

Air Force Career Development Academy Administrative Information

January 2016

General Information	10
Mission.....	10
Current Operations.....	11
Instructional Technology	11
Media Enhancement.....	11
Interactive Multimedia Instruction.....	11
Electronic Testing	11
Curriculum	12
Resident Curriculum	12
Non-resident Curriculum	12
Curriculum Broadcast	12
Professional Military Education (PME) Courses	12
Accessing AFCDA Electronic Library.....	12
Career Development Courses (CDCs)	13
Academic Credit Recommendations	14
Counseling Students.....	14
Base/Unit Functions	14
Course Progression.....	15
Your Key to a Successful Course.....	15
Posting Changes	15
Text Exercises	15
Unit Review Exercises (UREs).....	15
Completion Certificates	15
Diplomas (Professional Military Education).....	15
Transcripts.....	16
Point Credit	16
Enrollment Information	16
Eligibility	16
Pre-enrollment Counseling.....	17
Enrollment Channels	17
Enrollment Restrictions.....	18
Enrollment in More than One Course	19
General Enrollment Information	19
MILPDS	20

AU 23, Enrollment Procedures	20
Test Control Facility Number	22
Special Enrollment Instructions.....	22
For Air Force Special Investigation Agency	22
For ALL CLASSIFIED AFSCs	22
For Reporting Identifiers 9S100.....	22
PME Distance Learning	22
Air Command and Staff College Distance Learning Program	22
Air War College Nonresident Studies Enrollment	22
Reenrollments.....	22
PME, Specialized and Career Development Courses (voluntary enrollments)	22
Mandatory CDCs (Two-time Course Failure).....	23
Reenrollment/Reactivation Waiver for Cancelled CDCs	23
Reenrollment Procedures for Mandatory CDCs.....	23
Reactivation Procedures for Mandatory CDCs	23
Professional Military Education Programs.....	23
Time Limits.....	23
Course Time Limits.....	23
Extensions	24
Course Completions	24
Requesting Assistance.....	25
Administrative Help	25
Fax Numbers	25
Message or Letter Requests.....	25
Professional Military Education (PME) Courses.....	27
Senior Noncommissioned Officer Academy Distance Learning Course 00014	27
Noncommissioned Officer Academy Distance Learning Course 00015.....	32
Airman Leadership School Distance Learning Course 00003	35
Squadron Officer College Nonresident Program (00020)	37

Career Development Courses (CDCs)

(1C) Command Control Systems Operations	40
1C251A–Combat Control Journeyman	40
1C251B–Combat Control Journeyman	40
1C351–Command Post Journeyman	41
1C371–Command Post Craftsman	41
1C451–Tactical Air Control Party Journeyman	41
1C551–Command And Control Battle Management Operations Journeyman	41
1C651–Space Systems Operations Journeyman	42
1C851–Ground Radar Systems Journeyman.....	42
1C852–Airfield Systems Journeyman.....	42
(1N) Intelligence	43
1A851–Airborne Cryptologic Language Analyst Journeyman	43
1A852–Airborne Intelligence, Surveillance and Reconnaissance Operator.....	43
1N051–Operations Intelligence Journeyman	44
1NX51–Intelligence Fundamentals	44
1N151X–Fundamentals Of Geospatial Intelligence.....	44
1N251X–Signals Intelligence Analyst Journeyman.....	44
1N451X–Fusion Analysis Journeyman.....	44
(1P) Aircrew Flight Equipment	45
1P051–Aircrew Flight Equipment Journeyman	45
1P071–Aircrew Flight Equipment Craftsman.....	45
(1S) Safety	45
1S051–Safety Journeyman.....	45
(1W) Weather	46
1W051A–Weather Journeyman	46
1W051B–Weather Journeyman	46
1W052–Special Operations Weather Journeyman.....	47
1W071–Weather Craftsman.....	47
1W071–Weather Craftsman.....	47
1W072–Special Operations Weather Craftsman.....	47
(2A) Manned Air and Space Maintenance.....	47
Air and Space Ground Equipment	48
2A251– Special Operations Forces/Personnel Recovery Integrated COMM/Nav/Missions Journeyman ...	48
2A252– SOF/PR Instrument & Flight Control Systems Journeyman	48
2A253– Special Operations Forces/Personnel Recovery Electronic Warfare Systems Journeyman	48
2A354–Integrated Fighter Avionic Systems Journeyman.....	48
2A354A–A-10/U-2 Avionic Systems Journeyman	49
2A354B–F-15 Avionic Systems Journeyman	49
2A354C–F-16 Avionic Systems Journeyman	50
2A374–A-10/F-15/F-16/U2 Avionic Systems Craftsman.....	50
2A355–Advanced Integrated Avionic Systems Journeyman	50
2A355A–F-22Advanced Integrated Avionic Systems Journeyman.....	50
2A375–MQ-1/MQ-9/RQ-4 Advanced Integrated Avionic Systems Craftsman.....	51
2A652–Aerospace Ground Equipment Journeyman	52
2A672–Aerospace Ground Equipment Craftsman.....	52

Aircraft Hydraulic	53
2A655–Aircraft Hydraulic Systems Journeyman.....	53
Aircrew Egress	53
2A653–Aircrew Egress Systems Journeyman.....	53
Aircraft Fuels	53
2A654–Aircraft Fuel Systems Journeyman	53
Helicopter	53
2A552–Helicopter/Tilt Rotor Journeyman.....	53
Air and Space Propulsion	53
2A651C–Aerospace Propulsion Journeyman.....	53
2A651F–Aerospace Propulsion Journeyman	54
2A651H–Aerospace Propulsion Journeyman	54
F-15 Avionics	55
Structural Maintenance	55
2A751–Aircraft Metals Technology Journeyman	55
2A752–Nondestructive Inspection Journeyman.....	55
2A753–Aircraft Structural Maintenance Journeyman.....	55
2A755–Low Observable Aircraft Structural Maintenance Journeyman	55
2A851–Mobility Air Force Integrated Communication/Navigation/Mission System Journeyman	56
2A852–MAF Integrated Instrument and Flight Control System Journeyman	56
2A951–Bomber/Special Integrated Communication/Navigation/Mission Systems Journeyman	56
2A953–Bomber/Special Mission Electronic Warfare/Surveillance Radar Systems Journeyman	57
Avionics Test Station/Component	57
2A051K–Avionic Test Station and Aircraft Component Journeyman.....	57
2A051M–Avionic Test Station and Aircraft Component Journeyman	57
2A051P–Electronic Warfare Systems Journeyman.....	57
Aerospace Maintenance	57
2AX5X–Aerospace Maintenance Journeyman	58
2AX7X–Aerospace Maintenance Craftsman	58
Communications/Navigation Systems	58
Aircraft Electrical and Environmental Systems	58
2A656–Aircraft Electrical and Environmental Systems Journeyman	58
(2F) Fuels	59
2F051–Fuels Journeyman	59
2F071–Fuels Craftsman	59
(2G) Logistical Plans	59
2G051–Logistics Plans Journeyman	59
2G071–Logistics Plans Craftsman	60
(2M) Missile & Space Systems Maintenance	60
2M051A–Missile and Space Systems Electronic Maintenance Journeyman.....	60
2M051B–Missile and Space Systems Electronic Maintenance Journeyman	60
2M052–Missile and Space Systems Maintenance Journeyman	60
2M053–Missile and Space Facilities Journeyman	61
2M071–Missile and Space Systems Electronic Maintenance Craftsman.....	61
2M072–Missile and Space Systems Maintenance Craftsman	61
2M073–Missile and Space Facilities Craftsman	62

(2P) Precision Measurement	62
2P051A–Precision Measurement Equipment Laboratory Journeyman.....	62
2P051B–Precision Measurement Equipment Laboratory Journeyman.....	62
2P071–Precision Measurement Laboratory Craftsman.....	62
(2R) Maintenance Management Systems.....	63
2R051–Maintenance Management Analysis Journeyman	63
2R071–Maintenance Management Analysis Craftsman	63
2R151–Maintenance Management Production Journeyman.....	64
2R171–Maintenance Management Production Craftsman.....	64
(2S) Supply.....	64
2S051–Materiel Management Journeyman.....	64
2S071–Material Management Craftsman.....	65
(2T) Transportation & Vehicle Maintenance.....	65
2T051–Traffic Management Journeyman	65
2T071–Traffic Management Craftsman	65
2T151–Vehicle Operator/Dispatcher Journeyman	65
2T171–Vehicle Operator/ Dispatcher Craftsman	67
2T251–Air Transportation Journeyman	67
2T271–Air Transportation Craftsman.....	67
2T351A–Vehicle And Vehicular Equipment Maintenance Journeyman	67
2T351B–Basic Vehicle Maintenance Journeyman	68
2T351C–Vehicle and Equipment Journeyman.....	68
2T352A–Specialized Vehicle Maintenance Journeyman (Fire Trucks).....	68
2T352C–Specialized Vehicle Maintenance Journeyman (Materiel Handling Equipment).....	68
2T370–Vehicle Maintenance Craftsman.....	68
2T357–Vehicle Management and Analysis Journeyman	69
(2W) Munitions & Weapons	69
2W151A–Aircraft Armament Systems Journeyman.....	69
2W151B–Aircraft Armament Systems Journeyman	69
2W171–Aircraft Armament Systems Craftsman.....	69
2W051A–Munitions Systems Journeyman	70
2W051B–Munitions Systems Journeyman	70
2W251A–Nuclear Weapons Journeyman	70
2W251B–Nuclear Weapons Journeyman	71
2W271–Nuclear Weapons Craftsman.....	71
(3A) Administration.....	71
Z3A151–Administration Journeyman	71
(3D) Knowledge Operations.....	72
3D051–Knowledge Operations Management Journeyman	72
3D052–Cyber Systems Operations Journeyman	73
3D053–Cyber Surety Journeyman	73
3D054–Communications Computer Systems Programming Journeyman	73
3D151–Client Systems Journeyman	74
3D152–Cyber Transport Systems Journeyman	74
3D153–Transmission Systems Journeyman.....	74
3D154–Spectrum Operations Journeyman.....	75

3D155–Ground Radar Systems Journeyman	75
3D156–Airfield Systems Journeyman.....	75
3D157–Cable And Antenna Systems Journeyman.....	75
(3E) Civil Engineering	76
Electrical Systems.....	76
3E051C–Electrical Systems Journeyman.....	76
3E051D–Electrical Systems Journeyman	76
Environmental.....	77
3E453A–Environmental Controls Journeyman.....	77
3E453B–Environmental Controls Journeyman.....	77
Engineering.....	77
3E551–Engineering Journeyman	77
3E551B–Engineering Journeyman.....	77
3E651–Operations Management Journeyman.....	78
Power Production.....	78
3E052C–Electrical Power Production Journeyman	78
3E052D–Electrical Power Production Journeyman	78
Structural.....	79
3E351A–Structural Journeyman	79
3E351B–Structural Journeyman	79
3E351C–Structural Journeyman	79
HVAC & Refrigeration.....	80
3E151A–Heating, Ventilation, Air Conditioning, and Refrigeration Journeyman	80
3E151B–Heating, Ventilation, Air Conditioning, and Refrigeration Journeyman.....	80
3E151C–Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R) Journeyman	80
Explosive Ordnance Disposal.....	81
3E851–Explosive Ordnance Disposal Journeyman.....	81
Pavements and Construction Equipment Operator.....	81
3E251–Pavements and Construction Equipment Operator Journeyman.....	81
3E251B–Pavements and Construction Equipment Operator Journeyman	81
Readiness	82
3E951–Emergency Management Journeyman	82
3E451A–Water and Fuel Systems Maintenance Journeyman.....	82
3E451B–Water and Fuel Systems Maintenance Journeyman	82
(3E) Civil Engineering–Fire Protection	82
47202W–Hazardous Materials (HazMat) Operations (Web-Based).....	89
47203W–Hazardous Materials (HazMat) Technician (Web-Based).....	89
47205W–Hazardous Materials (HazMat) Incident Commander Course (Web-Based)	90
47209N–Hazardous Materials (HazMat) Officer Certification Course (*.pdf).....	90
47211W–Hazardous Materials Safety Officer (Web-Based)	90
10011N–Fire Fighter I Certification Course (*.pdf)	82
10012N–Fire Fighter II Certification Course (*.pdf)	83
10031N–Airport Fire Fighter Certification Course (*.pdf)	83
10051N–Marine Fire Fighter	83
10612N–Public Safety Telecommunicator I/II Certification Course (*.pdf)	89
10023W–Fire Apparatus Driver/Operator–Pumper	89
10024W–Fire Apparatus Driver/Operator–Aerial.....	84
10027W–Fire Apparatus Driver/Operator–ARFF	84

10028W–Apparatus D/O–Mobile Water Supply (Web-Based)	84
10411W–Fire Instructor I Certification Course (Web-Based)	87
10412W–Fire Instructor II Certification Course (Web-Based).....	87
10413–Fire Instructor III (Paper-Based CDC).....	88
10511W–Wildland Firefighter I (Web-Based).....	88
10512W–Wildland Firefighter II (Web-Based)	88
10211W–Fire Officer 1 (Web-Based).....	85
10212W–Fire Officer II (Web-Based)	85
10213–Fire Officer III (Paper-Based CDC).....	85
10214–Fire Officer IV (Paper-Based CDC).....	86
10311W–Fire Inspector I (Web-Based)	86
10312W–Fire Inspector II (Web-Based).....	86
10313–Fire Inspector III (Paper-Based CDC).....	86
10351W–Fire and Life Safety Educator 1 (Web Based).....	87
15211W–Fire Department Incident Safety Officer	90
(3M) Services	91
3M051A–Services Journeyman	91
3M051B–Services Journeyman.....	91
3M071A–Services Craftsman	93
3M071B–Services Craftsman	93
(3N) Broadcasting/Public Affairs	93
3N052–Broadcaster Journeyman	93
3N055–Public Affairs Photojournalist Journeyman.....	94
3N07X–Public Affairs Craftsman	94
(3P) Security Forces	94
3P051–Security Forces Journeyman	94
3P051C–Combat Arms Journeyman	95
3P051D–Military Working Dog Journeyman	95
3P071–Security Forces Craftsman	95
(3S) Mission Support	95
3S051–Personnel Journeyman	95
3S071–Personnel Craftsman	96
3S251–Education and Training Manager Journeyman	96
3S353–Manpower Journeyman.....	96
Medical.....	97
Bioenvironmental Engineering	97
4B051–Bioenvironmental Engineering Journeyman	97
Diagnostic Imaging.....	97
4R051–Diagnostic Imaging Journeyman	97
Health Services Management.....	98
4A051–Health Services Management Journeyman.....	98
4A071–Health Services Management Supervisor.....	98
4A151–Medical Materiel Journeyman.....	98
Mental Health.....	98
4C051–Mental Health Journeyman.....	98
4C071–Mental Health Craftsman.....	100
Occupational & Physical Therapy.....	100

4J072–Physical Medicine and Orthotics Craftsman.....	100
Pharmacy	100
4P051A–Pharmacy Journeyman	101
4P051B–Pharmacy Journeyman	101
Public Health	101
4E051–Public Health Journeyman	101
Air and Space Physiology	101
4M051–Aerospace Physiology Journeyman	101
Biomedical Equipment.....	102
4A251A–Biomedical Equipment Journeyman.....	102
4A251B–Biomedical Equipment Journeyman.....	102
4A271–Biomedical Equipment Craftsman	102
Diet Therapy	102
4D051–Diet Therapy Journeyman	102
Medical Laboratory	103
4T051A–Medical Laboratory Journeyman (Administration and Chemistry)	103
4T051B–Medical Laboratory Journeyman – Microbiology.....	103
4T051C–Medical Laboratory Journeyman – Hematology, Immunology, and Blood Banking.....	103
Medical Service	103
4N051A–Aerospace Medical Service Journeyman.....	103
4N051B–Aerospace Medical Service Journeyman.....	104
4N071–Aerospace Medical Service Craftsman.....	104
Ophthalmology & Optometry	104
4V051A–Ophthalmology Journeyman.....	104
4V051B–Ophthalmic Journeyman.....	105
Physical Therapy.....	105
4J052A–Physical Medicine Journeyman	105
4J052B–Physical Medicine Journeyman.....	105
Surgical Service.....	105
4N151A–Surgical Service Journeyman	105
4N151B–Surgical Service Journeyman–Part II.....	106
4N171–Surgical Service Craftsman	106
(4Y) Dental.....	106
4Y051A–Dental Assistant Journeyman	106
4Y051B–Dental Assistant Journeyman.....	107
4Y051C–Dental Assistant Journeyman.....	107
4Y052–Dental Laboratory Journeyman	108
4Y071–Dental Assistant Craftsman	108
4Y072–Dental Laboratory Craftsman.....	109
(5J) Paralegal.....	109
5J051–Paralegal Journeyman.....	109
(5R) Chapel.....	109
5R051–Chapel Assistant Journeyman.....	109
(6C) Contracting	110
6C051–Contracting Journeyman.....	110
6C071–Contracting Craftsman.....	110
(6F) Financial	110
6F051A–Financial Management and Comptroller Journeyman	110

6F051B–Financial Management and Comptroller Journeyman.....	110
6F071–Financial Management and Comptroller Craftsman	112
(9S) Reporting Identifiers.....	112
9S100–Scientific Application Specialist	112
(4B) Medical	112
041A1M–Health Services Administration Multimedia Instruction (CD-ROM).....	112
B6ERBM/B6ERPM–USAF Ergonomics (CD-ROM)	112
B6RSOM–USAF Radiation Safety Officer (CD-ROM).....	112
(19) Supervisor Safety.....	113
01900–(Air Force) Joint Service Supervisor Safety Course	113
(02A42) Aircraft Communication/Navigation Systems.....	114
02A42–Aircraft Communication/Navigation Systems.....	114
(03) 03S00W–Instructor Methodology Course	114
(66) Logistics, Plans, and Programs	114
06601–Introduction to the Quality Function	114
06608–An Introduction to Air Force Provisioning Management.....	114
06613–Quality Management	114



The Extension Course Program originated with the Army Air Corps. It was transferred to the Air Force upon activation as a separate service in 1947 and has continued as the Air Force's distance learning agency; making it one of the oldest continual Air Force programs.

The program, renamed the Extension Course Institute (ECI), became an Air University professional school in 1950 and was moved to its current location at Maxwell-Gunter. In 2000 the Extension Course Institute, the Air Force Distance Learning Office, and the Air Technology Net Work merged into a single distance learning entity: the Air Force Institute for Advanced Distributed Learning (AFIADL). Another milestone in the program's evolution occurred in 2008 with restructuring of HQ Air University. AFIADL was inactivated as a separate entity and merged with the AU Communications Squadron (AU/SC) to form a new Directorate of Education Logistics and Communications (HQ AU A4/6), with the Extension Course Program designated A4L.

In 2012, once again, the Extension Course Program (A4L) was realigned to better reflect its mission. An organizational change request (OCR) realigned the Extension Course Program (A4L) with the Barnes Center for Enlisted Education. This merger unified and strengthens AU's enlisted development mission. The OCR established a "new" Air Force Career Development Academy (AFCDA), continuing the Air Force's tradition of providing distance learning to its airmen.

AFCDA's mission charges it—with managing all facets of curriculum development and delivery for the enlisted force's upgrade training. In this capacity AFCDA manages the development of 400+ courses and their delivery via print and other media to over 180,000 students annually.

AFCDA sustains and strengthens this role through the following:

- Continuing American Council on Education evaluation of our courses for credit recommendations in upper baccalaureate, lower baccalaureate, and vocational areas. This program assists graduates of our courses to continue their education and pursue degrees at non- DOD institutions.
- Providing our expertise to larger correspondence education communities. Our annual participation in a variety of conferences, and publishing articles in journals are the methods we use to gain and share knowledge.
- Maintaining an open line of communication to benefit the students. The AFCDA Catalog provides up-to-date information on our courses, programs, and points of information.

Current Operations

AFCDA's entire focus is distance learning (DL). It delivers education and training at a distance by developing, publishing and distributing career development courses, professional military education and specialized courses to Air Force warfighters and warfighting support people worldwide. AFCDA also distributes study material to eligible Air Force enlisted personnel in support of the Weighted Airman Promotion System (WAPS). The Air University Registrar provides enrollment services, maintain historical records, and produce transcripts and diplomas for non-resident courses.

AFCDA administers nearly 300 nonresident enlisted career development, enlisted and officer professional military education, and specialized courses for more than 180,000 students who enroll worldwide each year. Also, ECP furnishes all study materials for mid-level grades of the enlisted force under WAPS testing. ECP mails nearly 100,000 packages to promotion-eligible airmen each year. AFCDA is actively pursuing alternative delivery methods that include interactive CD-ROM products, electronic print-on-demand, and Internet access.

Instructional Technology

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

Media Enhancement

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

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

Interactive Multimedia Instruction

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

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

Electronic Testing

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

Additionally, by making all tests available on-demand at testing centers, electronic testing eliminates lost test problems that sometimes occur when test offices have to forward tests for persons PCSing, TDY, or deployed.

Curriculum

AFCDA offers resident and non-resident curriculum.

Resident Curriculum

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

Non-resident Curriculum

AFCDA offers a Curriculum Broadcast and over 300 courses in three categories; professional military education courses, specialized courses, and career development courses.

Curriculum Broadcast

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

Professional Military Education (PME) Courses

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

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

- Squadron Officer School (SOS) Nonresident Programs
- Senior Non-commissioned Officer (SNCO) Professional Military Education Course
- Non-commissioned Officer (NCO) Academy Correspondence Course
- USAF Reserve (USAFR) Officer Preparatory Course

Accessing AFCDA Electronic Library

These courses provide valuable information and career broadening knowledge to individuals.

If you have already established a login ID and username for the AU Online LMS you may access the site at; <https://au.csd.disa.mil/kc/login/login.asp> then follow the below instructions (steps 5 through 8) to access the CDC Library.

Otherwise, please follow the instructions below for CAC access (no login ID/password required) to the Air University Online Library:

1. Access the AF Portal.
2. In the Portal on the left under "Quick Links" click on "Advanced Distributed Learning Service (ADLS)".

3. In the ADLS site (bottom right) click on "ADLS Gateway".
4. Next click on the "AU Patch" to launch the AU Online site.
5. In the AU Online site, left side, select "Library".
6. In the Library select "Resources".
7. "Search" the Library by "All", or by "CDC", in either case the 3 Volumes of CDC 2E154, Visual Imagery and Intrusion Detection Systems will display.
8. Click on any of the 3 volumes and a "navigable" (using the Bookmark Tab) and "searchable" PDF file of the particular CDC Volume will launch.

NOTE: Normally, most users in the field will directly access the AU Online site at the link above versus having to go through the AF Portal and will only perform steps 5 through 8 to access their particular CDC.

Career Development Courses (CDCs)

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

Course Title	Career Field Number
Fire Services	(10)
Cyber Defense	(1B)
Command and Control Systems Operations	(1C)
Intelligence	(1A)
Intelligence	(1N)
Aircrew Flight Equipment	(1P)
Safety	(1S)
Weather	(1W)
Manned Aerospace Maintenance	(2A)
Fuels	(2F)
Logistics Plans	(2G)
Missile and Space Systems Maintenance	(2M)
Precision Measurement Equipment Laboratory	(2P)
Maintenance Management	(2R)
Materiel Management	(2S)
Transportation and Vehicle Management	(2T)
Munitions and Weapons	(2W)

Communications-Computer Systems	(3C)
Cyber Support	(3D)
Civil Engineering	(3E)
Services	(3M)
Public Affairs	(3N)
Security Forces	(3P)
Mission Support	(3S)
Visual Information	(3V)
Hazardous Materials	(47)
Medical	(4)
Dental	(4Y)
Paralegal	(5J)
Chaplain Assistant	(5R)
Contracting	(6C)
Financial	(6F)
Reporting Identifiers	(9S)

Academic Credit Recommendations

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

Counseling Students

Base/Unit Functions

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

Education Services Officers are responsible for local administrative handling of voluntarily enrolled students and for ensuring that they meet prerequisite qualifications. This includes reviewing for accuracy, approving, and transmitting applications. All enrollments for Air Force Active Duty, Air National Guard and Air Force Reserve personnel must be processed through MILPDS. See enrollment channels.

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

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

Course Progression

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

Your Key to a Successful Course

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

Posting Changes

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

Text Exercises

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

Unit Review Exercises (UREs)

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

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

Completion Certificates

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

Duplicate AU FM 9 postcards may be requested by contacting Air University Registrar Office, AU/CFRR, 60 Shumacher Ave, Maxwell AFB, AL 36112-6337, by calling DSN 493-8128 or Comm (334) 953-8128, by e-mailing student services @maxwell.af.mil, or through the e-customer helpdesk at <http://www.aueducationssupport.com> Information required for duplicate scorecards is student's name, last 4 of SSN, course number, and a complete mailing address.

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

Diplomas (Professional Military Education)

Air University Registrar Office automatically issues diplomas for Air War College, Air Command and Staff College, Squadron Officer School, Senior Noncommissioned Officer Academy, Command Noncommissioned Officer Academy, Airman Leadership School for students completing after 1 October 2002. If graduates of these programs do not receive diplomas within 60 days, they should contact AU/CFRR, with the exception of Air War College. Students should contact Air War College concerning their diplomas. Notify HQ AU A4/6O Helpdesk immediately if the student's name or rank changes

during enrollment in all courses except AWC or ACSC to ensure correct information is contained on the diploma.

Transcripts

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

Point Credit

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

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

Non-EAD officers cannot take CDCs (5-digit course numbers) for retirement point credit. AFCDA reports satisfactory course completion to AFPC for inclusion into Guard and Reserve records.

Enrollment Information

Eligibility

Student eligibility is governed by the policies contained in AFI 36–2201. Participation in the program will not affect selection to the corresponding resident school.

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

1. Active duty, National Guard or Reserve members of the US military services. Retired military personnel are not eligible for enrollment.
2. Civil Air Patrol senior member officers or cadets who have achieved the General Billy Mitchell Award or higher.
3. Employees of the United States government, including non-appropriated fund and non-appropriated fund instrumentality employees.
4. Civilians of international countries employed by a DOD agency are eligible to enroll in job related CDCs. The request should be processed as a mandatory enrollment, using a unit mailing address, and the AU Form 23 should state 'Employee of the US Government'.
5. International military officers eligible for **foreign military sales** training programs may request enrollment in USAF PME correspondence programs. They will submit their applications for enrollment to the **in country US representative** who will act as sponsor and ensure the applicant meets enrollment criteria. Each enrollment is handled on a case-by-case basis. Refer to AFI 36- 2301 para 11.2 for enrollment procedures.
6. Air Force contractor employees in accordance with ETCA, Section F, Paragraph 6.9, Air Force Education and Training Course Announcements.
7. Red Cross Volunteers donating their services to the Air Force (job-related career development courses or specialized courses only).

Pre-enrollment Counseling

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

Enrollment Channels

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

US Civil Service, including Non-Appropriated Fund	Employed by the USAF Employed by other Federal agencies	Base Education or Training Office (See note 1 below)	Education Officer or Supervisor
USAF Contract Employees	Eligible IAW ETCA	Base Education Office (See note 1 below)	Education Officer or Supervisor
Civilians of International countries	Employed by the Department of Defense	Base Education Office (See note 1 below)	Base and Unit Education and Training officer personnel or designated official of other services. Application should state "Employee of the US Government." Enroll as mandatory students and use unit address.
Red Cross Volunteer Workers	Donating their services	Base Education Office (See note 1 below)	Education Officer. Application should state "Volunteer Worker."
Foreign Military Officers	Eligible for Foreign Military Sales may enroll in officer PME, See AFI 36-2301, para 11.2	Base Education Office (See note 1 below)	In-Country US Sponsor

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

Enrollment Restrictions

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

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

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

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

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

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

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

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

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

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

Enrollment in More than One Course

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

General Enrollment Information

CDSAR Access

Cancellation/Status Codes used in CDSAR

CC – Course completed satisfactorily.

CF – Course cancelled for failing both exam attempts.

AE – Enrollment cancelled by A4/60S for administrative expediency. No penalty incurred.

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

Per AFI 36-2201, Chapter 6 Para 10 – Mandatory CDC enrollment cannot be cancelled unless specified by the AFCFM or the member is being discharged. AFCM directed cancellations must be processed A4/60S and not through MILPDS. The E Customer Help Desk should be used to process these requests.

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

(PME-See individual courses for penalty information.)

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

MILPDS

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

NOTE: Confirmation or rejection of this input can be verified by the Transaction Register (TR) that lists PTI 40S, usually received about 7-10 days after the original input. Education and Training managers are required by AFM 36-2622 V5 to enroll mandatory students through the use of these terminals. Problems should be addressed to local Personnel Systems Manager (PSM). Mandatory and enrollments for Air Force Active Duty, Air National Guard and Air Reserve Personnel will not be manually processed.

AU FM 23, Enrollment Procedures

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

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

To complete the enrollment application, follow these instructions:

Item 1

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

Item 2

Course Title.

Item 3

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

Item 4

Phone Number (POC for the application).

Item 5

Name (Complete name of student is required).

Item 6

Category (Check appropriate box).

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

Item 7

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

Item 8

Enrollment Code (Check appropriate box).

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

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

Item 9

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

Item 10

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

Item 11

Comments.

Item 12

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

Item 13

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

Test Control Facility

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

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

Special Enrollment Instructions

For Air Force Special Investigation Agency:

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

For ALL CLASSIFIED AFSCs:

These CDCs are administered jointly by AFCDA and Goodfellow AFB, TX. Enrollments will be processed through MILPDS. Upon receipt of the Welcome Card (AU Form 9), training managers must contact the 17 TRSS/TSOK, e-mail 17TRSS.TSOK.CDC@us.af.mil or call DSN 477-3932 to coordinate shipment of the course exams. Refer to the CDC descriptions of AFSCs 1N1X1, 1N2X1, 1N4X1, and 1A8X2 for the website location of the CDCs.

PME Distance Learning:

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

Air Command and Staff College Distance Learning Program

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

Air War College Nonresident Studies Enrollment

The AWC Nonresident Studies Program provides a seminar or correspondence option for program completion, both of which parallel, as closely as practical, the resident school curriculum. These self-study programs are designed for eligible senior level personnel who are unable to attend AWC in residence. Additional information on AWC Non-Residence Programs can be found at: <http://www.au.af.mil/au/awc/awchome.htm>

Reenrollments

PME, Specialized and Career Development Courses (voluntary enrollments)

Voluntarily enrolled students who are disenrolled for noncompletion (NP) of a specialized course or CDC within the time limits are ineligible to enroll voluntarily in a specialized course or CDC for Six months following the date of disenrollment. Enrollees in PME programs should see specific course guides and/or handbooks. Students who are eligible to enroll in a course for a second time should follow normal

enrollment procedures after the restriction period is over, even though they possess the original course package. This provides them with current course materials and assures compatibility of course materials with updated course examinations

Mandatory CDCs (Two-time Course Failure)

Students who are cancelled for two-time course failure in a mandatory CDC may not reenroll in that CDC in either a mandatory or a voluntary status. Follow procedures in AFI 36-2201 Table 6.1 Note 1 for CDC waiver procedures.

Reenrollment/Reactivation Waiver for Cancelled CDCs

Active Duty Air Force, Air National Guard, and Air Force Reserve personnel disenrolled from mandatory CDCs for noncompletion (NP) or cancelled by student request (SR) will not be eligible to reenroll or have the CDC reactivated without an approved waiver. For waiver information see reactivation/reenrollment procedures below, or refer to AFI 36-2201 Table 6.1 Notes 4 and 5. Waivers to this policy must fully document extenuating circumstance that justifies reenrollment/reactivation.

Reenrollment Procedures for Mandatory CDCs

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

Reactivation Procedures for Mandatory CDCs

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

NOTE:

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

Professional Military Education Programs

See specific PME Course Study Guide and/or Handbook for procedures to request waivers for enrollment in PME Programs.

Time Limits

Course Time Limits

AFCDA courses must be completed within specific time limits, depending upon the type of course or the type of enrollment. The time limits stated for the various programs/enrollments below begin from the date of enrollment and require the completion of the course examination, and a retake CE,

if necessary. The date of enrollment is printed on the Enrollment Postcard that is forwarded to each new enrollee.

- Squadron Officer School (SOS) Program-Refer to student handbook.
- Senior NCO Academy Correspondence Course-Refer to student handbook.
- NCO Academy Correspondence Course-Refer to student handbook.
- CDC Courses–12 months (30 additional days are allotted for ordering, processing, and mailing CDCs.)
- Specialized Courses time limits are determined by the OPR.
- Exceptions to CDC courses must be authorized by the Career Field Manager and must also be noted on the CFETP.

Extensions

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

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

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

Course Completions

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

- Course 00014 Senior Non Commissioned Officer Course-70%
- Course 00020 Squadron Officer School-65%

Requesting Assistance

Administrative Help

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

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

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

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

Fax Numbers

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

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

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

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

AU FM 17

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

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

Message or Letter Requests

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

NOTE 1: For students enrolled in the AWC Seminar and Correspondence Programs, Education Services Officers should communicate directly with AWC/NS, not with AFCDA, to obtain assistance. They should contact the Directorate of Nonresident Studies (AWC/NS) at DSN 493-6093. Correspondence should be

addressed to AWC/NS, 325 Chennault Circle, Maxwell AFB AL 36112-6427 or faxed to DSN 493-7225 or Com (334) 953-7225. Each student receives Maxwell AFB Form 80, AWC Nonresident Studies Student Request, in the Program Guide at the time of enrollment. If used, the AU FM 17 should be sent directly to AWC/NS.

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

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

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

Senior Noncommissioned Officer Distance Learning Course 00014

Senior Noncommissioned Officer Academy

Distance Learning Course 00014

Program Description. The Senior Noncommissioned Officer Academy (SNCOA) Distance Learning (DL) course is a CCAF-affiliated course delivered via the World Wide Web. SNCOA DL consists of 75 contact hours that earn students college credit through CCAF, which is accredited through the SACS. Reference the SNCOA DL Program student handbook at <https://cs3.eis.af.mil/sites/25113/DistanceLearning/default.aspx> for policy and enrollment information. SNCOA DL provides an advanced PME program for SNCOs to better prepare them for leadership responsibilities by expanding their leadership and managerial capabilities and their perspective of the military profession. There is a single end-of-course examination for the SNCOA DL program. Students must receive a passing score in order to complete the course. Graduates are also eligible for the in-residence course. The end of course examination can be scheduled at a designated/authorized test control facility located on almost every military base.

Learning Outcomes

1. Prepares senior NCOs to lead the enlisted force
2. Prepares senior NCOs to effectively communicate rank-appropriate tasks
3. Models and develops professional military attributes

Duration. The enrollment period is 12 months. Students may elect an automatic one-time extension of four months. The enrollment period includes the time necessary for material shipment (if applicable), examinations, and posting of scores within AUSIS..

Eligibility Air Force, Air Force Reserve (AFRES), and Air National Guard (ANG) senior NCOs attend the SNCO PME DL program. Other U.S. Military senior NCOs and eligible non-military technician Civil Service personnel may also attend. Air Reserve Component (ARC) members must wait one year after graduation from a DL EPME program to attend the next level of DL EPME. Refer to AFI 36-2301, *Developmental Education*, the SNCOA DL Program student handbook at <https://cs3.eis.af.mil/sites/25113/DistanceLearning/default.aspx>, and the Education and Training Course Announcements (ETCA) website at <https://etca.randolph.af.mil> for additional course policy and enrollment information. ETCA course number: [New ETCA].

CURRICULUM SUMMARY

Instructional Areas	Contact Hours
Course Foundation	13
Military Professional	5
Joint Warfighter	18
Leadership and Management	39
Total	75

Instructional Area Descriptions

Course Foundation

13 Contact Hours

This module offers a study of educational processes used to achieve desired levels of learning prior to attending the Air Force Senior Noncommissioned Officer Academy. Students must take charge of their own learning by working through the Successful Learning, Full Range Leadership Development (FRLD), and Critical Thinking through Interactive Media Instruction (IMI) lessons. Students will take self-assessments to help students analyze situational behavioral tendencies and complete the Adult Learning Style Profile and an assignment. Students must be prepared to apply and synthesize the concepts and principles of the DL lessons during the new in-residence course.

Military Professional

5 Contact Hours

This module offers a study of the military as a profession and the characteristics of the culture that separate the uniformed services from the society they serve. It focuses on distinctive knowledge, exclusive group coherence, career structure, and the Airman's role in society. It also addresses core values, professional ethics, fitness, professional relationships, drill and ceremonies, accountability, warrior ethos, and security awareness.

Joint Warfighter

18 Contact Hours

This module promotes the notion that the responsibilities for protecting our nation, preventing future conflicts, and prevailing against adversaries require SNCOs to fully understand the joint environment. SNCOs must be prepared to deploy, employ, fight, and survive across the spectrum of conflict in joint, combined, and multinational environments. Joint warfighters are well versed in joint operations, possess an in-depth understanding of the culture and capabilities of all involved forces, and are able to convey and incorporate the strengths that each force brings to the fight. They understand elements of the planning processes and recognize strategic implications of the emerging war-fighting concepts and capabilities. Joint warfighters help leadership make informed decisions by assessing the best ways to plan, present, and control military resources as they serve the unique requirements of the combatant commander.

Leadership and Management

39 Contact Hours

This module enables students to focus on the organizational and personnel management functions that all SNCOs face at their home stations as well as in deployed and joint environments. Operational managers drive change and execute missions through the efficient and effective use of resources; produce excellence through a wide range of career-broadening experiences, education, and training; attract, retain, and develop Airmen and prepare them to operate in all environments; inspire a willingness to do what is right; ensure professional duties take precedence over personal desires; and master processes that ensure the Air Force remains the world's premier air and space force. Students must take charge of their own learning by

working through all the IMI lessons in this module and be prepared to apply and synthesize the concepts and principles of the DL lessons during the new in-residence course.

STUDENT ASSESSMENT: Course 14 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 re-study. There is a formative exercise at the end of each subcourse. Graded summative examinations which follow each subcourse are proctored tests administered by the Education Services Flight or other designated test control facility. Formative exercises and summative examinations are based on the same educational objectives listed in the overview of each subcourse instructional area. The formative exercises and summative examinations are not exactly the same; however, the exercises and examinations were developed from the same lesson material and measure the same desired behaviors.

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

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

COURSE MATERIALS:

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

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

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

ELIGIBILITY:

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

- All categories of reservists in the grade of TSgt (E-6) may enroll in SNCOA Distance Learning Course 14. The following criteria must be met:
- Must have completed the NCOA at least 12 months prior Must have 24-month time-in-grade as a TSgt
- Must complete AU Form 23, signed by their wing training office, then forward to AFRC/AITS for validation
- E-6/E-7 (or E-8 promoted to SMSgt under the EPME Air Force promotion deferment policy) with at least one year since completion of NCOA, resident or Distance Learning. In addition, the member must have a 7-skill level, and 24-month time-in-grade as a TSgt.

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

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

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

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

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

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

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

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

DIPLOMAS/TRANSCRIPTS: SNCO Distance Learning Course diplomas and transcripts are handled by the AU Registrar at HQ AU/CFRR, 60 Schumacher Avenue, Maxwell AFB, AL 36112-6337, DSN 493-8128 or commercial (334) 953-8128. Transcripts must be requested in writing and must contain students' signature. Requests may be faxed to DSN 493-8127 or commercial (334) 953-8127. All students completing the SNCO Distance Learning Course should receive a diploma following course completion. Students promoted while enrolled in the SNCO Distance Learning Course **MUST** update their student records by submitting an AU 17 to AU A4/6O, 50 South Turner Blvd, Maxwell-Gunter AFB, 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. The SNCO Distance Learning Course is eligible for Community College of the Air Force (CCAF) credit. Refer to the CCAF catalog for the number of credit hours awarded.

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

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

AFCDA: All administrative support for the SNCO Distance Learning Course is provided by AU A4/6O, including course enrollment, examination scoring, duplicating, and shipping. AU A4/6O is the point of contact to change addresses, have damaged or lost materials resent, or for general course inquiries. All

communication with AU A4/6O must be initiated online via the e-Customer Support website at: <http://www.aueducationssupport.com> and must include the student's full name, last four of the social security number, course name/number and the nature of request. After submission, a reference number for the request will be created and a confirmation receipt will be e-mailed. Due to the complexity of some requests along with required research, a response may take several duty days.

BARNES CENTER EPME ACADEMIC AFFAIRS: The EPME Academic Affairs/Operations and Policy (DOP) section is the office of primary responsibility for managing EPME distance learning programs.

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

Students must follow-up with esf or designated test control facility to ensure their tests are forwarded to au a4/6o for scoring and posting in their student record. Failure to follow-up could jeopardize the successful completion of course 14.

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

NOTE: For Course 14, the enrollment period begins on the date the enrollment post card is mailed or email sent, not the date the student receives the post card or email.

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

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

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

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

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

Noncommissioned Officer Distance Learning Course Course 00015

Noncommissioned Officer Academy

Distance Learning Course 00015

Program Description. The Noncommissioned Officer Academy (NCOA) Distance Learning (DL) program is a CCAF-affiliated course consisting of 168 hours accredited through the SACSCOC. Each student earns nine hours of undergraduate credit upon completion of the course.

NCOA DL is a voluntary five-volume, paper based, self-study course delivered through AUSIS. The five volumes are broken into two sets. Set A consists of three volumes, and Set B consists of two volumes. Each set has a closed-book test. Tests are administered at the designated/authorized test control facility located on almost every military base. Successful completion of the course results in college credit from the CCAF.

This course prepares NCOs to be professional, war-fighting Airmen who can lead and manage Air Force units in the employment of air, space, and cyberspace power. The course presents similar material to the resident program.

Learning Outcomes

- Provides NCOs foundational knowledge of the leadership and management concepts necessary to lead and manage units
- Provides NCOs foundational knowledge of the communication skills necessary to effectively communicate rank-appropriate tasks
- Provides NCOs foundational knowledge of the profession of arms and military studies concepts necessary to model professional military attributes

Duration. The enrollment period is 12 months. Students may elect an automatic one-time extension of four months. The enrollment period includes the time necessary for material shipment (if applicable), examinations, and posting of scores within AUSIS.

Eligibility : Active Duty (AD), Air Force, Air Force Reserve (AFRES), and Air National Guard (ANG) Junior NCOs attend the NCOA DL program. Other U.S. Military junior NCOs and eligible non-military technician Civil Service personnel may also attend. Air Reserve Component (ARC) members must wait one year after graduation from a DL EPME program to attend the next level of DL EPME.

Refer to AFI 36-2301, *Developmental Education*, the NCOA DL Program (Course 15) student handbook at <https://cs3.eis.af.mil/sites/25113/DistanceLearning/default.aspx>, and the Education and Training Course Announcements (ETCA) website at <https://etca.randolph.af.mil> for additional course policy and enrollment information. ETCA course number: [New ETCA].

CURRICULUM SUMMARY

Instructional Area Titles	Contact Hours
Set One:	
Volume 1 Course Introduction	30
Volume 2 Military Professional	27
Volume 3 Operational Airman	24
Set Two:	
Volume 1 Unit Manager	60
Volume 2 Managerial Communicator	27
Collateral Curriculum	12
Total	168

Instructional Area Descriptions

Course Introduction

30 Contact Hours

The Course Introduction establishes the foundation for learning the body of theory and specialized knowledge needed to successfully complete the NCOADLC by combining collateral and leadership curriculum. The collateral curriculum is used for student orientation, course foundation, successful learning. The leadership curriculum includes strategic thinking, four lenses, adaption-innovation theory, and full range leadership development. Students will be able to use their understanding of these concepts to make ties to other lessons.

Military Professional

27 Contact Hours

The Military Professional curriculum is a combination of profession of arms and leadership lessons. The purpose of the Military Professional curriculum is to facilitate the development of a cultural and warrior ethos mindset driven by the role of Air Force NCOs as military professionals in an expeditionary Air Force. Military professionals are models of discipline, integrity, and courage with a strong understanding of and commitment to the profession of arms. Topics such as airmanship, human performance, air force culture & heritage, diversity, and ethical leadership are covered. There is a capstone case study at the end of the volume that includes concepts from all volumes in Set One.

Operational Airman

24 Contact Hours

The Operational Airman curriculum is to further the development of a cultural and warrior ethos mindset driven by the role of Air Force NCOs as Operational Airman in an expeditionary Air Force. Topics include joint organization, joint warfighter, cross-cultural awareness, nuclear enterprise.

Unit Manager

8 Contact Hours

The purpose of the Unit Manager curriculum is to provide the skills necessary to fulfill supervisory responsibilities for the NCOs' current rank and to prepare them for future responsibilities. Specific attention is given to building teams, leader influence, negotiating, resource stewardships, discipline, emergent leadership issues, change management, and continuous improvement.

Managerial Communicator**27 Contact Hours**

The Communication Skills area of curriculum focuses on providing students with the knowledge to be more effective communicators in managerial writing and speaking situations. This volume consists of four chapters: “Managerial Communication,” “Culture of Engagement,” and “Interpersonal Communication,” and the “Set Two – Capstone Case Study.”

Airman Leadership School Distance Learning Course Course 00003

Airman Leadership School

Distance Learning Course 00003

Program Description. This CCAF-affiliated course consists of 168 hours accredited through the SACSCOC. Each student earns eight hours of undergraduate credit upon completion of the course.

The program focuses on leadership skills required of supervisors and reporting officials throughout the Air Force. The Airman Leadership School (ALS) Distance Learning (DL) program enhances the development of senior Airmen by strengthening their knowledge about leadership, followership, and management while they gain a broader understanding of the military profession. The ALS DL program is a voluntary, paper-based, self-study course administered by AU. The program consists of two sets: set one contains three volumes, and set two contains two volumes. This program is designed to provide professional development to enlisted military members at a specific and critical point in their career. Students must review the AU catalog frequently during their enrollment to ensure compliance with any changes in administrative policies. Two closed-book, end-of-course examinations (one per set) in the ALS DL program are administered at a designated/authorized test control facility located on almost every military base. Successful completion of the ALS DL program results in college credit from the CCAF.

Learning Outcomes

- Provides senior Airmen foundational knowledge of the leadership and management concepts necessary to supervise and lead work teams
- Provides senior Airmen foundational knowledge of the communication skills concepts necessary to effectively communicate rank-appropriate tasks
- Provides senior Airmen foundational knowledge of the profession of arms and military studies concepts necessary to exhibit professional military attributes

Duration. The course consists of a single academic term of 12 months. This enrollment period begins on the date the student enrolls in the course. The 12-month enrollment period includes time required to receive materials, schedule/complete tests, and submit results for scoring/posting. Students may extend their course by 120 days at any time before the end of their 12-month enrollment using options available through their Air University Student Information System (AUSIS) account **Eligibility** Air Force Reserve (AFRES), and Air National Guard (ANG) Senior Airman attend the ALS DL program. Other U.S. Military Junior enlisted and eligible non-military technician Civil Service personnel may also attend. Air Reserve Component (ARC) members must wait one year after graduation from a DL EPME program to attend the next level of DL EPME. Refer to AFI 36-2301, *Developmental Education*, the ALS DL Program (Course 3) student handbook at <https://cs3.eis.af.mil/sites/25113/DistanceLearning/default.aspx>, and the Education and Training Course Announcements (ETCA) website at <https://etca.randolph.af.mil> for additional course policy and enrollment information. ETCA course number: [New ETCA].

CURRICULUM SUMMARY

00003 Instructional Areas	Contact Hours
Set One:	
Volume 1 Course Introduction	18
Volume 2 Expeditionary Airman	24
Volume 3 Professional Airman	30
Set Two:	
Volume 1 Supervisory Communicator	21
Volume 2 Supervisor of Airmen	38
Total	132

Instructional Area Descriptions

Course Introduction

18 Contact Hours

The Course Foundation is curriculum time given for student orientation and administrative information. The purpose of the course foundation is to establish the foundation for learning the body of theory and specialized knowledge needed to successfully complete the ALDLC. Topics such as successful learning, critical thinking, full-range leadership development and four lenses will be covered.

Expeditionary Airman

24 Contact Hours

The Expeditionary Airman curriculum is also a combination of profession of arms and leadership lessons. The purpose of the Expeditionary Airman curriculum is to further the development of a cultural and warrior-ethos mind-set driven by the role of Air Force staff sergeants as expeditionary Airmen in an expeditionary Air Force. It will focus on Introduction to Culture, Joint Organization, Joint Warfighter, and the Nuclear Enterprise.

Professional Airman

30 Contact Hours

The Professional Airman curriculum is a combination of profession of arms and leadership lessons. The purpose of the Professional Airman curriculum is to facilitate the development of an ethical mind-set driven by the role of Air Force staff sergeants as military professionals in an expeditionary Air Force. Topics such as Airmanship, Customs & Courtesies, Ethical Leadership, and Emergent Leadership Issues are covered.

Supervisory Communicator

21 Contact Hours

The Supervisory Communicator curriculum focuses on providing students with the knowledge to be more effective communicators in supervisory writing and speaking situations. This volume covers topics such as Communicator Skills, Culture of Engagement, Supervisory Writing, and Interpersonal Communication.

Supervisor of Airmen

39 Contact Hours

The purpose of the Supervisor of Airmen curriculum is to provide skills necessary to fulfill supervisory and reporting official responsibilities and to prepare students for future responsibilities as NCOs. Specific attention is given to areas such as Standards and Discipline, Performance Evaluation, Team Leader, Diversity, Leader Influence, Introduction to Negotiating, Resources Stewardship and Continuous Improvement.

Squadron Officer College Nonresident Program 00020 (Course 20)

General

Squadron Officer College (SOC) educates company grade officers in the basic concepts of modern-day air and space warfare and the essentials of military leadership. Squadron Officer School is offered in both resident and non-resident (distance learning) formats. SOC also offers the four-course Leadership Development Program and the four-course Leadership Option to Air University's Master of Military Operational Art and Science Online Master's Program from Air Command and Staff College.

SOS Mission: Educate, motivate, and mentor captains as current and future Air Force leaders.

Program Description

The SOS nonresident program covers three core areas of study based on the Air Force Institutional Competency List (ICL; AFDD 1-1 *Leadership and Force Development* (16 November 2011) and AFPD 36-26 *Total Force Development*):

A. Ethical Leadership (Course A) examines personal core values and those of the Air Force and develops the trust and commitment of others, personal accountability, and the ability to maintain checks and balances. The course enables students to practice acting in accordance with the high standards of the Air Force and to recognize the positive effect of such behavior on co-workers.

B. Decision Making (Course B) focuses on using proven processes to make effective and timely decisions. Students learn to study data/information from multiple streams and use it to influence decisions, relying on analytic methods in all decision making, understanding interdependencies and interoperability across all associated forces, analyzing situations critically to anticipate second- and third-order effects, and establishing metrics to evaluate results and implement feedback. C. Builds Teams and Coalitions (Course C) addresses establishing alliances, assembling teams, fostering team cohesiveness, attending to the diverse interests of team members, and ultimately expanding networks and alliances at all levels.

Delivery Format

Program 00020 (web-based instructional modules)

- Course content is available to students via Air University's Blackboard Learning Management System
- Computerized testing is available at most Test Control Facilities)

Eligibility

- US armed forces officers (active duty, Reserve, or National Guard) – Captain (0-3) or above or captain select.
- Civil Air Patrol officers – selected for captain or above
- Federal civilian employees –GS-9, WG-10, WL-9, and WS-8 and above who possess regionally—accredited baccalaureate degrees and have completed their probationary employment periods (that is, have finished one-year as federal employees)
- International officers and civilians—see AFI 36-2301, Paragraph 11.3 for enrollment criteria and procedures

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

Time Limits and Completion Requirements

Students must complete the entire program within twelve months of their enrollment dates. Any required test mailing, scoring, and posting are part of the twelve -month time limit. There is no requirement to complete a certain test within a specified time frame as long as all tests are successfully completed within the twelve months. Procrastination is the major reason some students do not complete the program in the allowed time. Students are responsible for understanding the course requirements/policies and tracking their own progress and expiration dates. It is not the responsibility of the Education Office, Test Control Facility (TCF), or Squadron Officer College to track the student time limits.

Testing

Upon enrollment, students must conduct self-study and pass tests covering the three areas of study in the sequence presented above (A, B, and C). Students have two opportunities for each area of study to achieve minimum test scores of 65 percent correct. Failing retake tests results in disenrollment. Upon re-enrollment, no credit is granted for tests passed during previous enrollment periods. All tests must be taken while students are currently enrolled in the program. No credit is given for tests passed after enrollment expiration. Therefore, **TCFs must verify that students are enrolled before administering tests.**

Electronic testing is the default method of testing. TCFs with electronic testing capability may download Program 20 tests from the AU A4L website. **If electronic testing is not available, TCFs must request paper versions of tests from AU A4/6O.** Students may take tests electronically if they transition to locations that use the electronic testing.

Electronic Testing Procedures: Students receive their results (and feedback on units requiring more study if they fail) immediately after taking electronic tests; however, areas of study are not considered officially complete until AU A4/6O receives students' electronic test results and posts passing scores to students' records.

Paper Testing Procedures: Tests are delivered via first-class mail (averaging 7 and 14 days respectively for stateside and overseas delivery). Students must ensure the TCFs have their tests and must schedule times to take them. When students complete tests, TCFs mail the answer sheets to AU A4/6O (TCFs should not fax answer sheets). After scoring mailed answer sheets, AU A4/6O automatically forwards subsequent tests. When students pass tests, tests for the next area of study are mailed. If students fail, retake tests are mailed. Areas of study are not considered officially complete until AU A4/6O receives students' test answer sheets, grades them, and posts passing scores to students' records.

Enrollment Extensions

Extensions are considered on a case by case basis. If circumstances over the course of enrollment prevent students from passing all tests before the expiration date, they may request three-month extensions. Students must include brief rationale for extensions and must have passed the exam for at least Course A.

Students who need additional time after receiving a total of three months in enrollment extensions must request approval from SOC for an additional extension of no greater than three months. Not all extension requests are approved. The sum of extensions on an enrollment is restricted to **no more than six months**. Students who are not finished after six months of extensions must reenroll and start over.

Disenrollment/Reenrollment

Students are disenrolled if they do not complete the program within the twelve -month time limit, fail a retest, or request disenrollment. Dis-enrolling **DOES NOT** result in a restriction period before reenrolling. Students may reenroll at anytime. When students reenroll into the program, they start from the beginning. No credit is granted for prior work accomplished.

Program Completion

Diplomas/Transcripts: The AU Registrar handles diplomas and transcripts. After all program requirements are completed, the Registrar mails diplomas to the addresses listed in student records.

Transcripts must be requested in writing. Letters may be mailed to the Air University Registrar (AU/CFRR), 60 Shumacher Ave, Maxwell AFB, AL 36112-6337 or by fax to (334) 953-8127/DSN 493- 8127. There is no fee. For more information, contact the AU Registrar (Student Records) or visit <http://www.maxwell.af.mil/au/registrar.php>

Records Update:The only agency authorized to update personnel records is the Officer PME Branch (AU/CFRO). Phone numbers are DSN 493-4814/4776 or Commercial 334-953-4814/4776. The fax number is DSN 493-8127 or Commercial 334-953-8127 and the address is 60 Shumacher Ave, Maxwell AFB AL, 36112-6337. The Officer PME Branch has a direct computer link to the Air Force Personnel Center (AFPC) to input data. AFPC updates local Military Personnel Flight (MPF) computers and HQ ARPC (for AFRC and ANG) files. Students' master records are updated in 3-4 days. This information then passes to local MPFs. This process may take up to 4-6 weeks. Students should not contact AU A4/6O, the AU Registrar, or SOC concerning their records updates unless meeting a board in less than a week. Students can check with their MPF Classification and Training Units.

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

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

Student Responsibilities

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

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

Academics

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

Career Development Courses (CDCs)

(1C) COMMAND CONTROL SYSTEMS OPERATIONS

1C251A -Combat Control Journeyman

1C251N- Electronic CDC

3 Volumes: Revised – Activated- March 2013

Hours: Volumes 66 –CE –17

Points: Volumes 22 –CE –5

Content: COMBAT CONTROL is an all-male career field. For this reason, gender- neutral and female pronouns have been eliminated. The 1C251A (A-set) Career Development Course (CDC), Combat Control Journeyman, consists of three volumes. The first volume discusses combat control history and the present structure. Volume 2 is an introduction to the individual skills you will use as a combat controller. Volume 3 covers cover Combat Search and Rescue, Reconnaissance and Surveillance, Radios and Navigational Equipment.

1C251B -Combat Control Journeyman

1C251O-Electronic CDC

3 Volumes: Activated –May 2013

Hours: Volumes –60 CE –15

Points: Volumes –20 CE –5

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

Content: The 1C251B (B-set), covers terminal control. The individual skills and employment methods covered in the A set are just ways to get to work. Similarly, the pieces of gear covered in the A set are just tools to help you perform your mission. Terminal control is the main reason the CCT (Combat Control Team) exists. We are the only DOD force that can provide air traffic control and fire support, as well as operate assault zones in any environment. Volume 1 of this course discusses 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.

1C351-Command Post Journeyman

Z1C351-Electronic CDC

2 Volumes: Activated – April 2014

Hours: Volume –30 CE –8

Points: Volume –10 CE –2

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

Content: Volume one of CDC 1C351, *Command Post Fundamental*, pertains to fundamental command and control (C2) functions and procedures. Subjects covered in this volume include command post training and administration, security procedures and concepts, and communications systems. Volume 2 begins with a review of C2 terms, processes, structures, and emergency management. The volume provides in-depth coverage on specific command post functions, such as emergency actions, flight following, reporting, and interpreting weather information.

1C371-Command Post Craftsman

Z1C371-Electronic CDC

1 Volume: Activated – March 2014

Hours: Volume –18 CE –5

Points: Volume –6 CE –1

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

Content: This course consists of one volume and helps ensure you are receiving the training material you need at the right time in your career. Subjects covered in this volume include force structure, supervision and management, training program management, security, and readiness.

1C451- Tactical Air Control Party Journeyman

1C451N-Electronic CDC

3 Volumes: Activated – July 2013

Hours: Volume –45 CE –13

Points: Volume –15 CE –4

Content: This CDC is divided into three volumes. In Volume 1, we refresh and expand upon the Tactical Air Control Party (TACP) Career Field, including information on skill levels and the training program for TACPs. We also give you information on publications and the various media you find them in.

Volume 2 covers the Air Ground Operations System, planning a close air support mission, unique close air support operations, weapons systems, and MEDEVAC procedures. In Volume 3, we examine portable, handheld communications radios, and other associated field equipment used by a TACP

1C551-Command And Control Battle Management Operations Journeyman

Z1C551-Electronic CDC

3 Volumes: Activated –July 2013

Hours: Volumes –39 CE –9

Points: Volumes –13 CE –3

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

Content: Career Development Course (CDC) 1C551, *Command and Control Battle Management Operations Journeyman*, helps you qualify for upgrade training requirements as a Command and Control Battle Management Operations Journeyman. CDC 1C551 contains the upgrade knowledge necessary to progress from the 3 to the 5 skill level on your career ladder.

The second volume introduces the systems with which you may have an opportunity to work. It also covers the different equipment and how they interface together along with various aircraft.

Volume 3 covers operational procedures for the 1C551 career field to include surveillance, identification, weapons, mission planning, electronic warfare, and tactical data links.

1C651-Space Systems Operations Journeyman

1C651N-Electronic CDC

3 Volumes: Activated – June 2008

Hours: Volumes –60 CE –15

Points: Volumes –20 CE –5

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

1C851-Ground Radar Systems Journeyman

Z1C851-Electronic CDC

4 Volumes: Activated – October 2015

Hours: Volumes –75 CE –18

Points: Volumes –25 CE –6

Content: CDC 1C851 is intended to help you progress from an Apprentice (3-level) to a Journeyman level (5-level) in the career field. Make sure you retain this information, as it is used to develop the specialty knowledge test (SKT) for the weighted airman promotion system (WAPS) that determines promotions. The first volume of the four volumes comprising CDC 1C851, Ground Radar Systems Journeyman, covers general career field information as well as basic computer and network components. The second volume covers general radar and peripheral theory as well as test equipment. The third volume specifically looks at fixed airfield systems generally used for air traffic control, such as the airport surveillance radar (ASR) systems, the digital airport surveillance radar system (DASR), IFF/SIF systems, indicators and the standard terminal automation replacement system (STARS). Finally, volume four educates you on deployable systems, which are very important in today's expeditionary Air Force. You will learn about the AN/TPS-75 air defense radar and its subsystems and the AN/TPN-19 tactical air traffic control system, as well as some electronic combat principles.

1C852-Airfield Systems Journeyman

Z1C852-Electronic CDC

4 Volumes: Activated – October 2015

Hours: Volumes –72 CE –18

Points: Volumes –24 CE –6

Content: CDC 1C852 which provides the fundamental career knowledge training to satisfy the requirements for award of the 5-level AFSC. By completing this course, you satisfy the dual-channel OJT program career knowledge requirements. You also satisfy the other part of the dual-channel OJT program, called job proficiency training, by acquiring job knowledge and job skills while performing on the job under supervision of a competent trainer. When you complete the career knowledge training and the job proficiency training, and you have the required experience, you will be qualified for the award of the 5-skill level. Volume 2 of this course focuses on transmit and receive fundamentals, as well as few other areas of importance to someone just getting started in the Airfield Systems career field. Volume 3 covers major navigational systems, including the instrument landing system (ILS), tactical air navigation system (TACAN), and very high frequency omnidirectional and radio range (VOR). The course concludes with a look at weather fundamentals and equipment and deployable navigational systems in Volume 4.

(1N/1A8) Intelligence

For ALL CLASSIFIED AFSCs

These CDCs are administered jointly by AFCDA and Goodfellow AFB, TX. Enrollments will be processed through MILPDS. Upon receipt of the Welcome Card (AU Form 9), training managers must contact the 17 TRSS/TSOK, e-mail 17TRSS.TSOK.CDC@us.af.mil or call DSN 477-3932 to coordinate shipment of the course exams. Refer to the CDC descriptions of AFSCs 1N1X1, 1N2X1, 1N4X1, and 1A8X2 for the website location of the CDCs.

(1N/1A8) Test Challenge

For classified test challenges, e-mail the CDC writer listed below:

1A852 – michael.dyson@goodfellow.ic.gov JWICS
1N151X – michael.tiangco@aetc.af.smil.mil SIPR
1N251X – kendra.doege@goodfellow.ic.gov JWICS
1N451X – melissa.thompson@goodfellow.ic.gov JWICS

For unclassified test challenges, e-mail the CDC writer listed below:

1NX51 – darcy.baileysmith@us.af.mil NIPR
Z1N051 – michael.wilson.50@us.af.mil NIPR

1A851-Airborne Cryptologic Language Analyst Journeyman

Requirement: Completion of the 1NX51. This CDC is mandatory for personnel in upgrade training to the 1A851 AFSC. Refer to the 1NX51 CDC description below.

1A852-Airborne Intelligence, Surveillance and Reconnaissance Operator Journeyman

2 Volumes: Activated - November 2013

Hours: Volumes - 39 CE - 9

Points: Volumes - 13 CE - 3

NOT FOR SALE (CLASSIFIED MATERIAL)

Content: The CDCs can be downloaded from JWICs at www.goodfellow.ic.gov//316trs/cdc.aspx.

Special Information: All queries or comments pertaining to enrollment or test administration should be addressed to AU A4/6O, 50 South Turner Blvd, Maxwell-Gunter AFB AL 36118-5643. Ensure that CLASSIFIED queries and comments or those relating to CLASSIFIED subjects remain in appropriate security channels. This CDC is classified SECRET//SI//REL USA, AUS, CAN, GBR, NZL.

Prerequisites for enrolling:

1. Anyone in the 1A852 career ladder structure.
2. Student must possess a current TS/SCI clearance.
3. Completion of the 1NX51.
4. This CDC is mandatory for personnel in upgrade training to the 1A852 AFSC.

Z1N051- Operations Intelligence Journeyman (Electronic CDC)

1 Volume: Activated - September 2013

Hours: Volumes –15 CE -3

Points: Volumes – 5 CE- 1

Content: The CDCs is located on the Air University (AU) Advanced Distributed Learning System (ADLS) **Special Information:** All queries or comments pertaining to enrollment or test administration should be addressed to AU A4/6O, 50 South Turner Blvd, Maxwell-Gunter AFB AL 36118-5643.

Prerequisite for enrolling:

1. Successful completion of 1NX51 Intelligence Fundamentals CDC
2. This CDC is mandatory for personnel in upgrade training to the 1N051 AFSC.

1N151X- Fundamentals of Geospatial Intelligence

1 Volume: Activated - November 2013

Hours: Volumes –18 CE -3

Points: Volumes – 6 CE- 1

NOT FOR SALE (CLASSIFIED MATERIAL)

Content: The CDCs can be downloaded from the SIPRNET at the following URL: <https://www.goodfellow.af.smil.mil/315th/index.htm>. **Special Information:** All queries or comments pertaining to enrollment or test administration should be addressed to AU A4/6O, 50 South Turner Blvd, Maxwell-Gunter AFB AL 36118-5643. Ensure that CLASSIFIED queries and comments or those relating to CLASSIFIED subjects remain in appropriate security channels.

Prerequisite for enrolling:

1. Successful completion of 1NX51 Intelligence Fundamentals CDC
2. This CDC is mandatory for personnel in upgrade training to the 1N151 AFSC.

1N251X- Signals Intelligence Analyst Journeyman

1 Volume: Activated - June 2012

Hours: Volumes –18CE -3

Points: Volumes – 6- CE- 1

NOT FOR SALE (CLASSIFIED MATERIAL)

Content: The CDCs can be downloaded from JWICs at www.goodfellow.ic.gov//316trs/cdc.aspx. **Special Information:** All queries or comments pertaining to enrollment or test administration should be addressed to AU A4/6O, 50 South Turner Blvd, Maxwell-Gunter AFB AL 36118-5643. Ensure that CLASSIFIED queries and comments or those relating to CLASSIFIED subjects remain in appropriate security channels. This CDC is classified SECRET//SI//REL TO USA, AUS, CAN GBR, NZL.

Prerequisite for enrolling:

1. Successful completion of 1NX51 Intelligence Fundamentals CDC
2. This CDC is mandatory for personnel in upgrade training to the 1N251 AFSC.

1N451X- Fusion Analysis Journeyman

1 Volume: Activated - October 2012

Hours: Volumes - 51 CE - 12

Points: Volumes - 17 CE - 4

NOT FOR SALE (CLASSIFIED MATERIAL)

Content: The CDCs can be downloaded from JWICs at www.goodfellow.ic.gov//316trs/cdc.aspx. **Special Information:** All queries or comments pertaining to enrollment or test administration should be addressed to AU A4/6O, 50 South Turner Blvd, Maxwell-Gunter AFB, AL 36118-5643. Ensure that CLASSIFIED queries and comments or those relating to CLASSIFIED subjects remain in appropriate security channels. This CDC is classified SECRET//SI//NOFORN

Prerequisite for enrolling:

1. Successful completion of 1NX51 Intelligence Fundamentals CDC
2. This CDC is mandatory for personnel in upgrade training to the 1N451 AFSC.

1NX51- Intelligence Fundamentals

1 Volume: Activated - July 2013

Hours: Volumes - 15 CE - 3

Points: Volumes - 5 CE - 1

Content: This is an interactive CDC that is available on the Defense Intelligence Agency Learning Management System called AGILE. View the activation message at https://gum-crm.csd.disa.mil/app/answers/detail/a_id/25391 for instructions. **Special Information:** All queries or

comments pertaining to enrollment or test administration should be addressed to AU A4/6O, 50 South Turner Blvd, Maxwell-Gunter AFB AL 36118-5643. E-mail questions concerning course content or materials to 17TRSS.TSOK.CDC@us.af.mil.

THIS CDC IS UNCLASSIFIED//FOUO.

Prerequisite for enrolling: Anyone in the 1NXXX or 1A8XX career ladder structure.

(1P) AIRCREW FLIGHT EQUIPMENT

1P051-Aircrew Flight Equipment Journeyman

1P051N-Electronic CDC

5 Volumes: Activated – March 2012

Hours: Volumes – 33 CE – 9

Points: Volumes – 11 CE – 3

Content: *Career Field Fundamentals*, is the first of a five-volume course. The subjects in this first volume should help you understand the operation of your organization. After you complete the first volume, you will then move onto volume 2 where you will discover the world of aircrew personal protective equipment. In volume 3, you will read about USAF flotation equipment and various survival equipment. In volume 4, you will learn about parachutes and emergency escape systems; and volume 5 will cover aircrew flight equipment operations, such as continuation training, mishap investigations, program management, and combat operations. The fifth and final volume of CDC 1P051, *Aircrew Flight Equipment Journeyman*, deals with specific information as it relates to various tools, testers, sewing machines, and fabric you will be encountering.

1P071-Aircrew Flight Equipment Craftsman

1P071N-Electronic CDC

2 Volumes: Activated – August 2012

Hours: Volumes – 30 CE – 9

Points: Volumes – 10 CE – 3

Content: Volume one will help you understand the operation of your organization, safety, training, mobility planning, and advance systems. Volume two contains four units. Unit 1 gives safety management and aircraft mishap investigation information. Unit 2 delves into management of training records. In unit 3, we discuss the Aircrew Flight Equipment Program management, and lastly, in unit 4 we talk about Aircrew Flight Equipment Operations.

(1S) Safety

1S051-Safety Journeyman

Z1S051-Electronic CDC

4 Volumes: Activated – June 2014

Hours: Volumes – 48 CE - 12

Points: Volumes – 16 CE – 4

Content: This CDC Course consists of four volumes. The first volume addresses Air Force's mishap prevention, safety inspection, and mishap investigations. Subsequent volumes discuss myriad safety issues confronting the safety professional, ranging from the industrial areas of the flight line to the administrative concerns of mishap reporting. Volume two covers environmental considerations, general industrial safety requirements of the workplace and traffic safety. Volumes three and four continue with general industrial safety requirements. Volume three concentrates on electricity, chemicals, pressure systems, construction, and recreational safety. Volume four focuses on weapons areas, aircraft maintenance and flight-line activities, and industrial shops.

(1W) Weather

1W051A-Weather Journeyman

1W051N-Electronic CDC

3 Volumes: Activated - September 2011

Hours: Volumes - 57 CE - 15

Points: Volumes - 19 CE - 5

Content: This course contains three volumes: Volume 1, General Meteorology and Surface Weather Observations; Volume 2, Weather Radar; and Volume 3, METWATCH and Space Environment. **Special Information:** This CDC offers the additional theory and information necessary to compliment the OJT process leading to upgrade to AFSC 1W051A. CDC 1W051A is the first of two sequenced courses. Students **MUST** be enrolled in this course before enrollment can be processed in CDC 1W051B. All queries or comments pertaining to enrollment or test administration should be addresses to AU A4/6O, 50 South Turner Blvd, Maxwell AFB, Gunter Annex, and AL 36118-5643. Questions concerning course content or materials should be addressed to 335 TRS/UOAA, 700 H. Street, Bldg. 4332, and Keesler AFB, MS 39534-2499.

Prerequisites for Enrollment:

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

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

1W051B-Weather Journeyman

1W051O-Electronic CDC

3 Volumes: Revised – New Activation March 2013

Hours: Volumes - 60 CE - 17

Points: Volumes - 22 CE - 5

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

Content: This is the first volume of a three-volume course. This volume has three units. The first unit covers climatological terms and elements, climatic controls, climate classification, and climatological aids. The second unit contains information on the regional analysis forecast program (RAFP). The last unit deals with forecast reviews, studies, and seminars. After completion of this volume, you will progress to completing the remaining two volumes. Volume 2, *Forecasting Surface Weather and Flight Weather Elements*, provides knowledge on forecasting clouds, precipitation, winds, obscuring phenomena, temperature, and pressure. In addition, it explains important concepts about turbulence, icing, and low-level wind shear. It also presents important information about forecasting severe convective and non-convective weather. Volume 3, *Meteorological Satellite*, contains information on meteorological and non-meteorological features as well as relating satellite data to meteorological events.

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

Prerequisites for Enrollment:

- (1) Active duty requirement; enrollment is mandatory for graduates of AETC course E3ABR1W031A 011, Weather Forecaster Apprentice Course or AETC course E3ABR1W031 014, Weather Forecaster Apprentice Course.

(2) Enrollment is mandatory for retrainees who graduate from either of the courses named above.

(3) AFSC 1W031A is required.

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

1W071-Weather Craftsman

1W071N-Electronic CDC

3 Volumes: Activated - March 2013

Hours: Volumes - 36 CE - 9

Points: Volumes - 12 CE – 3

Content: CDC 1W071 provides additional weather management information and severe weather analysis necessary for you to compliment the OJT process and leads to eventual upgrade to AFSC 1W071 or 1W072. It enlarges and expands the knowledge you've already received at the 3 and 5 levels. This CDC is comprised of three volumes: Volume 1, *Military Operations and the Environment*, Volume 2, *Management of Weather Operations*, and Volume 3, *Severe Weather Techniques*.

1W052- Special Operations Weather Journeyman

1W052N-Electronic CDC

1 Volume: Activated - February 2011

Hours: Volumes - 21 CE – 7

Points: Volumes - 7 CE - 2

Content: This course contains one volume. The first unit introduces you to the special operations world. You will become familiar with joint rank structure and the joint team's organizational hierarchy. The next unit covers the critical elements used to plan and execute a mission. In the third unit you will learn the Process for developing mission focused environmental products. You will learn survival skills for environments you are likely to encounter in the fourth unit. Finally, you will learn specific skill sets that will enable mission accomplishment in the air ground interface.

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

1W072- Special Operations Weather Craftsman

Z1W072-Electronic CDC

1 Volume: Activated - May 2013

Hours: Volumes - 6 CE –2

Points: Volumes - 2 CE - 0

Content: This volume has two units. The first unit covers the Joint Operations Planning Process. The second unit goes over team leader planning considerations and environmental reconnaissance. After this volume you will have a more thorough understanding of guiding your team through the mission planning process, as well as conducting operations designed to collect environmental intelligence.

(2A) MANNED AIR AND SPACE MAINTENANCE

2A251- Special Operations Forces/Personnel Recovery Integrated Communications/Navigation/Mission Systems Journeyman

Z2A251-Electronic CDC

5 Volumes: Activated – November 2014

Hours: Volumes – 81 CE – 22

Points: Volumes – 27 CE – 7

Content: CDC 2A251, *Special Operations Forces/Personnel Recovery Integrated Communication/Navigation/Mission Systems Journeyman* was driven by the restructure of 2A5X3A career field. This CDC is a continuation in self-study in the dual on-the-job (OJT) of your training progression. It will enable you to continue learning the job-related knowledge required in your career field. This course is intended to help qualify you for duties as an Integrated Comm/Nav/Mission Systems Journeyman for the 2A251 Air Force Specialty (AFS). This volume contains fundamental information and job-related knowledge required as a new maintainer on the flight-line. Volume 2 is a continuation of fundamental information. It provides information on aircraft familiarization, aircraft wiring maintenance, principles of radio-frequency signals, and principles of Radar. Volumes 3, 4, and 5 cover general Comm/Nav system theory. Volume 3 contains communication subjects such as common radio systems, emergency communication and interphone, and satellite and secure voice communication. Volume 4 contains navigation information including basic navigation principles and systems, Tactical Air Navigation, dependent navigation systems, Identification Friend or Foe, and Enhanced Traffic Collision Avoidance. Volume 5 contains information on data link systems, computer complex systems, data bus principles and maintenance, sensor systems, and ends with information on special tools and test equipment.

2A252- SOF/PR Instrument & Flight Control Systems Journeyman

Z2A252-Electronic CDC

4 Volumes: Activated – November 2014

Hours: Volumes – 42 CE – 11

Points: Volumes – 14 CE – 3

Content: 2A252 is a continuation in self-study in the dual-channel training program. The job-related knowledge in this course is intended to help you qualify for the duties of a Special Operations/Personnel Recovery (SOF/PR) Instrument and Flight Control Systems Journeyman. There are five volumes in the course. This first volume contains general information you need to successfully perform your duties. Subjects include basic functions and responsibilities of the maintenance complex, maintenance data collection, maintenance information systems, supply discipline, security classification, and technical publication information. The second volume contains general information such as aircraft inspection systems, forms, wiring, equipment maintenance, aircraft familiarization, and fundamentals of flight.

The third volume contains avionic systems to include data bus principles, general computer complex, flight instrument systems, flight data recorders, and warning systems. The fourth volume contains navigation systems, engine indicating systems, and liquid quantity systems. The fifth volume contains flight control systems, position indicating systems, and stability augmentation.

2A253- Special Operations Forces/Personnel Recovery Electronic Warfare Systems Journeyman

2A253N-Electronic CDC

3 Volumes: Activated – October 2013

Hours: Volumes – 54 CE – 14

Points: Volumes – 18 CE – 4

Content: This CDC is divided into three volumes, each of which contains related material. This first volume contains general and job-related knowledge you should be aware of working in the avionics career field. These are required for upgrade to the 5-skill level in your AFSC. Unit 1 of volume 1 covers career progression and the maintenance complex. Unit 2 discusses supply discipline and deficiency reporting. Unit 3 covers security and classified asset handling along with safeguarding classified equipment. Unit 4 covers information on aircraft/equipment forms and the use of technical publications to perform your job as a technician. Unit 5 discusses tool management along with major structural areas of aircraft and their associated dangers. Volume 2 continues with general training requirements and covers equipment fundamentals, aircraft familiarization, computer systems, and wire maintenance. Volume 3 provides a thorough understanding of electronic warfare principles governing your AFSC.

2A354- Integrated Fighter Avionic Systems Journeyman

2A354N-Electronic CDC

2 Volumes: Activated – March 2013

Hours: Volumes – 21 CE – 7 Points: Volumes – 7 CE – 2

Content: This is a two volume course, the first volume of career development course (CDC) 2A354, *A-10/CV-22/F-15/F-16/U-2 Avionic Systems Journeyman*, contains the basic knowledge required to upgrade to the 2A354A, 2A354B, 2A354C AFSCs. The subjects covered in this volume range from the aircraft maintenance concept, technical publications, automated management system such as RAMPOD, aircraft forms, fundamentals of avionic maintenance and supply discipline. Unit 1 of this volume covers the AF maintenance concept. Unit 2 covers technical publications Unit 3 covers fundamentals of avionic maintenance. Volume 2 of CDC 2A354, *A-10/CV-22/F-15/F-16/U-2 Avionic Systems Journeyman*, contains the basic knowledge required to upgrade to the 2A354A, 2A354B, 2A354C AFSCs. The subjects covered in this volume range from basic electronic principles, wire maintenance, aircraft pods.

2A354A- A-10/U-2 Avionic Systems Journeyman

2A354O-Electronic CDC

2 Volumes: Activated – March 2013

Hours: Volumes – 66 CE – 17

Points: Volumes – 22 CE – 5

Content: This is a three volume course, the first volume of CDC 2A354A, *A-10/U-2 Avionic Systems Journeyman*, contains the basic knowledge required to upgrade to the 2A354A AFSC. The subjects covered in this volume range from the A-10 aircraft embedded global positioning/inertial navigation system, data bus and user interface systems, and the HUD LASTE system along with the CCTVS/DVADR systems. This volume also covers the U-2 aircraft avionics data bus system, data bus interface instruments and the PIIIG inertial navigation with embedded global positioning system. Unit 1 of this volume covers A-10 Attack Control Systems. Unit 2 covers U-2 Attack Control Systems. The second volume of CDC 2A354A, *A-10/U-2 Avionic Systems Journeyman*, contains the basic knowledge required to upgrade to the 2A354A AFSC. The subjects covered in this volume range from the A-10/U-2 aircraft Instrumentation and Flight Control systems. The third volume of CDC 2A354A, *A-10/U-2 Avionic Systems Journeyman*, contains the basic knowledge required to upgrade to the 2A354A AFSC. The subjects covered in this volume range from the A-10/U-2 aircraft Communications, Navigations and Penetration Aid systems.

2A354B- F-15 Avionic Systems Journeyman

2A354P-Electronic CDC

3 Volumes: Activated – March 2013

Hours: Volumes – 72 CE – 18

Points: Volumes – 24 CE – 6

Content: The three volumes making up the CDC 2A354B, *F-15 Avionic Systems Journeyman*, contains the basic knowledge required to upgrade to the 2A354B AFSC. This first volume of CDC 2A354B, *F-15 Avionic Systems Journeyman*, contains basic information on subjects ranging from the F-15 A through D/F-15E aircraft radar and data bus/interface systems to the display and navigation systems. Unit 1 of this volume covers F-15 radar and data bus systems. Unit 2 covers F-15 display and navigation systems. The second volume of CDC 2A354B, *F-15 Avionic Systems Journeyman*, contains basic information on subjects ranging from the F-15 A through D/F-15E aircraft instrumentation to flight control systems. The third volume of CDC 2A354B, *F-15 Avionic Systems Journeyman*, contains basic information on the F-15 A through D/F-15E aircraft communications, navigations and penetration aid systems.

2A354C- F-16 Avionic Systems Journeyman

2A354Q- Electronic CDC

3 Volumes: Activated - May 2013

Hours: Volume - 57 CE –16

Points: Volume - 19 CE –5

Content: The first volume of CDC 2A354C, *F-16 Avionic Systems Journeyman*, contains the basic

knowledge required to upgrade to the 2A354C Air Force specialty code (AFSC). The subjects covered in this volume range from the F-16 aircraft fire control integration and display systems to the fire control radar systems and boresighting. The second volume of CDC 2A354C, *F-16 Avionic Systems Journeyman*, contains the basic knowledge required to upgrade to the 2A354C AFSC. The subjects covered in this volume range from the F-16 aircraft instrumentation to flight control systems. The third volume of CDC 2A354C, *F-16 Avionic Systems Journeyman*, contains the basic knowledge required to upgrade to the 2A354C AFSC. The subjects covered in this volume will cover the F-16 aircraft communications, navigations and penetration aid systems.

2A374- A-10/F-15/F-16/U-2 Avionic Systems Craftsman

2A374N- Electronic CDC

3 Volumes: Activated - February 2014

Hours: Volume - 69 CE - 19

Points: Volume - 23 CE - 6

Content: CDC 2A374, *A-10/F-15/F-16/U-2 Avionic Systems Craftsman*, contains the basic knowledge required to upgrade to the 2A374 AFSC. The subjects covered in this volume range from the A-10 major structural areas, danger areas, data transfer system (DTS), heading attitude reference system (HARS), stability augmentation system (SAS), and countermeasures systems.

The second volume of CDC 2A374, *A-10/F-15/F-16/U-2 Avionic Systems Craftsman*, contains the basic knowledge required to upgrade to the 2A374 AFSC. The subjects covered in this volume range from the F-15 Attack Control Systems, Instrumentation and Flight Control Systems, and Data Link and Countermeasures systems.

The third volume of CDC 2A374, *A-10/F-15/F-16/U-2 Avionic Systems Craftsman*, contains the basic knowledge required to upgrade to the 2A374 AFSC. The subjects covered in this volume range from the F-16 and U-2 Attack Control Systems, Instrumentation and Flight Control Systems, and Radar, Identification, and Data Link systems.

2A355-Advanced Integrated Avionic Systems Journeyman

2A355N- Electronic CDC

1 Volume: Activated - June 2013

Hours: Volume - 24 CE - 6

Points: Volume - 8 CE - 2

Content: This is the first and only volume of Career Development Course (CDC) 2A355, *Advanced Integrated Avionic Systems Journeyman*. The information presented is designed to help you obtain the job-related knowledge you'll need to upgrade to a 5 skill level in AFSC 2A3X5A and 2A3X5C. This course is expected to be completed prior to CDC 2A355A and 2A355C. This course you are about to begin contains one volume. It covers general aircraft information you will need to be a flight line avionics journeyman. Unit 1 of this volume provides you with information on technical orders and how to report deficiencies on them as well as how maintenance is held accountable. Unit 2 covers the supply system and property liability. Unit 3 covers the maintenance inspection system, the deficiency reporting system, aircraft forms, and maintenance data collection. Unit 4 covers aircraft wiring and connectors. Unit 5 covers basic E&E fundamentals such as bleed air basics, liquid cooling basics, and anti-skid system basics.

2A355A- F-22 Advanced Integrated Avionic Systems Journeyman

2A355O- Electronic CDC

3 Volumes: Activated - June 2013

Hours: Volume - 60 CE - 15

Points: Volume - 20 CE - 5

Content: The information presented is designed to help you obtain the job-related knowledge you'll need

to upgrade to a 5-skill level in AFSC 2A3X5A. This course is expected to be completed subsequent to (after) CDC 2A355. This course you are about to begin contains three volumes. Volume 1 covers the F-22 Raptor's general aircraft information as well as introduces you to a portion of the avionic systems.

Volume 2 covers the remaining F-22 avionic systems while volume 3 covers the F-22's electrical and environmental systems.

2A375- MQ-1/MQ-9/RQ-4 Advanced Integrated Avionic Systems Craftsman

2A375N- Electronic CDC

3 Volumes: Activated - July 2014

Hours: Volume - 72 CE - 18

Points: Volume - 24 CE - 6

Content: This course you are about to begin contains three volumes. Volume 1 covers the MQ-9 Reaper's general aircraft information as well as introduces you to the avionics, power distribution, digital control, and surveillance systems. Volume 2 delivers RQ-4 Global Hawk aircraft and support equipment familiarization as well as avionics systems information to include the environmental and electrical systems. Volume 3 completes the course by providing an introduction to the F-22 aircraft and support equipment along with general knowledge of the integrated avionics, electrical, and environmental systems.

INSTRUMENT AND FLIGHT CONTROL SYSTEMS

HELICOPTER

2A552-Helicopter/Tilt-rotor Journeyman

2A552N-Electronic CDC

3 Volumes: Activated – October 2013

Hours: Volumes - 45 CE - 13

Points: Volumes - 15 CE - 4

Content: CDC 2A552 consists of three volumes. The course provides knowledge that will help you perform the duties of a helicopter/tilt-rotor journeyman. This first volume of CDC 2A552, General Subjects and Helicopter/Tilt-rotor Aircraft Maintenance, pertains to core values and safety, maintenance directives and forms documentation, maintenance operating activities, preventive maintenance program, maintenance the supply system, special tools, securing devices, electrical connectors, and aircraft support equipment. Subjects range from applying Air Force values, safe maintenance habits, technical data, maintenance documentation, maintenance supply functions to reviewing major inspection reports—using special tools and aircraft ground support equipment. Throughout this volume, we will cover technical information concerning the newest addition to the Air Force aircraft inventory, the CV-22 tilt-rotor aircraft. The intention of this first volume is to present general subjects common to both helicopters and tilt-rotor aircraft. The in-depth technical specifications and maintenance of the CV-22 will be further discussed within volume 2 of the CDC. Volume 2, CV-22 tilt-rotor, pertains to the tilt-rotors major systems. The major systems we will cover 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, H-60 helicopter, 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.

2A652-Aerospace Ground Equipment Journeyman

2A652N-Electronic CDC

3 Volumes: Activated – March 2013

Hours: Volumes - 69 CE - 19

Points: Volumes - 23 CE - 6

Content: Volume 1 contains broad job knowledge concerned with supply, maintenance management systems, publications, tools, hardware, and common AGE tasks. In volume 2 you will study electrical and electronic circuits and components; along with the test equipment necessary to troubleshoot and maintain these circuits. Volume 3 covers prime movers and generation. Volume 4 will teach you about common AGE systems to include hydraulic test stands, bomb-lifts, heaters, air conditioners, air compressors, floodlights, cabin leakage testers, and non-powered AGE.

2A672-Aerospace Ground Equipment Craftsman

2A672N-Electronic CDC

2 Volumes: Activated – March 2013

Hours: Volumes - 33 CE - 10

Points: Volumes - 11 CE - 3

Content: Volume 1 contains electrical and electronic fundamentals, including theory, circuits, and components. Electrical power generation and electrical test sets are also covered in volume 1. In volume 2, you will study the gas turbine compressor (GTC), air conditioning systems, bomb-lifts, hydraulic test stands, and the self-generating nitrogen servicing cart (SGNSC).

AIRCRAFT HYDRAULIC

2A655-Aircraft Hydraulic Systems Journeyman

Z2A655-Electronic CDC

3 Volumes: Activated – October 2015

Hours: Volumes - 60 CE - 15

Points: Volumes - 20 CE – 5

Content: CDC 2A655 is designed to help you in your upgrade training as an Aircraft Hydraulic Systems Journeyman. This course has three volumes which contain the subject matter you need to advance to the 5-skill level. Volume 1 pertains to general maintenance practices. Volume 2 covers maintenance principles beginning with principles of hydraulics, followed by information on hand tools and aircraft hardware, electrical fundamentals, shop and aerospace ground equipment, and aircraft jacking. Volume 3 is the last volume of this course, and contains hydraulic components and hydraulic systems. It is designed to assist you in acquiring system knowledge by reviewing certain technical information about different hydraulic parts and systems. This includes operational characteristics, common system malfunctions, and systematic procedures for locating the malfunctions.

AIRCREW EGRESS

2A653-Aircrew Egress Systems Journeyman

Z2A653-Electronic CDC

2 Volumes: Activated –October 2014

Hours: Volumes - 93 CE– 18

Points: Volumes - 31 CE –6

Content: This CDC consists of four volumes. As you progress through each volume, you'll acquire the knowledge needed to become an egress journeyman. Volume 1 outlines safety training, technical orders, tools, support equipment, hardware, foreign object damage, corrosion control and electrical principles. Next, volume 2 presents the maintenance structure, maintenance data collection, inspections, maintenance assistance, material deficiency reporting, and supply. Then, volume 3 covers theories of operation and maintenance concepts for the ACES II ejection seats, A-10, F-15, F-15 and the F-22. And finally, volume 4 covers egress system theories of operation on the B-1B, B-2A, B-52, T-38 and U-2 aircraft.

AIRCRAFT FUELS

2A654-Aircraft Fuel Systems Journeyman

Z2A654-Electronic CDC

3 Volumes: Activated – January 2015

Hours: Volumes - 45 CE - 13

Points: Volumes - 15 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. The volume also includes topics such as aircraft familiarization, special tools and equipment, confined space entry, and fuel leak isolation.

AIR AND SPACE PROPULSION

2A651C-Aerospace Propulsion Journeyman

C2A651-Electronic CDC

3 Volumes: Activated – May 2014

Hours: Volumes – 63 CE –12

Points: Volumes – 21 CE – 4

Content: This first volume of CDC 2A651C, *General Maintenance Information*, pertains to orientation and safety in the maintenance complex, maintenance supply system, technical order system, engine maintenance management, tools and aircraft hardware, preliminary maintenance, engine shipment, storage, corrosion control, and non-powered support equipment. The second volume, *Engine Theory and Construction*, covers jet engine operating principles where we will discuss engine operation as well as the factors that affect its operation. We will then go on to discuss general engine construction, covering all the sections that make up an engine. Lastly, we will take a look at the differences between construction on heavy and fighter aircraft. In the third volume, *Engine Systems*, you will learn about jet engine fuel, oil, electrical, ignition, and starter systems. You will also study anti-icing and airflow control systems, thrust reverser, and augmentation systems.

2A651F-Aerospace Propulsion Journeyman

2A651S-Electronic CDC

3 Volumes: Activated – October 2013

Hours: Volumes – 72 CE –18

Points: Volumes – 24 CE – 6

Content: This first volume of CDC 2A651F, *General Maintenance Information*, pertains to orientation and safety in the maintenance complex, maintenance supply system, technical order system, engine maintenance management, tools and aircraft hardware, preliminary maintenance, engine shipment, storage, corrosion control, and non-powered support equipment. The second volume, *Engine Theory and Construction*, covers jet engine operating principles where we will discuss engine operation as well as the factors that affect its operation. We will then go on to discuss general engine construction, covering all the sections that make up an engine. Lastly, we will take a look at the differences between construction on heavy and fighter aircraft. In the third volume, *Engine Systems*, you will learn about jet engine fuel, oil, electrical, ignition, and starter systems. You will also study anti-icing and airflow control systems, thrust reverser, and augmentation systems. Volume four, *Jet Engine Operation, Testing, Troubleshooting and*

Damage Analysis, covers troubleshooting and engine monitoring, instrumentation and testing equipment, and jet engine testing methods and procedures. Volume five finishes up by covering the various types of jet engine inspections and also damage analysis.

2A651H-Aerospace Propulsion Journeyman

H2A651-Electronic CDC

3 Volumes: Activated – January 2015

Hours: Volumes – 93 CE –25

Points: Volumes – 31 CE – 8

Content: This CDC consists of five volumes. As you progress through each volume, you'll acquire the knowledge needed to become an Aerospace Propulsion Turboprop/Turboshaft Engine Journeyman. Volume 1 (*General Maintenance Information*) outlines orientation and safety in the maintenance complex, maintenance supply system, technical order system, engine maintenance management tools and aircraft hardware and preliminary maintenance, engine shipment, storage, corrosion control non-powered support equipment. Next, Volume 2 (*T56 Turboprop Engine Theory and Construction*) presents the principles of engine operation, T56 engine constructional features, T56 engine systems, T56 engine maintenance and operational checks, and engine shipment, containers, preservation. Then, Volume 3 (*54H60-91 Propeller*) covers propeller constructional features and operation, propeller system maintenance, propeller inspections, repair, and testing, and propulsion electrical system principles. Volume 4, (*C-130J – AE2100D3 Engine and R391 Propeller, Engine Inspections Systems, and Damage Analysis*) introduces you to C-130J - AE2100D3 turboprop engine.

The C-130J - R391 dowty aerospace propeller, engine inspection and maintenance management information system, and lastly engine troubleshooting and damage analysis. And finally, Volume 5 (*Small Gas Turbine and Turboshaft Engines*) covers small gas turbine engines, T700 turboshaft engine and the auxiliary power unit, T64 turboshaft engine and the auxiliary power plant.

INTEGRATED AVIONIC SYSTEMS

F-15 AVIONICS SYSTEMS STRUCTURAL MAINTENANCE

2A751-Aircraft Metals Technology Journeyman

Z2A751-Electronic CDC

4 Volumes: Activated – July 2014 Hours:

Volumes - 75 CE – 18

Points Volumes - 25 CE - 6

Content: This course has four volumes that take you through all of the elementary phases of aircraft metals technology. This includes safety, hardware, and hand tools; drafting, design, and equipment; machining operations; heat treating and welding operations

2A752-Nondestructive Inspection Journeyman

2A752N-Electronic CDC

4 Volumes: Activated – September 2010

Initial Activation - February 1996

Hours: Volumes - 93 CE - 18

Points Volumes - 31 CE - 6

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

2A753-Aircraft Structural Maintenance Journeyman

Z2A753-Electronic CDC

4 Volumes: Activated – October 2014

Hours: Volumes - 63 CE - 12

Points Volumes - 21 CE - 4

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

Content: This 5-level CDC 2A753, *Aircraft Structural Maintenance Journeyman*, is designed to prepare you for the responsibilities and duties of a journeyman in the structural maintenance career field. It is also a prerequisite for the awarding of your 5-skill level. A journeyman must be able to perform repairs using basic hand tools and specialized equipment. Qualification on basic repairs and inspection techniques on aircraft is required.

2A755 – Low Observable Aircraft Structural Maintenance Journeyman

2A755N-Electronic CDC

4 Volumes: Initial Activation – September 2011

Hours: Volumes - 78 CE - 20

Points Volumes - 26 CE - 6

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

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

2A851 –Mobility Air Force Integrated Communication/Navigation/Mission System Journeyman

2A851N-Electronic CDC

6 Volumes: Activated – July 2013

Hours: Volumes - 102 CE - 26 Points

Volumes - 34 CE -8

Content: CDC 2A851, *Mobility Air Force Integrated Communication/Navigation/Mission Systems Journeyman*, was driven by the restructure of the 2A5X3A career field. This career development course (CDC) is a continuation in self-study in the dual on-the-job training (OJT) of your training progression. It will enable you to continue learning the job-related knowledge required in your career field. This course is intended to help qualify you for duties as an Integrated Communication/ Navigation/Mission Systems Journeyman for the 2A851 Air Force specialty (AFS). Volume 2 is a continuation of fundamental information. It provides information on aircraft familiarization, aircraft wiring maintenance, principles of radio-frequency signals, and principles of radar. Volumes 3, 4, and 5 cover general communication/ navigation systems theory. Volume 3 contains communication subjects such as common radio systems, emergency communication and interphone, and satellite and secure voice communication. Volume 4 contains navigation information including basic and navigation principles.

2A852 – MAF Integrated Instrument and Flight Control Systems Journeyman

2A852N-Electronic CDC

5 Volumes: Activated – April 2015

Hours: Volumes - 45 CE - 13 Points:

Volumes - 15 CE – 4

Content: CDC 2A852 is a continuation in self-study in the dual-channel training program. The job-related knowledge in this course is intended to help you qualify for the duties of an MAF Integrated Instrument and Flight Control Systems Journeyman. There are five volumes in the course. This first volume contains general information you need to successfully perform your duties. Subjects include basic functions and responsibilities of the maintenance complex, maintenance data collection, maintenance information systems, supply discipline, security classification, and technical publication information. The second volume contains general information such as aircraft inspection systems, forms, wiring, equipment maintenance, aircraft familiarization, and fundamentals of flight. The third volume contains avionic systems to include data bus principles, general computer complex, flight instrument systems, flight data recorders, and warning systems. The fourth volume contains navigation systems, engine indicating systems, and liquid quantity systems. The fifth volume contains flight control systems, position indicating systems, and stability augmentation.

2A951 –Bomber/Special Integrated Communication/Navigation/Mission Systems Journeyman

2A951N-Electronic CDC

5 Volumes: Activated – April 2014

Hours: Volumes - 69 CE - 19 Points

Volumes - 23 CE - 6

Content: This course contains fundamental information and job-related knowledge required as a new maintainer on the flight-line. Unit 1 covers the basic functions and responsibilities of the maintenance complex. Unit 2 presents information on maintenance data collection and maintenance information systems. Unit 3 covers supply discipline. Unit 4 discusses several aspects of technical publications. We will finish the volume with Unit 5 by discussing security.

Volume 2 is a continuation of fundamental information. It provides information on aircraft familiarization, aircraft wiring maintenance, and principles of radio-frequency signals. Scenarios and graphics used in Volume 1 and 2 are generic in nature. Specific aircraft used for representative purposes may not be assigned to your AFSC but the information carries over to all integrated avionics buckets.

Volume 3, 4, and 5 cover general Comm/Nav system theory. Volume 3 contains communication subjects such as common radio systems, emergency communication and interphone, and satellite and secure voice communication. Volume 4 contains navigation information including basic navigation principles and systems, Tactical Air Navigation, dependent navigation systems, Identification Friend or Foe, and Enhanced Traffic Collision Avoidance. Volume 5 contains information on data link systems, computer complex systems, data bus principles and maintenance, sensor systems, and ends with information on special tools and test equipment.

2A953 –Bomber/Special Mission Electronic Warfare/Surveillance Radar Systems Journeyman

2A953N-Electronic CDC

4 Volumes: Activated – December 2013

Hours: Volumes - 54 CE - 14

Points: Volumes - 18 CE - 4

Content: Volume 1 begins by discussing skill-level progression and the maintenance complex. Volume 2 covers *Electronic Warfare Fundamentals, Part 2*, specifically unit 1 covers general computer complex systems including multiplex bus, local area network/network management, and computer peripherals and configurations. Volume 3 provides a thorough understanding of *Electronic Warfare Principles and Support Equipment* governing your Air Force specialty code (AFSC). Volume 4 covers *Surveillance Radar System Principles, Data Link and Global Positioning System* theory.

2A051K- Avionic Test Station and Aircraft Component Journeyman

K2A051-Electronic CDC

3 Volumes: Activated - April 2014

Hours: Volumes - 42 CE - 11

Points Volumes - 14 CE – 3

Content: This CDC contains three volumes. This CDC contains three volumes. The first volume covers some general information regarding the administration and management of a maintenance organization. It also explains publications, safety, and security as they apply to your job. Volume two discusses concepts of function and operation that relate to various systems and test stations that you might work on. Volume three covers some of the specific systems you may be assigned to work on.

2A051M- Avionic Test Station and Aircraft Component Journeyman

M2A051-Electronic CDC

3 Volumes: Activated - March 2014

Hours: Volumes - 42 CE - 11

Points: Volumes - 14 CE - 3

Content: This CDC contains three volumes. The first volume covers some general information regarding the administration and management of a maintenance organization. It also explains publications, safety and security as they apply to your job. Volume two discusses concepts of function and operation that relate to various systems and test stations that you might work on. Volume three covers some of the specific systems you may be assigned to work on.

2A051P- Electronic Warfare Systems Journeyman

2A051N-Electronic CDC

3 Volumes: Activated - December 2013

Hours: Volumes - 54 CE - 14

Points: Volumes - 18 CE - 4

Content: This course contains four volumes. Though you may not use all of the information contained within this course at any one duty location, you are still required to know (and understand) all of the information this course contains. Volumes 1 and 2 cover maintenance fundamentals. Volume 1 specifically addresses logistics management, publications, maintenance data collection systems, safety, and security. Volume 2 completes coverage of fundamental topics by addressing the tool accounting

system, torque wrenches, electronic sensitive devices, and basic test equipment. Volume 3 discusses electronic warfare principles, integrated air defense systems, radar fundamentals, electronic warfare pods, reprogramming principles. Volume 4 discusses electronic warfare test equipment description and theory.

AEROSPACE MAINTENANCE

2AX5X-Aerospace Maintenance Journeyman

2AX5XN-Electronic CDC

3 Volumes: New Activation - April 2013

Hours: Volume - 69 CE - 19

Points: Volume - 23 CE - 6

Content: This three volume course was prepared to help you acquire the knowledge you need to upgrade in the aircraft maintenance career field. The more you know about the equipment, inspection concepts, and maintenance practices, the more valuable you'll be to your unit.

In Volume 1, you'll study general information on subjects such as ground safety, flight-line safety, maintenance management, training documents, the technical order system, non-powered and powered aerospace ground equipment, maintenance material and measuring tools, supply, aircraft inspection and corrosion control. Volume 2 contains general information about fundamentals of flight, airframe structure and flight control system fundamentals, electrical principals and system components, hydraulic principles and basic components and systems, landing gear system fundamentals, brakes wheels and tires. Volume 3 contains information about oxygen system, bleed air systems, air conditioning systems, pressurization systems, fire and overheat warning systems, fuel systems, jet engine theory, engine construction, engine subsystems, the Joint Oil Analysis Program. Information in these volumes is general in nature and will never be used as a substitute for technical data. Always refer to the proper technical order for specific information.

AIRCRAFT MAINTENANCE

2AX7X-Aerospace Maintenance Craftsman

2AX7XN-Electronic CDC

2 Volumes: Activated - December 2011

Hours: Volume - 24 CE - 6

Points Volume - 8 CE - 2

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

AIRCRAFT ELECTRICAL AND ENVIRONMENTAL SYSTEMS

2A656-Aircraft Electrical and Environmental Systems Journeyman

2A656N-Electronic CDC

5 Volumes: Activated - February 2013

Hours: Volumes - 69 CE - 19

Points: Volumes - 23 CE - 6

Content: This Career Development Course (CDC) is designed to help you in your upgrade training. It contains subject matter you need to advance to the 5-skill level. This course has five volumes. Volume 1 pertains to career field fundamentals. It deals with management functions, publications, and safety.

Volume 2 covers maintenance fundamentals. Subjects such as hand-tools and aircraft hardware, soldering, electrical/electronic circuits, electrical test equipment, and aircraft battery fundamentals are covered. Volume 3 contains system operation and troubleshooting of different aircraft electrical systems. Volume 4 pertains to aircraft environmental systems. Subjects covered are operation and troubleshooting of bleed air, air-conditioning, and pressurization systems. Volume 5 covers the operation of aircraft fire extinguishing, liquid coolant, and oxygen systems.

(2F) FUELS

2F051-Fuels Journeyman

Z2F051-Electronic CDC

5 Volumes: Activated – February 2015

Hours: Volumes - 66 CE - 15

Points: Volumes - 22 CE - 5

Content: This five-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 a Fuels Journeyman. It enlarges and expands your training from the Fuels Apprentice course with a sufficient review of that training to allow for clarity of development. Volume 1 addresses the Fuels Career Field fundamentals by providing information on publications and the Air Force Occupational Safety and Health Program, and Compliance and Environmental.

Volume 2 focuses on the Fuels Information Service Center element, and covers the responsibilities of the Fuels Service Center (FSC), Fuels Laboratory, and Fuels Support. Volume 3 discusses fixed facilities, cryogenics, and hydrant systems, military service stations, and cryogenic operations. Volume 4 discusses mobile fuel servicing equipment such as the R-11, R-12, R-13, and C-300/C-301, and discusses inspection and operator maintenance of mobile fuel servicing equipment. Volume 5 describes Fuels Support Equipment (FSE), Fuels Operational Readiness Capability Equipment (FORCE), and contingency operations, and inspection and operator maintenance of FSE and FORCE.

2F071-Fuels Craftsman

2F071N-Electronic CDC

3 Volume: Activated – February 2008

Hours: Volume - 45 CE -9

Points: Volume - 15 CE - 3

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

(2G) LOGISTICAL PLANS

2G051-Logistics Plans Journeyman

2G051N-Electronic CDC

2 Volumes: Activation – September 2012 Hours:

Volumes – 27 CE - 6

Points: Volumes - 9 CE - 2

Content: Volume 1 focuses on Logistics Plans Concept and Background – it focuses on the career field, the structure and progression of the logistics plans journeyman; covers Planning Fundamentals – focuses on War Mobilization Plan, Contingency and Crisis Action Planning; is devoted to War Reserve Materiel – focuses on the documentation and management of WRM; outlines the Support Agreements process – focuses on the management and development of Support Agreements; and finally, focuses on Base Support and Expeditionary Planning – focuses on the planning tool BaS&E and the development of the IGESP.

Volume 2 covers the Air and Space Expeditionary Force (AEF). – focuses on the AEF theory, AEF Reporting Tool, and posturing codes; discusses Deployment Planning – focuses on deployment responsibilities at Air Staff, major command (MAJCOM), and base level; delivers a lesson on unit types codes (UTC) and the Integrated Deployment System (IDS) – focuses on UTC composition, development, and management; covers time-phased force and deployment data (TPFDD) and the Joint Operation Planning and Execution System (JOPES) – focuses on the purpose of the TPFDD and JOPES along with

tools used in the JOPES database; discusses deployment operations and execution – focuses on the installation deployment plan and deployment work centers used during deployment operations; and finally, contains lessons on duties logistics planners fill while deployed; including Acquisition and Cross-servicing Agreement (ACSA) management and reception, staging, onward-movement & integration (RSOI), and focuses on redeployment.

2G071-Logistics Plans Craftsman

2G071N-Electronic CDC

1 Volume: Activated – April 2013

Hours: Volume - 12 CE - 3

Points: Volume - 4 CE - 1

Content: This is a one-volume career development course (CDC) for AFSC 2G071. This course is a mandatory prerequisite to prepare the logistic planner with specific job knowledge. This CDC is divided into three units. Unit 1 focuses on the career field, different types of plans, and joint planning. Unit 2 covers unit type code (UTC) management, deployments, receiving, staging, onward movement, integration (RSO&I), and redeployment. Unit 3 is devoted to war readiness materiel, support agreements, acquisition and cross servicing agreements, in-garrison expeditionary site plan, and expeditionary site plan. Code numbers on figures are for preparing agency identification only.

(2M) MISSILE & SPACE SYSTEMS MAINTENANCE

2M051A-Missile and Space Systems Electronic Maintenance Journeyman

2M051N-Electronic CDC

3 Volumes: Activated – May 2013

Hours: Volumes - 48 CE – 12

Points: Volumes - 16 CE - 4

Content: This course contains three volumes. The Air Force requires you to know the material contained within these volumes even though you may not be using all the information to perform your present job. Volume one contains basic information on career progression, maintenance management and the Minuteman III intercontinental ballistic missile (ICBM) weapon system. Volume two introduces you to spacelift, educates you on the different types of publications to include the USAF technical order system, gives general guidelines for common maintenance practices to include isolating faults, and describes the deficiency reporting, nuclear weapons related material, and integrated maintenance data systems. Volume three covers some specific areas of the ICBM weapons system too include: access, security, power, and cooling systems as well as coding operations and communications.

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

2M051B-Missile and Space Systems Electronic Maintenance Journeyman

2M051O-Electronic CDC

1 Volume: Activated – May 2013

Hours: Volumes – 12 CE – 3

Points: Volumes - 4 CE - 1

Content: This course contains one volume. Even though you may find some information contained in this CDC does not pertain to your present job, you'll find it useful as you perform other jobs within your career field. This volume contains information on the air-launched cruise missile (ALCM), its weapon system, and its maintenance management. There are four units in this volume.

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

2M052-Missile and Space Systems Maintenance Journeyman

2M052N-Electronic CDC

3 Volumes: Activated – August 2012 Hours:

Volumes - 42 CE – 12 Points:

Volumes - 14 CE – 4

Content: Volume 1 Volume one contains basic information on the 2M0X2 career field, Minuteman III intercontinental ballistic missile (ICBM) weapon system, and maintenance facilities. The volume also covers research and development orientation, space launch, and missile tests. Volume 2 addresses maintenance management, publications, and the principles and practices common in the X2 career field. Volume 3 includes information on vehicles used by X2s during day-to-day operations, equipment descriptions, and common missile maintenance tasks/procedures.

2M053-Missile and Space Facilities Journeyman

2M053N-Electronic CDC

5 Volumes: Activated –September 2012

Hours: Volumes - 48 CE - 12

Points: Volumes - 16 CE - 4

Content: Volume one serves to introduce you to the weapon system you will be maintaining. The goal of this volume is to provide you with a basic understanding of the weapon system along with the organization and mission of maintenance units. This second volume of CDC 2M053, *Missile and Space Facilities Journeyman*, will provide an introduction to the spacelift aspect of this career field. There will be further information on standard publications, including technical orders and civil engineering manuals. Common electrical test equipment will be introduced as well as some troubleshooting techniques. This volume will also familiarize you with the hardened intersite cabling system. THIS THIRD volume of CDC 2M053, *Missile and Space Facilities Journeyman*, will provide an indepth look at the power generation and distribution system. There will be in-depth information on engines and generators and how their components operate. The power system as a whole will be described in broad detail, while the Minuteman power processor (MPP) functions will be very detailed. This volume will also familiarize you with the launch facility diesel fuel and waste water disposal systems. THIS FOURTH volume of CDC 2M053, *Missile and Space Facilities Journeyman*, will provide an in-depth look at environmental control systems. There will be refrigeration fundamentals, in-depth looks at how to use test equipment, and how the components operate. Then the launch facility and missile alert facility environmental control systems will be broken down to ensure you are familiar with them. Throughout those lessons, you will be taught how to read and interpret environmental control system schematics and wiring diagrams. This fifth and last volume of CDC 2M053, *Missile and Space Facilities Journeyman*, will provide an in-depth look at the maintenance performed on base by the Power, Refrigeration, and Electrical (PREL) shop. This encompasses a variety of support vehicles, battery reconditioning procedures, and the guidance and control system.

2M071-Missile and Space Systems Electronic Maintenance Craftsman

Z2M071-Electronic CDC

2 Volumes: Activated – November 2013

Hours: Volumes – 39 CE - 9

Points: Volumes – 13 CE - 3

Content: In volume one, you'll study programs used to manage intercontinental ballistic missile (ICBM) and spacelift assets. You'll learn how maintenance actions are documented and how this information is used to maintain our nation's missile defense system and space lift program. You'll learn about the maintenance assistance request process and how the Air Force (AF) tests the reliability, accuracy, and timeliness of the Minuteman III missile weapon system. In volume two you'll cover electrical power; safe, arm and fuze (SAF); and environmental control systems. Afterwards, we'll discuss the propulsion, flight control, and navigation systems in detail, and finish up the unit covering the various missile maintenance processes you will encounter as a 7 skill level cruise missile technician and supervisor.

2M072-Missile and Space Systems Maintenance Craftsman

2M072N-Electronic CDC

1 Volume: New Activation – March 2013

Hours: Volumes – 21 CE - 6

Points: Volumes - 7 CE – 2

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

2M073-Missile and Space Facilities Craftsman

2M073N-Electronic CDC

1 Volume: New Activation – March 2012

Hours: Volumes - 21 CE - 6

Points: Volumes - 7 CE - 2

Content: Volume one *Missile and Space Facilities Craftsman*, provides the information necessary for you to perform duties of the 7-skill level missile and space facilities craftsman.

(2P) PRECISION MEASUREMENT

2P051A-Precision Measurement Equipment Laboratory Journeyman

2P051N-Electronic CDC

1 Volumes: Activated – January 2013

Hours: Volumes - 42 CE - 9

Points: Volumes - 14 CE – 3

Content: This is the first of two volumes of CDC 2P051A, *Precision Measurement Equipment Laboratory Journeyman*. This volume covers general information needed by the journeyman to perform effectively. Subjects include duties, career ladder progression, safety and security, hazardous material and waste handling, technical order deficiency reporting, depot level repairables (DLR), PMEL policies and procedures, and substitution of standards. Unit 1 presents information regarding PMEL career field structure, progression, safety, and security. Unit 2 introduces you to the selection and use of technical publications and depot-level assets when maintaining test, measurement, and diagnostic equipment (TMDE). Unit 3 provides you with a good overview of some of PMEL's policies and procedures. Unit 4 covers selected measurement mathematical computations and substitution of standards. Volume 2 gives an overview of the principles of several areas of measurements made in the physical dimensional area of the PMEL. Following your completion of this course, you'll enroll in the volume 2 of CDC 2P051B, which deals largely with the use of electronic equipment encountered in the Type II PMEL.

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

2P051B-Precision Measurement Equipment Laboratory Journeyman

2P051O-Electronic CDC

2 Volumes: Activated – April 2013

Hours: Volumes - 39 CE - 9

Points: Volumes - 13 CE - 3

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

Content: **Volume 1** of CDC 2P051B picks up where CDC 2P051A ended. Obviously, with all the required electronic test, measurement, and diagnostic equipment, you're looking forward to learning more. As the title implies, Volume 1 covers K-1 and K-8 test measurement diagnostic equipment (TMDE) and standards. We start with common meters in Unit 1. Unit 2 builds on that knowledge to cover direct current (DC) and alternating current (AC) voltage and measurement standards, such as models 5700, 5520A/AF, and some TMDE from the K8 console. Unit 3 transitions to AC measurement standards beginning with an AC ratio transformer and ending with the 5790A AC measurement standard. Finally, Unit 4 covers topics and equipment for the measurement of resistance, phase, and capacitance. Volume 2 is the second and final volume of the CDC 2P051B. It covers signal generating and measuring TMDE, with equipment ranging from frequency synthesizers and spectrum analyzers to electronic counters and the oscilloscope calibration system. It also includes subjects related to time and data domain, including oscilloscope use and troubleshooting. You will find lessons on how TMDE, such as power meters and sensors, are used to

measure microwave power levels. We will finish off the volume with very high frequency (VHF) omnidirectional radio-range/instrument landing system (VOR/ILS) principles. Code numbers on figures are for preparing agency identification only.

2P071-Precision Measurement Equipment Laboratory Craftsman

2P071N-Electronic CDC

2 Volumes: Activation – December 2012

Hours: Volumes - 27 CE -6

Points: Volumes - 9 CE - 2

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

Content: The first volume covers TMDE from all areas of the PMEL. We start Unit 1 with a discussion on safety. It also covers alternating current/direct current (AC/DC) standards. Units 2 and 3 deal with K3/K4 equipment, and Unit 4 will introduce tactical air navigation (TACAN) and identify friend or foe (IFF) principles. This volume concludes with Unit 5 and a discussion on physical dimensional equipment. Volume 2 presents a lot of material that has never been included in a PMEL CDC before. It provides an insight to the entire maintenance complex. It is designed to provide an understanding how all maintenance agencies work together in the global war on terror. It also provides information on management topics that are PMEL specific. This material is introduced early in a supervisor's career and will provide a good base of knowledge into the senior noncommissioned officer grades. The Air Force Instructions (AFI) and directives were current when the CDC was written but, AFIs and directives can change by the time you start the course. Always verify and use the most current AFI's and local instructions.

(2R) MAINTENANCE MANAGEMENT SYSTEMS

2R051-Maintenance Management Analysis Journeyman

2R051N-Electronic CDC

4 Volumes: New Activation – August 2011

Hours: Volumes - 69 CE - 18

Points: Volumes - 23 CE - 6

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

2R071-Maintenance Management Analysis Craftsman

2R071N-Electronic CDC

1 Volume: Activated – October 2014

Hours: Volumes - 27 CE - 6

Points: Volumes - 9 CE - 2

Content: 2R071, *Maintenance Management Analysis Craftsman*, introduces us to 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. It provides the general knowledge and background information to expand your ability to do an effective analysis of maintenance indicators and also perform effective supervision. Senior leaders in our career field selected certain maintenance management areas they feel are important to add to our knowledge base. With the senior maintenance management analyst assuming a greater role in the maintenance leadership and supervision, the time to increase and broaden our knowledge of the

maintenance mission starts when you become a supervisor. However, you must not stop expanding your knowledge base after you finish this course. I encourage you to continue learning to become an effective leader and team player. This one-volume course is mandatory for all personnel in upgrade training to the 7-skill level. It is a consolidation of several maintenance management objectives, programs, and processes governed by Air Force policies and instructions.

2R151-Maintenance Management Production Journeyman

Z2R151-Electronic CDC

3 Volumes: Activated - May 2015

Hours: Volumes – 39 CE - 9

Points: Volumes - 13 CE – 3

Content: This course gives you the information you need to be upgraded to the position of Maintenance Management Production Journeyman. Volume 1 covers Maintenance Familiarization. This volume contains the basics in scheduling. Volume 2 covers Documentation, where we will discuss maintenance management systems, time compliance technical orders, inspections and time changes, and equipment records. This volume will cover the processes involved to ensure effective maintenance documentation. Volume 3 covers Plans and Scheduling, which discusses equipment inventory, status and utilization reporting, operational and maintenance planning, utilization reporting and effectiveness, and engine management. This volume covers the processes involved in aerospace vehicle reporting, the proper planning and scheduling of aircraft and the reports used to see how well your plans were executed.

2R171-Maintenance Management Production Craftsman

Z2R171-Electronic CDC

1 Volume: Activated - July 2014

Hours: Volume - 15 CE - 3

Points: Volume - 5 CE - 1

Content: (CDC) 2R171, Maintenance Management Production Craftsman, will help you obtain the knowledge required for upgrade and promotion. This is a one volume, self-study course the Air Force intends for you to complete during your off-duty time. This CDC serves to provide the basic maintenance management knowledge you need to upgrade to a 7-level 2R171. Satisfactory completion of this course is a prerequisite for attending the resident 7-level course at Sheppard AFB, Texas and upgrading to the 7 skill level. You're required to know all the material contained within this volume even though you may not be using all the information to perform your present job. This volume is broken into three units:

Unit 1—Functions of Maintenance Operations.

Unit 2—Scheduled and Unscheduled Maintenance.

Unit 3—Planning and Scheduling.

A glossary is included for your use.

(2S) SUPPLY

2S051-Materiel Management Journeyman

Z2S051-Electronic CDC

5 Volumes: Activated – April 2015

Hours: Volumes - 54 CE - 12

Points: Volumes - 18 CE - 4

Content: 2S051, *Materiel Management Journeyman*, is mandatory for upgrade training to the five skill level. This course consists of five volumes. It builds upon the knowledge you gained in the Materiel Management Apprentice course. The material covered is based on the procedures prescribed by AFI 23–101, *Air Force Materiel Management*, AFMAN 23–122, *Materiel Management Procedures*, and AFH 23–123, *Materiel Management Reference Information*. Volume 1 provides an introduction to materiel management, teaches general materiel management knowledge, and gives an overview of the supply management activity group and document control. Volume 2 teaches the processes in contingency operations and support. Volume 3 covers managing equipment, conducting research, records maintenance, maintaining requirements, and managing requisitions. Volume 4 teaches warehouse- and storage-related

operations, introduces Air Force Equipment Management System (AFEMS) interfaces, Air Force Materiel Command (AFMC) interfaces, and Defense Logistics Agency (DLA) interfaces.

2S071-Materiel Management Craftsman

Z2S071-Electronic CDC

3 Volumes: Activated – October 2015

Hours: Volumes - 36 CE - 9

Points: Volumes - 12 CE – 3

Content: Volume 1 introduces materiel management. It contains general materiel management knowledge and gives an overview of the operations compliance and degraded operations. This volume also defines the roles and responsibilities of a materiel manager, in addition to discussing the unit type codes for materiel management, enlisted opportunities, the logistics readiness squadron (LRS), classes of supply, interpreting inquiries, and general knowledge information. Volume 1 closes by covering operations compliance and degraded operations to include procedures and accountability, Supply Management Activity Group (SMAG) operations, Report of Survey (ROS) and Supply Discrepancy Report (SDR), and Supply Interface Files System (SIFS). Volume 2 covers customer support and readiness. It includes issue, mission capability (MICAP) and repair cycle processes. This volume also covers war reserve material (WRM) and readiness spares packages (RSP), stock control, and equipment management processes. Volume 3 discusses warehouse operations where you'll learn the inspection and receiving processes, the materiel management processes, the materiel management processes for warehouse operations and lastly, the threat reductions assets.

(2T) TRANSPORTATION & VEHICLE MAINTENANCE

2T051-Traffic Management Journeyman

Z2T051-Electronic CDC

2 Volumes: Activated - March 2014

Hours: Volumes - 30 CE - 9

Points: Volumes - 10 CE - 3

Content: (CDC) 2T051, *Traffic Management Journeyman*, comes into the picture. This first volume, *Traffic Management: Passenger and Household Goods*, gives you the concepts and procedures concerning official travel of personnel and moving their personal property from one base to another. Volume 2, *Traffic Management: Packaging and Cargo Movement*, gives you the concepts and procedures to prepare and move government-owned cargo (e.g., airplane parts) from one base to another, and will explain procedures for deployment operations.

2T071-Traffic Management Craftsman

2T071N-Electronic CDC

2 Volumes: New Activation – December

2006 Revised - August 2003

Revised - April 2000

Initial Activation - October 1994

Hours: Volumes - 33 CE - 9

Points: Volumes - 11 CE - 3

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

2T151-Vehicle Operator/Dispatcher Journeyman

2T151N-Electronic CDC

3 Volumes: Activated - July 2013

Hours: Volumes - 45 CE - 12

Points: Volumes - 15 CE - 4

Content: This volume of CDC 2T151, *Vehicle Operator/Dispatcher*, presents general information and the structure of your career field. This is the first of three volumes in this course. Volume 1 covers standard

organizations and structure; vehicle operations flight structure; and supervision and management publications. In volume 2, we cover the dispatch operations element, dispatch support element, and cargo support. Volume 3 reviews operating procedures, and mobility and contingency operations.

2T171-Vehicle Operator/Dispatcher Craftsman

2T171N-Electronic CDC

1 Volume: Activated – January 2014

Hours: Volumes - 15 CE – 3

Points: Volumes - 5 CE - 1

Content: THIS volume of CDC 2T171, *Vehicle Operator/Dispatcher Craftsman*, presents supervision and management responsibilities for the vehicle operations career field. The volume contains operational flight duties and responsibilities, supervision and dispatch operations, leadership roles and responsibilities, publications, civilian personnel and contract management, and finally contingency and mobility operations. There is only one volume in this seven-level course.

2T251-Air Transportation Journeyman

2T251N-Electronic CDC

3 Volumes: Activated – February 2012

Hours: Volumes - 63 CE - 15

Points: Volumes - 21 CE - 5

Content: The purpose of this course is to provide the job knowledge you need to become a fully qualified Air Transportation Journeyman (2T251). Volume 1 provides information about the air transportation specialty, safety considerations, and also covers aerial delivery and air transportation vehicles.

Volume 2 provides information on air freight services, from the moment cargo is shipped from the supplier to the moment it arrives in the customer's hands. Volume 3 covers passenger services procedures, fleet services, load planning, the air terminal operations center, and records and reports. Keep in mind as you progress through the CDC that the air transportation specialty is rapidly evolving and transforming to become even more efficient. Some of the various sections we talk about may or may not match up with how your unit is currently organized, but the duties and tasks are more or less the same.

2T271-Air Transportation Craftsman

2T271N-Electronic CDC

2 Volumes: Activated – June 2012

Hours: Volumes - 33 - CE - 9

Points: Volumes - 11 - CE - 3

Content: Volume 1 covers supervision and self-inspection; airlift roles, requirements and systems; and readiness and contingency operations. Volume 2 provides information on processing special handling cargo and loading operations. It also covers passenger service procedures, air terminal operations center, load planning, and records management.

2T351A-Vehicle and Vehicular Equipment Maintenance Journeyman

2T351N-Electronic CDC

2 Volumes: Activated – March 2013

Hours: Volumes - 51 CE - 12

Points: Volumes - 17 CE – 4

Content: **Volume 1** this first volume of Career Development Course (CDC) 2T351A, *Vehicle and Vehicular Equipment Maintenance Journeyman*, will help you fulfill your goals in becoming a successful journeyman. As a study portion of your on-the-job training, it deals with job-related knowledge requirements that you need to advance from the 3 skill level to the 5 skill level.

A glance at the volume titles will give you an idea of the subjects you will be studying. The 2T351A course consists of three volumes. The first volume is devoted to Vehicle Management programs to include Air Force Occupational Safety and Health (AFOSH) and environmental programs, Vehicle Management policies and procedures, Materiel Control functions, and technical orders. In the second volume, you will study the fundamentals of the internal combustion engine, specifics about gasoline and diesel engines, and alternative fuel vehicles. The third volume provides fundamental information about vehicle electrical and hydraulic systems, and the maintenance for each.

2T351B-Vehicle and Vehicular Equipment Maintenance Journeyman

2T351O-Electronic CDC

3 Volumes: Activated – June 2009

Hours: Volumes - 39 CE - 9

Points: Volumes - 13 CE - 3

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

2T351C-Vehicle and Vehicular Equipment Maintenance Journeyman

2T351P-Electronic CDC

2 Volumes: Activated – June 2009

Hours: Volumes - 24 CE - 6

Points: Volumes - 8 CE -2

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

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

2T352A-Specialized Vehicle Maintenance Journeyman (Fire Trucks)

2T352N-Electronic CDC

1 Volume: New Activation - August 2012 Initial

Activation - July 1997

Hours: Volumes - 9 CE - 3

Points: Volumes - 3 CE - 1

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

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

2T352P-Electronic CDC

1 Volume: Activated – May 2008

Hours: Volume - 9 CE - 3

Points: Volume - 3 CE - 1

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

2T370-Vehicle and Vehicular Equipment Maintenance Craftsman

2T370N-Electronic CDC

3 Volumes: Activated – June 2012

Hours: Volumes - 66 CE - 15

Points: Volumes - 22 CE - 5

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

Content: **Volume 1** will discuss “Management Procedures, Responsibilities and Maintenance Fundamentals.” In volume two, you will study “Construction, Flight line and Specialized Vehicles and Equipment.” You will finish up with volume three, “Vehicle Body and Welding Fundamentals.”

2T357-Vehicle Management and Analysis Journeyman

2T357N-Electronic CDC

3 Volumes : New Activation – May 2012

Last Updated – April 2004

Hours: Volumes - 33 CE - 9

Points: Volumes - 11 CE - 3

Content: Volume 1 covers safety, environmental compliance programs, and organizational structure. Management System (REMS) assets within Standard Base Supply System (SBSS), vehicle data reconciliation, data interpretation, analysis process and monthly processing actions, and data presentation. Volume 2 covers vehicle management programs and procedures, preventive maintenance, warranty, and materiel control. Volume 3 covers maintenance information management systems and management products. The third volume of CDC 2T357 will give you an overview of the different vehicle programs and procedures that you will manage in your day-to-day job.

(2W) MUNITIONS & WEAPONS

2W151A-Aircraft Armament Systems Journeyman

A 2W151-Electronic CDC

3Volumes: Activated- January2015

Hours: Volumes - 30 CE - 8

Points: Volumes - 10 CE - 2

Content: This CDC consists of three volumes. When you have completed this course, you'll have covered administration, management, and publications in volume 1; safety and security in volume 2; electronic principles, troubleshooting, and maintenance in volume 3. In this volume you'll study administrative procedures and management concepts as they apply to your career field. Maintenance data, material management, inspections, product deficiency reporting, and the Air Force technical order system are also covered.

2W151B-Aircraft Armament Systems Journeyman

B 2W151-ELECTRONIC CDC

3 Volumes: Activated – March 2015

Hours: Volumes - 42 CE - 11

Points: Volumes - 14 CE - 3

SALES RESTRICTED (FOR OFFICIAL USE ONLY) Limited to Department of Defense Personnel, CDC 2W151A/A2W151 must be completed prior to enrollment in 2W151B/B2W151.

Content: This (CDC) consists of three volumes. When you have completed this course, you'll have covered aerospace ground equipment (AGE) in volume 1, air munitions in volume 2, and general aircraft fundamentals in volume 3.

CDC 2W171-Aircraft Armament Systems Craftsman

Z2W171-Electronic CDC

1 Volume: Activated - May 2015

Hours: Volume - 12 CE - 3

Points: Volume – 4 CE – 1

Content: This is a one volume CDC 2W171, is devoted to making sure you have adequate knowledge of the functions and duties you will need to deal with as a 2W171. Unit 1 appries you of the common seven level responsibilities and duties. Unit 2 addresses commonly occurring Maintenance, Logistics, and mobility concerns that are likely to apply to 7-levels. Unit 3 covers the basics of the supply system and munitions supply.

2W051A-Munitions Systems Journeyman

A2W051-Electronic CDC

3 Volumes: Activated – January 2014

Hours: Volumes - 27 CE - 6

Points: Volumes - 9 CE - 2

Content: Volume 1 of the 2W051A course 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. The Air Force organizational structure lets you know where the 2W0X1 falls in the big picture we call the United States Department of Defense. The organizational structure is laid out in a top-down approach. Volume 2 of CDC 2W051A, discusses planning, scheduling, controlling, and accounting of munitions. Volume 3 of CDC 2W051A discusses munitions inspection and the munitions storage area and warehousing.

2W051B-Munitions Systems Journeyman

B2W051-Electronic CDC

3 Volumes: Activated – February 2014

Hours: Volumes - 39 CE - 9

Points: Volumes - 13 CE - 3

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

Content: 2W051B, *Munitions Systems Journeyman*, has three volumes. Volume 1, *General Maintenance and Handling Equipment*, contains 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, *Conventional Munitions*, discusses general munitions principles and aerospace and ground munitions. Volume 3, *Precision Guided Munitions*, covers guided munitions and air-to-ground and air-to-air missiles.

2W251A-Nuclear Weapons Journeyman

A2W251-Electronic CDC

3 Volumes: Activated – February 2014

Hours: Volumes - 42 CE - 11

Points: Volumes - 14 CE - 3

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

Content: **Volume 1** covers the interaction between various government offices and sub-level agencies involved within the nuclear community. And Unit 2 familiarizes you with the security program and its relationship to the nuclear program. Finally, Unit 3 discusses the importance of Nuclear Surety to include the various programs to ensure surety around nuclear weapons.

Volume 2 discusses safety, forms, technical orders, and nuclear theory. It provides you with the necessary background information to perform your duties as a nuclear weapons technician. This volume also presents safety areas that apply most frequently to the 2W251 AFSC and points out how hazards can be eliminated or lessened. Unit 1 covers safety and health programs. Unit 2 covers technical orders, forms, records and reports. Finally, unit 3 covers the nuclear weapons operations and history. In volume 3 we will cover many of them. The first unit discusses general procedures that encompass tasks and tools used in support of weapon operations and test and handling equipment. Unit 2 discusses general and special cleaning procedures, surface preservation, and repair. The final unit deals with torque wrenches, safety-wire methods, and adhesives, and explains some of the ways to join and seal components and parts. It also discusses some packaging and marking methods. This volume is about standard procedures that you will use daily during maintenance operations.

Volume 3 we will cover many of them. The first unit discusses general procedures that encompass tasks and tools used in support of weapon operations and test and handling equipment. Unit 2 discusses general and special cleaning procedures, surface preservation, and repair. The final unit deals with torque wrenches, safety-wire methods, and adhesives, and explains some of the ways to join and seal components and parts. It also discusses some packaging and marking methods. This volume is about standard procedures that you will use daily during maintenance operations.

Volume 4 of CDC 2W251A, *Nuclear Weapons Journeyman*, discusses general and special test and handling equipment (T&H) procedures. The first unit covers general inspection and maintenance procedures standard for most items of T&H equipment. You will also learn about nuclear certified equipment, meters, and hoisting equipment. The second unit familiarizes you with limited life component (LLC) container procedures and permissive Action Link (PAL) terms, equipment, and security procedures. As you study the material, keep in mind that security restrictions prevent the “whole” story from being told. Always refer to the applicable technical orders (TO) and instructions when performing maintenance.

2W251B-Nuclear Weapons Journeyman

B2W251-Electronic CDC

4 Volumes: New Activation – June 2014

Hours: Volumes - 48 CE -12

Points: Volumes - 16 CE - 4

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

Content: Volume 1 of career development course (CDC) 2W251B, *Nuclear Weapons Journeyman*, discusses nuclear accountability procedures. It also covers basic weapons handling procedures and equipment common to this career field. This volume contains material that cannot be released to unauthorized persons. When you no longer need this volume, destroy it in an appropriate manner that will prevent its reconstruction. Volumes 2 through 4 of CDC 2W251B address handling and weapons-specific procedures.

Prerequisites for enrolling: 2W251A or A2W251

2W271-Nuclear Weapons Craftsman

Z2W271-Electronic CDC

2 Volumes: Activated – March 2014

Hours: Volume - 21 CE - 7

Points: Volume - 7 CE – 2

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel Distribution authorized to DoD components for military purposes only. This information will not be released to another nation without the specific authority of the Department of Defense of the United States. This document contains export-controlled technical data restricted by the Arms Export Control Act (Title 22, U.S.C., Sec 2751, et seq.) or the Export Administration Act of 1979, as amended, Title 50, U.S.C., App 2401, et seq. Violators are subject to severe criminal penalties. DESTRUCTION NOTICE: Destroy by any method that will prevent disclosure of contents or reconstruction of the document.

Content: Volume 1 covers the history of nuclear weapons and the various organizations that make up the nuclear community. Next, Unit 2 deals with the supervisory responsibilities to include the maintenance management of nuclear weapons. Volume 2 covers nuclear surety, safety, and health programs; reports, records, and forms; and weapons accounting and shipping processes including the use control program.

(3A) Administration

Z3A151-Administration Journeyman

Electronic CDC

1 Volume: Activated – October 2015

Hours: Volumes – 24 CE – 6

Points: Volumes – 8 CE – 2

Content: This is a single volume Administration Journeyman course. This volume covers various areas important to your job as an Administration Journeyman. Unit 1 provides information on office management. Unit 2 covers information access and security and publications, forms, and records management. Unit 3 gives you the knowledge you need on human resource management, and finally, unit 4 completes the volume with information on the executive support of your career field.

(3D) KNOWLEDGE OPERATIONS

3D051-Knowledge Operations Management Journeyman

3D051N-Electronic CDC

2 Volumes: Activated – June 2010

Hours: Volumes – 27 CE – 6

Points: Volumes – 9 CE – 2

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

NOTE: Effective 1 June 2014, 3D0X1 personnel are required to complete the Cyber Support Journeyman Career Development Course (CDC), 3DX5X Edit Code 01, as an additional requirement for upgrade to the 5-skill level.

3D052-Cyber Systems Operations Journeyman

3D052N-Electronic CDC

2 Volumes: Activated – December 2010

Hours: Volumes – 45 CE – 9

Points: Volumes – 15 CE – 3

Content: Volume 1 covers network terms, internet protocol addressing, and subnetting. The unit also covers the hierarchy of network management and responsibilities, and finishes with the functional areas of network management. Volume two covers a look at Microsoft Windows® Server. After that, in Unit 3 we'll explore the Unix operating system.

NOTE: CDC 3DX5X Cyber Support Journeyman. The material in it covers the core knowledge for all Cyber Support career fields. This course is a mandatory requirement for Upgrade Training for the following AFSC's 3D052, 3D053, 3D054, 3D151, 3D152, 3D153, 3D154 and 3D157.

This CDC may be taken simultaneously with the CDC's listed previously.

3D053-Cyber Surety Journeyman

Z3D053-Electronic CDC

2 Volumes: Activated – May 2015

Hours: Volumes – 24 CE – 6

Points: Volumes – 8 CE – 2

Content: This CDC 3D053 provides you with general knowledge for understanding and performing duties in the 3D0X3 AFSC. When you successfully complete the 3D053 course, the CDC portion of your upgrade training will be fulfilled. This course alone will not qualify you for the award of the AFSC 3D053. If you have just completed the 3-level technical resident school and the 3DX5X CDC, you may find a minor amount of related topics in the course material. The 3-level technical resident school provided you with the basic skills and knowledge necessary for the AFSC. This CDC will expand what you have already learned, and will support the specialty knowledge test (SKT). This CDC is divided into two volumes: (1) Information Protection and (2) Communication Security (COMSEC).

NOTE: CDC 3DX5X Cyber Support Journeyman. The material in it covers the core knowledge for all Cyber Support career fields. This course is a mandatory requirement for Upgrade Training for the following AFSC's 3D052, 3D053, 3D054, 3D151, 3D152, 3D153, 3D154 and 3D157.

This CDC may be taken simultaneously with the CDC's listed previously.

3D054-Communications Computer Systems Programming Journeyman

3D054N-Electronic CDC

2 Volumes: Activated – February 2012

Hours: Volumes – 27 CE – 6

Points: Volumes – 9 CE – 2

Content: Volume 1, Analyzing and Developing Software and Databases, provides an introduction into the 3D0X4 career field and software design, and gives an overview of database concepts, as well as maintenance and software testing. Volume 2, Lifecycle Management and Development Concepts, entails a more indepth look at database structures, design, access, maintenance and security. Additionally, it includes advanced programming and security practices.

NOTE: CDC 3DX5X Cyber Support Journeyman. The material in it covers the core knowledge for all Cyber Support career fields. This course is a mandatory requirement for Upgrade Training for the following AFSC's 3D052, 3D053, 3D054, 3D151, 3D152, 3D153, 3D154 and 3D157.

This CDC may be taken simultaneously with the CDC's listed previously.

3D151-Client Systems Journeyman

3D151N-Electronic CDC

2 Volumes: Activated – January 2012

Hours: Volumes – 42 CE – 12

Points: Volumes – 14 CE – 3

Content: Volume 1, *Computer and Network Systems Fundamentals*, entails the basic concepts of computers and networks. Accompanying the discussion of computer systems is the description of operating systems, how regular and wireless network systems are established and effectively used, as well as detailing the proper maintenance and troubleshooting procedures of these systems.

Volume 2, *Communications Systems Telephone/Voice/Video*, entails audio and telephone system principles, personal wireless technology to include principles of transmission, transmission devices, mobile communication devices, and video over IP technology.

Volume 3, *Communications Systems Security and Management*, entails the basic concepts of power and distribution systems, secure communications, crypto, voice and network account management and automated information systems.

NOTE: CDC 3DX5X Cyber Support Journeyman. The material in it covers the core knowledge for all Cyber Support career fields. This course is a mandatory requirement for Upgrade Training for the following AFSC's 3D052, 3D053, 3D054, 3D151, 3D152, 3D153, 3D154 and 3D157.

This CDC may be taken simultaneously with the CDC's listed previously.

3D152-Cyber Transport Systems Journeyman

Z3D152-Electronic CDC

2 Volumes: Activated – December 2015

Hours: Volumes – 36 CE – 9

Points: Volumes – 12 CE – 3

Content: This CDC has two volumes: (1) Cyber Transport Systems Fundamentals and (2) Cyber Transport Missions.

NOTE: CDC 3DX5X Cyber Support Journeyman. The material in it covers the core knowledge for all Cyber Support career fields. This course is a mandatory requirement for Upgrade Training for the following AFSC's 3D052, 3D053, 3D054, 3D151, 3D152, 3D153, 3D154 and 3D157.

This CDC may be taken simultaneously with the CDC's listed previously.

3D153-RF Transmission Systems Journeyman

3D153N-Electronic CDC

3Volumes: Activated – March 2013

Hours: Volumes – 69 CE – 19

Points: Volumes – 23 CE – 6

Content: The 3D153 CDC is divided into three volumes: Volume 1, *General Subjects*, discusses communication principles, protecting our equipment from electromagnetic interferences and pulses and various types of test equipment. Volume 2, *Advanced Communications Concepts*, discusses antenna and electromagnetic wave propagation theories, linking and jam-resistant communications and theater deployed communications. Volume 3, *Wideband and Satellite Communications*, discusses wideband and satellite communications principles, satellite and space systems and bandwidth management.

NOTE: CDC 3DX5X Cyber Support Journeyman. The material in it covers the core knowledge for all Cyber Support career fields. This course is a mandatory requirement for Upgrade Training for the following AFSC's 3D052, 3D053, 3D054, 3D151, 3D152, 3D153, 3D154 and 3D157. This CDC may be taken simultaneously with the CDC's listed previously.

3D154-Spectrum Operations Journeyman

3D154N-Electronic CDC

3 Volumes: Activated – January 2012

Hours: Volumes – 66 CE – 17

Points: Volumes – 22 CE – 5

Content: Volume 1, *Principles of Spectrum Operation*, is an introduction to the career field. Volume 2, *Radio-Wave Principles*, gets into the basic differences between the types of systems that Spectrum Operations technicians deal with on a daily basis. Volume 3, *Spectrum-Dependent Communications*, covers the basics of the different type of systems that Spectrum Operations technicians will need an increased understanding of. Volume 4, *Spectrum Management Operations*, explores joint systems, joint planning, and different types of warfare.

NOTE: CDC 3DX5X Cyber Support Journeyman. The material in it covers the core knowledge for all Cyber Support career fields. This course is a mandatory requirement for Upgrade Training for the following AFSC's 3D052, 3D053, 3D054, 3D151, 3D152, 3D153, 3D154 and 3D157.

This CDC may be taken simultaneously with the CDC's listed previously.

3D155-Ground Radar Systems Journeyman

3D155N-Electronic CDC

4 Volumes: Activated – May 2011

Hours: Volumes – 51 CE – 12

Points: Volumes – 17 CE – 4

Content: Volume one covers general radar and peripheral theory as well as test equipment. Volume two specifically looks at airfield systems generally used for air traffic control, such as the precision approach radar (PAR), the airport surveillance radar (ASR), IFF/SIF systems, and indicator systems. Volume three covers the newest systems in our inventory, the digital systems.

NOTE: CDC 3DX5X Cyber Support Journeyman. The material in it covers the core knowledge for all Cyber Support career fields. This course is a mandatory requirement for Upgrade Training for the following AFSC's 3D052, 3D053, 3D054, 3D151, 3D152, 3D153, 3D154 and 3D157. This CDC may be taken simultaneously with the CDC's listed previously.

3D156- Airfield Systems Journeyman

3D156N-Electronic CDC

3 Volumes: Activated – October 2012

Hours: Volumes – 48 CE – 12

Points: Volumes – 16 CE – 4

Content: Volume one covers information on the overall career field of Airfield Systems. Volume two covers information on the localizer and glide slope systems, TACAN and VOR systems. Volume 3 covers information on the meteorological radio communication/recorder, tactical airfield, and special systems, radio communications, it continues with information on the tactical airfield systems. Last, but not least, the special systems that you may encounter.

NOTE: CDC 3DX5X Cyber Support Journeyman. The material in it covers the core knowledge for all Cyber Support career fields. This course is a mandatory requirement for Upgrade Training for the following AFSC's 3D052, 3D053, 3D054, 3D151, 3D152, 3D153, 3D154 and 3D157. This CDC may be taken simultaneously with the CDC's listed previously.

3D157- Cable And Antenna Systems Journeyman

3D157N-Electronic CDC

3 Volumes: Activated – May 2013

Hours: Volumes – 57 CE – 16

Points: Volumes – 19 CE – 5

Content: This CDC is divided into three volumes. Volume 1 begins with an overview of the different roles within this AFSC. It also provides information concerning safety and some of the hazards associated

with this career field. Antenna fundamentals, installation procedures and maintenance inspections are also covered. Volume 2 provides information on the different types of cabling infrastructures you will be installing, splicing and maintaining. Volume 3 provides information on all aspects of telecommunications cable testing, fiber optic cabling and network infrastructure.

NOTE: CDC 3DX5X Cyber Support Journeyman. The material in it covers the core knowledge for all Cyber Support career fields. This course is a mandatory requirement for Upgrade Training for the following AFSC's 3D052, 3D053, 3D054, 3D151, 3D152, 3D153, 3D154 and 3D157. This CDC may be taken simultaneously with the CDC's listed previously.

3DX5X- Cyber Support Journeyman

3DX5XN-Electronic CDC

2 Volumes: Activated – September 2011

Hours: Volumes – 39 CE – 9

Points: Volumes – 13 CE – 3

Content: This CDC is divided into two volumes. Volume 1 begins with the knowledge base for all Cyber Support career fields. Volume two of CDC 3DX5X will cover information systems concepts.

NOTE: CDC 3DX5X Cyber Support Journeyman. The material in it covers the core knowledge for all Cyber Support career fields. This course is a mandatory requirement for Upgrade Training for the following AFSC's 3D052, 3D053, 3D054, 3D151, 3D152, 3D153, 3D154 and 3D157. This CDC may be taken simultaneously with the CDC's listed previously.

(3E) CIVIL ENGINEERING

ELECTRICAL SYSTEMS

3E051C-Electrical Systems Journeyman

3E051P-Electronic CDC

4 Volumes: Activation – April 2008

Hours: Volumes - 93 CE - 24

Points: Volumes - 31 CE – 8

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

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

3E051D-Electrical Systems Journeyman

3E051Q-Electronic CDC

4 Volumes: Activated – April 2008

Hours: Volumes – 90 CE – 21

Points: Volumes – 30 CE – 7

Content: Volume 1 covers the substation layout and equipment, and covers aspects of troubleshooting and maintenance of the equipment normally found in or around substations. This volume covers rubber protective equipment, hot-line tools, and the care and maintenance of these items. Also covers overhead distribution equipment installation and how pole-lines are planned and constructed as well as how common pole-line equipment is installed. Finally, this volume covers working on energized high-voltage lines and equipment. Volume 2 covers theories of operation for motors and motor controls. And, how to install, maintain, inspect, and troubleshoot motors and motor controls. It will identify the location where to find explosive vapors, dust, and fibers. This volume deals with the operation and function of emergency lights, appliances, traffic control systems, and base warning systems. Finally, this volume ends

with a discussion on how the Air Force protects its property and personnel with fire and intrusion alarm systems. Volume 3 covers installation and maintenance of manholes, cable, and other associated underground equipment. Also, this volume will cover airfield lighting systems such as runway edge, threshold, beacons, strobe, and approach lighting and ends with an introduction to area and street lighting and how to troubleshoot those systems. Volume 4 covers mobile aircraft arresting system and the emergency airfield lighting system, covers detailed information concerning Basic Expeditionary Airfield Resources (BEAR) assets and the contingency electrical distribution system, and end with a brief look at facilities repair, medical facilities electrical support, and the new deployable power generation and distribution system.

ENVIRONMENTAL

3E453A - Pest Management Journeyman

3E453N-Electronic CDC

3 Volumes: Activated – March 2008

Hours: Volumes - 66 CE - 15

Points: Volumes - 22 CE - 5

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

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

3E453B-Environmental Controls Journeyman

3E453O-Electronic CDC

3 Volumes: Revised - October 2002

Initial Activation - November 1996

Hours: Volumes - 63 CE - 15

Points: Volumes - 21 CE - 5

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

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

Prerequisites for enrolling: **3E353A or 3E353N**

ENGINEERING

3E551 – Engineering Journeyman

3E551N-Electronic CDC

3 Volumes: New Activation – November 2006

Hours: Volumes – 81 CE – 21

Points: Volumes – 27 CE – 7

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

3E571-Engineering Craftsman

3E571N-Electronic CDC

2 Volumes: New Activation - February 2011

Hours: Volumes - 33 CE - 9

Points: Volumes - 11 CE - 3

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

Content: CDC 3E571, *Engineering Craftsman*, is a two-volume course. Volume 1, *Installation/Contingency Site Development*, consists of two units, providing knowledge in Air Force comprehensive planning, site planning criteria, airfield planning criteria, anti-terrorism/force protection measures, initial airfield evaluation, bare base site selection and aircraft mishap surveys. Volume 2, *Engineering Design and Contract Management*, discusses the criteria for preliminary construction designs as well as the programming and contracting processes for construction projects.

3E651-Operations Management Journeyman

3E651N-Electronic CDC

3 Volumes: Activated – November 2011

Hours: Vol - 93 CE - 18

Points: Vol - 31 CE – 6

Content: This is the first volume in your career development course (CDC), which consists of five volumes. The first volume addresses who we are as members of a civil engineer organization. As such, we have a unique mission and way of doing business—we will explore both. As a CE apprentice, you need to know about your career field's specific mission, training requirements, and promotion. Volume 2 covers your specific duties in customer services and production control sections, as well as resource management of Air Force properties. Volume 3 introduces logistics management as it pertains to civil engineers. Volume 4 digs deeper into specific material control functions such as inventory management and material handling. Volume 5 addresses your specific duties in a contingency environment.

POWER PRODUCTION

3E052C-Electrical Power Production Journeyman

3E052P-Electronic CDC

4 Volumes: Activated – June 2008

Hours: Volumes – 60 CE – 15

Points: Volumes – 20 CE - 5

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

3E052D-Electrical Power Production Journeyman

3E052Q-Electronic CDC

3 Volumes: Activated – June 2008

Hours: Volumes – 45 CE – 12

Points: Volumes – 15 CE – 4

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

Content: Volume 1 covers fixed generator sites, including commercial grade generators and automatic transfer panels. Unit two of this volume begins by explaining war time mission and a look at mobile generators and load banks. Volume 2 explores the task of planning, installing, operating and maintaining a contingency power plant. This volume covers the electrical distribution in a bare base environment, tent

lighting, remote area lighting and Emergency Airfield Lighting Set, and the Mobile Aircraft Arresting System along with the setback kits. Volume 3 covers the different types of electrical test equipment and how each type is put to work when troubleshooting engine systems. This volume covers the different types of wiring diagrams and goes on to discuss wiring diagrams and schematics for various pieces of equipment used. Finally, this volume ends with the troubleshooting process and common electrical malfunctions, a look into electrical and mechanical engine malfunctions, and a look at some common troubleshooting scenarios involving aircraft arresting systems.

Prerequisites for enrolling: 3E052C or 3E052P

STRUCTURAL

3E351A-Structural Journeyman

3E351N-Electronic CDC
2 Volumes: Revised - January 2002
Initial Activation - October 1996
Hours: Volumes - 33 CE - 9
Points: Volumes - 11 CE - 3

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

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

3E351B-Structural Journeyman

B3E351-Electronic CDC
4 Volumes: Activated – October 2015
Hours: Volumes - 51 CE - 12
Points: Volumes - 17 CE - 4

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

Content: Volume 1 covers sheet metal layout and fabrication. Volume 2 focuses on metal/fiberglass components and overhead/rollup doors. Volume 3 deals with oxyacetylene applications. Volume 4 explains electric arc welding.

Prerequisites for enrolling: 3E351A or 3E351N

3E351C-Structural Journeyman

3E351P-Electronic CDC
2 Volumes: Activated – June 2007
Revised - July 2003
Initial Activation - July 1997
Hours: Volumes - 60 CE - 15
Points: Volumes - 20 CE - 5

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

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

Prerequisites for enrolling: 3E351A or 3E351N, 3E351B or 3E351O

HVAC & REFRIGERATION

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

3E151N-Electronic CDC

3 Volumes: Activated – January 2008

Hours: Volumes – 54 CE – 12

Points: Volumes – 18 CE – 4

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

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

3E151O-Electronic CDC

3 Volumes: Activated – February 2008

Hours: Volumes – 108 CE – 27

Points: Volumes – 36 CE – 9

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

Prerequisites for enrolling: 3E151A or 3E151N

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

3E151P-Electronic CDC

4 Volumes: Activated - November 2008

Hours: Volumes - 69 CE – 18

Points: Volumes - 23 CE - 6

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

Prerequisites for enrolling: 3E151A or 3E151N, 3E151B or 3E151O

EXPLOSIVE ORDNANCE DISPOSAL

3E851-Explosive Ordnance Disposal Journeyman

3E851N-Electronic CDC

4 Volumes: Activated – May 2007

Initial Activation - August 2003

Hours: Volumes - 72 CE - 18

Points: Volumes - 24 CE - 6

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

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

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

PAVEMENTS AND CONSTRUCTION EQUIPMENT OPERATOR

3E251-Pavements and Construction Equipment Operator Journeyman

Z3E251-Electronic CDC

4 Volumes: Activated - September 2013

Hours: Volumes - 60 CE - 15

Points: Volumes - 20 CE - 5

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

Content: This CDC consists of four volumes. The first volume covers your specific duties within the Pavements and Construction Equipment Operator career field. Volume 2 introduces one of our main priorities, that of paved surfaces, focusing on the construction of concrete and asphalt. Volume 3 deals with our second (but equally important) tenet, equipment operations. Finally, Volume 4 addresses your specific duties in a contingency and/or deployed environment as well as your roles and responsibilities as a quality assurance representative.

3E251B-Pavements and Construction Equipment Operator Journeyman

3E251O-Electronic CDC

3 Volumes: New Activation - April 2004

Initial Activation - May 1997

Hours: Volumes - 42 CE - 12

Points: Volumes - 14 CE - 4

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

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

Prerequisites for enrolling: 3E251A or 3E251N

READINESS

3E951-Emergency Management Journeyman

Z 3E951-Electronic CDC

3 Volumes: Activated - May 2015

Hours: Volumes - 57 CE – 15

Points: Volumes - 19 CE – 5

Content: CDC 3E951 *Emergency Management Journeyman*, introduces you to the Air Force Emergency Management Program at the Air Force, major command, and installation levels. It also covers the evolution and execution of the Air Force Incident Management System. In volume 2, you will learn about the readiness and emergency management flight structure. Volume 2 also breaks down each element of the emergency management section and defines the major roles and responsibilities of the flight. Volume 3 introduces emergency management response operations to include CBRN surveillance, reconnaissance, contamination control, and avoidance. It also covers mobility planning and emergency management unit type codes.

UTILITIES SYSTEMS

3E451A-Water and Fuel Systems Maintenance Journeyman

3E451N-Electronic CDC

4 Volumes: Activated - March 2010

Hours: Volumes - 69 CE - 18

Points: Volumes - 23 CE - 6

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

3E451B-Water and Fuel Systems Maintenance Journeyman

3E451O-Electronic CDC

4 Volumes: Activated - September 2010

Hours: Volumes - 69 CE - 18

Points: Volumes - 23 CE - 6

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

FIRE AND EMERGENCY SERVICES (FES) COURSES

(3E) Civil Engineering– Fire Protection

ALL (3E) Fire Protection Certification Courses require completion a knowledge-based course and a performance-based practical evaluation for DOD certification. The knowledge-based portion is completed by taking the End of Course (EOC) exam administered at an approved Test Control Facility within the specified time identified within the course descriptions. Fire Departments are not authorized to be a TCF. The practical evaluation is conducted at the local level and must be performed in accordance with the guidelines set forth in “*DOD Fire Fighter Certification System Procedure and Policy Guide*” located at www.dodffcert.com in the “*Program News and Updates*” section. For additional information see DOD Manual 6055.06M “*DOD Fire and Emergency Services Certification Program*.”

Enrollment Information – Enrollment procedures should be followed as listed in this catalog.

10011N – Fire Fighter I Certification Course (*.pdf)

Course: Activated – May 2010

Hours: Course – 18 CE – 3

Points: Course – 6 CE – 1

Content: This paper-based course is designed to provide candidates with the information they need to become certified at the DOD Fire Fighter I certification level. This Course outlines all requirements set

forth in the 2008 Edition of NFPA Standard 1001, *Standard for Fire Fighter Professional Qualifications*. The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed. Candidates are required to complete this course in 12 months.

Certification: For DOD certification purposes, candidates must be certified at the Hazardous Materials Operations Core with the Mission Specific Competencies of Personal Protective Equipment and Product Control level before they can become Fire Fighter I certified. See DOD Manual 6055.06M for additional guidance.

10012N – Fire Fighter II Certification Course (*.pdf)

Course: Activated – August 2004

Hours: Course – 18 CE – 3

Points: Course – 6 CE – 1

Content: This course is designed to provide candidates with the information they need to become certified at the DOD Fire Fighter II certification level. This Course outlines all requirements set forth in the 2002 Edition of NFPA Standard 1001, *Standard for Fire Fighter Professional Qualifications*. The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed. Candidates are required to complete this course in 12 months.

Certification: For DOD certification purposes, candidates must be certified at the Fire Fighter I level before they can become Fire Fighter II certified. See DOD Manual 6055.06M for additional guidance.

10031N – Airport Fire Fighter Certification Course (*.pdf)

Course: Activated – June 2008

Hours: Course – 18 CE – 3

Points: Course – 6 CE – 1

Content: This course is designed to provide candidates with the information they need to become certified at the DOD Airport Fire Fighter certification level. This course covers all of the requirements set forth in the 2005 Edition of NFPA Standard 1003, *Standard for Airport Fire Fighter Professional Qualifications*. The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed. Candidates are required to complete this course in 12 months.

Certification: For DOD certification purposes, candidates must be certified at the Hazardous Materials Operations and Fire Fighter II levels before they can become Airport Fire Fighter certified. See DOD Manual 6055.06M for additional guidance.

10051N – Marine Fire Fighter Course

Course: Activated – December 2015

Content: This course supports the DoD Fire Fighter Certification System and is available to all DoD personnel and contractors.

10023W– Fire Apparatus Driver/Operator - Pumper Certification Course (Web-Based)

Course: Activated – November 2015

Hours: Course – 36 CE – 6

Points: Course – 12 CE – 2

Content: This interactive web-based course contains the subjects DOD fire fighters are required to know in order to perform their duties and achieve the Driver/Operator – Pumper certification level. This course outlines all requirements set forth in the 2009 Edition of NFPA Standard 1002; *Standard for Fire Apparatus Driver/Operator Professional Qualifications*. The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed. Candidates are required to complete this course in 12 months.

NOTE: (Active Duty Air Force personnel in 3E751 upgrade training are required to complete the Driver/Operator – Pumper (10023W), Driver/Operator – Aircraft Rescue & Fire Fighting (10027W), and

Driver/Operator – Mobile Water Supply (10028W) in 12 months and are enrolled in all three courses simultaneously. This restricted time criterion does not apply to Air Force Reserve or Air National Guard in 3E751 upgrade training due to limited number of annual training days.

Certification: For DOD certification purposes, candidates must be certified at the Fire Fighter II level before they can become certified at any of the Driver/Operator certification levels. This certification is mandatory for Air Force military fire fighters AFSC 3E751 upgrade. See DOD Manual 6055.06M for additional guidance.

10024W – Fire Apparatus Driver/Operator - Aerial Certification Course

Course: Activated – November 2015

Hours: Course – 18 CE – 6

Points: Course – 6 CE – 2

Content: This interactive web-based course contains the subjects DOD fire fighters are required to know in order to perform their duties and achieve the Driver/Operator – Aerial certification level. This Course outlines all requirements set forth in the 2009 Edition of NFPA Standard 1002, *Standard for Fire Apparatus Driver/Operator Professional Qualifications*. The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed. Candidates are required to complete this course in 12 months.

Certification: For DOD certification purposes, candidates must be certified at the Fire Fighter II level before they can become certified at any of the Driver/Operator certification levels. This certification IS NOT mandatory for Air Force military fire fighters AFSC 3E751 upgrade. This course is only applicable to those bases that have aeriels assigned. See DOD Manual 6055.06M for additional guidance.

10027W – Fire Apparatus Driver/Operator - ARFF Certification Course (Web-Based)

Course: Activated – December 2015

Hours: Course – 81 CE – 21

Points: Course – 27 CE – 7

Content: This interactive web-based course contains the subjects DOD fire fighters are required to know in order to perform their duties and achieve the Driver/Operator – Aircraft Rescue and Fire Fighting certification level. This course outlines all requirements set forth in the 2009 Edition of NFPA Standard 1002, *Standard for Fire Apparatus Driver/Operator Professional Qualifications*. The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed. Candidates are required to complete this course in 12 months.

NOTE: Active Duty Air Force personnel in 3E751 upgrade training are required to complete the Driver/Operator – Pumper (10023W), Driver/Operator – Aircraft Rescue & Fire Fighting (10027W), and Driver/Operator – Mobile Water Supply (10028W) in 12 months and are enrolled in all three courses simultaneously. This restricted time criterion does not apply to Air Force Reserve or Air National Guard in 3E751 upgrade training due to limited number of annual training days.

Certification: For DOD certification purposes, candidates must be certified at the Fire Fighter II level before they can become certified at any of the Driver/Operator certification levels. This certification is mandatory for Air Force military fire fighters AFSC 3E751 upgrade. See DOD Manual 6055.06M for additional guidance.

10028W – Fire Apparatus Driver/Operator – Mobile Water Supply (MWS) Certification Course

Course: Activated – December 2015

Hours: Course – 81 CE – 21

Points: Course – 27 CE – 7

Content: This interactive web-based course contains the subjects DOD fire fighters are required to know in order to perform their duties and achieve the Driver/Operator – Mobile Water Supply certification

level. This course meets all of the requirements set forth in 2009 Edition of NFPA Standard 1002, *Standard for Fire Apparatus Driver/Operator Professional Qualifications*. The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed. Candidates are required to complete this course in 12 months.

NOTE: Active Duty Air Force personnel in 3E751 upgrade training are required to complete the Driver/Operator – Pumper (10023W), Driver/Operator – Aircraft Rescue & Fire Fighting (10027W), and Driver/Operator – Mobile Water Supply (10028W) in 12 months and are enrolled in all three courses simultaneously. This restricted time criterion does not apply to Air Force Reserve or Air National Guard in 3E751 upgrade training due to limited number of annual training days.

Certification: For DOD certification purposes, candidates must be certified at the Fire Fighter II level before they can become certified at any of the Driver/Operator certification levels. This certification is mandatory for Air Force military fire fighters AFSC 3E751 upgrade. See DOD Manual 6055.06M for additional guidance.

10211W – Fire Officer I Certification Course (Web– Based)

Course: Activated – September 2007

Hours: Course – 24 CE – 6

Points: Course – 8 CE – 2

Content: This interactive web-based course contains the subjects DOD fire fighters are required to know in order to perform their duties and achieve the Fire Officer I certification level. This course outlines all requirements set forth in the 2009 Edition of NFPA Standard 1021, *Standard for Fire Officer Professional Qualifications*. The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed. Candidates are required to complete this course in 12 months.

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

10212W – Fire Officer II Certification Course (Web– Based)

Course: Activated – January 2008

Hours: Course – 24 CE – 6

Points: Course – 8 CE – 2

Content: This interactive web-based course contains the subjects DOD fire fighters are required to know in order to perform their duties and achieve the Fire Officer II certification level. This course outlines all requirements set forth in the 2009 Edition of NFPA Standard 1021, *Standard for Fire Officer Professional Qualifications*. The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed. Candidates are required to complete this course in 12 months.

Certification: For DOD certification purposes, candidates must be certified at the Fire Instructor I and Fire Officer I levels before they can become Fire Officer II certified. Course 10212W is not mandatory for Air Force skill level upgrade training. See DOD Manual 6055.06M for additional guidance.

10213N – Fire Officer III Certification Course (*.pdf)

Course: Activated – April 2010

Hours: Course – 30 CE – 9

Points: Course – 10 CE – 3

Content: This paper-based course contains the subjects DOD fire fighters are required to know in order to perform their duties and achieve the Fire Officer III certification level. This Course outlines all requirements set forth in the 2009 Edition of NFPA Standard 1021, *Standard for Fire Officer*

Professional Qualifications. The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed. Candidates are required to complete this course in 12 months.

Certification: For DOD certification purposes, candidates must be certified at the Fire Instructor II and Fire Officer II levels before they can become Fire Officer III certified. Course 10213N is not mandatory for Air Force skill level upgrade training. See DOD Manual 6055.06M for additional guidance.

10214N – Fire Officer IV Certification Course (*.pdf)

Course: Activated – April 2010

Hours: Course – 30 CE – 9

Points: Course – 10 CE – 3

Content: This paper-based course contains the subjects DOD fire fighters are required to know in order to perform their duties and achieve the Fire Officer IV certification level. This Course outlines all requirements set forth in the 2009 Edition of NFPA Standard 1021, *Standard for Fire Officer Professional Qualifications*. The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed. Candidates are required to complete this course in 12 months.

Certification: For DOD certification purposes, candidates must be certified at the Fire Instructor II and Fire Officer III levels before they can become Fire Officer IV certified. Course 10214N is not mandatory for Air Force skill level upgrade training. See DOD Manual 6055.06M for additional guidance.

10311W – Fire Inspector I Certification Course (Web-Based)

Course: Activated – January 2008

Hours: Course – 24 CE – 6

Points: Course – 8 CE – 2

Content: This web-based course contains the subjects DOD fire fighters are required to know in order to perform their duties and achieve the Fire Inspector I certification level. This course outlines all requirements set forth in the 2009 Edition of NFPA Standard 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Examiner*. The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed. Candidates are required to complete this course in 12 months.

Certification: For DOD certification purposes, candidates must be certified at the HazMat Awareness level. This certification is mandatory for Air Force military fire fighters AFSC 3E771 upgrade. See DOD Manual 6055.06M for additional guidance.

10312W – Fire Inspector II Certification Course (Web-Based)

Course: Activated – January 2008

Hours: Course – 24 CE – 6

Points: Course – 8 CE – 2

Content: This interactive web-based course contains the subjects DOD fire fighters are required to know to perform their duties and achieve the Fire Inspector II certification level. This course outlines all requirements set forth in the 2009 Edition of NFPA Standard 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Examiner*. The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed. Candidates are required to complete this course in 12 months.

Certification: For DOD certification purposes, candidates must be certified at the Fire Inspector I level before they can become Fire Inspector II certified. See DOD Manual 6055.06M for additional guidance.

10313N – Fire Inspector III Certification Course (*.pdf)

Course: Activated – June 2008

Hours: Course – 30 CE – 9
Points: Course – 10 CE – 3

Content: This paper-based course contains the subjects DOD fire fighters are required to know in order to perform duties and achieve the Fire Inspector III certification level. All requirements set forth in the 2009 Edition of NFPA Standard 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Examiner*. The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed. Candidates are required to complete this course in 12 months.

Certification: For DOD certification purposes, candidates must be certified at the Fire Inspector II level before they can become Fire Inspector III certified. See DOD Manual 6055.06M for additional guidance.

10317W – Plans Examiner I Certification Course (Web-Based)

Course: Activated – September 2012
Hours: Course – 24 CE – 6
Points: Course – 8 CE – 2

Content: This interactive web-based course contains the subjects DOD fire fighters are required to know to perform their duties and achieve the Plans Examiner I certification level. This course outlines all requirements set forth in the 2009 Edition of NFPA Standard 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Examiner*. The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed. Candidates are required to complete this course in 12 months.

Certification: For DOD certification purposes, candidates must be certified at the Fire Inspector II level before they can become Plans Examiner I certified. See DOD Manual 6055.06M for additional guidance.

10351W – Fire and Life Safety Educator 1 (Web Based)

Course: Activated – February 2015
Hours: Course 30 CE – 6
Points: Course 10 CE – 2

Content: This web-based course contains the subjects DOD fire fighters are required to know in order to perform duties and achieve the Fire and Life Safety Educator I certification level. All requirements set forth in the 2010 Edition of NFPA Standard 1035, *Standard for Professional Qualifications for Fire and Life Safety Educator, Public Information Officer, and Juvenile Firesetter Intervention Specialist*. The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed. Candidates are required to complete this course in 12 months.

Certification: There are no prerequisite certifications to become certified as a Fire and Life Safety Educator I. See DOD Manual 6055.06M for additional guidance.

10411W – Fire Instructor I Certification Course (Web-Based)

Course: Activated – October 2007
Hours: Course – 24 CE – 6
Points: Course – 8 CE – 2

Content: This interactive web-based course contains the subjects DOD fire fighters are required to know in order to perform their duties and achieve the Fire Instructor I certification level. This course outlines all requirements set forth in the 2007 Edition of NFPA Standard 1041, *Standard for Fire Service Instructor Professional Qualifications*. The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed. Candidates are required to complete this course in 12 months.

Certification: For DOD certification purposes, there are no prerequisites to become Fire Instructor I certified. This course is mandatory for Air Force military fire fighters in AFSC 3E771 upgrade training. See DOD Manual 6055.06M for additional guidance.

10412W – Fire Instructor II Certification Course (Web-Based)

Course: Activated – January 2008

Hours: Course – 24 CE – 6

Points: Course – 8 CE – 2

Content: This interactive web-based course contains the subjects DOD fire fighters are required to know in order to perform their duties and achieve the Fire Instructor II certification level. This course outlines all requirements set forth in the 2007 Edition of NFPA Standard 1041, *Standard for Fire Service Instructor Professional Qualifications*. The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed. Candidates are required to complete this course in 12 months.

Certification: For DOD certification purposes, candidates must be certified at the Fire Instructor I level before they can become Fire Instructor II certified. See DOD Manual 6055.06M for additional guidance.

10413N – Fire Instructor III Certification Course (*.pdf)

Course: Activated – August 2008

Hours: Course – 30 CE – 9

Points: Course – 10 CE – 3

Content: This paper-based course is designed to provide candidates with the information they need to become certified at the DOD Fire Instructor III certification level. This course covers all of the requirements set forth in the 2007 Edition of NFPA Standard 1041, *Standard for Fire Service Instructor Professional Qualifications*. The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed. Candidates are required to complete this course in 12 months.

Certification: For DOD certification purposes, candidates must be certified at the Fire Instructor II level before they can become Fire Instructor III certified. See DOD Manual 6055.06M for additional guidance.

10512W – Wildland Firefighter I Certification Course (Web-Based)

Course: Activated – March 2010

Hours: Course – 18 CE – 3

Points: Course – 6 CE – 1

Content: This interactive web-based course is designed to train and certify students to the DOD Wildland Firefighter I certification level. This course covers all of the requirements set forth in the 2007 Edition of NFPA 1051, *Standard for Wildland Fire Fighter Professional Qualifications*. Specifically, this course provides students with the knowledge and skills necessary to understand and perform hands-on tasks dealing with basic Wildland fire behavior, tactics, safety, fire shelter use, PPE requirements, fire suppression techniques and their role within the local incident management system. The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed. Candidates are required to complete this course in 12 months.

Certification: For DOD certification purposes, there are no prerequisites to become Wildland Fire Fighter I certified.

10512W – Wildland Firefighter II Course (Web-Based)

Course: Activated – March 2010

Hours: Course – 24 CE – 6

Points: Course – 8 CE – 2

Content: This interactive web-based course is designed to train and certify students to the DOD Wildland Firefighter II certification level. This course covers all of the requirements set forth in the 2007 Edition of NFPA 1051, *Standard for Wildland Fire Fighter Professional Qualifications*. Specifically, this course provides students with the knowledge and skills necessary to understand and perform hands-on tasks dealing with incident management, map reading, radio use, record keeping,

inspection procedures, equipment operation/maintenance, fireline construction methods, evidence preservation and associated wildland hazards. The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed. Candidates are required to complete this course in 12 months.

Certification: For DOD certification purposes, students must be DOD certified at the Wildland Fire Fighter I level before they can become Wildland Fire Fighter II certified.

10612N – Public Safety Telecommunicator I/II Certification Course (*.pdf)

Course: Activated – February 2010

Hours: Course – 18 CE – 3

Points: Course – 6 CE – 1

Content: This paper-based course is designed to provide candidates with the information they need to become certified at the DOD Telecommunicator I/II certification level. This course covers all of the requirements set forth in the 2007 Edition of NFPA Standard 1061, *Standard for Professional Qualifications for Public Safety Telecommunicator*. The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed. Candidates are required to complete this course in 12 months.

Certification: For DOD certification purposes, candidates must be DOD certified at the Hazardous Materials Awareness level before they can become Telecommunicator I/II certified. See DOD Manual 6055.06M for additional guidance.

47202W – Hazardous Materials (HazMat) Operations Certification Course (Web-Based)

Course: Activated – September 2014

Hours: Course – 30 CE – 6

Points: Course – 10 CE – 2

Content: This interactive web-based training course contains the subjects DOD personnel are required to know in order to perform their duties and achieve certification at the Hazardous Materials Operations level. This course covers all of the requirements set forth in the 2008 Edition of NFPA Standard 472, *Standard for Professional Competence of Responders to Hazardous Materials Incidents*. The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed. Candidates are required to complete this course in 12 months.

Certification: For DOD certification purposes, candidates must be DOD certified at the Hazardous Materials Awareness level before they can become Hazardous Materials Operations certified. See DOD Manual 6055.06M for additional guidance.

47203W – Hazardous Materials (HazMat) Technician Course (Web-Based)

Content: Activated – October 2014

Hours: Course – 30 CE – 6

Points: Course – 10 CE – 2

Content: This interactive web-based training course contains the subjects DOD personnel are required to know in order to perform duties and achieve certification at the Hazardous Materials Technician level. This course covers all of the requirements set forth in the 2008 Edition of NFPA Standard 472, *Standard for Professional Competence of Responders to Hazardous Materials Incidents*. The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed. Candidates are required to complete this course in 12 months.

NOTE: Active Duty Air Force personnel must complete this course prior to receiving Fire Officer I certification.

Certification: For DOD certification purposes, candidates must be DOD certified at the Hazardous

Materials Operations level before they can become Hazardous Materials Technician certified. See DOD Manual 6055.06M for additional guidance.

47205W – Hazardous Materials (HazMat) Incident Commander Course (Web-Based)

Course: Activated – January 2015

Hours: Course – 30 CE – 6

Points: Course – 10 CE – 2

Content: This interactive web-based training course contains the subjects DOD personnel are required to know in order to perform duties and achieve certification at the Hazardous Materials Incident Commander level. This course covers all of the requirements set forth in the 2008 Edition of NFPA Standard 472, *Standard for Professional Competence of Responders to Hazardous Materials Incidents*. The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed. Candidates are required to complete this course in 12 months.

Certification: For DOD certification purposes, candidates must be DOD certified at the Hazardous Materials Operations level before they can become Hazardous Materials Incident Commander certified. See DOD Manual 6055.06M for additional guidance.

47209N – Hazardous Materials (HazMat) Officer Course (*.pdf)

Course: Activated – September 2010

Hours: Course – 30 CE – 6

Points: Course – 10 CE – 2

Content: This paper-based course contains the subjects DOD personnel are required to know in order to perform duties and achieve the Hazardous Materials Incident Commander certification. This course covers all of the requirements set forth in the 2008 Edition of NFPA Standard 472, *Standard for Professional Competence of Responders to Hazardous Materials Incidents*. The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed. Candidates are required to complete this course in 12 months.

Certification: For DOD certification purposes, fire service candidates must be DOD certified at the Fire Officer I, Hazardous Materials Technician (for 3 years or if Train-the-Trainer for 2 years) and Incident Commander levels before they can become Hazardous Materials Officer certified. Non – fire service candidates must be DOD certified at the Hazardous Materials Technician, Hazardous Materials Incident Commander levels and be a 7– skill level (or civilian first– line supervisor) within their profession before they can become Hazardous Materials Officer certified. See DOD Manual 6055.06M for additional guidance.

47211W – Hazardous Materials Safety Officer

Course: Activated – July 2015

Hours: Course – 30 CE – 6

Points: Course – 10 CE – 2

Content: This course is web based and supports the DoD Fire Fighter Certification System and is available to all DoD personnel and contractors

15211W – Fire Department Incident Safety Officer (Web-Based)

Activated – May 2014

Hours: Course – 12 CE – 3

Points: Course – 4 CE – 1

This course is designed to train and certify students to the DoD Fire Department Incident Safety Officer Certification level. Specifically, this course is designed to teach students how to identify hazards during emergency operations and take the appropriate actions to eliminate or minimize the associated risks. Being a trained and certified fire department Incident safety officer is critical to the organization's ability to provide a safe and healthy environment for all firefighters, on and off the fireground. The

Incident safety officer's job is to recognize health and safety related hazards at emergency operations and take actions to immediately alleviate those hazards to the extent possible.

Justification/Objective: This course satisfies the training required in National Fire Protection Association 1521, Standard for Fire Department Safety Officer, 2008 Edition. Students who complete this training, the required final exam and the required performance tests will become DoD certified and their certification records will be entered into the Department of Defense (DoD) Fire and Emergency Services Certification Program (FESCP) with their official certificate being available through the www.dodffcert.com website.

Prerequisite: Fire Officer I and Fire Instructor I

Target Audience: DoD employees who need to satisfy the mandatory training/certification requirements to become DoD Fire Department Incident Safety officer certified.

Frequency: This is a one-time training and certification requirement. However, students are required to demonstrate competency or maintain proficiency at least annually.

Completion Time: The estimated time to complete this course is 32 - 40 hours. Candidates must complete this course within 12 months.

Required Passing Score: 65

(3M) SERVICES

3M051A-Services Journeyman

A3M051-Electronic CDC

2 Volumes: Activated - September 2013

Hours: Volumes - 15 CE - 3

Points: Volumes - 5 CE - 1

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

Content: CDC 3M051A contains two volumes—Volume 1, *Services General* and Volume 2, *Food Service*. This CDC teaches you the duties and responsibilities of a Services Journeyman. Although you may not actually perform all of these duties, you must fulfill the knowledge requirements of the 5-skill level. Completing the CDC will not make you proficient in all areas, but it will enhance your knowledge of your career field. Your efforts will determine whether you can progress to a higher skill level and become a highly skilled member of team Services.

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

3M051B-Services Journeyman

B3M051-Electronic CDC

2 Volumes: Activated - November 2013

Hours: Volumes - 27 CE - 6

Points: Volumes - 9 CE - 2

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

Content: Volume one contains information on lodging operations. Volume 2, *Fitness*, introduces general fitness management, daily operations, contracts, facility maintenance, staff training, and emergency operations. Also, your knowledge of the musculoskeletal system, major muscle groups, and injury prevention will be enhanced. Lastly, contingency operations will be introduced. Volume 3, *Readiness, Mortuary, and Protocol*, introduces the components of contingency planning, force beddown, unit type codes (UTC) and force module concepts, mobility requirements, and ancillary training. General knowledge and standard concepts of mortuary affairs will be covered to include: mortuary affairs administration, search and recovery operations, honor guard, entitlements, and wartime operations. Finally, protocol will be discussed which will include: etiquette, flags, precedence, seating arrangements, and expeditionary protocol operations and administration.

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

3M071A-Services Craftsman

A3M071-Electronic CDC

2 Volumes: Activated – February 2014

Hours: Volume - 15 CE - 3

Points: Volume - 5 CE - 1

SALE RESTRICTED (Copyright Material) Limited to Department of Defense

Content: Welcome to the first of two career development courses (CDC) published specifically for Airmen in upgrade training for the award of Air Force specialty code (AFSC) 3M071, *Services Craftsman*. The 3M071A course contains two volumes—volume 1, *Services General*; and volume 2, *Food Service and Fitness Management*.

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

3M071B-Services Craftsman

B3M071-Electronic CDC

2 Volumes: Activated – February 2014

Hours: Volume - 18 CE - 5

Points: Volume - 6 CE - 1

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

Content: The 3M071B course contains two volumes. Volume 1 contains information on lodging operations, volume 2 covers information about readiness, mortuary, and protocol. Although some of you may not actually be performing all, if any, of these duties, it is still your responsibility to maintain the knowledge requirements of the 7-skill level. Completing these CDCs will not make you proficient in all areas but will enhance your knowledge of our Services business. Your efforts determine whether or not you can progress to a higher skill level and become an effective member of the Services team.

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

(3N) BROADCASTING/PUBLIC AFFAIRS

3N052-Public Affairs Broadcast Journeyman

3N052N-Electronic CDC

7 Volumes: New Activation - April 2013

Hours: Volumes - 90 CE - 21

Points: Volumes - 30 CE - 7

Content: Volume 1 begins with an introduction to the Public Affairs (PA) career field and overviews the different programs, roles and missions within this Air Force specialty code (AFSC). It also provides information concerning skill levels, associated responsibilities, training, safety and the hazards associated with this career field. Volume 2 provides information on the fundamentals of video production, and lighting concepts and operations, including television video production concepts, electrical principles and the video camera, and light and optics. Volume 3 discusses broadcast operations, production planning and video editing, looking at television equipment, broadcast operations, production planning and video editing fundamentals. In Volume 4, we'll examine radio broadcasting equipment, concepts and operations by discussing radio equipment, production concepts, and broadcast operations, special legal and ethical considerations and deployment operations. Volume 5 looks at communicating the commander's message, discussing command information, community relations, media relations, and crisis communication.

Volume 6 will address the tools available for communicators, specifically the World Wide Web, information operations, and the communication cycle. Lastly, volume 7 will cover program and resource management relating to deployments and reputation management.

3N055-Public Affairs Photojournalist Journeyman

3N055N-Electronic CDC

7 Volumes: New Activation - December 2012

Hours: Volumes - 84 CE - 21

Points: Volumes - 28 CE - 7

Content: This CDC is divided into seven volumes. Volume 1 begins with an introduction to the Public Affairs (PA) career field and overviews the different programs, roles and missions within this AFSC. It also provides information concerning skill levels, associated responsibilities, training, safety and the hazards associated with this career field. Volume 2 provides information on optics, lighting and exposure when taking photographs and the consideration of the theory of light and photographic filters.

Volume 3 discusses the various types of photographic assignments you will encounter, and addressing composing and planning, documentation and training, investigative and combat photography, and studio and medical photography. In Volume 4, we'll examine computer basics, digital imaging and writing fundamentals. Volume 5 will discuss how to communicate the commander's messages. Volume 6 will address the tools available for communicators, specifically the World Wide Web, information operations, and the communication cycle. Lastly, volume 7 will cover program and resource management relating to deployments and reputation management.

3N07X-Public Affairs Craftsman

Z3N07X-Electronic CDC

2 Volumes: Activated - July 2014

Hours: Volumes - 27 CE - 6

Points: Volumes - 9 CE - 2

Content: CDC 3N07X is designed to provide students the job knowledge necessary to advance from the 5-skill level to the 7-skill level. This course will provide you with tools and knowledge you need as you move up in the Public Affairs career fields. Understand that while you may not be using each piece of knowledge everyday, it is vital information that may help you with your next assignment or future duties. Volume 2 is designed to provide students the job knowledge necessary to advance from the 5-skill level to the 7-skill level.

(3P) SECURITY POLICE

3P051-Security Forces Journeyman

3P051N-Electronic CDC

4 Volumes: Activated – October 2011

Hours: Volumes - 75 CE - 18

Points: Volumes - 25 CE - 6

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

Content: There are four volumes you will complete. The first volume, *General Career Field Knowledge*, consists of an overview of the core knowledge required for you to accomplish the basic Security

Forces tasks. Volume 2, *Security Forces Operations, Tactics, and Procedures*, will cover the use of force, non-lethal tactics and tools, response procedures, and protecting USAF resources and mobile patrol operations. Volume 3, *Security Forces Weapons and Communications Equipment*, addresses the weapons systems you will use both at home station and while deployed in a combat operation. This volume also covers communications equipment and procedures. Your last volume, volume 4, *Combat and Contingency Operation Skills*, will cover the skills you are required to use during combat and contingency situations, such as base defense principles, mobility planning, battle drills, map reading, and land navigation skills.

3P051C-Combat Arms Journeyman

C3P051-Electronic CDC

2 Volumes: Activated – September 2013

Hours: Volume - 27 CE - 6

Points: Volume - 9 CE - 2

Content: There are two volumes you will complete. This first volume, *Combat Arms Duties and Instructor Responsibilities* consists of an overview of the core knowledge required for you to become an accomplished firearms instructor. It also covers the Resource Protection Program, accountability and storage requirements, as well as the safety considerations of our specialty. It will continue with firing line duties, marksmanship techniques, and the operations and administrative side of the career field.

Volume 2, *Combat Arms Mechanical Training*, consists of 3 units and covers the mechanical aspects of being a Combat Arms instructor; characteristics, ammunition types and uses; and maintenance and correcting malfunctions.

3P051D-Military Working Dog Journeyman

D3P051-Electronic CDC

1 Volume: Activated - August 2015

Hours: Volume - 12 CE - 3 Points:

Volume - 4 CE - 1

Content: This one volume course, CDC D3P051, deals with the military working dog (MWD) program. It will help you understand your day-to-day duties as a dog handler. We explain various aspects of this unique security forces program. Hopefully, all the information within this course will be useful and easy for you to understand. Give us a call, email, and/or fill out the critique sent to you after completion of the course if you are having problems with the course information. We need your help to maintain a professional course.

3P071-Security Forces Craftsman

Z3P071-Electronic CDC

2 Volumes: Activated - December 2015

Hours: Volumes - 27 CE 6

Points: Volumes - 9 CE 2

Content: This is a two-volume course. Each volume is designed to enhance your knowledge of key elements within the Security Forces (SF) career field. Volume 1 contains your supervisory and management skills as a leader in this career field. Unit 1 covers SF leadership, supervision, and management. Unit 2 covers incident response. Unit 3 reviews legal considerations. Volume 2 will reinforce your knowledge of SF Integrated Defense tactics and procedures.

(3S) MISSION SUPPORT

3S051-Personnel Journeyman

3S051P-Electronic CDC

3 Volumes: New activation – May 2012

Hours: Volumes - 30 CE - 8

Points: Volumes - 10 CE – 2

Content: This first volume of the Career Development Course (CDC) 3S051, *Personnel Journeyman*, provides you with information on the different missions in the personnel career field, the personnel career field structure, classification structure, duties and responsibilities, communication management, Privacy Act, and electronic records management. THIS SECOND volume of the Career Development Course (CDC) 3S051, *Contingency Support*, provides you with information on the different roles and responsibilities of all parties involved in the deployment process. THIS THIRD VOLUME of career development course

(CDC) 3S051, *Military Personnel Section*, provides you with information on the customer support element, the career development element, the force management operations element, and the personnel systems management.

3S071 – Personnel Craftsmen

3S071N-Electronic CDC

3 Volumes: Initial Activation – June 2012

Hours: Volumes - 27 CE - 6

Points: Volumes - 9 CE - 2

Content: Volume one of the Career Development Course (CDC) 3S071, *Personnel Career Field*, provides you with information on the personnel community, personnel communications, and personnel data systems. Volume two of the career development course (CDC) 3S071, *Personnel Contingency Support*, provides you with information on Force Concepts, Air and Space Expeditionary Force

(AEF) concepts, the Air Reserve Component (ARC), Personnel Readiness, Wartime Functional Responsibilities, and Personnel Support for Contingency Operations (PERSCO). Volume three of the career development course (CDC) 3S071, *Personnel Operations*, provides you with information on the functions and responsibilities of the Customer Support element, Career Development element and Force Management Operations element.

3S251-Education and Training Manager Journeyman

3S251N-Electronic CDC

2 Volumes: New Activation – September 2011

Hours: Volume - 15 CE - 3

Points: Volume - 5 CE - 1

Content: This one volume course covers information on conducting a work center training analysis that includes a representation of how to develop training objectives and measurement devices, how to develop training materials, and how to implement and review the work center training program. It covers the process of retraining as a 3S2X1 and the duties as office of primary responsibility for on-the-job training at the base and MAJCOM levels. Finally, this volume introduces opportunities, advisement, and counseling in the education services program, and covers the education financial assistance programs; degree completion, correspondence, and independent study programs, and the educational opportunities available through the Air Force Institute Technology (AFIT).

3S353- Manpower Journeyman

3S353N-Electronic CDC

5 Volumes: New Activation – December 2012

Hours: Volume - 63 CE - 15

Points: Volume - 21 CE - 5

Content: This CDC is divided into five volumes: Volume 1, *Air Force Organization and Program Allocation and Control*; Volume 2, *Management Engineering*; Volume 3, *Requirements Determination*; Volume 4, *Expeditionary Manpower Management*; and Volume 5, *Improve Performance*. These volumes represent the full spectrum of the career field's core competencies. In this volume, Unit 1 is an overview of the Manpower career field. Unit 2 covers Air Force organization. Unit 3 covers resource planning and programming. Unit 4 covers manpower resource management. And lastly, Unit 5 covers the manpower data system.

MEDICAL

BIOENVIRONMENTAL ENGINEERING

4B051- Bioenvironmental Engineering Journeyman

Z 4B051-Electronic CDC

5 Volumes: Activated - February 2015

Hours: Volumes - 147 CE - 36

Points: Volumes - 49 CE - 12

Content: Career Development Course 4B051, *Bioenvironmental Engineering Journeyman* course. This set of CDCs contains the basic knowledge you will need to upgrade to the 4B051 Air Force specialty code (AFSC) as specified in the Career Field Education and Training Plan. There are five volumes. Volume 1 is devoted to basic fundamentals and sciences of Bioenvironmental Engineering. Volume 2 introduces you to health risk assessment and management and ends with water/liquid sampling. Volume 3 addresses biological, chemical and physical hazard assessment and control. Volume 4 concentrates on radiological hazard assessment and control. Volume 5 explains health risk management programs, occupational health, and emergency management principles.

DIAGNOSTIC IMAGING

4R051-Diagnostic Imaging Journeyman

4R051N-Electronic CDC

5 Volumes: Activated - May 2011

Hours: Volumes - 90 CE - 27

Points: Volumes - 30 CE - 9

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

Content: Volume 1 contains information relating to department administrative procedures and management. Volume 2 presents a thorough study of the fundamentals of radiologic science. Volume 3 covers information on osteology and routine radiographic positioning. Volume 4 covers special aspects of clinical radiology. Information on radiographic contrast media and the procedures that use contrast agents to image various structures in the body is presented in Volume 5.

4R051B-Diagnostic Medical Sonography Journeyman

4R051O-Electronic CDC

3 Volumes: Activated - January 2011

Hours: Volumes - 42 CE - 9

Points: Volumes - 14 CE - 3

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

Content: This course is divided into three volumes, each devoted to a different area of medical sonographic interest. It is not exhaustive, being limited to areas most likely encountered by most Air Force sonographers. This first volume covers information in the area of abdominal sonography with an elaborate discussion on the liver. Unit 1 provides you with a firm understanding and detailed knowledge necessary to perform sonography on the liver. Unit 2 considers the area of the gallbladder and the biliary system. Unit 3 gives you knowledge on the urinary system. The volume ends with Unit 4, which briefly discusses key abdominal structures routinely imaged by Air Force sonographers. The remaining two volumes examine other areas of the body applicable to routine medical sonography.

Volume 2 covers general sonography, with special emphasis placed on the vascular system. The volume also studies sonography of glandular body parts outside of the abdominal cavity, such as thyroid and testes. The final volume, Volume 3, examines obstetrics and gynecology. It is designed to organize and clarify your thinking on the sonographic approach to these challenging subjects.

HEALTH SERVICES MANAGEMENT

4A051-Health Services Management Journeyman

Z4A051-Electronic CDC

4 Volumes: Activated - May 2015

Hours: Volumes - 69 CE - 18

Points: Volumes - 23 CE - 6

Content: (CDC) 4A051 *Health Services Management Journeyman*. This course tells you how the military treatment facility (MTF) depends on you and other Health Services Management personnel to perform duties in an efficient and consistent manner. You are the vital link that holds the quality health care chain together. As your skill and rank increases, so will your duties and responsibilities. However, your future advancement in the career field is dependent on expanding your knowledge and advancing your skill level. A significant part of widening your knowledge and skills begins with the successful completion of this CDC. This CDC is divided into 5 volumes. Each volume explores different areas, functions, and duties in the career field. The first volume, which you are starting now, consists of general information. It introduces and explores the different tasks and functions everyone in the career field will perform or should be familiar with. In volume 2, you will review a multitude of 4A0 patient administration subjects to include outpatient medical records, medical records retirement, admissions and dispositions processing, inpatient administration and medical records. In volume 3, we will introduce you to medical readiness, medical and aeromedical evacuation, and the Integrated Disability Evaluation System. Lastly, the sensitive duties, resource management, and personnel and administration are discussed in volume 4. This important area deals with important functions and responsibilities that directly affect unit personnel careers.

4A071-Health Services Management Craftsman

4A071N-Electronic CDC

1 Volume: New Activation – September 2006

Initial Activation - February 2002

Hours: Volumes - 12 CE - 9

Points: Volumes – 4 CE - 1

Content: One volume course covers various duties a health service manager would likely encounter working in the health care support areas and Resource Management Office (RMO).

4A151-Medical Materiel Journeyman

Z4A151-Electronic CDC

4 Volumes: Activated – September 2015

Hours: Volumes - 51 CE - 12

Points: Volumes – 17 CE – 4

Content: 4A151, Medical Materiel Journeyman, consists of four volumes. Volume 1 gives general Information you will need as a Medical Materiel journeyman. In volume 2, you'll study the customer support operations, and in volume 3, storage and distribution. In the last volume, you'll learn about three specialized Medical Materiel operations—equipment management, war reserve materiel, and contingency operations.

MENTAL HEALTH

4C051-Mental Health Journeyman

4C051N-Electronic CDC

4 Volumes: Activated – September 2009

Hours: Volumes - 51 CE - 12

Points: Volumes - 17 CE - 4

Content: Volume 1 the standards of practice is a guide for building a respectable and proper relationship not only with the patients but also with your peers and coworkers. Also, delves into all aspects of the safety program, cultural diversity, and gives an overview of the prevention, education, and key personnel briefings that are expected when organizing, directing, and conducting. This volume also covers records maintenance and budgeting, and finally, it concludes with mental health readiness. Volume 2 will provide an in-depth look at theories of development and abnormal psychology. Volume 3 will focus primarily on evaluation of patients in both an outpatient interview setting as well as prepare you to conduct psychometric examinations. Volume 4 will review treatment planning and introduce you to selected psychotherapeutic interventions. Also, covers the necessary requirements for the Certified Alcohol and Drug Abuse Counselor (CADAC) Certification.

4C071-Mental Health Craftsman

4C071N-Electronic CDC

2 Volumes: Activated – June 2008

Hours: Volumes - 33 CE – 9

Points: Volumes - 11 CE – 3

Content: Volume 1 covers the diversity and the counseling relationship, covers some of the more common diagnoses encountered in the mental health service, specific techniques used in interviewing, to include motivational interviewing, briefly covers the addiction models of treatment and the obstacles with each of those models, and finally this volume concludes with a look at the pharmacology of substance abuse and a discussion regarding chemically dependent families. Volume 2 covers the tools necessary to conduct evaluation and counseling session beneficial to treatment outcomes. This includes legal and ethical issues, appropriate treatment goal setting, and the administrative management of clinical services.

OCCUPATIONAL & PHYSICAL THERAPY

4J072 Physical Medicine and Orthotics Craftsman

Z4J072-Electronic CDC

1 Volume: Activated - March 2015

Hours: Volumes - 12 CE - 3

Points: Volumes - 4 CE - 1

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

Content: CDC 4J072, *Physical Medicine and Orthotics Craftsman* was written to satisfy the merging of the physical/occupational therapy and the designation of the orthotic career field as a shred of the physical medicine career field, and to provide upgrade training to the 7-skill level—as outlined in the Physical Medicine Specialty Training Standard (STS).CDC 4J072 contains only one volume.

PHARMACY

4P051A-Pharmacy Journeyman

4P051N-Electronic CDC

4 Volumes: Activated – May 2008

Hours: Volumes - 45 CE - 12

Points: Volumes - 15 CE - 4

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

Content: Volume 1 covers the mission, function, and organization of the USAF Medical Service, as well as the pharmacy's role within the organization. Volume 2 covers pharmacy practice standards, to include Air Force directives. This volume also discusses medical facility accrediting agencies and methods that military treatment facilities use to achieve quality care and service. Volume 3 covers just what the title claims. This volume covers how to monitor Department of Defense (DoD) pharmaceutical contract compliance, how to maintain equipment and associated records, as well as pharmaceutical supply files and reports. Composite Heal Care System (CHCS) is also covered although this topic is rapidly changing; this section is fairly easy, because working within the pharmacy computers will be used on a daily basis. Volume 4 the final volume in set A provides information on critical pharmacy skills. It provides critical performance information vital to the pharmacy career field.

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

4P051B-Pharmacy Journeyman

4P051O-Electronic CDC

5 Volumes: Revised - August 2000

Initial Activation - July 1996

Hours: Volumes - 75 CE - 18

Points: Volumes - 25 CE - 6

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

Content: Volume 1 gives information about pharmaceutical dispensing, terminology, anatomy, and physiology. Volumes 2 and 3, *Anatomy, Physiology, and Pharmacology*, covers the anatomy and physiology of each system of the human body, followed by the conditions associated with the system, and the drugs used to treat conditions associated with the system. Volume 4 covers miscellaneous drug therapy, medical aids and devices, and poisonings. Volume 5 discusses antibiotics and miscellaneous drugs.

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

PUBLIC HEALTH

4E051-Public Health Journeyman

4E051N-Electronic CDC

5 Volumes: New Activation – December 2006

Revised - November 2002 Revised - March 2002

Initial Activation - August 1997

Hours: Volumes - 87 CE - 18

Points: Volumes - 29 CE - 6

Content: Volume 1 is the basic of Public Health. Volume 2 deals with the principles of epidemiology and the control of communicable diseases. Volume 3 covers food technology, food procurement, the receipt and surveillance inspection programs, and facility sanitation. Volume 4 covers contingency operations, as well as field sanitation and hygiene. The final volume, Volume 5 deals with the Force Health Management section and Occupation Health. It covers everything from hazards and shop evaluations to the hearing conservation and fetal protection programs.

AIR AND SPACE PHYSIOLOGY

4M051-Aerospace Physiology Journeyman

4M051N-Electronic CDC

5 Volumes: Activated – November 2009

Hours: Volumes - 57 CE - 15

Points: Volumes - 19 CE - 5

Content: Volume 1 covers the mission and organization of the Air Force Medical Service. Describes the general duties of aerospace physiology personnel and briefly discuss career ladder progression and educational opportunities available; covers the importance of the Air Force Occupational Safety and Health program and how to maintain a safe working environment and avoid physical safety hazards; ensure the requirements and guidelines for scheduling and training students for initial or refresher aerospace physiology (AP) classes are known; explains the records management program; and, discusses the principles and practices needed to follow to be an effective instructor. Volume 2 covers medical terminology and discuss the body systems that are affected by altitude; describe the atmosphere and how gas laws govern the body's reaction to reduced atmospheric pressure; covers the altitude stresses on the aircrew; and, covers how to take care of students who may have reactions in the altitude chamber.

Volume 3 covers the largest and most valuable training device used in the Aerospace Physiology career field: the hypobaric chamber. Volume 4 introduces some devices that contribute to both aircrew and passenger safety and comfort. Volume 5 discusses several specialized duties that make the career field a dynamic and fast paced environment to work in and achieve the goals.

BIOMEDICAL EQUIPMENT

4A251A-Biomedical Equipment Journeyman

4A251N-Electronic CDC

5 Volumes: Activated – February 2009

Hours: Volumes - 57 CE - 15

Points: Volumes - 19 CE - 5

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

Content: Volume 1 introduces biomedical equipment repair. Volume 2 covers the aspects of the Environment of Care, tools, and test equipment. Volume 3 covers electronic principles. Volume 4 covers a more in-depth study of electronics with advanced electronics and troubleshooting techniques. Volume 5 covers information on computer systems and networks.

4A251B-Biomedical Equipment Journeyman

4A251O-Electronic CDC

4 Volumes: New Activation – September 2006

Initial Activation - May 1996

Hours: Volumes – 84 CE – 21

Points: Volumes - 28 CE - 7

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

Content: Volume 1 covers all the interfaces dealt with when connecting equipment to the hospital's utilities. It also covers knowledge on the equipment used for readiness purposes when the facilities go mobile. Volume 2 pertains to medical terminology and equipment used with inpatient care. Volume 3 discusses outpatient care areas and support equipment. Volume 4 explains imaging systems.

Prerequisites for enrolling: 4A251A or 4A251N

4A271-Biomedical Equipment Craftsman

4A271N-Electronic CDC

2 Volumes: New Activation - January

2008 Hours: Volumes - 15 CE - 3

Points: Volumes - 5 CE – 1

Content: Volume 1 covers biomedical equipment support program with special emphasis placed on the more important aspects of the program and specific activities unique to the job. Also discusses how to determine and justify specific shop requirements; and the importance of Data Quality. Volume 2 covers organizing and managing the equipment maintenance program to include war reserve equipment, medical readiness reports and deployment tasking, also covers military and civilian inspections and how they affect the shop. This volume also explains medical equipment management from cradle to grave. Lastly, this volume will discuss quality assurance issues such as recalls, modifications, and investigations.

DIET THERAPY

4D051-Diet Therapy Journeyman

4D051N-Electronic CDC

2 Volumes: Activated - September 2005

Hours: Volumes - 45 CE – 12

Points: Volumes - 15 CE - 4

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

Content: Volume 1 contains five units that cover safety standards, sanitation, medical material, equipment forecasting, and medical readiness/deployment expectations. Volume 2 deals with all aspects of managing

nutritional medicine (NM). Volume 3 covers clinical nutrition starting with the basic principles of nutrition and digestion.

MEDICAL LABORATORY

4T051A-Medical Laboratory Journeyman (Administration and Chemistry)

4T051N-Electronic CDC

3 Volumes: New Activation – February 2004

Revised - January 2000

Hours: Volumes - 60 CE – 15

Points: Volumes - 20 CE - 5

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

Content: Volume 1 covers the medical laboratory mission, quality assurance, safety, and discusses all aspects of specimen collection and medical terminology, clinical chemistry theory, overview of laboratory instrumentation, and allows you to gain insight into the laboratorian's role regarding biological warfare and terrorism. Volume 2 covers a plethora of chemistry analyst testing methods and principles. Volume 3 will guide you through all aspects of urinalysis.

4T051B-Medical Laboratory Journeyman – Microbiology

4T051O-Electronic CDC

3 Volumes: Revised - August 2005

Hours: Volumes - 87 CE - 21

Points: Volumes - 29 CE - 7

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

Content: Volume 1 enables students to review fundamentals of diagnostic bacteriology. Volume 2 begins with the most medically important genera—aerobic gram positive cocci and bacilli—that cause some of the most serious human diseases. It also covers aerobic gram-negative cocci and coccobacilli organisms, aerobic gram-negative bacilli, and anaerobic gram-positive and gram-negative organisms. Volume 3 covers a study of miscellaneous microorganisms to include the spirochetes, mycoplasmas, chlamydia, rickettsia, and viruses, examines the acid-fast bacilli and some of the unique features of these organisms, and provides an introduction to medical mycology and general information about mycology. Volume 4 presents information on parasites of medical importance, including helminthes and protozoa.

4T051C-Medical Laboratory Journeyman - Hematology, Immunology, and Blood Banking

4T051P-Electronic CDC

3 Volumes: Activated - January 1998

Hours: Volumes - 57 CE - 15

Points: Volumes - 19 CE - 5

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

Content: Volume 1 discusses hematology; erythrocytes, leukocytes, and thrombocytes; the complete blood count and hematology procedures; and hemostasis mechanism and evaluation of coagulation studies. Volume 2 covers immunology. Volume 3 is concerned with blood banking and the transfusion service.

MEDICAL SERVICE

4N051A-Aerospace Medical Service Journeyman

4N051N-Electronic CDC

3 Volumes: Activated – March 2008

Hours: Volumes - CE - 9

Points: Volumes - 11 CE – 3

Contents: Volume 1 covers medical doctrine and how it applies to this career field and its technician, discusses manpower and resources to introduce how manning needs are developed and the basics to understand how information is received and maintained to complete the duties. Volume 2 focuses on anatomy and physiology of the body. Volume 3 focuses on Aerospace Medicine and Medical Standards. This volume covers how the medical technician will focus on maintaining the health of all Airmen, and a thorough understanding of the information in this volume will help ensure that Air Force members are medically deployment ready, mission ready and/or ready to fly, fight and win.

4N051B-Aerospace Medical Service Journeyman

4N051O-Electronic CDC

3 Volumes: Activated – February 2009

Hours: Volumes - 42 CE - 12

Points: Volumes - 14 CE - 4

Content: Volume 1 addresses patient care skills that are commonly performed in the outpatient clinic setting. Volume 2 addresses patient care skills that are more commonly performed in an inpatient setting and are generally more advanced skills that are needed to learn as a 4N0X1. Volume 3 covers medication administration and pharmacology. It is a challenging but necessary set of skills and knowledge needed to be familiar with to become a 5-level.

4N071-Aerospace Medical Service Craftsman

Z4N071-Electronic CDC

1 Volume: Activated - November 2015

Hours: Volumes - 12 CE - 3

Points: Volumes - 4 CE – 1

Content: This course, AMSC, is one volume that fulfills one of the requirements for your upgrade to 7-level. This volume, *Aerospace Medical Service Mission*, contains only three units that cover a variety of managerial responsibilities relevant to the craftsman. Unit 1 covers specific issues facing the supervisors in the MTFs. Responsibilities range from managing logistics, to supervision, and training new personnel. While working on this unit, it is helpful to review the current 4N0X1 career field education and training plan (CFETP). Unit 2 discusses information systems. It talks about manpower and resources to introduce you to how manning needs are developed and the basics to understand how you receive and maintain supplies and equipment necessary to complete your duties. Unit 3 discusses patients with special considerations as well as covers patient care skills when planning and performing patient care. This section also brings to light the medical standards that apply to ALL military patients within the Aerospace Medicine Program.

OPHTHALMOLOGY & OPTOMETRY

4V051A-Ophthalmology Journeyman

4V051N-Electronic CDC

4 Volumes: Activated – June 2007

Revised - April 2005

Initial Activation - November 1997

Hours: Volumes - 132 CE – 27

Points: Volumes - 44 CE - 9

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

Content: Volume 1 covers the objective medical group, ophthalmic career ladder progression, ophthalmic security, clinic safety, tips on professional relations, scheduling of patients, ophthalmic clinic administration, and Air Force accountability. Volume 2 covers information on ocular anatomy and physiology, eye injuries, infections, and disorders. Volume 3 covers geometrical optics, ophthalmic optics and ordering and dispensing spectacles. While the scope of material is limited to military requirements, everything easily translates to the civilian world. Volume 4 is the final volume and it goes through how to assist the health care provider (doctor), advanced clinical procedures, Aerospace optometry and some contact lens information and procedures.

4V051B-Ophthalmic Journeyman

4V051O-Electronic CDC

2 Volumes: Activated – June 2007

Hours: Volumes – 51 CE – 12

Points: Volumes – 17 CE - 4

Content: Volume 1 covers safety, patient relations, our housekeeping duties, sterilization, needs of the surgical patient and properly transferring the surgical patient. Volume 2 covers aseptic techniques, minor ophthalmic surgery and major ophthalmic surgery.

PHYSICAL THERAPY

4J052A-Physical Medicine Journeyman

4J052N-Electronic CDC

3 Volumes: New Activation - September 2003

Revised - May 2001

Initial Activation - November 1995

Hours: Volumes - 60 CE - 15

Points: Volumes - 25 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.

4J052B-Physical Medicine Journeyman

4J052O-Electronic CDC

4 Volumes: Activated - December 2003

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).

Prerequisites for enrolling: 4J052A or 4J052N

SURGICAL SERVICE

4N151A-Surgical Service Journeyman

A4N151-Electronic CDC

5 Volumes: Activated – November 2015

Hours: Volumes - 102 CE - 24

Points: Volumes - 34 CE - 8

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

Content: 4N151A CDC contains five volumes. Faithful study of the material provided in this course and in the course that follows (4N151B), will help you become a more competent surgical team member and enable you to provide your patients the best surgical care possible. This first volume contains five units. It opens with unit 1 by discussing the Air Force Medical Service; 4N1X1 Surgical Technician duties are explained, and it ends by discussing educational opportunities in the Air Force. Unit 2 contains a thorough discussion of professional relations by addressing standards of conduct and interpersonal relationships, medical ethics, and the legal aspects of perioperative care. Unit 3 looks at patient relations to include patient advocacy, patient needs, their fears, and anxiety. Unit 4 may well be the most important unit in the course; it focuses entirely on safety in the surgical environment including Air Force safety programs, general safety guidelines for surgical personnel, electrical safety in surgery, and additional operating room safety requirements. The volume concludes with unit 5, which provides an overview of medical terminology—the

“language” you hear and use while performing your daily duties, specifically elements of medical terminology, surgical terminology, medical shorthand, and reference terms. Volume 2 focuses on infection control. Unit 1 starts with a look into microbiology, the infectious process, and how this directly affects you within the surgical environment. Next, unit 2 highlights some of the infection control programs and functions that are in place at most Air Force medical facilities. Unit 3 explains methods used to clean, assemble, and package instrumentation prior to reprocessing. Sterilization and disinfection is covered thoroughly in Unit 4, to include monitoring and storing sterile items. The volume concludes with Unit 5, where various methods for “quality control” in regards to sterilization are discussed in great detail. Volume 3 focuses on the surgical patient. The volume opens by looking at the physical preparations involved before a patient is wheeled into the operating room, then unit 2 looks at how we prevent pain during the procedure (i.e., the methods of anesthesia). The volume ends with a discussion of the immediate postoperative care provided in the recovery room. In volume 4, the emphasis shifts back to the surgical suite. The first unit looks at preparing for surgery—both staff preparation and room preparation. The second unit covers the various positions the patient is placed in to provide access to the surgical site. The volume continues with skin preparation of the surgical site, and draping materials and methods. The last unit focuses on basic surgical “routines” the intraoperative and postoperative duties involved in every surgical procedure. Finally, volume 5 begins with a look at surgical pharmacology: how we handle and use the various drugs, solutions, blood, and blood products. Methods of hemostasis and the use of various surgical stapling devices are covered next, and the volume—and the course ends appropriately with wound closure.

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

4N151B-Surgical Service Journeyman - Part II

4N151O-Electronic CDC

4 Volumes: Activated – August 2008

Hours: Volumes - 78 CE - 18

Points: Volumes - 26 CE - 6

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

Content: Volume 1 covers the anatomy and physiology. This volume discusses how the body is organized, beginning with a basic "blueprint" of the body. It covers terms and references medical professionals use to discuss anatomical regions and locations of various body structures. It also takes a look at the basic components of the body. Also covers the musculoskeletal "framework" of the body, and deals with one of the most complex body systems, the nervous system. Volume 2 covers the anatomy and physiology by looking at the other body systems. Volume 3 looks at some common procedures performed by surgeons of the various surgical specialties. Volume 4 covers supporting tasks and duties such as medical logistics, medical readiness, and some of the administrative and managerial duties needed to progress through the ranks in the surgical service career field.

Prerequisites for enrolling: 4N151A or 4N151N

4N171-Surgical Service Craftsman

4N171N-Electronic CDC

1 Volume: Activated – October 2008

Hours: Volumes - 21 CE – 6

Points: Volumes - 7 CE - 2

Content: This one volume course begins with an overview of supervision, paying particular attention to the newly assigned surgical service apprentice. It looks at publications and other written correspondence, and finishes with one of the key processes in the medical facility—performance improvement and risk management. This volume also centers on resources; it begins with a look at the medical resource management office, and ends with material responsibility. Further in this volume, a focus on administrative procedures of ancillary areas of surgery such as central sterile supply (CSS) and the various clinics. Medical readiness and specific contingency roles of the surgical service technician, and the volume

ends with an overview of some advanced surgical practices that senior technician may be required to perform when scrubbing cases.

(4Y) DENTAL

4Y051A-Dental Assistant Journeyman

4Y051N-Electronic CDC

1 Volume: Activated – August 2013

Hours: Volumes - 12 CE - 3

Points: Volumes - 4 CE -1

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

Content: CDC 4Y051A indicates you are a dental assistant apprentice. Apprentice means learner or novice, which adequately describes your status in training. The Career Development Courses (CDC) 4Y051A, 4Y051B, 4Y051C provide the information needed to upgrade to AFSC 4Y051. The information you learned in the basic Dental Assistant Course can now be used as a stepping stone to new levels of knowledge. CDC 4Y051A contains one volume, which primarily includes the subject knowledge requirements for your upgrade training. Volume 1, *Dental Infection Control and Radiology*, is divided into three units: Unit 1 presents information about the infection control program and Occupational Safety & Health Administration (OSHA) standards. Unit 2 discusses the principles of sterilization along with clinical, radiology, and laboratory procedures for infection control. Unit 3 will provide information on the principles of radiology, the paralleling techniques, film processing and mounting, and the evaluation of radiographs.

4Y051B-Dental Assistant Journeyman

4Y051O-Electronic CDC

4 Volumes: Activated - August 2013

Hours: Volumes - 60 CE – 15

Points: Volumes - 20 CE - 5

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

Content: Volume 1, *Dental Equipment and Basic Clinical Procedures*, is divided into three units: Unit 1 expands your knowledge of dental equipment and user equipment maintenance. Unit 2 contains information about clinical procedures that are basically performed in most all areas of patient care. This includes initial preparation of the dental treatment room and patient, evaluating the patient for contraindications through patient interview of the medical history and hypertension screening. Unit 3 continues the discussion of clinical procedures and covers the principles of four-handed dentistry.

Volume 2, *Clinical Procedure—Part 1*, is divided into three units: Units 1 and 2 present procedures, equipment, and instruments utilized for exams, general dentistry, endodontics, oral surgery, and periodontics. Unit 3 outlines the procedures for periodontal instrument sharpening.

Volume 3, *Clinical Procedures—Part II*, is divided into five units: Unit 1 covers information about subject knowledge and clinical treatment procedures related to prosthodontics. Unit 2 includes information about specific procedures related to complete dentures and removable partial dentures. Unit 3 includes sections on dental implants, and special appliances and provides information about procedures related to orthodontics. Unit 5 covers information regarding pediatric dentistry and includes the function, patient management and basic treatment procedures.

Volume 4, *General Emergency, Safety, and Preventive Dentistry*, is divided into six units: Unit 1 presents information relating to the preparation and prevention of emergency procedures. Unit 2 stresses safety and health; this includes general safety principles as well as safety specific to dentistry. Unit 3 covers the USAF preventive dentistry program and clinical procedures you may perform in dental health. Unit 4 details the important information covering oral prophylaxis procedures. Unit 5 provides information in the areas of oral health education and preventive dentistry counseling. Unit 6 provides information on the nutritional needs of your patient.

4Y051C-Dental Assistant Journeyman

4Y051P-Electronic CDC

3 Volumes: Activated - August 2013

Hours: Volumes - 39 CE – 9

Points: Volumes - 13 CE - 3

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

Content: CDC 4Y051C, *Dental Assistant Journeyman* contains three volumes, which contain the subject knowledge requirements for your upgrade training. Volume 1, *Dental Administration*, is divided into three units: Unit 1 covers your ethical responsibilities as a healthcare provider and coworker. It also covers legal aspects and responsibilities as a dental assistant. Unit 2 contains information on the various dental programs, initiating and maintaining dental records, and dental reception responsibilities. Unit 3 includes information about examination and classification standards and completing dental treatment forms.

Volume 2, *Basic and Dental Sciences*, is divided into two units. Unit 1 contains a comprehensive study of anatomy and physiology, of cells and tissues, and body systems. Unit 2 is concerned with dental anatomy, physiology, and histology. Volume 3, *Applied Dental Sciences*, is divided into three units. Unit 1 contains a comprehensive study of oral pathology including inflammation; dental plaque, calculus and stains; caries pulpitis, and periapical diseases; periodontal diseases; and anomalies and pathology of the oral cavity. Unit 2 introduces the basics of elementary chemistry as a foundation for more specific applications of chemistry in therapeutics, materials, and dental health. Unit 3 presents a study of dental materials. This unit includes factors affecting dental materials, restorative uses of materials, prosthodontic uses of materials, and miscellaneous dental materials. These three volumes will give you the knowledge you need to move forward in your career as a dental assistant. Good luck as you start on an interesting and exciting journey in the Air Force (AF).

4Y052-Dental Laboratory Journeyman

4Y052N- Electronic CDC

5 Volumes: New Activation - June 2011

Hours: Volumes - 84 CE – 21

Points: Volumes - 28 CE - 7

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

Content: Volume 1 discusses personal conduct, safety, health, and presents information about how to manage resources in the laboratory. Volume 2 discusses oral anatomy and oral physiology, covers a review of dental materials science, and presents information on how dental materials react to chemical and functional changes. Volume 3 describes the procedures to inspect preliminary impressions and casts, discusses the fundamentals of orthodontic appliances, and provides information on special prosthesis and articulators. Volume 4 discusses the classification, components, and design of removable partial dentures; outlines RPD framework waxing and processing procedures; presents information on fabricating complete dentures; and discusses denture techniques for a variety of patient conditions. Volume 5 covers information about all-metal, metal-ceramic, and all-ceramic restoration, wax pattern fabrication for all- metal and metal ceramic structures and constructing a custom incisal guide table, presents the “how to” for processing and completing metal restorations, demonstrates procedures for fabricating and completing porcelain applications for metal-ceramic restorations and porcelain veneers; and discusses unique all- metal restorations, resin-retained and veneered fixed restorations, and concludes with dental implants.

4Y071-Dental Assistant Craftsman

Z4Y071-Electronic CDC

1 Volume: Activated – June 2015

Hours: Volumes - 15 CE -3

Points: Volumes - 5 CE - 1

Content: 4Y071, *Dental Assistant Craftsman*, is a single volume that fulfills one of the requirements for your upgrade to 7-level. The volume contains three units that discuss a variety of areas relevant to your responsibilities as a craftsman. Unit 1, Dental Management, concentrates on the USAF Dental Service’s

mission, function, and organization. Staffing, professional relations, career progression, training programs, workload management and standards, as well as dental service inspections are also covered. Unit 2, Dental Clinic Administration concentrates on the administrative side of clinic management; topics include Air Force dental readiness, disposition of dental records, the automated Dental Service requirements, and the Preventive Dentistry Program. Unit 3, Dental Clinic Logistics is an in depth coverage of materiel basics, research, procurement, and issue/turn-in of supplies and equipment. Customer support listings and information to assist you in understanding the budget process and the different types of budgets used in the Air Force will also be thoroughly explained.

4Y072-Dental Laboratory Craftsman

4Y072N-Electronic CDC

1 Volume: Activated – August 2007

Initial Activation - April 2003

Hours: Volumes - 21 CE - 6

Points: Volumes - 7 CE – 2

Content: This one volume course covers the Dental Service mission, function and organization, staffing, professional relations, and dental laboratory management. Also, covers a variety of administrative topics to include official correspondence, dental directives, inspections, administrative files, and the management of supplies and equipment, budgets, and the Medical Expense and Performance Reporting System (MEPRS).

(5J) PARALEGAL

5J051- Paralegal Journeyman

5J051N-Electronic CDC

4 Volumes: New Activation – August 2012

Hours: Volumes - 57 CE - 15

Points: Volumes - 19 CE - 5

Content: Volume 1 discusses The Judge Advocate General's (TJAG) Corps and foundational paralegal skills. In volume 2 we introduce you to general law. In volume 3 you will learn a wide range of diverse areas in military justice. Your course concludes with volume 4, which covers Air Force claims.

(5R) CHAPEL

5R051- Chaplain Assistant

Z5R051-Electronic CDC

2 Volumes: Activated- November 2014

Hours: Volumes - 30 CE - 9

Points: Volumes - 10 CE – 3

Content: CDC 5R051, *Chaplain Assistant Journeyman*. It deals with the USAF Chaplain Corps, the chaplain assistant career field, and the spiritual care we provide through our core capabilities of unit engagement and crisis intervention counseling. The Air Force Chaplain Corps provides spiritual care and the opportunity for Air Force members, their families, and other authorized personnel to exercise their constitutional right to the free exercise of religion. Spiritual care is an Air Force Chaplain Corps core capability. Volume 2 of the 5R051 CDC covers the final two chaplain assistant core capabilities: advising leadership and religious program management. Advising leadership discusses the role of the Chaplain Corps, and more specifically, the chaplain assistant, in advising leaders at all levels, and provides information on ways to collect data and statistics to provide support in your advisement. Religious program management discusses the overall operations, resources, and administration necessary to accomplish the Chaplain Corps mission and provide the religious and spiritual programs offered.

(6C) CONTRACTING

6C051-Contracting Journeyman

6C051P-Electronic CDC

4 Volumes: Activated - February 2013

Hours: Volumes - 51 CE - 12

Points: Volumes - 17 CE - 4

Content: This CDC has four volumes, the first and second volumes take you through the chronological process of the pre-award stage of contracting. It begins with defining your requirements and continues through market research right up to the point of being ready to make a contract award. The third volume addresses the award stage and those tools and techniques necessary to process the award for your requirements. It describes how an award is accomplished and the various tasks you will encounter during that stage. Once an award has been made your job does not end. The fourth volume covers your post award responsibilities and actions required to finalize the process. Contingency contracting is discussed, along with the critical role contingency contracting officers play in meeting the needs of warfighters.

6C071-Contracting Craftsman

6C071N-Electronic CDC

1 Volume: Activated - February 2013

Hours: Volumes - 15 CE – 3

Points: Volumes - 5 CE - 1

Content: Volume 1, *Advanced Contracting Principles*, explores various tasks that are more likely to be encountered and accomplished by contracting personnel who find themselves conducting source selections, working in construction, and/or preparing to become squadron superintendents.

Unit 1, *Advanced Contracting Principles*, takes you through the various stages of administration, to include actions that generally apply to most contracts, regardless of the type of contract or procedures used. Unit 2, *The Contracting Superintendent*, takes a look at the common duties and responsibilities of the squadron superintendent. The unit explores the many programs often overseen by superintendents such as the unit training, unit deployment, and self-inspection programs.

(6F) FINANCIAL

6F051A-Financial Management and Comptroller Journeyman

6F051N-Electronic CDC

1 Volumes: Activated – June 2012

Hours: Volume - 36 CE – 9

Points: Volume - 12 CE– 3

Content: Volume 1 of the 6F051A CDC consists of four units. Unit 1 introduces you to the financial management career field. It gives you an overview of the Defense Finance and Accounting Service (DFAS), comptroller structure, professional development, and some items that are important to every comptroller such as management controls and quality assurance. Unit 2 covers military pay items while Unit 3 covers common allowances. Unit 4 discusses allotments and deductions. Volume 2 course consists of five units: Unit 1 includes transactions that affect our Master Military Pay Account. These transactions include PCS, leave, and partial payments. Unit 2 and Unit 3 continue with a more in-depth look at PCS and TDY travel payments. Unit 4 covers the functions of the Disbursing Office and preparing the force. Unit 5 instructs you on how to proceed during a deployment plus other important functions you need to know about! Every deployment situation is unique. However, there are some underlying foundational concepts that are common to all agents, such as balancing and agent turn-in procedures.

6F051B-Financial Management and Comptroller Journeyman

6F051O-Electronic CDC

2 Volumes: Activated – August 2012

Hours: Volume - 33 CE – 9

Points: Volume - 11 CE –3

Content: Volume 1 covers the accounting process that includes an overview of the accounting process to include the accounting systems and funds certification, document processing, management products and merged accountability and fund reporting. Also, concentrates on the cost per flying hour, billings and collections and this volume ends with a discussion on contingency operations. Volume 2 contains an overview of financial analysis and covers the federal budget system and the budget process, addresses the basics of financial planning and applies this to the Operations and Maintenance (O&M) execution plan and other essential purposes, explains how to develop operating budgets and O&M execution plans and how to execute both at the base level including funds distribution, explains the responsibilities and programs that make up the resource management system (RMS), and finally, discusses fiscal law and outlines several methods for conducting cost analysis.

6F071-Financial Management and Comptroller Craftsman

6F071N-Electronic CDC

1 Volume: Activated – November 2011

Hours: Volume - 18 CE – 3

Points: Volume - 6 CE - 1

Content: This volume covers a wide range of items including (but not limited to) performance standards, using the Career Field Education and Training Plan (CFETP), and Noncombatant Evacuation Operation. Also covers, Management Control, Quality Assurance, AF Audit Programs, examines Cost and Economics and addresses processing transactions and auditing, and finally discuss Contingency Operations and Decision Support.

(9S) REPORTING IDENTIFIERS

Z9S100- Scientific Application Specialist (Electronic JKDC)

2 Volumes: Activated – September 2013

Hours: Volumes - 54 CE - 14

Points: Volumes - 18 CE - 4

Content: The JKDCs is located on the Air University (AU) Advanced Distributed Learning System (ADLS) under the course number Z9S100.

SPECIAL INFORMATION: Questions concerning course content or material should be addressed to e-mail address 17TRSS.TSOK.CDC@us.af.mil or by calling DSN 477-3932.

B6ERBM/B6ERPM-USAF Ergonomics (CD-ROM)

19 Modules on 1 CD-ROM:

Activated - May 2001

Hours: Volumes - 39 CE – 9

Points: Volumes - 13 CE - 3

Content: This computer-based instruction provides knowledge and skills for bioenvironmental engineering and public health officers, enlisted, and civilian personnel. Training will cover the basics of work related musculo-skeletal disorders (WMSDs), health effects of WMSDs, methods of evaluation, discussion of available standards and criteria, control principles and methods, workstation and tool design, field ergonomic surveys, methods of active and passive surveillance, developing ergonomic education and training for workers and supervisors, developing, implementing, and improving ergonomic programs at base level, and medical management of WMSDs.

Computer system/software minimum requirements: Pentium 175 MHz (266 MHz recommended) computer with 32 MB RAM (64 MB recommended), 5 MB hard drive space available, a SVGA monitor capable of color display of 256 colors, sound card and headphone or speakers, 2x speed (24x recommended) CD-ROM drive, and Microsoft Windows 95/98/00 or NT 4.0.

Special Information: This course must be completed within one year of enrollment date.

Module 1	Introduction
Module 2	Work-Related Musculoskeletal Disorders and Ergonomics
Module 3	Basic Musculoskeletal Anatomy and Biomechanics/Physiology
Module 4	Risk Factors for Common Work-Related Musculoskeletal Disorders
Module 5	Governmental and Nongovernmental Ergonomic Guidance
Module 6	DoD and USAF Ergonomic Guidance
Module 7	Management Commitment and Marketing
Module 8	Passive Surveillance
Module 9	Active Surveillance and the Job Requirements/Physical Demands Survey

Module 10	Anthropology
Module 11	Work Station Design
Module 12	Tool Design
Module 13	Job Analysis Using the Level One Ergonomic Guides
Module 14	NIOSH Lifting Equation
Module 15	Controlling Ergonomic Hazards
Module 16	Medical Management
Module 17	Tools That Can Be Used To Train the Trainer
Module 18	Ergonomics Program Review and Evaluation
Module 19	Technical Resources

B6RSOM-USAF Radiation Safety Officer (CD-ROM)

11 Modules on 1 CD-ROM:

Activated - June 2003 (date on label: March 2003)

Hours: Volume - 39 CE - 9

Points: Volume - 13 CE - 3

Content: This computer-based instruction provides knowledge and skills for DOD officers, civilians, and enlisted personnel who have been designated as the Radiation/Safety Officer or alternate or are actively involved in the base radiological health program. Training will cover the basics of health physics and in-depth practical advice on developing and maintaining a radiation protection program. Training includes basic health physics, internal and external dosimetry, radiation instrumentation, transportation, disposal, and radiation protection program.

Computer system/software minimum requirements: Pentium 266 MHz computer with 32 MB RAM (64 MB recommended); 5 MB hard drive space available; a SVGA monitor with a 2 MB True Color (16 bit) capable video card or higher; sound card and headphone or speakers; CD-ROM drive (24x recommended); Microsoft Windows 95/98, NT 4.0, 2000, or XP; and Internet Explorer 5.0 (not Netscape compatible).

Module 1	Fundamental Concepts
Module 2	Interactions and Biological Effects of Ionizing Radiation
Module 3	Instruments
Module 4	Dosimetry
Module 5	Radiological Protection and Control
Module 6	Transportation
Module 7	Disposition of Radioactive Material
Module 8	Accidents and Incidents
Module 9	Regulations
Module 10	Licensing and Permitting
Module 11	Operational Radiation Safety Program

(019) (AIR FORCE) JOINT SERVICE SUPERVISOR SAFETY

01900- Air Force Joint Service Supervisor Safety Course (Paper Course)

1 Volume: Activated - January 1988

Hours: Volume - 18 CE - 3

Points: Volume - 6 CE - 1

(02A) AIRCRAFT COMMUNICATION/NAVIGATION SYSTEMS

02A42-Aircraft Communication/Navigation Systems

1 Volume: Activated - December 1999

Hours: Volume - 24 CE – 6

Points: Volume - 8 CE - 2

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.

(03) INSTRUCTOR METHODOLOGY

03S00W- Instructor Methodology Course (Electronic Course)

1 Volume: Activated - December 2009

Hours: Volume - 78 CE – 27

Points: Volume - 26 CE - 9

(66) Logistics, Plans, and Programs

06601-Introduction to the Quality Function

1 Volume: Revised - January 1988

Revised - October 1978

Hours: Volume - 21 CE - 6

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

Content: This course is designed to provide an introduction to the philosophy and policies for quality assurance. Emphasis is given to the application of quality matters in an industrial/military environment. In any effort which involves such a range of activities as quality assurance, no one person can know and do everything necessary in the operation of such a program. Consequently, this course explores only the basic methods and techniques that have assisted industrial and military managers in conducting effective quality assurance programs.

06608-An Introduction to Air Force Provisioning Management

1 Volume: Activated - October 1989

Hours: Volume - 21 CE - 6

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

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

Content: Course 6608 is designed to provide a brief overview of the provisioning management process as it is carried out in the Air Force today. The intent of the course is to provide a broad overview of the process for Air Force managers working in provisioning-related fields. The course includes provisioning and the systems acquisition process, integrated logistics support, logistics support analysis, provisioning planning, the formal provisioning process, the technical functions of provisioning, other considerations in the provisioning process, and the provisioning process as a whole.

06613-Quality Management

1 Volume: Activated - October 1993

Hours: Volume - 12 CE - 3

Points: Volume - 4 CE - 1

Content: This one-volume text on quality management is intended to provide an overview of the leading philosophies in DOD's Total Quality Management (TQM) process. This volume covers the introduction to quality, Dr. Deming's philosophy of management, Federal Government's involvement in TQM, Dr. Juran's quality management trilogy and quality leadership, Phil Crosby's philosophy, problem solving and process improvement tools, and statistical process control and variability reduction.

