

AFIADL Catalog (Print Version)

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Professional Military Education (PME) Courses

Airman Leadership School Associate Program

00001—Airman Leadership School (ALS)

3 Volumes: Activated Sep 88; Revised Dec 2000

Hours: Volumes - 57 CE - 15

Points: Volumes - 19 CE - 5

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General: The ALS Distance Learning Program, Course 1, is a voluntary, paper-based, self-study course administered and managed by the Air Force Institute for Advanced Distributed Learning (AFIADL - formerly ECI) and developed by the Educational Programs Cadre (EPC), College for Enlisted Professional Military Education (CEPME). Enlisted PME distance learning programs are designed to provide professional development to enlisted military members at specific critical points in their career. These administrative policies and procedures were developed to support the goals and objectives of enlisted PME. The AFIADL Course Catalog,

<http://www.maxwell.af.mil/au/afiadl/curriculum/catalog/html/alspgm03.htm>, is the definitive guidance for all enlisted PME distance-learning programs. Students must review the AFIADL Course Catalog frequently during their enrollment to ensure compliance with any changes in administrative policies.

Content: Course 1 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 Airman Leadership School Distance Learning Program.

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 AFIADL. An "AFIADL Course Materials Shipping List" is provided with each shipment. An AFIADL Form 17, "Request for Student Assistance" is included as part of the package, if needed. A downloadable AFIADL Form 17 is also available at <http://www.maxwell.af.mil/au/afiadl/main.htm>.

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

Eligibility:

Active Duty Air Force: Active duty USAF personnel are not eligible to enroll in Course 1.

AFRC: The following AFRC personnel are eligible for Course 1:

- 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.

ANG: The following ANG personnel are eligible for Course 1:

- 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: Course 1 is open to other U.S. DoD military component personnel (Army, Navy, Marines, 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.

Student: Enlisted PME distance learning programs are *voluntary*. STUDENTS MUST: 1) READ AND COMPLY WITH COURSE 1 POLICIES AS LISTED IN THE AFIADL 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 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 AFIADL. Provide copies of official orders and AFIADL Form 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 AFIADL and the ESF/UTS for any circumstances that might hinder course completion. Students must follow-up on all testing to ensure their test is transmitted and received at AFIADL.

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. Test files should be transferred to AFIADL following each test and confirmed by ESF/UTS. All test files related to authorized testing must be transferred to, and posted by, AFIADL not later than 30 days after enrollment expiration. Course Development and Student Administration/Registrar (CDSAR) software is available through AFIADL Data Branch (AFIADL/DLS) and provides real-time, read-only access to student performance data directly from AFIADL. Student enrollment must be verified prior to any test session. CDSAR is the sole source to determine the student enrollment date. It is highly recommended that ESF/UTS personnel refer to CDSAR for accurate information in order to improve student guidance, feedback, and customer service.

AFIADL: All administrative support for Course 1 is provided by AFIADL, including course enrollment, examination scoring, duplicating, and shipping. AFIADL is the point of contact to change addresses, have damaged or lost materials resent, or for general course inquiries. All communication with AFIADL must be in writing or through the local ESF/UTS. To contact AFIADL, use the AFIADL Form 17, or write to AFIADL/DLS, 50 South Turner Blvd, Maxwell AFB-Gunter Annex AL 36118-5643. The ESF/UTS can contact the Student Instruction Branch, at DSN 596-4985 or commercial (334) 416-4985. All communications with AFIADL should include the student's full name, SSAN, course number, and nature of request.

EPC/DOO: The Educational Programs Cadre (EPC), Operations and Training Section (DOO) is the office of primary responsibility for directing EPME distance learning programs. EPC/DOO acts as the liaison between EPC and AFIADL in managing distance learning programs and maintaining program

integrity. EPC/DOO is the final review and appellate authority for extension requests, exception to policy requests, and policy issues. Comments and questions may be directed to EPC/DOO at e-mail: EPC.DOO@maxwell.af.mil.

Academic and Testing Requirements: A single, closed-book End-of-Course Examination covering all three volumes of Course 1 is administered at the designated, authorized Test Control Facility. The student must request the exam from AFIADL on an AFIADL Form 17, when prepared to test. Successful completion of Course 1 requires a minimum passing score of 70 percent. There is a single re-test examination only if sufficient time remains on the enrollment to request, receive, and administer the re-test prior to enrollment expiration. Course Failure status results from failing both the initial and re-test (See Disenrollments and Restrictions). Students who receive a score of 90 percent or higher in Course 1 are recognized for Academic Excellence and receive a certificate from the Dean, Educational Programs Cadre. Students must work with the Education Services Flight (ESF) or Base/Unit Training Section (UTS) to ensure the examination is ordered, examination is 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 AFIADL becomes the administration date. AFIADL 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 days after the administration or expiration date. **STUDENTS MUST FOLLOW-UP WITH ESF/UTS TO ENSURE THEIR TEST WAS SCORED AND POSTED IN THEIR STUDENT RECORD.**

Time Lines: Course 1 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: Extensions are time compensation for unforeseen circumstances, which impede or prevent course progress or completion. The length of any extension is based on individual circumstances. The initial four-month extension is to be processed via PCIII or MILPDS at the unit or base level. Additional extension requests must be submitted on AFIADL Form 17, with supporting documentation, to AFIADL/DLS, 50 South Turner Blvd, Maxwell AFB-Gunter Annex AL 36118-5643, or Fax to DSN 596-6143 or commercial (334) 416-6143. AFIADL/DLS is authorized to give extensions in 9-month increments for all extension requests as long as the student record is active (STU251). AFIADL Form 17 is available at:

<http://www.maxwell.af.mil/au/afiadl/main.htm>

Reactivations: Course 1 reactivation is granted when extenuating circumstances preclude individuals from requesting extensions during their enrollment. Course reactivation allows an additional 90 days for completion of testing only. All requests for reactivations must be signed by the unit commander, include a brief history of the trainee's progress, describe circumstances that led to disenrollment, state measures implemented to prevent future disenrollments, and if an exam is required, include a statement that the student is ready to test. Unit commanders should approve reactivations only if requested within 90 days after the course conclude date. After approval by the unit commander, AFIADL will open the enrollment for 90 days, and forward the course examination, if needed. New Course 1 material will not be forwarded when an enrollment is reactivated. Any requests for reactivation received at AFIADL that have not been signed by the unit commander will be returned for unit commander approval. Reactivations requested beyond 90-days of the course conclude date will not be approved. *Reactivation requests must be submitted on AFIADL Form 17*, with support documentation, to AFIADL/DLS, 50 South Turner Blvd, Maxwell AFB-Gunter Annex, AL 36118-5643. AFIADL Form 17 is available at <http://www.maxwell.af.mil/au/afiadl/main.htm>

NOTE: To allow sufficient time for processing, reactivation requests must reach AFIADL well in advance of the 90-day expired limit. Enrollments that have previously been reactivated for a 90-day period will not be reactivated again.

Disenrollments and Restrictions: Any non-completion 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 AFIADL 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. This request must be submitted on an AFIADL Form 17 and mailed to: AFIADL/DLS, 50 South Turner Blvd, Maxwell AFB-Gunter Annex AL 36118-5643.

Student Request (SR): Code SR is a voluntary disenrollment at student request and incurs a mandatory 6-month restriction period.

Involuntary Disenrollments: There are two categories of involuntary disenrollments.

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

Non-participation (NP): Code NP is a disenrollment category that applies when a student neither completes nor academically fails the course, but allows the enrollment to expire without requesting an extension prior to course completion. Students disenrolled for NP incur a mandatory 1-year restriction. There is no waiver or curtailment of restriction periods, and no partial credit is given for previous enrollment progress.

Records Update: Course completion will be posted to student personnel records by AFIADL 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 Education Office to verify testing results. If stationed overseas, this period could be longer. For records certification, do not contact AFIADL. All inquiries concerning records updating must be routed to the local Military Personnel Flight (MPF), Formal Training Section.

Diplomas/Transcripts: Course 1 diplomas and transcripts are handled by 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 Course 1 after 1 Oct 02 should receive a diploma following course completion. Students promoted while enrolled in Course 1 MUST update their student records by submitting an AFIADL Form 17 to AFIADL/DLS, 50 South Turner Blvd, Maxwell AFB-Gunter Annex, AL 36118-5643. Diplomas will not be re-accomplished 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. Course 1 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.

Senior Noncommissioned Officer Academy Multimedia Correspondence Course

(Policies and Procedures associated with course 5 are often different than the ones associated with course 12. Please see the administrative guidance for the appropriate course).

Software Technical Assistance: The Course 5 courseware (CD-ROM #1) Orientation Menu provides information on how to properly use the software and complete the course. Students who experience software problems should first check for identified glitches and fixes on the **Course 5**

Homepage. If the problem is not resolved, e-mail the Interactive Courseware Development Team (EPC/DOT), at CEPMEICW@maxwell.af.mil, or call DSN 596–2364/2365/1627 or Commercial (334)416- 2364/2365/1627.

Course Materials: Each student receives a package containing a double CD-ROM set and two 3.5 inch disks. The cover of the CD-ROM case contains installation instructions and basic course guidance. One of the 3.5 inch disks is provided to be the “Student Data Disk” and other 3.5-inch disk is provided to be “Test Data Disk.” A post card is also mailed separately to confirm enrollment and processing of course materials. The official student enrollment date is indicated on this card. Students must write the enrollment date (from the post card) on the label of the Student Data Disk and Test Data Disk. **NOTE:** *Students should keep the post card for reference throughout their enrollment as verification of the official enrollment date.*

Student Assessment and Feedback: Course 5 contains exercises designed to enhance the understanding of the lesson material. Each subcourse contains developmental exercises, communication skills exercises (in some areas), and 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 restudy. 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. The objectives are listed in the overview of each subcourse instructional area. This strategy doesn’t mean that formative exercises and summative examinations are exactly the same. It means that the exercise and examination were developed from the same lesson material and measures the same desired behaviors. (See Academic and Testing Requirements.)

Academic & Testing Requirements: There is no single End-of-Course Examination for Course 5. Students are evaluated following each subcourse through formative exercises for feedback and restudy, and summative examinations for a grade that is factored into the overall course average. The summative examinations (5A - 5E) are computer-based, controlled tests which must be scheduled and taken at the Education Services Flight (ESF) or Base/Unit Training Section (UTS) following the successful completion of the formative evaluation for each subcourse. The academic requirement for Course 5 is an 80 percent cumulative average of all subcourse summative examinations, or 398 of 500 possible points (a minimum course average of 79.6). Students who receive a cumulative score of 95 percent or greater are recognized for Academic Excellence and receive a separate certificate from the Dean, Educational Programs Cadre in addition to the course diploma. **NOTE:** All testing must be completed prior to the course conclude date. No more than one examination may be taken per day and there are no re-test opportunities. **STUDENTS MUST FOLLOW-UP WITH ESF/UTS TO ENSURE THEIR TEST WAS FORWARDED TO AFIADL FOR SCORING AND POSTING IN THEIR STUDENT RECORD.** Failure to follow-up could jeopardize the successful completion of Course 5.

Time Lines: Course 5 consists of a single 12-month enrollment period during which all 5 subcourse modules must be individually completed, tested, scored, and recorded (in order 5A - 5E) at AFIADL within the 12-month enrollment period. (See Academic and Testing Requirements.) Students should schedule each test session well in advance to allow adequate time for the test to be administered and the results transferred to AFIADL for scoring and posting to the student record prior to the course conclude date.

Extensions: Extensions are time compensation for unforeseen circumstances, which impede or prevent course progress or completion. The length of any extension is based on individual circumstances. The initial four-month extension is to be processed via PCIII or MILPDS at the unit or base level. Additional extension requests must be submitted on AFIADL Form 17, with supporting documentation, to AFIADL/DLS, 50 South Turner Blvd., Maxwell AFB-Gunter Annex AL 36118-5643, or Fax to DSN 596-6143 or commercial (334) 416-6143. AFIADL/DLS is authorized to give extension in 9-month increments for all extension requests as long as the student

record is active (STU251). AFIADL Form 17 is available at <http://maxwell.af.mil/au/afiadl/main.htm>.

NOTE: A one-time request within four months from the date of enrollment an extension can be requested or approved via telephone or PCIII. No additional extension should be considered approved unless written notification is received from AFIADL or EPC.

Reactivations: Course 5 reactivation is granted when extenuating circumstances preclude individuals from requesting extensions during their enrollment. Course reactivation allows an additional 90 days for completion of testing only. All requests for reactivations must be signed by the unit commander, include a brief history of the trainee's progress, describe circumstances that led to disenrollment, state measures implemented to prevent future disenrollments, and if an exam is required, include a statement that the student is ready to test. Unit commanders should approve reactivations only if requested within 90 days after the course conclude date. After approval by the unit commander, AFIADL will open the enrollment for 90 days, and forward the course examination, if needed. New Course 5 material materials will not be forwarded when an enrollment is reactivated. Any requests for reactivation received at AFIADL that have not been signed by the unit commander will be returned for unit commander approval. Reactivations beyond 90-days of the course conclude date will not be approved. *Reactivation requests must be submitted on AFIADL Form 17*, with supporting documentation, to AFIADL/DLS, 50 South Turner Blvd, Maxwell AFB-Gunter Annex, AL 36118-5643. AFIADL Form 17 is available at <http://www.maxwell.af.mil/au/afiadl/main.htm> **NOTE:** To allow sufficient time for processing, reactivations must reach AFIADL well in advance of the 90-day expired limit. Enrollments that have previously been reactivated for a 90-day period cannot be reactivated again.

PCS and TDY

In Course 5 only, extensions may be requested for PCS or extended TDY. (See below) AFIADL AFIADL/DLS is the point of contact for PCS and TDY extensions. Send extension requests, consisting of an AFIADL Form 17 and a copy of the official TDY or PCS orders to AFIADL/DLS, 50 South Turner Blvd, Maxwell AFB-Gunter Annex AL 36118-5643.

TDY. A TDY is defined as 30-179 consecutive days away from home station. If required to go TDY, students must submit the extension request prior to the TDY. The length of the TDY in 30-day increments, to a maximum of six months.

PCS. Students going PCS must submit extension requests prior to the PCS. Students going PCS will be granted a 90-day extension. **NOTE:** Students going PCS must also submit a change of address via AFIADL Form 17 to permit AFIADL to adjust testing facilities and correct the student record. The address change may be requested on the same AFIADL Form 17 as the PCS extension request.

Disenrollments and Restrictions: Any non-completion of an enrollment is classified as a disenrollment. All disenrollment actions result in an imposed restriction period. Students are eligible to re-enroll in Course 5 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. This request must be submitted on an AFIADL Form 17 and mailed to AFIADL/DLS, 50 South Turner Blvd, Maxwell AFB-Gunter Annex AL 36118-5643.

Student Request (SR): Code SR is a voluntary disenrollment student request and incurs a mandatory 6-month restriction period.

Involuntary Disenrollments: There are two categories of involuntary disenrollments.

Course Failure (CF): Code CF is a disenrollment category for students who do not meet the academic requirements. Course failure status results from failing to obtain a cumulative course average of 80%. Students disenrolled for course failure incur a mandatory 6-month restriction.

Non-participation (NP): Code NP is a disenrollment category that results when a student's enrollment expires without the course requirements being completed. The non-participation disenrollment category applies when a student neither completes nor academically fails the course, but allows the enrollment to expire without requesting an extension prior to course completion or requesting a reactivation within 90 days of course expiration. Students disenrolled for non-participation incur a mandatory 1-year restriction. There is no waiver or curtailment of restriction periods, and no partial credit is given for previous enrollment progress.

Minimum Computer Requirements

Students must meet following minimum computer equipment requirements in order to successfully install and complete the CD-ROM-based Course 5 Multimedia Course.

- CPU: 486SX–66 MHz
- RAM: 16 MB
- CD-ROM speed: 2X
- Hard Drive: 80 MB
- Sound Card: 16 Bit
- Video Card: SVGA
- Monitor: 15"/.39mm
- Speakers or headphones required
- Windows version 3.1 or later Windows based operating system. Software will support Windows 98 and NT, but not Macintosh operating systems.

NOTE: A modem is not required to complete this course; however, you will need Internet access in order to download software upgrades or to use our web-base troubleshooting guide.

Records Update

Course completion will be posted to personnel records by AFIADL through a direct computer data link to the Air Force Personnel Center (AFPC). AFPC will, in turn, update local MPF computers for active duty personnel. HQ Air Reserve Personnel Center (ARPC) will update files for Reserve and Guard personnel. The CCAF record will also be updated automatically. This process may take up to 4 weeks. If stationed overseas, this period could be longer. For records certification, students should not contact AFIADL. All inquiries concerning records updating must be routed through the local Military Personnel Flight (MPF), Formal Training Section. **NOTE:** Students in Course 5 no longer routinely receive an AFIADL Form 9 upon completion of Volume 5E; however, if one is received, it will indicate the score for 5E only, NOT the overall course cumulative score.

Diplomas/Transcripts

Course diplomas and transcripts are handled by 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 should receive a diploma following course completion. Students promoted while enrolled in Course 5 MUST update their student records by submitting an AFIADL Form 17 to AFIADL/DLS, 50 South Turner Blvd, Maxwell AFB-Gunter Annex, AL 36118-5643. Students PCSing while enrolled in Course 5 MUST submit a change to MILPDS to ensure they will receive their diploma in a timely manner. Diplomas will not be re-accomplished 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. Course 5 is eligible for Community College of the Air Force (CCAF) credit. Refer to the CCAF catalog for the number of credit hours awarded.

Student

Enlisted PME distance learning programs are voluntary. **STUDENTS ARE RESPONSIBLE FOR READING AND COMPLYING WITH THE COURSE POLICIES AS LISTED IN THE AFIADL CATALOG** found at <http://www.maxwell.af.mil/au/afiadl/main.htm>. It is the student's responsibility to be aware of the course start and completion dates. No outside agency is tasked with monitoring course progress or completion. Students should follow a regular program of study to allow sufficient time for required course examinations prior to course expiration. Students should work with the Education Services Flight or Base/Unit Training to schedule each subcourse examination. Students must follow-up with Education Services or Base/Unit Training personnel after each examination to verify that examination files are successfully transferred to AFIADL (via FTP). All name, rank, and address changes are the responsibility of the student, and must be provided in writing to AFIADL. Provide copies of official orders and AFIADL Form 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 AFIADL and the ESF/UTS for any circumstances that might hinder course completion. Students must follow-up on all testing to ensure their test is transmitted and received at AFIADL.

Education Services Flight/Unit Training Section

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. Test files should be transferred to AFIADL following each test and confirmed by ESF/UTS. All test files related to authorized testing must be transferred to, and posted by, AFIADL not later than 30 days after the course conclude date. Course Development and Student Administration/Registrar (CDSAR) software is available through AFIADL Data Branch (AFIADL/ECOD) and provides real-time, read-only access to student performance data directly from AFIADL. Student enrollment must be verified prior to any test session. CDSAR is the sole source to determine the student enrollment date. It is highly recommended that ESF/UTS personnel refer to CDSAR for accurate information in order to improve student guidance, feedback, and customer service.

AFIADL

All administrative support for Course 5 is provided by AFIADL, including course enrollment, extensions, scoring examinations, duplicating and shipping course materials. AFIADL is the point of contact to change addresses, have damaged or lost materials resent, or for general course inquiries. All communication with AFIADL must be in writing or through the local ESF/UTS. To contact AFIADL, use the AFIADL Form 17, or write to AFIADL/DLS, 50 South Turner Blvd, Maxwell AFB-Gunter Annex AL 36118-5643. The ESF/UTS can contact the Student Instruction Branch, at DSN 596-4985 or commercial (334) 416-4985. All communications with AFIADL ***MUST*** include the student's full name, SSAN, course number, and nature of request.

EPC/DOO

The Educational Programs Cadre (EPC), Operations and Training Section (DOO) is the office of primary responsibility for directing EPME distance learning programs. EPC/DOO acts as the liaison between EPC and AFIADL in managing distance learning programs and maintaining program integrity. EPC/DOO is the approval and appellate authority for extension requests and administrative issues. Comments and questions may be directed to EPC/DOO at e-mail:

EPC.DOO@maxwell.af.mil

Noncommissioned Officer Academy Correspondence Course

Course 9

Course 9

Course 9 consists of three volumes with one end-of-course test. There are no UREs or VREs, only Unit Self-Study Questions. All three course volumes are testable. Students have 12 months to complete Course 9.

NCOA Distance Learning Courses

Students are either enrolled in Course 9 or Course 6E.

00009—Noncommissioned Officer Academy

3 Volumes: Activated March 2004

Hours: Volumes - 57 CE - 12

Points: Volumes - 19 CE - 4

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00006E-Leadership and Management

2 Volumes: Activated July 1991; Revised Jan 98

Hours: Volumes – 39 CE – 9

Points: Volumes – 13 CE – 3

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Course 9 Policy found at <http://www.maxwell.af.mil/au/afiadl> The Course 9 Policy will be posted to the AFIADL web page ASAP.

1. General: The NCOA Distance Learning Program, Course 9, is a voluntary, paper-based, self-study course administered and managed by the Air Force Institute for Advanced Distributed Learning (AFIADL - formerly ECI) and developed by the Educational Programs Cadre (EPC), College for Enlisted Professional Military Education (CEPME). Enlisted PME distance learning programs are designed to provide professional development to enlisted military members at specific critical points in their career. These administrative policies and procedures were developed to support the goals and objectives of enlisted PME. The AFIADL Course Catalog, <http://www.maxwell.af.mil/au/afiadl/curriculum/catalog/html/ncoacc02.htm>, is the definitive guidance for all enlisted PME distance-learning programs. Students must review the AFIADL Course Catalog frequently during their enrollment to ensure compliance with any changes in administrative policies.

2. Content: Course 9 consists of three volumes.

Subcourse: Course 6E consists of two volumes. Volume One develops an understanding of leadership and management theories, evaluation and reporting concepts, and the need for discipline. Volume Two develops an understanding of quality of life issues, such as health maintenance, personnel programs, and social actions. A graduate survey is included with the subcourse 6E materials. The graduate survey is voluntary, but is encouraged upon completion of all course requirements so that instructional designers may consider feedback for possible course adjustments.

3. Administrative Guidelines: The following paragraphs describe policies, administrative procedures, and course requirements applicable to the NCO Academy Distance Learning Program.

Eligibility:

Active Duty Air Force: Active duty USAF personnel are not eligible to enroll in this course.

AFRC: The following AFRC personnel are eligible for Course 9:

- E-5 with at least 72 months time in service (TIS) with a 7-skill level 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.

ANG: The following ANG personnel are eligible for Course 9:

- E-5 with at least 96 months time-in-service (TIS) with a 7-skill level in their primary AFSC
- E-6 with a 7-skill level in their AFSC
- E-7 promoted to MSgt under the ANG EPME deferment policy
- **NOTE:** All members must have at least two years since completion of ALS, resident or DL. 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: Course 9 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.

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 AFIADL. An "AFIADL Course Materials Shipping List" is provided with each shipment. An AFIADL Form 17, "Request for Student Assistance" is included as part of the package, if needed. A downloadable AFIADL Form 17 is also available at:

<http://www.maxwell.af.mil/au/afiadl/main.htm> **NOTE:** If course materials are lost or damaged they may be replaced without any compensation for loss of time.

Academic & Testing Requirements: There is one single end-of-course examination which covers all three volumes of Course 9. A minimum passing score of 70 percent. Subcourse (6E) has a separate course examination that requires a minimum passing score of 60 percent. Students must request Course 9 test from AFIADL via AFIADL Form 17, and schedule a time to have the test administered by Education Services Flight (ESF) or Base/Unit Training Section (UTS). There is a single re-test examination only if sufficient time remains on the enrollment to request, receive, and administer the re-test prior to enrollment expiration. Course Failure status results from failing both the initial and re-test examinations. (See Disenrollments and Restrictions). Students who score 90 percent or higher in Course 9 are recognized for Academic Excellence and receive a certificate from the Dean, Educational Programs CADRE in addition to the course diploma. Students must work with the ESF/UTS to ensure the examination is ordered, examination is on-hand, and to schedule the administration of the examination. **NOTE:** 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 AFIADL becomes the administration date. AFIADL 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 days after the administration or expiration date. **STUDENTS MUST FOLLOW-UP WITH ESF/UTS TO ENSURE THEIR TEST WAS SCORED AND POSTED IN THEIR STUDENT RECORD.**

Time Lines: Course 9 consists of a single academic term of 12 months. Successful course completion requires successful completion (see Academic and Testing Requirements). *The enrollment*

date is the date course materials are sent to the student, not the date received by the student. There is no waiver to the 12-month enrollment period except as noted in “Extensions” below.

Extensions: Extensions are time compensation for unforeseen circumstances, which impede or prevent course progress or completion. The length of any extension is based on individual circumstances, in 30-day increments, up to a maximum of 6 months and must be submitted prior to course expiration. *Extension requests must be submitted on AFIADL Form 17*, with supporting documentation, to AFIADL/DLS, 50 South Turner Blvd, Maxwell AFB-Gunter Annex AL 36118-5643. AFIADL Form 17 is available at: <http://www.maxwell.af.mil/au/afiadl/main.htm>

Reactivations: Course 9 reactivation is granted when extenuating circumstances preclude individuals from requesting extensions during their enrollment. Course reactivation allows an additional 90 days for completion of testing only. All requests for reactivations must be signed by the unit commander, include a brief history of the trainee's progress, describe circumstances that led to disenrollment, state measures implemented to prevent future disenrollments, and if an exam is required, include a statement that the student is ready to test. Unit commanders should approve reactivations only if requested within 90 days after the course conclude date. After approval by the unit commander, AFIADL will open the enrollment for 90 days, and forward the course examination, if needed. New Course 9 materials will not be forwarded when an enrollment is reactivated. Any requests for reactivation received at AFIADL that have not been signed by the unit commander will be returned for unit commander approval. Reactivations requested beyond 90-days of the course conclude date will not be approved. *Reactivation requests must be submitted on AFIADL Form 17*, with support documentation, to AFIADL/DLS, 50 South Turner Blvd, Maxwell AFB-Gunter Annex, AL 36118-5643. AFIADL Form 17 is available at <http://www.maxwell.af.mil/au/afiadl/main.htm> **NOTE:** To allow sufficient time for processing, reactivation requests must reach AFIADL well in advance of the 90-day expired limit. Enrollments that have previously been reactivated for a 90-day period will not be reactivated again.

Changing Course Enrollment: Students may change enrollment from Course 6E to Course 9 without penalty between 1 December 03 and 31 March 2004. Students **MUST SUBMIT** an AFIADL Form 17 to AFIADL, Fax DSN 596-6143, for this request to be processed. Student enrollments will not be changed after 31 March 2004.

Disenrollments and Restrictions: Any non-completion 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 in the same program or a program of the same AFIADL 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. This request must be submitted on an AFIADL Form 17 and mailed to: AFIADL/DLS, 50 South Turner Blvd, Maxwell AFB-Gunter Annex AL 36118-5643.

Student Request (SR): Voluntary disenrollment is considered disenrollment at student request, is coded SR, and will render the student ineligible to reenroll for 6 months.

Involuntary Disenrollments: There are two categories of involuntary disenrollments.

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

Non-participation (NP): Code NP is a disenrollment category that applies when a student neither completes nor academically fails the course, but allows the enrollment to expire without requesting an extension prior to course completion. Students disenrolled for NP incur a mandatory 1-year restriction. There is no waiver or curtailment of restriction periods, and no partial credit is given for previous enrollment progress.

Course Failure, Coded CF, is a disenrollment category for students who do not meet the academic requirements. Course failure status results from failing both an initial and a re-test. Students disenrolled for course failure incur a mandatory six-month restriction.

Non-participation, Coded NP, is a disenrollment category that results when a student's enrollment expires without the course requirements being completed. The non-participation disenrollment category applies when a student neither completes nor academically fails the course, but allows the enrollment to expire. Students disenrolled for non-participation incur a mandatory one-year restriction.

Records Update: Course completion will be posted to student personnel records by AFIADL 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 Education Office to verify testing results. If stationed overseas, this period could be longer. For records certification, do not contact AFIADL. All inquiries concerning records updating must be routed to the local Military Personnel Flight (MPF), Formal Training Section.

Diplomas/Transcripts: Course 9 diplomas and transcripts are handled by 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 should receive a diploma following course completion. Students promoted while enrolled in Course 9 MUST update their student records by submitting an AFIADL Form 17 to AFIADL/DLS, 50 South Turner Blvd, Maxwell AFB-Gunter Annex, AL 36118-5643. Diplomas will not be re-accomplished 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. Course 9 is eligible for Community College of the Air Force (CCAF) credit. Refer to the CCAF catalog for the number of credit hours awarded.

Student Responsibilities: Enlisted PME distance learning programs are *voluntary*. STUDENTS MUST: 1) READ AND COMPLY WITH COURSE 9 POLICIES AS LISTED IN THE AFIADL 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 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 AFIADL. Provide copies of official orders and AFIADL Form 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 AFIADL and the ESF/UTS for any circumstances that might hinder course completion. Students must follow-up on all testing to ensure their test is transmitted and received at AFIADL.

Education Services Flight/Unit Training Section Responsibilities: 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. Course Development and Student Administration/Registrar (CDSAR) software is available through AFIADL Data Branch (AFIADL/ECOD) and provides real-time, read-only access to student performance data directly from AFIADL. Student enrollment must be verified prior to any test session. CDSAR is the sole source to determine the student enrollment date. It is highly recommended that ESF/UTS have access to CDSAR to improve student guidance, feedback, and customer service.

AFIADL Responsibilities: All administrative support for Course 9 is provided by AFIADL, including course enrollment, extensions, reactivations, examination scoring, duplicating, and shipping. AFIADL is the point of contact to change addresses, have damaged or lost materials resent, or for general course inquiries. All communication with AFIADL must be in writing or through the local ESF/UTS. To contact AFIADL, use the AFIADL Form 17, or write to AFIADL/DLS, 50 South Turner Boulevard, Maxwell AFB-Gunter Annex AL 36118-5643. The ESF/UTS can contact the Student Instruction Branch, at DSN 596-4985 or commercial (334) 416-4985. All communications with AFIADL should include the student's full name, SSAN, course number, and nature of request.

EPC/DOO Responsibilities: The Educational Programs Cadre (EPC), Operations and Training Section (DOO) is the office of primary responsibility for program management of EPME distance learning programs. EPC/DOO acts as the liaison between EPC and AFIADL in managing distance learning programs and maintaining program integrity. EPC/DOO is the final review and appellate authority for extension requests, exception to policy requests, and policy issues. Comments and questions may be directed to EPC/DOO at e-mail: EPC.DOO@maxwell.af.mil.

Senior Noncommissioned Officer Course

General

The SNCO PME Course, Course 12, is a computer-based, self-study program developed by the Educational Programs Cadre (EPC), College for Enlisted Professional Military Education (CEPME) and administered and managed by the Air Force Institute for Advanced Distributed Learning (AFIADL – formerly ECI). Enlisted PME distance learning programs are designed to provide professional development to enlisted military members at specific critical points in their careers. These administrative policies and procedures were developed to support the goals and objectives of enlisted PME. The AFIADL Catalog, <http://www.maxwell.af.mil/au/afiadl/curriculum/catalog/html/course12c.htm> is the definitive guidance for all enlisted PME distance-learning programs. Students must review the AFIADL Course Catalog frequently during their enrollment to ensure compliance with any changes in administrative policies.

Course 12 consists of five objectively evaluated subcourses designated 12G – 12K. The design of the CD-ROM courseware requires the five subcourses to be completed in succession. The content of the subcourses is listed below:

00012G—Profession of Arms

1 Volume Activated: Nov 2002

Hours: Volume – 18 CE – 9

Points: Volume – 6 CE – 3

Content: 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.

00012H—Communications Skills

1 Volume Activated: Nov 2002

Hours: Volume – 18 CE – 9

Points: Volume – 6 CE – 3

Content: 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.

00012I—Behavior Analysis

1 Volume Activated: Nov 2002

Hours: Volume – 15 CE – 9

Points: Volume – 3 CE – 5

Content: 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.

00012J—Human Resources Development

1 Volume Activated: Nov 2002

Hours: Volume – 12 CE – 6

Points: Volume – 4 CE – 2

Content: 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 role as you face organizational restructuring and constant change.

00012K—Organizational Management

1 Volume Activated: Nov 2002

Hours: Volume – 15 CE – 9

Points: Volume – 5 CE – 3

Content: 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: Course 12 contains 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 restudy. 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, 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 Course 12.

Eligibility:

- **Active Duty Air Force:** ADAF personnel in the grade of E-7, E-7 select, or above are eligible for Course 12.
- **Air Force Reserve Command (AFRC):** The following AFRC personnel are eligible for Course 12:
 - 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 DL
 - E-6 personnel occupying an E-7 slot are eligible to enroll with the approval of the HQ AFRC Enlisted PME Manager
 - NOTE: AFRC 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 Course 12:
 - E-7 (no minimum time in service required)
 - E-8 promoted to SMSgt under the ANG EPME deferment policy
 - NOTE: All members must have at least two years since completion of NCOA, resident or DL. 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:** Course 12 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 Centear (ARPC) USAF Reserve determines and records ANG retirement credit points. Do not contact CEPME/EPC or AFIADL concerning retirement points. Sole authority for award of these points rests with HQ ARPC/DMXA.

Course Materials: Each student receives a package containing a single CD-ROM. The cover of the CD-ROM case contains installation instructions and basic course guidance. Each student must provide one 3.5 inch floppy disk that will be used as the “Student Data Disk.” A post card will be mailed to each student to confirm enrollment and processing of course materials. The official student enrollment date is indicated on the post card. Students must write the enrollment date (from the post card) on the label of the Student Data Disk. ***NOTE:*** *Students should keep the post card for reference throughout their enrollment as verification of the official enrollment date.*

Minimum Computer Requirements: In order to successfully install and complete the CD-ROM-based Course 12 Multimedia Course, the minimum computer equipment requirements are as follows. CPU: Pentium 166 MHz; RAM: 64 MB; CD-ROM speed: 8X; Hard Drive: 80 MB; Video Card: SVGA; Sound Card: Sound Blaster 16 Compatible; Speakers or Headphones required; Monitor Size & Dot Pitch: 15”; Modem: Not needed for the course itself, but is needed for receiving updates and course support; Windows Operating System: Windows 98 or later (the course is ***NOT*** Macintosh compatible).

Recommended Computer Requirements: CPU: Pentium III 500 MHz; RAM: 128 MB; CD-ROM speed: 24X; Hard Drive: 80 MB; Video Card: SVGA 8 MB; Sound Card: Sound Blaster 16 Compatible; Speakers or Headphones required; Monitor Size & Dot Pitch: 15” SVGA; Modem: 56K

Int PNP V90, not needed for the course itself, but is needed for receiving updates and course support; Windows Operating System: Windows 98 or later (the course is **NOT** Macintosh compatible).

Academic and Testing Requirements: There is no single Course 12 End-of-Course Examination. Students are evaluated following each subcourse through summative examinations. The summative examinations (12G – 12K) are computer-based tests, which must be scheduled and taken at the Education Services Flight (ESF) or Base/Unit Training Section (UTS). The academic requirement for each subcourse is 70 percent. Course 12 tests must be taken in order: 12G-12K. **No more than one test may be taken per day.** Students failing a subcourse examination may retest once on that subcourse after a 30-day remediation/waiting period. This means that the earliest date a retake for a Course 12 exam is on the 31st calendar day following the day on which the initial test was given. ANG and AFRES students may take a retest no earlier than the next UTA. **Students must obtain a passing score on each module before testing on subsequent modules. STUDENTS MUST FOLLOW-UP WITH ESF/UTS TO ENSURE THEIR TESTS ARE FOWARDED TO AFIADL FOR SCORING AND POSTING IN THEIR STUDENT RECORD.** Failure to follow-up could jeopardize the successful completion of Course 12. Students who complete all five subcourses with a 95 percent or greater cumulative score are recognized for Academic Achievement and receive a separate certificate from the Dean, Educational Programs Cadre in addition to the course diploma.

Time Lines: Course 12 consists of a 12-month enrollment period. The enrollment period begins on the date the course materials are mailed from AFIADL, not the date the student receives course materials. All five subcourses must be individually completed, tested, scored, and recorded at AFIADL within the 12-month enrollment period. Students should schedule each test session well in advance to allow adequate time for the test to be administered and the results transferred to AFIADL for scoring and posting to the student record prior to the course expiration date.

Extensions: Extensions are time compensation based on individual circumstances, which impede or prevent course progress or completion. Extensions are granted in 6-month increments to a maximum of 12 months. *Extension requests must be submitted prior to course expiration on AFIADL Form 17, with support justification, to AFIADL/DLS, 50 South Turner Blvd, Maxwell AFB-Gunter Annex AL 36118-5643. AFIADL Form 17 is available at <http://www.maxwell.af.mil/au/afiadl/main.htm>*

Reactivations: Course 12 reactivation is granted when extenuating circumstances preclude individuals from requesting extensions during their enrollment. Course reactivation allows an additional 90 days for completion of testing only. All requests for reactivations must be signed by the unit commander, include a brief history of the trainee's progress, describe circumstances that led to disenrollment, state measures implemented to prevent future disenrollments, and if an exam is required, include a statement that the student is ready to test. Unit commanders should approve reactivations only if requested within 90 days after the course conclude date. After approval by the unit commander, AFIADL will open the enrollment for 90 days. New Course 12 material will not be forwarded when an enrollment is reactivated. Any requests for reactivation received at AFIADL that have not been signed by the unit commander will be returned for unit commander approval. Reactivaions requested beyond 90-days of the course conclude date will not be approved. *Reactivation requests must be submitted on AFIADL Form 17, with support documentation, to AFIADL/DLS, 50 South Turner Blvd, Maxwell AFB-Gunter Annex, AL 36118-5643. AFIADL Form 17 is available at <http://www.maxwell.af.mil/au/afiadl/main.htm>* **NOTE:** To allow sufficient time for processing, reactivation requests must reach AFIADL well in advance of the 90-day expired limit. Enrollments that have previously been reactivated for a 90-day period will not be reactivated again.

Disenrollments and Restrictions: Any non-completion of an enrollment is classified as a disenrollment. All disenrollment actions result in an imposed restriction period. Students are eligible to re-enroll in Course 12 after the restriction period ends.

- **Voluntary Disenrollment:** Students may voluntarily disenroll at any time during their enrollment if personal or professional obligations preclude course completion. This request must be submitted on an AFIADL Form 17 and mailed to AFIADL/DLS, 50 South Turner Blvd, Maxwell AFB-Gunter Annex AL 36118-5643.
 - Student Request (SR): Code SR is a voluntary disenrollment at student request and incurs a mandatory 6-month restrictions period.
- **Involuntary Disenrollment:** There are two categories of involuntary disenrollments:
 - Course Failure (CF): Code CF applies when students do not meet the academic requirements of the course. CF status results from failing the initial test and retest on any one subcourse. Students disenrolled for course failure incur a mandatory 6-month remediation period.
 - Non-participation (NP): Code NP applies when students neither complete nor academically fail the course, but allows the enrollment to expire without requesting an extension prior to course completion. Students disenrolled for NP incur a mandatory 1-year restriction.

Records Update: Course completion will be posted to personnel records by AFIADL through a direct computer data link to the Air Force Personnel Center (AFPC). AFPC will in turn, update local MPF computers for active duty personnel. HQ Air Reserve Personnel Center (ARPC) will update files for Reserve and Guard personnel. AFPC automatically updates the CCAF record. This process may take up to 4 weeks. If stationed overseas, this period could be longer. For record certification, students should not contact AFIADL. All inquiries concerning records updating must be routed through the local Military Personnel Flight (MPF), Formal Training Section.

Diplomas/Transcripts: Course diplomas and transcripts are handled by AU Registrar at HQ AU/CFRR, 60 Shumacher 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 will receive a diploma following course completion. Students promoted while enrolled in Course 12 **MUST** update their student records by submitting an AFIADL Form 17 to AFIADL/DLS, 50 South Turner Blvd, Maxwell AFB-Gunter Annex, AL 36118-5643. To receive college credit for this course, students should request a transcript be sent to their educational institution. Course 12 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

General

Program 26 (Paper Based) and Program 27 (interactive CD-ROM plus 895 pages of paper) do not parallel the resident course. The primary reason is the target audience for the distributive learning course has changed. Our customer base is more than 70% Guard and Reserve who are at the 4-11 year point. They will not have participated in the new Air and space Basic Course. The new SOS course is a bridging course for these individuals. Program 26 and 27 are comprised of 5 Courses or Core areas that are evaluated by 4 tests.

Shipment of Materials

The Air Force Institute for Advanced Distributed Learning (AFIADL) mails the entire correspondence program and any subsequent administrative information directly to the student at their home address. Be sure AFIADL always has your current address. Student materials are shipped via fourth class mail and can take 2-4 weeks and, on occasion, up to 6 weeks for CONUS delivery

and 4-8 weeks for overseas delivery. When your materials arrive, open them and immediately check them against the materials list. Mail time is part of your allotted program time, so plan for it.

Retirement Point Credit

The Air Reserve Personnel Center (ARPC) determines and records Air Force Reserve Command (AFRC) and Air National Guard (ANG) retirement points. Don't contact SOC concerning 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).

SOC Program

Squadron Officer College's Program 25, CD-ROM only, was activated on 13 Jan 97 and is now closed to further enrollments. Those already enrolled must continue in Program 25 and may not transfer to the new course.

00026A/00027A-Profession of Arms

1 Volume Activated: Feb 01; Revised September 2002

Hours: Volumes – 6 CE – 6

Points: Volumes – 2 CE - 2

Content: Profession of Arms focuses on an officer's roles and responsibilities as a commissioned officer.

00026B/00027B-Military Studies

1 Volume Activated: Feb 01; Revised September 2002

Hours: Volumes – 15 CE – 6

Points: Volumes – 5 CE - 2

Content: Military Studies examines the make-up of the military and how we function. The student learns about all the services and the concept and history of the Total Force.

00026C/00027C-International Studies

1 Volume Activated: Feb 01; Revised September 2002

Hours: Volumes – 12 CE – 6

Points: Volumes – 4 CE - 2

Content: International Studies reviews the concepts of international organizations and Joint Operations. This course examines Joint Vision 2010 and concludes with a detailed Geo-Political review of the most active hot spots around the world.

00026D/00027D-Communication Studies

1 Volume Activated: Feb 01; Revised September 2002

Hours: Volumes – 12 CE – 6

Points: Volumes – 4 CE - 2

Content: Communication Studies teaches the concept of good writing and briefing in a well-organized, well-supported and concise manner.

00026E/00027E- Leadership and Management Studies

1 Volume Activated: Feb 01; Revised September 2002

Hours: Volumes – 21 CE – 6

Points: Volumes – 7 CE - 2

Content: Leadership & Management Studies explores the complete range of leadership from what it is, how to lead with historical examples of leadership and how to be a good follower. The student also learns other areas of leadership such as Problem Solving. Additional material in this area covers risk management, mentoring and the personnel system.

Minimum:

- Pentium 100 MHZ CPU and 32Mb RAM
- 8X CD-ROM
- 30Mb available hard drive space
- 100% Sound Blaster compatible sound card
- 16 bit color video adapter
- Speaker or headset
- Windows 95, 98 or NT 4.0 **

****NOTE: With NT, you will require a Win 95/98 machine to complete the simulation at the end of the course.**

Recommended System Requirements:

Same as minimum system with the addition of

- Pentium 233 or faster CPU
- 16X CD-ROM

Record Update

The only agency authorized to update your records is the Officer PME Branch (AU/CFRO). Phone numbers are DSN 493-4814/4776 or Commercial 334-953-4814/4776. The new fax number is DSN 493-8127 or Commercial 334-953-8127, and the new 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 AFIADL 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.

<p>NOTE: No record of test scores, test failures, or disenrollment is kept in your records. Program completion is the only event recorded in your official personnel record.</p>

Course Completion

A course is not considered officially complete until AFIADL receives your test answer sheet, grades it, and posts a passing score to your record. You must take each course in sequence. The average mail-and-processing-time is 7 days from CONUS and 14 days from overseas. AFIADL will notify you by postcard of your test score and course completion (provided they have your current mailing address). Remember: Program 26/27 consists of five courses. All courses must be completed successfully to complete the program. After all program requirements are complete, AU Registrar will send the student a diploma. Be patient.

Transcripts

All transcripts must be requested by the student in writing from the Services/Records Branch of AU/Registrar, Maxwell AFB, Bldg 803. Letters may be mailed to Air University Registrar (AU/CFRR), 60 Shumacher Ave, Maxwell AFB, AL 36112-6337. All requests must include the student's name, any previous names used, social security number, dates of attendance, school or course completed, complete address where the transcript is to be mailed, the student's signature, current address, and phone number. The above information may also be faxed to (334) 953-8127. Call DSN 493-8128/1240 or Commercial 334-953-8128/1240 for additional information. There is no fee.

Time Limits

The SOC distributive learning Program is an 18-month program. The academic time schedule is 12 months with an additional 6 months given to complete the course due to current operation tempos, possible TDYs or PCS, mail time, administrative processing, and posting of scores. The student must successfully complete all the courses within 18 months from the original program enrollment date. There is no requirement to complete a certain test within a specified time frame as long as all four tests are successfully completed within the 18-month time limit. History shows procrastination is the biggest culprit in noncompletion. Students are responsible for tracking their own time limits. It is not the responsibility of the Education Office or Test Control Office (TCO) to track the student time limits.

Extensions are granted only under mitigating circumstances!
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Enrollment Reminder

Program 26 is the paper version, Program 27 is the multimedia (CD-ROM and paper) version. Specify Program 27 when enrolling at the base education office to receive the multimedia version. You may not change once your course is shipped. We highly encourage students to enroll in Program 27 (the CD-ROM version) since it is a more effective learning tool.

Disenrollment

To request disenrollment, complete an AFIADL Form 17 through your education office or electronically via the AFIADL web site and forward it to AFIADL. Be sure to fill out the top portion completely, mark the appropriate block on the form, and sign it (student signature). If the student does not complete the program within the 18-month time limit, fails a retest, or requests disenrollment via an AFIADL Form 17, they will be disenrolled. When this happens, they enter a restriction period of 6 months, during which the student is unable to enroll in any PME course. Additionally, when the student is eligible to re-enter the program, they do so from the beginning. No credit will be given for prior work accomplished. For example, if the student fails the last test (Course E, Leadership and Management Studies of Program 26 / 27) and subsequently fails the retest, they are not able to re-enroll for 6 months; when they re-enroll, they must start in the first course (Course A, Profession of Arms).

Eligibility

Any US armed forces officer (active duty, Reserve, or National Guard) in the grade of captain (0-3) or above is eligible (selects are not eligible at this time). Additionally, officers of the Civil Air Patrol in the grade of captain or above and federal civilian employees in the grades of GS-9, WG-10, WL-9, and WS-8 and above are eligible.

NOTE: The resident program 7-year TAFCS restriction (ETCA 36-2223, formerly AFCAT) for active duty officers doesn't apply to the nonresident program.

Testing

Programs 26 and 27 have five courses but only 4 tests. Course B and C are tested together. The minimum passing score is 65 percent. When AFIADL mails the program material, they automatically

forward the first test, Officership, to the TCO. Tests are sent first-class mail and average 7 days for stateside delivery and 14 days for overseas delivery. You should contact the TCO and let them know you have enrolled. Be sure to work with them to schedule a time to take the test; first ensure they have actually received your test materials before scheduling a testing time. When the student completes the test, the TCO mails the answer sheet to AFIADL for scoring. Do not FAX the answer sheet to AFIADL. AFIADL will also forward subsequent tests automatically after the prior test has been scored. Tests for multiple courses will not be sent in advance. Students who fail a test are permitted one retake, provided the retake is successfully completed within the 18-month time limit. No extension is permitted simply because a student needs time to retest. The test may be at the TCO, but if it is not completed and mailed by the TCO within the 18-month limit, no credit will be given (see disenrollment).

NOTE: The student should receive a card to inform them which areas showed difficulty on the test. The numbers used indicate the objective area(s) missed not the test question itself. Therefore, you may see the same number more than once. This would indicate the student missed more than one question from that objective area. The number relates directly to the objective number in the text materials. Test mailing, scoring, and posting are part of the 18-month time limit.

Academics

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

Intermediate Officer PME (ACSC)

General

The ACSC Distance Learning (DL) Program was established in 1948 to provide intermediate-level PME via correspondence to officers unable to attend ACSC in-residence. In 1969, ACSC expanded the scope of the DL program by implementing a seminar program to provide for the sharing of opinions, expertise, and experiences among the seminar members. Both the seminar and correspondence programs achieved reaccreditation for JPME Phase I credit in 1997.

Today, technology offers opportunities to improve upon the traditional seminar and correspondence programs. The ACSC distance learning staff is continually exploring new and better ways to meet the demand for professional military education of midcareer officers stationed throughout the world. All of these efforts are designed to narrow the gap between resident and nonresident students. CD-ROM, internet, and satellite technologies have tremendous promise for delivering a quality educational experience and clearly identifies ACSC as a pacesetter not only within Air University but within the educational community.

Eligibility

ACSC nonresident programs are offered to US active duty, Reserve, and National Guard major selectees and above from all services. DOD civilian employees in or above the grade of GS-11 (or equivalent) may also enroll. International applicants for nonresident ACSC must be a major selectee or higher or equivalent grade civilian employee of the military department of a country or international organization assigned to a DOD billet. International officers may also enroll through the Foreign Military Sales (FMS) training sponsorship program. Specific instructions are listed in AFI 36-2301 and at the ACSC public web site: <http://www.acsc.maxwell.af.mil>.

Program Description

The Air Command and Staff College nonresident curriculum is designed to support the three components of ACSC's mission statement: first, to prepare leaders for higher level command and staff responsibilities; second, to prepare leaders to understand, plan, and execute components of an air

campaign and the joint campaign planning process; and third, to prepare leaders to think logically and critically at the operational level in order to expand and advance the body of air and space knowledge.

The course of study is an integrated process. It begins with studies designed to enhance the students' leadership and command skills and it ends with lessons in which students will learn about possible future force structures needed to meet an undefined and technologically accelerating future.

The ACSC distance learning curriculum is delivered via printed books, CD-ROM, and the Internet. Students receive an integrated multimedia curriculum that includes textbook readings, video, and interactive applications. Students may choose one of three methods to complete the program. Students have 18-months to complete this program and must achieve a minimum score of 70% on each of 6 examinations and complete 4 online exercises.

1. **Correspondence (self-study):** This method affords students the opportunity to choose the time and place of study. ACSC provides the framework for completing this program by providing a recommended schedule for students to follow. Students may enroll at any time throughout the year.
2. **Seminar:** In this 11-month program students meet weekly (on-base) in a forum designed for the free exchange of ideas and opinions on vital issues facing the USAF, DOD and the nation. Seminar participants share unique background experiences and technical expertise. ACSC provides the framework for conducting the seminar program by providing a schedule for the seminars to follow. This seminar is composed of 8-18 members and begins in August of each year.
3. **Cyber-Seminars:** In this 11-month program students meet weekly in a "cyberspace" forum designed for the free exchange of ideas and opinions on vital issues facing the USAF, DOD and the nation. Seminar participants share unique background experiences and technical expertise. Beginning in August of each year, students conduct weekly meetings in the ACSC Electronic Classrooms. ACSC provides the framework for conducting this seminar by providing a schedule for the seminars to follow. The seminar is composed of 8-15 members. (NOTE: Each student must subscribe to an on-line service providing Internet access and are financially responsible for all costs associated with their on-line services. Students choosing this method of study must contact the ACSC Distance Learning Department upon enrollment.)

NOTE: All three forms of enrollment correspond to the same personnel record entry upon successful course completion, namely "Nonresident."

Students selecting the seminar and cyber-seminar methods must accomplish the following within 18 months to graduate; achieve a minimum score of 70% on each of six examinations, complete 4 online exercises, and serve as a seminar leader for a variety of lessons.

ACSC has a Distance Learning Electronic Campus on the Internet. Any student enrolled in the ACSC program may have access to the campus. The campus contains a library with lesson plans, audio/video files, readings and interactive computer simulations. Additionally, students can post messages on the bulletin boards and join on-going discussions in the chat areas. For additional information or to obtain access to the campus contact ACSC Distance Learning Department at DSN 493-7901 or (334) 953-7901, 1-800-316-7042 or e-mail: acscdl@maxwell.af.mil.

NOTE: Students are financially responsible for all costs associated with their on-line services.

Joint PME/Intermediate Service School (ISS) Credit

ACSC distance learning programs (AY91 and later) grant two types of PME credit: Joint PME credit, approved by the Chairman of the Joint Chiefs of Staff, and ISS credit, approved by each service. Joint PME Phase I credit is awarded to members of all services. ISS credit is determined separately by each

service for each PME school. In May 1997, ACSC received a five-year reaccreditation for its nonresident PME programs.

00030A-Air Command and Staff College (ACSC) Distance Learning (Multimedia Correspondence Course - Version 4.0)

2 CDs and 4 printed Coursebooks: New Activation – January 04
Revised – June 02
Revised – July 01
Initial Activation - July 00

Hours: 36
Points: 12

Content: Lessons include: Leadership and Command: Military Leadership In The New Millennium, The Role Of A Leader In The Development And Maintenance Of Organizational Culture; National And International Security Studies: Perspectives On The International System, Tools For International Strategy And Policy, National And International Security Issues, Part 1 and 2.

00030B-Air Command and Staff College (ACSC) Distance Learning (Multimedia Correspondence Course - Version 4.0)

2 printed Coursebooks: New Activation – January 04
Revised – June 02
Revised – July 01
Initial Activation - July 00

Hours: 54
Points: 18

Content: Lessons include: Nature Of War: Foundational Perspectives On The Nature Of War: The Western Perspective, Foundational Perspectives On The Nature Of War: The Non-Western Perspective, An Analytic Framework For The Study Of The Nature Of War, Part 1 and 2, War Termination And Conflict Resolution.

00030C-Air Command and Staff College (ACSC) Distance Learning (Multimedia Correspondence Course - Version 4.0)

3 printed Coursebooks: New Activation – January 04
Revised – June 02
Revised – July 01
Initial Activation - July 00

Hours: 54
Points: 18

Content: Lessons include: Military Studies: The Age Of Total War, Evolution In The Interwar Years, Air Power And The Operational Level Of War, Part 1 and 2, Modern Theories Of Air and space Power; Leadership And Command, Phase II: Developing A Personal Leadership Philosophy By Knowing Yourself , The Role Of A Leader In The Development And Maintenance Of An Effective Air Force Team.

00030D-Air Command and Staff College (ACSC) Distance Learning (Multimedia CD-ROM Nonresident Program)

1 CD and 1 printed Coursebook: New Activation – April 2004

Revised – October 2002
Initial Activation - July 2000

Hours: 48
Points: 16

Content: Lessons include: Operational Forces: Roles And Functions Of The US Armed Forces and US Air Force Operations, US Maritime Forces: The Navy, Marines, And Coast Guard, United States Army Operations And Special Operations Forces, Operational Force Enablers (Part I): Command And Control For Joint Air Operations, And Intelligence Support To Operations, Operational Force Enablers (Part II): Force Protection, Reserve Component, Agile Combat Support, Defense Transportation System, And A Logistics Overview.

00030E-Air Command and Staff College (ACSC) Distance Learning (Multimedia CD-ROM Nonresident Program)

1 CD and 1 printed Coursebook: New Activation – April 2004
Revised – November 2001
Initial Activation - July 2000

Hours: 27
Points: 9

Content: Lessons include: Air and space Operations: Air and space Doctrine And Strategy, Command And Control (C2) For Air and space Operations, Air and space Power Employment, Air and space Operations Planning Tools For The JAOP Through The ATO, The Joint Air Operations Plan (JAOP) (Stages I-V).

00030F-Air Command and Staff College (ACSC) Distance Learning (Multimedia CD-ROM Nonresident Program)

1 CD and 1 printed Coursebook: New Activation – April 2004
Revised – November 2001
Initial Activation - July 2000

Hours: 27
Points: 9

Content: Lessons include: Joint Operations And Campaign Planning: Joint Doctrine And Organization, Defense Planning Systems, Joint Campaign Planning: Deliberate Planning, Joint Campaign Planning: Crisis Action Planning, Advanced Planning Considerations And Case Studies; Leadership And Command, Phase III: Challenges To Leadership And Resources Available To The Leader, Preparing For Tomorrow While Leading In Today's Air Force. Air Force Exercise: Strategy; Future Capabilities And Concepts: How To Study The Future, Scanning The Horizon For Change, Wildcards, AF Application Of Future Concepts.

Required Equipment: To use the CD-ROM and participate in this program you must, as a minimum, own or have access to:

- IBM compatible computer.
- 486/100 MHz, Windows 95, 98, or NT operating systems.
- Browser software (Internet Explorer or Netscape versions 3.02 or greater).
- Real Player (Version 7 or greater).
- 16 Mb of RAM.
- VGA monitor and video card capable of displaying 64K colors.
- Quadspeed (4X) CD-ROM drive.

- 16-bit sound card.
- Speakers or headphones.
- Access to the Internet.

Recommended Equipment:

- IBM compatible computer with a Pentium or equivalent CPU.
- 333 MHz or faster.
- Windows 95, 98, or NT operating systems.
- Browser software (Internet Explorer or Netscape versions 5 or greater).
- Real Player (Version 7 or greater).
- 64 Mb of RAM.
- 17 inch SVGA monitor with 8 MB video card.
- 32-speed (32X) CD-ROM drive.
- 32-bit sound card, speakers, or headphones.
- Access to the Internet / 56K modem.

NOTE: Internet Explorer, Netscape, and Real Player can be downloaded free. See section on "CD installation requirements" for website addresses.

Air War College Non-Resident Program

General

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.

1. The Seminar Program provides the advantage of group interaction and exploits the advantages of individual learning with group discussion and informal exchanges of views. Small group seminars of 8 to 20 students meet regularly for 40 lessons as specified in the Student Guide and Seminar Handbook.
2. The Correspondence Program is specifically designed to meet the needs of those who do not have a seminar available or cannot meet seminar attendance requirements.

Eligible applicants may enroll in the AWC seminar program between March and July and may enroll in the correspondence program at any time. Applicants must complete **Maxwell AFB Form 53** and obtain servicing ESO signature as well as the appropriate test control facility number (available from the ESO) to enroll in either program. *AFIADL Form 23, APDSII, or previous versions of Maxwell Form 53 will not be used for enrollment.* Completed Maxwell Forms 53 may be submitted via mail to AWC/NSE, 325 Chennault Circle, Maxwell AFB, AL 36112-6427 or, fax the enrollment form to DSN 493-7225, commercial (334) 953-7225.

Time Lines

The Air War College, nonresident studies course correspondence program consists of 3 terms in which allows a maximum of six months to complete each term. The Seminar Program academic year starts in early August and continues until mid June. Requests for an extension of any suspense date must be in writing, endorsed by your wing/group (0-6) commander or equivalent, and received at least two weeks prior to the due date.

Content

Course content for both the correspondence and seminar programs contain the same reading selections for five courses that are delivered in three terms and an elective. The nonresident curriculum for both the correspondence and seminar programs are designed to prepare students to function more effectively in an increasingly complex and rapidly changing world environment. The core curriculum focuses on: Future Conflict Studies; Military Strategy, Doctrine and Airpower; Leadership and Ethics; National Security Decision Making; Regional Studies, and CHEX (Crisis Handling Exercise); and Joint Force Employment and CAMPEX (Campaign Planning Exercise). The elective is designed for students to broaden their studies in one of the core curriculum areas.

Units of Study for the Air War College Seminar Program

Students in this program will register for the following three units of study which are revised yearly. Additionally, for both the seminar and correspondence programs, the writing assignment earns 40 additional hours and the elective 30 additional hours. **NOTE:** The elective was referred to as Volume IV in the 7th and 8th Editions.

- **00043A-Air War College Seminar Program, Term I**
Study Hours: 180 - Points: 60
- **00043B-Air War College Seminar Program, Term II**
Study Hours: 156 - Points: 52
- **00043C-Air War College Seminar Program, Term III**
Study Hours: 144 Points: 48
- **00043D-Air War College Seminar Program, Elective Course**
Study Hours: 30 Points: 10

Units of Study for the Air War College Correspondence Program

Students in this program will register for the following terms yearly:

- **00042A-Air War College Correspondence Program, Term I**
Study Hours: 150 - Points: 50
- **00042B-Air War College Correspondence Program, Term II**
Study Hours: 130 - Points: 43
- **00042C-Air War College Correspondence Program, Term III**
Study Hours: 120 - Points: 40
- **00042D-Air War College Correspondence Program, Elective Course**
Study Hours: 30 - Points: 10

Eligibility

The Nonresident Studies are available to:

1. Active and nonextended active duty Air Force (active, ANG, USAFR) lieutenant colonel selectees and above.
2. Active and nonextended active duty lieutenant colonel (or equivalent) selectees and above of the other components of the US Armed Forces.
3. US federal civilian employees, GS or GM-13 and above.
4. Civil Air Patrol officers in the grades of lieutenant colonel selectee and above are eligible for enrollment in the Correspondence Program only.
5. Eligibility criteria and procedures for international officers and civilian enrollment in AWC Nonresident programs are in AFI 36-2301.

Career Development Courses (CDCs)

(1A) Aircrew Operations

1A051-In-Flight Refueling Operator Journeyman

2 Volumes: Activated Mar 97

Hours: Volumes - 48 CE - 12

Points: Volumes - 16 CE - 4

Content: Volume 1 covers general areas of the job responsibility by giving important facts related to this career field ladder, history, safety, and publications. It also covers passenger handling, fleet service, border clearance, basic aerodynamics, and weight and balance. Volume 2 covers aircraft systems, cargo, and navigation.

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

2 Volumes: Activated Dec 95; Revised Feb 00

Hours: Volumes - 42 CE - 12

Points: Volumes - 14 CE - 4

Content: Volume 1 covers general areas with important facts related to career field ladder, publications, and documenting aircraft discrepancies; also, it covers more information on passenger/troop handling, fleet service, anti-hijacking, border clearance, and the Tanker Airlift

Control Element. Volume 2 covers aircraft weight and balance, loading and unloading aircraft, air transportation of hazardous materials, and airdrop.

1A351A-Airborne Communications and Electronics Specialty Journeyman

3 Volumes: Activated Jul 97; Revised May 01

Hours: Volumes - 33 CE - 9

Points: Volumes - 11 CE - 3

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Content: Volume 1 covers information used by all aircrew members ranging from security to airborne platforms. Volume 2 covers publications and general aircraft-related information. Volume 3 addresses voice and data operations.

1A351B-Airborne Communications and Electronics Specialty Journeyman

4 Volumes: Activated Oct 97; Revised May 01

Hours: Volumes - 63 CE - 15

Points: Volumes - 21 CE - 5

Content: Volume 1 covers basic electronic principles. Volume 2 covers communication principles along with test equipment and wiring diagrams. Volume 3 discusses specific communication and navigation utilized on the aircraft you fly. Volume 4 covers computers and electronic warfare principles and equipment.

1A451-Airborne Warning Command and Control Systems Journeyman

2 Volumes: Revised May 97; Revised Jun 01

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 general information, air and space sensors, weather, operational procedures, electronic warfare, and safety. Volume 2 covers various communications systems, as well as command and control systems.

1A551-Airborne Mission Systems Journeyman

6 Volumes: Activated Aug 00

Hours: Volumes - 132 CE - 33

Points: Volumes - 44 CE - 11

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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. Volumes 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

2 Volumes: Activated April 2004

Hours: Volumes - 60 CE - 15

Points: Volumes – 20 CE – 5

Content: Volume 1 covers information used by all aircrew members. The subjects covered in this volume give you the basic fundamentals required for any aircrew member. Discusses the history of flight attendants, duties and responsibilities, and duty assignments. Also covers, security, safety, aircrew responsibilities, publications how it relates to flight attendant, and flight management. Volume 2 covers the tools you need to become a successful flight attendant. Familiarize you with the aircraft you may fly on, emergency equipment and procedures, mission planning, general activities, meal service, and cabin service.

1A751-Aerial Gunner Journeyman

4 Volumes: Activated Jan 2003

Hours: Volumes – 75 CE – 18

Points: Volumes – 25 CE – 6

Contents: Volume 1 covers career progression with the career field, safety, pyrotechnic devices, and night vision goggles. Also, publications, technical orders, aircraft AFTO forms, and flight management, aerodynamics, map interpretation, basic electronics and explosive safety and types of ammunition. Volume 2 discusses the AC-130 aircraft. Volume 3 discusses the H-60 helicopter. Volume 4 discusses the H-53 helicopter.

(1C) Command Control Systems Operations

1C051-Airfield Management Journeyman

4 Volumes: Activated Jan 95; Revised Jan 01

Hours: Volumes - 69 CE -18

Points: Volumes - 23 CE - 6

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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: Revised Jan 98; Revised Aug 03

Hours: Volumes - 60 CE - 15

Points: Volumes - 20 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.

1C071-Airfield Management Craftsman

2 Volumes: Activated August 95; Revised Aug 1999

Hours: Volumes - 36 CE - 9

Points: Volumes - 12 CE - 3

Content: Volume 1 covers subjects that range from identifying the responsibilities of the subordinate airfield management support functions to the responsibilities of the organizations who support airfield management to provide safe flight service. Volume 2 covers subjects that range from airfield pavement design to ensuring personnel are qualified to drive on the flightline.

1C072-Operations Resource Management Systems Craftsman

1 Volume: Activation Jul 96; Revised August 2002

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: Activated Oct 94; Revised Apr 00; Revised May 2003

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: Activated November 95; Revised Apr 00; Revised May 2003

Hours: Volumes - 60 CE - 15

Points: Volumes - 20 CE - 5

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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: CDC 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: Revised June 98; Revised June 2003

Hours: Volume - 27 CE - 6

Points: Volume - 9 CE - 2

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

Content: Volume 1 covers command post training and administration, security procedures and concepts, and communications systems. Volume 2 is a review of C2 terms, processes, and structures. Followed by in-depth coverage of specific command posts functions.

1C451-Tactical Air Command and Control Journeyman

3 Volumes: New Activation – March 2004

Revision – June 2003

Initial Activation – August 1994

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-Air and space Control and Warning Systems Journeyman

3 Volumes: Activated Oct 97; Revised Jan 00; Revised May 2003

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 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.

1C651C-Space Systems Operations Journeyman

2 Volumes: Activated March 2003

Hours: Volumes - 27 CE - 6

Points: Volumes - 9 CE - 2

Content: Volume 1 covers information about the space operations career ladder, moves on to safety practices, and follows with discussions on the Air Force space launch ranges, what 1C6X1 range personnel do during launch operations, and which boosters are used to put satellites in space. Volume 2 covers satellite design, and then covers the satellites that Air Force Space Command actually commands and controls. Also, follows with information about how data gets to and from a satellite, and procedures involved in the actual command and control process.

1C651D-Space Systems Operations Journeyman

2 Volumes: Activated March 2003

Hours: Volumes - 30 CE - 9

Points: Volumes - 10 CE - 3

Content: Volume 1 covers the missile warning aspect, the space based missile warning assets and the ground based portion of missile warning. Volume 2 discusses the overall organizational structure of Space Command. It then covers the major types of reports higher headquarters is interested in and ends with a discussion on future systems and where we are heading in the career field.

(1N) Intelligence

1N051A-Operations Intelligence Journeyman

4 Volumes: Activated July 2004

Hours: Volumes - 27

Points: Volumes - 3

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.

Special Information: Questions concerning course content or material 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.

1N151-Imagery Analysis Journeyman

4 Volumes: New Activation – February 2004
Initial Activation – January 1998

Hours: Volumes - 18 CE - 3

Points: Volumes - 6 CE - 1

(VOLUMES III AND IV ARE CLASSIFIED/NOFORN: NOT FOR SALE CLASSIFIED MATERIAL)

Content: Volume 1 reinforces the intelligence fundamentals learned in the three-level course. Volume 2 covers maps, charts, target materials and the geographical considerations of the MAJCOMS. Volume 3 provides information on the principles of imaging mediums, sensors, and reconnaissance platforms (this volume has a classified supplement). Volume 4 covers mission planning, intelligence data handling systems, softcopy imagery manipulation, and report writing (this volume also has a classified supplement). Volume 5 presents imagery analysis techniques used to identify airfields, transportation networks, military installations, electronics installations, offensive and defensive missile systems, industrial installations, and battle damage assessment.

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 Developer) or by calling DSN 477-5612 (0800-1600 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.

NOTE: Only the supplements to Volumes 3 and 4 are classified, all other material is FOR OFFICIAL USE ONLY.

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 Norform materials. Only the Unclassified FOUO volumes are 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-Signals Intelligence Production Journeyman (Cryptologic)

2 Volumes: Rev Aug 98

Hours: Volumes - 51 CE - 12

Points: Volumes - 17 CE - 4

NOT FOR SALE (CLASSIFIED MATERIAL)

Content: This course contains 2 volumes. Volume 1 covers Security, Intelligence Community, Operations Management and Support, Communication Identification, and COPES and File Processing. Volume 2 explains Principles of Radio Wave Propagation and Signal Classification, Radio Signal Collection, Telecommunications, and Intelligence Production. There are self-test questions at the end of each chapter and a volume review exercise at the end of each volume.

Special Information: All queries or comments pertaining to enrollment or test administration should be addressed to Air Force Institute for Advanced Distributed Learning (AFIADL/DLS), 50 South Turner Blvd, Maxwell AFB Gunter Annex AL 36118-5643. Questions concerning course content or materials should be addressed to the 312 TRS/DOCXC, 156 Maurader St. Goodfellow AFB, TX 76908-4113. Ensure that CLASSIFIED queries and comments or those relating to CLASSIFIED subjects remain in appropriate security channels.

Classification of this CDC is TOP SECRET-SPECIAL INTELLIGENCE.

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.

1N271-Signals Intelligence Production Craftsman (Cryptologic)

1 Volume: Activated Apr 96

Hours: Volume - 27 CE - 9

Points: Volume - 9 CE - 3

NOT FOR SALE (CLASSIFIED MATERIAL)

Content: This course contains 1 volume. This volume covers National Intelligence Community, United States SIGINT System, SIGINT Support to Joint Operations, SIGINT Sites and Functions, Operations Management and Support, Satellites, Mobile and Airborne Systems Capabilities, and CRITIC Reporting. There are self-test questions at the end of each chapter and a volume review exercise at the end of each volume.

Special Information: All queries or comments pertaining to enrollment or test administration should be addressed to Air Force Institute for Advanced Distributed Learning (AFIADL/DLS), 50 South Turner Blvd, Maxwell AFB Gunter Annex AL 36118-5643. Questions concerning course content or materials should be addressed to the 316 TRS/DOCEC, 259 Ft Griffin Ave., Goodfellow AFB, TX 76908-3402. Ensure that CLASSIFIED queries and comments or those relating to CLASSIFIED subjects remain in appropriate security channels. Classification of this CDC is SECRET-CONTAINS SPECIAL INTELLIGENCE.

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 1N271 AFSC.

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

1N35XX-Cryptologic Linguist Journeyman

2 Volumes: Revised June 98; Revised Jan 1999

Hours: Volumes - 51 CE - 18

Points: Volumes - 17 CE - 6

NOT FOR SALE (CLASSIFIED MATERIAL)

Content: Volume 1 covers the national intelligence structure, the signals intelligence community, and security. Volume 2 covers the fundamentals of communications, traffic analysis, and advisory support.

Special Information: All queries or comments pertaining to enrollment or test administration should be addressed to AFIADL/DLS, 50 South Turner Blvd, Maxwell AFB, Gunter Annex, AL 36118-5643. Questions concerning course content or materials should be addressed to 316 TRS/DODE, 156 Marauder Street, Goodfellow AFB, TX 76908-3402.

Prerequisites for enrollment: PAFSC of 1N33XX, a TS/SCI security clearance, and SCI storage capability.

1N37XX-Cryptologic Linguist Craftsman

1 Volume: Revised Jul 98; Revised Feb 99; Revised Oct 03

Hours: Volumes - 27 CE - 9

Points: Volumes - 9 CE - 3

NOT FOR SALE (CLASSIFIED MATERIAL)

Content: The course covers the Air Force intelligence structure, information operations, resource management, and signals intelligence reporting.

Special Information: All queries or comments pertaining to enrollment or test administration should be addressed to AFIADL/DLS, 50 South Turner Blvd, Maxwell AFB, Gunter Annex, AL 36118-5643. Questions concerning course content or materials should be addressed to 316 TRS/DODE, 156 Marauder Street, Goodfellow AFB, TX 76908-3402.

Prerequisites for enrollment: PAFSC of 1N35XX (See note 1), a TS/SCI security clearance, and SCI storage capability.

NOTE: SSgt or above that has completed 7-level CDC for AFSC 1N2, 1N4, or 1N5; and has completed a 1N33XX apprentice course will satisfy the 1N35XX requirement.

1N451-Signals Intelligence Analysis Journeyman

2 Volumes: Activated Jul 96; Revised Jun 99; Revised May 2003

Hours: Volumes - 42 CE - 12

Points: Volumes - 14 CE - 4

NOT FOR SALE (CLASSIFIED MATERIAL)

Content: Volume 1 covers Security, Intelligence Requirements, SIGINT Community, Force Employment, and Information Operations. Volume 2 covers Communication Methods and Theories, Traffic/Network Analysis. Volume 3 covers Weapons Systems, SIGINT Threat Warning (STW), and SIGINT Reporting.

Special Information: Classification of this CDC is SECRET-CONTAINS SENSITIVE COMPARTMENTED INFORMATION. All queries or comments pertaining to enrollment or test administration should be addressed to Air Force Institute for Advanced Distributed Learning (AFIADL/DLS), 50 South Turner Blvd, Maxwell AFB, Gunter Annex, AL 36118-5643. Questions concerning course content or materials should be addressed to 316 TRS/XPC, 156 Marauder St., Suite B, Goodfellow AFB, TX 76908-3402. Ensure that CLASSIFIED queries and comments or those related to CLASSIFIED subjects remain in appropriate security channels.

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

5 Volumes: New Activation – December 03

Revised – October 00

Revised – May 99

Initial Activation - Septemer 94

Hours: Volumes - 246 CE - 63

Points: Volumes – 82 CE - 31

NOT FOR SALE (CLASSIFIED MATERIAL)

Content: Volume 1 is *Mathematics and Electronic Signal Theory*; Volume 2 is *Radar Theory, Applications, and Employment*; Volume 3 is *ELINT Collection and Processing Fundamentals*; Volume 4 is *Intelligence Disciplines, Organizations and Procedures*; and Volume 5 is *Information Operations, ELINT, and Electronic Warfare*.

Special Information: Volumes 4 and 5 contain SECRET information. All queries or comments pertaining to enrollment or test administration should be addressed to: AFIADL/DLS, 50 South Turner Blvd, Maxwell AFB, Gunter Annex, AL 36118-5643. Questions concerning course content or material should be addressed to the 316 TRS/XPC, 156 Marauder St., Suite B, Goodfellow AFB, TX 76908-3402 or via unclassified e-mail to 316TRS.CDC@goodfellow.af.mil. Ensure that 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 900-07 or 900-08).

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.

NOTE: Additional information on this course is available on the 316 Training Squadron's web site at <https://www.goodfellow.af.mil/TRS316/>. Unit Training Managers and Test Control Officers should review the CDC page at <https://www.goodfellow.af.mil/TRS316/XP/CDC.htm> for information on administering this CDC and obtaining course materials from 316 TRS.

1N651-Electronic Systems Security Assessment Journeyman

2 Volumes: New Activation – June 2004

Revised Activation – May 1999

Initial Activation – April 1997

Hours: Volumes - 21 CE - 6

Points: Volumes - 6 CE - 2

Content: Volume 1 covers USAF Operations, Information operations, and Communications Theory and Architectures. Volume 2 covers US Military Structures and Telecommunications Monitoring, Analysis and Reporting.

Special Information: All queries or comments pertaining to enrollment or test administration should be addressed to Air Force Institute for Advanced Distributed Learning (AFIADL/DLS), 50 South Turner Blvd, Maxwell AFB, Gunter Annex, AL 36118-5643. Questions concerning course content or materials should be addressed to 316 TRS/XPC, 156 Marauder St, Suite B, Goodfellow AFB, TX 76908-3402.

Prerequisites for Enrollment: PAFSC of 1N2X1, 1N3X1, 1N4X1 and IN6X1.

1N671-Electronic Systems Security Assessment Craftsman

1 Volume: Revised Aug 97; Revised Apr 1999

Hours: Volume - 42 CE - 12

Points: Volume - 14 CE - 4

NOT FOR SALE (CLASSIFIED MATERIAL)

Content: This course provides a brief introduction to the United States (US) national intelligence systems; 1NXXX career fields; and command, control, communications, and computers (C4) of the United States Air Forces. It also covers US communications vulnerabilities, the current threat, and telecommunications monitoring assessment operations.

Special Information: All queries or comments pertaining to enrollment or test administration should be addressed to AFIADL/DLS, 50 South Turner Blvd, Maxwell AFB, Gunter Annex, AL 36118-5643. Questions concerning course content or materials should be addressed to 316 TRS/DOBE, 156 Marauder Street, Goodfellow AFB, TX 76908-3402.

Prerequisites for Enrollment: PAFSC of 1N251, 1N351, 1N451 or IN651; a SECRET clearance; and storage capability for SECRET NOFORN information.

(1S) Safety

1S051-Safety Journeyman

5 Volumes: Activated Dec 1994; Revised Oct 1999

Hours: Volumes - 81 CE - 21

Points: Volumes - 27 CE - 7

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Content: Volume 1 covers the history of the safety movement in this country as it progressed from the 1800's to OSHA today and how the Air Force fits in. Volume 2 covers environmental considerations of the workplace and general safety requirements. Volume 3 covers aspects of electricity, chemical pressure systems construction to enhance one's knowledge with more common areas of the safety career field. Volume 4 covers weapons areas, flightline activities, industrial shops found throughout an installation, and food service operations. Volume 5 covers inspections and staff assistance visits, mishaps investigations, and trend analysis programs.

(1T) Air Crew Protection

1T151-Aircrew Life Support Journeyman

3 Volumes: Activated Mar 95; Volume 3 Revised Only, Jan 97

Hours: Volumes - 63 CE - 15

Points: Volumes - 21 CE - 5

Content: Volume 1 covers aircrew life support mission and function. It also covers safety, supply discipline, technical publications, and aircrew continuation training. Volume 2 covers aircrew personal equipment. Volume 3 covers ditching, crash landing, bailout procedures, and survival equipment.

1T171-Aircrew Life Support Craftsman

1 Volume: Revised Apr 97

Hours: Volume - 18 CE - 6

Points: Volume - 6 CE - 2

Content: This course covers the responsibilities and duties of an aircrew life support craftsman.

(1W) Weather

1W051A-Weather Journeyman

3 Volumes: Activated Dec 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 AFIADL/DLS, 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, Keesler AFB, MS 39534-2499.

Prerequisites for Enrollment: (1) Active duty requirement; beginning 27 Nov 01, enrollment is mandatory for graduates of AETC course E3ABR1W031A 011, Weather Forecaster Apprentice Course or AETC course E3ABR1W031 014, Weather Forecaster Apprentice Course. (2) Beginning 31 Oct 01, enrollment is mandatory for retrainees who graduate from either of the courses named above. (3) AFSC 1W031A is required.

NOTE: Effective 1 Sep 02 successful completion of CDC 1W051A is required for all ANG Weather personnel.

1W051B-Weather Journeyman

3 Volumes: Activated Feb 96; Revised March 2002

Hours: Volumes - 60 CE - 15

Points: Volumes - 20 CE - 5

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Content: This course contains three volumes: 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 AFIADL/DLS, 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, Keesler AFB, MS 39534-2499.

Prerequisites for Enrollment: (1) Active duty requirement; beginning 27 Nov 01, enrollment is mandatory for graduates of AETC course E3ABR1W031A 011, Weather Forecaster Apprentice Course or AETC course E3ABR1W031 014, Weather Forecaster Apprentice Course. (2) Beginning 31 Oct 01, enrollment is mandatory for retrainees who graduate from either of the courses named above. (3) AFSC 1W031A is required.

NOTE: Effective 1 Sep 02 successful completion of CDC 1W051B is required for all ANG Weather personnel.

1W051D-Weather Journeyman

3 Volumes: Activated Mar 2000

Hours: Volumes - 42 CE - 12

Points: Volumes - 14 CE - 4

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Content: This course contains three volumes: Volume 1 discusses atmospheric stability, severe weather, stages of thunderstorm and tornado development, air masses, synoptic patterns, and tropical cyclones. Volume 2 covers forecasting surface weather elements, clouds, precipitation, visibility, wind, temperature, and pressure. It also covers flight level hazards. Volume 3 discusses atmospheric parameters, various tools used in forecasting, and products that assist the forecaster.

Special Information: This CDC is the second of four courses for upgrade to AFSC 1W051A. All queries or comments pertaining to enrollment or test administration should be addresses to AFIADL/DLS, 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, Keesler AFB, MS 39534-2499.

Prerequisites for Enrollment: (1) Prior to 27 Nov 01, enrollment was mandatory for graduates of AETC course E3ABR1W031A 011, Weather Forecaster Apprentice Course. (2) Enrollment into CDC 1W051C is required before enrollment in CDC 1W051D.

1W051E-Weather Journeyman

3 Volumes: Activated Jul 2000

Hours: Volumes - 42 CE - 12

Points: Volumes - 14 CE - 4

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Content: This course contains three volumes: Volume 1 deals with weather regimes and forecast reviews, studies, and seminars. Volume 2 covers conventional radar principles, Doppler radar principles, and the WSR-88D system. Volume 3 describes the base products and derived products that the WSR-88D produces.

Special Information: This CDC is the third of four courses for upgrade to AFSC 1W051A. All queries or comments pertaining to enrollment or test administration should be addresses to AFIADL/DLS, 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, Keesler AFB, MS 39534-2499.

Prerequisites for Enrollment: (1) Prior to 27 Nov 01, enrollment was mandatory for graduates of AETC course E3ABR1W031A 011, Weather Forecaster Apprentice Course.

1W051F-Weather Journeyman

1 Volume: Activated Sep 2000; Revised Jan 2002

Hours: Volumes - 12 CE - 3

Points: Volumes - 4 CE - 1

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Content: This one volume course serves as an introduction to the space environment. It is designed to familiarize the enrollee with the impacts the space environment has on a customer's daily operations.

Special Information: This CDC is the last of four courses for upgrade to AFSC 1W051A. All queries or comments pertaining to enrollment or test administration should be addresses to AFIADL/DLS, 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, Keesler AFB, MS 39534-2499.

Prerequisites for Enrollment: (1) Prior to 27 Nov 01, enrollment was mandatory for graduates of AETC course E3ABR1W031A 011, Weather Forecaster Apprentice Course.

(2A) Manned Air and space Maintenance

Air and Space Ground Equipment

2A652-Aerospace Ground Equipment Journeyman

5 Volumes: Activated Jun 95; Revised June 2003

Hours: Volumes - 78 CE - 18

Points: Volumes - 26 CE - 6

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Content: Volumes 1 contains broad job knowledge concerned with supply, maintenance management systems, publications, tools, hardware, common aerospace ground equipment (AGE) tasks, and Core Automated Maintenance System (CAMS). 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. Volume 4 deals with electrical generation. Volume 5 covers hydraulic test strands, bomblifts, heaters, air conditioners, air compressors, floodlights, gaseous generating and liquid dispensing carts, and non-powered AGE.

2A672-Aerospace Ground Equipment Craftsman

2 Volumes: Activated Jul 95; Revised Sep 2002

Hours: Volumes: - 39 CE - 9

Points: Volumes - 13 CE - 3

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

Content: Volume 1 contains a vast amount of job related information on AFOSH and OSHA Standards, electrical and electronic circuits and components. Volume 2 studies electrical power generation, electrical test sets, the gas turbine compressor (GTC), air conditioning systems, and bomblifts.

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

Aircraft Hydraulic

2A655-Aircraft Hydraulic Systems Journeyman

3 Volumes: Activated Dec 1994; Revised Feb 2003

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 August 96; Revised Sep 2000

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 Oct 95; Revised August 2003

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: Activated Oct 00; Revised August 2003

Hours: Volumes - 111 CE - 27

Points: Volumes - 37 CE - 9

Content: Volume 1 covers maintenance safety, basic functions and responsibilities of the maintenance complex, maintenance data collection, supply discipline, and technical publication information. Volume 2 contains general avionic information such as maintenance and inspection, organizational level maintenance, fundamentals of on-equipment maintenance, electronic fundamentals, and aircraft familiarization. Volume 3 covers multiplex bus theory and MIL-STD-1553B, information on the general computer complex followed by flight instrument principles and information on the aircraft information and warning system. Volume 4 covers attitude heading reference system, compass system, calibration/boresight system, inertial navigation system, global positioning system, and flight director system principles. Also, covers position indicating/measurement systems, engine indicating systems, liquid quantity indicating systems, and fuel systems principles. Volume 5 covers flight controls of the C-5, H-60 and B-1 aircraft, and the stability augmentation system of the C-5 aircraft and the automatic flight control systems of the C-130, KC-135, and C-17 aircraft, to include the altitude hold hover stabilization system of the H-60 helicopter.

Helicopter

2A552-Helicopter Journeyman

4 Volumes: New Activation February 2004

Initial Activation October 1997

Hours: Volumes – 63 CE - 15

Points: Volumes - 21 CE - 5

Content: Volume 1 pertains to core values and safety; maintenance directives and inspections; maintenance management; special tools; securing devices; and aircraft support equipment. Volume 2 pertains to the helicopter major systems. The major systems to be covered are 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 contains information relating to the H-60 helicopter systems. This volume discusses 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.

2A572-Helicopter Craftsman

3 Volumes: Activated Feb 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

2A651A-Aerospace Propulsion Jet Engine Journeyman

5 Volumes: Revised June 98; Revised Feb 2003

Hours: Volumes – 99 CE - 24

Points: Volumes - 33 CE - 8

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Content: Volume 1 covers subjects ranging from career progression to what inspection is required for an engine in storage. Volume 2 pertains to tools and hardware, general engine maintenance procedures, engine corrosion control, storage and shipment, and nonpowered support equipment. Volume 3 covers jet engine operating principles, general jet engine construction, specific jet engine construction, and small gas turbine engine theory and construction. Volume 4 discusses jet engine fuel, oil, starter, ignition, and electrical systems. Volume 5 covers engine testing procedures, instrumentation, jet engine operational checks and adjustments on the test stand, noise suppressors, and engine removal and installation in the airframe.

2A651B-Air and Space Propulsion Turboprop/Turboshaft Journeyman

5 Volumes: Revised May 98; Revised April 2003

Hours: Volumes - 96 CE - 24

Points: Volumes - 33 CE - 8

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

Content: Volume 1 pertains to orientation to the maintenance complex, career field progression, work environment safety, hazardous materials, maintenance supply functions, technical order system, inspection systems, and engine management. Volume 2 pertains to tools and hardware, general engine maintenance procedures, engine shipment, storage and preservation, and non-powered support equipment. Volume 3 covers operating principles and constructional features, description and operation of engine systems, engine maintenance, operational checks, troubleshooting and damage analysis. Volume 4 discusses propeller constructional features and operation, propeller system maintenance, propeller inspections, repairs and testing, and electrical systems principles. Volume 5 covers the types and constructional features of small gas turbine engine (SGT), systems and operation of the C-130 auxiliary power unit (APU), constructional features and operation of the T700 and the T64 turboshaft engine.

F-16 Avionics

2A352D-Integrated Avionic Systems Journeyman (F-16/F-117/CV-22/RQ-1)

2 Volumes: Activated Jul 99; Revised Nov 03

Hours: Volumes - 27 CE - 6

Points: Volumes - 9 CE - 2

Content: Volume 1 covers general subjects related to the 2A3X2 career field. Volume 2 covers the maintenance principles, deficiency reporting, aircraft forms, numbering systems, relays, and logic gates.

Special Information: It is recommended that CDC 2A352D be taken prior to CDC 2A352E and 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

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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.

2A352F-Integrated Avionic Systems (F-16/F-117/CV-22) Journeyman

3 Volumes: Activated Feb 2000; Revised Jan 2002

Hours: Volumes - 57 CE - 15

Points: Volumes - 19 CE - 5

Content: Volume 1 covers systems used to enable an aircraft's operation in a hostile environment. Volume 2 discusses the various aircraft indicating systems. Volume 3 contains information on flight control, flight environment, and flight monitoring systems.

Special Information: It is recommended that CDC 2A352D be taken prior to CDC 2A352E and 2A352F.

F-15 Avionics

2A351-F-15 Avionic Systems Journeyman

4 Volumes: Activated June 98

Hours: Volumes - 42 CE - 12

Points: Volumes - 14 CE - 4

Content: Volume 1 covers subjects ranging from a general overview of the F-15 aircraft to the AFOSH program, flightline safety, specific hazards associated with the aircraft, tools, hardware and test equipment. Volume 2 discusses maintenance and management, technical orders and the numbering system used to identify them, materiel management, supplies, equipment accounting, the USAF material deficiency reporting system and aircraft forms, and the Core Automated Maintenance System (CAMS). Volume 3 contains information on basic electronics and computer terms.

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.

2A351A-F-15-Avionic Attack Control Systems Journeyman and Craftsman

3 Volumes: Activated Jun 95; Revised Jan 2000

Hours: Volumes - 54 CE - 15

Points: Volumes - 18 CE - 5

Content: Volume 1 covers central computer, inertial navigation, display, and video recording systems. Volume 2 covers the F-15 radar. Volume 3 covers the F-15 terrain following radar system.

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.

2A351B-F-15/A-10/U-2 Instruments and Flight Control Systems Journeyman and Craftsman

3 Volumes: Activated Jan 1994; Revised May 1999; Revised Aug 2001

Hours: Volumes - 60 CE - 15

Points: Volumes - 20 CE - 5

Content: Volume 1 covers the engine instruments, fuel quantity, and indicating/recording systems. Volume 2 covers general navigation theory, reference and air data systems, and navigational instruments. Volume 3 covers general flight-control theory, primary and automatic flight-control and trim systems. Volume 3 also covers intake and autopilot systems.

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.

2A351C- F-15/A-10/U-2 Communication, Navigation, and Penetration Aids Systems Journeyman and Craftsman

3 Volumes: Activated June 1995; Revised Jul 2001

Hours: Volumes - 84 CE - 21

Points: Volumes - 28 CE - 7

Content: Volume 1 covers subjects ranging from basic radio principles to the data link pods. Volume 2 covers F-15, A-10, and U-2 navigation and identification systems. Volume 3 covers F-15, A-10, and U-2 tactical electronic warfare systems.

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.

Structural Maintenance

2A751-Aircraft Metals Technology Journeyman

5 Volumes: Activated Apr 99; Revised Oct 03

Hours: Volumes - 135 CE - 33

Points: Volumes - 45 CE - 11

Content: This course has five volumes that take you through all of the elementary phases of aircraft metals technology. This includes metal treatment and mathematics; drafting, design, and documentation; basic tooling and equipment; machining processes; and welding processes.

2A752-Nondestructive Inspection Journeyman

4 Volumes: Activated Feb 96; Revised Aug 2000

Hours: Volumes - 81 CE - 21

Points: Volumes - 27 CE - 7

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

5 Volumes: Activated Dec 95; Revised Apr 99; Revised Dec 02

Hours: Volumes - 105 CE - 27

Points: Volumes - 35 CE - 9

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Content: Volume 1 covers basic handtools, use of basic handtools through specialized tools, specialized equipment, inspection, and corrosion tools and equipment. Volume 2 discusses publications through damage assessment and corrosion. Volume 3 pertains to aircraft metals, layout techniques, and aircraft fastener types. Volume 4 covers prerepair procedures, damage removal and fastener layout, fabrication and installation of repair parts, special repair situations, aircraft cables, and aircraft tubing. Volume 5 covers low observable, composites and plastics also, fiberglass structures, and metal bonded honeycomb structures.

Avionics Test Station/Component

2A051-Avionics Test Station and Aircraft Component Journeyman

3 Volumes: Activated May 1994; Revised Jun 1999

Hours: Volumes - 45 CE - 12

Points: Volumes - 15 CE - 4

Content: Volume 1 covers general aircraft system and test station principles. Volume 2 covers the basic building blocks of electronics, ranging from diode to transistor circuits. Volume 3 pertains to aircraft system and test station principles.

Special Information: CDC 2A051 and CDC 2A051A may be taken in any order.

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

2 Volumes: Activated Dec 1994; Revised Nov 1999

Hours: Volumes - 21 CE - 6

Points: Volumes - 7 CE - 2

Content: Volume 1 covers F-15 software systems program organization identification and their relationship to avionics intermediate shop/replacement AIS/R software. Volume 2 covers career field principles and equipment used in this field. It also covers, switching complex and how it functions in regard to the test station routing of stimulus, power, and measurement functions.

Special Information: CDC 2A051 and CDC 2A051A may be taken in any order. CDC 2AX7X is a requirement for upgrade training.

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

2 Volumes: Activated August 2003

Hours: Volumes - 45 CE - 12

Points: Volumes - 15 CE - 4

Content: Volume 1 covers information on the F-16 aircraft equipment, such as the advanced computer test stations and support equipment. Volume 2 covers the circuitry providing equipment interface—both unit under test (UUT) and test station—and the input and display devices that give the station operator control over the testing environment. Also, looks at the test station’s microwave stimulus and measurement capabilities, and goes into test station and UUT power and cooling equipment.

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

3 Volumes: Activated September 2003

Hours: Volumes – 36 CE – 9

Points: Volumes – 12 CE – 3

Content: Volume 1 covers the power and control (P&C) and subinstrument module found on the digital test station. It deals with digital defensive automatic test equipment (ATE) augmentation equipment (DAAE). Also, covers the digital-analog video (DAV) test station. Volume 2 covers the radar/electronic warfare (R/EW) test station and the RF module, the radio frequency (RF) defensive automatic test equipment (ATE) augmentation equipment (DAAE) module, deals with the analog digital test station (ADIT II) and the panels test set, and talks about four pieces of support equipment. Volume 3 covers the B-2 Flight Avionics Computerized Test Station (FACTS) core/common components and specific components and functional testing, discusses the F-117 Consolidated Automatic Test Equipment (CATE) test station subsystem theory and finishes with application software, and covers the Modular Automatic Test Equipment (MATE) software operating system.

2A0513-Avionic Test Station and Aircraft Component Journeyman (Conventional Avionics Systems)

2 Volumes: Activated October 2003

Hours: Volumes – 33 CE – 9

Points: Volumes – 11 CE – 3

Content: Volume 1 pertains to aircraft communications systems, such as, Interphone Systems, High Frequency Communications, Emergency Communications, SATCOM, and DATALINK. Volume 2 covers aircraft guidance, control, navigation, and support systems.

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.

Aerospace Maintenance

2A551-Aerospace Maintenance Journeyman

3 Volumes: Activated Sept 94 ; September 2003

Hours: Volumes - 78 CE - 18

Points: Volumes - 26 CE - 6

Content: Volume 1 covers general information 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 covers general information about nonpowered and powered aerospace ground equipment; airframe and flight control system fundamentals; troubleshooting flight control, hydraulic, and landing gear system malfunctions; elements of physics; basic pneudraulic units and systems; landing gear system fundamentals; wheels and tires; electrical principals; 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.

Survival Equipment

2A754-Survival Equipment Journeyman

4 Volumes: New Activation – November 2003

Initial Activation – February 2000

Hours: Volumes - 69 CE - 18

Points: Volumes - 23 CE - 6

Content: This course covers general information on maintenance fundamentals, sewing machines and fabric items, US Air Force flotation equipment, and parachute systems.

Aircraft Maintenance

2AX7X-Aerospace Maintenance Craftsman

2 Volumes: New Activation – September 2004

Revised – September 2002

Initial Activation - April 1998

Hours: Volume - 30 CE - 9

Points: Volume - 10 CE - 3

Content: Volume 1 covers management and mobility; operational risk management; enlisted specialty training; and maintenance management. Volume 2 contains important fundamental of management utilized by maintenance complex managers and supervisors.

2A353A-F-15 Aircraft Maintenance Journeyman

3 Volumes: Activated Aug 1999

Hours: Volumes - 57 CE - 15

Points: Volumes - 19 CE - 5

Content: Volume 1 covers safety, maintenance, management, training documents, incident investigation, maintenance accountability, the supply system, technical orders, aircraft forms documentation, maintenance materials, special tools, air and space ground equipment, ground handling, aircraft inspections, and corrosion control. Volume 2 contains general theory of operation and F-15 specific information about various aircraft systems including airframe, flight control, hydraulic, electrical, landing gear and fuel systems. Volume 3 contains general theory of operation and F-15 specific information about various aircraft systems including utilities, canopy, engine, engine starting system, and air induction systems.

2A353B-F-16/117 Aircraft Maintenance Journeyman

3 Volumes: Activated December 2003

Hours: Volumes – 75 CE – 18

Points: Volumes – 25 CE – 6

Content: Volume 1 covers general subjects that pertain to the career field, such as: safety, ground handling, battle damage principles, technical orders, maintenance management, training documents, data documentation, maintenance materials, measuring tools, the supply system, equipment accountability, and aircraft forms documentation. Volume 2 contains aircraft inspection concepts, corrosion control, and general theory of operation about various aircraft systems including: flight control, hydraulic, and landing gear systems. Volume 3 covers general theory of operation and various aircraft systems including: electrical, engine, fuel and utility systems.

2A353J-A-10/U-2/UAV (RQ-1) Aircraft Maintenance Journeyman

4 Volumes: New Activation - January 2004

Initial Activation - March 1999

Hours: Volumes - 114 CE - 30

Points: Volumes - 38 CE - 10

Content: Volume 1 covers general subjects that pertain to your career field. These include such subjects as safety, ground handling, battle damage principles, aircraft crash recovery, technical orders, maintenance management, training documents, maintenance materials and tools, records documentation, supply system, and aircraft forms documentation. Volume 2 contains aircraft inspection concepts, corrosion control, and general theory of operation about various aircraft systems, including flight control, hydraulic, and landing gear systems. Volume 3 continues general theory of operation and various aircraft systems, including electrical, engine, fuel, and utility systems. Volume 4 provides a comprehensive view of the operation and maintenance on A-10, U-2 and UAV (RQ-1) aircraft systems.

2A373-Fighter Aircraft Maintenance Craftsman

3 Volumes: Activation – March 2004

Hours: Volumes – 57 CE – 15

Points: Volumes – 19 CE – 5

Content: Volume 1 covers the different systems of the F-15 aircraft. They include: hydraulics, flight controls, landing gear, engines, air induction, engine start system, electrical, fuels, utilities, and crash recovery. Volume 2 provides a basis of knowledge of the F-16/-117 aircraft systems. They include: F-16 EPU, utility system, hydraulics, landing gear, flight controls, fuels, engines, and numerous F-117 systems. Volume 3 contains a unit on A-10 aircraft systems, a unit on U-2 aircraft systems, and a unit on the UAV (RQ-1) systems.

Integrated Avionics Systems

2A372-Integrated Avionics Systems Craftsman

2 Volumes: Activated – July 2004
Revised – May 2001
Initial Activation - December 1995

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

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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.

Electronic Warfare

2A154C-Joint Surveillance Target Radar system Journeyman

1 Volume: Activated Mar 98

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

Contents: This one volume course pertains to the theory of operation of the major subsystems of the Joint STARS Surveillance System and modes of operation of the E8 aircraft.

Special Information: CDC 2A154A is a mandatory prerequisite for enrollment in CDC 2A154C.

2A157B-Electronic Warfare Systems Journeyman

2 Volumes: Revised Dec 98

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

Content: Volume 1 covers the basics of electronic warfare (EW). Volume 2 covers test equipment and electronic principles.

2A252B-Electronic Warfare Systems Journeyman

3 Volumes: Activated Dec 1993

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

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Content: Volume 1 covers electronic fundamentals and introduces some concepts in advanced avionics. This volume is devoted to a study of analog devices and circuits. Volume 2 explores the newer side of digital avionics. Volume 3 is the final volume of the B Course and is devoted entirely to teaching the principles of electronic warfare and electronic warfare equipment.

2A553C-Electronic Warfare Systems Journeyman

6 Volumes: Activated Oct 00; Revised October 2002

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: Activated July 2003

Hours: Volumes – 129 CE – 33

Points: Volumes – 43 CE – 11

Content: Volumes 1 through 4 are devoted to the operation and maintenance of the E-3 surveillance radar system. Volume 5 covers the operation and maintenance of the E-3 Interrogator System.

2A553F-Joint Surveillance Target Attack Radar System Journeyman

1 Volume: Activated November 2002

Hours: Volume – 21 CE – 6

Points: Volume – 7 CE – 2

Contents: This one volume course pertains to the theory of operation of the major subsystems of the Joint STARS Surveillance System, also describes 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 2A452B is a mandatory prerequisite for enrollment in CDC 2A452C.

2A452C-Aircraft Communication/Navigation Systems Journeyman

2 Volumes: Activated Dec 95; Revised Nov 99

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

5 Volumes: Activated October 2001

Hours: Volumes – 78 CE – 18

Points: Volumes – 26 CE – 6

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, 4, and 5 covers general avionic subjects.

Aircraft Electrical and Environmental Systems

2A656-Aircraft Electrical and Environmental Systems Journeyman

5 Volumes: Activated Apr 1999 ; Revised October 2002

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.

2A676-Aircraft Electrical and Environmental Systems Craftsman

1 Volume: Activated August 96; Revised August 2002

Hours: Volume - 9 CE - 3

Points: Volume - 3 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.

Guidance and Control Systems

2A152B-Avionics Guidance and Control Systems Journeyman

3 Volumes: Activated Apr 1995

Hours: Volumes - 39 CE - 9

Points: Volumes - 13 CE - 3

Content: Volume 1 includes principles-related material designed to enhance knowledge of the stability augmentation and the automatic flight control systems. Volume 2 includes principles-related material designed to enhance knowledge of all types of inertial navigation and fuel savings advisory

systems. Volume 3 covers operation of the Attitude Heading Reference System; functional examination of the Attitude Heading Reference system components; and the Flight Director system, which includes the Rotation-Go-Around and Comparator Warning Monitor subsystems.

2A152C-Avionics Guidance and Control Systems Journeyman

3 Volumes: Activated Dec 1995

Hours: Volumes - 24 CE - 6

Points: Volumes - 8 CE - 2

Content: Volume 1 covers the position indicating, engine data, and fuel quantity indicating systems. Volume 2 covers the flight instrument, altitude reporting, and air data computer systems. Volume 3 covers the ground proximity warning, stall warning, flight recorder, cockpit display, and periscope sextant systems.

2A451B-Aircraft Guidance and Control Systems Journeyman

3 Volumes: Activated Apr 1995

Hours: Volumes - 33 CE - 9

Points: Volumes - 11 CE - 3

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Content: Volume 1 contains information pertaining to automatic flight control systems on aircrafts such as the B-52, KC 135, C130, and C-17 electronic flight control system. Volume 3 contains information that covers operation of the attitude heading reference system, which includes the aircraft compass system.

2A451C-Aircraft Guidance and Control Systems Journeyman

3 Volumes: Activated Dec 95

Hours: Volumes - 27 CE - 6

Points: Volumes - 9 CE - 2

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Content: Volume 1 covers the position indicating, engine data, and fuel quantity indicating systems. Volume 2 covers the flight instrument, altitude reporting, and air data computer systems. Volume 3 covers the ground proximity warning, stall warning, flight recorder, and cockpit display systems.

(2E) Communications-Electronics Systems

2EX5X-Communications Electronics Journeyman

1 CDROM, 2 Volumes: Activated December 2003

Hours: Volumes – 42 CE – 12

Points: Volumes – 14 CE – 4

Content: This course, when coupled with on-the-job training, will enhance trainees ability to maintain a variety of communications-electronics equipment utilized in the Air Force. The first three volumes are common to all 2E career fields with the first being an interactive CD-ROM providing instruction on electronic fundamentals. This program reinforces the knowledge attained in the Basic Electronics course at Keesler AFB. Volume 2 covers in-depth instruction on the operation and capabilities of commonly used electronic test and diagnostic equipment. Volume 3 covers a variety of important topics ranging from modulation principles, light-wave communications, Aerospace Expeditionary Forces (AEF), and installation practices.

2E051-Ground Radar Systems Journeyman

3 Volumes: New Activation – January 2004
Initial Activation - May 2002

Hours: Volumes - 69 CE – 18

Points: Volumes - 23 CE - 6

Content: Volume 4 covers a general introduction of the basic principles of radar indicators, identification friend or foe/selective identification feature (IFF/SIF). Volume 5 covers the different airfield systems used in your career field. It also begins with an introduction to the types and purposes of airfield systems. Volume 6 covers a general radar deployment principles, also covers, an introduction to radar systems and explain the functional operation of each area of the radar system.

Special Information: This course is completed with volumes 4, 5 and 6. The 2EX5X covers volumes 1, 2 and 3. Students currently enrolled in 2E051, 6-Volume CDC should complete that material. Students enrolling in the 2E051 3-Volume CDC 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 – January 2004
Revised – May 2002
Initial Activation - September 2000

Hours: Volumes - 72 CE - 18

Points: Volumes - 24 CE – 6

Content: Volume 4 discusses equipment grounding; electromagnetic pulse and electromagnetic interference; basic RF transmission theory; satellites/satellite tracking; timing/timing equipment; information transfer; bit/frame synchronizers; and recorder/reproducers. Volume 5 explores space systems concepts (DMSP, DSP, and GPS); test range mission, instrumentation & telemetry systems; wideband communications, and diversity and microwave path planning. Volume 6 delves into Milstar and Air Force Satellite Communications systems; the Advanced EHF system; the Defense Satellite Communications System and Wideband Gapfiller System; and communications planning & bandwidth management.

Special Information: This course is completed with volumes 4, 5 and 6. The 2EX5X covers volumes 1, 2 and 3. Students currently enrolled in 2E151, 6-Volume CDC should complete that material. Students enrolling in the 2E151 3-Volume CDC 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 – December 2003
Initial Activation - May 2002

Hours: Volumes - 90 CE - 24

Points: Volumes - 30 CE - 8

Contents: Volume 4 covers safety in the workcenter, knowledge of technical orders, and the operation of the instrument landing system (ILS), and tactical navaids and weather systems. Volume 5 covers the operation of the VHF omnirange (VOR), and the tactical air navigation (TACAN) system. In volume 6, standard weather sensing systems such as the transmissometer, temperature-dew point set, digital barometer, digital wind measuring-set, and visibility computer are discussed.

Special Information: This course is completed with volumes 4, 5 and 6. The 2EX5X covers volumes 1, 2 and 3. Students currently enrolled in 2E152, 6-Volume CDC should complete that material. Students enrolling in the 2E152 3-Volume CDC are also required to simultaneously enroll in the 2EX5X CDC. Both courses must be completed within 12 months.

2E153-Ground Radio Communications Journeyman

2 Volumes: New Activation – January 2004

Initial Activation - May 2002

Hours: Volumes – 27 CE – 6

Points: Volumes – 9 CE - 2

Content: Volume 4 discusses operation theory of some common radio communications equipment and then gives an overview of transmission lines and antenna principles. Finally, Volume 5 wraps up the course with an overview of communications systems used in support of important Air Force missions such as Tactical Air Control, Intelligence, High Frequency Global Communications, Air Traffic Control, and Missile Communications. Upon completion of the course, trainee will possess a solid foundation of knowledge upon which to build a successful career in the Ground Radio Communications field.

Special Information: This course is completed with volumes 4 and 5. The 2EX5X covers volumes 1, 2 and 3. Students currently enrolled in 2E153, 5-Volume CDC should complete the material. Students enrolling in the 2E153 2-Volume CDC are also required to simultaneously enroll in the 2EX5X CDC. Both courses must be completed within 12 months.

2E154 – Visual Imagery and Intrusion Detection Systems

3 Volumes: New Activation – January 2004

Initial Activation - March 2002

Hours: Volumes – 75 CE – 18

Points: Volumes – 25 CE – 6

Contents: Volume 4 discusses job specific tools and safety; interior, exterior, and buried sensor systems; annunciators, and command and control systems; and close-circuit camera, infrared, and thermal assessment systems. Volume 5 explores television and microwave system principles; video tape recording systems; video cameras and television monitors; and television studio equipment systems. Volume 6 delves into photography principles; ground cameras and digital imaging; film processing equipment; and electronic imaging, quality control and camcorders.

Special Information: This course is completed with volumes 4, 5 and 6. The 2EX5X covers volumes 1, 2 and 3. Students currently enrolled in 2E154, 6-Volume CDC should complete that material. Students enrolling in the 2E154 3-Volume CDC are also required to simultaneously enroll in the 2EX5X CDC. Both courses must be completed within 12 months.

2E251-Computer, Network, Switching, and Cryptographic Systems Journeyman

3 Volumes: New Activation – December 2003

Revised – May 2002

Initial Activation – August 1996

Hours: Volumes - 42 CE - 12

Points: Volumes - 14 CE – 4

Content: Volume 4 covers transmission media and information systems concepts. Volume 5 covers specialized and mobile communications systems. Volume 6 covers communications security, maintenance management, and operational risk management.

Special Information: This course is completed with volumes 4, 5 and 6. The 2EX5X covers volumes 1, 2 and 3. Students currently enrolled in 2E251, 6-Volume CDC should complete that material. Students enrolling in the 2E251, 3-Volume CDC are also required to simultaneously enroll in the 2EX5X CDC. Both courses must be completed within 12 month.

2E652-Communications Cable and Antenna Systems Journeyman

3 Volumes: New Activation December 2003

Revised – April 2002

Initial Activation - April 2001

Hours: Volumes - 105 CE - 27

Points: Volumes - 35 CE – 9

Content: Volume 4 covers safety and equipment; CSIR's; vehicles and climbing; antenna theory and supports; antenna installation and maintenance. Volume 5 explains the makeup of telephone cable; aerial, underground, buried and special cables; MDF and distribution terminals; splicing; pressure; cable protection. Volume 6 includes information on cable testing; fault location; data circuit testing; fiber optic installation, splicing, terminating, testing, and end equipment.

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.

2E653-Telephone Systems Journeyman

3 Volumes: New Activation – December 2003

Initial Activation - May 2002

Hours: Volumes - 72 CE – 18

Points: Volumes - 24 CE – 6

Content: Volume 4 discusses safety; voice communications within a telephone system; typical equipment; digital switching system equipment operation; and base cable system, trunking, and fiber-optic terminating equipment. Volume 5 addresses the Digital Switch Command System, the DMS/MSL-100 Maintenance System, digital switching systems administration and maintenance, peripheral module operation, input/output, lines maintenance, and trunks maintenance. Volume 6 covers switch security practices, commercial communications, translations and service orders, the log utility (LOGUTIL), operational measurements (OM), switch alarm systems, ancillary equipment that ties into the DMS or MSL-100, and power equipment.

Special Information: This course is completed with volumes 4, 5 and 6. The 2EX5X covers volumes 1, 2 and 3. Students currently enrolled in 2E653, 6-Volume CDC should complete that material. Students enrolling in the 2E653, 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

2 Volumes: Activated May 96; Revised Jan 2002

Hours: Volumes - 54 CE - 15

Points: Volumes - 18 CE - 5

Content: This two-volume CDC includes a study of the fundamentals concerned with fuels related subjects, broad specialty functions, and career area opportunities. This course offers you the

knowledge needed to develop the performance skills for upgrading to AFSC 2F051. It will enlarge and expand your training from the 3ABR2F031 resident course with a sufficient review of that training to allow for clarity of development. Volume 1 provides information on publications, safety, and fuels operations. Volume 2 covers all the functions of a fuels information service center (FISC), and mobility.

2F071-Fuels Craftsman

1 Volume: Activated Jul 96; Revised Apr 2002

Hours: Volume - 21 CE - 6

Points: Volume - 7 CE - 2

Content: This course contains in-depth information on fuel equipment operator maintenance, special operations, quality control tests, and accounting transactions. Completion of this course will prepare you for the in-resident 7-level course. 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

2 Volumes: Revised Mar 98; Revised Jun 2000; Revised Feb 2002

Hours: Volumes - 21 CE - 6

Points: Volumes - 7 CE - 2

Content: Volume 1 discusses the career field and the different programs it encompasses; national defense issues and policy; air and space planning; the support agreements process; War Reserve Materiel Management; and an introduction to planning. Volume 2 enhances your knowledge of SORTS and site surveys; covers the importance of command and control; discusses development of TPFDDs and UTCs; outlines the COMPES system; encompasses the deployment process; and defines employment, sustainment assessments, and redeployment planning.

2G071-Logistics Plans Craftsman

1 Volume: Revised Jun 97; Revised August 2002

Hours: Volume - 12 CE - 3

Points: Volume - 4 CE - 1

Content: This volume covers JOPES, deliberate and crisis planning, the war and mobilization plan (WMP), the time-phased force deployment data (TPFDD) development process, the areas of designed operational capability statements (DOCs), base/unit beddowns, sustainability assessments, logistics command and control, determining war reserve materiel (WRM) requirements, and the deployment planning process.

(2M) Missile & Space Systems Maintenance

2M051A-Missile and Space Systems Electronic Maintenance Journeyman

3 Volumes: Activated Dec 95; Revised Feb 01

Hours: Volumes - 57 CE - 15

Points: Volumes - 19 CE - 5

Content: Volume 1 subjects range from general career field information to space launch vehicles. Volume 2 covers subjects ranging from missile organizations to the security system. Volume 3 covers command and control to RFI gasket inspection.

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

2M051B-Missile and Space Systems Electronic Maintenance Journeyman

2 Volumes: Activated Jan 96

Hours: Volumes - 30 CE - 9

Points: Volumes - 10 CE - 3

Content: Volume 1 pertains to Minuteman and Peacekeeper weapons systems including subjects ranging from the mission of ICBMs to Peacekeeper command and control. Volume 2 covers Minuteman and Peacekeeper maintenance fundamentals with subjects ranging from the weapon system hardness preservation to RFI gasket inspection.

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

2M052-Missile and Space Systems Maintenance Journeyman

4 Volumes: Activated Feb 96; Revised Apr 2001

Hours: Volumes - 51 CE - 12

Points: Volumes - 17 CE - 4

Content: Volume 1, *Missile and Space Systems Orientation*, pertains to the basic career field orientation. The subjects covered in this volume range from career field progression and the weapon system to maintenance management. Volume 2 covers the fundamentals of missile, space lift, and research and development systems. Volume 3 covers vehicles and equipment used to perform missile maintenance. Volume 4 pertains to missile maintenance.

2M053-Missile and Space Facilities Journeyman

5 Volumes: Activated Jul 96; Revised Jan 01

Hours: Volumes - 66 CE - 15

Points: Volumes - 22 CE - 5

Content: Volume 1 covers the fundamentals of missile maintenance. Volume 2 pertains primarily to power systems. Electrical components, test equipment, power systems, and waste disposal systems are also discussed in volume 2. Volume 3 covers missile environmental control systems. Volume 4 pertains to missile support base maintenance. Volume 5 deals with the fundamentals of space systems.

2M071-Missile and Space Systems Electronic Maintenance Craftsman

2 Volumes: Activated October 1996; Revised Apr 2002

Hours: Volumes - 33 CE - 9

Points: Volumes - 11 CE - 3

Content: Volume 1 covers missile, space, and research and development organizations; testing, inspecting, reporting processes, and safety guidelines; space lift systems; and research and development. Volume 2 pertains to Minuteman, Peacekeeper, and cruise missile maintenance fundamentals.

2M072-Missile and Space Systems Maintenance Craftsman

2 Volumes: Activated April 1997; Revised Feb 2002

Hours: Volumes - 27 CE - 6

Points: Volumes - 9 CE - 2

Content: Volume 1 covers maintenance management functions and responsibilities, an overview of some of the maintenance processes associated with the weapon system, and both the Minuteman and Peacekeeper weapon systems. It also gives an overview of publications, weapon systems hardness, EMDAS, and deficiency reporting. Volume 2 covers space lift vehicles, their facilities, and satellite systems; advanced maintenance principles; and air and space hardware and corrosion control.

2M073-Missile and Space Facilities Craftsman

2 Volumes: Activated Mar 1997; Revised Jan 2002

Hours: Volumes - 24 CE - 6

Points: Volumes - 8 CE - 2

Content: Volume 1 covers maintenance management; hardness assurance, status reporting, and reliability and maintainability of air and space equipment; and missile and space systems test/inspection processes. Volume 2 pertains to space lift systems, power generation and distribution, environmental control systems, and advanced troubleshooting.

(2P) Precision Measurement

2P051A-Precision Measurement Equipment Laboratory Journeyman

2 Volumes: Activated Aug 96; Revised June 2003

Hours: Volumes - 33 CE - 9

Points: Volumes - 11 CE - 3

Content: Volume 1 covers general information including duties, career ladder progression, safety and security, hazardous material and waste handling, technical order deficiency reporting, Depot Level Repairables (DLRs), Time Compliance Technical Order (TCTO) process, PMEL policies and procedures. Volume 2 deals with selected measurement mathematical computations and their applications, and 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

3 Volumes: Activated Jun 97; Revised June 2003

Hours: Volumes - 54 CE - 15

Points: Volumes - 18 CE - 5

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Content: Volume 1 covers K-1 and K-8 type TMDE and standards. Volume 2 covers signal generating and measuring TMDE, with equipment type ranging from frequency synthesizers and spectrum analyzers to the 5345A electronic counter and the 500-series oscilloscope calibration package. Volume 3 covers subjects related to time and data domain including oscilloscope use and troubleshooting.

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

2P071-Precision Measurement Laboratory Craftsman

3 Volumes: Activated Jan 96; Revised March 03

Hours: Volumes - 36 CE - 9

Points: Volumes - 12 CE - 3

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Content: Volume 1 covers K-8 type standards and the principles in spectrum analysis, specific pieces of AC/DC voltage standards and spectrum analysis principles. Volume 2 deals with the 8563A spectrum analyzer and the PMEL management. Volume 3 covers various pieces of test equipment, as well as the standards used in microwave and physical/dimensional sections of the lab.

(2R) Maintenance Management Systems

2RX7X-Maintenance Management Craftsman

2 Volumes: Revised Nov 99

Hours: Volumes - 30 CE - 9

Points: Volumes - 10 CE - 3

Content: Volumes 1 covers maintenance management, its organizational structure and different responsibilities Volume 2 covers the supply system and resource management.

2R051-Maintenance Management Analysis Journeyman

4 Volumes: Activated – July 2004

Revised – June 1999

Initial Activation - October 1994

Hours: Volumes - 69 CE - 18

Points: Volumes - 23 CE - 6

Content: Volumes 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 consists of IMDS administration, IMDS database structure and application, database troubleshooting and correction tools, database verification and correction, and query language processor (QLP). Volume 3 covers the basic statistical tools and applications. This volume will also cover the fundamentals of descriptive statistics, inferential statistics – how to make conclusions out of samples, making hypothesis statements and how to verify our assumptions using parametric and nonparametric testing. Volume 4 covers the maintenance process where inspection systems. Computing maintenance and mission performance indicators, analyzing key metrics, 12-step process for analyzing data, and researching problem areas of maintenance.

2R071-Maintenance Data Systems Analysis Craftsman

1 Volume: New Activation – September 2004

Revised – August 1999

Initial Activation – June 1995

Hours: Volumes - 27 CE - 6

Points: Volumes - 9 CE - 2

Content: This one volume course introduces the different aspects of maintenance management. This 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.

2R151-Maintenance Production Management Journeyman

3 Volumes: New Activation – September 2004

Initial Activation - May 98

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 Scheduling Craftsman

2 Volumes: Activated Jun 95; Revised Jul 2000

Hours: Volume - 24 CE - 6

Points: Volume - 8 CE - 2

Content: Volume 1 covers logistics and resource management, the Air Force supply system, and programs and procedures. Volume 2 pertains to maintenance and training management.

(2S) Supply

2S051-Supply Management Journeyman

4 Volumes: New Activation – May 2004

Initial Activation - October 2001

Hours: Volumes - 54 CE - 15

Points: Volumes - 18 CE - 5

Content: Volume 1 covers general supply knowledge, the Supply Management Apprentice Course (SMAG) concept, procedures and analysis functions, and addresses Document Control. Volume 2 outlines issues and mission capability (MICAP) process. Covers the repair cycle processes, and addresses responsibilities of the war readiness section. Volume 3 covers responsibilities and management of equipment assets, describes stockage policy and requirements, and addresses some of the different computer data interfaces associated with supply and how they interface with one another. Volume 4 covers the duties and responsibilities associated with warehouse operations.

2S052-Supply Systems Analyst Journeyman

4 Volumes: Activated – July 2004

Revised – July 2002

Initial Activation – February 1998

Hours: Volumes - 63 CE - 15

Points: Volumes - 21 CE - 5

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Content: Volume 1 covers the Standard Base Supply System (SBSS). Volume 2 covers the Mainframe Operations, supply system processing, database Integrity and Supply interfaces. Volume 3 covers the database retrievals including SURGE, QLP, and the newly developed Discoverer reports tools that access the Air Force Supply Centralized Database (AFSCDB). Volume 4 covers the Micro applications used in Supply.

2S071-Supply Management Craftsman

3 Volumes: New Activation – May 2004
Initial Activation - October 2001

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

Content: Volume 1 introduces the roles and responsibilities as a Supply Manager. Volume 2 discusses duties and tasks of combat operations, equipment management, and stock control. Volume 3 is designed to increase your knowledge of duties and tasks associated with warehouse operations.

(2T) Transportation & Vehicle Maintenance

2T051-Traffic Management Journeyman

2 Volumes: Activated Jan 98; Revised Dec 2002

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

Content: Volume 1 gives an introduction to traffic management, explains details of passenger travel, and outlines processes of personal property movement and storage. Volume 2, covers packaging, cargo movement, and deployment operations, give information about packaging both hazardous and nonhazardous materials and explains details of deployment operations.

2T071-Traffic Management Craftsman

2 Volumes: Activated Oct 94; Revised Apr 00; Revised August 2003

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

Content: Volume 1 covers supervisory issues such as safety, training, and personnel management. Also, passenger service operations and personal property operations. Volume 2 covers packaging and cargo movement operations.

2T151-Vehicle Operator/Dispatcher Journeyman

3 Volumes: Activated Nov 98

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 Operations Craftsman

2 Volumes: Activated Oct 1994; Revised May 1999

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

Content: Volume 1 covers the general structure, responsibilities and programs of the vehicle operations flight. Volume 2 covers information about the On-Line Vehicle Interactive Management System and the Fleet Management Element of Vehicle Operations Flight.

2T231-Air Transportation Apprentice

2 Volumes: Activated Jan 98

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

3 Volumes: Activated Jul 97

Hours: Volumes - 72 CE - 18

Points: Volumes - 24 CE - 6

Content: Volume 1 pertains to the overall career field, military airlift system, safety, security, and equipment. Volume 2 covers the cargo responsibilities along with airdrop and fleet service. Volume 3 deals with the passenger processing responsibilities and air terminal operations center functions.

2T271-Air Transportation Craftsman

3 Volumes: Activated Oct 1994; Revised Aug 1999

Hours: Volumes - 42 - CE - 12

Points: Volumes - 14 - CE - 4

Content: Volume 1 covers background information related to the duties and responsibilities of an air transportation craftsman. Volume 2 covers areas pertaining to processing and transporting passengers. Volume 3 discusses detailed passenger service and air terminal operations.

2T351A-Basic Vehicle Maintenance Journeyman

3 Volumes: Activated – April 2004

Hours: Volumes – 57 CE – 15

Points: Volumes – 19 CE – 5

Content: Volume 1 covers Vehicle Maintenance Management to include Air Force Occupational Safety and Health standards (AFOSH), environmental programs, technical orders, and supply forms. Volume 2 covers the basics for gasoline/diesel, and alternative fuel vehicles. Volume 3 covers the fundamental information about vehicle electrical and hydraulic systems.

2T351B-Basic Vehicle Maintenance Journeyman

3 Volumes: Activated – April 2004

Hours: Volumes – 54 CE – 15

Points: Volumes – 18 CE – 5

Content: Volume 1 contains information about a vehicle's clutch, transmission, steering, suspension, and many other components/systems that make up a drivetrain and chassis systems on your vehicle. Volume 2 covers suspension system components and some basic procedures for diagnosing, inspecting, and maintaining a suspension system. Also, focus on the alignment, basic steering system maintenance procedures, different types of brake systems and the components required to make the

systems operate properly, and finish up with specific brake systems to include antilock and air brake systems. Volume 3 covers fundamental information about central tire inflation systems and air bags.

2T351C-Vehicle and Equipment Journeyman

2 Volumes: Activated – May 2004

Hours: Volumes – 39 CE – 9

Points: Volumes – 13 CE – 3

Content: Volume 1 contains information on M-series, crane, crawler tractor, and the grader. Volume 2 covers vehicles that keep runways and streets clean of debris and more importantly foreign object damage (FOD), vehicles that may or may not be used at your base, vehicles that may or may not be located on your base: the deicer, and covers some towing tractor fundamentals and maintenance procedures.

2T352A-Special 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 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.

2T352B-Special Vehicle Maintenance Journeyman (Refueling Vehicles)

1 Volume: New Activation – April 2004

Initial Activation – October 1997

Hours: Volumes - 15 CE - 3

Points: Volumes - 5 CE - 1

Content: This course covers specialized safety concerns specific to refueling maintenance and the refueling vehicles. Discusses the Oshkosh and Kovatch R-11 refueling vehicles. Also covers fundamental information about each refueler's air, electrical, and winterization systems.

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

1 Volume: Activated April 2004

Hours: Volume – 9 CE – 3

Points: Volume – 3 CE – 1

Content: This volume covers fundamental forklift systems and the maintenance of these systems. Which include safety, Hyster 10K fundamentals, troubleshooting and repair, and the electric forklift. Also deals with the Mobile Systems 25K cargo loader, the Halvorsen 25K cargo loader, and the Systems & Electronics, Inc. 60K cargo loader.

2T370-Vehicle Maintenance Craftsman

5 Volumes: Activated – April 2004

Hours: Volumes – 138 CE – 33

Points: Volumes – 46 CE – 11

Content: Volume 1 covers Vehicle Maintenance AFOSH and Environmental Standards, the Work Center Supervisor and the knowledge to become one, and Combat Readiness and how you and your squadron play a vital role in this aspect of Air Force life. Volume 2A covers the basic knowledge of

major vehicle components and their supporting subsystems. Volume 2B addresses information which include variances in control mediums such as hydraulic, air or electrical. Also, covers the safety and climate control systems, as well as the two military series classifications, light and heavy. Volume 3 covers the crane, crawler tractor, grader, and towing and servicing vehicles. Also, covers the vehicle maintenance with the P-19 and P-23 fire trucks, and refueling vehicles. Volume 4 covers automotive body components, glass, plastics, trim, and hardware. Other units will cover upholstery, heat exchangers, fuel tanks, towing attachments, oxyacetylene torch, plasma cutter, and welding.

2T375B-Vehicle Maintenance Craftsman

3 Volumes: Activated Oct 97

Hours: Volumes - 75 CE - 18

Points: Volumes - 25 CE - 6

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Content: Volume 1 contains information on cranes, crawler tractors, sweepers, graders, and snow equipment. Volume 2 discusses the K-loader, forklifts, towing equipment, and the deicer.

Special Information: CDC 2T375A is a prerequisite for enrollment in CDC 2T375B.

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 : Activated - April 2004

Hours : Volumes – 39 CE – 9

Points : Volumes – 13 CE – 3

Content : Volume 1 covers safety, environmental compliance programs, and organizational structure. 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, and the fundamentals of supply, materiel control supply function, and how to determine and establish supply requirements. Volume 3 covers the computer system fundamentals, the On-Line Vehicle Interactive Management System (OLVIMS), production control, Automated Fleet Information System (AFIS) inputs, Registered Equipment Management System (REMS) inputs, and covers the analysis process, interpreting OLVIMS management products, and data presentation.

(2W) Munitions & Weapons

2W151A-Aircraft Armament Systems Journeyman

3 Volumes: New Activation – January 2004

Revised – March 2000

Initial Activation - April 1995

Hours: Volumes - 30 CE - 9

Points: Volumes - 10 CE - 3

Content: Volume 1 covers safety and security. Volume 2 covers electronic principles, troubleshooting, and maintenance. Volume 3 covers administrative procedures and management concepts as they apply to your career field.

2W151B-Aircraft Armament Systems Journeyman

3 Volumes: New Activation – January 2004
 Revised – May 2000
 Initial Activation - November 1995

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

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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, and dispensers also, aircraft missiles and rockets. This volume wraps up with miscellaneous munitions that may be required to work with at some point in your career. Volume 3 covers aircraft and flight line safety, basic aircraft armament systems components and suspension equipment, aircraft guns and gun systems that maybe encounter at some point in your career, and 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 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

3 Volumes: Revised May 98; Revised April 03

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

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: Revised May 98; Revised April 03

Hours: Volumes - 51 CE - 12
 Points: Volumes - 17 CE - 4

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Content: Volume 1 covers information on the general tools you 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

4 Volumes: Activated – July 2004
Revised – December 2002
Initial Activation - March 1996

Hours: Volumes - 39 CE - 9

Points: Volumes - 13 CE - 3

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Content: Volume 1 covers many of the organizations that make up the nuclear weapons community. Such as the, security and classified information and the nuclear surety and facility procedures. Volume 2 discussed safety, forms, technical orders, and nuclear theory. 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 discusses general and special test and handling equipment (T&H) procedures.

2W251B-Nuclear Weapons Journeyman

4 Volumes: Activated – June 2003
Initial Activation – February 1997

Hours: Volumes - 66 CE -15

Points: Volumes - 22 CE - 5

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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 general maintenance practices and procedures for gravity weapons and Weapon Storage and Security System (WS³). Volume 3 covers guided missiles and delivery systems. Volume 4 covers reentry vehicles and systems.

2W271-Nuclear Weapons Craftsman

1 Volume: New Activation – March 2004

Hours: Volume – 15 CE – 3

Points: Volume – 5 CE – 1

Content: This volume covers many of the organizations that make up the nuclear weapons community. This includes their involvement with you and with each other. Also covers some safety, security, and surety issues as well as, management and supervision knowledge. The last unit will cover some procedures and responsibilities for Nuclear Ordnance Controlled Material.

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(3A) Information Management

3A051-Information Management Journeyman

3 Volumes: Activated May 2003

Hours: Volumes – 48 CE – 12

Points: Volumes – 16 CE – 4

Content: Volume 1 covers the general duties of the information manager, the authority, the awards program and operationalizing and professionalizing the network, and wartime and contingencies operations. Volume 2 covers personal computers configuration, computer parts and peripherals, information processing duties, and correspondence and official mail management. Volume 3 covers records management, publication and forms management, organizational account representative duties, and sensitive information handling procedures.

3A071-Information Management Craftsman

2 Volumes: Activated Aug 97; Revised Jun 00; Revised May 03

Hours: Volumes - 18 CE - 6

Points: Volumes - 6 CE - 2

Content: Volume 1 covers resources and awards for information managers, safekeeping information, and the information management process. Volume 2 discusses how to minimize computer threats, concerns about networks and web pages, electronic publications and distribution, and an overview of the information manager's role in functional management and war.

(3C) Communications-Computer Systems

3C051-Communications-Computer Systems Operations Journeyman

5 Volumes: Activated Jan 2003

Hours: Volumes - 102 CE - 27

Points: Volumes - 34 CE - 9

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Content: Volume 1 covers job responsibilities, qualifications, courses, and time required in upgrade training, organization structure including roles and missions, security programs and numbering systems that computers and network use. Volume 2 introduces communications security (COMSEC) management procedures, computer management system that include organizational and individual responsibilities of computer management, and mobile communications that includes Air and Space Expeditionary Force deployments and the unit type codes (UTC) that makes deployment teams. Volume 3 deals with computer hardware, operating systems, programming languages, viruses, and other types of software, and physical problems that might affect the computer's operations. Volume 4 deals with network management functions, physical makeup of the network backbone, and defines the hardware utilized by Air Force networks worldwide. Volume 5 covers network management protocol, network account administration, network testing and management software, and securing our Air Force networks and other programs.

3C051B-Communications-Computer Systems Operations Journeyman

2 Volumes: Revised Jun 97; Revised Mar 2001

Hours: Volumes - 36 CE - 9

Points: Volumes - 12 CE - 3

Content: This course is considered complete with Volumes 2 and 4. Volume 2 covers communications-computer networks. Volume 4 covers the basic principles of electronics. Volume 4 discusses communications-computer management activities.

Special Information: CDC 3C051A is a mandatory prerequisite for enrollment in CDC 3C051B.

3C151-Radio Communications Systems Journeyman

3 Volumes: Activated Apr 98

Hours: Volumes - 47 CE - 12

Points: Volumes - 14 CE - 4

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Content: Volume 1 discusses radio wave creation, propagation, and characteristics. It also covers the electromagnetic spectrum. Volume 2 covers communications equipment principles, satellite communications, and antennas. Volume 3 deals with communications missions, security, and operations.

3C152-Electromagnetic Spectrum Management Journeyman

3 Volumes: New Activation December 2003

Revised – April 2001

Initial Activation November 1998

Hours: Volumes - 42 CE - 12

Points: Volumes - 14 CE - 4

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Content: Volume 1 is an introduction to the career field; it is subdivided into five units: Safety and Security, Spectrum Administration, Spectrum Certification and Frequency Assignment, Mathematics of Spectrum Management, and Principles of Transmitters and Receivers. Volume 2 covers the different types of systems that spectrum managers deal with on a daily basis. Volume 3 explores joint systems, joint planning, and different types of warfare.

3C052-Communications-Computer Systems Programming Journeyman

4 Volumes: New Activation – May 2004

Revised – August 1999

Initial Activation - March 1995

Hours: Volumes - 45 CE - 15

Points: Volumes - 15 CE - 5

Content: Volume 1 covers the 3C0X2 career field, security programs, and computer systems components. Volume 2 covers structured software design, networks programming concepts, and software engineering basics. Volume 3 covers computer programming language. Volume 4 covers database system design, software quality metrics, configuration management structure, and software testing techniques.

3C072-Communications-Computer Systems Programming Craftsman

3 Volumes: Activated Dec 95

Hours: Volumes - 27 CE - 6

Points: Volumes - 9 CE - 2

Content: Volume 1 discusses software engineering goals, tools, principles, and other fundamental software engineering concepts; development methodologies; information about software security policies; and software vulnerabilities. Volume 2 discusses basic math concepts, the decimal numbering system, word problems, and computer memory; data structures and data manipulation; data base concepts and design. Volume 3 covers the requirements analysis process and open systems architecture; and it presents information about the software quality process.

3C251A-Communications-Computer Systems Control Journeyman

4 Volumes: Activated Oct 95

Hours: Volumes - 87 CE - 21

Points: Volumes - 29 CE - 7

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Content: Volume 1 deals with the mathematical and electronic fundamentals needed by systems controllers. Volume 2 covers the principles of electronic soldering and the maintenance and care of electrical connectors. Volume 3 is a study of modulation, multiplexing, and digital signaling techniques. Volume 4 covers the fundamentals of digital communications networks and data processing techniques.

3C251B-Communications-Computer Systems Control Journeyman

4 Volumes: Activated Sep 2002

Hours: Volume - 66 CE - 15

Points: Volume - 22 CE - 5

Content: Volume 1 covers the different types of transmission media used in the Defense Information Infrastructure (DII). Volume 2 discusses the various types of communications systems used in the Air Force. Volume 3 focuses on the types of systems control facilities and their associated equipment and functions. Finally, Volume 4 covers quality control and the tests needed for the different types of systems control functions.

3C351-Communications-Computer Systems Planning and Implementation Management Journeyman

4 Volumes: Activated Jun 95, Volumes 2 and 4 only, Jan 97; Revised Jan 98; Revised Mar 2002

Hours: Volumes - 78 CE - 18

Points: Volumes - 26 CE - 6

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Content: Volume 1 discusses the basic elements of Communications-Computer Systems (C-CS) Technology. Volume 2 looks at the role and missions, and strategic and operational planning as it applies to communications-computer systems in support of the Expeditionary Air and space Force concept. Volume 3 carries you through the development of programs and projects to overcome shortfalls identified in the planning process. Volume 4 discusses deployment planning, C-CS Installation Records (CSIRs), contract management roles and responsibilities, support agreements, and base civil engineer interface.

(3E) Civil Engineering

Electrical Systems

3E051A-Electrical Systems Journeyman

4 Volumes: Revised Mar 98; Revised Feb 01

Hours: Volumes - 81 CE - 21

Points: Volumes - 27 CE - 7

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Content: Volume 1 covers safety and general subjects. Volume 2 discusses electrical and electronic fundamentals. Volume 3 discusses grounds, lightning, and static electricity. Volume 4 covers electrician's tools, materials, and devices needed to install services, service drops, service entrances, and distribution panels. It also covers the planning and laying out of work, circuit installation with nonmetallic cable, conduit, troubleshooting and maintaining distribution systems.

Special Information: CDC 3E051A is a prerequisite for enrollment in CDC 3E051B.

3E051B-Electrical Systems Journeyman

4 Volumes: Revised Nov 98; Revised Feb 2003

Hours: Volumes - 87 CE - 21

Points: Volumes - 29 CE - 7

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Content: Volume 1 covers working on overhead distribution system, and substation familiarization, to working on energized lines and equipment. Volume 2 covers the different aspects of motors and motor controls, electrical procedures used in hazardous locations, applications of special equipment, cathodic protection for corrosion control, and alarm systems. Volume 3 covers the basics of underground distribution, airfield lighting, and street/area lighting. Volume 4 covers the mobile aircraft arresting system and the emergency airfield lighting system, the contingency bare base electrical distribution system and a brief look at medical facilities electrical support and deployable power generation.

Environmental

3E453A-Environmental Controls Journeyman

3 Volumes: Activated Aug 96; Revised May 2002

Hours: Volumes - 66 CE - 15

Points: Volumes - 22 CE - 5

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Content: Volume 1 contains information to familiarize you with safety, CE fundamentals, management, and publications. Volume 2 covers environmental management. Volume 3 covers pest management.

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

3E453B-Environmental Controls Journeyman

3 Volumes: Activated November 1996 ; Revised October 2002

Hours: Volumes - 63 CE - 15

Points: Volumes - 21 CE - 5

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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

3E551A-Engineering Journeyman

4 Volumes: Activated Aug 97; Revised Apr 2002

Hours: Volumes - 84 CE - 21

Points: Volumes - 28 CE - 7

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Content: Volume 1 provides the knowledge for general Civil Engineer subjects including Civil Engineer structure and organization, training, security, safety, publications, and Civil Engineer management. Volume 2 covers basic knowledge required for wartime tasks and responsibilities. Volume 3 provides the knowledge of mathematics needed to compute problems in surveying, engineering design, cost estimating, and materials testing. Volume 4 covers plane surveying, plane surveying equipment and its use, horizontal and vertical control, documentation of survey work, and topographic mapping and surveying. Volume 5 covers construction surveying.

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

3E551B-Engineering Journeyman

4 Volumes: Activated June 98; Revised Dec 2002

Hours: Volumes - 57 CE - 15

Points: Volumes - 19 CE - 5

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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.

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

3E651-Operations Management Journeyman

3 Volumes: Activated Oct 00; Revised Feb 2003

Hours: Vol - 60 CE - 15

Points: Vol - 20 CE - 5

Content: Volume 1 covers how the civil engineer organizational structure is designed to protect our nation's security and vital interests. Also, covers the general safety concerns on the job and in the workplace. Volume 2 covers the specific duties in customer services and production control sections as well as resource management of Air Force properties. Volume 3 covers contingency operations planning, damage control center activities and contingency support activities.

3E651G-Operations Management Journeyman (with a Computer-Based Final Exam)

3 Volumes: Activated Jan 02; Revised Feb 2003

Hours: Vol - 60 CE - 15

Points: Vol - 20 CE - 5

Content: Volume 1 covers how the civil engineer organizational structure is designed to protect our nation's security and vital interests. Also, covers the general safety concerns on the job and in the workplace. Volume 2 covers the specific duties in customer services and production control sections as well as resource management of Air Force properties. Volume 3 covers contingency operations planning, damage control center activities and contingency support activities.

Power Production

3E052A-Electrical Power Production Journeyman

4 Volumes: Activated Oct 96; Revised Nov 2002

Hours: Volumes - 75 CE - 18

Points: Volumes - 25 CE - 6

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Content: Volume 1 covers the civil engineer mission and how the structure is designed to best protect our nation's security and vital interests. Volume 2 will cover Electrical and Electronic Principles, and Grounding Principles. Volume 3 will discuss the operating principles of the AC Generating System and Engine fundamentals. Volume 4 will provide you with the basic information to perform the contingency duties of the 5-level electrical power production journeyman.

Special Information: CDC 3E052A is a prerequisite for enrollment in CDC 3E052B.

3E052B-Electrical Power Production Journeyman

4 Volumes: Activated Mar 97; Revised July 2003

Hours: Volumes - 54 CE - 15

Points: Volumes - 18 CE - 5

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Content: Volume 1 familiarizes you with the maintenance involved with gasoline and diesel engines. Volume 2 deals with the auxiliary equipment, wiring diagrams and troubleshooting, and AC generating systems. Volume 3 discusses fixed and mobile generator systems. Volume 4 addresses typical and contingency aircraft arresting systems.

Special Information: CDC 3E052A is a prerequisite for enrollment in CDC 3E052B.

Structural

3E351A-Structural Journeyman

2 Volumes: Activated October 1996; Revised Jan 2002

Hours: Volumes - 33 CE - 9

Points: Volumes - 11 CE - 3

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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

4 Volumes: Activated May 1997

Hours: Volumes - 75 CE - 18

Points: Volumes - 25 CE - 6

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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 Jul 97; Revised July 2003

Hours: Volumes - 72 CE - 18

Points: Volumes - 24 CE - 6

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Content: Volume 1 covers carpentry tools, building materials, interior finish work, rough framing work, material estimating, and doors and windows. Volume 2 covers masonry information concerning concrete, block, brick, and ceramic tile. Volume 3 covers roofing and roofing related components. Volume 4 covers contingency and AFSC specific responsibilities.

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

HVAC & Refrigeration

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

4 Volumes: Revised Nov 98

Hours: Volumes - 111 CE - 27

Points: Volumes - 37 CE - 9

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

Content: Volume 1 discusses the types of fuels and fuel systems used in the Air Force; the types, operations, and maintenance of gas burners; oil burners; explains flame safeguard controls; and touches on combustion analysis and the procedures for performing an analysis on gas- and oil-fired equipment. Volume 2 discusses the operation and maintenance of the various fuel systems and fuel burning equipment. Volume 3 pertains to HVAC principles. Volume 4 pertains to HVAC systems.

3E151C-Heating, Ventilation, Air-Conditioning, and Refrigeration Journeyman

4 Volumes: Activated Apr 1999

Hours: Volumes - 81 CE - 21

Points: Volumes - 27 CE - 7

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

Content: Volume 1 discusses air-conditioning and refrigeration systems. Volume 2 covers troubleshooting. Volume 3 discusses HVAC/R water treatment and external corrosion. Volume 4 covers operating, maintaining, troubleshooting, and repairing the various types of contingency equipment.

3E151D-Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R) Journeyman

Contents: Volume 1 covers civil engineer fundamentals, civil engineer management, environmental awareness and compliance issues, and publications and technical orders. Volume 2 discusses safety and health concerns that apply to the HVAC/R, HVAC/R lines, fittings and insulation. Also, covers the utilization of oxyacetylene welding and cutting equipment, tools, equipment, and precision

measuring instruments. Volume 3 covers electrical concept, meters used to measure electrical effects, schematic interpretation, and electrical devices that will be used in motors, transformers, etc.

3E151E-Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R)

Journeyman

4 Volumes: Activated December 2002

Hours: Volumes – 90 CE – 24

Points: Volumes – 30 CE – 8

Contents: Volume 1 discusses the types of fuels and fuel systems used in the Air Force, the types, operation, maintenance of gas burners, oil burners, safeguard controls, and touches on combustion analysis. Volume 2 covers the information needed to operate and maintain the various fuel systems and fuel burning equipment. Volume 3 covers HVAC/R principles and control applications. Volume 4 covers the HVAC system.

3E151F-Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R)

Journeyman

4 Volumes: Activated December 2002

Hours: Volumes – 96 CE – 24

Points: Volumes – 32 CE - 8

Contents: Volume 1 covers information about air-conditioning and refrigeration systems. Volume 2 deals with general principles concerning automatic controls, mechanical motor troubles, electrical problems, commercial and residential refrigeration systems and techniques for troubleshooting commercial air-conditioning systems. Volume 3 covers information to become knowledgeable in HVAC/R water treatment and external corrosion. Volume 4 covers information needed to operate, maintain, troubleshoot, and repair the various types of contingency equipment.

Explosive Ordnance Disposal

3E851-Explosive Ordnance Disposal Journeyman

6 Volumes: Activated August 2003

Hours: Volumes - 90 CE - 24

Points: Volumes - 30 CE - 8

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, including EOD organizational structure and specific flight duties. Volume 2 contains criteria, procedures, and concepts for EOD responses including range establishment, maintenance, and decontamination. Volume 3 contains explosive characteristics and techniques, firing systems, and Resource Conservation and Recovery Act (RCRA) requirements for demolition operations. Volume 4 contains aircraft explosive devices. Volume 5 contains advanced improvised explosive device (IED) procedures and nuclear weapons characteristics, hazards, clothing, and equipment. Volume 6 covers the organization and management of the civil engineering community to let you know how you fit into the Civil Engineer (CE) squadron.

Special Information: CDC 3E851A or 3E851G is a prerequisite for enrollment in CDC 3E851B or 3E851H.

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.

NOTE: Where Certest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 3E851G, which has a computer-based test.

3E851B-Explosive Ordnance Disposal Journeyman

5 Volumes: Activated Aug 97

Hours: Volumes - 93 CE - 27

Points: Volumes - 31 CE - 9

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

Content: Volume 1 discusses chemical and biological munitions. Volume 2 covers nuclear ordnance. Volume 3 discusses aircraft explosive devices. Volume 4 covers locating, removing, and safing of aircraft components. Volume 5 concerns EOD technical operations and EOD missions.

Special Information: CDC 3E851A or 3E851G is a prerequisite for enrollment in CDC 3E851B or 3E851H.

NOTE: Where Certest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 3E851H, which has a computer-based test.

3E851G-Explosive Ordnance Disposal Journeyman (with a Computer-Based Test)

6 Volumes: Activated Sep 00; Revised August 2003

Hours: Volumes - 90 CE - 24

Points: Volumes - 30 CE - 8

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, including EOD organizational structure and specific flight duties. Volume 2 contains criteria, procedures, and concepts for EOD responses including range establishment, maintenance, and decontamination. Volume 3 contains explosive characteristics and techniques, firing systems, and Resource Conservation and Recovery Act (RCRA) requirements for demolition operations. Volume 4 contains aircraft explosive devices. Volume 5 contains advanced improvised explosive device (IED) procedures and nuclear weapons characteristics, hazards, clothing, and equipment. Volume 6 covers the organization and management of the civil engineering community to let you know how you fit into the Civil Engineer (CE) squadron.

NOTE: The only difference between this course and course number 3E851A is that the final test is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: CDC 3E851A or 3E851G is a prerequisite for enrollment in CDC 3E851B or 3E851H.

Liquid Fuel Systems Maintenance

3E452-Liquid Fuel Systems Maintenance Journeyman

5 Volumes: Activated Feb 98; Revised October 2002

Hours: Volumes - 120 CE - 30

Points: Volumes - 40 CE - 10

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Content : The first volume is designed for use in any civil engineering career field and fulfills the requirements in items 1 through 10 of your specialty training standard. This CDC has been expanded to include greater coverage of the contingency fuel system repair and electrical troubleshooting. Other CDC volumes in this course include: Volume 2, LFM General Subjects; Volume 3, Contingency Knowledge, Tanks and Tank Entry; Volume 4, Operation and Maintenance of Mechanical System Components; and Volume 5, Operation and Maintenance of Hydrant System Components.

Pavements and Construction Equipment Operator

3E251A-Pavements and Construction Equipment Operator Journeyman

3 Volumes: Activated Jan 97; Revised October 2003

Hours: Volumes - 48 CE - 12

Points: Volumes - 16 CE - 4

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 Handtools and Powered Equipment. 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

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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-Readiness Journeyman

4 Volumes: Revised Dec 97

Hours: Volumes - 93 CE - 24

Points: Volumes - 31 CE - 8

Content: Volume 1 covers planning and management issues. Volume 2 explains readiness related equipment. Volume 3 deals with peacetime operations. Volume 4 covers wartime operations.

NOTE: Where Certest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 3E951G, which has a computer-based test.

Utilities Systems

3E451-Utilities Journeyman

3 Volumes: Activated October 2002

Hours: Volumes – 63 CE – 15

Points: Volumes – 21 CE - 5

Contents: Volume 1 contains general information and fundamentals. Volume 2 deals with plumbing systems, and Volume 3 is dedicated to contingency responsibilities.

(3E) Civil Engineering-Fire Protection

10023-Apparatus Driver/Operator-Pumper

1 Volume: Activated March 2000

Hours: Volume - 81 CE - 21

Points: Volume - 27 CE - 7

Content: Volume 1, Instructor Guide Sheets, contains the subjects fire fighters are required to know in order to perform their duties and achieve the Driver/Operator - Pumper certification level. This volume outlines all requirements set forth in NFPA Standard 1002 (1998 Edition) 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.

SPECIAL NOTE: (Media: Paper-Based Course; Paper Based Exam). Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 10023G which has a computer-based final exam.

SPECIAL INFORMATION: Course 10023 or 10023G is mandatory for Air Force military personnel in 3E751 upgrade training, please consult your Career Field Education and Training Plan (CFETP). The written test for 10023 will cover general information common to the pumping apparatus. After passing the written test, the candidate must take a practical test on a pumping apparatus to obtain the driver/operator-pumper certification certificate. Candidates are required to complete this course in 12 months. (Exception: Air Force Military personnel in 3E751 upgrade training are required to take this course in conjunction with courses 10028 or 10028G and 10027 or 10027G and will have 15 months to complete all three CDCs).

10023G-Apparatus Driver/Operator-Pumper (with a Computer-Based Final Exam)

1 Volume: Activated Aug 00

Hours: Volume - 81 CE - 21

Points: Volume - 27 CE - 7

Content: Volume 1, Instructor Guide Sheets, contains the subjects fire fighters are required to know in order to perform their duties and achieve the Driver/Operator - Pumper certification level. This volume outlines all requirements set forth in NFPA Standard 1002 (1998 Edition) 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.

SPECIAL NOTE: (Media: Paper-Based Course; CerTest Exam). Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 10023G which has a computer-based final exam.

SPECIAL INFORMATION: Course 10023 or 10023G is mandatory for Air Force military personnel in 3E751 upgrade training, please consult your Career Field Education and Training Plan (CFETP). The written test for 10023 will cover general information common to the pumping apparatus. After passing the written test, the candidate must take a practical test on a pumping apparatus to obtain the driver/operator-pumper certification certificate. Candidates are required to complete this course in 12 months. (Exception: Air Force Military personnel in 3E751 upgrade

training are required to take this course in conjunction with courses 10028 or 10028G and 10027 or 10027G and will have 15 months to complete all three CDCs).

10023M-Apparatus Driver-Operator-Pumper

1 Volume: Activated Jun 2002

Hours: Volume - 81 CE - 21

Points: Volume - 27 CE - 7

Content: Version 1.0, this multimedia course, contains the subjects 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 NFPA Standard 1002 (1998 Edition) Fire Apparatus Driver/Operator Professional Qualifications. The Performance Test Module provides detailed performance test information for candidate evaluations and includes the elements, steps, and the standards to which they must be performed.

SPECIAL NOTE: (Media: CD-ROM Course; Paper Based Exam). Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 10023G or 10023S, which has a computer-based final exam.

Special Information: Course 10023, 10023G, 10023M or 10023S is mandatory for Air Force military personnel in 3E751 upgrade training, please consult your Career Field Education and Training Plan (CFETP). The written test for 10023M will cover general information common to the pumping apparatus. After passing the written test, the candidate must take a practical test on a pumping apparatus to obtain the driver/operator-pumper certification certificate. Candidates are required to complete this course in 12 months. (Exception: Air Force Military personnel in 3E751 upgrade training are required to take this course in conjunction with courses 10028 or 10028G and 10027 or 10027G and will have 15 months to complete all three CDCs).

10023S-Apparatus Driver/Operator - Pumper (CD-ROMs with a computer-based final exam)

1 Volume: Activated Jun 2002

Hours: Volume - 81 CE - 21

Points: Volume - 27 CE - 7

Content: Version 1.0, this multimedia course contains the subjects 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 NFPA Standard 1002 (1998 Edition) Fire Apparatus Driver/Operator Professional Qualifications. The Performance Test Module provides detailed performance test information for candidate evaluations and includes the elements, steps, and the standards to which they must be performed.

SPECIAL NOTE: (Media: CD-ROM Course; CerTest Exam). The only difference between this course and course number 10023M is that the course final exam is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: Course 10023, 10023G, 10023M or 10023S is mandatory for Air Force military personnel in 3E751 upgrade training, please consult your Career Field Education and Training Plan (CFETP). The computer based test for 10023S will cover general information common to the pumping apparatus. After passing the computer-based test, the candidate must take a practical test on a pumping apparatus to obtain the driver/operator-pumper certification certificate. Candidates are required to complete this course in 12 months. (Exception: Air Force Military personnel in 3E751 upgrade training are required to take this course in conjunction with courses 10028 or 10028G and 10027 or 10027G and will have 15 months to complete all three CDCs).

10024-Apparatus Driver/Operator-Aerial

1 Volume: Activated Mar 00

Hours: Volume - 30 CE - 9

Points: Volume - 10 CE - 3

Content: Volume 1, Instructor Guide Sheets, contains the subjects 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 NFPA Standard 1002 Standard (1998 Edition) Fire Apparatus Driver/Operator Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Special Information: Course 10024 is not mandatory for Air Force military personnel in 3E751 upgrade training. This course is only applicable to those bases that have aerials assigned. The written test for 10024 will cover general information common to aerials. After passing the written test, the candidate will take a practical test on an aerial device to obtain the driver/operator - aerial certification certificate. Candidates are required to complete this course in 12 months. (Exception: Air Force Military personnel in 3E751 upgrade training are required to take this course in conjunction with courses 10028 or 10028G and 10027 or 10027G and will have 15 months to complete all three CDCs).

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 10024G which has a computer-based final exam.

10024G-Apparatus Driver/Operator-Aerial (with a Computer-Based Final Exam)

1 Volume: Activated Sep 00

Hours: Volume - 30 CE - 9

Points: Volume - 10 CE - 3

Content: Volume 1, Instructor Guide Sheets, contains the subjects 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 NFPA Standard 1002 Standard (1998 Edition) Fire Apparatus Driver/Operator Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

NOTE: The only difference between this course and course number 10024 is that the course final exam is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: Course 10024G is not mandatory for Air Force military personnel in 3E751 upgrade training. This course is only applicable to those bases that have aerials assigned. The written test for 10024G will cover general information common to aerials. After passing the written test, the candidate will take a practical test on an aerial device to obtain the driver/operator - aerial certification certificate. Candidates are required to complete this course in 12 months. (Exception: Air Force Military personnel in 3E751 upgrade training are required to take this course in conjunction with courses 10028 or 10028G and 10027 or 10027G and will have 15 months to complete all three CDCs).

10025-Apparatus Driver/Operator-Tiller

1 Volume: Activated Mar 00

Hours: Volume - 9 CE - 3

Points: Volume - 3 CE - 1

Content: Volume 1, Instructor Guide Sheets, contains the subjects fire fighters are required to know in order to perform their duties and achieve the Driver/Operator - Tiller certification level. This volume outlines all requirements set forth in NFPA Standard 1002 (1998 Edition) Fire Apparatus Driver/Operator Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Special Information: Course 10025 is not mandatory for Air Force military personnel in 3E751 upgrade training. This course should only be taken by personnel at bases that have tillers assigned. The written test for 10025 will cover general information common to tillers. After passing the written test, the candidate will take a practical test on a tiller device to obtain the driver/operator-tiller certification. Candidates are required to complete this course in 12 months.

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 10025G which has a computer-based final exam.

10025G-Apparatus Driver/Operator-Tiller (with a Computer-Based Final Exam)

1 Volume: Activated Sep 00

Hours: Volume - 9 CE - 3

Points: Volume - 3 CE - 1

Content: Volume 1, Instructor Guide Sheets, contains the subjects fire fighters are required to know in order to perform their duties and achieve the Driver/Operator - Tiller certification level. This volume outlines all requirements set forth in NFPA Standard 1002 (1998 Edition) Fire Apparatus Driver/Operator Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

NOTE: The only difference between this course and course number 10025 is that the course final exam is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: Course 10025G is not mandatory for Air Force military personnel in 3E751 upgrade training. This course should only be taken by personnel at bases that have tillers assigned. The written test for 10025G will cover general information common to tillers. After passing the written test, the candidate will take a practical test on a tiller device to obtain the driver/operator-tiller certification. Candidates are required to complete this course in 12 months.

10027-Apparatus Driver/Operator Aircraft Rescue & Fire Fighting Vehicles

1 Volume: Activated Aug 00

Hours: Volume - 81 CE - 21

Points: Volume - 27 CE - 7

Content: Volume 1, Instructor Guide Sheets, contains the subjects fire fighters are required to know in order to perform their duties and achieve the Driver/Operator Aircraft Rescue and Fire Fighting Vehicles certification level. This volume outlines all requirements set forth in NFPA Standard 1002 (1998 Edition) 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.

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 10027G which has a computer-based final exam.

10027M/S- Driver/Operator Aircraft Rescue & Fire Fighting - Multimedia

1 Volume: Activated – August 2003

Hours: Volume - 81 CE - 21

Points: Volume - 27 CE - 7

Content: Volume 1, Instructor Guide Sheets, contains the subjects fire fighters are required to know in order to perform their duties and achieve the Driver/Operator Aircraft Rescue and Fire Fighting Vehicles certification level. This volume outlines all requirements set forth in NFPA Standard 1002 (1998 Edition) 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.

Special Information: Course 10027 or 10027G is mandatory for Air Force military personnel in 3E751 upgrade training, please consult your career Field Education and Training Plan (CFETP). The written test for 10027 will cover general information common to the aircraft rescue & fire fighting vehicle apparatus. After passing the written test, the candidate must take a practical test on an aircraft rescue & fire fighting vehicle apparatus to obtain the driver/operator – aircraft rescue & fire fighting vehicle certification certificate. Candidates are required to complete this course in 12 months. (Exception: Air Force Military personnel in 3E751 upgrade training are required to take this course in conjunction with courses 10028 or 10028G and 10023 or 10023G and will have 15 months to complete all three (CDCs).

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 10027G which has a computer-based final exam.

10027G-Apparatus Driver/Operator Aircraft Rescue & Fire Fighting Vehicles

1 Volume: Activated Aug 2000; Reactivated Jun 2002

Hours: Volume - 81 CE - 21

Points: Volume - 27 CE - 7

Content: Volume 1, Instructor Guide Sheets, contains the subjects fire fighters are required to know in order to perform their duties and achieve the Driver/Operator Aircraft Rescue and Fire Fighting Vehicles certification level. This volume outlines all requirements set forth in NFPA Standard 1002 (1998 Edition) 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.

Special Information: Course 10027 or 10027G is mandatory for Air Force military personnel in 3E751 upgrade training, please consult your Career Field Education and Training Plan (CFETP). The written test for 10027 will cover general information common to the aircraft rescue & fire fighting vehicle apparatus. After passing the written test, the candidate must take a practical test on an aircraft rescue & fire fighting vehicle apparatus to obtain the driver/operator- aircraft rescue & fire fighting vehicle certification certificate. Candidates are required to complete this course in 12 months. (Exception: Air Force Military personnel in 3E751 upgrade training are required to take this course in conjunction with courses 10028 or 10028G and 10023 or 10023G and will have 15 months to complete all three CDCs).

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 10027G, which has a computer-based final exam.

10028-Apparatus Driver/Operator-Water Tender

1 Volume: Activated Mar 00

Hours: Volume - 81 CE - 21

Points: Volume - 27 CE - 7

Content: Volume 1, Instructor Guide Sheets, contains the subjects fire fighters are required to know in order to perform their duties and achieve the Driver/Operator - Tiller certification level. This

volume outlines all requirements set forth in NFPA Standard 1002 (1998 Edition) Fire Apparatus Driver/Operator Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Special Information: Course 10028 is not mandatory for Air Force military personnel in 3E751 upgrade training. This course should only be taken by personnel at bases that have tillers assigned. The written test for 10028 will cover general information common to tillers. After passing the written test, the candidate will take a practical test on a tiller device to obtain the driver/operator-tiller certification. Candidates are required to complete this course in 12 months. (Exception: Air Force Military personnel in 3E751 upgrade training are required to take this course in conjunction with courses 10028 or 10028G and 10027 or 10027G and will have 15 months to complete all three CDCs).

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 10028G which has a computer-based final exam.

10028G-Apparatus Driver/Operator-Water Tender (with a Computer-Based Final Exam)

1 Volume: Activated Sep 00

Hours: Volume - 81 CE - 21

Points: Volume - 27 CE - 7

Content: Volume 1, Instructor Guide Sheets, contains the subjects fire fighters are required to know in order to perform their duties and achieve the Driver/Operator - Tiller certification level. This volume outlines all requirements set forth in NFPA Standard 1002 (1998 Edition) Fire Apparatus Driver/Operator Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

NOTE: The only difference between this course and course number 10028 is that the course final exam is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: Course 10028G is not mandatory for Air Force military personnel in 3E751 upgrade training. This course should only be taken by personnel at bases that have tillers assigned. The written test for 10028G will cover general information common to tillers. After passing the written test, the candidate will take a practical test on a tiller device to obtain the driver/operator-tiller certification. Candidates are required to complete this course in 12 months. (Exception: Air Force Military personnel in 3E751 upgrade training are required to take this course in conjunction with courses 10028 or 10028G and 10027 or 10027G and will have 15 months to complete all three CDCs).

10011-Fire Fighter I

1 Volume: Activated August 2004

Hours: Volume – 18 CE – 5

Points: Volume – 6 CE – 1

Content: This course is designed to provide you with the information you need to become certified to this certification level.

NOTE: The DOD Hazardous Materials Awareness certification level is a mandatory prerequisite that must be satisfied before you can become certified at the Fire Fighter I level. See DOD Manual 6055.6 for additional guidance.

10011G-Fire Fighter I

1 Volume: Activated August 2004

Hours: Volume – 18 CE – 5

Points: Volume – 6 CE – 1

Content: This course is designed to provide you with the information you need to become certified to this certification level.

NOTE: The DOD Hazardous Materials Awareness certification level is a mandatory prerequisite that must be satisfied before you can become certified at the Fire Fighter I level. See DOD Manual 6055.6 for additional guidance.

SPECIAL NOTE: The only difference between this course and course 10011 is that the course final exam is taken using CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

10012-Fire Fighter I

1 Volume: Activated August 2004

Hours: Volume – 9 CE – 4

Points: Volume – 3 CE – 1

Content: This course is designed to provide you with the information you need to become certified to this certification level.

NOTE: DOD Certification to Fire Fighter I and Hazardous Materials Operations Course are prerequisites to certification at the Fire Fighter II level. See DOD Manual 6055.6 for additional guidance.

10012G-Fire Fighter I

1 Volume: Activated August 2004

Hours: Volume – 9 CE – 4

Points: Volume – 3 CE – 1

Content: This course is designed to provide you with the information you need to become certified to this certification level.

NOTE: DOD Certification to Fire Fighter I and Hazardous Materials Operations Course are prerequisites to certification at the Fire Fighter II level. See DOD Manual 6055.6 for additional guidance.

SPECIAL NOTE: The only difference between this course and course 10011 is that the course final exam is taken using CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

3E731-Fire Fighter I

1 Volume: Activated Dec 94

Hours: Volume - 72 CE - 18

Points: Volume - 24 CE - 6

Content: Volume 1, Instructor Guide Sheets, outlines the subjects that fire fighters are required to know in order to perform their duties and achieve the Fire Fighter I certification level. This volume outlines all requirements set forth in NFPA Standard 1001 (1992 Edition) Fire Fighter Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Special Information: Personnel that have graduated from the Goodfellow AFB Apprentice Fire Protection Specialist Course are not required to take this course. Personnel enrolling in the 3E731 must also enroll in and complete course 47201 or 47201G, Hazardous Materials Awareness, in order to meet all requirements of NFPA Standard 1001.

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 3E731G which has a computer-based final exam.

3E731G-Fire Fighter I (with a Computer-Based Final Exam)

1 Volume: Activated Sep 00

Hours: Volume - 72 CE - 18

Points: Volume - 24 CE - 6

Content: Volume 1, Instructor Guide Sheets, outlines the subjects that fire fighters are required to know in order to perform their duties and achieve the Fire Fighter I certification level. This volume outlines all requirements set forth in NFPA Standard 1001 (1992 Edition) Fire Fighter Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

NOTE: The only difference between this course and course number 3E731 is that the course final exam is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: Personnel that have graduated from the Goodfellow AFB Apprentice Fire Protection Specialist Course are not required to take this course. Personnel enrolling in the 3E731 must also enroll in and complete course 47201 or 47201G, Hazardous Materials Awareness, in order to meet all requirements of NFPA Standard 1001.

3E751A-Fire Fighter II

1 Volume: Activated Dec 94

Hours: Volume - 39 CE - 9

Points: Volume - 13 CE - 3

Content: Volume 1, Instructor Guide Sheets, contains the subjects that fire fighters are required to know in order to perform their duties and achieve Fire Fighter II certification level. This volume outlines all requirements set forth in NFPA Standard 1001 (1992 Edition) Fire Fighter Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate evaluation and includes the elements, steps, and standards to which they must be performed.

Special Information: For personnel who have not been DOD certified at the Fire Fighter I and Hazardous Materials Operations levels, courses 3E731 or 3E731G and 47202 or 47202G are prerequisites for this course.

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 3E751G which has a computer-based final exam.

3E751E-Airport Fire Fighter

1 Volume: Activated Jan 96

Hours: Volume - 27 CE - 6

Points: Volume - 9 CE - 2

Content: Volume 1, Instructor Guide Sheets, contains the subjects airport fire fighters are required to know in order to perform their duties and achieve the Airport Fire Fighter certification level. This

volume outlines all requirements set forth in NFPA Standard 1003 (1994 Edition) Professional Qualifications for Airport Fire Fighters. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Special Information: For personnel who have not been DOD certified at the Fire Fighter I and Hazardous Materials Operations levels, courses 3E731 or 3E731G and 47202 or 47202G are prerequisites for this course.

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 3E751K which has a computer-based final exam.

3E751G-Fire Fighter II (with a Computer-Based Final Exam)

1 Volume: Activated Sep 00

Hours: Volume - 39 CE - 9

Points: Volume - 13 CE - 3

Content: Volume 1, Instructor Guide Sheets, contains the subjects that fire fighters are required to know in order to perform their duties and achieve Fire Fighter II certification level. This volume outlines all requirements set forth in NFPA Standard 1001 (1992 Edition) Fire Fighter Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate evaluation and includes the elements, steps, and standards to which they must be performed.

NOTE: The only difference between this course and course number 3E751A is that the course final exam is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: For personnel who have not been DOD certified at the Fire Fighter I and Hazardous Materials Operations levels, courses 3E731 or 3E731G and 47202 or 47202G are prerequisites for this course.

3E751K-Airport Fire Fighter (with a Computer-Based Exam)

1 Volume: Activated Sep 00

Hours: Volume - 27 CE - 6

Points: Volume - 9 CE - 2

Content: Volume 1, Instructor Guide Sheets, contains the subjects airport fire fighters are required to know in order to perform their duties and achieve the Airport Fire Fighter certification level. This volume outlines all requirements set forth in NFPA Standard 1003 (1994 Edition) Professional Qualifications for Airport Fire Fighters. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

NOTE: The only difference between this course and course number 3E751E is that the course final exam is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: For personnel who have not been DOD certified at the Fire Fighter I and Hazardous Materials Operations levels, courses 3E731 or 3E731G and 47202 or 47202G are prerequisites for this course.

10311-Fire Inspector I

1 Volume: Activated Jul 96; Revised Mar 2003

Hours: Volume - 9 CE - 3

Points: Volume - 3 CE - 1

Content: Volume 1, Instructor Guide Sheets, briefly outlined the information for each objective and are broken into three columns. Column 1 indicates learning objective and NFPA line item. Column 2 contains the outline of information. Column 3 provides reference-notations indicating where additional information may be found. The Performance Test Supplement provides detailed performance checklist items for candidate testing.

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 10311G which has a computer-based final exam.

Special Information: This course is mandatory for Air Force military fire fighters in AFSC 3E771 upgrade training who were not able to obtain a Goodfellow AFB in-residence course quota while they were completing the Fire Officer I and Fire Instructor I certification courses. Candidates are required to complete this course in 12 months.

10311G-Fire Inspector I (with a Computer-Based Final Exam)

1 Volume: Activated Sep 00; Revised Mar 2003

Hours: Volume - 9 CE - 3

Points: Volume - 3 CE - 1

Content: Volume 1, Instructor Guide Sheets, briefly outlined the information for each objective and are broken into three columns. Column 1 indicates learning objective and NFPA line item. Column 2 contains the outline of information. Column 3 provides reference-notations indicating where additional information may be found. The Performance Test Supplement provides detailed performance checklist items for candidate testing.

NOTE: The only difference between this course and course number 10311 is that the course final exam is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: This course is mandatory for Air Force military fire fighters in AFSC 3E771 upgrade training who were not able to obtain a Goodfellow AFB in-residence course quota while they were completing the Fire Officer I and Fire Instructor I certification courses. Candidates are required to complete this course in 12 months.

10312-Fire Inspector II

1 Volume: Activated Nov 96; Revised Mar 2003

Hours: Volume - 9 CE - 3

Points: Volume - 3 CE - 1

Content: Volume 1, Instructor Guide Sheets, contains the subjects DOD Fire Inspectors are required to know in order to perform duties and receive/achieve the Fire Inspector II certification level. All requirements set forth are outlined in NFPA Standard 1031 (1998 Edition) Professional Qualifications for Fire Inspector. 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.

Special Information: For personnel who have not previously received a DOD Fire Inspector I certification certificate, course 10311 or 10311G is a prerequisite to course 10312.

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 10312G which has a computer-based final exam.

10312G-Fire Inspector II (with a Computer-Based Final Exam)

1 Volume: Activated Sep 00; Revised Feb 2003

Hours: Volume - 9 CE - 3

Points: Volume - 3 CE - 1

Content: Volume 1, Instructor Guide Sheets, contains the subjects DOD Fire Inspectors are required to know in order to perform duties and receive/achieve the Fire Inspector II certification level. All requirements set forth are outlined in NFPA Standard 1031 (1998 Edition) Professional Qualifications for Fire Inspector. 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.

NOTE: The only difference between this course and course number 10312 is that the course final exam is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: For personnel who have not previously received a DOD Fire Inspector I certification certificate, course 10311 or 1031G is a prerequisite to course 10312G.

10313-Fire Inspector III

1 Volume: Activated Nov 96; Revised Feb 2003

Hours: Volumes - 9 CE - 3

Points: Volumes - 3 CE - 1

Content: Volume 1, Instructor Guide Sheets, contains the subjects DOD Fire Inspectors are required to know in order to perform duties and receive/achieve the Fire Inspector III certification level. All requirements set forth are outlined in NFPA Standard 1031 (1998 Edition) Professional Qualifications for Fire Inspector. 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.

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 10313G which has a computer-based final exam.

Special Information: For personnel who have not previously received a DOD Fire Inspector II certification certificate, course 10312 or 10312G is a prerequisite to course 10313.

10313G-Fire Inspector III

1 Volume: Activated Jun 2001; Revised Feb 2003

Hours: Volumes - 9 CE - 3

Points: Volumes - 3 CE - 1

Content: Volume 1, Instructor Guide Sheets, contains the subjects DOD Fire Inspectors are required to know in order to perform duties and receive/achieve the Fire Inspector III certification level. All requirements set forth are outlined in NFPA Standard 1031 (1998 Edition) Professional Qualifications for Fire Inspector. 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.

10211-Fire Officer I

1 Volume: Activated April 2002

Hours: Volume - 12 CE - 3

Points: Volume - 4 CE - 1

Content: THESE PERFORMANCE TESTS provide detailed performance checklist items for candidate testing. Performance Tests should not be conducted until the candidate has successfully completed the academic part of the CDC (received a passing score). However, it is strongly encouraged that this supplement and the checklist it contains be used during the normal course of study.

Candidates may practice the performance evaluations at anytime during study and up until performance testing is conducted. Practice is highly encouraged.

Active duty trainees have a total of 12 months to complete upgrade training courses. Because of the limited amount of training days available to Air Force Reserve and Air National Guard trainees, they can enroll in the courses one course at a time and have a maximum of 12 months to complete each course.

This particular course uses six workstations--(1) Human Resource Management, (2) Community and Government Relations, (3) Administration, (4) Inspection and Investigation, (5) Emergency Service Delivery, and (6) Safety. Within each workstation there are several tasks and objectives (NFPA line items). A "Performance Summary Sheet" precedes each workstation or group of evaluated tasks. This sheet lists the NFPA line items evaluated and the specific tasks to be done. Each performance test lists the setting and tools/equipment needed for the listed tasks. Items in italics are DoD unique additions to the NFPA requirements and have been added for clarification, enhancement, or special requirements as determined by one, some, or all of the service components that use this course.

10211G-Fire Officer I (with a Computer-Based Final Exam)

1 Volume: Activated April 2002

Hours: Volume - 12 CE - 3

Points: Volume - 4 CE - 1

Content: THESE PERFORMANCE TESTS provide detailed performance checklist items for candidate testing. Performance Tests should not be conducted until the candidate has successfully completed the academic part of the CDC (received a passing score). However, it is strongly encouraged that this supplement and the checklist it contains be used during the normal course of study.

Candidates may practice the performance evaluations at anytime during study and up until performance testing is conducted. Practice is highly encouraged.

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This particular course uses six workstations--(1) Human Resource Management, (2) Community and Government Relations, (3) Administration, (4) Inspection and Investigation, (5) Emergency Service Delivery, and (6) Safety. Within each workstation there are several tasks and objectives (NFPA line items). A "Performance Summary Sheet" precedes each workstation or group of evaluated tasks. This sheet lists the NFPA line items evaluated and the specific tasks to be done. Each performance test lists the setting and tools/equipment needed for the listed tasks. Items in italics are DoD unique additions to the NFPA requirements and have been added for clarification, enhancement, or special requirements as determined by one, some, or all of the service components that use this course.

10213-Fire Officer III

1 Volume: Activated Jan 97

Hours: Volume - 120 CE - 30

Points: Volume - 40 CE - 10

Content: Volume 1, Instructor Guide Sheets, contains the subjects DOD fire fighters are required to know in order to perform duties and receive/achieve the Fire Officer III certification level. This volume outlines all requirements set forth in NFPA Standard 1021 (1992 Edition) 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.

Special Information: Course 10213 is not mandatory for Air Force skill level upgrade training. The prerequisites for this course are 57170E-Fire Officer II and 10412 - Fire Service Instructor II. Candidates are required to complete this course in 12 months.

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 10213G which has a computer-based final exam.

10213G-Fire Officer III (with a Computer-Based Final Exam)

1 Volume: Activated Jun 00

Hours: Volume - 120 CE - 30

Points: Volume - 40 CE - 10

Content: Volume 1, Instructor Guide Sheets, contains the subjects DOD fire fighters are required to know in order to perform duties and receive/achieve the Fire Officer III certification level. This volume outlines all requirements set forth in NFPA Standard 1021 (1992 Edition) 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.

NOTE: The only difference between this course and course number 10213 is that the course final exam is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: Course 10213 is not mandatory for Air Force skill level upgrade training. The prerequisites for this course are 57170E-Fire Officer II and 10412 - Fire Service Instructor II. Candidates are required to complete this course in 12 months.

10214-Fire Officer IV

1 Volume: Activated Jul 97

Hours: Volume - 12 CE - 3

Points: Volume - 4 CE - 1

Content: Volume 1, Instructor Guide Sheets, contains the subjects DOD fire fighters are required to know in order to perform duties and receive/achieve the Fire Officer IV certification level. This volume outlines all requirements set forth in NFPA Standard 1021 (1992 Edition) 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.

Special Information: Course 10214 is not mandatory for Air Force skill level upgrade training. The prerequisite for this course is 10213 - Fire Officer III. Candidates are required to complete this course in 12 months.

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 10214G which has a computer-based final exam.

10214G-Fire Officer IV (with a Computer-Based Final Exam)

1 Volume: Activated Sep 00

Hours: Volume - 12 CE - 3

Points: Volume - 4 CE - 1

Content: Volume 1, Instructor Guide Sheets, contains the subjects DOD fire fighters are required to know in order to perform duties and receive/achieve the Fire Officer IV certification level. This volume outlines all requirements set forth in NFPA Standard 1021 (1992 Edition) 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.

NOTE: The only difference between this course and course number 10214 is that the course final exam is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: Course 10214 is not mandatory for Air Force skill level upgrade training. The prerequisite for this course is 10213 - Fire Officer III. Candidates are required to complete this course in 12 months.

10411 - Fire Instructor I

1 Volume: Activated April 2001

Hours: Volume - 27 CE - 6

Points: Volume - 9 CE - 2

Content: This course is designed to give you the requirements and references required to obtain certification for Fire Instructor I, based on *NFPA 1041: Standard for Fire Service Instructor Professional Qualifications*, 1996 edition.

10411G – Fire Instructor I

1 Volume: Activated – July 2004

Hours: Volume – 27 CE - 6

Points: Volume – 9 CE – 2

Content: This course is designed to give you the requirements and references required to obtain this certification. These requirements are based on *NFPA 1041: Standard for Fire Service Instructor Professional Qualifications*, 1996 edition. Due to the unique nature of the NFPA Job Performance Requirements (JPR) format many topics appear to be or tend to be repeated.

10411M/S - Fire Instructor I - Multimedia

1 Volume – CD-ROM: Activated – August 2003

Hours: Volume - 27 CE - 6

Points: Volume - 9 CE - 2

Content: This course is designed to give you the requirements and references required to obtain certification for Fire Instructor I, based on *NFPA 1041: Standard for Fire Service Instructor Professional Qualifications*, 1996 edition.

57170E-Fire Officer II (AFSC 3E771)

1 Volume: Activated May 94

Hours: Volume - 90 CE - 24

Points: Volume - 30 CE - 8

Content: Volume 1, Instructor Guide Sheets, contains the subjects DOD fire fighters are required to know in order to perform duties and receive/achieve the Fire Officer II certification level. This volume outlines all requirements set forth in NFPA Standard 1021 (1992 Edition) 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.

Special Information: Courses 57170E or 57170K are not mandatory for Air Force skill level upgrade training. The prerequisites for this course are 57170A - Fire Officer I and 57170B or H - Fire Service Instructor I. Candidates are required to complete this course in 12 months.

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 57170K which has a computer-based final exam.

57170K-Fire Officer II (AFSC 3E771) (with a Computer-Based Final Exam)

1 Volume: Activated Sep 00

Hours: Volume - 90 CE - 24

Points: Volume - 30 CE - 8

Content: Volume 1, Instructor Guide Sheets, contains the subjects DOD fire fighters are required to know in order to perform duties and receive/achieve the Fire Officer II certification level. This volume outlines all requirements set forth in NFPA Standard 1021 (1992 Edition) 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.

NOTE: The only difference between this course and course number 57170E is that the course final exam is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: Courses 57170E or 57170K are not mandatory for Air Force skill level upgrade training. The prerequisites for this course are 57170A - Fire Officer I and 57170B or H - Fire Service Instructor I. Candidates are required to complete this course in 12 months.

10412-Fire Service Instructor II

1 Volume: Activated Jun 95

Hours: Volume - 27 CE - 6

Points: Volume - 9 CE - 2

Content: Volume 1, Instructor Guide Sheets, contains the subjects DOD fire fighters are required to know in order to perform duties and achieve the Fire Service Instructor II certification level. This volume outlines all requirements set forth in NFPA Standard 1041 (1992 Edition) Fire Service Instructor Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Special Information: Course 10412 is not mandatory for Air Force skill level upgrade training. For personnel who have not previously received a DOD Fire Instructor I certification certificate, course 57170B is a prerequisite to course 10412. Candidates are required to complete this course in 12 months.

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 10412G which has a computer-based final exam.

10412G-Fire Service Instructor II (with a Computer-Based Final Exam)

1 Volume: Activated Sep 00

Hours: Volume - 27 CE - 6

Points: Volume - 9 CE - 2

Content: Volume 1, Instructor Guide Sheets, contains the subjects DOD fire fighters are required to know in order to perform duties and achieve the Fire Service Instructor II certification level. This volume outlines all requirements set forth in NFPA Standard 1041 (1992 Edition) Fire Service Instructor Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

NOTE: The only difference between this course and course number 10412 is that the course final exam is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: For personnel who have not previously received a DOD Fire Instructor I certification certificate, course 57170B is a prerequisite to course 10412. Candidates are required to complete this course in 12 months.

10413-Fire Service Instructor III

1 Volume: Activated Jun 95

Hours: Volume - 27 CE - 6

Points: Volume - 9 CE - 2

Content: Volume 1, Instructor Guide Sheets, contains the subjects DOD fire fighters are required to know in order to perform their duties and achieve the Fire Service Instructor III certification level. This volume outlines all requirements set forth in NFPA Standard 1041 (1992 Edition) Fire Service Instructor Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Special Information: For personnel who have not previously received a Fire Instructor I and II certification, courses 57170B and 10412 are prerequisites to 10413. Candidates are required to complete this course in 12 months.

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 10413G which has a computer-based final exam.

10413G-Fire Service Instructor III (with a Computer-Based Final Exam)

1 Volume: Activated Dec 00

Hours: Volume - 27 CE - 6

Points: Volume - 9 CE - 2

Content: Volume 1, Instructor Guide Sheets, contains the subjects DOD fire fighters are required to know in order to perform their duties and achieve the Fire Service Instructor III certification level. This volume outlines all requirements set forth in NFPA Standard 1041 (1992 Edition) Fire Service Instructor Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

NOTE: The only difference between this course and course number 10413 is that the course final exam is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: For personnel who have not previously received a Fire Instructor I and II certification, courses 57170B and 10412 are prerequisites to 10413. Candidates are required to complete this course in 12 months.

10612-Public Safety Telecommunicator I/II

1 Volume: Activated – May 2003

Hours: Volume – 9 CE – 4

Points: Volume – 3 CE – 1

Content: This course is designed to give you the requirements and references required to obtain this certification. These requirements are based on National Fire Protection Association (NFPA) 1061: *Standard for Professional Qualifications for Public Safety Telecommunicator*, 2002 edition. The relevant NFPA objective is listed in each section of the certification materials. Each section is to be used in conjunction with the NFPA standard to ensure all information is covered.

10612G-Public Safety Telecommunicator I/II

1 Volume: Activated – May 2003

Hours: Volume – 9 CE – 4

Points: Volume – 3 CE – 1

Content: This course is designed to give you the requirements and references required to obtain this certification. These requirements are based on National Fire Protection Association (NFPA) 1061: *Standard for Professional Qualifications for Public Safety Telecommunicator*, 2002 edition. The relevant NFPA objective is listed in each section of the certification materials. Each section is to be used in conjunction with the NFPA standard to ensure all information is covered.

47201-Hazardous Materials (Awareness)

1 Volume: Activated Mar 00

Hours: Volume - 9 CE - 3

Points: Volume - 3 CE - 1

Content: Volume 1, Instructor Guide Sheets/Performance Tests, contains the subjects DOD personnel are required to know in order to perform their duties and achieve the Hazardous Materials Awareness certification level. This volume outlines all requirements set forth in NFPA Standard 472 (1997 Edition) Professional Competence for Responders to Hazardous Materials Incidents. Because of the limited number of performance test items in this course, they have been included in this volume. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Special Information: This course is a prerequisite to course 47202 or 47202G unless the candidate is already DOD certified at this level.

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 47201G which has a computer-based final exam.

47201G-Hazardous Materials (Awareness) (with a Computer-Based Final Exam)

1 Volume: Activated Sep 00

Hours: Volume - 9 CE - 3

Points: Volume - 3 CE - 1

Content: Volume 1, Instructor Guide Sheets/Performance Tests, contains the subjects DOD personnel are required to know in order to perform their duties and achieve the Hazardous Materials Awareness certification level. This volume outlines all requirements set forth in NFPA Standard 472 (1997 Edition) Professional Competence for Responders to Hazardous Materials Incidents. Because of the limited number of performance test items in this course, they have been included in this volume. The Performance Test Supplement provides detailed performance test information for

candidate evaluations and includes the elements, steps, and standards to which they must be performed.

NOTE: The only difference between this course and course number 47201 is that the course final exam is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: This course is a prerequisite to course 47202 or 47202G unless the candidate is already DOD certified at this level.

47201M-Hazardous Materials Awareness Emergency Response Training

1 Volume: Activated Jan 01

Hours: Volume - 9 CE - 3

Points: Volume - 3 CE - 1

Content: This interactive multimedia CD-ROM contains the subjects DOD personnel are required to know in order to perform their duties and achieve the Hazardous Materials Awareness certification level. This CD-ROM outlines all requirements set forth in NFPA Standard 472 (1997 Edition) Professional Competence for Responders to Hazardous Materials Incidents. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

NOTE: This course is an electronic based course with a paper based course final exam.

Special Information: This course is a prerequisite to course 47202, 47202G, 47202M, or 47202S unless the candidate is already DOD certified at this level. **NOTE:** Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 47201G or 47201S, which have a computer-based final exam.

47202-Hazardous Material (Operations)

1 Volume: Activated Mar 00

Hours: Volume - 15 CE - 3

Points: Volume - 5 CE - 1

Content: Volume 1, Instructor Guide Sheets, contains the subjects DOD personnel are required to know in order to perform their duties and achieve the Hazardous Materials Operations certification level. This volume outlines all requirements set forth in NFPA Standard 472 (1997 Edition) Professional Competence for Responders to Hazardous Materials Incidents. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must perform.

Special Information: This course is a prerequisite to courses 47203 or 47203G and 47205 or 47205G.

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 47202G which has a computer-based final exam.

47202G-Hazardous Material (Operations) (with a Computer-Based Final Exam)

1 Volume: Activated Dec 00

Hours: Volume - 15 CE - 3

Points: Volume - 5 CE - 1

Content: Volume 1, Instructor Guide Sheets, contains the subjects DOD personnel are required to know in order to perform their duties and achieve the Hazardous Materials Operations certification level. This volume outlines all requirements set forth in NFPA Standard 472 (1997 Edition)

Professional Competence for Responders to Hazardous Materials Incidents. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must perform.

NOTE: The only difference between this course and course number 47202 is that the course final exam is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: This course is a prerequisite to courses 47203 or 47203G and 47205 or 47205G.

47202M-Hazardous Materials/Operations Emergency Response Training

1 Volume: Activated Jan 01

Hours: Volume - 24 CE - 6

Points: Volume - 8 CE - 2

Content: This interactive multimedia CD-ROM contains the subjects DOD personnel are required to know in order to perform their duties and achieve the Hazardous Materials Operation certification level. This CD-ROM outlines all requirements set forth in NFPA Standard 472 (1997 Edition) Professional Competence for Responders to Hazardous Materials Incidents. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must perform.

NOTE: This is an electronic based course with a paper based course final exam.

Special Information: This course is a prerequisite to courses 47203, 47203G, 47203M or 47203S and 47205, 47205G, 47205M or 47205S.

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 47202G or 47202S which have a computer-based final exam.

47203-Hazardous Materials (Technician)

1 Volume: Activated Mar 00

Hours: Volume - 24 CE - 6

Points: Volume - 8 CE - 2

Content: Volume 1, Instructor Guide Sheets, contains the subjects DOD personnel are required to know in order to perform duties and achieve the Hazardous Materials Operations certification level. This volume outlines all requirements set forth in NFPA Standard 472 (1997 Edition) Professional Competence for Responders to Hazardous Materials Incidents. The Performance Test Supplement provides detailed performance test information for candidate evaluation and includes elements, steps, and standards to which they must perform.

Special Information: See course 47202 or 47202G for prerequisite information.

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 47203G which has a computer-based final exam.

47203G-Hazardous Materials (Technician) (with a Computer-Based Final Exam)

1 Volume: Activated Sep 00

Hours: Volume - 42 CE - 12

Points: Volume - 14 CE - 4

Content: Volume 1, Instructor Guide Sheets, contains the subjects DOD personnel are required to know in order to perform duties and achieve the Hazardous Materials Operations certification level. This volume outlines all requirements set forth in NFPA Standard 472 (1997 Edition) Professional Competence for Responders to Hazardous Materials Incidents. The Performance Test Supplement provides detailed performance test information for candidate evaluation and includes elements, steps, and standards to which they must perform.

NOTE: The only difference between this course and course number 47203 is that the course final exam is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: See course 47202 or 47202G for prerequisite information.

47203M-Hazardous Materials Technician Emergency Response Training

11 Volumes: Activated May 01

Hours: Volume - 42 CE - 12

Points: Volume - 14 CE - 4

Content: This interactive multimedia CD-ROM contains the subjects DOD personnel are required to know in order to perform duties and achieve the Hazardous Materials Technician certification level. This volume outlines all requirements set forth in NFPA Standard 472 (1997 Edition) Professional Competence for Responders to Hazardous Materials Incidents. The Performance Test Supplement provides detailed performance test information for candidate evaluation and includes elements, steps, and standards to which they must perform.

Special Information: See course 47202, 47202G or 47202M for prerequisite information.

NOTE: This is an electronic-based course with a paper-based course final exam.

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 47203G, which has a computer-based final exam.

47205-Hazardous Materials (Incident Commander)

1 Volume: Activated Mar 00

Hours: Volume - 6 CE - 3

Points: Volume - 2 CE - 1

Content: Volume 1, Instructor Guide Sheets/Performance Tests, contains the subjects DOD personnel are required to know in order to perform duties and achieve the Hazardous Materials Incident Commander certification. This volume outlines all requirements set forth in NFPA Standard 472 (1997 Edition) Professional Competence for Responders to Hazardous Materials Incidents. Because of the limited number of performance test items in this course, they have been included in this volume. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Special Information: See course 47202 or 47202G for prerequisite information.

NOTE: Where CerTest computer-based testing is available at the AFIADL test control facility, the student must be enrolled in Course 47205G which has a computer-based final exam.

47205G-Hazardous Materials (Incident Commander) (with a Computer-Based Final Exam)

1 Volume: Activated Dec 00

Hours: Volume - 18 CE - 6

Points: Volume - 6 CE - 2

Content: Volume 1, Instructor Guide Sheets/Performance Tests, contains the subjects DOD personnel are required to know in order to perform duties and achieve the Hazardous Materials Incident Commander certification. This volume outlines all requirements set forth in NFPA Standard 472 (1997 Edition) Professional Competence for Responders to Hazardous Materials Incidents. Because of the limited number of performance test items in this course, they have been included in this volume. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

NOTE: The only difference between this course and course number 47205 is that the course final exam is taken using the CerTest Computer-Based Testing Program at an AFIADL Test Control Facility.

Special Information: See course 47202 and/or 47202G for prerequisite information.

(3H) Historian

3H051M-Historian Journeyman (Multimedia CD-ROM)

1 Volume: Activated Dec 97; Revised May 1999

Hours: Volumes - 18 CE - 3

Points: Volumes - 6 CE - 1

CD Multimedia Course: 3H051M, Historian multimedia CD-ROM, was activated on 22 Dec 97 and Version 2 was activated on 12 May 1999 and is open for enrollment. There is no equivalent paper-based CDC. The Historian Journeyman consists of one volume with twelve lessons. Enrollment must be accomplished through BLPS for all active duty Air Force, Guard, and Reserve personnel. AFIADL Form 23 can be used for all other categories. The student has a 12-month time limit to complete the course. The course exams will be paper-based.

System Requirements:

Minimum:

- IBM Compatible Computer with a 486SX CPU operating at 66 MHz
- 8Mb of RAM
- WINDOWS 3.1
- VGA monitor
- 256 color capable video card
- four-speed or greater CD-ROM drive
- 16-bit sound card
- keyboard
- mouse.

Recommended:

- IBM compatible computer with a 586DX CPU operating at 100 MHz or faster
- 8 Mb of RAM
- WINDOWS 3.1 or WINDOWS 95

- SVGA monitor
- 1Mb video card
- four-speed CD-ROM drive
- sound card and speakers or a headset
- Internet capability (Internet is not required for course completion.)
- mouse

NOTE: Audio capability is required since sound is used throughout the course.

For Information/Help: Concerning program administration, call TSgt Mark Stanley (CPD/HO) at DSN 493-2322 or answering machine at DSN 493-7879, commercial 334-953-7879, or AFIADL Team 2 at DSN 596-4985, commercial 334-416-4985. Concerning technical questions on the CD-ROM, call TSgt Stanley.

(3M) Morale, Welfare, Recreation, & Services

3M051A-Services Journeyman

2 Volumes: Activated Apr 98; Revised Jun 01

Hours: Volumes - 15 CE - 3

Points: Volumes - 5 CE - 1

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Content: Volume 1 pertains to the Service Core Training concepts. Volume 2 covers fundamentals of food preparation, menu planning, troop support, PC troop, and prime vendor.

Special Information: CDC 3M051A is a prerequisite for enrollment in CDC 3M051B. Both CDCs 3M051A and 3M051B must be completed within one year.

3M051B-Services Journeyman

3 Volumes: Activated Apr 98; Revised Jun 01

Hours: Volumes - 33 CE - 9

Points: Volumes - 11 CE - 3

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Content: Volume 1 deals with readiness. Volume 2 contains information on lodging operations. Volume 3 pertains to safety, fitness center operations, sports, equipment, and nutrition.

Special Information: CDC 3M051A is a prerequisite for enrollment in CDC 3M051B. Both CDCs 3M051A and 3M051B must be completed within one year.

3M071A-Food Service Craftsman

1 Volume: Revised December 96; Revised Jun 01

Hours: Volume - 15 CE - 3

Points: Volume - 5 CE - 1

Content: The subjects covered in this volume range from food service management, menu planning, storeroom operations, and accounting and supervisor management principles, and on to protection of assets and training and professional development. This activity-specific course must be successfully completed in order for you to be upgraded to the 7-skill level.

3M071B-Readiness Craftsman

1 Volume: Revised Apr 98; Revised Jun 01

Hours: Volume - 18 CE - 6

Points: Volume - 6 CE - 2

Content: The subjects covered in this volume range from readiness, to beddown, to mortuary affairs and honor guard. Also, the subjects of inventory, protection of assets, and training are discussed in an effort to cover some of those core areas of Services.

3M071C-Fitness Craftsman

1 Volume: Revised Apr 98; Revised Jun 01

Hours: Volume - 12 CE - 3

Points: Volume - 4 CE - 1

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Content: The subjects covered in this volume include fitness management, equipment management, program goals, program objectives, contracts, training, and professional development.

Special Information: CDC 3M071A is a prerequisite to enroll in CDC 3M071C.

3M071D-Lodging Craftsman

1 Volume: Revised Apr 98; Revised Jun 01

Hours: Volume - 15 CE - 3

Points: Volume - 5 CE - 1

Content: This course covers quarters management; utilization, utilization reports, quality control, and commercial quarters. Discusses front desk management and protection of assets; front desk reports, refunds, lost and found procedures, and making deposits. Covers financial management subjects like lodging fund matrix, command lodging fund, rate determination, advance payments, and accounts receivable along with managing imprest funds. Manpower requirements, manpower utilization and position standards are also discussed. Finally, we will discuss the CFETP, TEAMS and training responsibilities along with a little info concerning the new STEP program.

(3N) Public Affairs**3N051-Public Affairs Journeyman**

2 Volumes: Activated Oct 00; Revised May 2003

Hours: Volumes - 27 CE - 9

Points: Volumes - 6 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

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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**

5 Volumes: Activated Feb 1999; Revised May 2000

Hours: Volumes - 75 CE - 18

Points: Volumes - 25 CE - 6

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Content: Volume 1 ranges from the history of the security force to military law to traffic management. Volume 2 covers programs response situations and protection measures associated with protecting our warfighting assets. Volume 3 deals with combat skills needed for force protection. Volume 4 covers how to utilize certain security force equipment. Volume 5 presents some of the different types of weapons you may encounter within security forces.

3P051C-Combat Arms Journeyman

3 Volumes: Activated Jan 99

Hours: Volume - 33 CE - 9

Points: Volume - 11 CE - 3

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 on which you provide training. 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: Activated Dec 98

Hours: Volume - 15 CE - 3

Points: Volume - 5 CE - 1

Content: This one volume course deals with the military working dog (MWD) program. It covers various aspects of this unique security forces program.

3P071-Security Forces Craftsman

4 Volumes: Activated Jul 96; Revised Volume 3 Jun 2000

Hours: Volume - 69 CE - 18

Points: Volume - 23 CE - 6

Content: Volume 1 covers general security force knowledge; the Use of Force Model; military authority and jurisdiction; general security forces operations; security programs; and weapons systems and resource security. Volume 2 discusses land navigation and communications skills. Volume 3 pertains to equipment and skills that multiply and enhance our ability to take the fight to the enemy. Volume 4 covers ground combat skills.

(3S) Mission Support

3S051A-Personnel Journeyman

3 Volumes: Revised Jul 97; Revised Apr 2002

Hours: Volumes - 33 CE - 9

Points: Volumes - 11 CE - 3

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Content: Volume 1 covers the Personnel Career Field, Disclosure of Information, Systems Fundamentals, Personnel Concept-III (PC-III), Personnel Readiness Functions and Sustainment Functions. Volume 2 contains information on Commanders Support Staff Functions and Programs. Volume 3 discusses Customer Service: Management Functions, Customer Assistance and Referral, Personal Affairs Assistance Programs, and Air Force Casualty Services Programs.

3S051B-Personnel Journeyman

3 Volumes: Revised Dec 97; Revised October 2002

Hours: Volumes - 42 CE - 12

Points: Volumes - 14 CE - 4

Content: Volume 1 introduces you to Air Force Promotion Programs, examines the officer and enlisted performance report programs, discusses programs associated with reenlistment, covers Air Force Awards and Decorations Programs, and discusses miscellaneous Career Enhancement Programs. Volume 2 provides you with information on the functions you will perform and the programs you will manage while assigned to Personnel Relocations in the Military Personnel Flight (MPF). Volume 3 covers the Air Force Classification System and discusses various personnel employment functions.

3S171-Military Equal Opportunity and Treatment Craftsman

3 Volumes: Activated Jul 1999

Hours: Volumes - 48 CE - 12

Points: Volumes - 16 CE - 4

Special Information: This course is paper-based. While not a prerequisite, we recommend you take 3S171 before enrolling in 3S171M. Successful completion of both courses is required for upgrade to 7-level. Copyright Material and For Official Use Only. SALE RESTRICTED to Department of Defense Personnel

Content: Volume 1 discusses the implementation and management of the Military Equal Opportunity (MEO) Career Program. Volume 2 covers personal growth and professional development through various means. Volume 3 discusses the organization and performance of duties relating to the activities of an MEO.

3S171M-Military Equal Opportunity Craftsman (CD-ROM)

1 Volume: Activated Jun 2002

Hours: Volumes - 9 CE - 3

Points: Volumes - 3 CE - 1

Special Information: This course is on CD-ROM. While not a prerequisite, we recommend you take 3S171 before enrolling in 3S171M. Successful completion of both courses is required for upgrade to 7-level. Copyrighted Material and For Official Use Only. SALE RESTRICTED to Department of Defense Personnel

Content: Disk 1 contains information on the interview process, formal and informal complaints, and unit climate assessments. Helpful hints and a list of resources are also included. Disk 2 contains review questions.

3S251-Education and Training Manager Journeyman

2 Volumes: Activated Mar 01

Hours: Volumes - 30 CE - 9

Points: Volumes - 10 CE - 3

Content: Volume 1 contains workcenter training analysis and deals with design training objectives and measurement devices. Volume 1 also talks about training development, implementing and evaluating workcenter training, unit education and training program administration and management, base and major command education and training functions and automation. Maintenance education and training functions are also covered. Volume 2 covers education programs, services, and opportunities, as well as financial assistance programs.

73470B-Social Actions Craftsman (Substance Abuse Control) (AFSC 3S171B)

2 Volumes: Revised Jun 90

Hours: Volumes - 45 CE - 12

Points: Volumes - 15 CE - 4

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Content: Volume 1 covers social actions career field, personal growth and development, communications skills, staff assistance visits, and referral/support resources. Volume 2 outlines the operations of the substance abuse control program.

3U051-Manpower Journeyman

4 Volumes: Activated May 2002

Hours: Volumes - 60 CE - 15

Points: Volumes - 20 CE - 5

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 an opportunity to reinforce rudimentary knowledge.

(3V) Visual Information

3V051-Visual Information Journeyman

4 Volumes: Activated Feb 96

Hours: Volumes - 60 CE - 15

Points: Volumes - 20 CE - 5

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Content: Volume 1 covers basic tools and equipment, projection equipment, video equipment, and contingency operations visual information products. Volume 2 discusses fundamentals of drawing, human form, perspective, and composition and layout. Volume 3 covers visual communications. Volume 4 covers the study of a new science, creating art, printed output, and support tools.

3V052-Visual Information Photography Specialty

5 Volumes: Activated Jan 96

Hours: Volumes - 84 CE - 21

Points: Volumes - 28 CE - 7

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Content: Volume 1 discusses security, the hazard communication program, photographic administration, and the principles of basic math. Volume 2 covers the theory of light, existing and supplemental light, and photographic lenses and filters. Volume 3 discusses composition, planning photographic assignments, maintenance of equipment, documentary photography, studio photography, and reproduction. Volume 4 talks about black and white and color films, processing, printing, finishing, and quality control procedures. Volume 5 covers electronic imaging and armament delivery recording.

3V053-Visual Information Production-Documentation Journeyman

3 Volumes: Activated Feb 96; Revised Dec 00

Hours: Volumes - 60 CE - 15

Points: Volumes - 20 CE - 5

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Content: Volume 1 covers motion-media operator fundamentals. Volume 2 discusses elementary motion media procedures and associated principles. Volume 3 covers combat camera documentation and visual information support.

Medical

Bioenvironmental Engineering

4B051M-Bioenvironmental Engineering Basics

3 Volumes: Activated Jan 98

Hours: Volumes - 51 CE - 12

Points: Volumes - 17 CE - 4

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CDC Multimedia Course: 4B051M, Bioenvironmental Engineering Basics (Journeyman) multimedia CD-ROM was activated on 26 Jan 98 and is open for enrollment. There is no equivalent paper-based CDC. The BEE Basics Journeyman course consists of 3 volumes on a single disk. Enrollments must be accomplished through BLPS for all active duty Air Force, Guard, and Reserve

personnel. AFIADL Form 23 can be used for all other categories. The student has a 12-month time limit to complete the course. The course exams are paper-based.

Systems Requirements:

Minimum:

- IBM compatible computer
- Intel 486(Trademark) Processor @ 33 MHz
- 4 MB of total system RAM
- At least 4 MB of free hard disk space
- 256-color VGA video subsystem
- 500 KB free conventional memory
- 2x CD-ROM drive
- Color VGA monitor
- Sound card, speakers or headset,
- mouse
- MS-DOS 5.0 and Microsoft Windows 3.1
- A Web browser (Netscape Navigator or MS Internet Explorer)

For Information/Help: Concerning program administration, call DSN 240-3207 or 240-3767, commercial (210) 536-3207, or AFIADL Team 2 at DSN 240-2385, commercial (334) 536-2385. Concerning technical questions on the CD-ROM, call DSN 240-3207.

4B051N-Bioenvironmental Engineering Journeyman (Occupational Health)

3 Volumes: Activated Feb 1999

Hours: Volumes - 57 CE - 12

Points: Volumes - 19 CE - 4

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CDC Multimedia Course: 4B051N, Bioenvironmental Engineering Journeyman-Occupational Health multimedia CD-ROM was activated on 01 Feb 1999 and is open for enrollment. There is no equivalent paper-based CDC. The BEE Journeyman course consists of 3 volumes on a single disk. Enrollments must be accomplished through BLPS for all active duty Air Force, Guard, and Reserve personnel. AFIADL Form 23 can be used for all other categories. The student has a 12-month time limit to complete the course. The course exams are paper-based.

Systems Requirements:

Minimum:

- IBM compatible computer
- Intel 486(Trademark) Processor @ 33 MHz
- 4 MB of total system RAM
- At least 4 MB of free hard disk space
- 256-color VGA video subsystem
- 500 KB free conventional memory

- 2x CD-ROM drive
- Color VGA monitor
- Sound card, speakers or headset, and mouse
- MS-DOS 5.0 and Microsoft Windows 3.1
- A Web browser (Netscape Navigator or MS Internet Explorer)

For Information/Help: Concerning program administration, call DSN 240-3776 or 240-3767, commercial (210) 536-3776, or AFIADL Team 2 at DSN 596-4985, commercial (334) 416-4985. Concerning technical questions on the CD-ROM, call DSN 240-3767.

4B051O-Bioenvironmental Engineering Journeyman (Environmental Protection)

2 Volumes: Activated Apr 2000

Hours: Volumes - 39 CE - 9

Points: Volumes - 13 CE - 3

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CDC Multimedia Course: 4B051O, Bioenvironmental Engineering Journeyman-Environmental Protection multimedia CD-ROM was activated on 10 Apr 2000 and is open for enrollment. There is no equivalent paper-based CDC. The BEE Journeyman course consists of 2 volumes on a single disk. Enrollments must be accomplished through BLPS for all active duty Air Force, Guard, and Reserve personnel. AFIADL Form 23 can be used for all other categories. The student has a 12-month time limit to complete the course. The course exams are paper-based.

Systems Requirements:

Minimum:

- IBM compatible computer
- Intel 486(Trademark) Processor @ 33 MHz
- 4 MB of total system RAM
- At least 4 MB of free hard disk space
- 256-color VGA video subsystem
- 500 KB free conventional memory
- 2x CD-ROM drive
- Color VGA monitor
- Sound card, speakers or headset, and mouse
- MS-DOS 5.0 and Microsoft Windows 3.1
- A Web browser (Netscape Navigator or MS Internet Explorer)

For Information/Help: Concerning program administration, call DSN 240-3776 or 240-3767, commercial (210) 536-3776, or AFIADL Team 2 at DSN 596-4985, commercial (334) 416-4985. Concerning technical questions on the CD-ROM, call DSN 240-3767.

4B051P-Bioenvironmental Engineering Journeyman (Special Programs)

4 Volumes: Activated Jun 2000

Hours: Volumes - 54 CE - 15

Points: Volumes - 18 CE - 5

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CDC Multimedia Course: 4B051P, Bioenvironmental Engineering Journeyman-Special Programs multimedia CD-ROM was activated on 20 Jun 2000 and is open for enrollment. There is no equivalent paper-based CDC. The Bioenvironmental Engineering Journeyman course consists of four volumes with fifty-eight lessons. Enrollment must be accomplished through BLPS for all active duty Air Force, Guard, and Reserve personnel. AFIADL Form 23 can be used for all other categories. The student has a 12-month time limit to complete this course. There will be a course exam given at the end of each course. The course exams are paper-based.

Systems Requirements:**Minimum:**

- IBM compatible computer pentium
- CPU operating at 100 MHz
- 16 Mb of RAM, WINDOWS 95 or higher
- VGA monitor
- 256 color capable video card
- four-speed or greater CD-ROM drive
- 16-bit sound card
- must be able to run Netscape Navigator 4
- Microsoft Internet Explorer 4 or better browser.

Recommended:

- IBM compatible computer with a 586DX CPU operating at 200 MHz or faster
- 32 Mb of RAM
- WINDOWS 98
- SVGA monitor
- 1 Mb video card
- eight-speed CD-ROM drive
- sound card and speakers or a headset
- mouse.

NOTE: Audio capability is required since sound is used throughout the course.

For Information/Help: Concerning program administration, call DSN 240-1470, commercial (210) 536-1470, or DSN 240-3940, commercial (210) 536-3940 or AFIADL Team 2 at DSN 596-4985, commercial (334) 416-4985. Concerning technical questions on the CD-ROM, call DSN 240-3767.

Diagnostic Imaging**4R051-Diagnostic Imaging Journeyman**

5 Volumes: Activated Mar 1997

Hours: Volumes - 105 CE - 27

Points: Volumes - 35 CE - 9

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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 Jan 2002

Hours: Volumes – 63 CE – 15

Points: Volumes – 21 CE - 5

Content: Volume 1 introduces and explores the different tasks and functions in the career field. Volume 2 covers primary care management, appointment protocol, patient administration, outpatient medical records, and medical evaluation boards. Volume 3 continues with patient care, covering admissions and dispositions processing, medical record coding, and inpatient administration and medical records. Volume 4 is about alternate sources such as aeromedical evaluation and TRICARE. Finally, Volume 5 discusses resource management.

4A051B-Health Services Management Journeyman

3 Volumes: Revised May 1999

Hours: Volumes - 33 CE - 9

Points: Volumes - 11 CE - 3

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Content: Volume 1 covers various duties and responsibilities in outpatient services and aeromedical evacuation. Volume 2 looks at tasks supporting inpatient care and the aeromedical evacuation of patients. Volume 3 introduces you to the Department of Defense (DOD) Managed Care System.

4A051C-Health Services Management Journeyman

2 Volumes: Activated April 96; Revised June 1999

Hours: Volumes - 12 CE - 3

Points: Volumes - 4 CE - 1

Content: Volume 1 covers financial management and budgeting, the medical service account and the associated systems functions, subsistence accounting and the Third Party Collection Program, and method improvement programs. Volume 2 discusses the Air Force manpower management program, Quality Air Force concept, worldwide workload report, and the Medical Expense and Performance Reporting System and the Expense Assignment System III.

4A071-Health Services Management Supervisor

4 Volumes: Activated Feb 2002

Hours: Volumes – 42 CE – 11

Points: Volumes – 14 CE - 3

Content: Volume 1 discusses patient administration tasks to include verifying eligibility, appointment protocols, Secretary of the Air Force Designee Program, and sensitive duties functions; covers Composite Health Care System (CHCS) and deals with automated medical functions; outpatient medical records and discussions of in- and out-processing procedures, audits and retirement actions, quality control, and coding diagnoses and procedures; deals with inpatient medical records and concentrates on quality control and coding diagnoses and procedures. Volume 2

introduces the DOD managed care system. Volume 3 deals with financial management and budgeting including consolidating resource requirements, medical budget, cost center managers, and end-of-year closeout; uniform business office (UBO); and the World-Wide Workload Report (WWR) and how this report is very important to the medical treatment facility. Volume 4 covers various duties and responsibilities of health services management craftsmen in resource management and medical readiness.

Medical Material

4A151-Medical Materiel Journeyman

4 Volumes: Revised Jan 98; Revised Sep 2002

Hours: Volumes - 78 CE - 18

Points: Volumes - 26 CE - 6

Content: Volume 1 introduces fundamentals of medical materiel in the areas of resource management-property responsibilities, and funds control; as well as familiarization with external organizations and basic computer terminology, security, and operation. Volume 2 covers customer account management and research. Volume 3 offers a general view of storage and distribution operations, environment of care topics in safety, hazardous materials and medicinal gases; as well as controlled item, excess materiel and general inventory management and procedures. Volume 4 covers the specialized medical materiel tasks of medical equipment and war reserve materiel management.

4A171-Medical Materiel Craftsman

2 Volumes: Activated Dec 2002

Hours: Volumes – 42 CE – 12

Points: Volumes – 14 CE - 4

Contents: Volume 1 covers information on acquisition and inventory management. Volume 2 deals with several specialized operations including equipment management, contract management, facility management, war reserve materiel, and manpower.

Mental Health

4C051-Mental Health Service Journeyman

4 Volumes: Activated November 1996

Hours: Volumes - 75 CE - 18

Points: Volumes - 25 CE - 6

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Content: Volume 1 covers the mission, functions, and organization of the USAF medical service; standards, ethics, and legal considerations; maintaining a therapeutic environment; medical materiel; and communicating in the medical profession. Volume 2, *Mental Health Fundamentals*, provides information on the basic concepts of human growth and development. Volume 3 covers body structure and function and mental health nursing care for patients with common medical conditions. Volume 4 covers therapeutic interventions and programs.

4C071-Mental Health Craftsman

3 Volumes: Activated September 2004

Hours: Volumes – 30 CE – 9

Points: Volumes – 10 CE – 3

Content: Volume 1 covers the diversity and the counseling relationship, a study of selected diagnosis, and conclude with specific skills for patient evaluation. Volume 2 and 3 provide you with

the tools necessary to conduct evaluation and counseling sessions beneficial to treatment outcomes. This includes legal and ethical issues, and appropriate treatment goal setting.

Occupational & Physical Therapy

4J071-Occupational/Physical Therapy Craftsman

1 Volume: Activated Sep 97

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

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 Oct 95; Revised Feb 2003

Hours: Volumes - 48 CE - 12

Points: Volumes - 16 CE - 4

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Content: Volume 1 covers the mission, function, the USAF Medical Service, and the pharmacy's role within the organization. Volume 2 covers pharmacy practice standards, to include Air Force Organization (JCAHO), which is the medical accrediting agency, also, administrative functions, such as filling out forms, files, and reports. Volume 3 covers how to determine the requirements for supplies and inventory, and set stock levels. Volume 4 covers information on critical pharmacy skills.

Special Information: 4P051A is a prerequisite for 4P051B.

4P051B-Pharmacy Journeyman

5 Volumes: Activated July 96; Revised Aug 2000

Hours: Volumes - 75 CE - 18

Points: Volumes - 25 CE - 6

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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

6 Volumes: Activated Aug 97; Revised Mar 02; Revised Nov 02

Hours: Volumes - 84 CE - 21

Points: Volumes - 28 CE - 7

Content: Volume 1 gives the basics of Public Health. Volume 2 studies the principles of epidemiology and the control of communicable diseases and medical entomology. Volume 3 deals with the Occupational Health Program, from hazards and shop evaluation to the hearing conservation and fetal protection programs. Volume 4 topics change to food inspection covering food technology, food procurement, the receipt and surveillance inspection programs, and facility sanitation. Volume 5 explains our role in contingency operations, giving historical scenarios and areas to consider in developing plans to respond to peacetime disasters or accidents and to wartime emergencies; there is also a separate unit covering field sanitation and hygiene. Volume 6 is designed to increase your knowledge of Force Health Management (FHM) which is an element within Public Health.

Air and space Physiology

4M051-Air and space Physiology Journeyman

5 Volumes: Activated Jun 94; Revised Dec 99

Hours: Volumes - 81 CE - 21

Points: Volumes - 27 CE - 7

Content: Volume 1 covers the general duties of air and space physiology personnel, safety and physical hazards, refresher training, and records management. Volume 2 discusses physiology fundamentals and how our body operates. Volume 3 discusses the hypobaric chamber, crew position responsibilities, and inspection requirements. Volume 4 covers the purpose and function of aircraft pressurization systems and procedures in the event of a system failure. Volume 5 discusses specialty areas of the career field.

Biomedical Equipment

4A251A-Biomedical Equipment Journeyman

5 Volumes: New Activation - April 2004

Initial Activation - January 1994

Hours: Volumes - 96 CE - 24

Points: Volumes - 32 CE - 8

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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.

Special Information: CDC 4A251A is a mandatory prerequisite for CDC 4A251B.

4A251B-Biomedical Equipment Journeyman

4 Volumes: Activated May 96

Hours: Volumes - 102 CE - 27

Points: Volumes - 34 CE - 9

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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.

Diet Therapy**4D051-Diet Therapy Journeyman**

4 Volumes: Activated April 96

Hours: Volumes - 87 CE - 21

Points: Volumes - 29 CE - 7

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Content: Volume 1 covers sanitation, safety and security, ethics and moral obligations, and medical readiness. Volume 2 covers principles of food preparation. Volume 3 deals with principles of nutrition and dietetics. Volume 4 introduces Nutritional Medicine Flight management practices covering all aspects of management.

Medical Laboratory**4H071-Cardiopulmonary Laboratory Craftsman**

1 Volume: Activated June 2003

Hours: Volumes - 21 CE - 6

Points: Volumes - 7 CE - 2

Content: This single volume course covers the mission, organization, function of the medical services, Medical Logistic Procedures, Cardiopulmonary Laboratory Administration, Supervision, Training, and Arterial Blood Gas Quality Control procedures.

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

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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: Activated Feb 97

Hours: Volumes - 93 CE - 24

Points: Volumes - 31 CE - 8

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Content: Volume 1 enables the reviewing of the 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, the mycobacteria, introduction to medical mycology, and the medically important fungi. 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 Jan 98

Hours: Volumes - 57 CE - 15

Points: Volumes - 19 CE - 5

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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 blood banking and the transfusion service.

Medical Service**4N051A-Aerospace Medical Service Journeyman**

4 Volumes: Activated March 2003

Hours: Volumes - 57 CE - 15

Points: Volumes - 19 CE - 5

Contents: Volume 1 covers information relating to the USAF Medical Service, management, training, professional and patient relationships, medical logistics procedures, and resource protection. Volume 2 covers the basic sciences applicable to this career field. Volume 3 covers the human anatomy and physiology. Volume 4 concentrates on infection control, patient parameters and specimen collection.

4N051B-Medical Service Journeyman

3 Volumes: New Activation - July 200

Revised - July 1999

Initial Activation - November 1995

Hours: Volumes - 63 CE - 21

Points: Volumes - 15 CE - 5

Content: Volume 1 addresses the important aspects of medication administration and fluid therapy. Volume 2 addresses a variety of patient care skills to include surgical, orthopaedic, pediatric, and mental health care. Volume 3 discusses the roles and responsibilities of the 4N0X1 personnel assigned to the medical service arena.

4N051C-Aerospace Medical Service Journeyman

2 Volumes: Activated Sep 2002

Hours: Volume - 33 CE - 9

Points: Volume - 11 CE - 3

Content: Volume 1 discusses the roles and responsibilities of the 4N0X1 in the medical service arena. Volume 2 is designed to increase knowledge of the Physical Examination and Standards (PES) section.

4N051D-Aerospace Medical Service Journeyman

4 Volumes: Activated Sep 2002

Hours: Volume - 72 CE - 18

Points: Volume - 24 CE - 6

Content: Volume 1 is dedicated to the basic sciences applicable to the Medical Service Specialist. The information presented in Volume 1 is applicable to all aspects of patient care. Volume 2 provides information regarding many of the nursing assessment and procedural skills needed by today's airman. Volume 3 addresses the important aspects of medication administration and fluid therapy. Volume 4 provides information about a wide variety of topics from orthopedic care to mental health nursing.

Ophthalmology & Optometry

4V051-Optometry Journeyman

4 Volumes: Activated May 97; Revised Dec 00

Hours: Volumes - 108 CE - 27

Points: Volumes - 36 CE - 9

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Content: Volume 1 covers the objective medical group, optometry career ladder progression, optometry security, clinic safety, tips on professional relations, scheduling of patients, optometry clinic administration, and medical logistics. Volume 2 covers the anatomy and physiology of the eye, ocular injuries and disorders, and ocular pharmacology. Volume 3 covers geometrical optics, ophthalmic optics, ordering and dispensing spectacles, and some contact lens information and procedures. Volume 4 covers many of the tasks and tests done on a daily basis to assist the health care provider (doctor).

4V051A-Ophthalmology Journeyman

1 Volume: Activated Nov 97

Hours: Volumes - 24 CE - 6

Points: Volumes - 8 CE - 2

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Content: This one volume course provides information geared specifically toward ophthalmology related tasks. It covers clinical procedures, sterile supply management, minor ophthalmic surgery and major ophthalmic surgery.

4V071-Optometry/Ophthalmology Craftsman

1 Volume: Activated Mar 97; Revised Oct 2001

Hours: Volumes - 12 CE - 3

Points: Volumes - 4 CE - 1

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Content: Volume 1, *Advanced Ocular Skills*, covers supervisor responsibilities, resource management, and clinical skills.

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 August 96

Hours: Volumes - 123 CE - 30

Points: Volumes - 41 CE - 10

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Content: Volume 1 covers the USAF Medical Service mission and organization and the roles of the surgical technician. It also discusses professional and patient relations, patient advocacy, needs and fears of patient, and positive patient relationships. Volume 2 focuses on infection control. Volume 3 covers preoperative physical preparation and care, the administration of anesthesia, and postoperative

patient care. Volume 4 discusses patient positioning, draping, and surgical routines. Volume 5 takes a look at surgical pharmacology and surgical wound management.

Special Information: CDC 4N151A is a mandatory prerequisite for enrollment in CDC 4N151B.

4N151B-Surgical Service Journeyman - Part II

4 Volumes: Activated Mar 1997

Hours: Volumes - 99 CE - 24

Points: Volumes - 33 CE - 8

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Content: Volume 1 begins the coverage of 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, the integumentary system, the musculoskeletal "framework" of the body, and the nervous system. Volume 2 continues the coverage of 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 necessary to progress through this career field.

Special Information: CDC 4N151A is a mandatory prerequisite for enrollment in CDC 4N151B.

(4Y) Dental

4Y051A-Dental Assistant Journeyman

5 Volumes: Activated May 2001

Hours: Volumes - 108 CE - 27

Points: Volumes - 36 CE - 9

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Content: Volume 1 expands knowledge of dental equipment and user equipment maintenance; presents information about the infection control program and OSHA standards, along with methods of transmission and prevention; stresses safety and health, including general safety principles as well as safety specific to dentistry. Volume 2 presents information relating to the preparation and prevention of emergency procedures, and introduces the basic clinical procedures in the dental career field. Volume 3 presents procedures, equipment, and instruments utilized for exams, general dentistry, endodontics, oral surgery, and periodontics; also outlines procedures for periodontal instrument sharpening. Volume 4 introduces common procedures, equipment, and instruments used for prosthodontics, orthodontics, and pediatric dentistry. Finally, Volume 5 presents information on radiology principles, dental radiographic film, procedures on "how to" expose radiographs, and processing radiographs; introduces the preventive dentistry program, the clinical phase of the preventive dentistry program, and family-member children's phase of the preventive dentistry program; continues with oral communication, oral prophylaxis procedures, and dental health counseling with proper diet and nutrition.

4Y051B-Dental Assistant Journeyman

3 Volumes: Activated May 2001

Hours: Volumes - 45 CE - 12

Points: Volumes - 15 CE - 4

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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

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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 April 2003

Hours: Volumes – 21 CE – 6

Points: Volumes - 7 CE – 2

Content: This one volume course covers the USAF Dental Service’s mission, function, and organization. Also, covers the administrative side of clinic management, research, procurement, and issue/turn-in of supplies and equipment.

4Y072-Dental Laboratory Craftsman

1 Volume: Activated April 2003

Hours: Volumes – 15 CE – 6

Points: Volumes - 5 CE – 2

Content: This one volume course covers the Dental Service mission, function and organization, staffing, professional relations, and dental laboratory management. Also, covers official

correspondence, dental directives, inspections, administrative files, and the Medical Expense and Performance Reporting System (MEPRS).

(5J) Paralegal

5J051-Paralegal Journeyman

4 Volumes: Activated August 2003

Hours: Volumes – 60 CE – 15

Points: Volumes – 20 CE – 5

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Content: Volume 1 discusses The Judge Advocate General's (TJAG's) Department. Volume 2 covers civil law. Volume 3 covers the myriad aspects of military justice. Volume 4 covers Air Force claims.

(5R) Chaplain Service Support

5R051-Chaplain Service Support

3 Volumes: Activated Feb 95 ; Revised Jun 2002

Hours: Volumes - 36 CE - 9

Points: Volumes - 12 CE - 3

Content: Volume 1 covers roles of the chaplain and service support personnel, such as volunteers, public information boards, and report to higher HQ. Volume 2 covers contingency operations, base exercises, natural disaster responses, wartime, and humanitarian deployments. Volume 3 covers chapel programs, how to prepare a chapel budget, and resource management system.

5R071-Chaplain Service Support Craftsman

1 Volume: Activated September 95; Revised Jul 2002

Hours: Volume - 15 CE - 3

Points: Volume - 5 CE - 1

Content: This volume, *Management of the Chaplain Program*, covers religious program support, distinct faith group practices, the area of contingencies and readiness, and various aspects of resource management.

(6C) Contracting

6C051A-Contracting Journeyman

3 Volumes: Activated Dec 97; Revised Jun 01

Hours: Volumes - 27 CE - 6

Points: Volumes - 9 CE - 2

Content: Volume 1 covers the historical background of government contracting; discusses government sovereignty, agency relationships, and basic contractual elements; and discusses the operational contracting office. Volume 2 deals with procurements made using the simplified procedures of FAR Part 13 and commercial procedures of FAR Part 12. Volume 3 covers procedures

for awarding contracts and orders for acquisitions not exceeding the simplified acquisition threshold. It also deals with the most common administrative responsibilities in the career field. **NOTE: Effective 15 October 2001, this course has a CD-ROM with multi-media enhancements.**

Special Information: CDC 6C051A is a mandatory prerequisite for enrollment in CDC 6C051B.

6C051B-Contracting Journeyman

3 Volumes: Activated Jun 98; Revised Jun 01

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 spans the entire negotiated acquisition process. 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

1 Volume: Activated April 2003

Hours: Volume – 24 CE – 6

Points: Volume – 8 CE – 2

Content: This one volume covers the Defense Finance and Accounting Service (DFAS), comptroller structure, publications and forms, and ends with certifying officials' responsibilities. Also, covers the military payroll processes, retiree and employee customer service, duty entitlements, and contingency operations in a deployed environment.

6F051B-Financial Management and Comptroller Journeyman

2 Volumes: Activated April 2003

Hours: Volume – 27 CE – 6

Points: Volume – 9 CE – 2

Content: Volume 1 covers the accounting process, document processing, management products and merged accountability and fund reporting. Also, concentrates on the cost per flying hour program, billings and collections, and other governmental accounting functions. Volume 2 covers financial management and financial analysis.

6F071-Financial Management and Comptroller Craftsman

1 Volume: Activated Aug 99; Revised Jan 2003

Hours: Volume 12 CE – 3

Points: Volume 4 CE – 1

Content: This volume covers supervisory responsibilities, management control, the planning, programming, and budgeting system and finally the economic analysis, support agreements and A-76 commercial activities.

(7S) Special Investigations

7S071-Special Investigations Craftsman

3 Volumes: Activated Aug 96; Revised May 2001

Hours: Volumes - 60 CE - 15

Points: Volumes - 20 CE - 5

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Content: Volume 1 covers the basic fundamentals and policies of liaison, use of human sources in AFOSI work, interviewing, interrogation, and consultants and special techniques. Volume 2 provides information about the core investigative areas of AFOSI's investigative mission.

Special Information: Requests to enroll in the Special Investigations CDC must be approved by HQ AFOSI/DPPT, 1535 Command Drive, Suite 6C207, Andrews AFB, MD 20762-7001.

(9S) Reporting Identifiers

9S100-Technical Applications Specialist

2 Volumes: New Activation – September 2003

Revised – July 2000

Initial Activation – August 1996

Hours: Volumes - 12 CE - 6

Points: Volumes - 4 CE - 2

NOT FOR SALE (CLASSIFIED MATERIAL)

Content: Volume 1 of this course covers general subjects for both the Applied Geophysics (9S100) and the Applied Sciences (9S200) reporting identifiers (RIs). It is common to both RI 9S100 and RI 9S200, and therefore is included in both courses. It covers mission and organization, logistic, maintenance, supply, and transportation functions, quality control, and configuration management. It also contains excerpts from the treaties our mission covers. Volumes 2 and 3 cover continuing electronics, furthering your knowledge of many aspects of analog and digital electronics.

Special Information: All queries or comments pertaining to enrollment or test administration should be addressed to Air Force Institute for Advanced Distributed Learning (AFIADL/DLS), 50 South Turner Blvd, Maxwell AFB Gunter Annex AL 36118-5643. Questions concerning course content or materials should be addressed to the 312 TRS/DOEX, 170 Griffin St., Suite 21, Goodfellow AFB, TX 76908-4213. Ensure that CLASSIFIED queries and comments or those relating to CLASSIFIED subjects remain in appropriate security channels. Classification of this course is SECRET.

Prerequisites for Enrollment: (1) PAFSC of 9S100. (2) TOP SECRET security clearance. (3) Working in an area accredited for storage of SECRET material.

The classified study volume for this course must be returned to the unit upon course completion or departure from the unit.

Specialized Courses

CAP & Reserve Forces Officer Extension Program

00013—Civil Air Patrol Senior Officer Course

4 Volumes: Revised November 1996

Hours: Volumes - 39 CE - 9

Points: Volumes - 13 CE - 3

Content: This course begins with volume 1 describing the compatible history, mission, and organization of the United States Air Force (USAF) and CAP. Volume 2 addresses professional knowledge guidelines all CAP members are expected to uphold. Volume 3, *Communication Skills*, covers communication fundamentals; barriers to effective communication; speaking and writing; and Civil Air Patrol and the information age. Volume 4 ties together all three previous volumes by focusing on the CAP officer's leadership skills.

Special Information: This course consists of individual volumes selected primarily to satisfy the training requirements of CAP personnel specified in CAP Regulation 50–17.

00017—USAFR Officer Preparatory Course Correspondence Course

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.

History of US Air Power

00050-History of U.S. Air Power

5 Volumes: Activated Oct 84; Revised 89

Hours: Volumes - 78 CE - 18

Points: Volumes - 26 CE - 6 (CCAF Credit-2)

Content: This course provides a historical perspective of U.S. air power, enabling the student to view current developments of air and space power in a broader context. In four volumes the course traces the development of U.S. air power from the simple flying machine of the Wright brothers in 1903 to the sophisticated military aircraft of the 1980's. A fifth volume provides chapter objectives and specific learning objectives, a guide for discussion, and an excerpt from the Annual Report to the Congress (for fiscal year 1984) submitted by the Secretary of Defense. This report discusses defense policy as an integral part of U.S. foreign policy. The course has been constructed to qualify as a two-credit, one-semester, college level course. With approval from appropriate officials in the Community College of the Air Force, successful completion of the course will earn academic credits toward graduation for students in CCAF.

Special Information: This is not a PME course and cannot be updated in MILPDS for PME credit.

Eligibility:

1. This course is open for enrollment to all personnel who are eligible to enroll in AFIADL courses except:
 - (a) International civilian and military personnel.
 - (b) Volunteer workers for the United States Air Force.
2. Project Warrior seminar leaders may order copies of the material for noncredit group study purposes.

(20 &21) CAP Courses

02010-Civil Air Patrol Public Affairs Officer (Level II Technician Rating)

2 Volumes: Activated Apr 82; Revised Apr 88

Hours: Volumes - 21 CE - 6

Points: Volumes - 7 CE - 2

Content: This course provides the public affairs officer with the ways to create an effective public affairs program. It discusses the use of all available media of communication to strengthen and to support the objectives of the public affairs program; including, general administrative, internal information, community relations aspects, techniques of writing news stories, and the relationship between the PAO and the news media representatives.

Eligibility:

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.

(21) Safety (CAP)

02130A-Civil Air Patrol Scanner Course, Level II

1 Volume: Revised Jan 99

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 Co, Level II

1 Volume: Activated Dec 81; Revised Feb 88

Hours: Volume - 12 CE - 3

Points: Volume - 4 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 Apr 96

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 Jul 86; Revised Mar 88

Hours: Volume - 3 CE - 3

Points: Volume - 1 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.

(46) Nurse

(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 03 (date on label: Mar 03)

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

Resource Advisor

(73) Personnel

07340 -- Air Reserve Forces Social Actions Technician (Drug/Alcohol)

1 Volume: Revised Nov 90

Hours: Volume - 9 CE - 3

Points: Volume - 3 CE - 1 (CCAF Credit-0)

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Content: This course outlines the operation of the Substance Abuse Control Program. It includes information about the social actions program management portion of the Substance Abuse Control Program and covers information about policies and programs, career field structure and progression, safety and security, and social actions training. It also includes personal growth and development, substance abuse reorientation and treatment, and methods of identification. It concludes with the summary of treatment, group counseling, and substance abuse case files.

Special Information: Open to AFRES/ANG personnel in 734XX and 736XX Career Field.

(81) Security Police

08100X—Crime Prevention, Computer-Based Instruction (Download)

7 Modules: Activated Apr 98

Hours: Volume - 24 CE - 6

Points: Volume - 8 CE - 2

Content: This computer-based instruction, *Crime Prevention*, is an introduction to the Air Force Crime Prevention Program and an overview of security devices and procedures.

- Module 1: History and Philosophy of Crime Prevention
- Module 2: Defining Crime Problems and Priorities
- Module 3: Crime Risk Management
- Module 4: Crime Prevention Programs and Management
- Module 5: Evaluation of Crime Prevention Programs
- Module 6: Security Measures
- Module 7: Crime Prevention Through Environment Design (CPTED)

Hardware Minimum Requirements: 486 or higher computer, at least 20 MB of hard drive space, 8 MB RAM, with Microsoft Windows 3.X or Windows 95 and color monitor. Will not run on Windows NT 4.0 or higher.

NOTE: Enroll in 08100M if you need the set of 3 1/2" disks. Enroll in 08100X if you plan to download files from the Internet or plan to use disks from another staff member who enrolls at the same time.

(19) Supervisor Safety

01900-(Air Force) Joint Service Supervisor Safety Course

1 Volume: Activated Jan 82; Revised Jan 88

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, control of workplace environment, fire protection, and off-duty safety.

Civilian Personnel (CBI)

0C200M-Civilian Personnel Management Course (Multimedia CD-ROM)

1 Volume with 6 Modules: Activation date shown in CDSAR – April 2004
Initial Activation – July 2001

Hours: Volumes – 39 CE – 9

Points: Volumes – 13 CE – 3

CD Multimedia Course: The Civilian Personnel Management Course consists of one volume with 6 modules. Enrollment must be accomplished through AFIADL. AFIADL Form 23 can be used for all categories. The student has a 6-month time limit to complete the course. The course exams are paper-based. There is no equivalent paper-based CDC.

System Requirements:

Minimum: IBM-compatible computer with a Pentium CPU, 32 Mb of RAM, WINDOW 95, 98, 2000 or NT, a VGA monitor with true color capable video card, a four-speed or greater CD-ROM drive, and mouse.

For Information/Help: For content, call (CPD/HRC) at DSN 596-4095, commercial 334-416-4095. For program administration, call AFIADL at DSN 596-4985, commercial 334-416-4985. For technical help, e-mail the AFIADL customer support desk at afiadl.customer.service@maxwell.af.mil.

0C203M-Affirmative Employment Course (Multimedia CD-ROM – 2 disks)

1 Volume: Activation date shown – April 2004
Initial Activation – July 2001

Hours: Volumes – 68 CE – 14

Points: Volumes – 22 CE – 4

CD Multimedia Course: 0C203M Affirmative Employment Course multimedia CD-ROM is open for enrollment. There is no equivalent paper-based CDC. The Affirmative Employment Course consists of one volume with 15 modules. This course replaces Affirmative Employment Course, Parts I and II (3C106 and 3C107). 0C203M also includes parts of the Personnel Clerk course, which has been deactivated. Enrollment must be accomplished through AFIADL. AFIADL Form 23 can be used for all other categories. The student has a 6-month time limit to complete the course. The course exams are paper-based. There are 2 CD-ROM disks included in this course. Disk 1 contains the computer-based instruction (CBI). Disk 2 contains PDF files of each module that you may print and an instructional game, Stealth Force.

When you finish the course, please click on the “Survey” link and choose the Affirmative Employment Course in order to complete the electronic survey.

Minimum System Requirements:

- IBM compatible computer with Pentium III CPU
- 450 MHz and 32 MB of RAM
- Windows 2000, NT, or XP
- VGA monitor with true color capable video card

- 16-speed or greater CD-ROM drive, and mouse
- 221 MB of hard disk space available on your (C) drive even if you install on a different hard drive

For Information/Help: If you have technical or content questions, go to the AFIADL customer support desk at <http://afiadl.custhelp.com/>. Check Frequently Asked Questions (AFAQs) first. Enter your course category and press Search. If your question and answer are not listed in FAQs, click on the ASK a Question tab and fire away! You will receive a response in 4 duty days or less (usually much less). Another way to request help is via e-mail: afiadl@custhelp.com. Be sure to include the name of your course. For questions about course content, call Rebecca Sampson (CPD/HRC) at DSN 596-3096, commercial (334) 416-3096.

You also may complete an AFIADL Form 17. Obtain the form from <http://www.maxwell.af.mil/au/afiadl>. Choose forms from the menu.

Special Information: This course must be completed with 6 Months of enrollment date.

Module 1	Introduction
Module 2	Sources of Authority
Module 3	Veterans' Preference
Module 4	External Competitive Actions
Module 5	External Non-Competitive Actions
Module 6	Qualifications General Schedule
Module 7	Qualifications Federal Wages Schedule
Module 8	Merit Promotion
Module 9	Job Analysis and Template Development
Module 10	Guide to Processing Personnel Actions
Module 11	Career Tenure and Probationary Periods
Module 12	Within Grade Increases
Module 13	Pay Setting
Module 14	NAF Portability
Module 15	Reduction-in-Force

0C221M-Position Classification Course (CD-ROM)

6 Modules on 1 CD-ROM: Activation date shown in CDSAR – April 2004
 Revised – April 2003
 Initial Activation – February 1999

Hours: Volume – 27 CE – 6

Points: Volume - 9 CE – 2

Content: This computer-based instruction provides the fundamentals of position classification to personnelists newly assigned position classification responsibility. The course is designed to help students acquire a sound comprehension of fundamental classification regulations, methodologies,

and practices; as well as, help them develop skills in gathering information, writing position descriptions, classifying positions, and preparing substantiating analyses.

Computer System/Software minimum requirements: IBM compatible Pentium 90 MHz computer with 16 MB of RAM, Windows 95 or higher, a SVGA monitor with a 2 MB True Color (16 bit) capable video card or higher, sound card and headphone or speakers, six speed or higher CD-ROM drive and Microsoft 3.02 or higher.

Special Information: This course must be completed within 6 months of enrollment date.

Module 1	Sources of Authority
Module 2	Introduction to Classification
Module 3	Position Description
Module 4	The Classification Process
Module 5	Classification Exercises
Module 6	Classifying Supervisory Positions

0C230M-Employee Management Relations

1 Volume: Activation date shown in CDSAR – April 2004
Initial Activation – June 2002

Hours: Volumes – 39 CE – 9
Points: Volumes – 13 CE – 3

CD Multimedia Course: There is no equivalent paper-based course. The Employee Management Relations Course consists of one volume with 9 modules. Enrollment must be accomplished through AFIADL. AFIADL Form 23 can be used for all other categories. The student has a 6-month time limit to complete the course. The course exams will be paper based.

System Requirements:

Minimum: IBM Compatible Computer with a Pentium III CPU operating at 450 MHz, 32 Mb of RAM, WINDOWS NT, a VGA monitor with True Color capable video card, a four-speed or greater CD-ROM drive, a mouse. You will need to have 221 MB of hard drive space available on your (C) drive even if you install on a different hard drive.

Recommended: Same as minimum.

For Information/Help: Concerning program administration or for technical questions, call CPD/HRC at DSN 596-3096, commercial 334-416-3096, or AFIADL at DSN 596-4985, commercial 334-416-4985.

0C233M-Labor Management Relations (CD-ROM)

8 Modules on 1 CD-ROM: Activation date shown in CDSAR – April 2004
Initial Activation – August 1999

Hours: Volume – 141 CE – 18
Points: Volume – 47 CE – 6

Content: This Labor-Management Relations course is intended to prepare personnelists and military and civilian supervisors to administer labor agreements and engage in collective bargaining. This course is designed for military and civilian personnel of all levels and grades who are responsible for aspects of labor-management relations programs.

Computer System/Software minimum requirements: IBM compatible Pentium 90 MHz computer with 16MB of RAM, Windows 95 or higher, a VGA monitor with a True Color (16 bit) capable video card, sound card and headphone or speakers, quad speed CD-ROM drive and Microsoft Internet Explorer 4.0.

Special Information: This course must be completed within 6 months of enrollment date.

Module 1	Sources of Authority
Module 2	Labor-Management Relations Program Overview
Module 3	Union Representation
Module 4	Bargaining Obligations
Module 5	Bargaining Principles & Practices
Module 6	Unfair Labor Practices (ULP's)
Module 7	Negotiated Grievance and Arbitration Procedures
Module 8	LMR Cooperation/Partnerships

(79) Public Affairs

07920 -- Public Affairs Officer

3 Volumes: Revised Apr 92

Hours: Volumes - 60 CE - 15

Points: Volumes - 20 CE - 5 (CCAF Credit-1)

Content: This course was written to assist your transition into the world of a public affairs officer. Volume 1 covers general information, writing, and visual communication. Volume 2 discusses the three disciplines of Public Affairs-internal information, media relations, and community relations. Volume 3 covers the various roles assumed by an Air Force public affairs officer.

(02A42) Aircraft Communication/Navigation Systems

02A42-Aircraft Communication/Navigation Systems

1 Volume: Activated Dec 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.

02AF1-Airframe and Powerplant Mechanic

4 Volumes: Activated Sep 2002

Hours: Volume – 96 CE – 24

Points: Volume – 32 CE - 8

Content: This course contains the information in the Federal Aviation Administration (FAA) Mechanics General Handbook. This course will enable you to attain the knowledge necessary for the FAA requirements to test for the General portion of aircraft systems and maintenance.

02AF2-Airframe and Powerplant Mechanics

4 Volumes: Activated July 2003

Hours: Volume – 90 CE – 21

Points: Volume – 30 CE – 7

Content: This course contains the information in the Federal Aviation Administration (FAA) Mechanics Airframe Handbook. This course will enable you to attain the additional knowledge necessary to meet the FAA requirements to test for the Airframe portion of a FAA Airframe and Powerplant (A&P) License.

02AF3-Aircraft and Powerplant Mechanic – Powerplant

3 Volumes: Activated October 2003

Hours: Volume – 84 CE – 21

Points: Volume – 28 CE – 7

Content: This course contains the information from the Federal Aviation Administration (FAA) Mechanics Powerplant Handbook. This course will enable you to attain the additional knowledge necessary to meet the FAA requirements to test for the Powerplant portion of an FAA Airframe and Powerplant (A&P) license.

(66) Logistics, Plans, and Programs

06601 -- Introduction to the Quality Function

1 Volume: Revised Oct 78; Revised Jan 88

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 Oct 89

Hours: Volume - 21 CE - 6

Points: Volume - 7 CE - 2 (CCAF Credit-0)

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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 Oct 93

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.

Classified National Security Information Management (CBI)

0Z100 -- Declassification Training, Computer-Based Instruction (3½" disk)

1 Module: Activated Jan 96

Hours: Modules - 30 CE - 9

Points: Modules - 10 CE - 3

Content: This computer-based instruction provides the apprentice-level Information Manager with the training necessary to implement the new Executive Order 12958, *Classified National Security Information*.

This course includes five lessons:

1. Information Security Management
2. Overview of Classification Management
3. Declassification Exemptions
4. Processes and Procedures of Declassification
5. Application of Declassification Processes.

Special Information: Hardware *minimum* requirements: 386 computer with hard drive, color EGA monitor.