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Public Affairs



CAREER FIELD EDUCATION

AND TRAINING PLAN

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**CAREER FIELD EDUCATION AND TRAINING PLAN
PUBLIC AFFAIRS SPECIALTY
AFSC 3N0X1
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**PUBLIC AFFAIRS SPECIALTY
AFSC 3NOX1
CAREER FIELD EDUCATION AND TRAINING PLAN**

Part I

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education/training requirements, training support resources, and minimum core task requirements for the Public Affairs specialty. This CFETP provides PA personnel a clear career path to success and instills rigor in all aspects of career field training. NOTE: Civilians occupying associated positions will use Part II to support duty position qualification training.

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

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

2.2. Part II includes the following: Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) conducted training, wartime course, core tasks and correspondence course requirements. Section B contains the course objective list and training standards supervisors will use to determine if airmen satisfy training requirements; Section C identifies available support materials. Qualification Training Packages (QTPs) are pending to support both UGT/QT. These packages are indexed in AFIND 8, Numerical Index of Specialized Educational Training Publications. Section D identifies a training course index supervisors can use to determine resources available to support training. Included here are both mandatory and optional courses. Section E identifies MAJCOM unique training requirements supervisors can use to determine additional training required for the associated qualification needs.

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

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ABBREVIATIONS/TERMS EXPLAINED

Advanced Training (AT). Formal course which provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills/knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of an AFS.

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

Air Force Career Field Manager (AFCFM). Appointed by respective Air Staff Deputy/Assistant Chief of Staff/Director to develop, implement and maintain Career Field Education and Training Plans for assigned Air Force specialties.

Career Development Course (CDC). A restricted correspondence course provided by the Extension Course Institute with mandatory enrollment for those upgrading to 5-level. Part of the dual channel upgrade training.

Career Field Education and Training Plan (CFETP). A CFETP is a comprehensive, multipurpose document encapsulating the entire spectrum of education and training for a career field. It outlines a logical growth plan that includes training resources and is designed to make career field training identifiable, to eliminate duplication, and to ensure this training is budget defensible.

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

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

Core Task. A task Air Force career field managers (AFCFMs) identify as a minimum qualification requirement within an Air Force specialty. Only a percentage of critical tasks for each system are listed as mandatory core tasks. This gives units needed flexibility to manage their workforce training.

Course Objective List (COL). A publication, derived from our initial and advanced skills course-training standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3-or-7 skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2201, *Developing, Managing and Conducting Military Training Programs*.

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

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

Field Technical Training (Type 4). Special or regular on-site training conducted by a Field Training Detachment (FTD) or by a Mobile Training Team (MTT).

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

Initial Skills Training. A formal resident course which results in award of the 3-skill level.

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

On-the-Job Training (OJT). A delivery method used to certify personnel in both upgrade (skill-level award) and job qualification (duty position certification) training. It is hands-on, over-the-shoulder training conducted at the duty location.

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

Qualification Training (QT). Actual hands-on task performance-based training designed to qualify an airman in a specific duty position. This training occurs both during and after the upgrade training process. It is designed to provide the performance skills training required to do the job.

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

Representative Sites. Typical organizational units having similar missions, weapon systems or equipment, or a set of jobs, used as a basis for estimating average training capacities and costs within the Training Impact Decision System (TIDES).

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

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

Specialty Training. A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in the award of a skill level.

Specialty Training Package and COMSEC Qualification Training Package. A composite of lesson plans, test material, instructions, policy, doctrine, and procedures necessary to conduct

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training. These packages are prepared by AETC, approved by the National Security Agency (NSA), and administered by qualified communications security (COMSEC) maintenance personnel.

Specialty Training Standard (STS). An Air Force publication that describes an Air Force specialty in terms of tasks and knowledge which an airman in that specialty may be expected to perform or to know on the job, and identifies the training provided to achieve a 3-, 5-, and 7-skill level within an enlisted AFS. It further serves as a contract between AETC and the functional user to show which of the overall training requirements for an Air Force Specialty Code (AFSC) are taught in formal schools and correspondence courses.

Standard. A fixed quantity, quality or level of performance an individual is expected to demonstrate.

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

Training Capacity. The capability of a training setting to provide training on specified requirements, based on the availability of resources.

Training Impact Decision System (TIDES). A computer-based decision support technology designed to assist Air Force career field managers in making critical judgments relevant to what training should be provided personnel within career fields, when training should be provided (at what career points), and where training should be conducted (training setting).

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

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

Training Setting. The forum in which training is provided (formal resident school, on-the-job, field training, mobile training team, self-study etc.).

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

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

Utilization and Training Workshop (U&TW). A forum of MAJCOM Air Force Specialty Code (AFSC) functional managers, Subject Matter Experts (SMEs), and AETC training personnel that determines career ladder training requirements.

**PUBLIC AFFAIRS SPECIALTY
AFSC 3N0X1
CAREER FIELD EDUCATION AND TRAINING PLAN**

Section A - General Information

1. Purpose. This CFETP provides information necessary for Air Force career field managers (AFCFM), MAJCOM functional managers (MFM), commanders, training managers, supervisors and trainers to plan, develop, manage, and conduct an effective career field training program. The plan outlines the training that individuals in this AFS should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced and proficiency training. Initial skills training is the AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. Normally, this training is conducted by AETC at one of the technical training centers. For our career field this training is provided by the American Forces Information Service (AFIS) at the Defense Information School (DINFOS) at Fort Meade, Md. Upgrade training (UGT) identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements, for award of the 3-, 5-, 7-, and 9-skill levels. Qualification training (QT) is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the UGT process. It is designed to provide the performance skills/knowledge required to do the job. Advanced training is formal specialty training used for selected airmen. Proficiency training is additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The CFETP also serves the following purposes:

1.1. Serves as a management tool to plan, manage, conduct, and evaluate a career field-training program. Also, it is used to help supervisors identify training at the appropriate point in an individual's career.

1.2. Identifies task and knowledge training requirements for each skill level in the specialty and recommends education and training throughout each phase of an individual's career.

1.3. Lists training courses available in the specialty, identifies sources of training, and the training delivery method.

1.4. Identifies major resource constraints which impact full implementation of the desired career field training process.

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

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

2.2. MFMs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. Identified requirements can be satisfied by OJT, resident training, contract training or exportable training. MAJCOM-developed training to support this AFSC must be identified for inclusion in the plan.

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

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

Section B - Career Progression and Information

4. Specialty Description.

4.1. Specialty Summary. Plans, organizes, coordinates, and conducts internal communication, community relations, and media relations communication activities. Engages in print and electronic journalism including writing, editing and publishing activities. Uses audiovisual resources to support public affairs activities. Prepares and releases news for internal and external media; arranges and conducts tours; and conducts community relations activities. Related DOD Occupational Subgroup: 570.

4.2. Duties and Responsibilities.

4.2.1. Prepares, edits, and distributes public affairs program material. Determines best medium and message content to reach target audiences. Designs coordinated multimedia programs on topics of timely concern to management. Advises commanders and their staffs on the public affairs implications of plans, policies, and programs. Applies communication theory and techniques to public affairs activities for more effective resource use. Provides means for two-way communication flow within the total communication environment. Establishes, promotes, and maintains the unit public affairs program to provide the widest coverage of unit-level policies, programs, and missions.

4.2.2. Plans, organizes, and manages public affairs and broadcasting activities. Writes supplements to existing directives. Writes budget or financial requirements. Coordinates public affairs and broadcasting functions with other base agencies. Advises commanders at all levels and their staffs on the internal, media relations, and community relations implications of plans, policies, and programs. Inspects and evaluates public affairs and broadcasting activities. Evaluates procedures used in collecting, evaluating or disseminating news and information.

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Evaluates work schedules and overall effectiveness of public affairs and broadcasting programs, including internal, media relations, and community relations activities.

4.2.3. Performs technical public affairs and broadcasting functions. Writes feature stories, news articles, staff studies, surveys, and special reports. Prepares or assembles information kits. Reviews hometown news releases. Releases stories and photographs to news media. Coordinates and prepares for news interviews and prepares questions to be used. Prepares requests for photographers or graphic support, and briefs photographers on assigned requirements. Plans or coordinates special events. Escorts news media in covering on-base activities. Assists television or motion picture personnel in obtaining information. Maintains liaison with civic organizations, and promotes community interest in Air Force activities.

4.2.4. Prepares and releases news for internal and external media. Establishes procedures for collecting, evaluating and distributing news and feature items. Plans layout and design, and arranges for printing base newspapers, periodicals, and guides. Writes and edits news, features, editorials, and other types of articles, and rewrites copy. Reviews material for compliance with local and Air Force policy and operational security.

4.2.5. Maintains liaison with civilian media. Receives queries from news media, obtains information, coordinates answers, and gives response to news media. Writes budget and financial requirements. Writes and implements deliberate wartime and contingency plans and annexes. Prepares requests for photographers or graphic support, and briefs photographers on assigned requirements. Establishes and maintains personal contact with local and regional news media. Arranges news media travel. Receives visiting news media, arranges interviews, provides briefings, escorts media representatives. Assists with news conferences, and sets up and operates media center for contingency operations. Responds to accidents and incidents in a public affairs capacity. Supports Army and Air Force Hometown News Service program.

4.2.6. Conducts community relation's activities. Maintains liaison with local and regional civic leaders, local and regional government agencies, veterans and civic organizations, retirees, Reserve components, Air Force recruiters, and Air Force Reserve Officer Training Corps and Civil Air Patrol units. Develops promotional material on military events. Prepares material for presentation before civic groups, and arranges for and assists speakers. Plans and coordinates base tours, orientations, open houses and special events.

5. Skill/Career Progression. Adequate training and timely progression from the apprentice to the superintendent skill level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training must do their part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure each individual receives viable training at appropriate points in their career. The following narrative and the AFSC 3N0X1 Career Field Path identify career skill progression.

5.1. Apprentice (3-Level). Initial skills training consists of the tasks and knowledge level training provided in the 3-skill level resident course, Basic Public Affairs-Journalist Course, E5ABD3N031 001 taught at the Defense Information School, located at Ft. Meade, Md. After completion of the Basic Public Affairs-Journalist Course, wear of the Basic Badge is authorized. The decision to train specific tasks and knowledge items in the initial skills course is based on a

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review of occupational survey report (OSR) data, training requirements analysis (TRA) data, and 3N0X1 subject matter expert (SME) input. Task and knowledge training requirements are identified in the Specialty Training Standard, at Part II, Sections A and B.

5.2. Journeyman (5-Level). Upgrade training to the 5-skill level in this specialty consists of completing: (1) CDC 3N051, if available (2) all core tasks identified in the CFETP and other duty position tasks identified by the supervisor, (3) complete a 15 month UGT period, (4) and be recommended by the member's supervisor. Individuals in retraining status (TSC 'F') must complete a minimum of 9 months in upgrade training.

5.3. Craftsman (7-Level). Once selected to SSgt, individual will begin UGT to the 7 skill level: (1) Must complete 7-level CDC, if available (2) Must complete all core tasks identified in the CFETP and other duty position tasks identified by the supervisor (3) Must complete a minimum of 12 months UGT prior to attending Craftsman Course (4) Supervisors must ensure trainees complete mandatory training requirements prior to attending the Craftsman Course (5) Must complete a minimum of 18 months UGT (6) Must be recommended by supervisor. After completion of all training requirements, wear of the Senior Badge is authorized. MSGts with at least 5 years of 7-level experience, are authorized to wear the Master Badge. Individuals in retraining status (TSC 'G') must complete a minimum of 12 months UGT.

5.4. Superintendent (9-Level). To be awarded the 9-skill level in the AFS, an individual must be a SMSgt and complete the Senior NCO Academy in residence. Air National Guard and Air Force Reserve personnel may attend in residence or complete the correspondence course.

5.5. ANG/AFRC Headquarters-level Functional Managers (FM), have waiver authority for mandatory training requirements equivalent to that of Air Force Career Field Managers (AFCFM). Waivers will be reviewed for approval/disapproval on a case-by-case basis. This includes education requirements such as prerequisite AFSCs, initial skill courses (if the individual has equivalent skills through civilian experience or education), and upgrade time requirements for the 5-and 7-skill level courses.

5.6. HQ AFPC, may waive 3-skill level schools for individuals required to retrain under special circumstances (e.g., Exceptional Family Member Program (EFMP), Humanitarian Assignment, AFSC Disqualification) when attendance would incur undue hardship on the retrainee. These cases should be rare and fully substantiated.

6. Training Decisions. The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Public Affairs career field. The spectrum includes a strategy for when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training. The following decisions were made during the AFSC 3N0X1 Utilization and Training Workshop, held 25-29 January 1999 at Randolph AFB, TX.

6.1. Initial Skills Training. The initial skill course was left unchanged.

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6.2. Five-Level Upgrade Requirements. Five level upgrade requirements were updated based on current AF Instructions (AFIs).

6.3. Seven-Level Upgrade Training Requirements: Successful completion of the Public Affairs Craftsman Course (E5AZD3N071 002) AFIS-JPASC, is required for award of the 7-skill level.

6.3. Proficiency Training. Follow on training is encouraged through specific equipment and methodology training courses provided by HQ AFNEWS on an as needed basis.

7. Community College of the Air Force. Enrollment in CCAF occurs upon completion of basic military training.

CCAF provides the opportunity to obtain an Associate in Applied Science Degree. In addition to its associates degree program, CCAF offers the following:

7.1. Trade Skill Certification: When a CCAF student separates or retires, a trade skill certification is awarded for the primary occupational specialty. The college uses a competency based assessment process for trade skill certification at one of four proficiency levels: Apprentice, Journeyman, Craftsman/Supervisor, or Master Craftsman/Manager. All are transcribed on the CCAF transcript. The Public Affairs (2FDE) program applies to AFSC 3N0X1.

7.2. Degree Requirements: All airmen are automatically entered into the CCAF program. Prior to completing an associate degree, the 5-level must be awarded and the following requirements must be met:

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

7.2.1. Technical Education (24 Semester Hours): A minimum of 12 semester hours of Technical Core subjects/courses must be applied and the remaining semester hours applied from Technical Core/Technical Elective courses.

Technical Core

Subjects/Courses

	Semester Hours
CCAF Internship	16
Copy Reading and Editing	3
Journalism	3
Mass Communication	12
Photojournalism	3

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Media Production.....	10
Technical Electives	
Advertising.....	3
AF Enlisted Professional Military Education .	12
Computer Science.....	6
General Psychology...	3
Graphic Arts	3
Human Relations.....	3
Interviewing.....	3
Mass Communication Law	3
Public Relations.....	3

7.2.2. Leadership, Management, and Military Studies (6 Semester Hours): Professional military education and/or civilian management courses.

7.2.3. Physical Education (4 Semester Hours): This requirement is satisfied by completion of Basic Military Training.

7.2.4. General Education (15 Semester Hours): The requirement is satisfied by application of courses accepted in transfer or by testing credit. The following is a specific breakout of requirements.

Subjects/Courses	Semester Hours
Oral Communication .	3
Speech	
Written Communication	3
English Composition	
Mathematics.....	3
Intermediate algebra or a college-level mathematics course is required.	
Social Science	3
Humanities.....	3

7.2.5. Program Elective (15 Semester Hours): Satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subjects/courses, including natural science courses meeting General Education Requirements (GER) application criteria. Six semester hours of CCAF degree applicable technical credit otherwise not applicable to this program may be applied. See the CCAF General Catalog for additional details regarding the Associate of Applied Science in Public Affairs (2FDE) program.

7.3. Additional off-duty education is a personal choice that is encouraged for all. However, it must not interfere with mandatory training requirements. Trainees must complete CDCs before enrolling in any off-duty education programs. Exceptions will be considered on a case-by-case basis by the Chief of Public Affairs, HQ SAF/PAR. Off-duty education also must not interfere with on-the-job training or upgrade training. Each DINFOS instructor shall have at least a high

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school diploma or its equivalent and demonstrated competency in the occupational area of instruction, per Council on Occupational Education (COE) Standards for Accreditation.

8. Career Field Path. The following tables depict this specialty's career path and career field composition. The manpower table depicts the standardized 3N0X1 authorizations at Host-Wing PA Offices, DOD, HQ USAF, MAJCOMs, Joint Agencies, FOAs, DRUs, and Non-Host Wings.

8.1. Manpower Table

	CMSgt 3N000	SMSgt 3N090	TSgt-MSgt 3N071	SrA-SSgt 3N051	AB-A1C 3N031	Total
Host-Wing PA Offices		6	95	176	51	328
Other*	11	19	112	41	3	186
Total 3N0XX	11	25	207	217	54	514

* DOD, HQ USAF, MAJCOMs, Joint Agencies, FOAs, DRUs, Non-Host Wings

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8.2. Career Field Path. The career path outlines when training and education is required for each skill level within this specialty. The career field composition shows the typical grade-position relationship.

Enlisted Career Path Table				
Education and Training Requirements	GRADE REQUIREMENTS			
	Rank	Average Sew-On	Earliest Sew-On	High Year Of Tenure (HYT)
Basic Military Training School				
Apprentice Technical School (3-Skill Level)	Amn A1C	6 months 16 months		
Upgrade To Journeyman (5-Skill Level) - Minimum 15 months for initial entry on-the-job training - Minimum 9 months for retrainees. - Complete appropriate CDC if/when available. - Recommended by supervisor	Sra	3 years	28 months	10 Years
Airman Leadership School (ALS) - Must be a SrA with 48 months time in service or be a SSgt selectee. - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only).	<u>Trainer</u> -Trainer must be qualified and certified to perform the task to be trained. - Must attend formal AF Training Course and be appointed by commander.			
Upgrade To Craftsman (7-Skill Level) - Minimum rank of SSgt. - 12 months UGT prior to attending Craftsman Course - For award of 7 level must complete a minimum of 18 months UGT - Complete appropriate CDC if/when available. - Attend Craftsman course, if applicable - Recommended by supervisor.	SSgt	7.5 years	3 years	20 Years
Retrainees - 9 months minimum UGT for 5-level - 12 months minimum UGT for 7-level	<u>Certifier</u> - Possess at least a 7-skill level or civilian equivalent in the same AFSC, if possible but not required. - Attend formal AF Training Course and be appointed by commander. - Be a person other than the trainer.			
Noncommissioned Officer Academy (NCOA) - Must be a TSgt or TSgt selectee. - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only).	TSgt	12.5 years	5 years	20 Years
	MSgt	16 years	8 years	24 Years
USAF Senior NCO Academy (SNCOA) - Must be a SMSgt or SMSgt selectee. - Resident graduation is a prerequisite for CMSgt sew-on (Active Duty Only). - A percentage of Top nonselects (for promotion to E-8) MSgts attend the SNCOA each year.	SMSgt	19.2 years	11 years	26 Years
	CMSgt	21.5 years	14 years	30 Years
Upgrade To Superintendent (9-Skill Level) - Minimum rank of SMSgt. - Must be a resident graduate of SNCOA (Active Duty Only).	CMSgt	21.5 years	14 years	30 Years

Section C - Skill Level Training Requirements

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

10. Specialty Qualifications:

10.1. Apprentice (3-Skill Level) Training:

10.1.1. Specialty Qualification:

10.1.1.1. Knowledge. Knowledge is mandatory of: English composition, grammar, and spelling; research methods; interview techniques; policy directive and instructions concerning release of information; news writing and editing; and computer operations.

10.1.1.2. Education. Completion of high school or general educational development equivalency is mandatory for entry into this AFSC. College course work or degree in journalism, mass or public communication, communicative arts, public relations, or advertising is desirable.

10.1.1.3. Training. Completion of the Basic Public Affairs-Journalist Course at DINFOS is mandatory for award of the 3-skill level AFSC.

10.1.1.4. Experience. The following experience is mandatory for award of the AFSC indicated.

10.1.1.5. 3N051. Qualification in and possession of AFSC 3N031.

10.1.1.6. 3N071. Qualification in and possession of AFSC 3N051.

10.1.1.7. Other. A minimum score of 69 is required on the AQE. The absence of any speech impediment; the ability to read aloud, speak clearly and distinctly; and the ability to type 20 words per minute are mandatory for entry into this AFS.

10.1.2. Training Sources and Resources. Completion of the Basic Public Affairs-Journalist, Course E5ABD3N031 001 at DINFOS satisfies the knowledge and training requirements specified in the specialty qualifications section (above) for the award of the 3-skill level. QTPs are Air Force publications and mandatory for use during upgrade/qualification training when available for a duty position, program, or piece of equipment. They are obtained through normal publication channels in accordance with AFI 37-160, Vol. 7. A list of all training courses to support Public Affairs, to include QTPs, is at Part II, Sections C, D and E, of this CFETP.

10.1.3. Implementation. Entry into this training is accomplished through accessions at basic training or approved retraining from any AFSC. After graduation from DINFOS, job qualification training starts when individuals are assigned to their first duty position or are assigned duties

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which they are not qualified to perform. QTPs will be used concurrently to obtain necessary duty position qualifications.

10.2. Journeyman (5-Skill Level) Training :

10.2.1. Specialty Qualification:

10.2.1.1. Knowledge. Knowledge is mandatory of: editorial guidelines, newspaper production, military and civilian community relations purpose and objectives, policies and guidelines governing information management and release, visual communication in the Public Affairs realm, and DOD/Joint staff organization and operations.

10.2.1.2. Education. Not used.

10.2.1.3. Training. Completion of the following requirements is mandatory for the award of the 5-skill level: (a) CDC 3N051, and (b) all 5-level STS core tasks.

10.2.1.4. Experience. Experience is mandatory in writing, editing and research. A minimum of 15 months UGT is required before award of the 5-level.

10.2.1.5. Other: Not used.

10.2.2. Training Sources. Completion of CDC 3N051 satisfies the knowledge requirements specified in the specialty qualification section. The STS identifies all the core tasks required for qualification. Qualified trainers provide upgrade and qualification training using available material for the duty position, program to be managed, or equipment to be used. Lists of courses and training resources for use in training are in Part II, Sections C, D and E of this CFETP.

10.2.3. Implementation. Entry into upgrade training is initiated when an individual possesses the 3-skill level. Qualification training starts anytime individuals are assigned duties which they are not qualified to perform. CDC 3N051 and all qualification training will be completed before awarding the 5-level.

10.3. Craftsman (7-Skill Level) Training:

10.3.1. Specialty Qualification:

10.3.1.1. Knowledge. Knowledge is mandatory of: news editing, publication production, research methodology, advanced communication theory, regulations and directives governing information release, military and civilian community relations techniques and practices, wartime and contingency preparation, and environmental issues.

10.3.1.2. Education. Not used.

10.3.1.3. Training. Completion of the following requirements is mandatory for award of the 7-skill level: (a) the Public Affairs Craftsman Course (AFIS-JPASC); and (b) all 7-level STS core tasks.

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10.3.1.4. Experience. Experience is mandatory in supervising functions such as writing and editing periodicals, writing news and feature stories for internal and external media, and military-community relations activities. A minimum of 18 months UGT is required before awarding the 7-level. Individuals must be awarded the 7-level prior to sew-on of TSgt.

10.3.1.5. Other. Not used.

10.3.2. Training Sources. Completion of the Public Affairs Craftsman Course (AFIS-JPASC), Course Number E5ACD3N071 002 satisfies the knowledge requirements specified in the specialty qualification section for award of the 7-level. The STS identifies all the core tasks required for qualification. Qualified trainers provide upgrade and qualification training using available material for the duty position, program to be managed, or equipment to be used.

10.3.2. Implementation. Entry into upgrade training starts when the individual possesses the 5-skill level and minimum rank of SSgt. Qualification training starts anytime individuals are assigned duties which they are not qualified to perform.

10.4. Superintendent (9-Skill Level) Training :

10.4.1. Specialty Qualification:

10.4.1.1. Knowledge. Knowledge is mandatory of: news editing, newspaper layout; methods of collecting and distributing information materials; operating television and radio stations; and policy directives and instruction concerning the releasing information for internal and external audiences.

10.4.1.2. Education. Senior NCOs assigned to broadcasting or public affairs functions for the first time in their careers can obtain appropriate CDCs from the Extension Course Institute through their unit-training monitor.

10.4.1.3. Training. Senior NCOs should attend the appropriate advanced course, such as Joint Public Affairs Supervisor's Course, at the Defense Information School, Ft. Meade, Md.

10.4.1.4. Experience. Experience is mandatory in directing all public affairs or broadcasting functions. Must obtain the rank of SMSgt prior to award of the 9-level.

10.4.1.5. Other. Not used.

10.4.2. Training Sources. The STS lists all the core tasks required for qualification training. Qualified trainers provide upgrade and qualification training using available material for the duty position, program to be managed, or equipment to be used.

10.4.3. Implementation. Entry into UGT starts when an individual possesses the 7-skill level and is a SMSgt selectee. Qualification training starts anytime an individual is assigned duties which they are not qualified to perform.

Section D - Resource Constraints

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

12. Training Constraints.

12.1. Apprentice (3-Level) Training Constraints: None

13. Journeyman (5-Level) Training Constraints: There are currently no available QTPs to supplement public affairs training.

13.1. Impact. Training is limited for those progressing to the 5-skill level. Areas requiring training will not be adequately instructed.

13.1.1 . Resources Required. Manpower positions to develop QTPs, pending.

13.1.2. Action Required. Development of QTPs pending.

13.2. OPR/Target Completion Date. OPR: SAF/PAR. Target Completion Date: TBD

14. Craftsman (7-Level) Training.

14.1. Craftsman (7-Level) Training Constraints: There are currently no available QTPs to supplement public affairs training.

14.1.1. Impact. Training is limited for those progressing to the 7-skill level. Areas requiring training will not be adequately instructed.

14.1.2. Resources Required. Manpower positions to develop QTPs.

14.1.3. Action Required. Development of QTPs.

14.2. OPR/Target Completion Date. OPR: SAF/PAR. Target Completion Date: TBD

15. Journeyman (5-Level) Training:

15.1. Constraint. (OPR: 335TRS/UOC) Rewrite of 5-level CDC, to match requirements identified at U&TW (STS 5-level column), will not be completed upon implementation of this plan.

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15.1.1. Impact. Trainees will be required to utilize CDC dated Jan 1996.

15.1.2. Resources Required. New CDC proposed publication date is Nov 2000.

16. Craftsman (7-level) Training.

16.1. AF- specific portion of JPASC does not match new STS.

16.1.1. Impact. AF- specific portion of JPASC must be updated after publication of this CFETP.

16.1.2. Resources Required. None

16.1.3. Action Required. Update AF-specific portion of JPASC.

Section E- Transitional Training Guide

There are currently no transition training requirements. This area is reserved.

PART II

Section A - Specialty Training Standard

1. Implementation. This Specialty Training Standard (STS) for technical training provided by the Defense Information School (DINFOS) applies to Basic Journalist Course (AFIS-BJC) entries class entering 13 Sep 99 and graduating 10 Dec 99. This STS was developed by a Utilization and Training Workshop held at Randolph AFB, 25-29 Jan 99.
2. Purpose. As prescribed in AFR 8-13, this STS:
 - 2.1. Lists in column 1 the most common tasks, knowledge, and technical references (TR) necessary for airmen to perform duties at the 3-, 5-, 7- and 9-skill level AFSC in the Public Affairs ladder of the Airman Public Affairs Field. These are based on an analysis of the duties in the Specialty Description.
 - 2.2. Provides certification for OJT. Column 3 is used to record completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. Task certification must show a certification/completed date. At a minimum, use the following column designator: (Training Complete, Certifier Initials). On-the-job training certification should be oriented towards certifying individuals on the items identified as core tasks. Being certified on a core task in this section requires the trainee to be certified in any tasks and subtasks from the other sections that may apply. When the trainee has been certified on all tasks related to a core task and demonstrates the ability to bring all elements together for an acceptable product, the trainee may be signed off on the core task.
 - 2.3. Shows formal training requirements. The 3-level course column shows the proficiency to be demonstrated on the job by the graduate of Course E5ABD3N031 001 (PDS Code AED) described in AFCAT 36-2223. When two codes are used in the 3-level column, the first code is the established requirement for resident training on the task/knowledge. The second code is the level of training provided in the course due to resource constraints. The 7-level course column shows the proficiency to be demonstrated on the job by the graduate of Course E5ACD3N071 002 (PDS Code MU7) described in AFCAT 36-2223. When two codes are used in a column, the first code is the established requirement for resident training on the task/knowledge. The second code is the level of training provided in the course due to resource constraints.
 - 2.4. Qualitative Requirements. Attachment 1 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and career development courses. Is a job qualification standard (JQS). Supervisor and trainee are responsible for the accuracy of this document. When used as a JQS, the following requirements apply:
 - 2.5. This STS becomes a Job Qualification Standard (JQS) for on-the-job training when placed

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in an AF Form 623, On-The-Job Training Record, and used according to AFI 36-2201. When used as a JQS, the following requirements apply:

2.5.1. Documentation. Document and certify completion of training. Identify duty position requirements by circling the subparagraph number next to the task statement. As a minimum, complete the following columns in Part 2 of the CFETP: Training Completed, Trainee Initials, Trainer Initials, Certifier Initials (if applicable). An AFJQS may be used in lieu of Part II of the CFETP only upon approval of the AFCFM. NOTE: The AFCFM may supplement these minimum documentation procedures as needed or deemed necessary for their career field.

2.5.1.1. Converting from Old CFETP. Use the new CFETP to identify and certify all past and current qualifications. For those tasks previously certified and required in the current duty position, evaluate current qualifications and, when verified, recertify using current date as completion date and enter certifier's initials. For previous certification on tasks not required in the current duty position, carry forward *only* the previous completion date. If and when these tasks become a duty position requirement, recertify with current date and certifier's initials.

2.5.1.1.1. For core and critical tasks previously certified and required in the current duty position, evaluate current qualifications and when verified, recertify using current date as completion date, and enter trainee's and certifier's initials.

2.5.1.1.2. For non-core and non-critical tasks previously certified and required in the current duty position, evaluate current qualifications and when verified, recertify using current date, as completion date and enter trainee's and trainer's initials.

2.5.1.1.3. When transcribing previous certification for tasks not required in the current duty position, carry forward only the previous completion date of certification (not the initials of another person). If and when transcribed tasks become duty position requirements, recertify using standard certification procedures.

2.5.1.1.4. The person whose initials appear in the trainer or certifier block during the transcription process must meet the requirements of their respective roles.

2.5.1.1.5. Upon completion of the transcription process, give the old CFETP to the member.

2.5.1.2. Documenting Career Knowledge. When a CDC is not available; the supervisor identifies STS training references that the trainee requires for career knowledge and ensures, as a minimum, that trainees cover the mandatory items in AFI 26-2108. For two-time CDC course exam failures: supervisors identify all STS items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the task certifier and receives certification on the STS. **NOTE:** Career Knowledge must be documented prior to submitting a CDC waiver.

2.5.1.3. Decertification and Recertification. When an airman is found to be unqualified on a task previously certified for his or her position, the supervisor lines through the previous certification or deletes previous certification when using automated system. Appropriate remarks

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are entered on the AF Form 623A, On-the-Job Training Record Continuation Sheet, as to the reason for decertification. The individual is recertified (if required) either by erasing the old entries and writing in the new or by using water based correction fluid (if the entries were made in ink) over the previously certified entry.

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

2.6. This STS is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKTs) are developed at the USAF Occupational Measurement Squadron by senior NCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. Individual responsibilities are in chapter 14 of AFI 36-2606, *US Air Force Reenlistment, Retention, and NCO Status Programs*. WAPS is not applicable to the Reserves or the Air National Guard.

3. Recommendations. Report unsatisfactory performance of individual course graduates to 335 TRS/TRR, 709 Meadows Drive, Keesler AFB MS 39534-2480. Reference specific STS paragraphs. A customer service information line has been installed for the supervisor's convenience. For a quick response to problems, call our Customer Service Information Line, Defense Switched Network (DSN) 597-4566 anytime night or day. Additionally, there is a Defense Information School Website, which surveys grads and supervisors: The web address is www.dinfos.osd.mil/postgrad.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

Michael E. Ryan, General
Chief of Staff

1 Atch
Qualitative Requirements

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

QUALITATIVE REQUIREMENTS

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

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1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided by the technical school					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
1. AIR FORCE CAREER PROGRAM TR: AFI 33-129, AFI 35-101, AFI 36-2108, AFI 37-131, AFI 37-132, AFI 91-302, DOD POLICY 7 Dec 98, AFPD 35-1, AFPD 35-2												
1.1. Air Force Public Affairs						A			B	-		
1.2. Public Affairs career field						A			B	-		
1.2.1. Organization and structure						A			B	-		
1.2.2. Role and mission						A			B	C		
1.2.3. Total force						A			B	-		
1.2.4. Deployable Public Affairs						A			B	2c		
1.2.5. Duties of Air Force Specialty Codes (AFSC)						A			B	-		
1.2.5.1. 3N031						A			B	-		
1.2.5.2. 3N051						A			B	-		
1.2.5.3. 3N071						A			B	-		
1.2.5.4. 3N090						A			B	-		
1.3. Legal responsibilities						A			B	-		
1.4. Air Force policy						-			B	-		
1.4.1. Security and policy review						A			B	-		
1.4.2. Freedom of Information Act						A			B	-		
1.4.3. Privacy Act						A			B	-		
1.4.4. Review of publicly accessible information on world wide web (www)						A			B	-		
1.4.5. Safety						-			-	-		
1.5. Career progression						-			B	-		
2. TRIAD TR: AFI 35-101												
2.1. Understand capabilities of Air Force bands						A			B	C		
2.1.1. Coordinate requests for band support						1a			b	-		
2.2. Understand capabilities of Air Force broadcasting						A			B	C		

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1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided by the technical school					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
TRIAD (Cont'd)												
2.2.1. Coordinate requests for broadcasting support							1a			b	-	
3. OFFICE MANAGEMENT TR:AFH 33-337, AFI 35-101, AFMAN 36-2108, AFI 36-2201, AFI 37-123, AFI 37-126, AFI 37- 138, AFI 37-139, AFI 90-201, AFPD 35-1												
3.1. Orient new personnel							-			b	-	
3.2. Assign specific duties and priorities							-			b	-	
3.3. Establish work methods and performance standards							-			b	-	
3.4. Evaluate performance							-			b	-	
3.5. Write operating instructions and other directives							-			-	-	
3.6. Conduct self-inspection							-			-	-	
3.7. Correspondence							-			-	-	
3.7.1. Prepare							-			-	-	
3.7.2. Coordinate												
3.7.3. Distribute							-			-	-	
3.7.4. File							-			-	-	
4. TRAINING TR:AFI 36-2201, AFMAN 36-2247, AFI 35-101												
4.1. Training program	7						-			B	C	
4.1.1. Review Career Field Education and Training Plan (CFETP)							-			-	-	
4.1.2. Schedule training							-			a	c	
4.1.3. Conduct training							-			a	c	
4.1.4. Monitor training							-			a	c	
4.1.5. Maintain records							-			a	c	
5. WRITING TR: The Associated Press Stylebook and Libel Manual, AFI 35-101; "Word" and Strunk and White "The Elements of Style"												
5.1. Conduct research							2b			c	-	
5.2. Conduct interviews							2b			c	-	

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1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided by the technical school					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
5.3. Write												
WRITING (Cont'd)												
5.3.1. News stories	5						2b			c	-	
5.3.2. Sports stories							2b			c	-	
5.3.3. Features							2b			c	-	
5.3.4. Special Columns							a			b	-	
5.3.5. Editorials							a			b	-	
5.3.6. Photo cutline and captions							2b			c	-	
5.3.7. Headlines							2b			c	-	
5.3.8. Biographies							a			b	-	
5.3.9. Fact sheets							a			b	-	
5.3.10. Speeches							a			b	-	
5.3.11. Radio beepers							a			b	-	
5.3.12. Media advisories							a			b	-	
5.4. Copy edit							B			B	-	
5.4.1. Review for security, accuracy, policy and propriety	5						2b			c	-	
5.4.2. Check for style							2b			c	-	
5.4.3. Check copy structure, grammar and cohesiveness							2b			c	-	
5.4.4. Use copy edit symbols							2b			c	-	
5.5. Rewrite							B			B	-	
5.5.1. Localize							2b			c	-	
5.5.2. Update							2b			c	-	
5.5.3. Combine stories and change story emphasis							2b			c	-	
6. INTERNAL INFORMATION TR:AFI 33-117, AFI 35-101, AFI 64-101, Harrower's Newspaper Designer's Handbook, AFPD 35-1												
6.1. Internal program							A			B	-	
6.1.1. Newspaper production							A			B	-	
6.1.2. Establish and maintain							b			b	-	
6.1.2.1. Master copy log							2b			c	-	
6.1.2.2. Futures file							b			c	-	
6.1.2.3. Editorial policy statement							-			c	-	
6.1.3 Select material for publication							1a			b	-	

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1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided by the technical school					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
6.1.4. Mark instructions on copy							2a			b	-	
INTERNAL INFORMATION (Cont'd)												
6.1.5. Dummy sheets (layout, design)							A			B	-	
6.1.5.1. Determine story placement							1a			b	-	
6.1.5.2. Crop and size photos or graphics							1a			b	-	
6.1.5.3. Measure ad-to-copy ratio							a			b	-	
6.1.6. Proofread galleys							1a			b	-	
6.1.7. Maintain office morgue							a			b	-	
6.1.8. Readership feedback							A			B	-	
6.1.8.1. Conduct							-			b	-	
6.1.8.2. Survey							-			b	-	
6.1.8.3. Focus group							-			b	-	
6.1.8.4. Evaluate							-			b	-	
6.1.8.4.1. Implement changes as required							-			b	-	
6.2. Arrange for printing and distribution of publications							-			b	-	
6.2.1. Commercial enterprise contracts							-			b	c	
6.2.2. Funded contracts							-			b	c	
6.2.3. Government printing facilities							-			a	-	
6.3. Support unit commander's call program							-			b	-	
6.4. Unit Public Affairs Representatives(UPAR) program							-			B	-	
6.4.1. Establish							-			b	-	
6.4.2. Maintain							-			b	-	
6.5. Commander's Access Channel							A			B	-	
6.5.1. Manage program content							-			-	-	
7. MEDIA RELATIONS TR: AFD 35-1, AFI 35-101, AFI 31-210												

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1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided by the technical school					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
7.1. Media liaison							A			B	C	
7.1.1. Establish contact with appropriate media							a			b	-	
MEDIA RELATIONS (Cont'd)												
7.1.2. Maintain media list							a			b	-	
7.1.3. Arrange interviews							1a			c	-	
7.1.4. Escort representatives							1a			b	-	
7.1.5. Set up news media centers							a			b	-	
7.1.6. Arrange media opportunities							a			b	-	
7.1.7. Arrange media travel and orientation flights							a			b	-	
7.1.8. Respond to queries	5						1a			c	3c	
7.1.9. Maintain query log							1a			b	-	
7.2. Provide releases							1a			b	2b	
7.2.1. Determine media requirements							a			b	-	
7.2.2. Distribute							a			b	-	
7.2.3. Maintain release log							a			b	-	
7.3. Conduct media training							-			b	-	
7.4. Conduct Hometown News Release (HTNR) program							1a			b	-	
7.5. Maintain HTNR log							a			b	-	
8. CRISIS COMMUNICATION TR:AFPD 35-1, AFI 35-101, AFI 31-210, AFI 32-4001												
8.1. Purpose							-			A	B	
8.2. Respond to crises	5						1a			b	2b	
8.2.1. On base							a			b	-	
8.2.1.1. Command post							a			b	-	
8.2.1.2. Media center							1a			b	2b	
8.2.1.3. On scene							a			b	-	
8.2.1.4. Office							a			b	-	
8.2.2. Off base							a			b	-	
8.2.2.1. Command post							a			b	-	
8.2.2.2. Media center							1a			b	2b	
8.2.2.3. On scene							a			b	-	
8.2.2.4. Office							a			b	-	

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1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided by the technical school					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
9. COMMUNITY RELATIONS TR: AFI 35-101, AFI 11-401, DOD Reg 4515.13-R, AAFP 35-1												
9.1. Community liaison						A			B	-		
9.2. Identify choir/non-choir audiences						a			b	-		
COMMUNITY RELATIONS (Cont'd)												
9.3. Establish contacts						a			-	-		
9.4. Maintain contact list						a			-	-		
9.5. Deliver key messages						A			B	C		
9.6. Respond to public requests for information and materials	5					a			b	-		
9.7. Coordinate requests						A			B	-		
9.7.1. Equipment, displays, flyovers, performance groups and personnel						a			b	-		
9.7.1.1. Local						-			b	-		
9.7.1.2. Air Force						-			b	-		
9.7.1.3. Department of Defense (DOD)						-			b	-		
9.7.2. Orientation flights						a			b	-		
9.7.3. Humanitarian airlifts						a			a	-		
9.8. Speakers bureau and public appearances						A			B	-		
9.8.1. Identify target audience						a			b	-		
9.8.2. Identify speakers						a			b	-		
9.8.2.1. Maintain speaker list						a			b	-		
9.8.2.2. Arrange for speakers						a			b	-		
9.8.3. Identify speech materials						a			b	-		
9.9. Support Major Air Command civic leader tour program						-			b	-		
9.10. Support base open houses						-			a	-		
9.11. Conduct base civic leader tour program						-			b	-		
9.12. Conduct base tours						a			b	-		
9.12.1. Maintain tour log						a			-	-		

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1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided by the technical school					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
10. ENVIRONMENTAL PUBLIC AFFAIRS TR:AFI 35-101, AFI 32-7061, DODI 4715, AFI 32-7020, AFI 32-7063												
10.1. Purpose						-			A	B		
10.2. Respond to						A			B	B		
ENVIRONMENTAL PUBLIC AFFAIRS (Cont'd)												
10.2.1. Noise complaints						a			b	2b		
10.2.2. Hazardous materials incidents						a			b	2b		
10.2.3. Pollution						a			b	2b		
10.3. Supports						-			A	B		
10.3.1. Air Installation Compatible Use Zone program (AICUZ)						-			a	b		
10.3.2. Installation Restoration Program (IRP)						-			a	b		
10.3.3. National Environmental Protection Act (NEPA)						-			a	b		
10.3.4. Environmental Impact Analysis Process (EIAP)						-			a	b		
11. PLANS AND ANNEXES TR: AFMAN 10-401, AFI 10-403, AFD 35-1, AFI 35-101												
11.1. Purpose						-			A	B		
11.2. Process						-			A	B		
11.2.1. Research						-			b	2b		
11.2.2. Plan						-			b	2b		
11.2.3. Execute						-			b	2b		
11.2.4. Evaluate						-			b	2b		
11.3. Review	7					-			B	2b		
11.3.1. Contingency and Wartime						-			b	2b		
11.3.2. Communication						-			b	2b		
11.3.2.1. Strategic						-			b	2b		
11.3.2.2. Tactical						-			b	2b		
12. RESOURCE MANAGEMENT TR:AFMAN 10-401, AFI 10-403, AFI 35-101												
12.1. Manage manpower actions						-			a	b		

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1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided by the technical school					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
12.2. Manage personnel actions	7						-			a	b	
12.3. Manage equipment							-			a	b	
12.4. Budgeting	7						-			A	B	
12.4.1. Prepare							-			-	-	
12.4.2. Submit							-			-	-	
12.4.3. Manage accounts							-			-	-	
13. COMMUNICATIONS AND COMPUTER SYSTEMS TR: AFI 33-101, AFI 33-129, AFI 33-119, AFI 35-101, AF Web Style Guide												
13.1. Use												
13.1.1. Publishing software							1a			-	-	
13.1.2. Operating systems							1a			-	-	
13.1.3. Storage systems							1a			-	-	
13.1.4. E-mail							-			-	-	
13.1.5. Word processing programs							1a			-	-	
13.1.6. Internet resources							1a			B	-	
13.1.7. Database programs							-			-	-	
13.1.8. File formats (MPEG, JPEG, BMP, WAV, etc.)							1a			-	-	
13.1.9. Communication devices (i.e. fax, secure telephones, cellular phones, pagers, etc.)							-			-	-	
14. VISUAL PRODUCTS TR: AFI 35-101, AFI 33-117												
14.1. Arrange for visual information support							a			b	-	
14.2. Use 35mm camera							-			-	-	
14.3. Use digital camera							2b			-	-	
14.4. Upload/download digital images							2b			-	-	
14.5. Scan negatives or photos							2b			-	-	

NOTE 1: Users are responsible for annotating training references to identify current references pending STS revision.

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NOTE 2: Core tasks are identified with a 5 or 7 in Column 2.

NOTE 3: All tasks and knowledge items shown with a proficiency code are trained during wartime.

SECTION B – COURSE TASK LISTS

Basic Public Affairs-Journalist Course

Administration

English Diagnostic Test

Safety

Standards, Precautions, Procedures, Accident Reporting

Community Relations

Public Affairs Overseas

Host-nation Sensitivity

Embassy/Terrorist Introduction

Civic Outreach Programs

Proactive Community Relations (CONUS)

Civic Outreach Programs

Community Concerns

Handling Special Events

Research Methods

Computer Applications

Word Processing Techniques

Computer Fundamentals

Basic Computer Operations

Introduction to Desktop Publishing

Pagination Programs

Placing Documents

Using Electronic Bulletin Boards

Downloading/Uploading

Transferring Electronic Files

Introduction to Local Area Networks and e-mail

Public Affairs

Introduction to Joint Service

Wartime Roles and Missions of PA

Introduction to Joint Information Bureaus (JIBs)

Introduction to Military Public Affairs

(Service Organization/Operations)

Internal Information

Commander's Access Channels

Introduction to PA Product Contracting Procedures

Introduction to Readership Surveys

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Introduction to Broadcasting/AFRTS
Communication Law (Libel and Copyright)
Professional Ethics and Perception/Conflicts of Interest
Media Relations
Guidelines for Release of Information (Accidents/Incidents)
Military Families and Media
Responding to Media Queries
On-Camera Interview Techniques
Telephone Interview Techniques
Escorting Media
Administration of Media Relations
 Arrange interviews, set up news media centers, media conferences, media
 travel/orientation flights
Working with Electronic Media
Public Affairs Office Exercise (Daily Operations/Accident Scenario)
Joint Information Bureau (conducted during duty hours in a field environment)
News Writing
Introduction to Journalism (Orientation)
 Stress Management Techniques
 Time Management Techniques
Definition and Evaluation of News
Newsgathering (to include electronic bulletin boards)
Stylebook Familiarization
Copy Editing Symbols and Exercises
Leads #1 (summary)
Leads #2 (w/dateline)
Leads #3 (w/bridge)
Leads #4 (w/bridge-graded)
Newswriting #1 (advance story)
Newswriting #2 (construction story)
Newswriting #3 (accident story)
Newswriting #4 (change of command story)
Newswriting #5 (localize and rewrite story)
Newswriting #6 (localize and rewriting story - graded)
Headlines #1 (basic headline writing)
Sports #1 (basic sports writing)
Sports #2 (basic sports writing - graded)
Feature Writing
Feature Overview
Feature Headlines
Feature Leads and Conclusions
Feature Leads and Conclusions (graded)
Feature Writing Techniques
Interviewing
Features #1 (news)ungraded
Features #2 (rewrite)graded
Features #3 (human interest w/interview)graded

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Features #4 (human interest w/research/observation)graded

Features #5 (human interest/personality)ungraded

Features #6 graded

Features #7 (news w/sidebar)

Features #8 (w/photo auxiliary)graded

Newspaper Production

Design #1 (terms and concepts)

Design #2 (cropping and scaling/use of tools)

Design #3 (designing an inside page)

Design #4 (desktop publishing)

Print Layout (using desktop publishing)

Newsletter Production (using desktop publishing)

Final Project Orientation

Final Project (using desktop publishing)

Digital Photojournalism

Introduction to Photojournalism

Basic Composition

Photo Communication

Camera Operations

Exposure Controls

Depth of Field

Equivalent Exposure

Lenses (characteristics and use of wide-angle,
normal and telephoto)

Flash Photography

Cutlines

Military Photographic Protocol

Personality Feature Picture

Visual Communications Techniques/Procedures

Picture Editing and Selection

Sports Photography

Produce Picture Page Using Desk Top Publishing

Picture Page Fundamentals

Picture Page Research

Layout and Design

Introduction to Electronic Imaging

Electronic Imaging Ethics

Electronic Imaging Hardware/Software

Download and Process Digital Images from Camera

Identify Photos for Publication

Electronic News Gathering

Introduction to Electronic Journalism

Video Camera Operations

Shot Selection and Visualization

News Coverage/Reporting Skills

Editing Demo

Editing Exercise

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Video Final Project
Service Specific Tasks (9 hours)
Operate Straight Talk Center
Unit Commander's Call
Hometown News Program
Requests for Humanitarian Airlift
Requests for Orientation Flights
Requests for Local Equipment
Provide Speech Materials
National Civic Outreach Program

Respond to Offbase/Onbase Emergency Situations
Facts Sheets, Biographies, AF Updates, CC Topics
Orientation to PA AFPDs/AFIs

Editors Course

Identify Features of Desktop Publishing
Describe and Practice the Graphics Portion (line art and information graphics) of Desktop Publishing
Demonstrate the Functions and Features of Word Processing Software Programs
Demonstrate the Functions and Features of Desktop Publishing Programs
Demonstrate Capabilities of Computer Utilities and Other Time Savers
Pretest Students Level of Editorial Skills
Describe Capabilities and Procedures for use of Electronic Imaging Publications
Discuss and Summarize Armed Force Publication Policy
Discuss and Summarize Proper Copyediting Methods
Apply Principles and Techniques of Copyediting (four performance exercises)
Describe and Demonstrate Procedures and Standards of News Writing Skills and Correcting Deficiencies
Describe and Demonstrate Procedures and Standards of Feature Writing Skills and Correcting Deficiencies
Test Student's Knowledge of Editors Course Textbook Content Chapter
Describe Publication and Design Strategies
Discuss the Principles of Design Typography
Explain Proper Use of Graphics Devices (line art and information graphics) in Publications
Review and Evaluate the Content and Design of a Military Newspaper (group project)
Use Proper Dummying Techniques
Test Student Knowledge of Editors Course Textbook Design Chapter
Select Photographs for Publication
Review and Evaluate the Content and Design of a Military Newspaper
Post Test Student's Level of Editorial Skills Improvement
Describe Techniques of Coaching Writers
Identify Techniques for Incorporating Change
Evaluate and Apply Efficient Time Management Skills
Discuss Military Newspaper Ethics

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Describe and Demonstrate Procedures and Standards of Sports Writing Skills and Correcting Deficiencies

Describe and Demonstrate Procedures and Standards of Commentary/Editorial Writing Skills and Correcting Deficiencies

Apply Principles and Techniques of Design (four performance exercises)

Describe the Military Newspaper Production Process and Associated Terminology

Intermediate Photojournalism Course

Administration

Safety

Photography for Journalists (Phase 1A)

Orientation

Legal and Ethical Issues

Composition

Equipment/Camera Systems

Processing Systems

Contact and Projection Printing

Practical Application

Personality Feature

Informal Portrait

Scenic

Negative Sensitized Materials

Black and White Chemicals

Printing with Filters

Journalism for Photographers (Phase 1B)

Introduction to Photojournalism

Legal and Ethical Issues

Definition and Evaluation of News

Introduction to Media Writing

Copy Editing

Newswriting I - Leads

Newswriting II - Attribution

Newswriting III - Interviewing Techniques

Writing Cutlines/Captions

Feature Writing I - Research Feature

Feature Writing II - Personality Feature

Feature Writing III - Personality Feature

Photojournalism Theory and Application (Phase II)

Visual Communication

Advanced Printing Techniques

Lenses and Filters

Lighting

Night Photography

Electronic Flash Photography/Multiple

Color Photography

Different Types of Photography

Personality Photography

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- Feature Photography
- Sports Photography
- Magazine Cover Photography
- Operational Photography with Captions and Release
- News Photography with Cutline and News Releases
- Mechanics of Layout and Design
- Picture Group/Picture Story
- Electronic Imaging
 - Introduction to Electronic Imaging
 - Electronic Imaging Ethics
 - Operate Electronic Imaging Stations

- Software/Darkroom Techniques
 - Output Devices
 - Input Devices
 - Operation of the Film Scanner
 - Page Layout/Design
 - Digital Camera Systems
 - Transmitting/Receiving Images
 - Modems
 - Inmarsat
 - Telecommunications Hardware
 - Telecommunications Software

Senior Enlisted Public Affairs Course

Current thoughts and writings of recognized authorities in the fields of mass communication and the social sciences.

- Review, Analyze and Interpretation
 - Trends in Changing Public Attitudes
 - Contemporary Practices in Civilian and Military Media and Public Affairs
 - Advances in Mass Communication Technology
 - Priorities of Military Personnel Requirements and Operational Commitments
 - Projected Plans and Programs of the Defense Establishment

Public Affairs Craftsman Course

- Community Relations
 - Public Affairs and The Environment
 - Public Affairs in Civil Crisis Situations
- Policy and Information
 - Orientation and Introduction to Advanced Public Affairs Supervisors Course
 - Provide Input to a PA Annex to OPLAN
 - Public Affairs Office Case Studies

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The Commander and The PA Office
PA Lessons Learned
Critique of PA Annex Exercise
Meeting the Media
Strategic Communication Planning
Ethics in PA
Civilian Personnel Management
Preparation of Annex F to OPLAN
Joint Public Affairs Operations/Specialty Terms
Media Relations
Introduction to Word Processors
Joint Information Bureaus I
Joint Information Bureaus II
Joint Information Bureaus III
Review of DOD Policy
Public Affairs and the Family
Staffing Media Requests
Overview of DINFOS Courses
Public Affairs 2000 and Beyond
APASC Examination
Examination Critique
Service Unique
Assessing an Internal Information Program
Supervise Broadcast News Operations
Implement Professional Development Program
Budget
AF Seminar With USAF Senior NCO
Contracting for a CE Publication
Resource Management
Strategic Communication Planning

Public Communication
(AFIS Short Course in Communication)

Administration
Orientation
Safety
Communication Theory and Research
Constructing Knowledge About Human Communication
Introduction to Graduate Studies
Intellectual Development of Western Science
Research and Theory Development
Approach to Research - Gathering and Analyzing Data
Research Facilities at the University of Oklahoma
Historical Approaches to Communication Study
Case Methods
Survey Methods

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- Experimental Methods
- Content Analysis
- Analyzing Data
- Reliability and Validity
- Integrated and Alternative Research Methods
- The Development of Communication Theory
 - Perspectives On Human Behavior
(three prominent approaches)
 - The Psychological Orientation to Communication Study
 - The Sociological Perspective to Communication Study
 - The Political Perspective to Communication Study
 - Prominent Directions in Communication Research
(two general areas)

- Understanding Basic Communicative Processes
 - An Information Processing View of Communication
 - A Decision Making View of Communication
 - A Conflict Management View of Communication
 - A Persuasion View of Communication
- Understanding Communication Settings
 - The Interpersonal/Small Group Communication Context
 - The Organizational Communication Context
 - The Mass Communication Context
 - The Intercultural Communication Context
- Communication Strategies and Tactics
 - Directions for the Application of Communication Theory and Research
 - Integrating Theory and Practice (real-world problem solving)
 - Selected Communication Setting
 - Uses of Case Studies
 - Problems in Establishing Interpersonal Relations
 - Problems in Organization
 - Problems in Mass and Real-Time Communication
 - Problems in Intercultural Contexts
 - Case Studies
- Special Problems in Public Affairs
 - Introduction
 - Problems in Print Media
 - Problems in Television
 - Problems in Advertising
 - Problems in Environmental Management
 - Problems in Emerging Technologies
 - Problems in Ethics, including image enhancement
 - Case Study
- Strategies and Tactics in Public Affairs

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- Comparing Public Affairs Programs (military and civilian)
- Modeling Change Strategies in Public Affairs
(integrate TQ principles as related to PA)
- Strategies in Persuasion
- Strategies in Marketing Research (e.g. BRAC process)
- Strategies in Threatening Environment
- Strategies in TV Advertising
- Strategies in Intercultural Relations
- Public Affairs and Cross Cultural Adaptation
- Communication and the Law
- Strategies in Operations Other Than War (e.g. peacekeeping,
disaster relief, and other contingency operations)

SECTION C - OJT SUPPORT MATERIALS

Course Number	Course Title	Developer
None		

SECTION D - TRAINING COURSE INDEX

AIR FORCE IN-RESIDENCE COURSES

Course Number	Course Title	Location
E5ABD3N031 001 (AFIS-BJC)	Basic Public Affairs-Journalist Course	Ft Meade

Course Description: Application of communication techniques (printed, oral and graphic, and radio and television) in support of internal and external public affairs programs and community relations programs. Trains airmen to prepare news releases, articles, photographs, radio programs, and other public affairs material for public dissemination; to participate in the conduct of community relations; to collect, evaluate, and prepare materials for internal communications; and to participate in the operation of newspapers and other internal media.

E5AZD3N051 001 Meade (AFIS-EC)	Editors Course	Ft
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Course Description: Provides training on the principles, techniques, and skills of editing military publications. Includes practical hands-on application of principles and techniques employed in modern newspaper design and instruction in desktop publishing.

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E5AZD3N051 002 Intermediate Photojournalism Course Ft Meade
(AFIS-IPC)

Course Description: Provides service Journalism and photographers, military and civilian, with photojournalism skills necessary to support public affairs objectives and programs

E5AZD3N071 002 Joint Public Affairs Journalism Course Ft Meade
(AFIS-JPASC)

Course Description: Provides advanced training in the planning, supervision, and coordination of Public Affairs activities for selected E-5s, E-6s and E-7s in the PA field who perform duties as the NCOIC of a PA office.

WCIPO5W Public Communication U. of Okla.

Course Description: Graduate-level university professional education in state-of-the-art communication theory, research, strategies, and tactics for selected public affairs officers, civilians and NCOs. Scholarly study of human behavior; human interpersonal and organizational communication; types of research; research theory - directions, perspectives, methodology, evaluation, and application; nature and use of public opinion; development of effective communication strategies through image formulation and change; communication role of print, electronic, and film media; and legal, political, socio-cultural, economic, and educational aspects of media employment.

OTHER MAJCOM AND FOA COURSES

Course Number	Course Title	Location
None		

EXTENSION COURSE INSTITUTE (ECI) COURSES

Course Number	Course Title	Location
CDC 3N051A	Public Affairs Journeyman	(Exportable)

OTHER EXPORTABLE COURSES

Course Number	Course Title	Location
None		

SECTION E - MAJCOM UNIQUE REQUIREMENTS

Course Number	Course Title	Location
None		

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