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CAREER FIELD EDUCATION AND TRAINING PLAN (CFETP)



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Transportation Badge Heraldry

Basic Badge



Senior Badge



Master Badge

The falcon at the center of the badge is derived from the Triforium Termination Stone Carving dedicated on 10 May 1970 to the United States Air Force Logistics Personnel at the National Cathedral in Washington D.C.

*The **Falcon** represents the dedication and devotion to duty of transportation personnel who aid in the generation and employment of defense forces across the spectrum of warfare.*

*The **Field** of the badge is without obstruction and depicts free skies.*

*The **Olive Branch** surrounding the badge symbolizes the peace aerospace forces engender through professional transportation.*

In its talons, the falcon grasps a globe/which represents earth as seen from space and represents the span of our systems around the world and into space. Encircling the globe are three arrows running parallel to each other to symbolize teamwork between all modes of transportation: Land, Sea, and Air.

The globe and the arrows together, symbolize the Air Force Transportation Vision Statement: Building the world's most effective movement systems to provide global reach for America.

Personnel can find specific guidance for the wear of the Transportation badge in AFI 36-2903, Aeronautical, Duty, and Occupational Badges. Enlisted Vehicle Management personnel are awarded the basic badge after completing initial 3-level training, the senior badge is awarded after award of the 7 skill level, and the master badge is awarded to Master Sergeant or above with 5 years in the specialty from award of the 7 skill level.

CFETP
FLEET MANAGEMENT & ANALYSIS (FM&A)
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PART I

PREFACE

1. The Career Field Education and Training Plan (CFETP) is a comprehensive document that identifies life-cycle education and training requirements, training support resources, and minimum core task requirements ¹for the Fleet Management & Analysis specialty. The CFETP provides Fleet Management & Analysis personnel a clear career path to success and instills rigor in all aspects of career field training.

Note: Civilians occupying associated positions may use Part II to support duty position qualification training. Air Force Reserve Command (AFRC) and Air National Guard (ANG) career paths will differ from the career paths depicted in this document. They may develop career paths that more accurately describe the life-cycle of reserve and guard personnel.

2. The CFETP consists of two parts; both parts of the plan are used by supervisors to plan, manage and control training within the career field.

2.1. Part I provides information necessary for overall management of the specialty. **Section A** explains how everyone will use the plan; **Section B** identifies career field progression information, duties and responsibilities, training strategies and career field path; **Section C** associates each level with specialty qualifications (knowledge, education, training and other); **Section D** indicates resource constraints (some examples are funds, manpower, equipment and facilities); **Section E** identifies transition training guide requirements for SSgt through MSgt.

2.2. Part II includes the following: **Section A** identifies the STSs and includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) conducted training, wartime course, core task and correspondence course requirements; **Section B** Optional (not used); **Section C** identifies available support materials (an example is a Qualification Training Package (QTP) which may be developed to support proficiency training and they are identified in <http://www.e-publishing.af.mil>; **Section D** identifies a training course index supervisors can use to determine resources available to support training (included here are both mandatory and optional courses); **Section E** identifies (Major Commands) MAJCOM's unique training requirements supervisors can use to determine additional training required for the associated qualification needs.

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

ABBREVIATIONS/TERMS EXPLAINED

Advanced Distributed Learning Service (ADLS). ADLS is worldwide accessible, web-enabled Learning Management System (LMS) that provides delivery, tracking and on-demand reporting of training with no client software required to access the system. ADLS location is at https://golearn.csd.disa.mil/kc/main/kc_frame.asp?blnWhatsNew=True.

Advanced Training (AT). Formal course which provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills/knowledge to enhance their expertise in the career field. Training is for selected career Airmen at the advanced level of the AFS. **AEF Reporting Tool (ART).** The AEF reporting tool on SIPRNET that provides timely and accurate readiness

AETC Training Manager (AETC-TM). AETC-TM acts as a link between the customer, MAJCOMs and the training providers (schoolhouse). Collectively we refer to the training squadrons, courses, instructors and curriculum developers, as the schoolhouse. The AETC-TM moderates the long term, visionary training goals of the career field with the real time ability of the schoolhouse to meet those training goals.

AETC Training Pipeline Manager (AETC-TPM). Co-chairs with the Air Force Career Field Manager (AFCFM), Utilization and Training Workshops (U&TWs) and AFS planning meetings. Responsible for the oversight, development and execution of all formal training to include money, manpower and machines to bring new training on-line. Acts as liaison between AFCFM and training community.

Air Force Career Field Manager (AFCFM). An individual who is the single Point of Contact (POC) responsible for overall management of an AFS. AFCFM responsibilities include policy development, training, skills management and career progression.

Air Force Enlisted Classification Directory (AFECD). This guide establishes the occupational structure of the Air Force enlisted force. The occupational structure is flexible to permit enlisted personnel to specialize and develop their skills and abilities while allowing the Air Force to meet changing mission requirements. Located at website <http://ask.afpc.randolph.af.mil/> (At the home page, click on the Enlisted tab, select Career Management and Classification from the pull-down menus and then hit Search.).

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

Air Force Job Qualification Standard/Command Job Qualification Standard

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

Allocation Curves. The relation of hours of training in different training settings to the degree of proficiency which can be achieved on specified performance requirements.

Bridge Course. A formal or informal course of training which allows the individual to expand his/her knowledge in another area of expertise.

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

Career Training Guide (CTG). A document that uses Task Modules (TMs) in lieu of tasks to define performance and training requirements for a career field.

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

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

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

Core Task. Tasks the AFCFM identify as minimum qualification requirements within an AFSC, regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC. Guidance for using core tasks can be found in the applicable CFETP narrative. **Course Objective List (COL).** A publication, derived from initial/advanced skills course training standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3- or 7-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with Air Force Instruction (AFI) 36-2651, *Air Force Training Program*.

Duty Position Task. The tasks assigned to an individual for the position currently held. These include as a minimum all core tasks that correspond to the duty position, and tasks assigned by the supervisor.

Education and Training Course Announcements (ETCA). The primary tool used for information on education and training courses, such as available courses, prerequisites, reporting instructions etc. ETCA is accessed via the World Wide Web (WWW) at address <https://etca.randolph.af.mil/>.

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

Exportable Course. Instructional packages that personnel design for use in the field. The course may include printed, computer-based or other audiovisual materials.

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

Field Technical Training (Type 7). Special or regular on-site training conducted by a Field Training Detachment (FTD) or by a mobile training team.

Financial Improvement Audit Readiness (FIAR).

Fleet Management Information System (FMIS)

Go/No Go. The stage at which an individual has gained enough skill, knowledge and experience to perform the tasks without supervision. Meeting the task standard.

Government Purchase Card (GPC). More information found at http://www.acq.osd.mil/dpap/pdi/pc/policy_documents.html

Initial Skills Training. Formal school courses that result in an AFSC 3-skill level award for enlisted or mandatory training for upgrade to qualify for officers.

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

Interservice Training Review Organization (ITRO). The Interservice Training Review

Organization (ITRO) was established in 1972 in response to concern expressed by the Government Accounting Office that the Services were not accomplishing significant consolidations of training courses as required by the 1964 Joint Chiefs of Staff Memorandum of Policy 148.

Joint Deficiency Reporting System (JDRS).

MAJCOM Functional Manager (MFM). An individual who is the POC responsible for MAJCOM management of an AFS. MFM responsibilities include coordination with the AFCFM, policy development, training, skills management and career progression at the MAJCOM-level. **Materiel Management System (MMSYS)**

Mobile Training Team (MTT). Technical training conducted at operational locations by a resident course instructor using the facilities and equipment at those locations.

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

On-the-Job Training (OJT). Hands-on, “over-the-shoulder training” that a duty location uses to train personnel in both upgrade (skill level award) and job qualification (duty position certification) training.

Optimal Training. The ideal combination of training settings resulting in the highest levels of proficiency on specified performance requirements within the minimum time possible.

Position Qualification Training. Training designed to qualify an Airman in a specific position.

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

Program Objective Memorandum (POM). Developed by individual services to set objectives for their forces, weapon systems and logistical support within the fiscal limits assigned to them by the Secretary of Defense. Covers a 6-year period.

Qualification Training (QT). Hands-on performance training designed to qualify an Airman in a specific duty position. This training occurs both during and after the upgrade training to maintain up-to-date qualifications. It is designed to provide the performance skills required to do the job.

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

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

Schoolhouse. The principle AETC location where training is conducted and/or managed.

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

Specialty Training. The total training process (life cycle) used to qualify Airmen in their assigned specialty.

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

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

Subject Matter Expert (SME). Highly motivated and experienced individual who is an effective communicator and has a thorough understanding of career field issues. The AFCFM and training personnel call on SMEs for specialty related issues such as attending U&TWs and for writing Specialty Knowledge Tests (SKTs) for Weighted Airman Promotion System (WAPS) testing.

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

Test, Measurement, and Diagnostic Equipment (TMDE)

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

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

Training Business Area (TBA). A Web-Based application providing Air Force War fighters with global, real-time visibility into the technical qualifications, certifications and training status of logistics, communications and information professionals Air Force wide. TBA supports base, wing and work center level training management activities by automating training management business processes. Information concerning TBA can be found on the TBA Community of Practice on the Air Force Portal: <https://www.my.af.mil/afknprod/community/views/home.aspx?Filter=OO-LG-ES-04>

Training Capability. The ability of a unit or base to provide training. Authorities consider the availability of equipment, qualified trainers, and study reference materials and so on in determining a unit's training capability.

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

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

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

Training Session. Training conducted by trainers based on technical data for a maintenance task that existing courses could not support.

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

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

Utilization and Training Workshop (U&TW). A forum of MAJCOM AFSC functional managers, SMEs and AETC training personnel that determines career ladder training requirements.

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

streamlined training environment. These tasks are only for those career fields that still need them applied to their schoolhouse tasks.

Web-Based Training. See ADLS.

SECTION A: GENERAL INFORMATION

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

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

2. Uses. The plan will be used by MFMs, trainers, and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty. (2) NOTE: The Air Force District of Washington (AFDW) serves as the MFM for personnel assigned to Air Force Elements (AFELM).

2.1. AETC training personnel will develop/revise formal resident, non-resident, field and exportable training based on requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

2.2. MFMs will ensure their training programs complement the CFETP mandatory initial, upgrade and proficiency requirements. Identified requirements can be satisfied by OJT, resident training, contract training or exportable courses.

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

2.4. Unit Education and Training Managers and supervisors must ensure each individual completes the mandatory training requirements (including MAJCOM supplemental requirements) for the upgrade training specified in this plan.

3. Coordination and Approval. The AFCFM is the approval authority for the CFETP. MFMs and AETC training personnel will identify and coordinate on the career field training requirements. The AETC training manager for 2T3XX specialties will initiate an annual review of this document by AETC and MFMs to ensure currency and accuracy. Using the list of courses in Part II, they will eliminate duplicate training.

SECTION B: CAREER PROGRESSION AND INFORMATION

4. Specialty Descriptions. Typically, specialty descriptions provide a summary of the specialty, insight into duties and responsibilities associated to the specialty, and qualifications for entry or progression within the specialty.

4.1. FLEET MANAGEMENT AND ANALYSIS (FM&A):

AFSC 2T377, Craftsman

AFSC 2T357, Journeyman

AFSC 2T337, Apprentice

AFSC 2T317, Helper

Ref: AFECD

4.1.1. Specialty Summary. Fleet Management and Analysis personnel are highly-trained and proficient on planning, organizing, and directing fleet management activities. Supervises and performs the scheduling and analysis of maintenance performed on vehicles and equipment. Oversees fleet management and accounts for vehicle fleet. Uses a computer to manage the vehicle data collection system and develops local retrievals to obtain specific data. Performs materiel control functions. Files historical data and maintains vehicle records. Related DoD Occupational Subgroup: 155800.

Duties and Responsibilities: Supervises and performs automated data collection and fleet management information system (FMIS) functions. Manages vehicle leasing program. Inputs data to the FMIS and verifies data accuracy. Prepares reviews and corrects FMIS products. Provides input to vehicle buy program. Develops vehicle minimum essential levels and vehicle priority recall listing. Performs fleet maintenance, operations analysis and manages vehicle control program. Coordinates with work center supervisors and using organizations to ensure a timely repair of assigned vehicles. Monitors contract and warranty repairs, status, and funding. Develops and administers long and short range plans and programs for completion of preventative maintenance and inspections, special inspections and projects. Submit depot vehicle requirements for the five-year maintenance plan. Controls and administers the delayed maintenance and accident abuse programs. Maintains vehicle historical data and records jackets. Develop local retrievals and analyzes data for deviations from specific performance indicators to help develop corrective actions. Manages TCTO/service bulletins, DOD fleet fuel card, Government Purchase Card (GPC) programs and performs Joint Deficiency Reporting System (JDRS) inputs. Monitors Nuclear Certified Equipment (NCE) vehicle and War Readiness Materiel (WRM) programs. Performs fleet management data reporting/transfer as required. Uses FMIS to collect data for mandated reporting requirements such as Resource Conservation and Recovery Act (RCRA), readiness reporting systems, etc. Assembles specific fleet information by extracting and tabulating maintenance data in a logical presentation sequence using automated and

manual methods. Prepares data for presentation in tabular, chart, graphic and summary form. Gives narrative summaries to meet management needs. Develops alternative sources of support for operational vehicle shortfalls. Manages vehicle custodial account and vehicle authorization and utilization program. Prepares and defends base level submission for central appropriated funds procurement of motor vehicles and other budgetary accounts. Reviews and coordinates on statements of work and performance requirements documents requiring government vehicles. Ensures vehicle accountability compliance with Financial Improvement Audit Readiness (FIAR). Inputs routine and Mission Capable (MICAP) requisitions and processes inquiries in the Materiel Management System (MMSYS). Monitors Due-In-From-Maintenance (DIFM) and Test, Measurement and Diagnostic Equipment (TMDE) programs.

4.1.2. **Specialty Qualifications:**

4.1.2.1. **Knowledge.** Knowledge is mandatory of: fleet management and analysis; maintenance responsibilities; maintenance data collection and reporting procedures; FMIS; and computer operations.

4.1.2.2. **Education.** For entry into this specialty, completion of high school with courses in algebra or equivalent mathematics, computer operations and auto mechanics is desirable.

4.1.2.3. **Training.** The following training is mandatory for award of the AFSC indicated:

4.1.2.3.1. 2T337. Completion of the fleet management and analysis apprentice course.

4.1.2.3.2. 2T357. Completion of applicable core tasks.

4.1.2.3.3. 2T377. Completion of applicable core tasks.

4.1.2.4. **Experience.** The following experience is mandatory for award of AFSC indicated:

4.1.2.4.1. 2T357. Qualification in and possession of AFSC 2T337. Also, experience in functions such as fleet management & analysis, quality control, customer service center or maintenance shop work center, obtaining parts and materials for use in vehicle maintenance, and management of leased/rental vehicles and DoD FLEET Fuel Card Program.

4.1.2.4.2. 2T377. Qualification in and possession of AFSC 2T357. Also, experience performing or supervising functions such as fleet management and analysis, quality control, customer service center or maintenance shop work centers, and in obtaining parts and materials for use in vehicle maintenance.

4.1.3. **Other:** Not used.

4.1.4. **VEHICLE MANAGEMENT**

AFSC 2T390, Superintendent

AFSC 2T300, Chief Enlisted Manager

Ref: AFECD

4.1.4.1. **Specialty Summary.** Manages the mission generation vehicle fleet. Activities include the management of vehicle authorization listings, vehicle control programs and associated maintenance requirements such as inspection, diagnostics, repair, modification, and refinishing and data collection for the vehicular equipment fleet. Programs include maintenance and fleet management analysis, quality assurance, training and material control. Related DoD Occupational Subgroup: 170400.

Duties and Responsibilities: Plans, organizes and directs vehicle management activities. Ensures adequate manpower authorizations, personnel, tools, equipment, spare parts, and work space are available. Establishes production goals, quality controls, operating instructions, annual budgets and self-inspection programs. Maintains liaison with users and supply organizations regarding spare parts requirements. Promotes customer satisfaction. Initiates action for interservice and intraservice vehicle maintenance support requests from other Department of Defense agencies. Oversees fleet management and analysis, as well as maintenance activities responsible for vehicle repair, analysis, training, parts procurement and contingency planning to ensure effective use of maintenance resources. Coordinates on and assists using organizations with processing procedures for vehicle authorization changes. Reviews and coordinates on vehicle abuse, accident and incident cases. Provides input to and reviews the AEF Reporting Tool. Ensures accountability for vehicle fleet, tools, equipment, space, supplies and facilities. Monitors and validates vehicle authorizations, new vehicle request, annual vehicle buy program, limited technical inspections, vehicle depot-level repair requirements, vehicle add-on equipment request, reimbursement and refundable actions, vehicle utilization, vehicle minimum essential levels, vehicle priority recall list, vehicle and part warranties, manpower changes, requirements, and facility upgrades. Monitors parts procurement programs to ensure compliance with all applicable guidance. Monitors related contracts and identifies problems to the contract administrator. Supervises programs affecting depot level repairs, shipment of vehicles, maintenance priorities, record keeping, material deficiency reporting, preventative maintenance and inspections, special inspections, fleet management, and analysis to ensure regulatory compliance. Oversees the collection, control and disposition of hazardous and toxic waste material accumulations, vehicle lease program and vehicle control program. Ensures compliance with developed safety practices, policies and standards. Reviews and approves vehicle lesson plans for compliance with technical data and safety standards. Reviews vehicle/equipment modification request for safety and compliance with technical data, forwards request to approval authority if valid. Periodically inspects maintenance, repair sections, fleet management, analysis, and material control. Determines operational status and solves complex maintenance, fleet management, supply, and personnel problems. Analyzes maintenance reports, past and current performance, and inspection reports to ensure cost effective operations, timely preventive maintenance, repairs and rebuilding of vehicular equipment. Identifies unfavorable trends as they occur. Initiates corrective actions and revises procedures to improve effectiveness and eliminate deficiencies. Monitors and coordinates on military construction projects affecting vehicle management areas.

4.1.4.2. **Specialty Qualifications:**

Knowledge. Knowledge is mandatory of: maintenance and fleet management policies and procedures; maintenance analysis activities; contract administration and evaluation; supply and inventory management; publications; technical order and deficiency reporting systems; FMIS; materiel management procedures and allowances standards; training requirements and programs; Air Force manpower standards and their application; facility requirements; and safety and environmental standards.

4.1.4.2.2. **Education.** Not used.

4.1.4.2.3. **Training.** Not used.

4.1.4.2.4. **Experience.** Qualification in and possession of AFSC 2T371 or 2T377. Also, experience in managing vehicle maintenance and fleet management activities.

4.1.4.2.5. **Other:** Not used.

5. Skill/Career Progression. Adequate training and timely progression from the apprentice to the superintendent skill level play an important role in the Air Force's ability to accomplish its mission.

It is essential that everyone involved in training must do their part to plan, manage and conduct an effective training program. The guidance provided in this part of the CFETP will ensure each individual receives viable training at appropriate points in their career. The following narrative and AFSC 2T3X7 Career Development Flow Charts identify career skill progression.

5.1. Apprentice (3-skill level): Upon completion of initial skills training, trainees work with a trainer to enhance their knowledge and skills. Individuals will use a combination OJT and advanced courses to progress in the career field. Education toward a CCAF degree should continue. The goal for 5-skill level upgrade training is 24 months but must have a minimum of 12 months of OJT.

5.2. Journeyman (5-skill level): Once upgraded to the 5-level, journeymen will enter into continuation training to broaden their experience base. Typical job positions for 5-levels include positions requiring supervisory skills such as OJT trainer, quality assurance inspector and materiel control or section supervisor. 5-levels will complete required available advanced courses, and MAJCOM specific training. Individuals will attend the Airman Leadership School (ALS) after completing 48 months in the Air Force, or upon selection for promotion to Staff Sergeant. Individuals will use appropriate reference materials to prepare for testing under the Weighted Airman's Promotions System (WAPS). Education toward a CCAF degree should continue.

5.3. Craftsman (7-skill level): Craftsmen can expect to fill various supervisory and management positions and may be assigned to higher headquarters staff positions and 2T3X7 formal schools. Personnel are encouraged to take courses to obtain added knowledge on management of resources and personnel. Continue academic education through CCAF and higher degree programs. In addition, eligible individuals will complete Enlisted PME developmental courses.

5.4 Superintendent (9-skill level): A 9-level is expected to fill leadership, supervisory and management positions such as vehicle fleet manager or vehicle management superintendent, and may be assigned to headquarters staff positions. Additional training in the areas of budget, manpower, resource, and personnel management are necessary, and can be provided through continuing education. The 9-skill level is awarded upon sew-on of Senior Master Sergeant and when recommended by their supervisor and approved by their commander. Additional higher education and completion of courses and certifications outside the career AFSC are also highly recommended.

6. Training Decisions. The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the vehicle management career field. The spectrum includes a strategy for when, where and how to meet the training requirements. Strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training. The Utilization & Training Workshop (U&TW) determines what, when and how training material is taught.

6.1. Initial Skills Training. All proficiency codes were reviewed and updated to validate training in the apprentice course and placed at the correct proficiency level as well as material written in the CDCs. Also, the initial skills courses were revised to provide the training needed to better prepare graduates for the tasks they will be facing in the field. The focus was

6.2. Upgrade Training. Completion of required core tasks is required for personnel progressing to AFSC 2T357.

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

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

7.2. Trade Skill Certification. When a CCAF student separates or retires, a trade skill certification is awarded for the primary occupational specialty. The college uses a competency based assessment process for trade skill certification at one of four proficiency levels: Apprentice, journeyman, craftsman/supervisor or master craftsman/manager. All are transcribed on the CCAF transcript.

7.3. Applicability. The **Maintenance Production Management** program applies to occupational specialties: 2T3X7.

7.3.1. Degree Requirements. All Airmen are automatically entered into the CCAF program. Upon completion of basic military training and assignment to an Air Force specialty field, active duty, ANG, and AFRC enlisted members may be placed in the degree program designed for their career field. Prior to completing an associate degree, the 5-skill level must be awarded and the following requirements must be met:

| Degree Requirements | Semester Hours |
|--|----------------|
| Technical Education | 24 |
| Leadership, Management, and Military Studies | 6 |
| Physical Education | 4 |
| General Education | 15 |
| Program Elective: Technical Education; Leadership, Management, and Military Studies; General Education | 15 |
| <i>Total Semester Hours for Degree</i> | 64 |

7.3.2. Technical Education (24 Semester Hours): A minimum of 12 semester hours of Technical Core subjects/courses must be applied and the remaining semester hours applied from Technical Core/Technical Elective courses. Requests to substitute subjects/courses must be approved in advance by the Services Branch. Refer to the CCAF General Catalog for Application of Courses to the Technical Education area.

7.3.3. Technical Core:

| Technical Core Area | Max Semester Hours |
|--|--------------------|
| CCAF Internship | 16 |
| Human and Resource Management | 3 |
| Management Information Systems | 12 |
| Production Management | 6 |
| Scheduling and Production Control | 15 |
| Statistics | 3 |
| Systems Management | 6 |
| Vehicle Interactive Management Systems | 9 |

7.3.4. Technical Electives:

| Technical Electives Area | Max Semester Hours |
|--|--------------------|
| Computer Science | 6 |
| Enlisted Professional Military Education | 6 |
| Environmental Compliance | 3 |
| Industrial Safety | 3 |
| Principles of Accounting | 3 |
| Quality Assurance | 3 |
| Technical Writing | 3 |

7.3.5. Leadership, Management, and Military Studies (6 Semester Hours). The leadership, management, and military studies requirement may be satisfied by applying Professional Military Education (PME), civilian courses accepted in transfer and/or testing credit. However, the preferred method of completing leadership, management, and military studies is by attending Airman Leadership School, the NCO Academy, and/or SNCO Academy.

7.3.6. Physical Education (4 Semester Hours). Completing Basic Military Training satisfies the 4-semester hour physical education requirement. Civilian courses do not apply to this requirement.

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

| General Education Subject/Course | Max Semester Hours |
|--|--------------------|
| Oral Communication (Speech) | 3 |
| Written Communication (English Composition) | 3 |
| Mathematics (Intermediate algebra or a college-level mathematics course) | 3 |
| Social Science (Anthropology, Archaeology, Economics, Geography, Government, History, Political Science, Psychology, and Sociology) | 3 |
| Humanities (Courses in Fine Arts: Criticism, Appreciation and Historical Significance; Foreign Language, Literature, Philosophy, and Religion) | 3 |

7.3.8. Additional off-duty education is encouraged for all. Certification through organizations such as the ASE is also encouraged. Individuals desiring to become an AETC instructor should be actively pursuing an associate's degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools. Instructors are nominated via the Developmental Special Duty process.

7.3.9. Air University Associate to Baccalaureate Cooperative (AU ABC). The AU ABC initiative establishes a partnership between the Air Force and accredited civilian higher education institutions to offer baccalaureate degree opportunities via distance learning. AU ABC links Airmen who have completed Associate Degrees to military friendly baccalaureate programs. AU ABC applies CCAF Associate Degree credit towards baccalaureate degrees and requires participants to complete no more than 60 semester hours after having earned an Associate in Applied Science degree.

7.4. Vehicle Management Career Path. Establishing a viable and sustainable career path for our Airmen requires a deliberate approach and one focusing on opportunities across the spectrum of Fleet Management & Analysis operations where all Airmen have the ability to gain practical experience. Moreover, the path prescribes varying levels of Fleet Management & Analysis professional education as well as developmental education, targeting specific points in an Airman's career. Defining developmental goals ensures we align job experience and educational opportunities to support the development of our force. The goals are outlined as follows:

7.4.1. Meet the Joint and Combatant Commander's Needs. The goal ensures we maintain our warfighting capability at the forefront of our training and development. We need to have folks postured in the right positions with the right experience and education to meet the Joint and Combatant Commander's requirements.

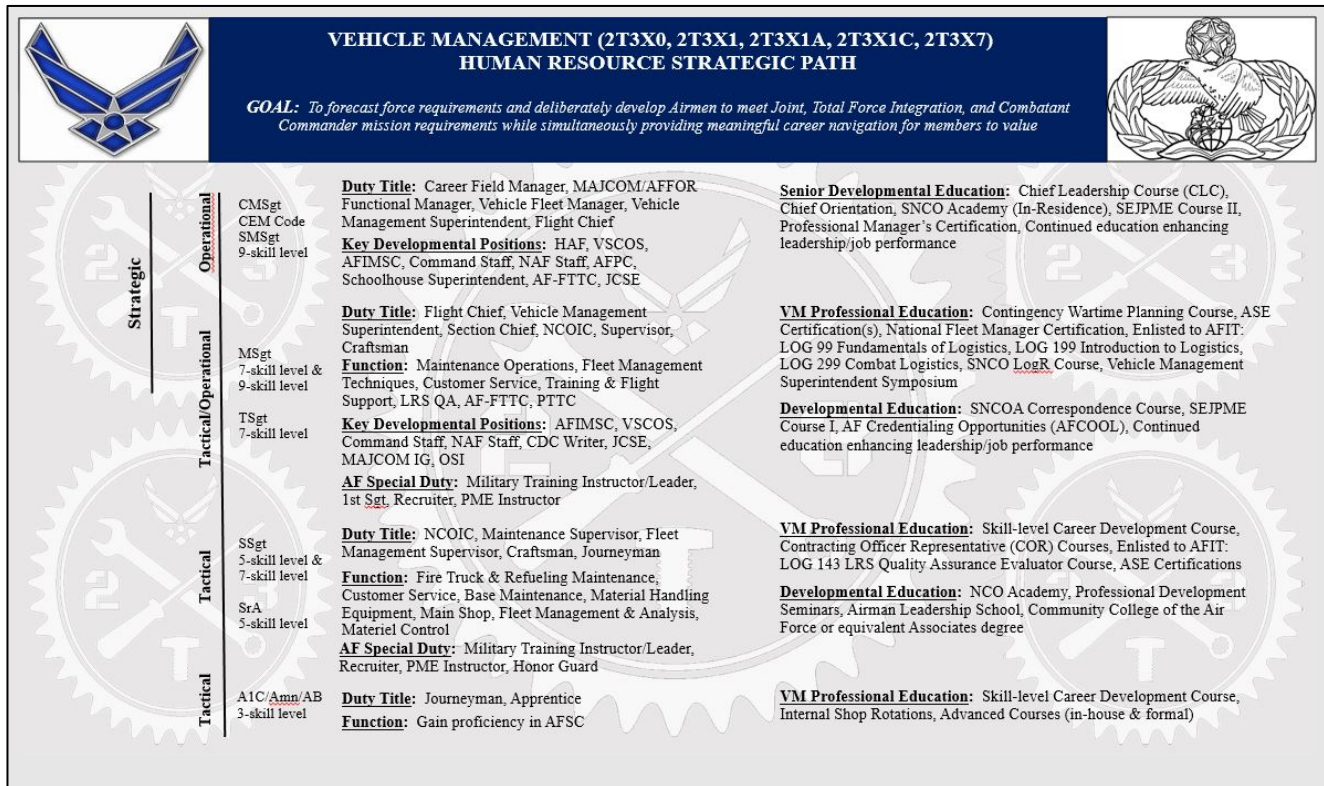
7.4.2. Deliberately Develop Airmen. This goal leverages specific training and experience in order to prepare our Airmen for future assignments. It recognizes previous duties and responsibilities and allows leaders to provide further opportunities for developing Airmen using education, duties, and assignments.

7.4.3. Forecast Force Development Requirements. Education and training is a costly endeavor and to ensure courses are available to meet the needs of our community, we must forecast and budget for the right courses. This provides a sustainable approach to Fleet Management & Analysis force development.

7.4.4. Enlisted Development Board. Provide guidance and feedback through the Vehicle Management Enlisted Development Board to help vector individuals into critical positions and develop the leaders of tomorrow.

7.4.5. Ensure Members Understand Their Value. Training, education, and job opportunities provide Air Force members incentives and directly affect their outlook and contribute to their job accomplishment and satisfaction.

Figure 1. Vehicle Management Human Resource Strategic Path



7.4.6. Vehicle Management Education and Training Path. Outlines training requirements for each skill level to include Professional Military Education and the functional training requirements within the Vehicle Management specialty.

| Education & Training Requirements | GRADE REQUIREMENTS | | | |
|---|--------------------|------------------------|----------------------|---------------------------|
| | Rank | Earliest Sew-On | 2T3XX Average Sew-On | High Year of Tenure (HYT) |
| Basic Military Training School | AB | | | |
| Apprentice Technical School (3-Skill Level) | Amn A1C | 6 months 10 months | | |
| Upgrade to Journeyman (5-Skill Level) <input type="checkbox"/> Minimum 12 months on-the-job <input type="checkbox"/> Minimum 9 months on-the-job for retrainees <input type="checkbox"/> Complete CDCs <input type="checkbox"/> Qualified on 5-level core tasks | A1C SrA | 16 months 28 months | 3 years | 8 years |

| | | | | |
|--|-------|----------|------------|----------|
| Airman Leadership School (ALS) <input type="checkbox"/> Must be SrA with 48 months' time in service or be SSgt Select to attend <input type="checkbox"/> Must be SrA with 42 months' time in service to accomplish ALS by correspondence (ARC only) <input type="checkbox"/> Resident graduation is prerequisite for SSgt sew-on (Active Duty only) | | | | |
| Upgrade to Craftsman (7-Skill Level) <input type="checkbox"/> Minimum rank of SSgt <input type="checkbox"/> Complete 7-level CDCs <input type="checkbox"/> Qualified on 7-level core tasks <input type="checkbox"/> 12 months OJT <input type="checkbox"/> 6 months OJT for retrainees | SSgt | 3 years | 7.5 years | 15 years |
| Noncommissioned Officer Academy (NCOA) <input type="checkbox"/> Must be TSgt or TSgt selectee to attend <input type="checkbox"/> Resident graduation is prerequisite for MSgt sew-on (Active Duty only) <input type="checkbox"/> Resident or correspondence graduation is a prerequisite for MSgt sew-on (ARC only) | TSgt | 5 years | 12.5 years | 20 years |
| Senior NCO Academy (SNCO) <input type="checkbox"/> Must be MSgt or SMSgt selectee to attend <input type="checkbox"/> Resident graduation is prerequisite for SMSgt sew-on (Active Duty only) <input type="checkbox"/> Resident or correspondence graduation is a prerequisite for SMSgt sew-on (ARC only) | MSgt | 8 years | 16.0 years | 24 years |
| Upgrade to Superintendent (9-Skill Level) <input type="checkbox"/> Minimum rank of SMSgt | SMSgt | 11 years | 19.2 years | 26 years |
| Chief Enlisted Manager (CEM) <input type="checkbox"/> Minimum rank of CMSgt | CMSgt | 14 years | 21.5 years | 30 years |

SECTION C: SKILL LEVEL TRAINING REQUIREMENTS

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

9. Specialty Qualification:

9.1. Apprentice (3-Level).

9.1.1. Qualifications and Knowledge.

9.1.2. **AFSC 2T337.** An individual must understand basic functions of the control board, have the ability to obtain requested reports and be able to control workflow with minimum supervision.

9.1.3. **Training Sources.** The initial skills courses will provide the required knowledge and qualifications.

9.1.4. **Implementation.** Upon graduation from Basic Military Training, Airmen are assigned to the training center for completion of technical training courses.

9.2. **Journeyman (5-Level).**

9.2.1. **Qualification and Knowledge.**

9.2.2. **AFSC 2T357.** In addition to the 3-level qualifications, an individual must possess the knowledge and skills to perform basic analysis and be able to interpret and present data.

9.2.3. **Training Sources.** Qualification training and OJT provides training and qualification on the core tasks identified in the STS.

9.2.4. **Implementation.** Training to the 5-level is performed at unit-level using STS line items. Upgrade to the 5-level requires completion of all core tasks and minimum 12 months in upgrade training.

9.3. **Craftsman (7-Level).**

9.3.1. **Qualification and Knowledge.**

9.3.2. **AFSC 2T377.** In addition to the 5-skill level qualifications, individuals must possess advanced skills and knowledge of analysis, data interpretation/presentation and management of the vehicle fleet. To be awarded a 7-skill level, individuals must be able to supervise and train personnel in all aspects of vehicle management and analysis.

9.3.3. **Training Sources.** Training for 7-skill level upgrade will be conducted by qualified trainers using the STS and unit/MAJCOM specific courses if/when available. Develop and provide exportable courses to field units to help standardize OJT and enhance training.

9.3.4. **Implementation.** Upgrade to the 7-skill level will require completion of all core tasks.

9.4. **Superintendent (9-Level),** AFSCs 2T371 and 2T377 merge at the 9-skill level.

9.4.1. **Qualification and Knowledge.** In addition to 7-skill level qualifications, individuals must possess advanced skills and knowledge of concepts and principles in management. Personnel at the 9-skill level are considered to be effective leaders who are able to forecast, budget and manage funding and other assigned resources.

9.4.2. **Training Sources.** None.

9.4.3. **Implementation.** Award to Master Sergeant, or above, having served with 5 years in the specialty from award of the 7-skill level or upon sew-on of Senior Master Sergeant

SECTION D: RESOURCE CONSTRAINTS

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

11.1. 3-Level Training:

11.1.1. Constraints. None.

Note: CFETP 3-skill level training requirements can be accommodated at this time. If additional training is needed, such as wartime surge training, the schoolhouse will require additional resources.

11.1.2. Resources Required. N/A

11.1.3. Action Required. N/A

11.1.4. OPR and Target Completion Date. N/A

11.2 . 5-Level Training:

11.2.1. Constraints. None.

11.2.2. Resources Required. N/A

11.2.3. Action Required. N/A

11.2.4. OPR and Target Completion Date. N/A

11.3. 7-Level Training:

11.3.1. Constraints. None.

11.3.2. Resources Required. N/A

11.3.3. Action Required. N/A

11.3.4. OPR and Target Completion Date. N/A

SECTION E: TRANSITION TRAINING GUIDE

12. AFSCs 2T371 and 2T377 merge at the 9-skill level (2T390). No additional upgrade training is required.

Part II

SECTION A: SPECIALTY TRAINING STANDARDS

2T3X7, FLEET MANAGEMENT AND ANALYSIS APPRENTICE, JOURNEYMAN, AND CRAFTSMAN

Implementation. This STS will be used for technical training provided by AETC applies to all classes entering after 3 April 2020; CDC customer need date is 1 October 2020.

Purpose. As prescribed in AFI36-2651, this STS:

Lists the mandatory and general tasks, knowledge and TRs necessary for Airmen to perform duties at the 3-, 5- and 7-skill levels in the AFSC 2T3X7 ladder of the Airman Vehicle Management Career Field.

Becomes an AFJQS for OJT when placed in an OJT record and used according to AFI 36-2651.

Provides OJT certification columns in Part 2, Section A to record completion of task and knowledge training requirements.

Shows formal training requirements. The 3-level course columns show the proficiency to be demonstrated on the job by the graduate as a result of training in skill-level ascension course.

It is a guide for development of promotion tests used in the WAPS. SKTs are developed at the USAF Occupational Measurement Squadron by senior NCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. Individual responsibilities are in AFI 36-2502, *Airman Promotion/Demotion Programs*. WAPS is only applicable to active duty personnel.

Qualitative Requirements. Part 2, Section A contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and career development courses.

Documentation. Supervisors, trainers and trainees must ensure all training documentation contained within an Airman's Individual Training Plan (ITP) in TBA IAW AFI 36-2651 and the current *TBA Application User's Guide*.

The 2T3X7 AFCFM has not identified any core tasks requiring third-party certification. However, MAJCOMs may establish policy concerning third-party certification. ***Note: Required up-grade training "core task(s)" identified by local unit, as "not available for training" must be annotated in TBA. The 5- or 7-level skill can then be awarded when all other training and core tasks are complete.***

Converting External Task into TBA (Transcription Procedures). This action allows Supervisors to convert tasks from an external source (AF Form 623) into TBA. When this action is initiated, the tasks that are converted into TBA go into the Airman's archived task lists. At that point, the supervisor with authority over the Airman's record can then select which tasks should be unarchived and moved to an active status IAW the *TBA Application User's Guide*.

Documenting Career Knowledge. When a CDC is not available: The supervisor identifies training references that the trainee requires for career knowledge and ensures, as a minimum, that the trainee covers the mandatory items in the AFECD.

Decertification and Recertification of ITP Task. When an Airman is found to be unqualified on an ITP task previously completed for their duty position in TBA, the supervisor will take action to

decertify the task and complete Journal Entry IAW the *TBA Application User's Guide*, Decertify IPT Task instructions.

Training Standard. Tasks are trained and qualified to the go/no go level. Go means the individual can perform the task without assistance and meet local demands for accuracy, timeliness and correct use of procedures IAW AFI 36-2651.

Recommendations. Report unsatisfactory performance of individual course graduates to 344 TRS/TRRP, 1015 Femoyer Street, Lackland AFB TX 78236-5404. Report inadequacies of this STS through command channels to HQ USAF/A4LE, referencing specific STS paragraphs. A customer service information line has been installed for supervisors' convenience to identify graduates who may have been over or under trained on task/knowledge items listed in this training standard. For a quick response to problems, call the customer service information line, DSN 473-2917, from 0730- 1630 CST/CDST.

Notes:

1. Users are responsible for updating training references pending revision of this STS.
2. All tasks trained by AETC in 3-level courses are considered Wartime Tasks.
3. Items in Core/Wartime Tasks column marked with a symbol/character (5 or 7) are mandatory "core" tasks that must be completed before the next skill level can be awarded. Required up-grade training "core task(s)" identified by local unit, as "not available for training" must be annotated in TBA. Comments regarding training availability may also be annotated in TBA. The 5- or 7-skill level can then be awarded when all other training and core tasks are complete.

SECTION B: *Course Objective List. This area is reserved.*

SECTION C: *Support Material. There are currently no support material requirements. This area is reserved.*

SECTION D: *Training Course Index.* See the following list of available courses for broadening and expanding career field knowledge. Refer to Education and Training Course Announcements (ETCA) at website <https://etca.randolph.af.mil/> for information on all courses listed in this index

AIR FORCE IN-RESIDENCE COURSES

| <i>Course Number</i> | <i>Course Title</i> | <i>Location</i> |
|----------------------|---|-------------------|
| L3ABR2T337 00AC | Fleet Management and Analysis (FM&A) Apprentice | JBSA Lackland, TX |

MAJCOM COURSES: As determined by the MAJCOMs.

| <i>Course Number</i> | <i>Course Title</i> | <i>Location</i> |
|----------------------|--|-----------------|
| 3C5AFE2T3X7-021 | Vehicle Maintenance Production Control | USAFE |
| 3C5AFE2T3X7-022 | Fleet Management | USAFE |
| 365PAC2T35X 015 | Vehicle Management Supervisor | PACAF |

SECTION E: *MAJCOM Unique Requirements.*

| <i>Course Title</i> | <i>MAJCOM</i> |
|---------------------|---------------|
| | |

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL:

LINDA S. HURRY, Brig Gen, USAF
Director of Logistics
DCS/Logistics, Engineering & Force Protection

2 Atch

1. Qualitative Requirements
2. 2T3X7 CFETP

| | | |
|--|--------------------|------|
| <i>This Block Is For Identification Purposes Only</i> | | |
| Name Of Trainee | | |
| Printed Name (<i>Last, First, Middle Initial</i>) | Initials (Written) | SSAN |
| Printed Name Of Certifying Official And Written Initials | | |
| N/I | N/I | |
| N/I | N/I | |
| N/I | N/I | |
| N/I | N/I | |
| N/I | N/I | |
| N/I | N/I | |
| N/I | N/I | |
| N/I | N/I | |

QUALITATIVE REQUIREMENTS

| Proficiency Code Key | | |
|--|-------------|--|
| | Scale Value | Definition: The individual |
| Task Performance Levels | 1 | Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited) |
| | 2 | Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient) |
| | 3 | Can do all parts of the task. Needs only a spot check of completed work. (Competent) |
| | 4 | Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient) |
| *Task Knowledge Levels | a | Can name parts, tools, and simple facts about the task. (Nomenclature) |
| | b | Can determine step by step procedures for doing the task. (Procedures) |
| | c | Can identify why and when the task must be done and why each step is needed. (Operating Principles) |
| | d | Can predict, isolate, and resolve problems about the task. (Advanced Theory) |
| **Subject Knowledge Levels | A | Can identify basic facts and terms about the subject. (Facts) |
| | B | Can identify relationship of basic facts and state general principles about the subject. (Principles) |
| | C | Can analyze facts and principles and draw conclusions about the subject. (Analysis) |
| | D | Can evaluate conditions and make proper decisions about the subject. (Evaluation) |
| Explanations * A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b) ** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks. - This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC. X This mark is used alone in the course columns to show that training is required but not given due to limitations in resources. NOTE: All tasks and knowledge items shown with a proficiency code are trained during war time. | | |

| | | |
|--|--------------------|------|
| This Block Is For Identification Purposes Only | | |
| Name Of Trainee | | |
| Printed Name (<i>Last, First, Middle Initial</i>) | Initials (Written) | SSAN |
| Printed Name Of Certifying Official And Written Initials | | |
| N/I | N/I | |
| N/I | N/I | |
| N/I | N/I | |
| N/I | N/I | |
| N/I | N/I | |
| N/I | N/I | |
| N/I | N/I | |
| N/I | N/I | |

QUALITATIVE REQUIREMENTS

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

| | 2. Core Tasks | | | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided (See Note) | | | | | |
|--|---------------|---------|---------|--------------------------|--------------|------------------|------------------|--------------------|--|---------|--------------------|---------|--------------------|---------|
| 1. Tasks, Knowledge And Technical References | A | B | C | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | 3 Level | 5 Level | 7 Level | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) CDC | (1) Course | (2) CDC | (1) Course | (2) CDC |
| 1. CAREER PATH IN VEHICLE MANAGEMENT TR: AFI 36-2101, AFECD | | | | | | | | | | | | | | |
| 1.1. Duties and Responsibilities | | | | | | | | | A | - | - | B | - | - |
| 1.2. Career Progression | | | | | | | | | A | - | - | B | - | - |
| 2. SPECIFIC OPERATION SECURITY (OPSEC) VULNERABILITIES OF AFSC 2T3X7 TR: AFI 10-701 | | | | | | | | | | | | | | |
| 2.1. OPSEC | | | | | | | | | B | - | - | - | - | - |
| 2.2. COMSEC | | | | | | | | | B | - | - | - | - | - |
| 3. AF SAFETY AND OCCUPATIONAL HEALTH, ENVIRONMENTAL PROGRAMS TR: AFIs 32-2001, 32-7042, 32-7086, 48-137, 48-145, 90-821, 91-202, 91-203; AFPAM 90-803; TOs 34-1-3, 36-1-191; and 29 CFR 1910 | | | | | | | | | | | | | | |
| 3.1. Hazard Communication Training Program | | | | | | | | | - | - | - | B | - | - |
| 3.2. Safety & Occupational Standards For AFSC 2T3X7 | | | | | | | | | - | - | - | B | - | - |
| 3.3. Program Personnel and Shop Safety | | | | | | | | | - | - | - | B | - | - |
| 3.4. Environmental Compliance | | | | | | | | | - | - | - | - | - | - |
| 3.4.1. Hazardous Waste Management | | | | | | | | | A | - | - | B | - | - |
| 3.4.2. Pollution Prevention | | | | | | | | | A | - | - | B | - | - |
| 3.4.3. Waste Minimization | | | | | | | | | A | - | - | B | - | - |
| 3.4.4. Hazardous Material Management | | | | | | | | | A | - | - | B | - | - |
| 4. FLEET MANAGEMENT TR: AFIs 10-201, 24-302, 25-101 36-2101, 38-101, 38-201, 65-601V1/V2; AF Manpower Standard 42B100, TO 36-1-191 | | | | | | | | | | | | | | |
| 4.1. Determine Fleet Management Manning Requirements | | | * | | | | | | - | - | - | b | - | - |
| 4.2. Sustainment Funds | | | | | | | | | - | - | - | - | - | - |
| 4.2.1. Fundamentals | | | | | | | | | - | - | - | - | - | - |
| 4.2.2. Initial Distribution | | | | | | | | | - | - | - | - | - | - |
| 4.2.3. Continuing Resolution Authority (CRA) | | | | | | | | | - | - | - | - | - | - |
| 4.2.4. Emergency Authority | | | | | | | | | - | - | - | - | - | - |
| 4.2.5. Prepare Budget/ Financial Plan Inputs | | | * | | | | | | - | - | - | b | - | - |
| 4.2.6. Manage Spend Plan | | | * | | | | | | - | - | - | - | - | - |
| 4.2.7. Prepare/Submit Unfunded Request | | | * | | | | | | - | - | - | - | - | - |
| 4.3. Fleet Management Support of Contingency Operations | | | | | | | | | - | - | - | - | - | - |
| 4.3.1. Policy | | | | | | | | | A | - | - | A | - | - |

| | | | | | | | | | | | | | | |
|--|--|---|---|--|--|--|--|--|---|---|---|---|---|---|
| 4.3.2. Organization | | | | | | | | | A | - | - | A | - | - |
| 4.3.3. Responsibility | | | | | | | | | A | - | - | A | - | - |
| 4.3.4. Air Force-Input Tool (AF-IT) | | | | | | | | | A | - | - | B | - | - |
| 4.3.5. War Readiness Materiel (WRM) | | | | | | | | | A | - | - | B | - | - |
| 4.3.6. Integrated Maintenance Data System (IMDS) | | | | | | | | | - | - | - | A | - | - |
| 4.4. Air Force Common Output Level (AFCOL) | | | | | | | | | - | - | - | B | - | - |
| 4.5. Financial Improvement Audit Remediation (FIAR) | | | | | | | | | B | - | - | B | - | - |
| 5. PROGRAMS AND RESPONSIBILITIES TR: AFIs 24-302, 63-125; 10-244, 10-201; AFMAN(s) 23-220, 64-124, 24-306; DOD Directives 4500.36R, 5500.7-R; TOs 00-35D-54, 36-1-191, DODI 5000.2; Army AR 385-10, 750-6 | | | | | | | | | | | | | | |
| 5.1. VSCOS, LRS and Vehicle Management Structure | | | | | | | | | B | - | - | B | - | - |
| 5.2. Vehicle Management Responsibilities | | | | | | | | | - | - | - | - | - | - |
| 5.2.1. Vehicle Fleet Manager (VFM)/ Vehicle Management Superintendent (VMS) | | | | | | | | | B | - | - | B | - | - |
| 5.2.2. Fleet Management & Analysis (FM&A) | | | | | | | | | B | - | - | B | - | - |
| 5.2.3. Materiel Control | | | | | | | | | B | - | - | B | - | - |
| 5.2.4. Team Lead | | | | | | | | | A | - | - | B | - | - |
| 5.3. Fleet Mgt Systems | | | | | | | | | A | - | - | - | - | - |
| 5.4. Fleet Mgt Policies/Procedures | | | | | | | | | - | - | - | - | - | - |
| 5.4.1. Accident/Abuse | | | | | | | | | A | - | - | B | - | - |
| 5.4.2. Limited Technical Inspection (LTI) | | | | | | | | | B | - | - | B | - | - |
| 5.4.3. Track Cannibalization/Reclamation Actions | | * | | | | | | | b | - | - | b | - | - |
| 5.4.4. Federal Motor Vehicle Registration System (FMVRS) / UNICOR policy and procedures | | | | | | | | | - | - | - | B | - | - |
| 5.4.5. Vehicle Attributes | | | | | | | | | - | - | - | B | - | - |
| 5.4.6. Vehicle Add-on/Modification | | | | | | | | | - | - | - | B | | - |
| 5.4.7. Vehicle/Equipment Storage | | | | | | | | | - | - | - | B | - | - |
| 5.4.8 Corrosion Control | | | | | | | | | - | - | - | B | - | - |
| 5.4.9. Vehicle Authorization | | | | | | | | | - | - | - | - | - | - |
| 5.4.9.1. Coordination Request | | | | | | | | | - | - | - | B | - | - |
| 5.4.9.2. Review/Validate Request | | | * | | | | | | - | - | - | a | - | - |
| 5.4.10. Vehicle/Part Warranty | | | | | | | | | A | - | - | B | - | - |
| 5.4.11. Vehicle Identification Link (VIL) Key/Automotive Information Module 2 | | | | | | | | | - | - | - | - | - | - |
| 5.4.12. Manage TCTOs, Service Bulletins, Manufacturer's Recalls, One-Time Inspections and Safety of Use Message | | * | | | | | | | b | - | - | b | - | - |
| 5.4.13. Contract Programs | | | | | | | | | - | - | - | - | - | - |
| 5.4.13.1. Purchase Request | | | | | | | | | - | - | - | B | - | - |
| 5.4.13.2. Blanket Purchase Agreements | | | | | | | | | - | - | - | - | - | - |
| 5.4.14. Rental/Lease Vehicles | | | | | | | | | - | - | - | - | - | - |
| 5.4.14.1. Short Term | | | | | | | | | - | - | - | B | - | - |
| 5.4.14.2. Long Term | | | | | | | | | - | - | - | B | - | - |
| 5.4.14.3. Lease with Option to Buy | | | | | | | | | - | - | - | B | - | - |
| 5.4.14.4. General Services Administration (GSA) Fleet Management | | | | | | | | | - | - | - | B | - | - |
| 5.4.15. Delayed Maintenance Program | | | | | | | | | A | - | - | B | - | - |

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| 5.4.16. Deficiency Reporting | | | | | | | | | - | - | - | - | - | - |
| 5.4.16.1. Deficiency Reports | | | | | | | | | - | - | - | B | - | - |
| 5.4.16.2. Prepare Deficiency Reports | | | * | | | | | | - | - | - | b | - | - |
| 5.4.17. Annual Code Validation | | | | | | | | | - | - | - | - | - | - |
| 5.4.17.1. Manage Reimbursable/Distributable (R/D) | | * | | | | | | | - | - | - | b | - | - |
| 5.4.17.2. Cost Center | | | | | | | | | - | - | - | B | - | - |
| 5.4.17.3. Manage Master Nuclear Certification List (MNCL) | | * | | | | | | | b | - | - | b | - | - |
| 5.4.18. Vehicle Control | | | | | | | | | - | - | - | - | - | - |
| 5.4.18.1. Vehicle Control Official (VCO) Responsibilities | | | | | | | | | B | - | - | B | - | - |
| 5.4.18.2. Coordinate Vehicle Rotations | | | | | | | | | - | - | - | - | - | - |
| 5.4.18.3. Parking Plan | | | | | | | | | - | - | - | - | - | - |
| 5.4.19. Fleet Fuel/Service Card | | | | | | | | | - | - | - | B | - | - |
| 5.4.20. Environmental Waivers | | | | | | | | | - | - | - | B | - | - |
| 5.4.21. Defense Property Accountability System (DPAS) Annual Inventory | | | | | | | | | - | - | - | - | - | - |
| 5.4.21.1. Concepts | | | | | | | | | A | - | - | B | - | - |
| 5.4.21.2. Execute | | | * | | | | | | - | - | - | b | - | - |
| 5.4.22. Vehicle Sourcing/Taskings | | | | | | | | | - | - | - | - | - | - |
| 5.4.22.1. Concepts | | | | | | | | | - | - | - | B | - | - |
| 5.4.22.2. Execute | | * | | | | | | | - | - | - | b | - | - |
| 5.4.23. Report Vehicle Readiness | | * | | | | | | | - | - | - | - | - | - |
| 5.5. Develop MEL/VPRL | | * | | | | | | | b | - | - | b | - | - |
| 5.6. Vehicle Support Chain Operations Squadron (VSCOS) Roles and Responsibilities | | | | | | | | | - | - | - | - | - | - |
| 5.6.1. Vehicle Determination | | | | | | | | | - | - | - | B | - | - |
| 5.6.2. Federal Motor Vehicle Registration System (FMVRS)/UNICOR | | | | | | | | | - | - | - | B | - | - |
| 5.6.3. Depot Maintenance Plan | | | | | | | | | - | - | - | B | - | - |
| 5.6.4. Surplus Vehicle Sales Program | | | | | | | | | | - | - | B | - | - |
| 5.6.5. Energy Data Reporting | | | | | | | | | | - | - | B | - | - |
| 6. MATERIEL CONTROL, MISSION IMPAIRED CAPABILITY AWAITING PARTS (MICAP) PROCESS, REPAIR CYCLE PROCESS & INQUIRIES TR: AFI 24-302, 23-101; TOs 00-20-3, 00-35D-54; AFH 23-123 | | | | | | | | | | | | | | |
| 6.1. Federal Supply System | | | | | | | | | A | - | - | B | - | - |
| 6.2. Supply Requirements | | | | | | | | | - | - | - | - | - | - |
| 6.2.1. Bench/Working Stocks | | | | | | | | | - | - | - | - | - | - |
| 6.2.1.1. Bench Stock Program | | | | | | | | | - | - | - | B | - | - |
| 6.2.1.2. Maintain Bench Stock | | * | | | | | | | - | - | - | b | - | - |
| 6.2.1.3. Working Stock Program | | | | | | | | | - | - | - | B | - | - |
| 6.2.1.4. Maintain Working Stock | | * | | | | | | | - | - | - | b | - | - |
| 6.2.2. Adjusted Stock Level | | | | | | | | | - | - | - | B | - | - |
| 6.2.3. Repair Cycle Support | | | | | | | | | - | - | - | - | - | - |
| 6.2.3.1. Repair Cycle Support Process | | | | | | | | | - | - | - | B | - | - |
| 6.2.3.2. Review Repair Cycle Asset Management Listing (D23) | | * | | | | | | | | - | - | b | - | - |
| 6.2.3.3. Reconcile Due-In From Maintenance (DIFM) | | * | | | | | | | | - | - | b | - | - |

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| 6.2.3.4. Process DIFM Status Codes | | * | | | | | | | - | - | - | b | - | - |
| 6.2.3.5. Turn-In Repair Cycle | | * | | | | | | | - | - | - | b | - | - |
| 6.3. Supply Management Products/Listings | | | | | | | | | - | - | - | B | - | - |
| 6.4. Tire and Battery Management | | | | | | | | | - | - | - | B | - | - |
| 6.5. Pilferable Items Management | | | | | | | | | - | - | - | B | - | - |
| 6.6. Initiate Requisitions | | * | | | | | | | - | - | - | b | - | - |
| 6.7. MICAP Due-Out Request | | | | | | | | | - | - | - | - | - | - |
| 6.7.1. Create | | * | | | | | | | - | - | - | b | - | - |
| 6.7.2. Track | | * | | | | | | | - | - | - | b | - | - |
| 6.7.3. Delete | | * | | | | | | | - | - | - | b | - | - |
| 6.8. Determine Parts Requisition Priorities (SRD, FAD, UIC) | | * | | | | | | | - | - | - | b | - | - |
| 6.9. Consumables/Expendables Turn-in | | | | | | | | | - | - | - | B | - | - |
| 6.10. Process Inquiries | | | | | | | | | - | - | - | - | - | - |
| 6.10.1. DPAS Warehouse Module | | * | | | | | | | - | - | - | - | - | - |
| 6.10.2. Supply | | * | | | | | | | - | - | - | b | - | - |
| 6.11. Tool Management | | | | | | | | | - | - | - | - | - | - |
| 6.11.1. Manage Tool Crib/Composite Tool Kit (CTK) | | | * | | | | | | - | - | - | b | - | - |
| 6.11.2. Manage Individual Tool Kit (ITK) | | | * | | | | | | - | - | - | b | - | - |
| 6.11.3. Maintain Inspections/Calibrations | | | * | | | | | | - | - | - | b | - | - |
| 6.11.4. Lost/Broken Tool Program | | | | | | | | | - | - | - | - | - | - |
| 6.12. Green Procurement | | | | | | | | | - | - | - | A | - | - |
| 6.13. DPAS Warehouse Module | | | | | | | | | - | - | - | - | - | - |
| 6.13.1. Warehouse Fundamentals | | | | | | | | | - | - | - | - | - | - |
| 6.13.2. Manage Accountability | | * | | | | | | | - | - | - | - | - | - |
| 6.13.3. Process Requests | | * | | | | | | | - | - | - | - | - | - |
| 6.13.4. Issue Inventory | | * | | | | | | | - | - | - | - | - | - |
| 7. PRODUCTION CONTROL AND WORKLOAD SCHEDULING TR: AFI 24-302; TO 36-1-191; Fleet Management Information System User's Manual | | | | | | | | | | | | | | |
| 7.1. Preventative Maintenance | | | | | | | | | - | - | - | - | - | - |
| 7.1.1. Manage Scheduled/Special/Concurrent/ Seasonal Inspections | | * | | | | | | | b | - | - | b | - | - |
| 7.1.2. Develop Preventative Maintenance Plan | | * | | | | | | | b | - | - | - | - | - |
| 7.2. Coordinate Work Flow | | * | | | | | | | b | - | - | b | - | - |
| 7.3. Vehicle Status | | | | | | | | | - | - | - | - | - | - |
| 7.3.1. Update Vehicle/Equipment Status | | * | | | | | | | 2b | - | - | - | - | - |
| 7.3.2. Perform/Reconcile Yard Check | | * | | | | | | | 2b | - | - | - | - | - |
| 8. DATA COLLECTION AND PROCESSING TR: AFI 24-302; TOs 00-35D-54, 36-1-191; Fleet Management Information System User's Manual; DODI 5000.2; Army AR 385-10, 750-6 | | | | | | | | | | | | | | |
| 8.1. Reconcile Source Documents | | | | | | | | | - | - | - | - | - | - |
| 8.1.1. Vehicle/Equipment Work Orders | | * | | | | | | | 2b | - | - | - | - | - |
| 8.1.2. Operator Inspection Guide/Waiver | | * | | | | | | | - | - | - | - | - | - |
| 8.2. Manage Fleet Mgt Information System Records | | | | | | | | | - | - | - | - | - | - |
| 8.2.1. Vehicle Receipts/Key Supporting Documents (KSD) | | | | | | | | | - | - | - | - | - | - |
| 8.2.1.1. AF Owned Assets | | * | | | | | | | 2b | - | - | b | - | - |

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| 8.2.1.2. Lease Assets | | * | | | | | | | 2b | - | - | b | - | - |
| 8.2.2. Equipment Pool Table | | | | | | | | | 2b | - | - | - | - | - |
| 8.2.3. Equipment Pool | | * | | | | | | | - | - | - | b | - | - |
| 8.2.4. Addresses | | | | | | | | | 2b | - | - | - | - | - |
| 8.2.5. Certifications/Licenses | | | | | | | | | 2b | - | - | - | - | - |
| 8.2.6. Labor Categories | | | | | | | | | 2b | - | - | - | - | - |
| 8.2.7. Maintenance Teams | | * | | | | | | | 2b | - | - | - | - | - |
| 8.2.8. Operator/Technician Data | | * | | | | | | | 2b | - | - | b | - | - |
| 8.2.9. Vehicle Profiles | | * | | | | | | | 2b | - | - | b | - | - |
| 8.2.10. Vehicle Shipment/DLA-DS/Resale | | * | | | | | | | - | - | - | b | - | - |
| 8.3. Process Daily Workload | | | | | | | | | - | - | - | - | - | - |
| 8.3.1. Work Orders | | | | | | | | | - | - | - | - | - | - |
| 8.3.1.1. Unscheduled | | * | | | | | | | 2b | - | - | - | - | - |
| 8.3.1.2. Scheduled/Preventive Maintenance | | * | | | | | | | 2b | - | - | - | - | - |
| 8.3.1.3. Accident/Abuse | | * | | | | | | | 2b | - | - | - | - | - |
| 8.3.1.4. Warranty | | * | | | | | | | 2b | - | - | - | - | - |
| 8.3.1.5. Service Bulletins/Safety Recalls/TCTOs/OTIs/SOUM | | * | | | | | | | 2b | - | - | - | - | - |
| 8.3.1.6. Transient Vehicle Repair | | * | | | | | | | 2b | - | - | - | - | - |
| 8.3.1.7. Contract Maintenance | | * | | | | | | | 2b | - | - | - | - | - |
| 8.3.1.8. Delayed/Deferred | | * | | | | | | | 2b | - | - | - | - | - |
| 8.3.1.9. NMCS, On/Off | | * | | | | | | | 2b | - | - | - | - | - |
| 8.3.1.10. Depot Maintenance | | | | | | | | | b | - | - | - | - | - |
| 8.3.2. Work Plans | | * | | | | | | | - | - | - | - | - | - |
| 8.3.3. Labor Hour Accounting | | * | | | | | | | 2b | - | - | - | - | - |
| 8.3.4. Parts Transactions | | * | | | | | | | 2b | - | - | - | - | - |
| 8.3.5. Service End Dates | | * | | | | | | | 2b | - | - | - | - | - |
| 8.4. Validate Daily Edits | | * | | | | | | | 2b | - | - | - | - | - |
| 8.5. Generate Inquiries/Reports | | | | | | | | | - | - | - | - | - | - |
| 8.5.1. Standard Inquires | | | | | | | | | - | - | - | - | - | - |
| 8.5.1.1. Daily Edits | | * | | | | | | | 2b | - | - | - | - | - |
| 8.5.1.2. Master Asset | | * | | | | | | | 2b | - | - | - | - | - |
| 8.5.1.3. Parts | | * | | | | | | | 2b | - | - | - | - | - |
| 8.5.1.4. Upcoming Work | | * | | | | | | | 2b | - | - | - | - | - |
| 8.5.1.5. Refundable/Reimbursement List | | * | | | | | | | 2b | - | - | - | - | - |
| 8.5.1.6. Delayed Maintenance | | * | | | | | | | 2b | - | - | - | - | - |
| 8.5.2. Ad Hoc Inquires | | | | | | | | | - | - | - | - | - | - |
| 8.5.3. Work Order Inquiry | | * | | | | | | | 2b | - | - | - | - | - |
| 8.5.4. Master Vehicle Report (MVR) | | * | | | | | | | 2b | - | - | b | - | - |
| 8.5.5. GSA Carryout Report | | | | | | | | | - | - | - | - | - | - |
| 8.6. Limited Technical Inspection (LTI) | | | | | | | | | - | - | - | - | - | - |
| 8.6.1. Review/Update LTI | | * | | | | | | | 2b | - | - | - | - | - |
| 8.6.2. Recommend Vehicle Disposition | | | * | | | | | | - | - | - | - | - | - |
| 8.6.3. Process LTI | | * | | | | | | | - | - | - | - | - | - |
| 8.7. Update Monthly Utilization Data (Fuel, Mileage, Hours) | | * | | | | | | | 2b | - | - | - | - | - |
| 8.8. Historical Data | | | | | | | | | - | - | - | - | - | - |
| 9. DATA INTERPRETATION, ANALYSIS AND RECONCILIATION TR: AFI 24-302; Commercial Manuals: Fleet | | | | | | | | | | | | | | |

| Management Information System User's Manual; TO 36-1-191 | | | | | | | | | | | | | | |
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| 9.1. Interpret Inquiries/Reports | | | | | | | | | - | - | - | - | - | - |
| 9.1.1. Standard Inquiries | | | | | | | | | - | - | - | - | - | - |
| 9.1.1.1. Daily Edits | | * | | | | | | | 1a | - | - | - | - | - |
| 9.1.1.2. Master Asset | | | * | | | | | | 1a | - | - | - | - | - |
| 9.1.1.3. Parts | | * | | | | | | | 1a | - | - | - | - | - |
| 9.1.1.4. Upcoming Work | | * | | | | | | | 1a | - | - | - | - | - |
| 9.1.1.5. Refundable/Reimbursement List | | | * | | | | | | 1a | - | - | - | - | - |
| 9.1.1.6. Delayed Maintenance | | * | | | | | | | 1a | - | - | b | - | - |
| 9.1.2. Ad Hoc Inquiries | | | | | | | | | - | - | - | - | - | - |
| 9.1.3. Mission Capable Report | | * | | | | | | | 2b | - | - | b | - | - |
| 9.1.4. Work Order Inquiry | | * | | | | | | | 2b | - | - | b | - | - |
| 9.1.5. Master Vehicle Report (MVR) | | * | | | | | | | 2b | - | - | b | - | - |
| 9.1.6. GSA Carryout Report | | | | | | | | | - | - | - | - | - | - |
| 9.1.7. Vehicle Allocation/Due-In Listing | | | * | | | | | | 2b | - | - | - | - | - |
| 9.2. Evaluate Vehicle Utilization Data | | | * | | | | | | 2b | - | - | b | - | - |
| 9.3. Vehicle Prioritization Model | | | | | | | | | - | - | - | - | - | - |
| 9.3.1. Concept | | | | | | | | | A | - | - | B | - | - |
| 9.3.2. Interpret Life Cycle Mgt | | | * | | | | | | - | - | - | b | - | - |
| 9.3.3. Validate Annual Vehicle Buy Plan/Program | | | | | | | | | - | - | - | - | - | - |

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