CFRR, 60 Schumacher Avenue, Maxwell AFB, AL 36112-6337, DSN 493-8128 or commercial (334) 953-8128. Transcripts must be requested in writing and must contain students' signature. Requests may be faxed to DSN 493-8127 or commercial (334) 953-8127. All students completing the ALS Distance Learning Course after 1 Oct 02 should receive a diploma following course completion. Students promoted while enrolled in the ALS Distance Learning Course MUST update their student records by submitting an AU IMT 17 to AU A4/6O, 50 South Turner Blvd, Maxwell-Gunter AFB, AL 36118-5643. Diplomas will not be reaccomplished if a change request is submitted after course completion. To receive college credit for this course, students should request that a transcript be sent to their educational institution. The ALS Distance Learning Course is eligible for Community College of the Air Force (CCAF) credit as of 18 Dec 00. Refer to the CCAF catalog for the number of credit hours awarded.

00009-Noncommissioned Officer Distance Learning Course

3 Volumes: Activated - February 2010

Hours: Volumes - 57 CE - 12

Points: Volumes - 19 CE - 4

SALE RESTRICTED (COPYRIGHT MATERIAL) Limited to Department of Defense Personnel

General: The Noncommissioned Officer (NCO) Distance Learning Course is a voluntary, paper-based, self-study course administered by the Education Logistics and Communications AU A4L and developed/managed by the Academic Affairs, Barnes Center for Enlisted Education. Enlisted PME distance learning courses are designed to provide professional development to enlisted military members at specific and critical points in their career. These administrative policies and procedures were developed to support the goals and objectives of enlisted PME. The Extension Course Program Catalog is the definitive guidance for all enlisted PME distance-learning courses. Students must review the Extension Course Program Catalog frequently during their enrollment to ensure compliance with any changes in administrative policies.

Content: NCO Distance Learning Course consists of three volumes. The content is summarized as follows:

Volume One: Profession of Arms: The POA area addresses subject matter that uniquely characterizes and separates the uniformed service from the society we serve. The lesson thoroughly addresses the obligation of each NCO to behave in a manner that promotes the occupational professionalization of the Profession of Arms.

Volume Two: Leadership and Management: The Leadership and Management volume covers Human Resources and Organizational Management. These topics provide technical sergeants with the basic understanding of Human Behavior, Human Relations, and Human Resource Development, critical aspects they'll need to develop their subordinates.

Volume Three: Communication Skills: This volume consists of basic communication, writing, and speaking skills. It is designed to help technical sergeants become effective communicators in both spoken and written communication.

ADMINISTRATIVE GUIDELINES: The following paragraphs describe policies, administrative procedures, and course requirements applicable to the NCO Distance Learning Course.

COURSE MATERIALS: Course materials are shipped via Fourth Class mail to the address provided by the student. The student is responsible for inventorying these materials and reporting missing materials to AU A4L. An "AU A4L Course Materials Shipping List" is provided with each shipment.

NOTE: If course materials are lost or damaged, they may be replaced WITHOUT compensation for loss of time.

ELIGIBILITY:

Active Duty Air Force: Active duty USAF personnel are not eligible to enroll in the NCO Distance Learning Course.

Air Force Reserve: The following AFR personnel are eligible for the NCO Distance Learning Course:

- E-5 with at least 72 months time in service with a 7-skill in their primary AFSC
- E-6 with a 7-skill level in their primary AFSC

NOTE: Air Reserve Technicians must meet military eligibility criteria to enroll, civil service pay grade or position is not used to determine eligibility.

Air National Guard: The following ANG personnel are eligible for the NCO Distance Learning Course:

- E-5 with at least 96 months time in service with a 7-skill level in their primary AFSC
- E-6 with a 7-skill level
- E-7 promoted to MSgt under the EPME Air Force promotion deferment policy

NOTE: All members must have at least two years since completion of ALS, resident or Distance Learning. Air Technicians must meet military eligibility criteria to enroll; civil service pay grade or position is not used to determine eligibility.

OTHER U.S. MILITARY SERVICE MEMBERS: The NCO Distance Learning Course is open to any US military component personnel (Army, Navy, Marines, Coast Guard) in the grade of E-6 and to non-military technician civil service members in the grade of GS-5, or equivalent WG, WL, and WS.

RESERVE POINTS: The Air Reserve Personnel Center (ARPC) records ANG and USAF Reserve retirement credit points. Do not contact Barnes Center/Academic Affairs or AU A4L concerning retirement points. Sole authority for award of these points rests with HQ ARPC/DPPKB.

STUDENT: The NCO Distance Learning Course is *voluntary*. STUDENTS MUST: 1) READ AND COMPLY WITH NCOA DISTANCE LEARNING COURSE POLICIES AS LISTED IN THE EXTENSION COURSE PROGRAM CATALOG, and 2) BE AWARE OF THE COURSE START AND

COMPLETION DATES. *No outside agency is tasked with monitoring course progress or completion.* Students should work with the Education Services Flight/Unit Training Section (ESF/UTS) to order and schedule examinations. Students should follow a regular program of study to allow sufficient time for required course examinations prior to course expiration. The student and ESF/UTS must also ensure the back of the answer sheet is annotated with the date the test was administered (see Academic and Testing Requirements). All name, rank, and address changes are the responsibility of the student, and must be provided in writing to AU A4L. Provide copies of official orders and AU IMT 17 to ESF/UTS to request change of Test Control Facility as a result of PCS or extended TDY. Students should anticipate problems and seek assistance from AU A4/6OS and the ESF/UTS for any circumstances that might hinder course completion. **STUDENTS MUST FOLLOW-UP ON ALL TESTING TO ENSURE THEIR TEST TRANSMITTED AND WAS RECEIVED AT AU A4/6O.**

EDUCATION SERVICES FLIGHT/UNIT TRAINING SECTION (ESF/UTS): Although students are ultimately responsible for their own course success or failure, Education and Training personnel must be prepared to assist students by providing accurate enrollment and policy information. The Course Development and Student Administration/Registrar (CDSAR) program is a read-only student database that provides real-time student performance data directly from AU A4L and is available through the AU A4/6O Data Branch. CDSAR is the sole source to determine student enrollment data. It is **MANDATORY** that ESF/UTS personnel use CDSAR for ALL student transactions. This provides the most accurate information and improves student guidance, feedback, and customer service. ESF/UTS personnel **MUST** verify student enrollment via the CDSAR program prior to any test administration. Failure to do so may result in a potential test compromise. ESF/UTS personnel will transfer test files to AU A4/6O immediately following each test and confirm student record update in CDSAR.

AU A4L: All administrative support for the NCO Distance Learning Course is provided by AU A4L, including course enrollment, examination scoring, duplicating, and shipping. AU A4L is the point of contact to change addresses, have damaged or lost materials resent, or for general course inquiries. All communication with AU A4L must be initiated online via the e-Campus Support website at: <https://www.auecampussupport.com> and must include the student's full name, last four of the social security number, course name/number and the nature of request. After submission, a reference number for the request will be created and a confirmation receipt will be e-mailed. Due to the complexity of some requests along with required research, a response may take several duty days.

ACADEMIC AFFAIRS: Operations and Policy (DOP) section is the office of primary responsibility for managing EPME distance learning programs. AA /DOP serves as the liaison between AA and AU A4L in managing distance learning programs and maintaining program integrity. AA/DOP is the final review and appellate authority for extension and exception to policy requests. All communication regarding the NCO Distance Learning Course must be sent through AU A4L online via their e-Campus Support website at: <https://www.auecampussupport.com> and must include the student's full name, last four of the social security number, course name/number and the nature of request. After submission, a reference number for the request will be created and a confirmation receipt will be e-mailed. Due to the complexity of some requests along with required research, a response may take several duty days.

ACADEMIC AND TESTING REQUIREMENTS: A single, closed-book end-of-course examination covering all three volumes of the NCO Distance Learning Course is administered at the designated/authorized Test Control Facility. Successful completion of the NCO Distance Learning Course requires a minimum passing score of 70 percent.

Students who fail their initial exam with a score of 69 or below are authorized a retest. When retesting, ensure the retest is administered under the following conditions:

- Student must still have an active enrollment. Test administrators MUST use Web CDSAR to verify enrollment prior to retest
- Retest may not be administered any earlier than 72 hours after initial test failure
- The retest must be a different exam version from the one failed. Test administrators MUST use Web CDSAR to determine the correct version of the retest. There are only two authorized E-exam versions for the NCO Distance Learning Course: 110/111 for course edit code 01 and 112/113 for course edit code 02

IMPORTANT NOTE: All exams administered outside of the conditions previously stated will not count towards course completion, and students will be required to retest on the appropriate exam.

STUDENTS WHO REQUIRE RETESTING MUST ENSURE THEY ARE ADMINISTERED A DIFFERENT VERSION FROM THEIR INITIAL EXAM. FAILURE TO DO SO WILL RESULT IN NONCOMPLETION OF THE COURSE.

Course Failure (CF) status results from failing both the initial and retest (see Disenrollments and Restrictions).

PAPER-BASED EXAMINATIONS: Retesting is only authorized if sufficient time remains on the enrollment to request, receive, and administer the retest prior to enrollment expiration. Students must work with the Education Services Flight (ESF) or Unit Training Section (UTS) to ensure the examination is ordered, on-hand, and to schedule the administration of the examination. The student and ESF/UTS must also ensure the back of the answer sheet is annotated with the date the test was administered. If the actual date the test is taken is not indicated on the answer sheet, the date the test is scored at AU A4/6O becomes the administration date. AU A4L will accept and score tests if taken prior to course disenrollment (based on the dated answer sheet) and if the answer sheet is received no more than 30 calendar days after the administration or expiration date.

STUDENTS MUST FOLLOW-UP WITH THE ESF/UTS TO ENSURE THEIR TEST WAS SCORED AND POSTED IN THEIR STUDENT RECORD.

TIMELINES: The NCO Distance Learning Course consists of a single academic term of 12 months. This enrollment period INCLUDES time required to receive materials, order/receive tests, and submit tests for scoring/posting. There is no waiver to the 12-month enrollment period except as noted in “Extensions” below.

EXTENSIONS: An extension is time compensation for unique circumstances, which impede or prevent course progression or completion. The length of any extension is based on individual circumstances. The initial extension is processed via PCIII or MILPDS at the unit or base level and may not exceed 4 months. Any request for extension beyond the initial 4-month extension is categorized as an exception to policy. Exception to policy requests must be submitted online at: <https://www.auecampussupport.com>. This electronic customer service (e-Campus Support) program, managed by AU A4L, replaces routine emails, phone calls, faxes, and the AU IMT Form 17. After submission, a reference number for the request will be created and a confirmation receipt will be e-mailed. Due to the complexity of some requests along with required research, a response may take several duty days.

DISENROLLMENTS AND RESTRICTIONS: Any noncompletion of an enrollment is classified as a disenrollment. All disenrollment actions result in an imposed restriction period. A restriction period renders the student ineligible to enroll into the same program or a program of the same AU A4L category until after the restriction period ends.

VOLUNTARY DISENROLLMENTS: Students may voluntarily disenroll at any time during their enrollment if personal or professional obligations preclude course completion. These requests must be submitted via the electronic customer service (e-Campus Support) program, managed by AU A4L, which replaces routine emails, phone calls, faxes, and the AU IMT Form 17. After submission, a reference number for the request will be created and a confirmation receipt will be e-mailed.

Student Request (SR): Code SR identifies a voluntary disenrollment per student request and results in a MANDATORY 6-month restriction period.

INVOLUNTARY DISENROLLMENTS: There are two categories of involuntary disenrollments.

Course Failure (CF): Code CF identifies a disenrollment category for students who do not meet the academic requirements. Course failure status results from failing both an initial and a retest. Students disenrolled for course failure incur a MANDATORY 6-month restriction.

Nonparticipation (NP): Code NP identifies a disenrollment category that applies when a student neither completes nor academically fails the course, but allows the enrollment to expire without taking any action prior to course expiration. Students disenrolled for NP incur a MANDATORY 1-year restriction.

NOTE: Restriction periods will not be waived or curtailed and no partial credit will be given for previous enrollment progress.

RECORDS UPDATE: Course completion will be posted to student personnel records by AU A4L through a direct computer data link to the HQ Air Reserve Personnel Center (ARPC). ARPC will update local files for Reserve and Guard personnel. This process may take up to 4 weeks; therefore, course completion may not be reflected in student records until after students receive their course completion card. If a course completion card is not received within 1 month of course completion, students must follow-up with their Testing Facility to verify testing results. If stationed overseas, this period could be longer. For records certification, do not contact AU A4L. All inquiries concerning records updating must be directed to the local Military Personnel Flight (MPF).

DIPLOMAS/TRANSCRIPTS: NCO Distance Learning Course diplomas and transcripts are handled by the AU Registrar at HQ AU/CFRR, 60 Schumacher Avenue, Maxwell AFB, AL 36112-6337, DSN 493-8128 or commercial (334) 953-8128. Transcripts must be requested in writing and must contain students' signature. Requests may be faxed to DSN 493-8127 or commercial (334) 953-8127. All students completing the NCO Distance Learning Course should receive a diploma following course completion. Students promoted while enrolled in the NCO Distance Learning Course **MUST** update their student records by submitting an AU IMT 17 to AU A4/6O, 50 South Turner Blvd, Maxwell-Gunter AFB, AL 36118-5643. Diplomas will not be reaccomplished if a change request is submitted after course completion. To receive college credit for this course, students should request that a transcript be sent to their educational institution. The NCO Distance Learning Course is eligible for Community College of the Air Force (CCAF) credit. Refer to the CCAF catalog for the number of credit hours awarded.

Senior Noncommissioned Officer Distance Learning Courses 12 & 14

00012 or 00014 — SNCO - Distance Learning Course

Sale Restricted (Copyright Material) Limited to Department of Defense Personnel

General: The Senior Noncommissioned Officer (SNCO) Distance Learning Course is a voluntary, computer-based, self-study course administered by the Education Logistics and Communications AU A4L and developed/managed by Academic Affairs, Barnes Center for Enlisted Education. Enlisted PME distance learning courses are designed to provide professional development to enlisted military members at specific and critical points in their career. These administrative policies and procedures were developed to support the goals and objectives of enlisted PME. The Extension Course Program Catalog is the definitive guidance for all enlisted PME distance learning courses. Students must frequently review the Extension Course Program Catalog during their enrollment to ensure compliance with any changes in administrative policies.

Course 12 is identical to Course 14 apart from the method of delivery. Course 12 operates via CD-ROM whereas Course 14 is web based and requires internet access. Therefore, all policies, administrative procedures, and course requirements are identical and apply equally to both courses.

Course 12 is closed, effective 31 December 2008, to new enrollments. Students who are presently enrolled in Course 12 can remain until course completion. As of 1 January 2009, students will enroll into Course 14.

CONTENT: Courses 12 and 14 consist of five objectively evaluated subcourses. The design of the courseware requires the five subcourses to be completed in succession. The content is summarized as follows:

12-G and 14-A, Profession of Arms (POA): Upon completing this area, you should be able to explain to your subordinates how their unit-level duties fit in the larger context of joint operations that support national policy. You will also gain knowledge of the heritage and history of the enlisted corps. The POA topics will also expand your knowledge of the role of the Air National Guard and the Air Reserve Forces. You will learn about subjects such as Doctrine, Strategy, and Space Operations. You will also hear perspectives of the AF Chief of Staff, former Chief Master Sergeants of the Air Force, former POWs, and other influential people.

12-H and 14-B, Communication Skills: In the Communication Skills area, you will be exposed to developmental lessons designed to help you understand how effective communication skills will enhance your leadership ability. In the Communication Skills area you will receive instruction in preparing and organizing both written and spoken communications; developing effective paragraphs; supporting your assertions; and editing written communication.

12-I and 14-C, Behavior Analysis: This area enables leaders to know and understand why people act and react as they do. With lessons examining behavior from many angles, you will gain a broader perspective of the diverse patterns of behavior displayed by subordinates.

12-J and 14D, Human Resource Development (HRD): This series of lessons will provide you with leadership tools and methods you can use to improve your subordinates overall job performance. The lessons in this area are designed to help you learn when to adjust your leadership and supervisory style to

your workers experience and needs. These lessons will allow you to explore the different theories of motivation and how to motivate your workers to do their best work.

12-K and 14-E, Organizational Management: The lessons in this area will provide you with a broad view of organizational design and structure. You will learn how to be proactive in your leadership role as you face organizational restructuring and constant change.

STUDENT ASSESSMENT: Courses 12 and 14 contain exercises designed to enhance understanding of the lesson material. Each subcourse contains lesson review exercises at the end of each lesson. Student command of leadership and communication principles are assessed by formative exercises for the purpose of feedback and re-study. There is a formative exercise at the end of each subcourse. Graded summative examinations which follow each subcourse are proctored tests administered by the Education Services Flight or other designated test control facility. Formative exercises and summative examinations are based on the same educational objectives listed in the overview of each subcourse instructional area. The formative exercises and summative examinations are not exactly the same; however, the exercises and examinations were developed from the same lesson material and measure the same desired behaviors.

FEEDBACK: At the end of each subcourse, for Course 12 and the entire course for Course 14, please complete the survey; respond as specifically and accurately as possible.

ADMINISTRATIVE GUIDELINES: The following paragraphs describe policies, administrative procedures, and course requirements applicable to the SNCO Distance Learning Course.

COURSE MATERIALS:

COURSE 14: This course is internet-delivered, so only an enrollment email will be sent to each student to confirm enrollment. The official student enrollment date is indicated in the email.

Minimum Computer Requirements: CPU: Pentium 166 MHz; RAM: 64 MB; CD-ROM speed: 8X; Free Hard Drive Space: 160 MB; Video Card: SVGA; Sound Card: Sound Blaster 16 Compatible; Speakers or Headphones required; Monitor Size & Dot Pitch: 15"; Internet Connection: Modem: 56K Int PNP V90; Windows Operating System: Windows 98 or later.

Recommended Computer Requirements: CPU: Pentium III 500 MHz; RAM: 128 MB; CD-ROM speed: 24X; Free Hard Drive Space: 320 MB; Video Card: SVGA 8 MB; Sound Card: Sound Blaster 16 Compatible; Speakers or Headphones required; Monitor Size & Dot Pitch: 15" SVGA; Internet Connection: High-Speed Internet; Windows Operating system: Windows 98 or later.

ELIGIBILITY:

Active Duty Air Force: ADAF personnel in the grade of E-6, E-7, E-7 select, or above are eligible for Courses 14. TSgt (E-6) must have completed NCOA and have 2 years Time in Grade to enroll.

Air Force Reserve (AFR): The following AFR personnel are eligible for Courses 14:

- All categories of reservists in the grade of TSgt (E-6) may enroll in SNCOA Distance Learning Course 14. The following criteria must be met:

Must have completed the NCOA at least 12 months prior

Must have 24 months time-in-grade as a TSgt

Must complete AU Form 23, signed by their wing training office, then forward to AFRC/AITS for validation

- E-6/E-7 (or E-8 promoted to SMSgt under the EPME Air Force promotion deferment policy) with at least one year since completion of NCOA, resident or Distance Learning. In addition, the member must have a 7-skill level, and 24 months time-in-grade as a TSgt.

NOTE: AFR criterion is based on military grade only; civil service pay grade or position is not used to determine eligibility.

Air National Guard (ANG): The following ANG personnel are eligible for Courses 14:

- E-6 completed NCOA and have 2 years Time in Grade to enroll
- E-7 (no minimum time in service required)
- E-8 promoted to SMSgt under the ANG EPME deferment policy

NOTE: Air Technicians must meet military eligibility criteria to enroll; civil service pay grade or position is not used to determine eligibility.

OTHER U.S. MILITARY SERVICE MEMBERS: Courses 14 is open to other U.S. DoD military component personnel (Army, Navy, Marines, Coast Guard) in the grade of E-7 and above, and to non-military technician civil service members in the grade of GS-6, or equivalent WG, WL, and WS. Civil Service personnel must have verification from their supervisor or commander that they are occupying a management position.

RESERVE POINTS: The Air Reserve Personnel Center (ARPC) records ANG and USAF Reserve retirement credit points. Do not contact Barnes Center/Academic Affairs, AU A4L, or AU A4/6O concerning retirement points. Sole authority for award of these points rests with HQ ARPC/DPPKB.

STUDENT: The SNCO Distance Learning Course is *voluntary*. STUDENTS MUST: 1) READ AND COMPLY WITH SNCO DISTANCE LEARNING COURSE POLICIES AS LISTED IN THE EXTENSION COURSE PROGRAM CATALOG, and 2) BE AWARE OF THE COURSE START AND COMPLETION DATES. *No outside agency is tasked with monitoring course progress or completion.* Students should work with the Education Services Flight/Unit Training Section (ESF/UTS) to order and schedule examinations. Students should follow a regular program of study to allow sufficient time for

required course examinations prior to course expiration. The student and ESF/UTS must also ensure the back of the answer sheet is annotated with the date the test was administered (see Academic and Testing Requirements). All name, rank, and address changes are the responsibility of the student, and must be provided in writing to AU A4/6O. Provide copies of official orders and AU IMT 17 to ESF/UTS to request change of Test Control Facility as a result of PCS or extended TDY. Students should anticipate problems and seek assistance from AU A4L and the ESF/UTS for any circumstances that might hinder course completion. **STUDENTS MUST FOLLOW-UP ON ALL TESTING TO ENSURE THEIR TEST TRANSMITTED AND WAS RECEIVED AT AU A4L.**

EDUCATION SERVICES FLIGHT/UNIT TRAINING SECTION (ESF/UTS): Although students are ultimately responsible for their own course success or failure, Education and Training personnel must be prepared to assist students by providing accurate enrollment and policy information. The Course Development and Student Administration/Registrar (CDSAR) program is a read-only student database that provides real-time student performance data directly from AU A4L and is available through the AU A4/6O Data Branch. CDSAR is the sole source to determine student enrollment data. It is **MANDATORY** that ESF/UTS personnel use CDSAR for ALL student transactions. This provides the most accurate information and improves student guidance, feedback, and customer service. ESF/UTS personnel **MUST** verify student enrollment via the CDSAR program prior to any test administration. Failure to do so may result in a potential test compromise. ESF/UTS personnel will transfer test files to AU A4/6O immediately following each test and confirm student record update in CDSAR.

AU A4L: All administrative support for the SNCO Distance Learning Course is provided by AU A4L, including course enrollment, examination scoring, duplicating, and shipping. AU A4L is the point of contact to change addresses, have damaged or lost materials resent, or for general course inquiries. All communication with AU A4L must be initiated online via the e-Customer Support website at: <https://www.auecampussupport.com> and must include the student's full name, last four of the social security number, course name/number and the nature of request. After submission, a reference number for the request will be created and a confirmation receipt will be e-mailed. Due to the complexity of some requests along with required research, a response may take several duty days.

BARNES CENTER EPME ACADEMIC AFFAIRS: The EPME Academic Affairs/Operations and Policy (DOP) section is the office of primary responsibility for managing EPME distance learning programs. Academic Affairs/DOP serves as the liaison between Barnes Center EPME Academic Affairs and AU A4L and AU A4/6O in managing distance learning programs and maintaining program integrity. Academic Affairs/DOP is the final review and appellate authority for extension and exception to policy requests. All communication regarding the SNCO Distance Learning Course must be sent through AU A4L online via their e-Campus Support website at: <https://www.auecampussupport.com> and must include the student's full name, last four of the social security number, course name/number and the nature of request. After submission, a reference number for the request will be created and a confirmation receipt will be e-mailed. Due to the complexity of some requests along with required research, a response may take several duty days.

ACADEMIC AND TESTING REQUIREMENTS: There is no single end of course examination for Courses 12/14. Students are evaluated following each subcourse through summative examinations. The summative examinations (12G – 12K or 14A - 14E) are computer-based tests, which must be scheduled and taken at the ESF or other designated test control facility. The academic requirement for each subcourse is 70 percent. Course 12 and 14 tests must be taken in order: 12G - 12K or 14A - 14E. **No**

more than one test may be taken per day. Students, to include ANG and AFRES failing a subcourse examination, may retest once on that subcourse after 72 hours.

IMPORTANT NOTE: All exams administered outside of the conditions previously stated will not count towards course completion, and students will be required to retest on the appropriate exam.

STUDENTS MUST FOLLOW-UP WITH ESF OR DESIGNATED TEST CONTROL FACILITY TO ENSURE THEIR TESTS ARE FORWARDED TO AU A4/60 FOR SCORING AND POSTING IN THEIR STUDENT RECORD. Failure to follow-up could jeopardize the successful completion of Courses 12 or 14.

TIMELINES: The SNCO Distance Learning Course consists of an open enrollment with maximum of 72 months enrollment in the current course edition code. All students will be actively enrolled in the program until they meet the academic course requirements or are involuntary disenrolled for a course failure.

NOTE: For Course 12, the enrollment period begins on the date the course materials are mailed from AU A4L, not the date the student receives course materials. For Course 14, the enrollment period begins on the date the enrollment post card is mailed or email sent, not the date the student receives the post card or email.

VOLUNTARY DISENROLLMENTS: Students may voluntarily disenroll at any time during their enrollment if personal or professional obligations preclude course completion. These requests must be submitted via the electronic customer service (e-Customer Support) program, managed by AU A4L, which replaces routine emails, phone calls, faxes, and the AU IMT Form 17. After submission, a reference number for the request will be created and a confirmation receipt will be e-mailed.

Student Request (SR): Code SR identifies a voluntary disenrollment per student request. Students are entitled to reenroll after 3 duty days and no partial credit will be awarded for previous enrollments.

INVOLUNTARY DISENROLLMENTS: There is only one category of an involuntary disenrollment.

Course Failure (CF): Code CF identifies a disenrollment category for students who do not meet the academic requirements. Course failure status results from failing both an initial and a retest. Students that are disenrolled for course failure are entitled to reenroll after 3 duty days and no partial credit will be awarded for previous enrollments.

RECORDS UPDATE: Course completion will be posted to student personnel records by AU A4L through a direct computer data link to the HQ Air Reserve Personnel Center (ARPC). ARPC will update local files for Reserve and Guard personnel. This process may take up to 4 weeks; therefore, course

completion may not be reflected in student records until after students receive their course completion card. If a course completion card is not received within 1 month of course completion, students must follow-up with their Testing Facility to verify testing results. If stationed overseas, this period could be longer. For records certification, do not contact Barnes Center/Academic Affairs/DOP, AU A4L or AU A4/6O. All inquiries concerning records updating must be directed to the local Military Personnel Flight (MPF).

DIPLOMAS/TRANSCRIPTS: SNCO Distance Learning Course diplomas and transcripts are handled by the AU Registrar at HQ AU/CFRR, 60 Schumacher Avenue, Maxwell AFB, AL 36112-6337, DSN 493-8128 or commercial (334) 953-8128. Transcripts must be requested in writing and must contain students' signature. Requests may be faxed to DSN 493-8127 or commercial (334) 953-8127. All students completing the SNCO Distance Learning Course should receive a diploma following course completion. Students promoted while enrolled in the SNCO Distance Learning Course **MUST** update their student records by submitting an AU IMT 17 to AU A4/6O, 50 South Turner Blvd, Maxwell-Gunter AFB, AL 36118-5643. Diplomas will not be reaccomplished if a change request is submitted after course completion. To receive college credit for this course, students should request that a transcript be sent to their educational institution. The SNCO Distance Learning Course is eligible for Community College of the Air Force (CCAF) credit. Refer to the CCAF catalog for the number of credit hours awarded.

Squadron Officer College Nonresident Program (00020)

General

The Squadron Officer College (SOC) educates company grade officers on the basic concepts of modern-day air and space warfare and essentials of military leadership. SOC is composed of two educational schools: Air and Space Basic Course (ASBC) for lieutenants and Squadron Officer School (SOS) for captains. SOC currently provides the **SOS Nonresident Program**. ASBC does not have a nonresident version of the course at this time.

SOS Mission: Develop dynamic Airmen ready to lead air and space power in an expeditionary warfighting environment.

SOS Nonresident Program goal: is to help students to:

- comprehend and value their roles as Air Force officers
- improve their ability to lead, follow, communicate, and build military teams
- lay the foundation for critical thinking about air and space power and joint operations

Program Description:

Squadron Officer School (SOS) is the Air Force's primary level of professional military education. As a major component of an officer's basic developmental education, SOS targets captains with 4-7 years TAFCS. The SOS nonresident program is provided to eligible individuals who may not get the opportunity to complete the resident SOS. The program covers five core areas of study:

- Profession of Arms focuses on military professionalism; what it means to be a military officer; an officer's roles and responsibilities; and Air Force core values, morals, and ethics.**
- Military Studies examines the history of air power, military theory and doctrine, the concept of the Total Force, and other military services.**

- C. **International Studies** discusses international organizations, joint operations, joint and Air Force vision/transformation, and the national security strategy process.
- D. **Communication Studies** teaches the concept of writing and briefing in a well-organized, well-supported, and concise manner.
- E. **Leadership & Management Studies** explores the complete range of leadership including what it is, how to lead, historical examples, followership, teambuilding, problem solving, mentoring, and the Air Force personnel system.

The SOS nonresident program has a broad population of students (active duty, guard, reserve, and DOD civilian) with varying experience levels and backgrounds. In addition, many of the students who take this program have not attended ASBC. To account for this diversity, the program not only covers the same major areas of the SOS resident program but also covers basic material from ASBC. For many students, much of the program material will be new. At the same time, the program will expose advanced students to new concepts and reinforce what they may have learned from previous courses.

Delivery Format

Program 00020 (web-based education modules, Adobe Acrobat text)

- Materials delivered via the Air Force Integrated Learning Center
- Computerized testing (at available testing locations)
- Optional end-of-course game

Eligibility

- US armed forces officer (active duty, Reserve, or National Guard) - captain (O-3) or above
- Civil Air Patrol officers - captain or above
- Federal civilian employees - GS-9, WG-10, WL-9, and WS-8 and above
- International applicants - see AFI 36-2301 for enrollment criteria and procedure

NOTE: There are no time-in-grade restrictions for any of the eligible categories. For example, the SOS resident program's 7-year TAFCS restriction (ETCA 36-2223, formerly AFCAT) for active duty officers DOES NOT apply to the nonresident program.

Shipment of Materials

AU A4L mails a welcome letter and any subsequent administrative information directly to the student at their home address. Be sure AU A4L always has your current address.

Time Limit and Completion Requirements

The enrollment period is 18 months. The academic time schedule is 12 months with an additional 6 months given to complete the course due to current operation tempo, possible TDY or PCS, mail time, administrative processing, and posting of scores. Test mailing, scoring, and posting are part of the 18-month time limit.

The student must successfully pass all tests within 18 months from the program enrollment date. There is no requirement to complete a certain test within a specified time frame as long as all tests are successfully completed within the 18 months. The end-of-course game in Program 27 and 28 is optional.

History shows procrastination is the biggest culprit in noncompletion. Students are responsible for understanding the course requirements/policies and tracking their own progress and expiration date. It is

not the responsibility of the Education Office or Test Control Office (TCO) to track the student time limits.

Testing

Upon enrollment, students must conduct self-study and pass tests covering the five areas of study in the same sequence shown above (A, B, C, D, and E). Students are given two opportunities for each area of study to achieve a minimum test score of 65%. Failing the retake test will result in disenrollment. All tests must be taken while the student is currently enrolled in the program. No credit will be given if the student takes a test after enrollment expiration. Therefore, **the TCO must verify the student is enrolled before administering a test.**

Electronic testing will be the default method of testing for students. TCOs with the latest electronic testing capability may download Program 20 tests from the AU A4L website. **If electronic testing is not available, the TCO must request a paper version of the test from AU A4L for the student.** The student may still take tests electronically if he or she transitions to a location which uses the electronic testing capability.

Paper Testing Procedures: Tests are delivered first-class (average 7 and 14 days respectively for stateside and overseas delivery). Students must ensure the TCO has their test and schedule a time to take each one. When the student completes the test, the TCO mails the answer sheet to AU A4/6O (TCOs should not FAX the answer sheet to AU A4L or SOC). After scoring the mailed answer sheet, AU A4/6O will automatically forward the subsequent test. If the student passes, the test for the next area of study is mailed. If the student fails, a retake test is mailed. Hence, all tests will not be delivered at once so a student can expedite program completion. An area of study is not considered officially complete until AU A4/6O receives a student's test answer sheet, grades it, and posts a passing score to the student's record.

NOTE: AU A4/6O will notify students of their test scores by postcard (sent to mailing address listed in student's record). If a student fails (<65%) the postcard will list the units of instruction (3-digit number in which the student answered a test item incorrectly and requires further study before the retake test. The student may see the same 3-digit number more than once, which indicates the student missed more than one question for that unit.

Electronic Testing Procedure: To ensure adequate study time for each test, students may schedule their next test no earlier than **seven** calendar days after passing their previous test. Students may schedule their retake test for a given area no earlier than **three** calendar days after failing a test. Students will receive their results and (feedback on units requiring more study if they fail) immediately after taking an electronic test; however, an area of study is not considered officially complete until AU A4/6O receives student's electronic test result and posts a passing score to the student's record.

Enrollment Extensions

Extensions are not considered until **three months before** the enrollment expiration date. If circumstances over the course of enrollment prevent a student from passing all tests before the expiration date, he or she may request an extension. The student must include a brief explanation for the extension and how much additional time is needed. No more than six months will be granted on the first extension request. If a student needs more time after receiving a total of 6 months in enrollment extensions, he or she must receive approval from SOC. If approved, the student may receive no more than 3 additional months. The sum of extensions on an enrollment is restricted to **no more than 9 months**. If a student requests an extension AFTER enrollment expiration, he or she must have passed a minimum of **TWO** tests. Otherwise, the student must reenroll and start over.

NOTE: For PROGRAM 20 ONLY, a student will automatically receive a 6-month extension under the following conditions: enrollment has reached the expiration date, has not already received an extension, and has passed a minimum of **two** tests.

Disenrollment/Reenrollment

Students will be disenrolled if they do not complete the program within the 18-month time limit, fail a retest, or request disenrollment. For SOS, disenrolling **DOES NOT** result in a 6-month restriction period before reenrolling. The student may reenroll at anytime. When students reenroll into the program, they will be starting from the beginning. No credit will be given for prior work accomplished.

Program Completion

Diplomas/Transcripts: The AU Registrar handles diplomas and transcripts. After all program requirements are completed, the Registrar will mail a diploma to the address listed in the student record. Transcripts must be requested in writing. Letters may be mailed to Air University Registrar (AU/CFRR), 60 Shumacher Ave, Maxwell AFB, AL 36112-6337 or by faxed to (334) 953-8127/DSN 493-8127. There is no fee. For more information contact the AU Registrar (Student Records) or visit <http://www.maxwell.af.mil/au/registrar.php>

Record Update: The only agency authorized to update personnel records is the Officer PME Branch (AU/CFRO). Phone numbers are DSN 493-4814/4776 or Commercial 334-953-4814/4776. The fax number is DSN 493-8127 or Commercial 334-953-8127 and the address is 60 Shumacher Ave, Maxwell AFB AL, 36112-6337. The Officer PME Branch has a direct computer link to the Air Force Personnel Center (AFPC) to input data. AFPC updates local Military Personnel Flight (MPF) computers and HQ ARPC (for AFRC and ANG) files. Your master record will be updated in 3-4 days. This information then passes to your local MPF. This process may take up to 4-6 weeks. Don't contact AU A4L, AU Registrar or SOC concerning your record update unless you are meeting a board in less than a week. Check with your MPF Classification and Training Unit.

NOTE: No record of test scores, test failures, or disenrollment is kept in personnel records. Program completion is the only event recorded in personnel record.

Course Hours and Retirement Point Credit: The Air Reserve Personnel Center (ARPC) determines and records Air Force Reserve Command (AFRC) and Air National Guard (ANG) retirement points. HQ ARPC/DDPPKB is the sole authority for awarding these points (DSN 926-6012 or toll free 1-800-525-0102 ext. x71285).

	Program 00020	
Core Area of Study	Hours	Points
Profession of Arms	12	4
Military Studies	21	7
International Studies	18	6
Communication Studies	18	6
Leadership and Management Studies	27	9

Academics

The student alone is responsible and accountable for understanding and meeting the overall program and individual course requirements within the time constraints.

Career Development Courses (CDCs)

(1A) Aircrew Operations

1AX5X-Aircrew Fundamental Journeyman

1 Volume: Activated - October 2008

Hours: Volume - 18 CE - 6

Points: Volumes - 6 CE - 2

Content: This one volume course covers information concerning enlisted aircrew AFSCs, progression within those AFSCs, and US military command structures; covers information on crew resource management fundamentals, aircrew training, and standardization and evaluations; covers information concerning aircrew member responsibilities, flight authorizations, the career enlisted aviator flying program, and scheduling restrictions; covers information concerning publications, technical orders, the AFTO IMT 781 series, and the flight crew information file; covers information concerning aircraft oxygen systems, aviator hazards, hazardous materials, and the Bird Avoidance Strike Hazard program; and finally covers information concerning Air Force security programs, aircrew information security, and aircrew operations security.

1A051-Inflight Refueling Operator Journeyman (AFSC 1A051)

1 Volume: Activated – June 2009

Hours: Volumes – 27 CE - 6

Points: Volumes - 9 CE - 2

Content: This one volume course covers basic duties as a boom operator, TACC and the CRW, and the Affiliation Program and history that include safety, CRM, and passenger handling procedures. It covers basic aerodynamics and weight and balance, and general knowledge of the aircraft. This volume deals with Air Refueling and terminology and touches on cargo planning, loading methods, and transportation of hazardous material, finally covers the basics of navigation, and weather.

1A151-Flight Engineer Journeyman

2 Volumes: Activated - March 2004

Hours: Volumes - 57 CE - 15

Points: Volumes - 19 CE - 5

Content: Volume 1 contains information that is applicable to all flight engineers, information concerning flight engineer duties and career progression, initial qualification (IQT), mission qualification (MQT), and continuation training (CT), information on weight and balance, aircraft performance, general flight rules and information on (HQ) USAF and major command (MAJCOM) responsibilities. Volume 2 covers information on aircrew check flights and aircraft acceptance inspection as well as maintaining aircraft forms. Also, contains information on general navigation, crew resource management, operational risk management, and the aircrew standardization and evaluation program.

1A251-Aircraft Loadmaster Journeyman
(AFSC 1A251)

1 Volume: Activated – August 2009

Hours: Volumes – 27 CE - 12

Points: Volumes - 9 CE - 4

Content: This one volume course covers basic information applicable to all loadmaster functions. It contains information concerning career path, functions and responsibilities; contains passenger, troop handling, and emergency procedures; contains aircraft weight and balance; contains safety, loading/unloading operations and restraint; and finally contains Air Transportation of Hazardous Material and airdrop.

1A351A-Airborne Mission System Specialty Journeyman
(AFSC 1A351)

3 Volumes: Activated – November 2009

Hours: Volumes - 36 CE - 9

Points: Volumes - 12 CE - 3

Content: Volume 1 covers general aircrew information and communication publications and procedures. The subjects covered in this volume range from security clearances to how to talk on the radio. Volume 2 covers general aircraft systems, basic electronic principles, and some test equipment an AMSS may work with. The subjects covered in this volume range from cooling systems to how to troubleshoot equipment. Volume 3 covers general communications principles and radar principles. The subjects covered in this volume range from wave theory to electronic warfare.

1A351B-Airborne Mission System Specialty Journeyman
(AFSC 1A351)

3 Volumes: Activation – November 2009

Hours: Volumes - 42 CE - 12

Points: Volumes - 14 CE - 4

Content: Volume 1 covers subjects such as satellite systems, Joint Tactical Information Distribution Systems, and Identification, Friend or Foe Concepts. Volume 2 covers subjects such as computer security, computer hardware and software, and computer fault isolation. Volume 3 covers subjects such as Network Concepts, Open System Interconnection Model, and Network Security.

1A351C-Airborne Mission System Specialty Journeyman

2 Volumes: Activated - September 2005

Hours: Volumes - 30 CE - 9

Points: Volumes - 10 CE - 3

Content: Volume 1 covers information on computer systems and related information. Volume 2 introduces the concepts and principles of computer networking.

1A451-Airborne Operations Systems Journeyman
(AFSC 1A451)

2 Volumes: Activated – January 2010

Hours: Volumes - 42 CE - 9

Points: Volumes - 14 CE - 3

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel

Content: Volume 1 covers basic information applicable to all airborne operators: Such as, information concerning career ladder progression, duties and responsibilities; introduces radar and theory; addresses identification, friend or foe/selective identification feature theory, electronic warfare concepts and passive detection theory; and finally, this volume will cover communication principles, radiotelephone procedures, and airborne data systems. Volume 2 contains information concerning airborne command and control systems to include the AWACS, JSTARS and Gunships; this volume discusses ground/sea based command and control systems to include the Army, Navy and Marines; it covers operation procedures to include surveillance procedures, mission requirements, and battlespace management; finally, this volume addresses weather information.

1A551-Airborne Mission Systems Journeyman

6 Volumes: Activated - August 2000

Hours: Volumes - 132 CE - 33

Points: Volumes - 44 CE - 11

SALE RESTRICTED (Copyright) Limited to Department of Defense Personnel

Content: Volume 1 contains information about the history, functions and capabilities of the Airborne Warning and Control System (AWACS) and Joint Surveillance Target Attack Radar System (JSTARS). It also covers information on the 1A5X1 career field, publications and forms, operations/flight management, aircrew member responsibilities, and safety. Volume 2 looks at the fundamental concepts of computers, radar/IFF and networks. Volume 3 discusses the E-3, AWACS, computer and display systems. Volumes 4 and 5 discuss the E-3's vast radar and IFF systems. Volume 6 covers the computer network and radar system of the E-8, JSTARS aircraft.

**1A651-Flight Attendant Journeyman
(AFSC 1A651)**

1 Volume: Activated – February 2009

Hours: Volumes - 15 CE - 3

Points: Volumes - 5 CE - 1

Content: **This one volume course** will provide additional information on the flight attendants responsibilities along with a brief history of the career field and assignment opportunities. This volume will discuss the mission preparation and provides information on the documentation used to do the job. It will cover meal service, the aircraft systems and equipment needed to perform the job effectively, and safety and security.

**1A751-Aerial Gunner Journeyman
(AFSC 1A751)**

2 Volumes: Activated – November 2008

Hours: Volumes - 24 CE - 6

Points: Volumes - 8 CE - 2

Contents: **Volume 1** covers basic information applicable to all aerial gunners. It covers information concerning career ladder progression, duties and responsibilities, auxiliary equipment, cargo ramp and door and cargo sling, and finally this volume contains information concerning explosive safety, ammunition basic, ammunition storage and handling systems ASHS and pyrotechnics. **Volume 2** contains information about aircraft system such as fuel and hydraulics. It covers aerodynamics and flight surfaces. Finally, this volume covers information concerning trainable gun mounts and both HH-60 and AC-130 weapon systems.

(1C) Command Control Systems Operations

1C051-Airfield Management Journeyman

4 Volumes: Revised - January 2001

Initial Activation - January 1995

Hours: Volumes - 69 CE -18

Points: Volumes - 23 CE - 6

SALE RESTRICTED (For Official Use Only and Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 covers the management of office publications, communications security (COMSEC) material, and flight information publications (FLIP). Volume 2 pertains to airfield design and management. Volume 3 pertains to flight planning displays, publications, and emergency actions. Volume 4 pertains to flight plans, NOTAMs, passenger processing, and flightline driving program.

1C052-Aviation Resource Management Journeyman

5 Volumes: Activated – September 2010

Hours: Volumes - 57 CE - 15

Points: Volumes - 19 CE - 5

Content: Volume 1 covers career progression, system management, and managing the Aviation Resource Management System (ARMS) database. Volume 2 covers the areas of aviation service and resource management. Volume 3 discusses aerospace medicine, managing the aircrew training program, and training documentation. Volume 4 covers aircrew scheduling, squadron functions, and flight documentation. Volume 5 covers flight and jump record folders, incentive pay, and database queries.

1C072-Aviation Research Management Craftsman

1 Volume: Revised - August 2002

Initial Activation - July 1996

Hours: Volume - 24 CE - 6

Points: Volume - 8 CE - 2

Content: Unit 1 discusses operations security (OPSEC) in relation to AFSC 1C072; Unit 1 also includes the Privacy Act Program. Unit 2 addresses safety as it applies to your work center. Unit 3 covers Air Force Publications with a review of the Flight Information Publications (FLIPS) system. In Unit 4, we talk about data processing functions and data base management as it affects you. Finally, Unit 5 covers officer boards and reviews the requirements as they apply to each Aeronautical Rating Board (ARB) and Flight Evaluation Board (FEB).

1C251A or 1C251S-Combat Control Journeyman

3 Volumes: Revised - May 2003

Revised - April 2000

Initial Activation - October 1994

Hours: Volumes 69 - CE - 18

Points: Volumes 23 - CE - 6

Content: Volume 1 focuses on combat control history and employment methods. Volume 2 establishes a foundation for developing individual skills (i.e., weapons and demolitions) used by combat controllers. Volume 3 covers specific missions and explores the tools of the trade.

Special Information: CDC 1C251A and 1C251S have the same content. The difference is that A is a paper course with a paper exam and S is on CD-ROM with an electronic exam.

Systems Requirements:

●	300 MHz Pentium or higher
●	128 megabytes RAM or higher
●	16X CD drive
●	MS Windows 98, 2000, NT, ME, or XP
●	Sound card with speakers or headphone (for game)
●	Adobe Acrobat Reader 5.0 or higher
●	Internet/web connection

1C251B or 1C251T-Combat Control Journeyman

4 Volumes: Revised - May 2003

Revised - April 2000

Initial Activation - November 1995

Hours: Volumes - 60 CE - 15

Points: Volumes - 20 CE - 5

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1, covers air traffic control fundamentals such as airspace, weather, and basic radio communications. Volume 2 explores the myriad of air traffic control rules and how to apply them. Volume 3 is an in-depth discussion of assault zone operations, including surveying and demolitions. Volume 4 explains fire support principles including fixed and rotary wing close air support.

Special Information: CDCs 1C251B and 1C251T have the same content. The difference is that B is a paper course and with a paper exam and T is on CD-ROM with an electronic exam.

Systems Requirements:

●	300 MHz Pentium or higher
●	128 megabytes RAM or higher
●	16X CD drive
●	MS Windows 98, 2000, NT, ME, or XP
●	Sound card with speakers or headphone (for game)
●	Adobe Acrobat Reader 5.0 or higher
●	Internet/web connection

1C351-Command Post Journeyman

2 Volumes: Activated – July 2008

Hours: Volume - 33 CE - 9

Points: Volume - 11 CE - 3

SALE RESTRICTED (FOR OFFICIAL USE ONLY) Limited to Department of Defense Personnel

Content: Volume 1 covers controller training, certification requirements, and basic administrative tasks. It provides an in-depth discussion on identifying, controlling, storing, destroying, and reporting security

violations. Also, covers communications systems used in C2 which include sections on computers, command, control, communications, and computers (C4) systems. And, the proper use of voice communication systems and the TRIAD Authentication System are also covered. Volume 2 covers a review of C2 terms, processes, and structures. This volume also provides in-depth coverage on specific command post functions such as emergency actions, flight following, reporting, and interpreting weather information.

1C451-Tactical Air Command and Control Journeyman

3 Volumes: New Activation - March 2004

Hours: Volumes - 57 CE - 15

Points: Volumes - 19 CE - 5

Content: Volume 1 covers TACCS career field, map and compass use, tactical communications, antennas, and the use and care of primary TACP weapons. Volume 2 covers the Air Ground Operations System, planning a close air support mission, unique close air support operations, weapons systems and readiness. Volume 3 examines the GRC-206 (V)5 & (V)6 communications pallet, portable radios, and other portable equipment used by a TACP.

1C551-Aerospace Control and Warning Systems Journeyman

3 Volumes: Activated - November 2005

Hours: Volumes - 42 CE - 12

Points: Volumes - 14 CE - 4

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel

Content: Volume 1 covers upgrade training requirements as an aerospace control and warning systems journeyman. Volume 2 covers the different equipment and how they interface together along with mission planning. Volume 3 covers surveillance, weapons, electronic warfare, and checklist procedures.

1C651-Space Systems Operations Journeyman

4 Volumes: Activated – June 2008

Hours: Volumes - 60 CE - 15

Points: Volumes - 20 CE - 5

Content: Volume 1 covers information about career field basics, career progression, and the organizational structure of our commands, space doctrine, and crew operations. Volume 2 covers information about the space professional program and orbital mechanics. Volume 3 covers information about missile warning and space control. Volume 4 covers information about range operations and satellite command and control.

(1N) Intelligence

(1N) Enrollment Instructions

These CDCs are administered jointly by AU A4L and Goodfellow AFB TX. Enrollments will be processed through PC III or MILPDS. Upon receipt of the Welcome Card AU A4L, training managers must contact the 17 TRS/TSRP, 170 Griffin Street, Goodfellow AFB TX 76908, in writing (FAXs sent DSN 477-3928/5518 or Comm (325) 654-3928/5518 are acceptable) to coordinate shipment of the CDCs and course exams. The request should include the course number, unit POC, DSN number, unit mailing address, and Defense Intelligence Agency (DIA) document account number. If this is a first time request, the letter must also include a unit security manager endorsement verifying the training manager's security clearance and certifying that the unit has suitable storage capability for Secret material and classified course exams. Goodfellow does not mail out hardcopy material to individuals. The CDCs can be

downloaded from the SIPRNET at the following URLs: www.goodfellow.af.smil.mil/315th or www.goodfellow.af.smil.mil/316th or on JWICS at www.goodfellow.ic.gov/316trs.

1A85XX-Airborne Cryptologic Operator Journeyman

3 Volumes: Activated - December 2003

Hours: Volumes - 3 CE - 3

Points: Volumes - 1 CE - 1

Volume I is FOR OFFICIAL USE ONLY and is not for sale.

Volume II is classified SECRET and is not for sale.

Volume III is classified SECRET/COMINT and is not for sale.

Content: Volume 1 is an introduction to aircrew general knowledge to include safety, standardization and evaluations, flight management, flight publications, in-flight communications and information operations. Volume 2 is an introduction to mission operations, to include mission operations of the RC-135, EC-130, and Direct Support operations. Volume 3 is an introduction to cryptologic skills and security.

Special Information: Questions concerning course content or material should be addressed to: 316 TRS/XPC, 156 Marauder St., Goodfellow AFB TX 76908-3402 (Attn: 1A8 CDC Writer) or by calling DSN 477-5603.

Prerequisites for enrolling:

1. Anyone in the 1AXXX career ladder structure.
2. Student must possess a current TS/SCI clearance.
3. This CDC is mandatory for personnel in upgrade training to the 1A85X1 AFSC.

1N051A-Operations Intelligence Journeyman

4 Volumes: Activated - July 2004

Hours: Volumes - 27

Points: Volumes - 9

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel

Content: Volume 1 is an introduction into intelligence duties, related intelligence specialties, the intelligence organization, intelligence systems and security. Volume 2 covers the briefings, debriefings, aircrew training, personnel recovery, weapons systems and recognition, and intelligence support activities. Volume 3 contains geospatial information and services and mission planning fundamentals. Volume 4 covers doctrine, intelligence support to planning and force employment. Goodfellow does not mail out hardcopy material to individuals. The CDCs can be downloaded from the SIPRNET at the following URLs: <https://www.goodfellow.af.smil.mil/315th> or www.goodfellow.af.smil.mil/316th or on JWICS at www.goodfellow.ic.gov/316trs.

Special Information: All queries or comments pertaining to enrollment or test administration should be addressed to AU A4/6O, 50 South Turner Blvd, Maxwell Gunter AFB AL 36118-5643. Questions concerning course content or materials should be addressed to the 315 TRS/XPP, 154 Canberra Street, Goodfellow AFB TX 76908-4001 (Attn: 1N0 CDC Writer) or by calling DSN 477-5548).

Prerequisites for enrolling:

1. Anyone in the 1NXXX career ladder structure.
2. This CDC is mandatory for personnel in upgrade training to the 1N051 AFSC.

1N051B-Operations Intelligence Journeyman

3 Volumes: Activated - September 2004

Hours: Volumes - 12

Points: Volumes - 5

SALE RESTRICTED (Volume II is classified SECRET/ and are not for sale).

Content: Volume 1 is an introduction to Intelligence Preparation of the Battlefield and Information Operations as well as an overview of Predictive Battlespace Awareness. Volume 2 covers Intelligence, Surveillance, and Reconnaissance assets and capabilities. Volume 3 contains Air Force Targeting fundamentals. Goodfellow does not mail out hardcopy material to individuals. The CDCs can be downloaded from the SIPRNET at the following URLs: <https://www.goodfellow.af.smil.mil/315th> or www.goodfellow.af.smil.mil/316th or on JWICS at www.goodfellow.ic.gov/316trs.

Special Information: All queries or comments pertaining to enrollment or test administration should be addressed to AU A4/6O, 50 South Turner Blvd, Maxwell Gunter AFB AL 36118-5643. Questions concerning course content or materials should be addressed to the 315 TRS/DOD, 154 Canberra Street, Goodfellow AFB TX 76908-4001 (Attn: 1N0 CDC Writer) or by calling DSN 477-5548.

Prerequisite for enrolling:

1. Anyone in the 1NXXX career ladder structure.
2. Successful completion of 1N051A.
3. This CDC is mandatory for personnel in upgrade training to the 1N051 AFSC.

1N151-Imagery Analysis Journeyman

3 Volumes: New Activation – October 2006

Revised - February 2004

Initial Activation - January 1998

Hours: Volumes - 24 CE - 3

Points: Volumes - 8 CE - 1

(VOLUMES II AND III ARE CLASSIFIED SECRET//NOFORN//MR)

Content: Volume 1 will guide you through the intelligence basics such as security, joint military operations, information operations, and geospatial information and services. Volume 2 covers Intelligence, Surveillance, and Reconnaissance (ISR). Here you will go through the fundamentals of ISR, imagery, and collection platforms and sensors. Volume 3 covers imagery analysis in-depth, from exploitation procedures to report writing and targeting.

Special Information: Questions concerning course content or material should be addressed to the 315 TRS/DOED, 154 Canberra Street, Goodfellow AFB, TX 76908-4001 (Attn: 1N151 CDC Writer), by calling DSN 477-4989 (0730-1630 CST). ENSURE CLASSIFIED QUERIES AND COMMENTS RELATING TO CLASSIFIED SUBJECTS REMAIN WITHIN APPROPRIATE SECURITY CHANNELS. Classification of this CDC is SECRET-not releasable to Foreign Nationals-Manual Review.

NOTE: Only Volumes 2 and 3 are classified, Volume 1 is unclassified “FOR OFFICIAL USE ONLY”. Request for the EOC test “1N0 and 1N1” should be directed to the 1N0 and 1N1 CDC writers at Goodfellow AFB.

Prerequisites for enrollment:

1. Anyone in the 1NXXX career ladder structure.

2. This CDC is mandatory for personnel in upgrade training to the 1N151 AFSC.
3. SECRET security clearance.
4. Working in an area accredited for storage of SECRET NOFORN materials. Only the Unclassified FOUO volume is individual issue and may be retained by the individual upon completion of the course. The classified volumes MUST be stored, shipped, or destroyed per Air Force approve methods.

1N251-Communication Signals Intelligence Craftsman

3 Volumes: Activated – June 2006

Hours: Volumes - 51 CE - 12

Points: Volumes - 17 CE - 4

NOT FOR SALE (CLASSIFIED MATERIAL)

Content: This course contains 3 volumes. Volume 1 covers security, the national intelligence community, operations and management support, communications identifications, and information operations. Volume 2 explains methods of transmission, radio frequencies and satellites, equipment concept, collection processes, modulation, error control, linear recursive sequences, data encoding, multiplexing and spread spectrum. Volume 3 addresses signal standards, technological standards, computer networking, computer systems, signal analysis techniques, signal strategies, signal software and programming, and intelligence reporting and analysis.

Special Information: All queries or comments pertaining to enrollment or test administration should be addressed to AU A4/6O, 50 South Turner Blvd, Maxwell-Gunter AFB AL 36118-5643. Questions concerning course content or materials should be addressed to the 313 TRS/XPC 1N2 CDC Writer, 640 Roberts Ave Bldg 502 Corry Station, FL 32511-5148. Ensure that CLASSIFIED queries and comments or those relating to CLASSIFIED material/information remain in appropriate security channels.

Classification of this CDC is SECRET-SCI.

Prerequisites for Enrollment:

1. PAFSC of 1N2X1
2. TOP SECRET SCI security clearance.
3. Working in an area accredited for handling and storage of TOP SECRET SCI material.
4. This CDC is mandatory for personnel in upgrade training to 1N251 AFSC.

The study volumes for this course are not individual issue but are unit property and must be returned to the unit upon course completion.

1N351-Cryptologic Language Analyst Journeyman

1 Volume: Activated – March 2009

Hours: Volumes – 15 CE – 6

Points: Volumes – 5 CE – 2

Content: No information is available at this time.

1N451-Network Intelligence Analysis Journeyman

3 Volumes: Activated - September 2005

Hours: Volumes - 51 CE - 12

Points: Volumes - 17 CE - 4

NOT FOR SALE (CLASSIFIED MATERIAL)

Content: Volume 1 covers security, intelligence requirements, the SIGINT community, and support to air and space operations. Volume 2 covers communications methods and theories and traffic/network analysis. Volume 3 covers weapons systems, space related systems, critical civilian infrastructure, protective measures, and SIGINT reporting.

Special Information: All queries or comments pertaining to enrollment or test administration should be addressed to AU A4/6O, 50 South Turner Blvd, Maxwell Gunter AFB AL 36118-5643. Questions concerning course content or materials should be addressed to the 312 TRS/DOCXC, 156 Maurader Street, Goodfellow AFB TX 76908-4113. Ensure that CLASSIFIED queries and comments or those relating to CLASSIFIED subjects remain in appropriate security channels. This CDC is classified TOP SECRET//COMINT//REL TO USA, AUS, CAN AND GBR.

Prerequisites for Enrollment:

1. PAFSC of 1N251, 1N351, and 1N451.
2. TOP SECRET SCI security clearance.
3. Working in an accredited area for storage and handling of TOP SECRET SCI material.
4. This CDC is mandatory for upgrade to the 5-skill level.

Hardcopy study volumes for this course are not individual issue but are unit property and must be returned to the unit upon course completion. Electronically distributed copies are available on NSANet and Interlink.

1N551-Electronic Signals Intelligence Exploitation Journeyman

4 Volumes: Activated – July 2008

Hours: Volumes – 60 CE - 15

Points: Volumes - 20 CE - 5

NOT FOR SALE (CLASSIFIED MATERIAL)

Content: Volume 1 is Intelligence Organizations and Mathematics for SIGINT; Volume 2 is Electronic Signal Theory and Modulation Fundamentals; Volume 3 is Electronic Signal Theory and Modulation Fundamentals; Volume 4 is ELINT Tools.

Special Information: All queries or comments pertaining to enrollment or test administration should be addressed to: AU A4/6O, 50 South Turner Blvd, Maxwell Gunter AFB, AL 36118-5643. Questions concerning course content or material should be addressed to the 316 TRS/DOCC Atten 1N5 CDC Writer, 156 Marauder St. Goodfellow AFB, TX 76908-3402. Ensure that CLASSIFIED queries and comments or those relating to CLASSIFIED subjects remain in appropriate security channels. Overall classification of this course is SECRET.

Requirements for Successful Completion: A minimum score of 65 percent on the 1N551 Course Examination (version 900-09 or 900-10).

Prerequisite for Enrollment:

1. Anyone with a PAFSC in the 1N551 career ladder structure.
2. SECRET security clearance.

3. Working in an area accredited for storage and handling of SECRET material. The study volumes for this course are considered to be classified working papers once an individual completes the course and must be protected as such. When personnel who are in mandatory upgrade training depart the unit, the classified study volumes will be returned to the Unit Training Manager for reuse.

(1P) Aircrew Flight Equipment

1P051-Aircrew Flight Equipment Journeyman

5 Volumes: Activated – March 2008

Hours: Volumes – 90 CE – 21

Points: Volumes – 30 CE – 7

Content: Volume 1 covers career progression and general career field knowledge, concerns safety aspects of aircrew flight equipment. Further discussion deals with management and responsibilities, the use of technical orders, and aircrew flight equipment continuation training and mishap investigation. This volume also covers aircrew flight equipment program management and finally, presents the world of combat operations and how it applies to aircrew flight equipment. Volume 2 covers the world of aircrew personal protective equipment. Volume 3 covers USAF flotation equipment and various survival equipment. Volume 4 covers parachutes and emergency escape systems. Finally, Volume 5 covers tools, testers, sewing machines and fabric items.

1P071-Aircrew Flight Equipment Craftsman

2 Volumes: Activated – May 2008

Hours: Volumes – 24 CE – 6

Points: Volumes – 8 CE – 2

Content: Volume 1 explains the operation of the organization, safety, and training. Volume 2 provides information on Air Force Technical Orders (TO), provide information on logistics supply responsibility and logistics supply management, and provides information on resource management and financial planning, manpower and facilities requirements, and the material deficiency reporting system.

(1S) Safety

1S051-Safety Journeyman

(AFSC 1S051)

5 Volumes: Activated – December 2009

Hours: Volumes – 66 CE - 15

Points: Volumes – 22 CE - 5

Content: Volume 1 covers the Air Force's mishap prevention program elements. Volume 2 covers environmental considerations and general industrial safety requirements of the workplace. Volume 3 concentrates on electricity, chemicals, pressure systems, construction, and recreational safety. Volume 4 focuses on weapons areas, aircraft maintenance and flight-line activities, and industrial shops. The final volume, volume 5 covers safety inspections and mishap investigations.

(1T) Air Crew Protection

1T151-Aircrew Life Support Journeyman

4 Volumes: New Activation - November 2005

Revised Only - January 1997
Initial Activation - March 1995

Hours: Volumes - 69 CE - 18
Points: Volumes - 23 CE - 6

Content: Volume 1 covers career progression and general career field knowledge, concerns safety aspects of life support, deals with supply responsibility and accountability, explains your use of technical orders, and tells you about aircrew life support program management. Volume 2 covers G-suits, helmets and helmet-mounted devices, oxygen equipment, emergency communication/signaling equipment, and chemical defense. Volume 3 covers ditching, forced landing, and bailout and related equipment such as: parachutes, survival and medical kits, flotation equipment, and anti-exposure suits. Volume 4 covers aircrew continuation training, aircrew life support combat operations, and conducting aircraft mishap investigations.

1T171-Aircrew Life Support Craftsman

2 Volumes: New Activation - January 2006
Revised - April 1997

Hours: Volume - 27 CE - 6
Points: Volume - 9 CE - 2

Content: Volume 1 will help you understand the operation of your organization, safety, and training. Volume 2 will help you with resource management as well as technical order (TO) management.

(1W) Weather

1W051A-Weather Journeyman

3 Volumes: Activated - December 2001

Hours: Volumes - 69 CE - 18
Points: Volumes - 23 CE - 6

Content: This course contains three volumes: Volume 1, General Meteorology and Surface Weather Observations; Volume 2, Weather Radar; and Volume 3, METWATCH and Space Environment.

Special Information: This CDC offers the additional theory and information necessary to compliment the OJT process leading to upgrade to AFSC 1W051A. CDC 1W051A is the first of two sequenced courses. Students MUST be enrolled in this course before enrollment can be processed in CDC 1W051B.

All queries or comments pertaining to enrollment or test administration should be addresses to AU A4/6O, 50 South Turner Blvd, Maxwell AFB, Gunter Annex, and AL 36118-5643. Questions concerning course content or materials should be addressed to 335 TRS/UOAA, 700 H. Street, Bldg. 4332, and Keesler AFB, MS 39534-2499.

Prerequisites for Enrollment: (1) Active duty requirement; enrollment is mandatory for graduates of AETC course E3ABR1W031A 011, Weather Forecaster Apprentice Course or AETC course E3ABR1W031 014, Weather Forecaster Apprentice Course. (2) Enrollment is mandatory for retrainees who graduate from either of the courses named above. (3) AFSC 1W031A is required.

NOTE: Successful completion of CDC 1W051A is required for all ANG Weather personnel.

1W051B-Weather Journeyman

3 Volumes: Revised - March 2002

Initial Activation - February 1996

Hours: Volumes - 60 CE - 15

Points: Volumes - 20 CE - 5

SALES RESTRICTED (COPYRIGHT MATERIAL) Limited to Department of Defense Personnel

Content: Volume 1, Climatology, Regional Analysis and Forecast Programs, and Forecast Reviews; Volume 2, Forecast Surface Weather Elements and Flight Weather Elements; Volume 3, Air Force Weather Concepts and Doctrine.

Special Information: This CDC offer the additional theory and information necessary to compliment the OJT process leading to upgrade to AFSC 1W051A. CDC 1W051B is the second of a two-course, sequenced series.

All queries or comments pertaining to enrollment or test administration should be addresses to AU A4/6O, 50 South Turner Blvd, Maxwell AFB, Gunter Annex, AL 36118-5643. Questions concerning course content or materials should be addressed to 335 TRS/UOAA, 700 H. Street, Bldg. 4332, and Keesler AFB, MS 39534-2499.

Prerequisites for Enrollment: (1) Active duty requirement; enrollment is mandatory for graduates of AETC course E3ABR1W031A 011, Weather Forecaster Apprentice Course or AETC course E3ABR1W031 014, Weather Forecaster Apprentice Course. (2) Enrollment is mandatory for retrainees who graduate from either of the courses named above. (3) AFSC 1W031A is required.

NOTE: Successful completion of CDC 1W051B is required for all ANG Weather personnel.

1W071A-Weather Craftsman

2 Volumes: Activated - January 2005

Hours: Volumes - 45 CE - 12

Points: Volumes - 15 CE - 4

Content: Volume 1 deals with evaluating air mass soundings, a deeper understanding of the different types of soundings and the likely outcome of each on the weather. Also, explores more sophisticated ways of forecasting winds, turbulence, and icing. Volume 2 covers convective severe weather and nonconvective severe weather. To ensure the basic understanding, this volume covers radar theory, both conventional and Doppler. Finally, you will delve into interpretation and compare meteorological conditions and events to radar products.

1W071B-Weather Craftsman

2 Volumes: Activated - January 2005

Hours: Volumes - 27 CE - 6

Points: Volumes - 9 CE - 2

Content: Volume 1 covers a summary of Satellite Imagery Features and the different METSAT systems, and covers Interpretation of satellite Imagery Features and Meteorological Events. Volume 2 gives an overview of Weather Sensitivities and goes into Military Concepts and Doctrine and covers some of the administrative and operational functions of a weather unit.

(2A) Manned Air and Space Maintenance

AIR AND SPACE GROUND EQUIPMENT

2A652-Aerospace Ground Equipment Journeyman

4 Volumes: Activated – December 2008

Hours: Volumes - 72 CE - 18

Points: Volumes - 24 CE - 6

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel

Content: Volumes 1 contains broad job knowledge concerned with supply, maintenance management systems, publications, tools, hardware, common aerospace ground equipment (AGE) tasks, and Integrated Maintenance Data System (IMDS). Volume 2 covers electrical and electronic circuits and components along with the test equipment necessary to troubleshoot and maintain these circuits. Volume 3 covers prime movers and electrical generation. Volume 4 covers hydraulic test stands, bomblifts, heaters, air conditioners, air compressors, floodlights, cabin leakage testers, and non-powered AGE.

2A672-Aerospace Ground Equipment Craftsman

2 Volumes: Activated – March 2008

Hours: Volumes: - 36 CE - 9

Points: Volumes - 12 CE - 3

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel

Content: Volume 1 contains electrical and electronic fundamentals, including theory, circuits, and components. Electrical power generation and electrical test sets are also covered in this volume. Volume 2 covers the EPU-6/E frequency converter, material pertaining to the -95 turbine compressor, basic air conditioning principles, four different but related AGE items, self-generating nitrogen cart (SGNSC), and concludes the volume with coverage of key shop responsibilities.

Special Information: CDC 2AX7X is a requirement for upgrade training.

AIRCRAFT HYDRAULIC

2A655-Aircraft Hydraulic Systems Journeyman

3 Volumes: Activated – February 2003

Initial Activation – December 1994

Hours: Volumes - 63 CE - 15

Points: Volumes - 21 CE - 5

Content: Volume 1 covers the organizational structure of maintenance throughout the Air Force, the supply system and how it relates to maintenance, technical orders, and safety. Volume 2 covers maintenance principles beginning with principles of hydraulics. Volume 3 is designed to assist in acquiring system knowledge by reviewing certain technical information about different hydraulic parts and systems.

2A675-Aircraft Hydraulic Systems Craftsman

1 Volume: Activated - September 2000
Initial Activation - August 1996

Hours: Volume - 12 CE - 3
Points: Volume - 4 CE - 1

Content: This one volume course contains management, maintenance, and troubleshooting information required to attain the job-related knowledge necessary for this career field.

Special Information: CDC 2AX7X is a requirement for upgrade training.

AIRCREW EGRESS

2A653-Aircrew Egress Systems Journeyman

5 Volumes: Activated - August 2003
Initial Activation - October 1995

Hours: Volumes - 57 CE - 15
Points: Volumes - 19 CE - 5

Content: Volume 1 outlines general training as it applies to the Air Force Occupational and Environmental Safety Fire Protection, and Health (AFOSH) Program, and technical order publication. Volume 2 presents two current maintenance management concepts and proper supply and maintenance documentation procedures, necessary to ensure effective use and control over our resources. Volume 3 covers egress fundamentals on inspection, storage, and transportation of egress explosives; electrical and pneumatic principles; air and space ground and test equipment; and corrosion and foreign object inspection techniques. Volumes 4 and 5 are devoted to egress system theory and specific maintenance practices.

AIRCRAFT FUELS

2A654-Aircraft Fuel Systems Journeyman

3 Volumes: New Activation - May 2004
Initial Activation - November 1995

Hours: Volumes - 48 CE - 12
Points: Volumes - 16 CE - 4

Content: Volume 1 covers various maintenance fundamentals and administrative responsibilities maintenance personnel are required to know. Volume 2 deals with aircraft fuel systems, subsystems, and components. Volume 3 covers integral fuel tank and fuel cell maintenance and includes topics such as aircraft familiarization, special tools and equipment, confined space entry, and fuel leak isolation.

INSTRUMENT AND FLIGHT CONTROL SYSTEMS

2A553B-Instrument and Flight Control Systems Journeyman

5 Volumes: New Activation – January 2007
Revised – August 2003
Initial Activation – October 2000

Hours: Volumes - 114 CE - 30
Points: Volumes - 38 CE - 10

Content: Volume 1 covers general information needed to successfully perform your duties. Subjects include basic functions and responsibilities of the maintenance complex, maintenance data collection, supply discipline, and technical publication information. Volume 2 covers general avionic information such as maintenance and inspection, organizational level maintenance, fundamentals of on-equipment maintenance, electronic fundamentals, and aircraft familiarization. Volume 3 covers avionic systems, to include general support information, general computer complex, flight instrument principles, and aircraft information and warning. Volume 4 covers flight environment data, general navigation, and indicating systems. Volume 5 covers flight control and autopilot information.

HELICOPTER

2A552-Helicopter/Tiltrotor Journeyman

4 Volumes: New Activation – April 2010
Activation – August 2007
Revised - February 2004
Initial Activation - October 1997

Hours: Volumes - 84 CE - 21

Points: Volumes - 28 CE - 7

Content: Volume 1 covers general subjects common to both helicopters and tilt rotor aircraft. Volume 2 covers the airframe construction, landing gear, hydraulic, utility, electrical, lighting, instrument, fuel systems, rotors and flight controls, and the power plant and drive train. Volume 3 covers the airframe construction and information on the following major systems: landing gear, hydraulic, utility, electrical, instruments, fuel, flight controls rotor systems, and the power plant and drive train. Volume 4 covers CV-22 Tiltrotor Aircraft.

2A572-Helicopter Craftsman

3 Volumes: Activated - February 1999

Hours: Volumes - 51 CE - 12

Points: Volumes - 17 CE - 4

Content: Volume 1 pertains to troubleshooting and rigging the H-1 (Huey) helicopter's major systems. Volume 2 covers troubleshooting and rigging of the major systems on the H-53 helicopter. Volume 3 covers troubleshooting and rigging of the major systems on the H-60 helicopter.

Special Information: CDC 2AX7X is a requirement for upgrade training.

AIR AND SPACE PROPULSION

2A651-Aerospace Propulsion Journeyman

5 Volumes: Activated – July 2008

Hours: Volumes – 114 CE – 30

Points: Volumes – 38 CE – 10

Content: Volume 1 covers the maintenance complex, career progressions, work environment safety, foreign object damage (FOD), hazardous materials handling, maintenance supply functions, technical orders (TO), engine maintenance management systems, engine hardware, general engine maintenance procedures, engine corrosion control, storage and shipment, and nonpowered support equipment. Volume 2 covers jet engine operating principles, with that a discussion on engine operation as well as the factors that affect its operation, a discussion on general engine construction and its make up, and lastly, a look at

the differences between construction on heavy and fighter aircraft. Volume 3 covers jet engine fuel, oil, starter, ignition, and electrical systems. Volume 4 covers the constructional features, systems, operation, inspections, and balancing of the Dowty R391 and 54H60-91 propellers. Also, discuss the types and constructional features of small gas turbine engines. Volume 5 covers engine operation and testing procedures, instrumentation/testing equipment, jet engine operational checks and adjustments on the test stand, noise suppressors, and engine removal and installation in the airframe. Finally, this volume finishes up by covering the various types of jet engine inspections and also damage analysis.

INTEGRATED AVIONIC SYSTEMS

*** The 2A352D, 2A352E and 2A352F upgrade training requirement was replaced with 2A352G and 2A352H on 31 March 2008. Only trainees who entered UGT prior to that date should be enrolling in 2A352E or 2A352F.

2A352E-Integrated Avionic Systems Journeyman

4 Volumes: Activated - June 2004

Initial Activation - September 1999

Hours: Volumes - 60 CE - 15

Points: Volumes - 20 CE - 5

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel

Content: Volume 1 covers fire control related systems found on board F-16C/D model aircraft. Volume 2 covers system specific subjects related to F-16 avionics. Volume 3 covers navigation systems, which includes navigation basics, basic inertial navigation system theory, and the strapdown inertial navigation system and global positioning system. Also, covers data transfer equipment and airborne videotape recorder system operation, and a couple of navigational aids, which include tactical air navigation and instrument landing system. Volume 4 covers system specific subjects related to F-16 avionics.

Special Information: Along with this course, you'll also be required to take CDC 2A352D and 2A352F. It is recommended that CDC 2A352D be taken prior to CDCs 2A352E and 2A352F.

2A352F-Integrated Avionic Systems Journeyman

3 Volumes: Activated October 2004

Revised - January 2002

Initial Activation - February 2000

Hours: Volumes - 42 CE - 12

Points: Volumes - 14 CE - 4

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel

Content: Volume 1 covers the F-16 countermeasures system, contains radar threat warning and ALQ-214 systems, and covers aircraft instruments. Volume 2 covers flight environmental systems to include air data systems, pitot-static instrument operation, and central air data computer system specifics. Also, discusses the basics of flight control aerodynamics to include aerodynamic principles, airfoil designs, and the evolution of the flight control system. Volume 3 covers the F-117 avionic systems, and contains Predator unmanned aerial vehicle (UAV) and CV-22 avionic systems.

Special Information: Along with this course, students are required to take CDC 2A352D and 2A352E. It is recommended that CDC 2A352D be taken prior to CDCs 2A352E and 2A352F.

2A352G-Integrated Avionic Systems Journeyman

4 Volumes: Activated - March 2008

Hours: Volumes - 66 CE - 15

Points: Volumes - 22 CE - 5

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel

Content: Volume 1 covers information on F-16 aircraft description and the familiarization of the F-16 danger and caution areas and aircraft safety. This volume covers technical orders and the numbering system used to identify them, how to properly maintain technical orders, and reporting technical order deficiencies. Also covers maintenance inspections, deficiency reporting and aircraft forms to be used on the flightline. And lastly, discusses the fundamentals of avionic system maintenance to include aircraft wiring, binary number systems and relays. Volume 2 covers F-16 fire control systems. It will provide a familiarization of the enhanced expanded fire control computer (EEFCC) and the modular mission computer (MMC). Covers fire control displays, such as the heads-up display, multifunction display, and the upfront controls and the joint helmet mounted cueing system. Also covers, fire control radar facts and principles, and lastly discusses the combined altitude radar altimeter system and aircraft boresight procedures. Volume 3 covers F-16 flight environment and air data systems, the flight control system that gives the basic flight control aerodynamics knowledge as well as analog and digital flight control characteristics, and finally covers aircraft instruments where synchro components, as well as engine oil pressure and fan turbine inlet temperature, will be explained.

2A352H-Integrated Avionics Systems Journeyman

3 Volumes: Activated – March 2008

Hours: Volumes – 57 CE – 15

Points: Volumes – 19 CE – 5

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel

Content: Volume 1 covers information on the MQ-1 unmanned aerial vehicle's general description, safety considerations and selected "representative" avionics systems from AFS. Covers RQ-4 unmanned aerial vehicle's general description, safety considerations and selected representative avionics systems. Also covers the CV-22 tilt rotor aircraft's general description, safety considerations and selected representative avionics systems. Volume 2 covers information on the F-22 Raptor's general description, safety considerations, fiber optic cabling and the use of the polyalphaolefin (PAO) cart and portable maintenance aid (PMA). Covers integrated vehicle subsystem controller (IVSC) and the data transfer equipment (DTE), specifically selected F-22 systems representative of the avionics systems in this field. Finally, covers the air-to-air interrogator (AAI) and intra-flight data link (IFDL) systems, again specifically selected to be representative of the avionics systems in this field. Volume 3 covers the aircraft's electrical power system, the aircraft's bleed air system, the aircraft's cooling systems, the aircraft's pressurization system, the aircraft's gas generation systems, and the aircraft's landing gear system.

2A372-Integrated Avionics Systems Craftsman

2 Volumes: Activated – March 2008

Hours: Volumes - 30 CE - 9

Points: Volumes – 10 CE - 3

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel

Content: Volume 1 covers F-16 fire control systems, and tactical air navigation and identification friend or foe. Volume 2 focuses on flight environment systems, flight controls, and radar threat warning systems.

F-15 Avionics Systems

2A351-F-15/A-10/U-2 Avionic Systems Journeyman

2 Volumes: Activated – February 2008

Hours: Volumes - 21 CE - 6

Points: Volumes - 7 CE - 2

Content: Volume 1 covers AF maintenance concept, technical publications, and common tool usage, removal and replacement of LRUs, maintenance information systems and forms, and supply discipline. Volume 2 covers aircraft wiring and connectors, numbering systems and conversions, and covers the AFOSH program and flight-line safety.

Special Information: CDC 2A351 and one of the 2A351A/B/C shredded CDCs are mandatory for upgrade training to the five skill level, and the other two shreds must be taken for seven level upgrade. They may be taken in any order.

2A3512-A-10/F-15/U-2 Avionic Systems Journeyman

4 Volumes: Activated – January 2008

Hours: Volumes - 108 CE - 27

Points: Volumes - 36 CE – 9

Content: Volume 1 covers the central computer complex, discusses display systems, deals with F-15 navigation systems, and covers A-10 and U-2 navigation systems. Volume 2 gives an insight into the inner working and operation of the F-15's radar system, takes an in-depth look at the A-10's low altitude safety and targeting enhancements (LASTE) system, and explains the LASTE modes of operation. Volume 3 covers fuel quantity systems on the A-10, F-15, and U-2 aircraft, covers navigation instruments (heading attitude reference system (HARS) and horizontal situation indicator (HSI), covers flight instrument systems to include pitot/static and air data, two units will cover the flight control systems at the A-10, F-15, and U-2 aircraft, and finally this volume covers the F-15 engine air intake system and the A-10 turbine engine monitoring system. Volume 4 covers the communication systems that include basic radio principles and components within a communication system, discusses identification systems, which includes the basic identification, friend-or-foe (IFF) systems used on the F-15 and U-2 aircraft, gives an overview of the radar warning receiver system, internal countermeasures set and external countermeasures, and finally this volume looks at the tactical air navigation and avionics systems integration.

Structural Maintenance

2A751-Aircraft Metals Technology Journeyman

5 Volumes: New Activation – July 2006

Revised - October 2003

Initial Activation - April 1999

Hours: Volumes - 123 CE - 30

Points: Volumes - 41 CE - 10

Content: Volume 1 covers metal properties, heat treatment furnace, heat treatment of metals, and metals processes, also covers shop math and some formulas, and shop safety. Volume 2 covers drafting principles, information on drawing composition and CAD, and discusses the subject matter on design and manufacture, as well as how to fit and assemble parts and discusses the broad range of hardware used and information on workcenter documentation. Volume 3 covers information concerning the basic tooling and equipment items used in the shop. Volume 4 covers cutting tools lathe construction, contains information on specialized lathe operations and lathe maintenance, discusses milling machines, milling

machine attachments, and their use, and basic tool and cutter operations, and computer numerical control (CNC) programming. Volume 5 covers welding tasks.

2A752-Nondestructive Inspection Journeyman

4 Volumes: Activated – September 2010

Initial Activation - February 1996

Hours: Volumes - 75 CE - 18

Points: Volumes - 25 CE - 6

Content: Volume 1 gives general information on various maintenance terms and techniques. It broadens your knowledge of Air Force safety and metallurgy. Volume 2 deals with parts cleaning and optical, penetrant, and magnetic particle inspections. It also deals with the actual inspections as they pertain to the job. Volume 3 covers ultrasonics, eddy current, and oil analysis equipment and methods. Volume 4 deals with the principles of X-ray equipment and film processing equipment, operation and maintenance, and radiation safety. It also covers radiographic procedures, technique development, and bond testing and advanced composites.

2A753-Aircraft Structural Maintenance Journeyman (AFSC 2A753)

5 Volumes: Activated – May 2009

Hours: Volumes - 87 CE - 21

Points: Volumes - 29 CE - 7

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 covers basic hand tools, layout techniques and specialized tools. It covers aircraft metals characteristics and fabrication procedures. Volume 2 introduces research materials and technical orders maintenance, gives an overview of how to detect and determine whether corrosion is present, as well as the types of corrosion that could be encountered on the job; it addresses the procedures and equipment needed to inspect for corrosion, also how to remove corrosion and treat the surface after damage is effectively removed; and finally, a solid review of the various paints and markings (including the use of stenciling and adhesive). Volume 3 covers common hardware, to include types of bolts, screws, and aircraft nuts and washers; covers mechanical-lock and pull through blind rivets; provides information on turn-lock fasteners and structural turn-lock fasteners; explore information on open and blind area high-strength fasteners; and, covers aircraft tubing assemblies and repairs. Volume 4 provides information on aircraft cable assemblies, that include the features of aircraft cables, and the fabrication and inspection of cable assemblies; covers airframe assessment by reviewing the procedures for performing and documenting inspections; it covers pre-repair procedures, including inspection techniques and repair information; provide information on damage removal procedures and fastener layout techniques; covers the fabrication and installation of repair parts; finally, covers special repair situations, including trimming and fitting aircraft panels and doors, balancing control surfaces, spot welding and structural sealing. Volume 5 discusses fiberglass structures and assemblies; covers equipment, tools, materials and repairs for metal bonded honeycomb structures; discusses advanced composite structure; and explains low observables and maintenance of plastics.

2A755 – Low Observable Aircraft Structural Maintenance Journeyman

6 Volumes: Initial Activation – February 2010

Hours: Volumes - 81 CE - 21

Points: Volumes - 27 CE - 7

Content: Volume 1 covers Low Observable Maintenance. Volume 2 covers Tools, Aircraft Metals, and Layout Techniques. Volume 3 covers Publications, Corrosion, Inspection Equipment and Coatings & Markings. Volume 4 covers Fasteners, Common Hardware, and Tubing. Volume 5 covers Metal Repair. Volume 6 covers Composites and Plastics.

Avionics Test Station/Component

2A051A-F-15 Avionic Test Station and Component Journeyman

3 Volumes: Revised - September 2005

Revised - November 1999

Initial Activation - December 1994

Hours: Volumes - 42 CE - 12

Points: Volumes - 14 CE - 4

Content: Volume 1 pertains to specific software, equipment, and systems you will have an opportunity to work with during your Air Force career. Volume 2 pertains to the Electronic Systems Test Set. Volume 3 pertains to only two of the many tester replaceable units incorporated in the TISS test station.

2A0511-Avionic Test Station and Aircraft Component Journeyman (F-16 and F-117 Test Equipment)

2 Volumes: New Activation – September 2006

Initial Activation - August 2003

Hours: Volumes - 39 CE - 9

Points: Volumes - 13 CE - 3

Content: Volume 1 covers basic configuration of an F-16 advanced computer test station, covers the software system, support equipment, computer/inertial test station peculiar equipment and software, and discusses the displays/indicators test station, processors/pneumatics test station, and radio frequency test station. Volume 2 covers the F-16 improved avionics intermediate shop (IAIS) test station and the F-117 consolidated automatic test equipment (CATE).

2A0512-Avionic Test Station and Aircraft Component Journeyman (B-1B, C-17, B-2 & F-117 Test Equipment)

3 Volumes: New Activation – November 2006

Initial Activation - September 2003

Hours: Volumes - 39 CE - 9

Points: Volumes - 13 CE - 3

Content: Volume 1 covers the common core of the B-1 test stations, the make up of the digital defensive automatic test equipment (ATE) augmentation equipment (DAAE) and covers some of the components and operation of the digital-analog video test station. Also cover the radar/electronic warfare (R/EW) test station and discusses the radio frequency (RF) DAAE, and describes the components that make up the advanced digital test station and introduces a few pieces of support equipment used in the B-1 avionics shop. Volume 2 covers the B-2 test station and some of the support equipment used with that station,

discusses the components that make up the C-17 test station, and highlights some general support information that can apply to just about any avionics shop that might be assigned to this career field. Volume 3 discusses navigation systems that help pilots get from point A to point B, covers voice and data communication systems, explains the components of a pitot static system, which provide vital information to the pilot during flight, and deals with the Benchtop Reconfigurable Automatic Tester, which can be used to test and troubleshoot many different avionics components.

2A051C-Avionic Sensor Systems Journeyman

4 Volumes: Activated - April 2003

Hours: Volumes - 90 CE - 24

Points: Volumes - 30 CE - 8

Content: Volume 1 addresses logistics management, written documentation, computers, and safety. Volume 2 finishes out the fundamental topics by addressing test equipment, troubleshooting techniques, and sensor system principles. Volumes 3 one system: low altitude navigation and targeting infrared for night (LANTIRN). Volume 4 completes the discussions of tactical guidance systems by covering IRADS, Pave Penny, U-2 reconnaissance and CTVS.

2A051D-Avionics Test Station and Components – Electronic Warfare Systems Journeyman

5 Volumes: Activated - October 2002

Hours: Volumes - 66 CE - 15

Points: Volumes - 22 CE - 5

Content: Volume 1 deals with avionics maintenance management. Volumes 2 and 3 cover avionics maintenance principles. Volume 4 reviews electronic warfare principles and systems, and Volume 5 provides lessons on test equipment and electronic principles.

2A051P-Avionics Sensor and Electronic Warfare Systems Journeyman (AFSC 2A051P)

4 Volumes: Activated - February 2009

Hours: Volumes - 66 CE - 15

Points: Volumes - 22 CE - 5

Content: Volume 1 addresses logistics management, publications, maintenance data collection systems, safety, and security. Volume 2 finishes out the fundamental topics by addressing the tool accounting system, torque wrenches, electronic sensitive devices, test equipment, basis system principles, and bus theory. Volume 3 covers low altitude navigation and targeting infrared for night (LANTIRN) and support equipment. Volume 4 discusses electronic warfare, integrated air defense systems, radar fundamentals, electronic warfare pods, reprogramming principles and equipment.

2A051S-Avionic Test Station and Aircraft Component Journeyman (AFSC 2A051S)

2 Volumes: Activated - February 2009

Hours: Volumes - 30 CE - 9

Points: Volumes - 10 CE - 3

Content: **Volume 1** covers some general information regarding the administration and management of a maintenance organization. It also explains publications, safety and security as they apply to your job. **Volume 2** discusses concepts of function and operation that relate to various systems and test stations.

2A051T-Avionic Test Station and Aircraft Component Journeyman (AFSC 2A051T)

3 Volumes: Activated – February 2009

Hours: Volumes – 63 CE – 15

Points: Volumes – 21 CE – 5

Content: **Volume 1** covers a number of aircraft systems that apply to many different airframes. **Volume 2** explains F-15 and F-16 test equipment. **Volume 3** describes test equipment that is used to maintain B-1, B-2, and C-17 aircraft.

Aerospace Maintenance

2A551-Aerospace Maintenance Journeyman (AFSC 2A551)

3 Volumes: Activated – November 2009

Hours: Volumes - 78 CE - 20

Points: Volumes - 26 CE - 6

Content: **Volume 1** covers general information on the subjects such as ground safety, flightline safety, maintenance management, training documents, the technical order system, aircraft inspection concepts, maintenance material, corrosion control, ground handling, crash recovery, and supply. **Volume 2** contains general information about nonpowered and powered aerospace ground equipment, airframe and flight control system fundamentals, elements of physics, basic pneumatic units and systems, landing gear system fundamentals, wheels and tires, electrical principals, and electrical system components. **Volume 3** contains information about jet engine theory; engine construction; engine subsystems; the Joint Oil Analysis Program; aircraft fuel systems; pumps; valves; miscellaneous fuel system components; engine bleed air systems; air conditioning systems; pressurization systems; fire and overheat warning systems; oxygen systems; and liquid cooling systems.

Aircraft Maintenance

2AX7X-Aerospace Maintenance Craftsman

2 Volumes: New Activation - September 2004

Last Updated – September 2004

Hours: Volume - 30 CE - 9

Points: Volume - 10 CE - 3

Content: Volume 1 covers maintenance philosophy and policy, maintenance organization key leader responsibilities, and maintenance organizational structure and functions. Volume 2 covers maintenance training and personnel resource management, maintenance supply, technical order policy, and maintenance requirements and programs.

2A353-Fighter Aircraft Maintenance Journeyman

5 Volumes: Activated – April 2007

Hours: Volumes – 114 CE – 30

Points: Volumes – 38 CE – 10

Content: Volume 1 covers general subjects that pertain to your career field. These subjects include safety, ground handling, technical orders, maintenance management, training documents, aerospace

ground equipment, data documentation, aircraft hardware, measuring tools, the supply system, equipment accountability, aircraft forms documentation, inspection concepts, and corrosion control. Volume 2 covers the different systems of the F-15 aircraft, which will give a basic understanding of how the aircraft works. These consist of aircraft utilities, engines, hydraulics, fuels, and electrical systems. Volume 3 covers F-16 and F-117 aircraft. The major components and systems will be covered in each section of the specific aircraft. Volume 4 covers A-10, U-2 and UAV aircraft. Each aircraft has its own unit in the volume, with each major system and subsystem adequately covered to help in your advancement. Volume 5 introduces the newest aircraft in the inventory, the F-22. This volume covers inspections, hydraulics, engines, vehicle management, support equipment, electro/environmental, auxiliary power, stored energy, and weapons systems that are a part of the newest state of the art technology the Air Force has to offer.

Electronic Warfare

2A553C-Electronic Warfare Systems Journeyman

6 Volumes: Revised - October 2002

Initial Activation - October 2000

Hours: Volumes - 99 CE - 24

Points: Volumes - 33 CE - 8

Content: The first volume contains general and job-related knowledge that applies to the avionics career field. Volume 2 continues with maintenance principles of safety, security, inspection systems, and preventative maintenance. Volume 3 covers avionic systems maintenance of aircraft wiring, wiring maintenance, major structural areas, major systems, and danger areas of aircraft. Volume 4 discusses common and specialized avionic test equipment utilized in the career field and reprogramming of electronic warfare systems. Volume 5 provides a thorough understanding of the electronic warfare principles governing your AFSC. Volume 6 covers a wide variety of representative electronic warfare systems covering transmitters, receivers, expendables, infrared, and warning systems of various aircraft.

2A553D-Airborne Surveillance Radar Systems Journeyman

5 Volumes: Activated - October 2002

Hours: Volumes - 72 CE - 18

Points: Volumes - 24 CE - 6

Content: The first volume deals with the general topics of AF publications, maintenance management, material management, maintenance data collection, and maintenance documentation. Volume 2 is an extensive volume with information on general shop and flightline safety, environmental hazards, organizational security, corrosion control, maintenance inspections, and preventive maintenance. Volume 3 provides an introduction to using common test equipment and discusses the use of seven different pieces of general test equipment. Volume 4 is devoted entirely to teaching basic electronic fundamentals. Volume 5 is the final volume and covers basic computer and radar fundamentals.

2A553E-Airborne Warning and Control/Interrogator Systems Journeyman

5 Volumes: New Activation - February 2005

Initial Activation - July 2003

Hours: Volumes - 96 CE - 24

Points: Volumes - 32 CE - 8

Content: Volumes 1A covers the operation and maintenance of two major areas of the surveillance radar system. Volume 1B covers the operation and maintenance of several major area of the RSIP surveillance radar system. Volume 2 covers the Airborne Warning and Control System (AWACS) radar transmitter, transmitter fault analysis and calibration, describe the AWACS antenna by providing a general overview

of the antenna, and covers the beyond-the-horizon (BTH) and pulse Doppler (PD) receiver functions. Volume 3 covers the principal operation of the adaptive signal processor (ASP)/radar interface adapter unit (RIAU). Describes the maritime surveillance capability (MSC) receiver, explains how the data land mass blanker (DLMB) blanks unwanted returns and provide guidance into DLMB fault detection and fault isolation, and discusses overall surveillance radar operation. Volume 4 covers basic interrogator and transponder interaction, the interrogator system functional area, the interrogator mission tie-in and system circuits, and discusses the interrogator system operation, checkout, and trouble analysis.

2A553F-Joint Surveillance Target Attack Radar System Journeyman

1 Volume: New Activation - February 2005
Initial Activation - November 2002

Hours: Volume - 15 CE - 3
Points: Volume - 5 CE - 1

Content: This one volume course pertains to the theory of operation of the major subsystems of the Joint STARS Surveillance System. Also cover the theory of operation of the data processing, the radar subsystem, and the environmental control system.

Communications/Navigation Systems

2A452B-Aircraft Communications/Navigation Systems Journeyman

4 Volumes: Activated - June 1995

Hours: Volumes - 69 CE - 18
Points: Volumes - 23 CE - 6

Content: Volume 1 covers transmitter and receiver fundamentals; RF wave propagation characteristics; and HF, VHF, and UHF communication systems. Volume 2 explores the principles of secure voice, emergency communication, and the interphone system. Volume 3 introduces you to the navigational systems; and Volume 4 is devoted to teaching you radar principles, as well as Doppler and GPS characteristics and operation.

Special Information: CDC 2A452A is a mandatory prerequisite for enrollment in 2A452B. CDC 2A452B is a mandatory prerequisite for enrollment in CDC 2A452C.

2A452C-Aircraft Communication/Navigation Systems Journeyman

2 Volumes: Revised - November 1999
Initial Activation - December 1995

Hours: Volume - 30 CE - 9
Points: Volume - 10 CE - 3

Content: Volume 1 discusses the Stationkeeping Equipment (SKE) system. It covers the SKE operating characteristics and major components, basic system operation, and studies the Zone Marker. Volume 2 deals with specialized aircraft and the Joint Tactical Information Distribution System (JTIDS), and covers information pertaining to the operational aspects of this career field.

Special Information: CDCs 2A452A/B are mandatory prerequisites for enrollment in CDC 2A452C.

2A553A-Communication and Navigation Mission Systems Journeyman

6 Volumes: Activated – February 2007
Revised - October 2001

Hours: Volumes - 81 CE - 21
Points: Volumes - 27 CE - 7

Content: Volume 1 contains general and job-related knowledge that apply to the avionics career field. Volume 2 provides information on general aircraft familiarization, aircraft inspection, forms, electrostatic devices, aircraft wiring and repair procedures, and some basic digital electronics. Volumes 3 covers different navigation principles, discusses radar concepts and application, explains the operating theory of amplitude modulation (AM), frequency modulation (FM), and single sideband (SSB) transmitters and receivers, and covers the operating principles of high-frequency (HF), very-high frequency (VHF), and ultra-high frequency (UHF) radio systems. Volume 4 covers VHF omnidirectional radio, and the instrument landing system and microwave landing system principles, covers the tactical air navigation system principles, discusses identification, friend or foe, and the Traffic Alert and Collision Avoidance System applications, explains satellite and secure voice communications theory, and covers cryptographic, emergency, interphone and airborne videotape recording systems. Volume 5 covers low-light television system and infrared principles, discusses test equipment common to your AFSC, and covers test equipment more specific to your job, along with some general troubleshooting guidance. Volume 6 includes information about the new TADL-J or Link 16 system.

Aircraft Electrical and Environmental Systems

2A656-Aircraft Electrical and Environmental Systems Journeyman

5 Volumes: Activated - August 2010

Initial Activation - April 1999

Hours: Volumes - 90 CE - 24

Points: Volumes - 30 CE - 8

Content: Volume 1 pertains to career field fundamentals. Volume 2 covers maintenance fundamentals. Volume 3 contains system operations and troubleshooting of different aircraft electrical systems. Volume 4 pertains to aircraft environmental systems. Volume 5 covers the operations of aircraft fire extinguishing, liquid coolant, and oxygen systems.

(2E) Communications-Electronics Journeyman

2E051-Ground Radar Systems Journeyman

(AFSC 2E051)

3 Volumes: Activated – December 2009

Hours: Volumes - 54 CE - 18

Points: Volumes - 18 CE - 6

Content: **Volume 1** covers airfield systems generally used for air traffic control, such as the precision approach radar (PAR), the airport surveillance radar (ASR), IFF/SIF systems, and indicator systems. **Volume 2** covers the newest systems in our inventory, the digital systems—digital airport surveillance radar system (DASR) and the standard terminal automation replacement system (STARS). **Volume 3** covers deployable systems, which are very important in today’s highly expeditionary Air Force.

Special Information: Students enrolling in 2E051 are also required to simultaneously enroll in the 2EX5X CDC. Both courses must be completed within 12 months.

2E151-Satellite, Wideband and Telemetry Systems Journeyman

3 Volumes: New Activation – August 2007

Revised - August 2005

Revised – January 2004

Revised – May 2002
Initial Activation - September 2000

Hours: Volumes - 60 CE - 15
Points: Volumes - 20 CE - 5

Content: Volume 1 covers electromagnetic pulse (EMP), and electromagnetic interference (EMI), discusses transmission lines (wire, waveguide and fiber), modulation and multiplexing equipment, and data buses used to move data through a system and connect equipment to equipment, examines basic RF transmission theory (antennas and propagation), satellites and satellite tracking, and concludes the volume by discussing timing principles and frequency sources. Volume 2 covers 2E career field integrates into the national command, control, communications, computers, intelligence, surveillance and reconnaissance (C4ISR) network. Volume 3 covers Milstar and Air Force communications systems, the Defense Satellite Communications Systems (DSCS), commercial satellite communications systems, and finally communications planning and bandwidth management.

Special Information: Students enrolling in 2E151 are also required to simultaneously enroll in the 2EX5X CDC. Both courses must be completed within 12 months.

2E152-Meteorological and Navigation Systems Journeyman

3 Volumes: New Activation – April 2006
Revised - December 2003
Initial Activation - May 2002

Hours: Volumes - 48 CE - 12
Points: Volumes - 16 CE - 4

Contents: Volume 1 covers information on the airfield system technician, occupational hazards and technical publications, equipment/facility certification, and CSIRS, transmitters, receivers, transceivers, and covers transmission lines and antenna systems. Volume 2 covers Air Traffic Control Communications Systems, Meteorological Systems, Tactical Airfield Systems, and Special Systems. Volume 3 covers Instrument Landing Systems (ILS), and covers the VORTAC (Very High Omni range set) and TACAN (Tactical Air Navigation System).

Special Information: Students enrolling in 2E152 are also required to simultaneously enroll in the 2EX5X CDC. Both courses must be completed within 12 months.

2E652-Communications Cable and Antenna Systems Journeyman

3 Volumes: New Activation - November 2005
Revised - December 2003
Revised - April 2002
Initial Activation - April 2001

Hours: Volumes - 117 CE - 30
Points: Volumes - 39 CE - 10

Content: Volume 1 begins with an overview of the different roles within this AFSC. It also provides information concerning safety and some of the hazards associated with this career field. The different type of ropes you may use is also covered. Volume 2 provides information on the different types of cabling infrastructures you will be maintaining. Volume 3 provides all aspects of fiber optic cabling and information on testing telecommunications cables.

Special Information: This course is completed with volumes 4, 5 and 6. The 2EX5X covers volumes 1, 2 and 3. Students currently enrolled in 2E652, 6-Volume CDC should complete that material. Students enrolling in the 2E652, 3-Volume CDC are also required to simultaneously enroll in the 2EX5X CDC. Both courses must be completed within 12 months.

(2F) Fuels

2F051-Fuels Journeyman

5 Volumes: Activated – March 2008

Hours: Volumes - 72 CE - 18

Points: Volumes - 24 CE - 6

Content: Volume 1 provides information on publications, safety, and the responsibilities of the Compliance and Environmental element, maintenance fundamentals, and tool control and bench stock responsibilities. Volume 2 focuses on the Fuels Information Service Center element, and covers the responsibilities of the Fuels Control Center (FCC), Fuels Laboratory, and Fuels Support. Volume 3 discusses the fixed facilities and cryogenics, and covers hydrant systems, military service stations, and cryogenic operations. Volume 4 discusses mobile fuel servicing equipment such as the R-11, R-12, and C-300/C-301, and discusses inspection and operator maintenance of mobile fuel servicing equipment. Volume 5 describes Fuels Mobility Support Equipment (FMSE), Fuels Operational Readiness Capability Equipment (FORCE), and contingency operations, as well as inspection and operator maintenance of FMSE and FORCE.

2F071-Fuels Craftsman

1 Volume: Activated - January 2006

Hours: Volume - 15 CE - 3

Points: Volume - 5 CE - 1

Content: This is a one-volume course, and in it you'll be given in-depth information on fuel equipment operator maintenance, special fueling operations, quality control tests, and accounting transactions. Completion of this course will prepare you for the in-resident Fuels Journeyman course and should give you a good idea of what to expect. You should have some experience and a good working knowledge of these subjects before you come to the in-resident school.

(2G) Logistical Plans

2G051-Logistics Plans Journeyman (AFSC 2G051)

2 Volumes: Activation – November 2009

Hours: Volumes - 30 CE - 6

Points: Volumes - 10 CE - 2

Content: **Volume 1** focuses on Logistics Plans Concept and Background – it focuses on the career field, the structure and progression of the logistics plans journeyman; covers Planning Fundamentals – focuses on War Mobilization Plan, Contingency and Crisis Action Planning; is devoted to War Reserve Materiel – focuses on the documentation and management of WRM; outlines the Support Agreements process – focuses on the management and development of Support Agreements; and finally, focuses on Base Support and Expeditionary Planning – focuses on the planning tool BaS&E and the development of the IGESP. **Volume 2** covers the Air and Space Expeditionary Force (AEF). – focuses on the AEF theory, AEF Reporting Tool, and posturing codes; discusses Deployment Planning – focuses on deployment

responsibilities at Air Staff, major command (MAJCOM), and base level; delivers a lesson on unit types codes (UTC) and the Integrated Deployment System (IDS) – focuses on UTC composition, development, and management; covers time-phased force and deployment data (TPFDD) and the Joint Operation Planning and Execution System (JOPES) – focuses on the purpose of the TPFDD and JOPES along with tools used in the JOPES database; discusses deployment operations and execution – focuses on the installation deployment plan and deployment work centers used during deployment operations; and finally, contains lessons on duties logistics planners fill while deployed; including Acquisition and Cross-servicing Agreement (ACSA) management and reception, staging, onward-movement & integration (RSOI), and focuses on redeployment.

2G071-Logistics Plans Craftsman (AFSC 2G071)

1 Volume: Activated – January 2010

Hours: Volume - 27 CE - 6

Points: Volume - 9 CE - 2

Content: This one volume course focuses on the career field, different types of plans, and joint planning; covers unit type code (UTC) management, deployments, receiving, staging, on-ward movement, integration (RSO&I), and redeployment; and finally, this volume is devoted to war reserve materiel, support agreements, acquisition and cross servicing agreements, in-garrison expeditionary site plan, and expeditionary site plan.

(2M) Missile & Space Systems Maintenance

2M051A-Missile and Space Systems Electronic Maintenance Journeyman (AFSC 2M051)

3 Volumes: Activated – June 2009

Hours: Volumes - 51 CE - 15

Points: Volumes - 17 CE - 5

Content: **Volume 1** contains information pertaining to career ladder progression, ICBM maintenance management, and cruise missile maintenance management. **Volume 2** covers common maintenance practices found throughout the maintenance field and introduces the ICBM weapon system. **Volume 3** covers ICBM weapons systems maintenance procedures and functional description of ICBM weapons systems.

Special Information: CDC 2M051A is a mandatory prerequisite for CDCs 2M051B.

2M051B-Missile and Space Systems Electronic Maintenance Journeyman (AFSC 2M051)

1 Volume: Activated – June 2009

Hours: Volumes - 15 CE – 3

Points: Volumes - 5 CE - 1

Content: **This one volume 1 course** covers air-launched cruise missile (ALCM) and conventional air-launched cruise missile system, and the environmental control system. It covers the ALCM and CALCM with a discussion of the propulsion, flight control system, and navigation systems and techniques. And, this volume covers aircraft integration systems and the weapon storage, a study of various equipment used

to checkout and support the cruise missile weapon systems, and concludes with an overview of cruise missile checkout and system diagrams.

Special Information: CDC 2M051A is a mandatory prerequisite for CDCs 2M051B.

2M052-Missile and Space Systems Maintenance Journeyman (AFSC 2M052)

3 Volumes: Activated – April 2009

Hours: Volumes - 42 CE - 12

Points: Volumes - 14 CE - 4

Content: **Volume 1** covers basic information on the Minuteman III ICBM weapon system, familiarization of facilities and components of the system itself. The volume also covers the hardness assurance program, research and development orientation and space launch and spacecraft overview. **Volume 2** addresses career field orientation, maintenance management, principles and practices common in the career field. **Volume 3** covers information on vehicles used in the day to day operations of the career field, equipment descriptions and how they are utilized and maintenance procedures common to the job.

2M053-Missile and Space Facilities Journeyman (AFSC 2M053)

5 Volumes: Activated – January 2010

Hours: Volumes - 66 CE - 15

Points: Volumes - 22 CE - 5

Content: **Volume 1** contains basic information on the Minuteman III intercontinental ballistic missile (ICBM) weapon system along with maintenance management and career progression. **Volume 2** introduces spacelift, educates on the different types of publications to include the USAF technical order system, gives general guidelines for common maintenance practices to include test equipment usage, and describes the deficiency reporting and improved maintenance management systems. **Volume 3** covers power generation and distribution systems. **Volume 4** covers environmental control systems. **Volume 5** covers missile support base maintenance.

2M071-Missile and Space Systems Electronic Maintenance Craftsman (AFSC 2M071)

1 Volume: Activated – November 2009

Hours: Volumes – 24 CE - 6

Points: Volumes - 8 CE - 2

Content: **This one volume course** pertains to advanced missile and equipment theory. Subjects covered in this volume are: missile/space systems test and maintenance management programs; spacelift systems, which includes space-lift and spacecraft vehicles and processing; describes minuteman command and control; covers the missile guidance set (MGS) test set and the electronic equipment test station; and it covers cruise missile weapon systems as well as interpreting cruise missile diagrams.

2M072-Missile and Space Systems Maintenance Craftsman

1 Volume: New Activation – March 2010
Revised - February 2002
Initial Activation - April 1997

Hours: Volumes – 15 CE - 3
Points: Volumes - 5 CE - 1

Content: This one volume course covers deficiency reporting, reliability, and maintainability program, testing procedures for ICBM weapon systems; ICBM aerospace vehicles and maintenance vehicles as well as advance maintenance principles.

2M073-Missile and Space Facilities Craftsman

1 Volume: New Activation – January 2007
Revised - January 2002
Initial Activation - March 1997

Hours: Volumes - 18 CE - 3
Points: Volumes - 6 CE - 1

Content: This one volume course covers status reporting, reliability and maintainability, and missile and space programs and process, provides information about internal combustion engine principles, troubleshooting diesel engines, and electrical power generation and distribution systems at launch facilities and missile alert facilities, highlights refrigeration principles, troubleshooting environmental control systems, and interpreting schematic diagrams, and describes different spacelift and satellite systems including electrical, hydraulic, pneumatic, ordnance, propulsion, and guidance control.

(2P) Precision Measurement

2P051A-Precision Measurement Equipment Laboratory Journeyman (AFSC 2P051)

2 Volumes: Activated – December 2008

Hours: Volumes - 30 CE - 9
Points: Volumes - 10 CE - 3

Content: **Volume 1** covers general information needed by the journeyman to perform effectively. This volume subjects include duties, career ladder progression, safety and security, hazardous material and waste handling, technical order deficiency reporting, depot level repairables (DLRs), PMEL policies and procedures, and substitution of standards. This volume introduces the selection and use of technical information when maintaining test, measurement, and diagnostic equipment. Finally, this volume covers selected measurement mathematical computations and their applications, and substitution of standards. **Volume 2** gives an overview of the principles of several areas of measurements made in the physical-dimensional area of the PMEL.

Special Information: CDC 2P051A is a mandatory prerequisite for enrollment in CDC 2P051B.

2P051B-Precision Measurement Equipment Laboratory Journeyman (AFSC 2P051)

2 Volumes: Activated – December 2008

Hours: Volumes - 39 CE - 9

Points: Volumes - 13 CE - 3

SALE RESTRICTED (COPYRIGHT MATERIAL) Limited to Department of Defense Personnel

Content: **Volume 1** covers K-1 and K-8 test measurement diagnostic equipment (TMDE) and standards. **Volume 2** covers signal generating and measuring TMDE, with equipment types ranging from frequency synthesizers and spectrum analyzers to the 5345A electronic counter and the 5000-series oscilloscope calibration package.

Special Information: CDC 2P051A is a mandatory prerequisite for enrollment in CDC 2P051B.

2P071-Precision Measurement Equipment Laboratory Craftsman (AFSC 2P071)

2 Volumes: Activation – January 2009

Hours: Volumes - 33 CE - 9

Points: Volumes - 11 CE - 3

SALES RESTRICTED (COPYRIGHT MATERIAL) Limited to Department of Defense Personnel

Content: **Volume 1** covers TMDE from all areas of the PMEL. It also covers AC/DC standards, deal with K3/K4 equipment and introduce tactical air navigation (TACAN) and finally, this volume concludes with a discussion on physical dimensional equipment. **Volume 2** provides an insight to the entire maintenance complex. It also provides an understanding of how all maintenance agencies work together in the global war on terror, and provide information on management topics that are PMEL specific.

(2R) Maintenance Management Systems

2R051-Maintenance Management Analysis Journeyman

4 Volumes: New Activation – January 2007

Revised - July 2004

Revised - June 1999

Initial Activation - October 1994

Hours: Volumes - 93 CE - 24

Points: Volumes - 31 CE - 8

Content: Volume 1 covers the maintenance management analyst's responsibilities, general data processing knowledge, and fundamental computer system concepts for an analyst to begin gathering and analyzing maintenance data. Volume 2 covers IMDS administration and management and management and data retrievals. Also covers data retrieval in G081, G081's time sharing option (TSO) utilities, and Virtual Telecommunications Access Method (VTAM) printing system. Volume 3 covers the basic statistical tools and applications. This volume will also cover the fundamentals of descriptive statistics, inferential statistics – how to identify and classify samples of data. Volume 4 covers the maintenance process, inspection concepts, and technical orders. Computing maintenance and mission performance indicators are taught. Also covers the 12 step process for analyzing data, producing special studies, and researching problem areas of maintenance.

2R071-Maintenance Management Analysis Craftsman

1 Volume: New Activation – January 2007
Revised - September 2004
Revised - August 1999
Initial Activation - June 1995

Hours: Volumes - 18 CE - 6
Points: Volumes - 6 CE - 2

Content: This one volume course is designed to increase the background knowledge of the maintenance management analyst with the maintenance management process that adapts to the new Air Force mission. This course is also a consolidation of several maintenance management objectives, programs, and processes governed by Air Force policies and instructions.

2R151-Maintenance Production Management Journeyman

3 Volumes: New Activation - September 2004
Initial Activation - May 1998

Hours: Volumes - 33 CE - 9
Points: Volumes - 11 CE - 3

Content: Volume 1 covers the basic in scheduling ; maintenance guidelines, responsibilities, organizational structure, the primary tools of your trade—the Air Force publications and technical order (TO) systems, and principles of maintenance and inspection programs. Volume 2 covers an overview of the maintenance management systems, discusses time compliance technical orders (TCTOs), is dedicated to the inspection and time change area, discusses equipment records, and is dedicated to engine management. Volume 3 covers the equipment inventory, status, and utilization reporting and discusses operational and maintenance planning, also deals with utilization reporting and effectiveness.

2R171-Maintenance Management Production Craftsman

1 Volume: New Activation - January 2005
Revised - July 2000
Initial Activation - June 1995

Hours: Volume - 12 CE - 3
Points: Volume - 4 CE - 1

Content: Volume 1 covers scheduling management and training, the basics of maintenance analysis, and management of supply, logistics and resources.

(2S) Supply

2S051-Materiel Management Journeyman (AFSC 2S051)

5 Volumes: Activated – January 2010
Hours: Volumes - 63 CE - 15
Points: Volumes - 21 CE - 5

Content: **Volume 1** provides an introduction to materiel management, teaches general materiel management knowledge, and gives an overview of the supply management activity group and document control. **Volume 2** covers the processes in contingency operations and support. **Volume 3** covers managing equipment, conducting research, records maintenance, maintaining requirements, and

managing requisitions. **Volume 4** covers the warehouse- and storage-related operations. **Volume 5** gives an introduction to materiel management systems, Air Force Materiel Command (AFMC) interfaces, and Defense Logistics Agency (DLA) interfaces.

2S071-Supply Management Craftsman (AFSC 2S071)

3 Volumes: Activated – January 2010

Hours: Volumes - 33 CE - 9

Points: Volumes - 11 CE - 3

Content: **Volume 1** covers the introduction to materiel management, teaches general materiel management knowledge and gives an overview of the operations compliance and degraded operations. **Volume 2** covers customer support and readiness, which includes issue, mission capable (MICAP) and repair cycle processes, war reserve materiel (WRM) and readiness spares packages (RSP, stock control and equipment management processes. **Volume 3** covers warehouse operations (inspection and receiving processes), the materiel management processes for warehouse operations and lastly, the threat reductions assets.

(2T) Transportation & Vehicle Maintenance

2T051-Traffic Management Journeyman

2 Volumes: New Activation - December 2005

Revised - December 2002

Initial Activation - January 1998

Hours: Volumes - 27 CE - 6

Points: Volumes - 9 CE - 2

Content: Volume 1 gives you the concepts and procedures concerning official travel of personnel and moving their personal property from one base to another. Volume 2 gives you the concepts and procedures to prepare and move government-owned cargo (e.g., airplane parts) from one base to another, and will explain procedures for deployment operations.

2T071-Traffic Management Craftsman

2 Volumes: New Activation – December 2006

Revised - August 2003

Revised - April 2000

Initial Activation - October 1994

Hours: Volumes - 33 CE - 9

Points: Volumes - 11 CE - 3

Content: Volume 1 covers passenger service operations, personal property operations, and general traffic management issues. Volume 2 covers packaging and cargo movement operations.

2T151-Vehicle Operator/Dispatcher Journeyman

3 Volumes: Activated - November 1998

Hours: Volumes - 33 CE - 9

Points: Volumes - 11 CE - 3

Content: Volume 1 covers career path, trainer, and trainee responsibilities, and the career development course. It gives an overview of the objective wing, presents a summary of manpower and budget resources, and covers the mission, duties and responsibilities, hazards, and the structure of vehicle operations flight. Volume 2 covers functions of Vehicle Operations. Volume 3 presents readiness, operations, and management responsibilities of the career field.

2T171-Vehicle Operators/Dispatcher Craftsman

1 Volume: Activated – May 2007
Revised - May 1999
Initial Activation - October 1994

Hours: Volumes - 12 CE – 3

Points: Volumes - 4 CE - 1

Content: This one volume course covers operational flight duties and responsibilities, supervision and dispatch operations, leadership roles and responsibilities, publications, civilian personnel and contract management, and finally contingency and mobility operations.

2T231-Air Transportation Apprentice

2 Volumes: Activated - January 1998

Hours: Volumes - 60 CE - 15

Points: Volumes - 20 CE - 5

Content: Volume 1 focuses on basic information about the air transportation career field and provides an overview on the sections and responsibilities of the air passenger terminal and air terminal operations flight. Volume 2 covers the air cargo aspects of this career field. It also covers the types of equipment that will be operated, information on aircraft loading and servicing, and the various transportation computer systems.

2T251-Air Transportation Journeyman (AFSC 2T251)

3 Volumes: Activated – June 2009

Hours: Volumes - 60 CE - 15

Points: Volumes - 20 CE - 5

Content: **Volume 1** provides information about the air transportation specialty and also covers aerial delivery and fleet services. **Volume 2** provides information on cargo aircraft services, from the moment cargo is shipped from the supplier to the moment it arrives in the customer's hands. **Volume 3** covers passenger services procedures, load planning, the air terminal operations center, and records and reports.

2T271-Air Transportation Craftsman (AFSC 2T271)

3 Volumes: Activated – December 2009

Hours: Volumes - 39 - CE - 9

Points: Volumes - 13 - CE - 3

Content: **Volume 1** covers supervision and training; airlift roles, requirements and systems; and readiness and contingency operations. **Volume 2** provides information on processing cargo, load planning, and loading operations. **Volume 3** covers passenger services procedures, the air terminal operations center, and records and reports.

**2T351A-Vehicle and Vehicular Equipment Maintenance Journeyman
(AFSC 2T351)**

3 Volumes: Activated – April 2009

Hours: Volumes - 48 CE - 12

Points: Volumes - 16 CE – 4

Content: **Volume 1** covers vehicle management programs to include Air Force Occupational Safety and Health (AFOSH) and environmental programs, vehicle management policies and procedures, materiel control functions, and technical orders. **Volume 2** covers the fundamentals of the internal combustion engine, specifics about gasoline and diesel engines, and alternative fuel vehicles. **Volume 3** provides fundamental information about vehicle electrical and hydraulic systems, and the maintenance for each.

**2T351B-Vehicle and Vehicular Equipment Maintenance Journeyman
(AFSC 2T351)**

3 Volumes: Activated – June 2009

Hours: Volumes - 39 CE - 9

Points: Volumes - 13 CE - 3

Content: **Volume 1** contains fundamental information about a vehicle transmissions and driveline components. **Volume 2** covers the fundamentals of suspension, steering, as well as hydraulic and antilock brake systems. **Volume 3** covers air brakes and passenger restraint information in each volume; this volume also covers the basic maintenance procedures in each of these systems.

2T351C-Vehicle and Vehicular Equipment Maintenance Journeyman

2 Volumes: Activated – June 2009

Hours: Volumes - 24 CE - 6

Points: Volumes - 8 CE – 2

SALES RESTRICTED (FOR OFFICIAL USE ONLY) Limited to Department of Defense Personnel

Content: **Volume 1** covers fundamental and maintenance procedures for base construction, aircraft towing, and flight line servicing vehicles and equipment. **Volume 2** covers the fundamental knowledge and maintenance procedures for military series (M-Series) vehicles. This volume also covers the fundamental knowledge of vehicle body repair and welding procedures.

2T352A-Specialized Vehicle Maintenance Journeyman (Fire Trucks)

1 Volume: New Activation - April 2004

Initial Activation - July 1997

Hours: Volumes - 9 CE - 3

Points: Volumes - 3 CE - 1

Content: This one volume covers the P-19 fundamental truck systems and the maintenance of these systems. Also covers the P-23, which includes the transmission, power divider, and the electronic control system.

2T352C-Specialized Vehicle Maintenance Journeyman (Materiel Handling Equipment)

1 Volume: Activated – May 2008

Hours: Volume - 9 CE - 3

Points: Volume - 3 CE - 1

Content: This one volume course covers the fundamental forklift systems and the maintenance of these systems. This volume covers safety, Hyster 10K fundamentals, Hyster 10K troubleshooting and repair, and the Caterpillar adverse terrain forklift. Also covers the Southwest Mobile Systems 25K cargo loader, the Halvorsen 25K cargo loader, and the Systems and Electronics Incorporated 60K cargo loader.

2T370-Vehicle and Vehicular Equipment Maintenance Craftsman (AFSC 2T370)

5 Volumes: Activated – June 2009

Hours: Volumes - 111 CE - 27

Points: Volumes - 37 CE - 9

SALES RESTRICTED (FOR OFFICIAL USE ONLY) Limited to Department of Defense Personnel

Content: **Volume 1** covers vehicle management safety and environment standards, work center supervisor that will present the basic knowledge needed to serve in that role effectively, and finally this volume will cover combat readiness that describes how the squadron plays a vital role in the aspect of the Air Force mission. **Volume 2A** discusses the fundamentals of gasoline engines and their subsystems, then moves into diesel engines - their subsystems and ending with alternative fueled vehicles, covers the basics of vehicle electrical and hydraulics systems are presented, and finally, this volume delves into power train fundamentals, such as transmissions, transfer cases, and differentials. **Volume 2B** covers wheels, tires, suspension and steering, hydraulic, and anti-lock and electric brakes. This volume also covers air brakes and central tire inflation systems (CTIS), it wraps up with air bags, and heating and air conditioning. **Volume 3** covers military series vehicles, to include high mobility multipurpose wheeled vehicles (HMMWV), medium M-series vehicles, and Mine Resistant Ambush Protected (MRAP) vehicles. It covers crane, crawler tractor, and tow tractor. This volume ends with by discussing the vehicle and equipment information by covering sweepers, now blowers, de-icers, and discusses the specialiced vehicle maintenance with the fire truck, and ends by delving into cargo loaders and forklifts. **Volume 4** the content in this volume is basic and will provide the fundamental knowledge needed to have a basic understanding of the vehicle body repair and welding.

2T355-Vehicle Body Maintenance Journeyman

2 Volumes : Activated - April 2004

Hours : Volumes - 48 CE - 12

Points : Volumes - 16 CE – 4

Content : Volume 1 covers Vehicle Maintenance Organization and Procedures to include Air Force Occupational Safety and Health Standards (AFOSH), environmental programs, technical orders, and supply forms. Volume 2 covers specifics of automotive body repair, trim and hardware, vehicle upholstery, corrosion control, automotive glass, and painting procedures.

2T357-Vehicle Management and Analysis Journeyman

3 Volumes : New Activation – January 2008

Last Updated – April 2004

Hours : Volumes - 36 CE - 9

Points : Volumes - 12 CE - 3

Content: Volume 1 covers Air Force Occupational Safety and Health for vehicle management, job hazards, shop safety, environmental compliance programs, Logistics Readiness Squadron and Vehicle Management (VM) organizational structure and associated responsibilities, VM wartime concept of operations and fundamentals of War Reserve Materiel program, functions of Vehicle Management and Analysis, and its career progression. Volume 2 covers the different vehicle programs and procedures that

you will manage in your day-to-day job, such as, contract programs, preventive maintenance and inspections, warranty and deficiency reporting programs, fundamentals of supply, materiel control functions such as managing supply products and listings, understanding supply priority system, issue and turn-in procedures, managing the repair cycle, processing inquiries, and how to determine and establish other supply requirements. Volume 3 covers On-Line Vehicle Interactive Management System (OLVIMS), establishing/updating OLVIMS master records, controlling production and workflow, procedures for delayed maintenance, Automated Fleet Information System (AFIS) inputs such as processing vehicle transactions in the fleet management module, managing Registered Equipment Management System (REMS) assets within Standard Base Supply System (SBSS), vehicle data reconciliation, data interpretation, analysis process and monthly processing actions, and data presentation.

(2W) Munitions & Weapons

2W151A-Aircraft Armament Systems Journeyman (AFSC 2W151)

3 Volumes: Activated – February 2009

Hours: Volumes - 33 CE - 9

Points: Volumes - 11 CE - 3

Content: **Volume 1** covers the Air Force's career ladder progression specifics, the classification system, and a few of the career field areas. It covers the system needed to control work when maintenance is performed, covers the maintenance information system, and covers the objectives and breakdown of the maintenance and inspection system. Lastly, this volume reviews the Air Force technical order system to help with various types and contents of TOs and how they are numbered. **Volume 2** discusses ground safety and hazards to be encountered as armament personnel. It covers explosive safety and explosive handling safety factors; along with a discussion on nuclear surety. Lastly, this volume covers security, as related to the duties performed as an aircraft armament systems specialist. **Volume 3** covers electricity and electrical circuits, which play an important part in maintaining weapons systems. It covers the basic electrical maintenance principles to help prevent damage from occurring. Finally, it introduces the use of measuring devices and shows how to utilize when troubleshooting.

2W151B-Aircraft Armament Systems Journeyman (AFSC 2W151)

3 Volumes: Activated – October 2009

Hours: Volumes - 42 CE - 12

Points: Volumes - 14 CE - 4

SALES RESTRICTED (FOR OFFICIAL USE ONLY) Limited to Department of Defense Personnel

Content: **Volume 1** covers AGE equipment as it applies to your career field. Munitions lift trucks, lift trailers, ammunition loading systems, generators, air compressors, floodlights, and miscellaneous flight-line support equipment are covered. **Volume 2** provides descriptive information covering the identification, inspection, handling and safety precautions pertaining to aircraft bombs, fuses, dispensers, aircraft missiles, and rockets. This volume wraps up by covering some of the miscellaneous munitions that may be required to work with at some point in your career. **Volume 3** covers aircraft and flight line safety and maintenance practices that are needed when working as an armament systems apprentice. This volume covers the basic aircraft armament systems components and suspension equipment; it takes a look at aircraft guns and gun systems you'll probably encounter at some point in your career; this volume wraps up with weapons loading principals and unique loading situations.

2W171-Aircraft Armament Systems Craftsman

1 Volume: New Activation - April 2004
Revised - July 2000
Initial Activation - May 1995

Hours: Volume - 12 CE - 3
Points: Volume - 4 CE - 1

Content: This **one volume** covers the career field management structure and inspection and safety concepts, addresses munitions management, the supply system process, material deficiency reporting and explosive storage, and completes the volume with information on manpower and mobility planning.

2W051A-Munitions Systems Journeyman (AFSC 2W051)

3 Volumes: Activated – December 2009

Hours: Volumes - 33 CE - 9
Points: Volumes - 11 CE - 3

Content: **Volume 1** focuses on the role of the 2W0X1 career field within the context of the Air Force career field structure, the day to day duties as well as those which meet the Air Force mission in planning for contingency operations. **Volume 2** discusses planning, scheduling, controlling, and accounting of munitions. **Volume 3** discusses munitions inspection, and munitions storage area and warehousing.

2W051B-Munitions Systems Journeyman

3 Volumes: New Activation – June 2010
Revised - March 2007
Revised - April 2003
Revised - May 1998

Hours: Volumes - 42 CE - 12
Points: Volumes - 14 CE - 4

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 covers information on the general tools use to build munitions. It also covers the trailers, vehicles, and handling equipment used for munitions on the flight line and munitions storage equipment. Volume 2 discusses general munitions principles and aerospace and ground munitions. Volume 3 covers guided munitions and air-to-air ground and air-to-air missiles.

2W251A-Nuclear Weapons Journeyman (AFSC 2W251)

4 Volumes: Activated – February 2009

Hours: Volumes - 45 CE - 12
Points: Volumes - 15 CE - 4

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel

Content: **Volume 1** covers many of the organizations that make up the nuclear weapons community. It deals with security and classified information. This volume will also cover nuclear surety and some facility procedures. **Volume 2** covers safety and health programs, technical orders, forms, records and reports, and finally this volume covers the nuclear weapons operations. **Volume 3** discusses general procedures that encompass tasks and tools used in support of weapon operations and test and handling equipment, discusses general and special cleaning procedures, surface preservation, and repair, and deals

with torque wrenches, safety-wire methods, and adhesives and explains some of the ways to join and seal components and parts. **Volume 4** covers general inspection and maintenance procedures that are standard for most items of T&H equipment. It will cover limited life component (LLC) container procedures and permissive Action Link (PAL) terms, equipment, and security procedures.

2W251B-Nuclear Weapons Journeyman (AFSC 2W251)

4 Volumes: New Activation – Apr 2010
Activated - June 2003
Initial Activation - February 1997

Hours: Volumes - 54 CE -15
Points: Volumes - 18 CE - 5

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel

Content: **Volume 1** discusses Nuclear Ordnance Controlled Material (NOCM) accountability procedures. It also covers basic weapons handling procedures and equipment common to the career field. **Volume 2** covers Bomb Maintenance and Systems. **Volume 3** covers guided missiles and delivery systems. **Volume 4** covers reentry vehicles and systems.

2W271-Nuclear Weapons Craftsman (AFSC 2W271)

1 Volume: Activated – February 2008

Hours: Volume - 33 CE - 9
Points: Volume - 11 CE – 3

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel

Content: This **one volume course** covers many of the organizations that make up the nuclear weapons community. It covers some safety, security, and surety issues; management and supervisory knowledge, paper work such as common forms and reports, and some procedures and responsibilities for Nuclear Ordnance Controlled Material; finally this volume ends with PAL and control procedures.

(3C) Communications-Computer Systems

3C152-Electromagnetic Spectrum Management Journeyman

4 Volumes: New Activation - December 2005
New Activation - December 2003
Revised - April 2001
Initial Activation - November 1998

Hours: Volumes - 60 CE - 15
Points: Volumes - 20 CE - 5

SALE RESTRICTED (For Official Use Only Material) Limited to Department of Defense Personnel

Content: Volume 1 is an introduction to the career field; it is subdivided into four units: 3C1X2 Career Field Structure, Safety and Security, Spectrum Administration, and Spectrum Certification and Coordination Agencies. Volume 2 covers the different types of systems that spectrum managers deal with on a daily basis; it is subdivided into two units: Bandwidth and Emission Designators and Principles of Transmitters and Receivers. Volume 3 covers the different types of systems that spectrum manager deal with on a daily basis; it is subdivided into six units: High Frequency Communications, Very High and

Ultrahigh Frequency Communications, Jam-Resistant Communications, Satellite Communications, and Radar and Navigational Aids Systems. Volume 4 explores joint systems, joint planning, and different types of warfare.

3C051-Communications-Computer Systems Operations Journeyman

3 Volumes: Activated – August 2008

Hours: Volumes – 45 CE – 12

Points: Volumes – 15 CE – 4

Content: Volumes 1 covers Information Technology system fundamentals, electrostatic discharge, basic trouble-shooting concepts, an overview on COMSEC operations, and deployable communications. Volume 2 gives an overview of network management functions, physical makeup, network standards and protocols, network management hardware and software, network operating systems, and the basics of monitoring network systems performance. Volume 3 introduces the principles of network management to include Simple Network Management Protocol (SNMP). It also covers network account administration, testing and management software, and fault isolation. The volume concludes with information and guidance on securing Air Force networks.

3C052-Communications-Computer Systems Programming Journeyman

1 Volume: Activated - April 2008

Hours: Volumes - 21 CE - 6

Points: Volumes - 7 CE – 2

Content: This one volume course covers the fundamentals of object oriented design and software engineering goals and principles. Also covers, database concepts and data structures. This volume will introduce the basic software maintenance concepts, and a discussion on managing software user requirements and the management of software configuration. The last unit of the course covers the life cycle of software management, software security practices, web fundamentals and internet security procedures.

3C251- Network Integration Journeyman

4 Volumes: Activated – December 2007

Hours: Volumes – 48 CE – 12

Points: Volumes – 16 CE – 4

Content: Volume 1 covers modulation techniques, multiplexing, digital formats and signaling techniques. It also covers cable and wire: installation, transmission, connections, test equipment and impairments. Volume 2 discusses the hardware and concepts associated with facilities that deal with transmission systems of long haul or Wide Area Networks (WANs). It also covers the Promina 800 series equipment, circuit and systems testing, digital impairments as well as alarm and fault isolation. Volume 3 discusses the hardware, topology, protocols and concepts of Local Area Networks (LANs). It covers LAN test equipment, fault isolation, and performance; it also talks about the concepts of network management systems (NMS). Volume 4 deals with systems and procedures concerning the Network Integration career field. It discusses some systems and networks that are normally associated with a base or facility to include: radio communications, wave propagation, satellite systems, Defense Switched Network (DSN), Defense Red Switched Network (DRSN), NIPRNet (Un-classified but Sensitive Internet Protocol Router Network used to be Non-Secure Internet Protocol Router Network), SIPRNet (Secret Internet Protocol Router Network), and Theater Deployable Communications (TDC). The volume finishes with the forms, duties, processes and reporting associated with Circuit Actions.

(3D) Knowledge Operations

3D051-Knowledge Operations Management Journeyman

2 Volumes: Activated – December 2007

Hours: Volumes – 27 CE – 6

Points: Volumes – 9 CE – 2

Content: Volume 1 covers the Information Management—Records, Publications and Forms, Official Mail. Volume 2 covers the Data Knowledge Management with Air Force Portal.

(3E) Civil Engineering

Electrical Systems

3E051C-Electrical Systems Journeyman

4 Volumes: Activation – April 2008

Hours: Volumes - 93 CE - 24

Points: Volumes - 31 CE – 8

SALE RESTRICTED (Copyright material) Limited to Department of Defense Personnel

Content: Volume 1 covers Civil Engineer (CE) organization and management, discusses publications, training, and covers the Air Force Occupational Safety and Health Program and environmental awareness and compliance. Volume 2 covers electrical fundamentals, electronic fundamentals, talks about solid-state devices, and covers harmonics. Volume 3 covers test equipment, meters, and grounding systems. Volume 4 covers electrician's hand tools, introduces electrical materials, devices and types of lighting, electrical distribution systems, and transformer fundamentals and connections. Also covers circuit installation with conduit, and explains the distribution system maintenance and troubleshooting.

3E051D-Electrical Systems Journeyman

4 Volumes: Activated – April 2008

Hours: Volumes – 90 CE – 21

Points: Volumes – 30 CE – 7

Content: Volume 1 covers the substation layout and equipment, and covers aspects of troubleshooting and maintenance of the equipment normally found in or around substations. This volume covers rubber protective equipment, hot-line tools, and the care and maintenance of these items. Also covers overhead distribution equipment installation and how pole-lines are planned and constructed as well as how common pole-line equipment is installed. Finally, this volume covers working on energized high-voltage lines and equipment. Volume 2 covers theories of operation for motors and motor controls. And, how to install, maintain, inspect, and troubleshoot motors and motor controls. It will identify the location where to find explosive vapors, dust, and fibers. This volume deals with the operation and function of emergency lights, appliances, traffic control systems, and base warning systems. Finally, this volume ends with a discussion on how the Air Force protects its property and personnel with fire and intrusion alarm systems. Volume 3 covers installation and maintenance of manholes, cable, and other associated underground equipment. Also, this volume will cover airfield lighting systems such as runway edge, threshold, beacons, strobe, and approach lighting and ends with an introduction to area and street lighting and how to troubleshoot those systems. Volume 4 covers mobile aircraft arresting system and the emergency airfield lighting system, covers detailed information concerning Basic Expeditionary Airfield Resources (BEAR) assets and the contingency electrical distribution system, and end with a brief look at

facilities repair, medical facilities electrical support, and the new deployable power generation and distribution system.

ENVIRONMENTAL

3E453A - Pest Management Journeyman

3 Volumes: Activated – March 2008

Hours: Volumes - 66 CE - 15

Points: Volumes - 22 CE - 5

Content: Volume 1 discusses Prime Base Engineer Emergency Force, Air Force Comprehensive planning, and GeoBase technologies. This volume covers understanding career progression in the Air Force and on-the-job training, as well as, Civil Engineer work and material processes. The standards and technical publications will be discussed and the final unit addresses Air Force Environmental programs. Volume 2 introduces the Integrated Pest Management (IPM) program. This volume focuses on different directive levels that guide day-to-day operations; and the forms, standard and technical publications used to track, request, justify and guide your work. Volume 3 covers asset preparation and expedient field facilities, Tent Extendable Modular Personal (TEMPER tent), Small Shelter System (Alaskan tent), the Reverse Osmosis Water Purification System (ROWPU), and what should be expected if called on to operate this equipment.

Special Information: CDC 3E453A is a mandatory prerequisite for enrollment in CDC 3E453B.

3E453B-Environmental Controls Journeyman

3 Volumes: Revised - October 2002

Initial Activation - November 1996

Hours: Volumes - 63 CE - 15

Points: Volumes - 21 CE - 5

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 discusses how pests are classified and how and why they respond as they do. Volume 2 covers such various disease vectors as mosquitoes, flies, fleas, lice, ticks, and mites. Volume 3 addresses economic pests that destroy structures, stored foods, fabrics, and ornamental plants.

Special Information: CDC 3E453A is a mandatory prerequisite for enrollment in CDC 3E453B.

Engineering

3E551 – Engineering Journeyman

5 Volumes: New Activation – November 2006

Hours: Volumes – 81 CE – 21

Points: Volumes – 27 CE – 7

Content: Volume 1 addresses the civil engineer organization. Volume 2 provides the knowledge of basic drafting skills to include computer aided design and drafting (CADD). Volume 3 provides knowledge of plane and construction surveying. Volume 4 discusses Geographic Information Systems (GIS) and Mapping which will give background knowledge in this area. The last volume, Volume 5 addresses specific duties in a contingency environment.

3E551B-Engineering Journeyman

5 Volumes: New Activation - November 2004

Revised - December 2002

Initial Activation - June 1998

Hours: Volumes - 66 CE - 15

Points: Volumes - 22 CE - 5

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 covers the basic drafting skills to include computer aided design and drafting (CADD) and geographic information system (GIS). Volume 2 gives background information in the area of design. Volume 3 covers the basic knowledge in the area of contract management. Volume 4 covers some of the basics concerning material design and testing. Volume 5 covers the basic knowledge in the area of Geographic Information Systems commonly known as GIS. Upon completion of this volume, you will have the background knowledge that will help you understand and make decisions using GIS applications and analyzing spatial information.

Special Information: CDC 3E551A is a mandatory prerequisite for enrollment in CDC 3E551B.

3E651-Operations Management Journeyman

3 Volumes: Activated – April 2007

Revised - February 2006

Revised - February 2003

Initial Activation - October 2000

Hours: Vol - 42 CE - 12

Points: Vol - 14 CE - 4

Content: Volume 1 addresses who we are as members of a civil engineer organization. As such, we have a unique mission and way of doing business—we will explore both. As a civil engineering (CE) apprentice, you need to know about your career field's specific mission, training requirements, and promotion. Volume 2 covers your specific duties in customer services and production control sections, as well as resource management of Air Force properties. Volume 3 addresses your specific duties in a contingency environment.

POWER PRODUCTION

3E052C-Electrical Power Production Journeyman

4 Volumes: Activated – June 2008

Hours: Volumes – 60 CE – 15

Points: Volumes – 20 CE - 5

Content: Volume 1 covers civil engineer mission then transitions into how the Civil Engineer mission and organization structure is designed to best protect our nation's security and vital interests. This volume also discusses career progression through the Air Force. Another unit is designed with safety in mind. It looks at chemical safety subjects as they apply and the safety of the environment. The last two units describe the material and work processes which are the framework for getting work accomplished in civil engineering. Volume 2 covers engine fundamentals. Volume 3 covers Electrical Principles, AC Grounding Principles, Batteries, and AC Generating Systems. Volume 4 covers Aircraft Arresting Systems.

3E052D-Electrical Power Production Journeyman

3 Volumes: Activated – June 2008

Hours: Volumes – 45 CE – 12

Points: Volumes – 15 CE – 4

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 covers fixed generator sites, including commercial grade generators and automatic transfer panels. Unit two of this volume begins by explaining war time mission and a look at mobile generators and load banks. Volume 2 explores the task of planning, installing, operating and maintaining a contingency power plant. This volume covers the electrical distribution in a bare base environment, tent lighting, remote area lighting and Emergency Airfield Lighting Set, and the Mobile Aircraft Arresting System along with the setback kits. Volume 3 covers the different types of electrical test equipment and how each type is put to work when troubleshooting engine systems. This volume covers the different types of wiring diagrams and goes on to discuss wiring diagrams and schematics for various pieces of equipment used. Finally, this volume ends with the troubleshooting process and common electrical malfunctions, a look into electrical and mechanical engine malfunctions, and a look at some common troubleshooting scenarios involving aircraft arresting systems.

STRUCTURAL

3E351A-Structural Journeyman

2 Volumes: Revised - January 2002

Initial Activation - October 1996

Hours: Volumes - 33 CE - 9

Points: Volumes - 11 CE - 3

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 contains information about the following subjects: Base Civil Engineer programs, activities management, resources management, safety, hazardous materials environmental awareness, and publications. Volume 2 covers tools, equipment, and the basic principles of metallurgy.

Special Information: CDC 3E351A is a mandatory prerequisite for enrollment in CDC 3E351B/3E351C.

3E351B-Structural Journeyman

3 Volumes: New Activation – October 2006

Revised - January 2003

Initial Activation - May 1997

Hours: Volumes - 54 CE - 15

Points: Volumes - 18 CE - 5

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 contains information used regarding structural layout and seams. Volume 2 covers sheet metal and fiberglass duct systems and other sheet metal components. Volume 3 covers oxyacetylene operations. Volume 4 covers the electric arc welding and cutting process.

Special Information: CDC 3E351A is a mandatory prerequisite for enrollment in CDC 3E351B/3E351C.

3E351C-Structural Journeyman

4 Volumes: Activated – June 2007
Revised - July 2003
Initial Activation - July 1997

Hours: Volumes - 60 CE - 15
Points: Volumes - 20 CE - 5

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 covers Sheet Metal and Structural Steel Layout, including pattern transfers and allowances, Folding, Forming and Seaming Equipment, examines Seams and Joint Connections (including Lap and Lock seams), and Fastening and Sealing Metal Components, including Sheet Metal Fasteners, Resistance Welding, and Soldering. Volume 2 addresses sheet metal duct systems, duct fabrication, installation, and repair, focuses on stacks, ventilators, and hoods, and explains overhead and rollup doors. Volume 3 addresses oxyacetylene welding equipment, covers oxyacetylene welding, and focuses on oxyacetylene cutting and hard surfacing. Volume 4 covers shielded metal arc welding equipment, preparation, challenges, positions, and applications including hard surfacing. Also covers tungsten inert gas (TIG) welding and metallic inert gas (MIG) welding equipment, preparation, challenges, positions, and applications, and arc cutting using plasma and shielded metal arc welding equipment.

Special Information: CDC 3E351A is a mandatory prerequisite for enrollment in CDC 3E351B/3E351C.

HVAC & Refrigeration

3E151A-Heating, Ventilation, Air Conditioning, and Refrigeration Journeyman

3 Volumes: Activated – January 2008

Hours: Volumes – 54 CE – 12
Points: Volumes – 18 CE – 4

Contents: Volume 1 covers the structure of Civil Engineer (CE) organizations in the Air Force, career progression and training, environmental awareness, CE work processes and material process, and publications and technical orders. Volume 2 covers HVAC/R fundamentals, such as tools and equipment needed on the job. Volume 3 covers the electrical concepts that are a major part of the job.

3E151B-Heating, Ventilation, Air Conditioning, and Refrigeration Journeyman

4 Volumes: Activated – February 2008

Hours: Volumes – 108 CE – 27
Points: Volumes – 36 CE – 9

Contents: Volume 1 covers the characteristics of oil and gas as well as the supply systems used. This volume introduces the burners and types that are used for oil and gas, as well as the proper operation that will keep you safe. Finally, this volume covers theories of combustion and combustion analysis. Knowing how a fire works will help save operating cost and help improve the environment. Volume 2 discusses the boilers and furnaces that use the burners. Volume 3 discusses the universal control system strategies and many common controls that may be familiar. Volume 4 covers the distribution principles that modern HVAC uses on a daily basis.

3E151C-Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R) Journeyman

4 Volumes: Activated - November 2008

Hours: Volumes - 69 CE – 18
Points: Volumes - 23 CE - 6

Contents: Volume 1 covers the refrigeration cycle, major components, types of refrigerants, refrigerant oils, and how refrigerants are processed in accordance with Environmental Protection Agency requirements. It covers the pressure-enthalpy chart, refrigerator and freezer systems, multiple-component systems, ultra low-temperature systems, residential and commercial air-conditioning systems, and compressor and condenser capacity control. Finally this volume covers system maintenance to include preoperational, operational, and recurring maintenance on refrigeration and air-conditioning equipment. Volume 2 discusses automatic control systems and electric motors. It covers the principles and techniques for troubleshooting refrigeration and air conditioning system, and it covers the instruments used in checking air-conditioning units. Volume 3 covers water treatment and testing, and it discusses chemical feeding and control. Volume 4 covers the immersion heaters, Pre-way tent heaters, and Field Boilers. It covers the 150-cubic-foot refrigerator, Advance Design Refrigeration-300 (ADR-300), bare base air-conditioner (Field Deployable Environmental Control Unit), Temper Tent, and the Small Shelter System (SSS).

Explosive Ordnance Disposal

3E851-Explosive Ordnance Disposal Journeyman

5 Volumes: Activated – May 2007

Initial Activation - August 2003

Hours: Volumes - 72 CE - 18

Points: Volumes - 24 CE - 6

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel

Content: Volume 1 contains information specific to the explosive ordnance disposal (EOD) program, and Civil Engineer (CE) organization and management. Volume 2 contains criteria, procedures, and concepts for EOD incident responses, principles of physics, contingency operations and range operations. Volume 3 contains explosive characteristics and techniques, firing systems, explosive applications and explosive techniques. Volume 4 contains information about U.S. and foreign aircraft explosive devices. Volume 5 contains advanced improvised explosive device (IED) procedures and nuclear weapons characteristics, hazards, clothing, and equipment.

Member must be a graduate of Naval School Explosive Ordnance Disposal course J5ABN3E831 002 and maintain a 3E831 primary AFSC. U.S. Army, Navy, or Marine Corp personnel in a valid Explosive Ordnance Disposal position with a skill level equivalent to 3E831.

Pavements and Construction Equipment Operator

3E251A-Pavements and Construction Equipment Operator Journeyman

3 Volumes: New Activation - November 2005

Revised - October 2003

Initial Activation - January 1997

Hours: Volumes - 39 CE - 9

Points: Volumes - 13 CE - 3

SALE RESTRICTED (For Official Use Only and Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 covers the civil engineer and programs, civil engineer management, safety and hazardous materials, publications and hand tools, powered equipment work site safety, and traffic safety management. Volume 2 deals with drainage structures, general pavement functions, rigid pavement

construction, and rigid pavement maintenance. Volume 3 deals with flexible pavement construction, flexible pavement maintenance, and fencing.

3E251B-Pavements and Construction Equipment Operator Journeyman

3 Volumes: New Activation - April 2004
Initial Activation - May 1997

Hours: Volumes - 42 CE - 12

Points: Volumes - 14 CE - 4

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 covers some procedures involved in hauling equipment and materials as well as pavement inspection and sweeping operations. Volume 2 deals with operating wheeled loading and compaction equipment, operating motorized graders, operating crawler tractors, and excavation equipment. Volume 3 deals with prefabricated surface mats and revetments oxyacetylene welding, paint striping, and contingency operations.

Readiness

3E951-Emergency Management Journeyman

5 Volumes: Activation - March 2010
Revised - April 2003
Revised - December 1997
Revised - March 1996
Initial Activation - December 1994

Hours: Volumes - 123 CE - 30

Points: Volumes - 41 CE - 10

Content: Volume 1 covers general Air Force and Civil Engineer Subjects. Volume 2 explains the Emergency Management Program. Volume 3 deals with Planning, Response, Exercises and Evaluation. Volume 4 covers CBRN Agents, Equipment and Decontamination and Volume 5 covers EM and CBRN Capabilities.

Utilities Systems

3E451A-Water and Fuel Systems Maintenance Journeyman

4 Volumes: Activated - March 2010

Hours: Volumes - 69 CE - 18

Points: Volumes - 23 CE - 6

Contents: Volume 1 contains CE fundamentals. Volume 2 deals with WFM Fundamentals and Special Systems, Volume 3 is dedicated to Plumbing Systems and Volume 4 covers Expeditionary Responsibilities.

3E451B-Water and Fuel Systems Maintenance Journeyman

4 Volumes: Activated - September 2010

Hours: Volumes - 69 CE - 18

Points: Volumes - 23 CE - 6

Contents: Volume 1 contains Fuels and Electrical fundamentals. Volume 2 deals with Fuel tanks, Tank Entry and Operation and Fuels Support Equipment, Volume 3 is dedicated to Operation and Maintenance of Hydrant Systems and Components and Volume 4 covers Expeditionary Responsibilities.

(3E) Civil Engineering-Fire Protection

47202W - Hazardous Materials Operations (Web-Based CDC at Air University Online)

1 Volume: Activated - September 2010

Hours: Volume - 24 CE - 6

Points: Volume - 8 CE - 2

Content: This interactive multimedia training course contains the subjects DoD personnel are required to know in order to perform their duties and achieve certification at the Hazardous Materials Operations level. This course covers all of the requirements set forth in the 2008 Edition of NFPA Standard 472; *Standard for Professional Competence of Responders to Hazardous Materials Incidents*. The Performance Test Module and Supplement also provides detailed performance test information for candidate evaluations and includes the elements, steps, and the standards to which they must be performed.

Reminder: *ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.*

NOTE: For DoD certification purposes, candidates must be DoD certified at the Hazardous Materials Awareness level before they can become Hazardous Materials Operations certified. Candidates are required to complete this course in 12 months. See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com website.

47203W - Hazardous Materials Technician Level (Web-Based CDC at Air University Online)

1 Volume: Activated – February 2010

Hours: Volume - 30 CE - 6

Points: Volume - 10 CE – 2

Content: This interactive multimedia training course contains the subjects DoD personnel are required to know in order to perform duties and achieve certification at the Hazardous Materials Technician level. This course covers all of the requirements set forth in the 2008 Edition of NFPA Standard 472; *Standard for Professional Competence of Responders to Hazardous Materials Incidents*. The Performance Test Module and Supplement also provides detailed performance test information for candidate evaluations and includes the elements, steps, and the standards to which they must be performed.

Reminder: *ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of*

course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.

NOTE: For DoD certification purposes, candidates must be DoD certified at the Hazardous Materials Operations level before they can become Hazardous Materials Technician certified. Candidates are required to complete this course in 12 months. See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com website.

47205W - Hazardous Materials Incident Commander (Web-based CDC at Air University Online)

1 Volume: Activated – February 2010

Hours: Volume - 30 CE - 6

Points: Volume - 10 CE – 2

Content: This interactive multimedia training course contains the subjects DoD personnel are required to know in order to perform duties and achieve certification at the Hazardous Materials Technician level. This course covers all of the requirements set forth in the 2008 Edition of NFPA Standard 472; *Standard for Professional Competence of Responders to Hazardous Materials Incidents*. The Performance Test Module and Supplement also provides detailed performance test information for candidate evaluations and includes the elements, steps, and the standards to which they must be performed.

Reminder: *ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.*

NOTE: For DoD certification purposes, candidates must be DoD certified at the Hazardous Materials Operations level before they can become Hazardous Materials Incident Commander certified. Candidates are required to complete this course in 12 months. See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com website.

47209 - Hazardous Materials Officer (Paper-Based CDC)

1 Volume: Activated - September 2010

Hours: Volume - 30 CE - 6

Points: Volume - 10 CE – 2

Content: This course contains the subjects DoD personnel are required to know in order to perform duties and achieve the Hazardous Materials Incident Commander certification. This course covers all of the requirements set forth in the 2008 Edition of NFPA Standard 472; *Standard for Professional Competence of Responders to Hazardous Materials Incidents*. The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Reminder: ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.

NOTE: For DoD certification purposes, fire fighter candidates must be DoD certified at the Fire Officer I, Hazardous Materials Technician and Incident Commander levels before they can become Hazardous Materials Officer certified. Non-fire service candidates must be DoD certified at the Hazardous Materials Technician and Hazardous Materials Incident Commander levels before they can become Hazardous Materials Officer certified and be a 7-skill level or civilian first-line supervisor within their profession. Candidates are required to complete this course in 12 months. See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com website.

10011 - Fire Fighter I (Paper-Based CDC)

1 Volume: Activated - May 2010

Hours: Volume - 12 CE - 4

Points: Volume - 3 CE – 1

Content: This course is designed to provide candidates with the information they need to become certified at the DoD Fire Fighter I certification level. This volume outlines all requirements set forth in the 2008 Edition of NFPA Standard 1001; *Standard for Fire Fighter Professional Qualifications*. The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Reminder: ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.

NOTE: For DoD certification purposes, candidates must be DoD certified at the Hazardous Materials Awareness and Operations level before they can become Fire Fighter I certified. Candidates are required to complete this course in 12 months. See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com website.

10012 - Fire Fighter II (Paper-Based CDC)

1 Volume: Activated - August 2004

Hours: Volume - 12 CE - 3

Points: Volume - 4 CE – 1

Content: This course is designed to provide candidates with the information they need to become certified at the DoD Fire Fighter II certification level. This volume outlines all requirements set forth in the 2002 Edition of NFPA Standard 1001; *Standard for Fire Fighter Professional Qualifications*. The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Reminder: *ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.*

NOTE: For DoD certification purposes, candidates must be DoD certified at the Fire Fighter I and Hazardous Materials Operations levels before they can become Fire Fighter II certified. Candidates are required to complete this course in 12 months. See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com website.

10031 - Airport Fire Fighter (Paper-Based CDC)

1 Volume: Activated – June 2008

Hours: Volume - 12 CE - 3

Points: Volume - 4 CE – 1

Content: This course is designed to provide candidates with the information they need to become certified at the DoD Airport Fire Fighter certification level. This course covers all of the requirements set forth in the 2005 Edition of NFPA Standard 1003; *Standard for Airport Fire Fighter Professional Qualifications*. The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Reminder: *ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.***NOTE:** For DoD certification purposes, candidates must be DoD certified at the Hazardous Materials Operations and Fire Fighter II levels before they can become Airport Fire Fighter certified. Candidates are required to complete this course in 12 months. See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com website.

10612 - Public Safety Telecommunicator I/II (Paper-Based CDC)

1 Volume: Activated - February 2010

Hours: Volume - 9 CE -3

Points: Volume - 3 CE – 1

Content: This course is designed to provide candidates with the information they need to become certified at the DoD Telecommunicator I/II certification level. This course covers all of the requirements set forth in the 2007 Edition of NFPA Standard 1061; *Standard for Professional Qualifications for Public Safety Telecommunicator*. The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Reminder: *ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.*

NOTE: For DoD certification purposes, candidates must be DoD certified at the Hazardous Materials Awareness level before they can become Telecommunicator I/II certified. Candidates are required to complete this course in 12 months. See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com website.

(3E) Civil Engineering-Apparatus

10023W-Apparatus Driver/Operator – Pumper (Web-Based CDC at Air University Online)

1 Volume: Activated – September 2007

Hours: Volume – 12 CE – 6

Points: Volume – 4 CE – 2

Content: This web-based course contains the subjects DoD fire fighters are required to know in order to perform their duties and achieve the Driver/Operator - Pumper certification level. This course outlines all requirements set forth in the 2003 Edition of NFPA Standard 1002; *Standard on Fire Apparatus Driver/Operator Professional Qualifications*. The Performance Test Module and Supplement also provides detailed performance test information for candidate evaluations and includes the elements, steps, and the standards to which they must be performed.

Reminder: *ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.*

NOTE: For DoD certification purposes, candidates must be DoD certified at the Fire Fighter II level before they can become certified at any of the Driver/Operator certification levels. Course 10023W is mandatory for Air Force military personnel in 3E751 upgrade training. Candidates are required to complete this course in 12 months. (**NOTE:** *Air Force Military personnel in 3E751 upgrade training are required to complete the Driver/Operator - Pumper (10023W), Driver/Operator - Aircraft Rescue & Fire Fighting (10027W), and Driver/Operator – Mobile Water Supply (10028W) in 12 months.* Because of the limited amount of training days available to Air Force Reserve and Air National Guard trainees, they are allowed to enroll in these courses one course at a time and have a maximum of one year to complete each course). See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com site.

10024 - Apparatus Driver/Operator - Aerial (Paper-Based CDC)1 Volume: Activated – June 2008

Hours: Volume - 12 CE - 6

Points: Volume - 4 CE – 2 **Content:** This course contains the subjects DoD fire fighters are required to know in order to perform their duties and achieve the Driver/Operator - Aerial certification level. This volume outlines all requirements set forth in the 2003 Edition of NFPA Standard 1002; *Standard for Fire Apparatus Driver/Operator Professional Qualifications*. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and the standards to which they must be performed.

Reminder: *ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.*

NOTE: For DoD certification purposes, candidates must be DoD certified at the Fire Fighter II level before they can become certified at any of the Driver/Operator certification levels. Course 10024 is NOT mandatory for Air Force military personnel in 3E751 upgrade training. This course is only applicable to those bases that have aeriels assigned. Candidates are required to complete this course in 12 months. See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com website.

10027W - Apparatus Driver/Operator - Aircraft Rescue & Fire Fighting (Web-Based CDC at Air University Online)

1 Volume: Activated - September 2007

Hours: Volume - 12 CE - 6

Points: Volume - 4 CE - 2

Content: This web-based course contains the subjects DoD fire fighters are required to know in order to perform their duties and achieve the Driver/Operator - Aircraft Rescue and Fire Fighting certification level. This course outlines all requirements set forth in the 2003 Edition of NFPA Standard 1002; Standard on Fire Apparatus Driver/Operator Professional Qualifications. The Performance Test Module and Supplement also provides detailed performance test information for candidate evaluations and includes the elements, steps, and the standards to which they must be performed.

Reminder: *ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.*

NOTE: For DoD certification purposes, candidates must be DoD certified at the Fire Fighter II level before they can become certified at any of the Driver/Operator certification levels. Course 10027W is mandatory for Air Force military personnel in 3E751 upgrade training. Candidates are required to complete this course in 12 months. (**NOTE:** *Air Force Military personnel in 3E751 upgrade training are required to complete the Driver/Operator - Pumper (10023W), Driver/Operator - Aircraft Rescue & Fire Fighting (10027W), Driver/Operator - Mobile Water Supply (10028W) in 12 months.* Because of the limited amount of training days available to Air Force Reserve and Air National Guard trainees, they are allowed to enroll in these courses one course at a time and have a maximum of one year to complete each course). See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com website.

10028W - Apparatus Driver/Operator - Mobile Water Supply (Web-Based CDC at Air University Online)

1 Volume: Activated - October 2007

Hours: Modules - 12 CE - 6

Points: Modules - 4CE - 2

Content: This web-based course contains the subjects DoD fire fighters are required to know in order to perform their duties and achieve the Driver/Operator - Mobile Water Supply certification level. This course meets all of the requirements set forth in the 2003 Edition of NFPA Standard 1002; Standard for Fire Apparatus Driver/Operator Professional Qualifications. The Performance Test Module and Supplement also provides detailed performance test information for candidate evaluations and includes the elements, steps, and the standards to which they must be performed.

Reminder: *ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical*

evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.

NOTE: For DoD certification purposes, candidates must be DoD certified at the Fire Fighter II level before they can become certified at any of the Driver/Operator certification levels. Course 10028W is mandatory for Air Force military personnel in 3E751 upgrade training. Candidates are required to complete this course in 12 months. (**NOTE:** Air Force Military personnel in 3E751 upgrade training are required to complete the Driver/Operator - Pumper (10023W), Driver/Operator - Aircraft Rescue & Fire Fighting (10027W), Driver/Operator - Mobile Water Supply (10028W), in 12 months. Because of the limited amount of training days available to Air Force Reserve and Air National Guard trainees, they are allowed to enroll in these courses one course at a time and have a maximum of one year to complete each course). See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com site.

(3E) Civil Engineering-Fire Instructor

10411W - Fire Instructor I (Web-Based CDC at Air University Online)

1 Volume: Activated - October 2007

Hours: Volume - 27 CE – 6

Points: Volume - 9 CE – 2

Content: This web-based course contains the subjects DoD fire fighters are required to know in order to perform their duties and achieve the Fire Instructor I certification level. This course outlines all requirements set forth in the 2007 Edition of NFPA Standard 1041; Standard for Fire Service Instructor Professional Qualifications. The Performance Test Module and Supplement also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Reminder: ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.

NOTE: For DoD certification purposes, there are no prerequisites to become Fire Instructor I certified. This course is mandatory for Air Force military fire fighters in AFSC 3E771 upgrade training. Candidates are required to complete this course in 12 months. See DoD Manual 6055.6 for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com site.

10412W - Fire Instructor II (Web-Based CDC at Air University Online)

1 Volume: Activated – January 2008

Hours: Volume - 30 CE – 9

Points: Volume - 10 CE - 3

Content: This web-based course contains the subjects DoD fire fighters are required to know in order to perform their duties and achieve the Fire Instructor II certification level. This course outlines all requirements set forth in the 2007 Edition of NFPA Standard 1041; Standard for Fire Service Instructor Professional Qualifications. The Performance Test Module and Supplement also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Reminder: *ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.*

NOTE: For DoD certification purposes, candidates must be DoD certified at the Fire Instructor I level before they can become Fire Instructor II certified. Course 10412 is NOT mandatory for Air Force skill level upgrade training. Candidates are required to complete this course in 12 months. See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com site.

10413 - Fire Service Instructor III (Paper-Based CDC)

1 Volume: Activated – August 2008

Hours: Volume - 30 CE - 9

Points: Volume - 10 CE - 3

Content: This course is designed to provide candidates with the information they need to become certified at the DoD Fire Instructor III certification level. This course covers all of the requirements set forth in the 2007 Edition of NFPA Standard 1041; Standard for Fire Instructor Professional Qualifications. The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Reminder: *ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.*

NOTE: For DoD certification purposes, candidates must be DoD certified at the Fire Instructor II level before they can become Fire Instructor III certified. Course 10413 is NOT mandatory for Air Force skill level upgrade training. Candidates are required to complete this course in 12 months. See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com website.

10511W – Wildland Firefighter I (Web-Based CDC at Air University Online)

1 Volume: Activated – March 2010

Hours: Volume - 27 CE - 6

Points: Volume - 9 CE - 2

Content: This course is designed to train and certify students to the DoD Wildland Firefighter I certification level. Specifically, this course provides students with the knowledge and skills necessary to understand and perform hands-on tasks dealing with basic wildland fire behavior, tactics, safety, fire shelter use, PPE requirements, fire suppression techniques and their role within the local incident management system.

Reminder: *ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.*

NOTE: This course satisfies the training required in National Fire Prevention Association 1051, *Standard for Wildland Fire Fighter Professional Qualifications*. Students who complete this training will become DoD certified and their certification records/certificate will be entered into the www.dodffcert.com web site.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com website.

10512W – Wildland Firefighter II (Web-Based CDC at Air University Online)

1 Volume: Activated – March 2010

Hours: Volume - 27 CE - 6

Points: Volume - 9 CE - 2

Content: This course is designed to train and certify students to the DoD Wildland Firefighter II certification level. Specifically, this course provides students with the knowledge and skills necessary to understand and perform hands-on tasks dealing with incident management, map reading, radio use, record keeping, inspection procedures, equipment operation/maintenance, fireline construction methods, evidence preservation and associated wildland hazards.

Reminder: *ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.*

NOTE: This course satisfies the training required in National Fire Prevention Association 1051, *Standard for Wildland Fire Fighter Professional Qualifications*. Students who complete this training will

become DoD certified and their certification records/certificate will be entered into the www.dodffcert.com web site.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com website.

10211W - Fire Officer I (Web-Based CDC at Air University Online)

1 Volume: Activated - September 2007

Hours: Volume - 12 CE – 3

Points: Volume - 4 CE - 1

Content: This web-based course contains the subjects DoD fire fighters are required to know in order to perform their duties and achieve the Fire Officer I certification level. This course outlines all requirements set forth in the 2003 Edition of NFPA Standard 1021; Standard for Fire Officer Professional Qualifications. The Performance Test Module and Supplement also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Reminder: ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.

NOTE: For DoD certification purposes, candidates must be DoD certified at the Fire Fighter II and Fire Instructor I levels before they can become Fire Officer I certified (**NOTE: AF Active Duty must also complete Hazardous Materials Technician prior to receiving Fire Officer I certification**). This course is mandatory for Air Force military fire fighters in AFSC 3E771 upgrade training. Candidates are required to complete this course in 12 months. See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com website.

10212W - Fire Officer II (Web-Based CDC at Air University Online)

1 Volume: Activated – January 2008

Hours: Volume - 12 CE - 3

Points: Volume - 4 CE - 1

Content: This web-based course contains the subjects DoD fire fighters are required to know in order to perform their duties and achieve the Fire Officer II certification level. This course outlines all requirements set forth in the 2003 Edition of NFPA Standard 1021; Standard for Fire Officer Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate testing and includes the elements, steps, and standards to which they must be performed.

Reminder: ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical

evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.

NOTE: For DoD certification purposes, candidates must be DoD certified at the Fire Instructor I and Fire Officer I levels before they can become Fire Officer II certified. Course 10212 is not mandatory for Air Force skill level upgrade training. Candidates are required to complete this course in 12 months. See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com website.

10213 - Fire Officer III (Paper-Based CDC)

1 Volume: Activated -- April 2010

Activated - January 1997

Hours: Volume - 12 CE - 3

Points: Volume - 4 CE - 1

Content: This course contains the subjects DoD fire fighters are required to know in order to perform their duties and achieve the Fire Officer III certification level. This volume outlines all requirements set forth in the 2009 Edition of NFPA Standard 1021; *Standard for Fire Officer Professional Qualifications*. The Performance Test Supplement provides detailed performance test information for candidate testing and includes the elements, steps, and standards to which they must be performed.

Reminder: *ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.*

NOTE: For DoD certification purposes, candidates must be DoD certified at the Fire Instructor II and Fire Officer II levels before they can become Fire Officer III certified. Course 10213 is not mandatory for Air Force skill level upgrade training. Candidates are required to complete this course in 12 months. See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com website.

10214 - Fire Officer IV (Paper-Based CDC)

1 Volume: Activated -- April 2010

Hours: Volume - 12 CE - 3

Points: Volume - 4 CE - 1

Content: This course contains the subjects DoD fire fighters are required to know in order to perform their duties and achieve the Fire Officer IV certification level. This volume outlines all requirements set forth in the 2009 Edition of NFPA Standard 1021; *Standard for Fire Officer Professional Qualifications*.

The Performance Test Supplement provides detailed performance test information for candidate testing and includes the elements, steps, and standards to which they must be performed.

Reminder: *ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.*

NOTE: For DoD certification purposes, candidates must be DoD certified at the Fire Instructor II and Fire Officer III levels before they can become Fire Officer IV certified. Course 10214 is not mandatory for Air Force skill level upgrade training. Candidates are required to complete this course in 12 months. See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com website.

(3E) Civil Engineering-Fire Inspector

10311W - Fire Inspector I (Web-Based CDC at Air University Online)

1 Volume: Activated – January 2008

Hours: Volume - 9 CE – 3

Points: Volume - 3 CE - 1

Content: This web-based course contains the subjects DoD fire fighters are required to know in order to perform their duties and achieve the Fire Inspector I certification level. This course outlines all requirements set forth in the 2003 Edition of NFPA Standard 1031; Standard for Professional Qualifications for Fire Inspector and Plan Examiner. The Performance Test Module and Supplement also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Reminder: *ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.*

NOTE: For DoD certification purposes, candidates must be DoD certified at the Hazardous Materials Awareness level before they can become Fire Inspector I certified. This course is mandatory for Air Force military fire fighters in AFSC 3E771 upgrade training. Candidates are required to complete this course in 12 months. See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com website.

10312W - Fire Inspector II (Web-Based CDC at Air University Online)

1 Volume: Activated – January 2008

Hours: Modules - 9 CE - 3

Points: Modules - 3 CE - 1

Content: This web-based course contains the subjects DoD fire fighters are required to know to perform their duties and achieve the Fire Inspector II certification level. This course outlines all requirements set forth in the 2003 Edition of NFPA Standard 1031; Standard for Professional Qualifications for Fire Inspector and Plan Examiner. The Performance Test Module and Supplement also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Reminder: *ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.*

NOTE: For DoD certification purposes, candidates must be DoD certified at the Fire Inspector I level before they can become Fire Inspector II certified. Candidates are required to complete this course in 12 months. See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com website.

10313 - Fire Inspector III (Paper-Based CDC)

1 Volume: Activated – June 2008

Hours: Volumes - 9 CE - 3

Points: Volumes - 3 CE - 1

Content: This course contains the subjects DoD fire fighters are required to know in order to perform duties and achieve the Fire Inspector III certification level. All requirements set forth in the 2003 Edition of NFPA Standard 1031; *Standard for Professional Qualifications for Fire Inspectors and Plan Examiners*. The Performance Test Supplement provides detailed performance test information for candidate testing and includes the elements, steps and standards to which they must be performed.

Reminder: *ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.*

NOTE: For DoD certification purposes, candidates must be DoD certified at the Fire Inspector II level before they can become Fire Inspector III certified. Candidates are required to complete this course in 12 months. See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com website.

(3M) Services

3M051A-Services Journeyman

2 Volumes: New Activation - April 2005
Revised - June 2001
Initial Activation - April 1998

Hours: Volumes - 21 CE - 6
Points: Volumes - 7 CE - 2

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Occupational Safety and Health, Training and Professional Development, Customer Service, Services Human Resource Management, Contracts, Strategic Capital Improvement Planning, Financial Management, Protection of Assets, Services Awards/Recognition Programs, Sanitation and Fundamentals of Food Preparation, Subsistence Storage Operations, Food Service Automation, Food Service Operations, Food Service Accounting, and Prime Vendor.

Special Information: Military personnel in upgrade training are required to enroll in 3M051A and 3M051B simultaneously. Dual enrollment is mandatory. Both courses must be completed within 15 months of the enrollment date.

3M051B-Services Journeyman

3 Volumes: New Activation - April 2005
Revised - June 2001
Initial Activation - April 1998

Hours: Volumes - 24 CE - 6
Points: Volumes - 8 CE - 2

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: General Operating Information and Lodging Standards, Front Desk Operations, Cashier Functions, Sundry Sales and Inventory, Financial Management, Other Lodging Duties/Human Resource Management, General Fitness Operations Management/Program, Fitness Programs, Sports Programs, Contingency Planning, Readiness Management, Field Lodging, Mortuary Affairs, Wartime Mortuary, Contingency Fitness and Recreation, and Field Exchanges.

Special Information: Military personnel in upgrade training are required to enroll in 3M051A and 3M051B simultaneously. Dual enrollment is mandatory. Both courses must be completed within 15 months of the enrollment date.

3M071A-Services Craftsman (AFSC 3M071)

2 Volumes: Activated – August 2009

Hours: Volume - 24 CE - 6
Points: Volume - 8 CE - 2

SALE RESTRICTED (Copyright Material) Limited to Department of Defense

Content: **Volume 1** covers the duties and responsibilities of a Services Craftsman. It addresses safety/training and professional development; discusses services, human resource management, and protection of assets; covers financial management and protection of assets; and this volume delves into strategic capital improvement and awards/recognition, marketing, and contracting. **Volume 2** discusses Food service Operations—shift leader, menu planning, flight feeding operations, fundamentals of food preparation to include the various types of cooking methods, sanitation, hygiene, hazard analysis and critical control point guidelines, and waste prevention. This volume also discusses Food Service Accounting, Storeroom Management, and Prime Vendor Program—automated documentation, Air Force Automated Recipe System, point of sales, subsistence storage operations—inventory procedures, sales and adjustments, the Subsistence Total Ordering Receipt Electronic System (STORES), reports and forms, journals, and prime vendor.

Special Information: Military personnel in upgrade training are required to enroll in 3M071A and 3M071B simultaneously. Dual enrollment is mandatory. Both courses must be completed within 15 months of the enrollment date.

3M071B-Services Craftsman (AFSC 3M071)

3 Volumes: Activated – August 2009

Hours: Volume - 24 CE - 6

Points: Volume - 8 CE - 2

SALE RESTRICTED (For Official Use Only and Copyright Material) Limited to Department of Defense

Content: **Volume 1** gives an introduction to general operating information and lodging standards. Specifically, it covers types of transient quarters, authorized guests, housing entitlements, non-availability, adequacy and housekeeping standards and facility inspections; addresses front desk and cashier functions; addresses sundry sales, stock level management, and inventory procedures; addresses lodging contracts, contract issues, and contingency lodging; and finally closes with financials. **Volume 2** introduces general fitness operations management and covers fitness and recreation programs. **Volume 3** covers some of the components of Readiness Management; addresses the Mortuary Affairs, Honor Guard, and Search and Recovery Programs to include mortuary affairs administration, transportation of remains, case file management, the honor guard program, wartime mortuary, wartime search and recovery, and search and recovery during peacetime; finally this volume ends by addressing the Protocol Program including, etiquette and responsibilities, flags, precedence, seating arrangements, administration, expeditionary protocol, and security, OPSEC and COMSEC.

Special Information: Military personnel in upgrade training are required to enroll in 3M071A and 3M071B simultaneously. Dual enrollment is mandatory. Both courses must be completed within 15 months of the enrollment date.

(3N) Public Affairs

3N051-Public Affairs Journeyman

2 Volumes: Revised - May 2003

Initial Activation - October 2000

Hours: Volumes - 27 CE - 6

Points: Volumes - 9 CE - 2

Content: Volume 1 covers career field organization, legal responsibilities, training, and public communication programs such as media and community relations. Volume 2 looks at public affairs

writing, newspaper writing, internal information program objectives, newspaper editorial guidelines, and design techniques.

3N071-Public Affairs Craftsman

1 Volume: Activated - September 2003

Hours: Volumes - 12 CE - 3

Points: Volumes - 4 CE - 1

Content: Volume 1 covers office management; newspaper management and public communications; environmental programs; and plans, annexes, and resource management.

3N052-Radio and Television Broadcasting Journeyman

3 Volumes: New Activation - December 2003

Revised - October 2000

Initial Activation - May 1989

Hours: Volumes - 81 CE - 21

Points: Volumes - 27 CE - 7

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 discusses the role of Air Force Public Affairs and Broadcasting in today's Air Force; the whole broadcasting organization; legal responsibilities; information on daily operation of an Air Force radio or TV station, audience questionnaires, safety concerns in broadcasting, emergency response actions at your duty station, and broadcast writing. Volume 2 introduces fundamental audio and radio equipment, radio production concepts, and radio broadcasting operations. Volume 3 looks at aspects of television production, from planning to presentation, combined with using the equipment to "put it all together" as part of the television production team. It outlines individual production responsibilities and strategies for planning, producing, and editing and producing video.

(3P) Security Police

3P051-Security Forces Journeyman

4 Volumes: New Activation - February 2005

Revised - May 2000

Initial Activation - February 1999

Hours: Volumes - 84 CE - 21

Points: Volumes - 28 CE - 7

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel

Content: Volume 1 covers an overview of the core knowledge required for you to accomplish basic Security Forces tasks. The volume begins with history and ends with occupational hazards you will encounter during your daily duties. Volume 2 covers use of force, response procedures, weapons systems security and mobile patrol operations. Volume 3 addresses weapons systems you will use daily and during combat operations. This volume also covers tactical communications equipment and procedures. Volume 4 covers skills that are required to use during combat and contingency situations, such as, basic base defense principles, mobility planning, battle drills, map reading and land navigation skills.

3P051C-Combat Arms Journeyman

3 Volumes: Activated - March 2005

Initial Activation - January 1999

Hours: Volume - 27 CE - 6

Points: Volume - 9 CE - 2

Content: Volume 1 contains a general overview of the duties and responsibilities of Combat Arms personnel, armory duties, and some specific information on ammunition. Volume 2 covers the inspection and maintenance of the primary weapons in which you provide training on. This volume also touches on the operation and maintenance of the night vision aiming devices currently used in the Air Force. Volume 3 covers the principles and techniques of instruction with special emphasis on the fundamentals of marksmanship, training aids, and student evaluation and measurement.

3P051D-Military Working Dog Journeyman

1 Volume: New Activation - February 2005

Revised - October 2001

Initial Activation - December 1998

Hours: Volume - 15 CE - 3

Points: Volume - 5 CE - 1

Content: This one volume course covers general MWD team functions. Such as legal issues and using your dog as a means of force, training and support facilities, and a discussion on the principles of conditioning, dog team proficiency, and being an effective decoy/agitator.

3P071-Security Forces Craftsman

3 Volumes: Revised - October 2005

Revised - June 2000

Initial Activation - July 1996

Hours: Volumes - 42 CE 12

Points: Volumes - 14 CE 4

Content: Volume 1 covers general career field knowledge concerning the career field path, SF squadron structure, standardization evaluation, the military working dog (MWD) program, financial planning and equipment required to complete the SF mission, traffic management, procedures for responding to cantonment or restricted area alarms, SF supervision, and the SF training program, and covers crimes, crisis situations, and high-risk incident scenes. Volume 2 will reinforce knowledge of SF deployment operations such as aerospace expeditionary force (AEF) responsibilities; global war on terrorism, deployment planning, and unit type codes (UTCs), SF leader responsibilities, and entry control and circulation. Volume 3 was developed to refresh knowledge in the areas of tactics, land navigation, high threat situations, high-threat operations, command and control (S functions) and communication.

(3S) Mission Support

3S051A-Personnel Journeyman

(AFSC 3S051)

3 Volumes: Activated – May 2008

Hours: Volumes - 27 CE - 6

Points: Volumes - 9 CE – 2

Special Information : CDC 3S051A is a mandatory prerequisite for enrollment in CDC 3S051B.

Content: Volume 1 covers personnel functions and activities, the Freedom of Information Act (FOIA) and the Privacy Act of 1974, Military Personnel Data System (MilPDS) revolutionary computer systems

with state of the art technology used to make your job easier, personnel journeyman's role in planning for and executing contingency and wartime actions, and Personnel Sustainment Functions and Personnel Support for Contingency Operations (PERSCO) responsibilities, composition, accountability and reports. Volume 2 covers unit leave and career status bonus program, discusses the individual newcomer treatment orientation program, and subsistence programs, and covers unit quality force programs that are initiated at the unit level and duty status reporting. Volume 3 covers records management functions, discusses procedures for managing identification (ID) card issuance and retrieval, and covers the casualty service program; a very important function performed in the customer service element.

3S051B-Personnel Journeyman (AFSC 3S051)

3 Volumes: Activated – May 2009

Hours: Volumes - 33 CE - 9

Points: Volumes - 11 CE – 3

Special Information : CDC 3S051A is a mandatory prerequisite for enrollment in CDC 3S051B.

Content: Volume 1 introduces the Air Force Promotion Programs, examines the officer and enlisted performance report programs, discusses programs associated with reenlistment, covers programs associated with reenlistment, a look at awards and decorations programs. Volume 2 introduces the Air Force Assignment System, a system designed to place the right person in the right job at the right time so the Air Force mission can be accomplished. It covers the family members' travel and active duty service commitment (ADSCs) programs and the personnel relocation elements involvement with these programs. Finally, this volume outlines the separation and retirement policies, programs, and procedures. Volume 3 introduces the Air Force Classification System, classification being the method which ensures the right people are doing the right job, and are advancing in terms of proficiency and awarded skill level. This volume ends with a discussion on various personnel employment functions. Programs range from the personnel reliability program (PRP) to maintaining manning rosters and manpower policies and impact.

3S071 – Personnel Craftsmen

3 Volumes: Initial Activation – February 2010

Hours: Volumes - 24 CE - 6

Points: Volumes - 8 CE - 2

Content: Volume 1 covers Personnel Career Field. Volume 2 covers Personnel Contingency Report. Volume 3 covers Personnel Operations.

3S251J-Education and Training Manager Journeyman (DVD Based Course)

1 Volume: New Activation – April 2010

Activated – November 2008

Hours: Volume - 15 CE - 3

Points: Volume - 5 CE - 1

Content: This one volume course covers information on conducting a work center training analysis that includes a representation of how to develop training objectives and measurement devices, how to develop training materials, and how to implement and review the work center training program. It covers the process of retraining as a 3S2X1 and the duties as office of primary responsibility for on-the-job training at the base and MAJCOM levels. Finally, this volume introduces opportunities, advisement, and

counseling in the education services program, and covers the education financial assistance programs; degree completion, correspondence, and independent study programs, and the educational opportunities available through the Air Force Institute Technology (AFIT).

3S251N-Education and Training Manager Journeyman (Web-Based Learning Center Proctor Exam Course)

1 Volume: New Activation – April 2010

Hours: Volume - 15 CE - 3

Points: Volume - 5 CE - 1

Content: This one volume course covers information on conducting a work center training analysis that includes a representation of how to develop training objectives and measurement devices, how to develop training materials, and how to implement and review the work center training program. It covers the process of retraining as a 3S2X1 and the duties as office of primary responsibility for on-the-job training at the base and MAJCOM levels. Finally, this volume introduces opportunities, advisement, and counseling in the education services program, and covers the education financial assistance programs; degree completion, correspondence, and independent study programs, and the educational opportunities available through the Air Force Institute Technology (AFIT).

3S351-Manpower Journeyman

4 Volumes: New Activation – April 2010

Activated - July 2005

Hours: Volumes - 45 CE - 12

Points: Volumes - 15 CE - 4

Content: This CDC will improve your ability to perform as a management analyst and consultant. It covers relevant theories and concepts of the manpower career field and focuses on higher-level resource management skills while providing the CDC provides an opportunity to reinforce rudimentary knowledge.

(3V) Visual Information

3V052-Visual Information Photography Specialty

4 Volumes: New Activation - December 2004

Initial Activation - January 1996

Hours: Volumes - 45 CE - 12

Points: Volumes - 15 CE - 4

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 covers general security measures such as information protection, operations security (OPSEC), communications security (COMSEC), emission security (EMSEC), physical security, and information safeguards, discusses photographic administration procedures involving work requests and their logs, copyright and reproduction restrictions, disposition of MM record material, customer service techniques, and environmental standards regarding workplace safety. Volume 2 covers the theory of light, its behavior, and methods to measure light, discusses the principles of photographic optics, characteristics of lenses, and the various types of lenses, defines photographic exposure, different light sources, and methods for calculating exposure, and covers the effects, limitations, and different types of photographic filters. Volume 3 covers composing, planning, documentation, training, investigative and

combat photography, and studio photography. This volume covers the basics of how to shoot certain photographic assignments. Volume 4 covers the basics of computer operations and electronic imaging.

(Medical)

Bioenvironmental Engineering

Diagnostic Imaging

4R051-Diagnostic Imaging Journeyman

5 Volumes: Activated - March 1997

Hours: Volumes - 105 CE - 27

Points: Volumes - 35 CE - 9

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 contains information relating to department administrative procedures and management. Volume 2 presents a thorough study of the fundamentals of radiologic science. Volume 3 covers information on osteology and routine radiographic positioning. Volume 4 covers special aspects of clinical radiology. Information on radiographic contrast media and the procedures that use contrast agents to image various structures in the body is presented in Volume 5.

Health Services Management

4A051-Health Services Management Journeyman

5 Volumes: Activated - March 2005

Initial Activation - January 2002

Hours: Volumes - 75 CE - 18

Points: Volumes - 25 CE - 6

Content: Volume 1 consists of general information. It introduces and explores the different tasks and functions performed in the career field. Volume 2 introduces patient administration—output medical records, medical evaluations boards, admissions and dispositions processing, and inpatient administration and medical records. Volume 3 introduces health care optimization and the primary care optimization (PCO) concept and medical record coding. Volume 4 covers health plan management, TRICARE and care from alternate sources will be discussed thoroughly. Volume 5 includes financial management and budgeting, uniform business office, medical expenses and performance reporting/expense assignment system, inventory management, and priceouts.

4A071-Health Services Management Craftsman

1 Volume: New Activation – September 2006

Initial Activation - February 2002

Hours: Volumes - 42 CE - 11

Points: Volumes - 14 CE - 3

Content: VolumeThis one volume course covers various duties a health service manager would likely encounter working in the health care support areas and Resource Management Office (RMO).

Medical Material

4A151-Medical Materiel Journeyman

4 Volumes: Activated - April 2005
Initial Activation - September 2002

Hours: Volumes - 126 CE - 33
Points: Volumes - 42 CE - 11

Contents: Volume 1 covers general information needed as a medical journeyman. Volume 2 covers customer support operations. Volume 3 deals with managing your inventory. Volume 4 introduces two specialized medical materiel operations—equipment management and war reserve materiel.

4A171-Medical Materiel Craftsman

2 Volumes: Revised - October 2005
Initial Activation - December 2002

Hours: Volumes - 36 CE - 9
Points: Volumes - 12 CE - 3

Contents: Volume 1 provides information on fundamental functions of medical materiel. Volume 2 covers several specialized operations including equipment management, contract management, environment of care, war reserve materiel, and expeditionary medical materiel operations.

Mental Health

4C051-Mental Health Journeyman (AFSC 4C051)

4 Volumes: Activated – September 2009

Hours: Volumes - 51 CE - 12
Points: Volumes - 17 CE - 4

Content: Volume 1 the standards of practice is a guide for building a respectable and proper relationship not only with the patients but also with your peers and coworkers. Also, delves into all aspects of the safety program, cultural diversity, and gives an overview of the prevention, education, and key personnel briefings that are expected when organizing, directing, and conducting. This volume also covers records maintenance and budgeting, and finally, it concludes with mental health readiness. Volume 2 will provide an in-depth look at theories of development and abnormal psychology. Volume 3 will focus primarily on evaluation of patients in both an outpatient interview setting as well as prepare you to conduct psychometric examinations. Volume 4 will review treatment planning and introduce you to selected psychotherapeutic interventions. Also, covers the necessary requirements for the Certified Alcohol and Drug Abuse Counselor (CADAC) Certification.

4C071-Mental Health Craftsman

2 Volumes: Activated – June 2008

Hours: Volumes - 33 CE – 9
Points: Volumes - 11 CE – 3

Content: Volume 1 covers the diversity and the counseling relationship, covers some of the more common diagnoses encountered in the mental health service, specific techniques used in interviewing, to include motivational interviewing, briefly covers the addiction models of treatment and the obstacles with

each of those models, and finally this volume concludes with a look at the pharmacology of substance abuse and a discussion regarding chemically dependent families. Volume 2 covers the tools necessary to conduct evaluation and counseling session beneficial to treatment outcomes. This includes legal and ethical issues, appropriate treatment goal setting, and the administrative management of clinical services.

Occupational & Physical Therapy

4J071-Occupational/Physical Therapy Craftsman

1 Volume: Activated - September 1997

Hours: Volumes - 12 CE - 3

Points: Volumes - 4 CE - 1

Content: This one volume course covers the Organizational Medical Group (OMG) Structure, your responsibilities as a supervisor, the Proficiency Code Key, Money Management, and the Military Health Service System (MHSS).

4J072-Occupational/Physical Therapy Craftsman

1 Volume: Activated - June 2004

Initial Activation - September 1997

Hours: Volumes - 12 CE - 3

Points: Volumes - 4 CE - 1

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: This one volume course covers the Objective Medical Group (OMG) Structure, which describes the way the Air Force organizes its medical treatment facilities (MTF). Also, covers how physical medicine and orthotic craftsman, interact with others in a healthcare environment, discusses money management to training your personnel, and covers information from the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) to give an insight on why we seek accreditation and how the Joint Commission performs its surveys.

PHARMACY

4P051A-Pharmacy Journeyman

4 Volumes: Activated – May 2008

Hours: Volumes - 45 CE - 12

Points: Volumes - 15 CE - 4

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 covers the mission, function, and organization of the USAF Medical Service, as well as the pharmacy's role within the organization. Volume 2 covers pharmacy practice standards, to include Air Force directives. This volume also discusses medical facility accrediting agencies and methods that military treatment facilities use to achieve quality care and service. Volume 3 covers just what the title claims. This volume covers how to monitor Department of Defense (DoD) pharmaceutical contract compliance, how to maintain equipment and associated records, as well as pharmaceutical supply files and reports. Composite Heal Care System (CHCS) is also covered although this topic is rapidly changing, this section is fairly easy, because working within the pharmacy computers will be used on a daily basis. Volume 4 the final volume in set A provides information on critical pharmacy skills. It provides critical performance information vital to the pharmacy career field.

Special Information: 4P051A is a prerequisite for 4P051B.

4P051B-Pharmacy Journeyman

5 Volumes: Revised - August 2000
Initial Activation - July 1996

Hours: Volumes - 75 CE - 18

Points: Volumes - 25 CE - 6

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 gives information about pharmaceutical dispensing, terminology, anatomy, and physiology. Volumes 2 and 3, *Anatomy, Physiology, and Pharmacology*, covers the anatomy and physiology of each system of the human body, followed by the conditions associated with the system, and the drugs used to treat conditions associated with the system. Volume 4 covers miscellaneous drug therapy, medical aids and devices, and poisonings. Volume 5 discusses antibiotics and miscellaneous drugs.

Special Information: 4P051A is a mandatory prerequisite for 4P051B.

Public Health

4E051-Public Health Journeyman

5 Volumes: New Activation – December 2006
Revised - November 2002
Revised - March 2002
Initial Activation - August 1997

Hours: Volumes - 87 CE - 18

Points: Volumes - 29 CE - 6

Content: Volume 1 is the basic of Public Health. Volume 2 deals with the principles of epidemiology and the control of communicable diseases. Volume 3 covers food technology, food procurement, the receipt and surveillance inspection programs, and facility sanitation. Volume 4 covers contingency operations, as well as field sanitation and hygiene. The final volume, Volume 5 deals with the Force Health Management section and Occupation Health. It covers everything from hazards and shop evaluations to the hearing conservation and fetal protection programs.

Air and Space Physiology

4M051-Aerospace Physiology Journeyman (AFSC 4M051)

5 Volumes: Activated – November 2009

Hours: Volumes - 57 CE - 15

Points: Volumes - 19 CE - 5

Content: Volume 1 covers the mission and organization of the Air Force Medical Service. Describes the general duties of aerospace physiology personnel and briefly discuss career ladder progression and educational opportunities available; covers the importance of the Air Force Occupational Safety and Health program and how to maintain a safe working environment and avoid physical safety hazards; ensure the requirements and guidelines for scheduling and training students for initial or refresher aerospace physiology (AP) classes are known; explains the records management program; and, discusses the principles and practices needed to follow to be an effective instructor. Volume 2 covers medical terminology and discuss the body systems that are affected by altitude; describe the atmosphere and how gas laws govern the body's reaction to reduced atmospheric pressure; covers the altitude stresses on the aircrew; and, covers how to take care of students who may have reactions in the altitude chamber.

Volume 3 covers the largest and most valuable training device used in the Aerospace Physiology career field: the hypobaric chamber. Volume 4 introduces some devices that contribute to both aircrew and passenger safety and comfort. Volume 5 discusses several specialized duties that make the career field a dynamic and fast paced environment to work in and achieve the goals.

Biomedical Equipment

4A251A-Biomedical Equipment Journeyman (AFSC 4A251)

5 Volumes: Activated – February 2009

Hours: Volumes - 57 CE - 15

Points: Volumes - 19 CE - 5

SALE RESTRICTED (For Official Use Only & Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 introduces biomedical equipment repair. Volume 2 covers the aspects of the Environment of Care, tools, and test equipment. Volume 3 covers electronic principles. Volume 4 covers a more in-depth study of electronics with advanced electronics and troubleshooting techniques. Volume 5 covers information on computer systems and networks.

Special Information: CDC 4A251A is a mandatory prerequisite for CDC 4A251B.

4A251B-Biomedical Equipment Journeyman (AFSC 4A251)

4 Volumes: New Activation – September 2006
Initial Activation - May 1996

Hours: Volumes – 84 CE - 21

Points: Volumes - 28 CE - 7

SALE RESTRICTED (For Official Use Only & Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 covers all the interfaces dealt with when connecting equipment to the hospital's utilities. It also covers knowledge on the equipment used for readiness purposes when the facilities go mobile. Volume 2 pertains to medical terminology and equipment used with inpatient care. Volume 3 discusses outpatient care areas and support equipment. Volume 4 explains imaging systems.

Special Information: CDC 4A251A is a mandatory prerequisite for CDC 4A251B.

4A271-Biomedical Equipment Craftsman (AFSC 4A271)

2 Volumes: New Activation - January 2008

Hours: Volumes - 15 CE - 3

Points: Volumes - 5 CE – 1

Content: Volume 1 covers biomedical equipment support program with special emphasis placed on the more important aspects of the program and specific activities unique to the job. Also discusses how to determine and justify specific shop requirements; and the importance of Data Quality. Volume 2 covers

organizing and managing the equipment maintenance program to include war reserve equipment, medical readiness reports and deployment tasking, also covers military and civilian inspections and how they affect the shop. This volume also explains medical equipment management from cradle to grave. Lastly, this volume will discuss quality assurance issues such as recalls, modifications, and investigations.

Diet Therapy

4D051-Diet Therapy Journeyman

3 Volumes: Activated - September 2005

Hours: Volumes - 45 CE - 12

Points: Volumes - 15 CE - 4

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 contains five units that cover safety standards, sanitation, medical material, equipment forecasting, and medical readiness/deployment expectations. Volume 2 deals with all aspects of managing nutritional medicine (NM). Volume 3 covers clinical nutrition starting with the basic principles of nutrition and digestion.

Medical Laboratory

4T051A-Medical Laboratory Journeyman (Administration and Chemistry)

3 Volumes: New Activation - February 2004

Revised - January 2000

Initial Activation - March 1999

Hours: Volumes - 60 CE - 15

Points: Volumes - 20 CE - 5

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 covers the medical laboratory mission, quality assurance, safety, and discusses all aspects of specimen collection and medical terminology, clinical chemistry theory, overview of laboratory instrumentation, and allows you to gain insight into the laboratorian's role regarding biological warfare and terrorism. Volume 2 covers a plethora of chemistry analyte testing methods and principles. Volume 3 will guide you through all aspects of urinalysis.

4T051B-Medical Laboratory Journeyman - Microbiology

4 Volumes: Revised - August 2005

Initial activation - February 1997

Hours: Volumes - 87 CE - 21

Points: Volumes - 29 CE - 7

SALE RESTRICTED (Copyright Material and FOUO Only) Limited to Department of Defense Personnel

Content: Volume 1 enables students to review fundamentals of diagnostic bacteriology. Volume 2 begins with the most medically important genera—aerobic gram positive cocci and bacilli—that cause some of the most serious human diseases. It also covers aerobic gram-negative cocci and coccobacilli organisms, aerobic gram-negative bacilli, and anaerobic gram-positive and gram-negative organisms. Volume 3 covers a study of miscellaneous microorganisms to include the spirochetes, mollicutes, chlamydiae, rickettsiae, and viruses, examines the acid-fast bacilli and some of the unique features of these organisms, and provides an introduction to medical mycology and general information about mycology. Volume 4 presents information on parasites of medical importance, including helminths and protozoa.

4T051C-Medical Laboratory Journeyman - Hematology, Immunology, and Blood Banking

3 Volumes: Activated - January 1998

Hours: Volumes - 57 CE - 15

Points: Volumes - 19 CE - 5

SALE RESTRICTED (Copyright Material and FOUO Only) Limited to Department of Defense Personnel

Content: Volume 1 discusses hematology; erythrocytes, leukocytes, and thrombocytes; the complete blood count and hematology procedures; and hemostasis mechanism and evaluation of coagulation studies. Volume 2 covers immunology. Volume 3 is concerned with bloodbanking and the transfusion service.

MEDICAL SERVICE

4N051A-Aerospace Medical Service Journeyman

3 Volumes: Activated – March 2008

Hours: Volumes - 33 CE - 9

Points: Volumes - 11 CE - 3

Contents: Volume 1 covers medical doctrine and how it applies to this career field and its technician, discusses manpower and resources to introduce how manning needs are developed and the basics to understand how information is received and maintained to complete the duties. Volume 2 focuses on anatomy and physiology of the body. Volume 3 focuses on Aerospace Medicine and Medical Standards. This volume covers how the medical technician will focus on maintaining the health of all Airman, and a thorough understanding of the information in this volume will help ensure that Air Force members are medically deployment ready, mission ready and/or ready to fly, fight and win.

4N051B-Aerospace Medical Service Journeyman (AFSC 4N051)

3 Volumes: Activated – February 2009

Hours: Volumes - 42 CE - 12

Points: Volumes - 14 CE - 4

Content: Volume 1 addresses patient care skills that are commonly performed in the outpatient clinic setting. Volume 2 addresses patient care skills that are more commonly performed in an inpatient setting and are generally more advanced skills that are needed to learn as a 4N0X1. Volume 3 covers medication administration and pharmacology. It is a challenging but necessary set of skills and knowledge needed to be familiar with to become a 5-level.

4N071-Aerospace Medical Service Craftsman

2 Volumes: Activated - December 2004

Hours: Volumes - 36 CE - 9

Points: Volumes - 12 CE - 3

Content: Volume 1 covers issues of the medical service mission, addresses the specific issues facing the supervisors in the MTFs. Responsibilities range from logistics, to supervision and training new personnel. Specifically integrates the future of our medical healthcare system through Population Health. Volume 2 covers the fundamental nursing skills, such as, patient care, hierarchy of needs, and the nursing

process through physiology of body processes. Also, covers the “missing links” of Aerospace Medicine Clinic, better known in the MTF as the Flight Surgeons Office.

Ophthalmology & Optometry

4V051A-Ophthalmology Journeyman

4 Volumes: Activated – June 2007
Revised - April 2005
Initial Activation - November 1997

Hours: Volumes - 105 CE - 27
Points: Volumes - 35 CE - 4

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 covers the objective medical group, ophthalmic career ladder progression, ophthalmic security, clinic safety, tips on professional relations, scheduling of patients, ophthalmic clinic administration, and Air Force accountability. Volume 2 covers information on ocular anatomy and physiology, eye injuries, infections, and disorders. Volume 3 covers geometrical optics, ophthalmic optics and ordering and dispensing spectacles. While the scope of material is limited to military requirements, everything easily translates to the civilian world. Volume 4 is the final volume and it goes through how to assist the health care provider (doctor), advanced clinical procedures, Aerospace optometry and some contact lens information and procedures.

4V051B-Ophthalmic Journeyman

2 Volumes: Activated – June 2007

Hours: Volumes – 51 CE – 12
Points: Volumes – 17 CE - 4

Content: Volume 1 covers safety, patient relations, our housekeeping duties, sterilization, needs of the surgical patient and properly transferring the surgical patient. Volume 2 covers aseptic techniques, minor ophthalmic surgery and major ophthalmic surgery.

4V071-Optometry/Ophthalmology Craftsman

1 Volume: New Activation – May 2007
Revised - February 2005
Revised - October 2001
Initial Activation - March 1997

Hours: Volumes - 12 CE - 3
Points: Volumes - 4 CE - 1

Content: This one volume course consists of two units. Unit one - supervision and management covers the duties involved in personnel responsibilities and administrative responsibilities, and unit two – advanced clinical procedures covers the use and practice of automated visual field results and refractometry.

Physical Therapy

4J052A-Physical Medicine Journeyman

3 Volumes: New Activation - September 2003
Revised - May 2001
Initial Activation - November 1995

Hours: Volumes - 60 CE - 15

Points: Volumes - 20 CE - 5

Content: Volume 1 specifies the journeyman's role and responsibilities as a member of the physical therapy career field. Volume 2 discusses the major body systems and the pathophysiological conditions affecting the various systems. Volume 3 covers manual procedures and modality application.

Special Information: CDC 4J052A is a mandatory prerequisite to CDC 4J052B.

4J052B-Physical Medicine Journeyman

4 Volumes: New Activation - December 2003

Revised - October 2001

Initial Activation - February 1996

Hours: Volumes - 75 CE - 18

Points: Volumes - 25 CE - 6

Content: Volume 1 covers the principles and concepts of growth and development, therapeutic exercise, sensory skills and coordination, and finishes with kinesiological principles and ergonomics. Volume 2 covers the axial skeleton. Volume 3 covers the functional anatomy of the body. Volume 4 covers the primary mode of transportation, the lower extremities (the pelvis and hip, knee joint, ankle, foot and toes, and lower extremity support).

Special Information: CDC 4J052A is a mandatory prerequisite to CDC 4J052B.

Surgical Service

4N151A-Surgical Service Journeyman

5 Volumes: Activated – March 2006

Hours: Volumes - 102 CE - 30

Points: Volumes - 34 CE - 10

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 covers the surgical service career field by first introducing the USAF Medical Service mission and organization and the roles of the surgical technician. It covers a discussion on professional and patient relations; looks at patient relations, patient advocacy, patient needs, and patient fears, and the ways medical personnel can develop positive patient relationships. This volume ends by focusing entirely on safety. Volume 2 focuses on infection control. It covers microbiology and the infection control programs and function, covers reprocessing reusable surgical instruments and supplies including cleaning, assembling, packaging, sterilizing, and disinfecting. Volume 3 focuses on the surgical patient. It covers the physical preparations involved before a patient is wheeled into the operating room, and how to prevent pain during the procedure (i.e., the methods of anesthesia). Volume 4 covers the surgical suite. It looks at preparing for surgery, both staff preparation and room preparation. This volume also focuses on basic surgical "routines"—the intraoperative and postoperative duties involved in every surgical procedure. The final volume 5 covers surgical pharmacology, or how to handle and use the various drugs, solutions, blood, and blood products. Methods of hemostasis, and the use of various surgical stapling devices are covered, and this volume closes with wound closure.

Special Information: CDC 4N151A is a mandatory prerequisite for enrollment in CDC 4N151B.

4N151B-Surgical Service Journeyman - Part II

4 Volumes: Activated – August 2008

Hours: Volumes - 78 CE - 18

Points: Volumes - 26 CE - 6

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 covers the anatomy and physiology. This volume discusses how the body is organized, beginning with a basic "blueprint" of the body. It covers terms and references medical professionals use to discuss anatomical regions and locations of various body structures. It also takes a look at the basic components of the body. Also covers the musculoskeletal "framework" of the body, and deals with one of the most complex body systems, the nervous system. Volume 2 covers the anatomy and physiology by looking at the other body systems. Volume 3 looks at some common procedures performed by surgeons of the various surgical specialties. Volume 4 covers supporting tasks and duties such as medical logistics, medical readiness, and some of the administrative and managerial duties needed to progress through the ranks in the surgical service career field.

Special Information: CDC 4N151A is a mandatory prerequisite for enrollment in CDC 4N151B.

4N171-Surgical Service Craftsman

1 Volume: Activated – October 2008

Hours: Volumes - 21 CE - 6

Points: Volumes - 7 CE - 2

Content: This one volume course begins with an overview of supervision, paying particular attention to the newly assigned surgical service apprentice. It looks at publications and other written correspondence, and finishes with one of the key processes in the medical facility—performance improvement and risk management. This volume also centers on resources; it begins with a look at the medical resource management office, and ends with material responsibility. Further in this volume, a focus on administrative procedures of ancillary areas of surgery such as central sterile supply (CSS) and the various clinics. Medical readiness and specific contingency roles of the surgical service technician, and the volume ends with an overview of some advanced surgical practices that senior technician may be required to perform when scrubbing cases.

(4Y) Dental

4Y051A-Dental Assistant Journeyman

5 Volumes: New Activation – January 2007

Initial Activation - May 2001

Hours: Volumes - 102 CE - 24

Points: Volumes - 34 CE - 8

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 covers knowledge of dental equipment and user equipment maintenance; presents information about the infection control program and Occupational Safety & Health Administration (OSHA) standards. Discusses the principles of sterilization along with clinical, radiology, and laboratory procedures for infection control, and stresses safety and health; this includes general safety principles as well as safety specific to dentistry. Volume 2 covers information relating to the preparation and prevention of emergency procedures, and introduces the basic clinical procedures in the dental assistant career field. Volume 3 covers procedures, equipment, and instruments utilized for exams, general dentistry, endodontics, oral surgery, and Periodontics. Also outlines the procedures for periodontal instrument sharpening. Volume 4 covers information about subject knowledge and clinical treatment

procedures related to prosthodontics. Covers information about specific procedures related to complete dentures and removable partial dentures, and includes sections on dental implants, and special appliances and provides information about basic laboratory tasks. Also covers information regarding subject knowledge and clinical treatment procedures related to orthodontics, and information regarding pediatric dentistry and includes the function, patient management and basic treatment procedures. Finally, Volume 5 deals with information on the principles of radiology, the paralleling techniques, film processing and mounting, and the evaluation of radiographs. Also covers the USAF preventive dentistry program and clinical procedures performed in dental health, gives detail information covering oral prophylaxis procedures, provide information in the areas of oral health education and prevention dentistry counseling, and provide information on the nutritional needs of your patients.

4Y051B-Dental Assistant Journeyman

3 Volumes: Activated - May 2001

Hours: Volumes - 45 CE - 12

Points: Volumes - 15 CE - 4

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 contains information on ethical responsibilities as a healthcare provider and coworker. It also covers legal aspects and responsibilities as a dental assistant; and includes comprehensive information about an area nearly as important as direct patient care—dental administration. Volume 2 presents a comprehensive study of anatomy and physiology of cells and tissues, and body systems; is also concerned with dental anatomy, physiology and histology. Volume 3 contains a comprehensive study of oral pathology including inflammation, dental plaque, calculus and stains, caries pulpitis, and periapical diseases, periodontal disease, and anomalies and pathology of the oral cavity; introduces the basics of elementary chemistry as a foundation for more specific applications of chemistry in therapeutics, materials, radiology and dental health; and presents a study of dental materials; Volume 3 also includes factors affecting dental materials, restorative uses of materials, prosthodontic uses of materials and miscellaneous dental materials.

4Y052-Dental Laboratory Journeyman

5 Volumes: New Activation - January 2004

Revised - March 2001

Initial Activation - November 1997

Hours: Volumes - 81 CE - 21

Points: Volumes - 27 CE - 7

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 discusses personal conduct, safety, health, and presents information about how to manage resources in the laboratory. Volume 2 discusses oral anatomy and oral physiology, covers a review of dental materials science, and presents information on how dental materials react to chemical and functional changes. Volume 3 describes the procedures to inspect preliminary impressions and casts, discusses the fundamentals of orthodontic appliances, and provides information on special prosthesis and articulators. Volume 4 discusses the classification, components, and design of removable partial dentures; outlines RPD framework waxing and processing procedures; presents information on fabricating complete dentures; and discusses denture techniques for a variety of patient conditions. Volume 5 covers information about all-metal, metal-ceramic, and all-ceramic restoration, wax pattern fabrication for all-metal and metal ceramic structures and constructing a custom incisal guide table, presents the “how to” for processing and completing metal restorations, demonstrates procedures for fabricating and completing porcelain applications for metal-ceramic restorations and porcelain veneers; and discusses unique all-metal restorations, resin-retained and veneered fixed restorations, and concludes with dental implants.

4Y071-Dental Assistant Craftsman

1 Volume: Activated – September 2007
Initial Activation - April 2003

Hours: Volumes - 18 CE - 6

Points: Volumes - 6 CE - 2

Content: This one volume course covers the USAF Dental Service's mission, function, and organization; concentrates on the administrative side of clinic management; and in depth coverage of materiel basics, research, procurement, and issue/turn-in of supplies and equipment.

4Y072-Dental Laboratory Craftsman

1 Volume: Activated – August 2007
Initial Activation - April 2003

Hours: Volumes - 21 CE - 6

Points: Volumes - 7 CE – 2

Content: This one volume course covers the Dental Service mission, function and organization, staffing, professional relations, and dental laboratory management. Also, covers a variety of administrative topics to include official correspondence, dental directives, inspections, administrative files, and the management of supplies and equipment, budgets, and the Medical Expense and Performance Reporting System (MEPRS).

(5J) Paralegal

5J051- Paralegal Journeyman (AFSC 5J051)

5 Volumes: Activated – July 2009

Hours: Volumes - 45 CE - 12

Points: Volumes - 15 CE - 4

Content: Volume 1 covers information about TJAG's history, the paralegal career field, duties and responsibilities of TJAG's Corps, and TJAG awards. This volume also discusses management and training, the self-inspection program, and law libraries. Volume 2 covers how to perform manual and computerized legal research and the many aspects of legal documents and writing encountered as a paralegal. It also discusses the many types of inspections, investigations, and interviews that are involved in performing the duties of a paralegal. Volume 3 covers information on the administrative separation of enlisted and officer personnel, legal assistance and preventive law programs, and gives an overview of a wide range of other administrative/general law actions that include administrative/investigative inquiries and complaints under Article 138 of the Uniform Code of Military Justice. This volume discusses the Privacy Act, the Freedom of Information Act, the Federal Magistrate Court system, contracts, environmental, labor, and fiscal law, ethics and standards of conduct, and professional responsibilities, and this volume ends with an overview of international and operational law. Volume 4 covers nonjudicial punishment, military justice administration, and the Automated Military Justice Analysis and Management System (AMJAMS). Volume 5 introduces the Air Force claims program by discussing directives, levels of authority, and some administrative aspects of claims, covers personnel and transportation claims under AFI 51-502, covers the government's responsibility to investigate, adjudicate, and settle tort claims against the Air Force under the Military Claims Act and the Federal Tort Claims Act. Finally, this volume covers property damage claims asserted in favor of the United States and introduces a myriad of claims, including Article 139, UCMJ claims; nonappropriated fund claims; use of

government property claims, international agreement claims; Air National Guard claims, Civil Air Patrol claims, and medical malpractice claims.

(5R) Chaplain Service Support

5R051-Chaplain Assistant Journeyman

2 Volumes: New Activation – November 2007

Last Updated – December 2005

Hours: Volumes - 27 CE - 6

Points: Volumes – 9 CE - 2

Content: Volume 1 deals with the USAF Chaplain Service and religious program support at your permanent duty station. Religious program support is one of the core areas in which chaplain assistants perform their duties. Volume 2 covers Expeditionary Ministry, which is becoming increasingly a way of life as we support the Global War on Terror.

(6C) Contracting

6C051A-Contracting Journeyman

3 Volumes: Activated - May 2005

Revised - June 2001

Initial Activation - December 1997

Hours: Volumes - 27 CE - 6

Points: Volumes - 9 CE - 2

Content: Volume 1 covers the basic information necessary for upgrading to the 5-skill level in the contracting career field: Contracting Authority, Presolicitation Decisions, and Guidance and Authority. Volume 2 covers the chronological process of simplified acquisition procurements. Volume 3 addresses the tools and techniques on how to award those requirements. It will describe how an award is accomplished; and covers post award responsibilities and actions to finalize the process.

Special Information: CDC 6C051A is a mandatory prerequisite for enrollment in CDC 6C051B.

6C051B-Contracting Journeyman

3 Volumes: Activated - June 2005

Revised - June 2001

Initial Activation - June 1998

Hours: Volumes - 45 CE - 12

Points: Volumes - 15 CE - 4

Content: Volume 1 covers using activity requirements, contracting fundamentals as they apply to major acquisitions, the sealed bidding process, and evaluating bids and awarding contracts. Volume 2 covers the negotiation policies and the differences between sealed bidding and negotiated procedures; addresses source selection procedures as well as cost and pricing issues; and covers the entire negotiation process to include preparing for and conducting negotiations and how the award is completed and documented. Volume 3 discusses contract administration information, provides guidance on how to make changes in a contract or terminate a contract, and addresses unique types of contracting actions.

Special Information: CDC 6C051A is a mandatory prerequisite for enrollment in CDC 6C051B.

(6F) Financial

6F051A-Financial Management and Comptroller Journeyman

2 Volumes: Activated – July 2008

Hours: Volume - 21 CE - 6

Points: Volume - 7 CE – 2

Content: Volume 1 covers the financial management career field. This volume gives an overview of the Defense Finance and Accounting Service (DFAS), comptroller structure, professional development, and some items that are important to every comptroller such as quality assurance and management controls. Also covers military pay items, common allowances, and discusses allotments and deductions. Volume 2 covers the transactions that affect the Master Military Pay Account which includes PCS, leave, and partial payments. Also include a more in-depth look at PCS and TDY travel payments, covers the function of the Disbursing Offices' (DO), and finally covers how to proceed during a deployment plus other important functions needed.

6F051B-Financial Management and Comptroller Journeyman

2 Volumes: Activated – July 2008

Hours: Volume - 30 CE - 6

Points: Volume - 10 CE –2

Content: Volume 1 covers the accounting process that includes an overview of the accounting process to include the accounting systems and funds certification, document processing, management products and merged accountability and fund reporting. Also, concentrates on the cost per flying hour, billings and collections, and this volume ends with a discussion on contingency operations. Volume 2 contains an overview of financial analysis and covers the federal budget system and the budget process, addresses the basics of financial planning and applies this to the Operations and Maintenance (O&M) execution plan and other essential purposes, explains how to develop operating budgets and O&M execution plans and how to execute both at the base level including funds distribution, explains the responsibilities and programs that make up the resource management system (RMS), and finally, discusses fiscal law and outlines several methods for conducting cost analysis.

6F071-Financial Management and Comptroller Craftsman

1 Volume: Activated – July 2008

Hours: Volume - 18 CE - 3

Points: Volume - 6 CE - 1

Content: This volume covers a wide range of items including (but not limited to) performance standards, using the Career Field Education and Training Plan (CFETP), and Noncombatant Evacuation Operation. Also covers, Management Control, Quality Assurance, AF Audit Programs, examines Cost and Economics and addresses processing transactions and auditing, and finally discuss Contingency Operations and Decision Support.

(9S) Reporting Identifiers

9S100-Technical Application Specialist

Reporting Identifier 9S100 upgrade training involves two separate Job Knowledge Development Courses, 9S100A and 9S100B. Completion of both courses is required for upgrade to the **5 competency level**.

9S100A-Basic Technical Application

2 Volumes: Activated November 2006

Hours: Volumes –

Points: Volumes –

SALE RESTRICTED TO NEED TO KNOW – Department of Defense Personnel with a Valid Secret Security Clearance

Content: Volume 1 covers Technician Fundamentals basic career information to include safety, maintenance management principles, troubleshooting, geographic, travel, computers and communication systems. Volume 2 covers Mission and Organization, mission areas, missions and history of the 9S100 Reporting Identifier.

SPECIAL INFORMATION: Questions concerning course content or material should be addressed to the 312 TRS/DOEX, 170 Griffin Street, Goodfellow AFB, TX 76908-4001 (Attn: 9S100 JKDC Writer) or by calling DSN 477-4500. Classified inquiries must be directed via SIPRNET to kevin.culleton@goodfellow.af.smil.mil.

Prerequisites for enrolling:

1. Anyone in the 9S100 career ladder structure.
2. Secret security clearance.
3. This JKDC is mandatory for personnel in initial qualification training in RI 9S100.
4. This JKDC is a prerequisite for 9S100B enrollment.
5. An area accredited for the processing and storage of SECRETI/NOFORN material.

9S100B-Advanced Technical Application

3 Volumes: Activated November 2006

Hours: Volumes –

Points: Volumes –

SALE RESTRICTED TO NEED TO KNOW-Department of Defense Personnel with a Valid Secret Security Clearance

Content: Volume 1 covers Geophysical fundamentals starting with Earth Science, seismic detection and sensors, signal processing and analysis. Volume 2 covers Electromagnetic Application the electromagnetic spectrum, electro-optical, radar, radio frequency, and basic nuclear detonation principles as they apply to RI 9S100. Volume 3 covers Material Application basic material chemistry, biology, and nuclear material collection and analysis principles.

SPECIAL INFORMATION: Questions concerning course content or material should be addressed to the 312 TRS/DOEX, 170 Griffin Street, Goodfellow AFB, TX 76908-4001 (Attn: 9S100 JKDC Writer) or by calling DSN 477-4500. Classified inquiries must be directed via SIPRNET to kevin.culleton@goodfellow.af.smil.mil.

Prerequisites for enrolling:

1. Successful completion of JKDC 9S100A.
2. Anyone in the 9S100 career ladder structure.

3. Secret security clearance.
4. This JKDC is mandatory for personnel in upgrade training to the **5 competency level** in RI 9S100.
5. An area accredited for the processing and storage of SECRET/NOFORN material.

Specialized Courses

CAP & Reserve Forces Officer Extension Program

00017-USAFR Officer Preparatory Course Correspondence Course

6 Volumes: Activated - December 1989

Hours: Volumes - 66 CE - 15

Points: Volumes - 22 CE - 5

Content: This course covers Air Force history, mission and organization, military training, military law, human relations, leadership, and communicative skills.

Special Information: This course consists of individual volumes selected primarily to satisfy the training requirements of ANG/Air Force Reserve personnel specified in ANG Regulation 53-3 or AFR 36-15.

(21) Safety (CAP)

02130A-Civil Air Patrol Scanner Course, Level II

1 Volume: Revised - January 1999

Hours: Volume - 6 CE - 3

Points: Volume - 2 CE - 1

Content: Civil Air Patrol and other agencies have developed procedures to make scanning very effective. These procedures are outlined in this course, and it is essential that you understand them before flying on an actual search mission. As you study the volume, you will learn how to prepare yourself to do a professional job of scanning.

Special Information: There is no prerequisite to enrollment for CAP senior members. Cadets may enroll in courses related to their CAP duty. (This is monitored in the CAP unit by the Cadet Program Officer).

02130B-Civil Air Patrol Mission Observer Course, Level II

1 Volume: Revised - February 1988

Initial Activation - December 1981

Hours: Volume - 9 CE - 3

Points: Volume - 3 CE - 1

Content: This course, Mission Observer, is designed to assist in preparing qualified scanners, who have the desire, to become mission observers. Civil Air Patrol and other agencies have developed procedures and techniques to make mission observing as effective as possible. These are outlined in this course. It is essential that you understand them before participating in an actual mission.

02130D-Civil Air Patrol Emergency Services

1 Volume: Revised - April 1996

Hours: Volume - 12 CE - 3

Points: Volume - 4 CE - 1

Content: Unit 1 is an introduction to Civil Air Patrol (CAP) Emergency Services policies; Unit 2 covers the organization of an Emergency Services team, some key responsibilities, qualifications, the alerting system, briefing/debriefing, and team composition. Unit 3 covers search liaison, activation, command and control of the mission, mission management, how to deal with non-CAP volunteers, air and ground operations, how to avoid fatigue, how to enter a crash site, and mission termination. Unit 4 describes procedures for peacetime natural disaster relief; Unit 5 covers CAP assistance to civil defense, policies, emergency management, mission execution, training, mobilization, and plans. Unit 6 covers helicopter operations, characteristics, restrictions, and unprepared site operations. Finally, Unit 7 covers American Red Cross support by CAP.

02170-Civil Air Patrol - Safety Officer Course

1 Volume: Revised – March 1988

Revised – July 1986

Hours: Volume - 6 CE - 3

Points: Volume - 2 CE - 1

Content: This course should help you to develop a thorough understanding of all facets of the CAP safety program at all levels of organization. It should help you to develop and interpret the many and varied tasks that you, as safety officer, must perform. Last, but not least, it should give you enough information so you can recognize and cope with potential/actual accident-producing hazards within CAP.

Special Information: Cadets may enroll in courses related to their CAP duty.

(4B) Medical

041A1M-Health Services Administration Multimedia Instruction (CD-ROM)

1 Volume: New Activation - March 2004

Initial Activation - January 2002

Hours: Modules - 75 CE - 18

Points: Modules - 25 CE - 6

Content: This course contains the distributed learning portion (CD-ROM) of the Health Services Administration Course. The course is designed specifically to meet the needs of the Air Reserve Component (ARC). Everything you need to successfully complete the course exam is contained on the CD-ROM. Successful completion of the course exam is a prerequisite to attending the 2-week resident HAS course, which culminates your initial training as a new Medical Service Corps officer.

This course includes six modules:

1. Air Force Medical Service
2. Resource Management
3. Health Plan Management
4. Information Management and Information Technology
5. Medical Logistics
6. Medical Readiness

Special Information: This course is restricted to Air Force Guard and Reserve. Students have 18 months to complete the courseware contained on the CD-ROM, including passing the course exam.

Minimum computer system and software requirements:

- 233 MHz Pentium

- 32 megabytes RAM
- Windows 95, 98, NT, 2000 or XP
- 16x CD-ROM drive
- Plugins: You need Adobe Acrobat Reader and a media player

B6ERBM/B6ERPM-USAF Ergonomics (CD-ROM)

19 Modules on 1 CD-ROM: Activated - May 2001

Hours: Volumes - 39 CE - 9

Points: Volumes - 13 CE - 3

Content: This computer-based instruction provides knowledge and skills for bioenvironmental engineering and public health officers, enlisted, and civilian personnel. Training will cover the basics of work related musculo-skeletal disorders (WMSDs), health effects of WMSDs, methods of evaluation, discussion of available standards and criteria, control principles and methods, workstation and tool design, field ergonomic surveys, methods of active and passive surveillance, developing ergonomic education and training for workers and supervisors, developing, implementing, and improving ergonomic programs at base level, and medical management of WMSDs.

Computer system/software minimum requirements: Pentium 175 MHz (266 MHz recommended) computer with 32 MB RAM (64 MB recommended), 5 MB hard drive space available, a SVGA monitor capable of color display of 256 colors, sound card and headphone or speakers, 2x speed (24x recommended) CD-ROM drive, and Microsoft Windows 95/98/00 or NT 4.0.

Special Information: This course must be completed within one year of enrollment date.

Module 1	Introduction
Module 2	Work-Related Musculoskeletal Disorders and Ergonomics
Module 3	Basic Musculoskeletal Anatomy and Biomechanics/Physiology
Module 4	Risk Factors for Common Work-Related Musculoskeletal Disorders
Module 5	Governmental and Nongovernmental Ergonomic Guidance
Module 6	DoD and USAF Ergonomic Guidance
Module 7	Management Commitment and Marketing
Module 8	Passive Surveillance
Module 9	Active Surveillance and the Job Requirements/Physical Demands Survey
Module 10	Anthropology
Module 11	Work Station Design
Module 12	Tool Design
Module 13	Job Analysis Using the Level One Ergonomic Guides
Module 14	NIOSH Lifting Equation

Module 15	Controlling Ergonomic Hazards
Module 16	Medical Management
Module 17	Tools That Can Be Used To Train the Trainer
Module 18	Ergonomics Program Review and Evaluation
Module 19	Technical Resources

B6RSOM-USAF Radiation Safety Officer (CD-ROM)

11 Modules on 1 CD-ROM: Activated - June 2003 (date on label: March 2003)

Hours: Volume - 39 CE - 9

Points: Volume - 13 CE - 3

Content: This computer-based instruction provides knowledge and skills for DOD officers, civilians, and enlisted personnel who have been designated as the Radiation/Safety Officer or alternate or are actively involved in the base radiological health program. Training will cover the basics of health physics and in-depth practical advice on developing and maintaining a radiation protection program. Training includes basic health physics, internal and external dosimetry, radiation instrumentation, transportation, disposal, and radiation protection program.

Computer system/software minimum requirements: Pentium 266 MHz computer with 32 MB RAM (64 MB recommended); 5 MB hard drive space available; a SVGA monitor with a 2 MB True Color (16 bit) capable video card or higher; sound card and headphone or speakers; CD-ROM drive (24x recommended); Microsoft Windows 95/98, NT 4.0, 2000, or XP; and Internet Explorer 5.0 (not Netscape compatible).

Module 1	Fundamental Concepts
Module 2	Interactions and Biological Effects of Ionizing Radiation
Module 3	Instruments
Module 4	Dosimetry
Module 5	Radiological Protection and Control
Module 6	Transportation
Module 7	Disposition of Radioactive Material
Module 8	Accidents and Incidents
Module 9	Regulations
Module 10	Licensing and Permitting
Module 11	Operational Radiation Safety Program

(19) Supervisor Safety

01900-(Air Force) Joint Service Supervisor Safety Course

1 Volume: Revised - January 1988
Initial Activation - January 1982

Hours: Volume - 18 CE - 3
Points: Volume - 6 CE - 1 (CCAF Credit-0)

Content: This course presents the basic guidelines for organizing a safety program and covers the role of the supervisor, preparing the worker for the job, supervising tasks, hazard control and control of workplace environment, fire protection, and off-duty safety.

(02A) Aircraft Communication/Navigation Systems

02A42-Aircraft Communication/Navigation Systems

1 Volume: Activated - December 1999

Hours: Volume - 18 CE - 6
Points: Volume - 21 CE - 5

Content: This one-volume course covers the Airborne Performance Monitor, Communications Patching Facility, Test Facilities, Secure Voice Switching, Message Processing System, Manual Telephone Switching Set, and the Milstar Satcom System.

(66) Logistics, Plans, and Programs

06601-Introduction to the Quality Function

1 Volume: Revised - January 1988
Revised - October 1978

Hours: Volume - 21 CE - 6
Points: Volume - 7 CE - 2 (CCAF Credit-0)

Content: This course is designed to provide an introduction to the philosophy and policies for quality assurance. Emphasis is given to the application of quality matters in an industrial/military environment. In any effort which involves such a range of activities as quality assurance, no one person can know and do everything necessary in the operation of such a program. Consequently, this course explores only the basic methods and techniques that have assisted industrial and military managers in conducting effective quality assurance programs.

06608-An Introduction to Air Force Provisioning Management

1 Volume: Activated - October 1989

Hours: Volume - 21 CE - 6
Points: Volume - 7 CE - 2 (CCAF Credit-0)

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Course 6608 is designed to provide a brief overview of the provisioning management process as it is carried out in the Air Force today. The intent of the course is to provide a broad overview of the process for Air Force managers working in provisioning-related fields. The course includes provisioning and the systems acquisition process, integrated logistics support, logistics support analysis, provisioning planning, the formal provisioning process, the technical functions of provisioning, other considerations in the provisioning process, and the provisioning process as a whole.

06613-Quality Management

1 Volume: Activated - October 1993

Hours: Volume - 12 CE - 3

Points: Volume - 4 CE - 1

Content: This one-volume text on quality management is intended to provide an overview of the leading philosophies in DOD's Total Quality Management (TQM) process. This volume covers the introduction to quality, Dr. Deming's philosophy of management, Federal Government's involvement in TQM, Dr. Juran's quality management trilogy and quality leadership, Phil Crosby's philosophy, problem solving and process improvement tools, and statistical process control and variability reduction.

NOTES

COURSE PRICE LISTING

To purchase course material, submit payment (see Terms of Payment) for the exact amount and order form to: AU A4LOC Curriculum Control Branch, 50 South Turner Blvd, Maxwell-Gunter AFB, AL 36118-5643. **Delivery time is 3 to 6 weeks for receipt of course(s).** Express delivery service is **not** available. If you have any questions, please call DSN 596-4235. The fax numbers are DSN 596-4996 or Comm (334) 416-4996.

Purchasing Course Material

Purchase of Career Development Courses (CDC) and WAPS

Career Development Courses (CDC), Specialized Courses, and Weighted Airman Promotion Study (WAPS) materials can be purchased by individuals, DoD organizations and commercial firms. To purchase WAPS material, see the instructions on page 148.

Order forms to purchase WAPS and CDC course material by individuals and commercial firms are at the end of this catalog (see Purchase by DoD Organizations Using Unit Funds).

NOTE: WAPS material for testing cycle **11E** will not be available until **1 October 2010**.

Terms of Payment

A4L accepts money order, cashier's check and IMPAC checks. A4L will **not** accept personal checks, cash or credit cards (including the IMPAC or GPC credit card).

Money order, cashier's check and IMPAC check must be made payable to **DDO3801** in US funds. Personal checks will be returned if received. There is no charge for shipping and handling. All sales are final and A4L will **not** issue refunds for materials ordered.

Price Categories

There are two price categories: **DoD Price and Other Price**. Members of the U.S. Armed Forces (active duty, Guard, Reserve), DoD civilians, DoD organizations, retired members of the military and retired DoD civilians pay the **DoD Price**. Non-DoD individuals, organizations and commercial firms must pay the **Other Price**. Prices are per course. The price of the course is based on number of pages, volume(s) and difficulty. **All prices are current and subject to change without notice.**

NOTE: If asterisks appear in either the DoD Price column or Other Price column of the Course Price Listing, the course is restricted for sale (Not For Sale) to affected members.

For Reference Libraries or Group Training Plans

A4L will not provide course materials for reference libraries or for inclusion in group training plans **without a charge**. If a group study class is considered advisable for comprehensive coverage of a course or materials are considered essential to maintain a reference library, refer to the paragraph "Purchase by DoD Organizations."

Purchase by Individuals and Commercial Firms

A4L course materials are provided for sale to individuals upon request from the following:

5. Personnel who are eligible to enroll in a career development and specialized course (see Eligibility,) but who do not wish to participate as an active student.
6. Commercial firms when the materials are used in a training program.
7. State and federal prison systems.
8. Members of the U.S. Armed Forces (active duty, guard, reserve), DoD civilians, retired members of the U.S. Armed Forces, retired DoD civilians and civilians acting as private citizens.

When an individual purchases a course, the person is not officially enrolled in the course. Course examinations are not forwarded with the course materials and individuals may not request the examinations for course credit.

The following courses are **not** offered for sale: PME courses, deactivated courses, classified courses, copyrighted courses, and “For Official Use Only” (FOUO). All PME courses require an active enrollment. Classified courses are **not** offered for sale by A4L. To obtain classified courses, or questions about classified courses, contact Goodfellow AFB, TX via unclassified email at 316TRS.CDC@goodfellow.af.mil.

To purchase, mail a money order or cashier’s check for the exact amount payable to **DDO3801**. An order form is available at the end of this catalog. Money order or cashier’s check must indicate the correct price or it will be returned without action. The request must include name, mailing address, email address, telephone number, and course number. Mail this information and a money order or cashier’s check to: **AU A4LOC - 50 South Turner Blvd, Maxwell-Gunter AFB, AL 36118–5643**. AU A4L does **not** refund money received for payment of course materials. Orders are shipped via United States Postal Service (USPS) FOURTH CLASS. **Delivery time is 3 to 6 weeks for receipt of course(s)**. Express delivery service (i.e., overnight mail) is **not** available.

Purchase by DoD Organizations (Using Unit Funds)

Any DoD organization (flight level and higher) can purchase Career Development Course (CDC) materials utilizing unit funds. The procedures are as follows:

If an IMPAC check is used, make it payable to **DDO3801**. The request must include name, mailing address, email address telephone number, and course number(s). Mail this information and the IMPAC check to: **AU A4LOC- 50 South Turner Blvd, Maxwell-Gunter AFB, AL 36118–5643**. An order form is at the end of this catalog. **Delivery time is 3 to 6 weeks for receipt of course(s)**.

Weighted Airman Promotion System Material (WAPS)

WAPS material can be purchased only during 1 October through 1 August. Request for WAPS material received other than the period stated will be returned to the requester without action. WAPS material must be for the current promotion cycle. For specific information on AFSC requirements, please refer to the WAPS Catalog at <https://www.omsq.af.mil/TE/WAPSCat.pdf>

To order WAPS material, mail a money order or cashier’s check for \$20.00 payable to **DDO3801** and mail to: **AU A4LOC- 50 South Turner Blvd, Maxwell-Gunter AFB, AL 36118–5643**. A4L will not refund money received for payment of WAPS material.

Note: WAPS material for testing cycle 11E will not be available until 1 October 2010.

The request must include name, rank, mailing address, email address, telephone number, control Air Force Specialty Code (AFSC), and calendar year of testing. Individual orders are shipped via United States Postal Service (USPS) FIRST CLASS MAIL. A WAPS order form is at the end of this catalog. Delivery time is 3 to 6 weeks for receipt of WAPS material.



<input type="radio"/>	Name/Rank
<input type="radio"/>	Mailing Address
<input type="radio"/>	Telephone Number
<input type="radio"/>	Calendar Year of Testing

**	CONTAINS COPYRIGHT MATERIAL	NOT FOR SALE
***	CONTAINS "FOUO" MATERIAL	NOT FOR SALE

COURSE NUMBER	DOD (\$) PRICE	OTHER (\$) PRICE
01900	5	13
02130A	5	9
02130B	5	14
02130D	5	14
02170	5	8
02A42	7	***
02AF1	38	**
02AF2	44	**
02AF3	32	**
041A1M	5	76
06601	6	20
06608	6	20
06613	6	19
07340	5	**
0C200M	5	76
0C203M	5	76
0C221M	5	76
0C230M	5	76
0C233M	5	76
0Z100	5	9
10011	8	27
10012	5	13
10023W	5	76
10024	5	**

COURSE NUMBER	DOD (\$) PRICE	OTHER (\$) PRICE
10027W	5	76
10028W	5	76
10031	5	**
10211W	5	76
10212W	5	76
10213	5	14
10214	5	14
10311W	5	76
10312W	5	11
10313	5	**
10411W	5	76
10412W	5	76
10413	5	13
10612	5	9
1AX5X	7	24
1A051	15	50
1A151	24	81
1A251	11	37
1A351A	17	59
1A351B	17	58
1A351C	11	36
1A451	15	***
1A651	7	25
1A751	11	37

COURSE NUMBER	DOD (\$) PRICE	OTHER (\$) PRICE
1C051	33	***
1C052	23	79
1C072	7	25
1C251A	26	89
1C251B	22	**
1C251S	26	87
1C251T	5	76
1C351	14	***
1C451	20	70
1C551	17	***
1C651	23	78
1P051	40	134
1P071	12	42
1S051	28	95
1W051A	25	87
1W051B	25	85
1W071A	17	59
1W071B	13	44
2A0511	15	53
2A0512	18	61
2A051A	17	56
2A051C	32	**
2A051D	16	54
2A051P	31	**
2A051S	14	**
2A051T	25	83
2A351	9	32
2A3512	42	142
2A352E	23	***
2A352F	19	***
2A352G	28	***
2A352H	27	***
2A353	47	161
2A372	11	***
2A452B	27	91
2A452C	11	***

COURSE NUMBER	DOD (\$) PRICE	OTHER (\$) PRICE
2A551	33	112
2A552	29	97
2A553A	38	126
2A553B	42	141
2A553C	36	120
2A553D	26	**
2A553E	57	188
2A553F	6	19
2A572	16	55
2A651	44	148
2A652	31	***
2A653	28	94
2A654	26	87
2A655	32	108
2A656	38	130
2A672	16	***
2A675	5	17
2A751	49	167
2A752	28	95
2A753	42	**
2AX7X	12	41
2E051	26	88
2E151	24	82
2E152	26	88
2E652	43	**
2F051	30	100
2F071	18	59
2G051	13	43
2G071	11	37
2M051A	24	80
2M051B	8	28
2M052	21	73
2M053	29	97
2M071	9	31
2M072	7	23
2M073	8	29

COURSE NUMBER	DOD (\$) PRICE	OTHER (\$) PRICE
2P051A	14	46
2P051B	15	**
2P071	14	**
2R051	35	***
2R071	9	32
2R151	16	54
2R171	6	21
2S051	29	98
2S071	15	50
2T051	11	37
2T071	12	42
2T151	16	54
2T171	7	23
2T231	25	86
2T251	29	98
2T271	16	54
2T351A	23	79
2T351B	20	68
2T351C	21	***
2T352A	5	15
2T352B	6	20
2T352C	5	17
2T355	23	78
2T357	16	52
2T370	51	175
2W051A	14	***
2W051B	20	65
2W151A	14	46
2W151B	19	***
2W171	5	12
2W251A	19	***
2W251B	24	***
2W271	13	***
3C051	21	**
3C052	8	27
3C152	22	***

COURSE NUMBER	DOD (\$) PRICE	OTHER (\$) PRICE
3C251	24	81
3D051		
3E051A	35	**
3E051C	35	**
3E051D	36	120
3E052C	27	91
3E052D	18	59
3E151A	25	85
3E151B	45	150
3E151C	31	**
3E251A	18	**
3E251B	18	**
3E351A	24	81
3E351B	25	**
3E351C	24	**
3E451A	25	**
3E451B	25	**
3E453A	30	**
3E453B	29	**
3E551	33	110
3E551B	29	96
3E571	14	***
3E651	17	56
3E851	30	***
3E951	40	132
3M051A	9	**
3M051B	13	***
3M071A	10	34
3M071B	13	44
3N051	14	47
3N071	6	***
3P051	39	***
3P051C	11	39
3P051D	7	25
3P071	20	***
3S051A	14	46

MEMORANDUM FOR: The Extension Course Program (AU A4L)

SUBJECT: Purchase of **WAPS** Material

I request the following **WAPS** material(s):

Control AFSC(s) _____

Name _____

Rank _____

Calendar Year of Testing _____

Ship to: (Please print Mailing Address and Zip Code)

Total amount enclosed \$ _____ (submit a **cashier's check** or **money order** for **\$20.00** for each CAFSC payable to **AU A4L**). Personal checks and credit cards are **not** accepted. Personal checks will be returned if received.

Mail this form and payment to:

AU A4LOC
50 South Turner Blvd
Maxwell-Gunter AFB, AL 36118-5643

(Note: Delivery time is 3 to 6 weeks for receipt of WAPS material)

Email Address _____

Requestor's Signature _____

DSN Telephone Number _____

MEMORANDUM FOR: The Extension Course Program (AU A4L)

SUBJECT: Purchase of Career Development Course Material (CDC)

I request the following CDC material(s):

1. CDC Course Number _____
Course Title _____
Quantity _____ **Unit Price \$** _____ **Total Cost \$** _____

2. CDC Course Number _____
Course Title _____
Quantity _____ **Unit Price \$** _____ **Total Cost \$** _____

3. CDC Course Number _____
Course Title _____
Quantity _____ **Unit Price \$** _____ **Total Cost \$** _____

Total Amount Enclosed \$ _____

- For Individual Order(s) submit a **cashier's check or money order** payable to **AU A4L** for the correct amount. Personal checks and credit cards are **not** accepted and will be returned.
- For DoD Organizations (using Unit Funds) submit an **IMPAC check** payable to **AU A4L**, (**Note:** the cut-off date is **1 August** of the current fiscal year. A4L will begin accepting and processing these forms on **1 October** of the next fiscal year).

Ship to: (Please print Name, Mailing Address and Zip Code)

Mail this form and payment to:

AU A4LOC

50 South Turner Blvd

Maxwell-Gunter AFB, AL 36118-5643

(Note: Delivery time is 3 to 6 weeks for receipt of CDC course(s)).

Email Address _____

Requestor's Signature/Date _____

DSN Phone Number _____

