

**Air Force Occupational Measurement Squadron
 Test Development Flight
 1550 5th Street East
 Randolph AFB TX 78150-4449**

**1 August 2009
 WAPS/SNCOPS Catalog**

2010 PROMOTION YEAR WEIGHTED AIRMAN PROMOTION SYSTEM (WAPS) AND SENIOR NONCOMMISSIONED OFFICER PROMOTION SYSTEM (SNCOPS) CATALOG

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PART ONE

GENERAL GUIDANCE FOR STUDY REFERENCES

This catalog describes the procedures for enlisted personnel to acquire CDC WAPS materials, identifies the study references for personnel preparing for promotion under WAPS, and provides Test Control Offices (TCOs) guidance for administering promotion tests.

1. Use of the WAPS Catalog:

a. PART ONE should be read by all promotion eligible examinees, WAPS monitors, and TCOs. It provides general information that may be of use when personnel are preparing for promotion testing.

b. PART TWO should be read by all promotion eligible examinees and WAPS monitors. It provides guidance on acquiring CDC WAPS materials.

c. PART THREE should be read by all promotion eligible examinees, WAPS monitors, and TCOs. It provides a list of each enlisted promotion test developed and the materials used to develop the test.

(1) The study references are listed in numerical sequence by Air Force Personnel Test (AFPT) number for each SKT, PFE, and USAFSE. Each set of study references is listed under the AFPT number, edition date, and promotion cycle. Part Three, Section I, lists the PFE and USAFSE study reference for promotion to SSgt, TSgt, MSgt, SMSgt, and CMSgt; Part Three, Section II, lists SKT study references for promotion to SSgt and TSgt/MSgt.

(2) Career Development Course (CDC) or Specialized Course (SC) study references are listed by volume with dates.

(3) For study references other than CDCs or SCs, consider amendments, revisions, and changes a part of the basic reference. When publications are superseded or replaced, regard the later-dated publication as the study reference unless this catalog indicates otherwise.

d. PART FOUR is used by TCOs. It provides information on test booklet management, general test administration, and special instructions.

2. Testing cycles included in this WAPS Catalog: This edition lists study references for the following promotion cycles and test administration periods:

a. 09E9, promotion to Chief Master Sergeant (CMSgt), 8 to 11 September 2009

b. 10E8, promotion to Senior Master Sergeant (SMSgt), 1 to 11 December 2009

c. 10E6 and 10E7, promotion to Technical Sergeant (TSgt) and Master Sergeant (MSgt), 1 February to 31 March 2010

d. 10E5, promotion to Staff Sergeant (SSgt), 1 May to 15 Jun 2010

3. Study Guidance for WAPS Tests:

a. PFEs for promotion to SSgt, TSgt, and MSgt are based solely on AFPAM 36-2241, *Professional Development Guide (PDG)*. The bound paper copy of the *PDG*, distributed by Air Force Publishing is

the only official reference. The electronic file found on the Air Force Publishing Web site is not the official reference. **(A4/A6L does not issue the PDG).**

b. The SKT is designed to sample an Airman’s knowledge of his/her entire Air Force specialty versus knowledge of a specific job. The SKTs sample knowledge of specialty training standard (STS) subject-matter areas judged by test development team Airmen to be most appropriate for promotion. SKT questions are based primarily on CDCs when CDCs are available. However, questions are drawn from other references listed in this catalog when no CDC exists or when the CDC requires additional references to ensure currency and completeness of coverage.

c. Unclassified CDCs for SKT study will be issued to eligible Airmen (see Part Two). Other study references listed should be available in the work area. AFI 36-2605, *Air Force Military Personnel Testing System*, outlines Airman responsibilities. HQ AU/A4L does not issue classified CDCs.

4. **Study Guidance for USAFSEs:** USAFSEs for promotion to SMSgt and CMSgt are based solely on the *PDG*. The bound paper copy of the *PDG* is distributed by Air Force Publishing and is the only official reference; the electronic file on the Air Force Publishing Web site is not the official reference.

5. **Procurement of Non-Air Force Documents Required for Study in Preparation for SKT Testing:**

a. The STS provides the procurement source for non-Air Force publications. Refer to AFI 36-2605, *Air Force Personnel Testing System*, for steps to take if study reference material cannot be obtained to support preparation for testing. Airmen are responsible for obtaining these references by contacting their unit WAPS monitors.

b. Commercial technical reference books should be ordered in accordance with AFI 34-270, *Air Force Library and Information System (AFLIS)*.

c. Commercial medical reference books are ordered from the medical library using medical treatment facility funds.

6. **Test Security:** Examinees must be aware that any unauthorized discussion, disclosure, or possession of Controlled Test Material information is a compromise of test material and a violation of directives and is punishable under Article 92, *Uniform Code of Military Justice*. AFI 36-2605 explains what constitutes a compromise of test material.

7. **Points of Contact (POCs):** If an Airman cannot first resolve a question and/or concern through their unit or base WAPS monitor, the Airman may then contact one of the following POCs:

HQ AU/A4L	596-4394/6140	Nonreceipt of WAPS CDCs; replacement of WAPS material
Applicable CDC Writer	477-3934	Nonreceipt of Intelligence CDCs controlled by Goodfellow AFB
HQ AFPC/DPSOE	665-2265	WAPS CDC issue procedures
AFOMS/TEA	487-5234	WAPS Catalog Study References (if questions are not more appropriately addressed by POCs listed above)

8. For more information on test development, visit the AFOMS Web site: <https://www-r.omsq.af.mil>

PART TWO

ISSUE PROCEDURES

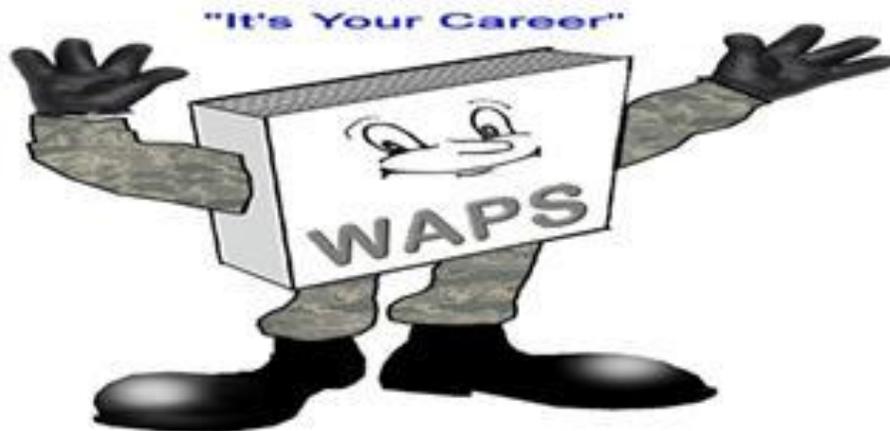
Introduction

For 2009, HQ AU/A4L will ship an initial set of WAPS CDCs to first-time eligible Airmen and new or supplemented CDCs to those whose previously issued CDCs have changed. **HQ AU/A4L does not issue classified CDCs. Refer to page 7 for classified CDC procedures.**

In this Part

This part covers the following topics:

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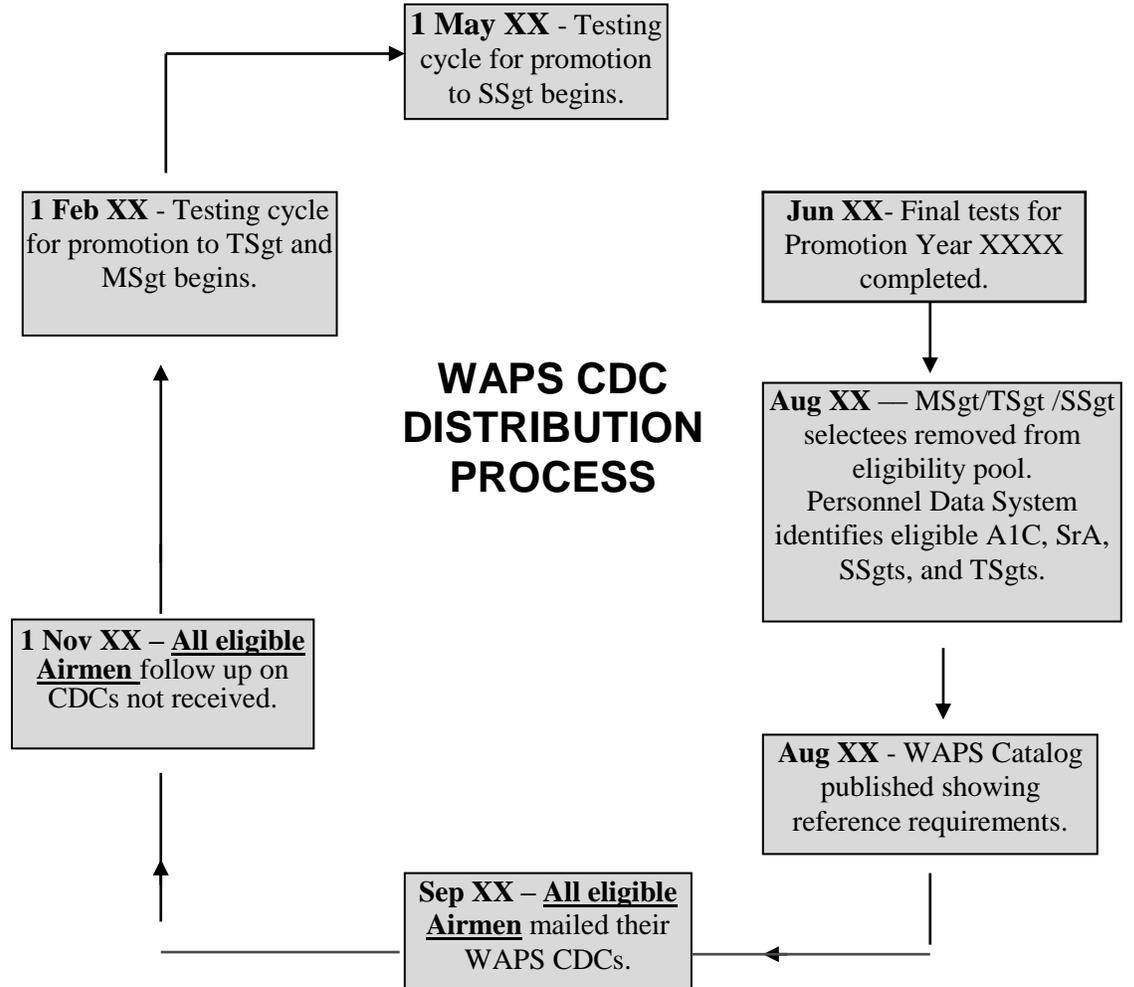


The WAPS CDC Distribution Process

Description Mailing WAPS CDCs to nearly 90,000 eligible Airmen throughout the world is a lengthy, yet time-sensitive task. The process begins when the final tests for the cycle are developed at the Air Force Occupational Measurement Squadron. Each eligible Airman is only authorized one “Initial” issue per rank or grade. Initial material for SSgt/TSgt is the same material. Airmen will not receive another set of “Initial” after promotion to TSgt unless it’s “New” material. Airmen are personally responsible to review the WAPS Catalog each year for current study reference material requirements.

Note: Members are required to maintain study material during years of ineligibility. (i.e., 2 year periods between ranks)

The Process



General Guidance

Introduction Although the distribution of WAPS CDCs is primarily an automated process, eligible Airmen, along with base and unit WAPS monitors, play key roles in ensuring the system functions properly. WAPS monitors are **NOT** required to hold the 3SOX1 AFSC, any Airman may be assigned. It is important for everyone involved in the process to understand the program and to know his/her roles and responsibilities. Commanders, MPF commanders, and base and unit WAPS monitors should ensure all Airmen are aware of the WAPS study reference distribution policy and procedures. **The responsibility for obtaining the required study references ultimately rests with the eligible Airman.**

Responsibilities *Eligible Airmen* are responsible for:

- knowing when they are eligible for promotion,
- knowing testing requirements,
- personally reviewing the WAPS Catalog to identify reference requirements,
- ensuring they obtain and study the correct references, to include non-CDC references,
- promptly (before the start of the testing cycle) contacting their WAPS monitor when WAPS CDCs are not received or are incorrect,
- maintaining the issued material until it is superseded or no longer needed, fully justifying their request to the unit commander for a re-issue if no follow-up action is taken on nonreceipt or they did not maintain the previously issued material,
- ensuring they receive at least 60 days access to the required references,
- being prepared to test on the first day of the cycle.

Base WAPS monitors are responsible for:

- understanding how the WAPS CDC distribution process works and training unit WAPS monitors on the proper use of the WAPS Catalog prior to distribution,
- assisting unit WAPS monitors in clearing rejected transactions,
- assisting unit WAPS monitors with ordering nonreceipt study materials.

General Guidance, continued

Unit WAPS monitors are responsible for:

- ensuring the unit mailing address is correctly reflected in MilPDS under Update Local Tables option “MPF_PAS_ADMIN” (contact Personnel Systems Manager to confirm address),
- understanding how the WAPS CDC distribution process works,
- publicizing Internet publication of the WAPS Catalog,
- promptly assisting unit personnel in obtaining the needed study references, including non-CDC references, such as AFIs or TOs,
- seeking assistance from the base WAPS monitor, HQ AU/A4L/WAPS, and AFPC to resolve issues of nonreceipt or accuracy of shipments received,
- ensuring Airmen sign the WAPS CDC Receipt RIP when they receive their CDCs,
- clearing rejected transactions.

Unit Commanders are responsible for:

- appointing a unit WAPS monitor by memorandum and forwarding an information copy to the base WAPS monitor,
- publicizing the WAPS study reference program,
- reviewing and justifying requests for reissue of WAPS CDC material. Forward requests to HQ AU/A4L who evaluates on a case-by-case basis. Airmen without valid justification are required to purchase replacement material at their own expense for a nominal cost of \$20.

MSS/FSS (Mission/Force Support Squadron Commanders) are responsible for:

- appointing one or more base WAPS monitors to coordinate and manage the WAPS Program,
- before each testing cycle begins, publicizing through various base media the WAPS CDC issue procedures as outlined in this catalog.

Obtaining Classified CDCs

Classified WAPS reference materials for personnel in the Intelligence specialties are ordered separately from Goodfellow AFB TX. These materials require special procedures. Please use this web site on the SIPRNET for downloading: <http://www.goodfellow.af.smil.mil/315th/1N0cdc.htm>. Eligible Airmen should contact their CDC writer to order CDCs controlled by Goodfellow AFB. DSN: 477-5548.

General Guidance, continued

Non-CDC Reference Material

Reference libraries must be established for non-CDC study materials at base, unit, or functional level. The unit WAPS monitor must ensure these materials, which may consist of AFIs, AFMANs, TOs, or commercial publications, are available on a 2:7 ratio. Airmen may ask their unit WAPS monitor to order any study reference, other than AFPAM 36-2241, not locally available. Unit WAPS monitors only need to establish these libraries if there is a requirement to maintain them based on the eligible population within their unit needing or utilizing non-CDC references.

Definitions

The following terms are used throughout this part of the WAPS Catalog:

Term	Definition
AFPT	Air Force personnel test
AFSC	Air Force specialty code
BTZ	Below-the-zone
CAFSC	Control Air Force specialty code
CDC	Career development course
DIN	Data identification name
DOS	Date of separation
HQ AFPC	Headquarters Air Force Personnel Center
HQ AU/A4L	Extension Course Program (Maxwell AFB-Gunter Annex AL)
HYT	High year of tenure
MilPDS	Military Personnel Data System
PCS	Permanent change of station
PIF	Personnel information file
PTI	Personnel transaction identifier
RIP	Report on Airman personnel
SKT	Specialty knowledge test
TO	Technical order
WAPS	Weighted Airman Promotion System

WAPS CDC Eligibility Requirements

Introduction The MilPDS automatically orders WAPS CDCs for Airmen who meet the basic eligibility criteria for promotion. Basic eligibility criteria consider time-in-grade, projected separation and retirement dates, and HYT. Airmen who become eligible after the ordering process has begun must request WAPS CDCs through their unit WAPS monitors.

Eligibility Requirements Use the table below to determine eligibility for WAPS CDCs for A1C, SrA, SSgts, and TSgts.
 Note: Do not confuse this with promotion eligibility found in AFI 36-2502.

If Airman's grade is...	THEN...
A1C	<ul style="list-style-type: none"> • Date of Rank must be on or before 1 Oct 06, or... • Date of Rank must be on or before 1 Jun 07 and Total Active Federal Military Service date must be on or before 1 Feb 06.
SrA	<ul style="list-style-type: none"> • Date of Rank must be on or before 1 Feb 10, and... • High Year of Tenure must be on or after Sep 10.
SSgt	<ul style="list-style-type: none"> • Date of Rank must be on or before 1 Aug 07 and... • Projected Date of Retirement (See Note) must be on or after 1 Aug 10, and... • High Year of Tenure must be on or after Jul 10.
TSgt	<ul style="list-style-type: none"> • Date of Rank must be on or before 1 Jul 07, and... • Projected Date of Retirement (See Note) must be on or after 1 Aug 10, and... • High Year of Tenure must be on or after Jul 10.

Note: Airmen with a **projected** voluntary separation date remain eligible for promotion. Airmen with mandatory DOS driven by HYT are ineligible based on HYT date provided in the table above. Airmen with a **projected** retirement date are ineligible for promotion based on the projected retirement date listed in the table above.

When WAPS CDCs Are Not Received

Introduction

WAPS CDCs should arrive within 8 weeks after 30 September shipment from HQ AU/A4L. Airmen who have not received their CDC materials within 8 weeks must contact their unit WAPS monitors for assistance in obtaining a replacement set. Failure to followup in a timely fashion (before the start of the testing cycle) will require justification through the unit commander explaining the reason why the Airman did not followup. Requests will be evaluated by HQ AU/A4L on a case-by-case basis, and Airmen without valid justification will be required to purchase replacement material at their own expense for a nominal cost of \$20. Refer to page 14 for purchase information.

What To Do

Unit WAPS monitors follow the steps in the table below when WAPS CDCs are not received.

Step	Action	
1	Query MilPDS using the “WAPS CDC Inquiry” Screen in the Career Enhancement/Promotions and Testing function application to determine the status of the Airman’s order.	
2	F7 to query – Input SSN – F8 to execute query	
3	Select “WAPS Ref Order” Select “Details”	
4	If the MilPDS inquiry...	THEN...
	is blank	<ul style="list-style-type: none"> • verify Airman’s eligibility using the table on Page 8 of the WAPS Catalog. • check Part Three of the WAPS Catalog to ensure Airman’s AFSC is not SKT-exempt. If the AFSC is not SKT-exempt go to Step 6.
	shows CDCs were requested and processed by HQ AU/A4L	<ul style="list-style-type: none"> • check the process date <ul style="list-style-type: none"> • if CDCs were mailed within the last 8 weeks, wait for the material to arrive. • if CDCs were mailed at least 8 weeks ago and have not arrived, go to Step 7.

When WAPS CDCs Are Not Received, Continued

What To Do (continued)

	If the MilPDS inquiry...	THEN...
	shows CDCs were requested but <u>not</u> processed by HQ AU/A4L	go to Step 6.
5	Contact HQ AU/A4L at DSN 596-4394/6140 to determine status of Airman's order.	
6	Contact the base WAPS monitor to request material through MilPDS if prior to 30 Jan 10. After 30 Jan 10, reference page 17. DO NOT USE MilPDS WHEN MATERIALS WERE ACTUALLY SHIPPED BY HQ AU/A4L BUT NOT RECEIVED. FOR THESE SITUATIONS, FOLLOW STEP 7.	
7	E-mail an official memorandum signed by the unit WAPS Monitor to AU/A4L.WAPS@maxwell.af.mil . As the Unit WAPS Monitor, you must inform your commanding authority of the request. The memorandum is located on the following web site: http://www.maxwell.af.mil/au/afiadl/operation/wapsrequestlt.doc WAPS FAQ's can be found at the following web address: http://www.au.af.mil/au/afiadl/main.htm Select WAPS Info, then FAQ's.	



Requests for reshipment of WAPS CDCs must be sent to HQ AU/A4L as soon as possible. HQ AU/A4L will cease shipment of replacement material on 31 March 2010 for SSgts and TSgts, and on 31 May 2010 for SrA.

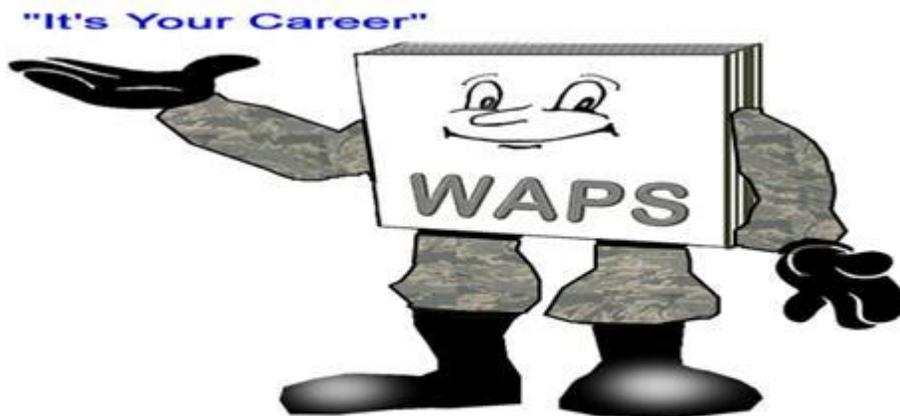
When WAPS CDCs Require Replacement

Introduction Air Force Airmen who are issued WAPS CDCs are required to maintain these materials until they are superseded or no longer needed. If, due to an Airman's negligence, (i.e., loss of promotion sequence number or stripe for disciplinary or administrative actions, failure to follow up within 8 weeks of original shipment date, lost material), the Airman will be required to pay a \$20 nonrefundable replacement fee for new material. However, if it is determined the Airman's unit is liable for the replacement material then the unit will pay the \$20 nonrefundable fee.

What To Do E-mail an official memorandum signed by the unit WAPS Monitor to AU/A4L.WAPS@maxwell.af.mil. As the unit WAPS Monitor, you must inform your commanding authority of the request. The memorandum is located on the following web site:
<http://www.maxwell.af.mil/au/afiadl/operation/wapsrequestlt.doc>
WAPS FAQ's can be found at the following web address:
<http://www.au.af.mil/au/afiadl/main.htm> Select WAPS Info, then FAQ's.



Requests for replacement of WAPS CDCs must be sent to HQ AU/A4L as soon as possible. HQ AU/A4L will cease shipment of replacement material on 31 March 2010 for SSgts and TSgts, and on 31 May 2010 for SrA. WAPS CDCs requested after these cutoff dates must be purchased by the Airman.



Purchasing WAPS CDCs

Introduction

When WAPS CDCs are unusable or unavailable due to the Airman's negligence, (i.e. loss of promotion sequence number or stripe for disciplinary or administrative actions, failure to follow up within 8 weeks of original shipment date, lost material), the Airman will be required to pay a \$20 nonrefundable replacement fee for new material. However, if it is determined the Airman's unit is liable for the replacement material then the unit will pay the \$20 nonrefundable fee. HQ AU/A4L does not refund money received for the purchase of WAPS CDCs.

How To Purchase WAPS CDCs

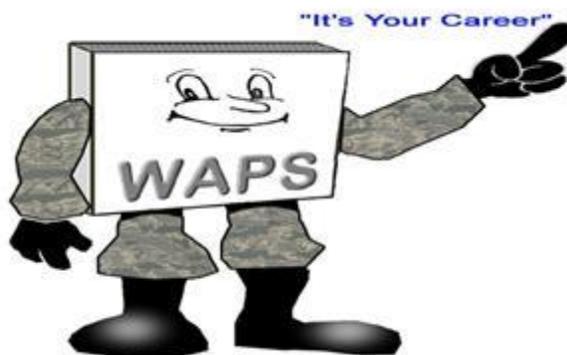
To purchase WAPS CDCs, the Airman must send a cashier's check or money order payable to "DDO 3801" to HQ AU/A4L /DMS, 50 South Turner Blvd, Maxwell AFB-Gunter Annex AL 36118-5643. The request must include:

- Name
- Rank and Date of Rank
- Control AFSC for testing rank (i.e. 3S251 – SrA, 3S271 – SSgt, TSgt)
- Complete home mailing address to include 9-digit Zip code
- Telephone number
- Statement: "This is a WAPS purchase."

Delivery time averages 2 to 3 weeks for stateside and 3 to 4 weeks for overseas.



Requests for purchase of WAPS CDCs must be sent to HQ AU/A4L no earlier than 1 October 2009 and no later than 1 August 2010.



Procedures for PCS, Separation, Return from Special Duty and Below-the-Zone Promotions

Introduction To accommodate Airmen who are making a PCS move during the distribution window, the MilPDS uses the following logic to determine where to send the Airman's WAPS CDCs.

If the Airman's PCS departure date is ...	THEN HQ AU/A4L sends the WAPS CDCs to...
prior to 1 Nov 08	the Airman's gaining MPF.
1 Nov 08 or later	the Airman's losing commander's support staff.

Forwarding WAPS CDCs **If WAPS material arrives at the losing unit and the Airman has already departed PCS, the unit WAPS monitor must forward the material and associated status and receipt RIPs to the Airman's gaining unit.** Forwarded CDCs must be repackaged per postal regulations. Simply correcting the address on the original package will result in CDCs being returned to HQ AU/A4L rather than going to the Airman. **DO NOT RETURN WAPS CDCs TO HQ AU/A4L.** If unsure of the gaining unit's mailing address, contact the MPF Personnel Relocations office.

When the Airman Separates If WAPS material arrives for an Airman who has separated, retain the CDCs for use by an eligible Airman awaiting receipt of his/her CDCs from HQ AU/A4L.

Below-the-Zone Promotions Because the automatic WAPS CDC distribution process begins in the summer preceding the actual testing cycles, an automatic order is not output for an otherwise ineligible A1C who is subsequently promoted to SrA BTZ.

Unit WAPS monitors follow the steps in the table below when an A1C is selected for SrA BTZ prior to 30 Jan 10.

Procedures for PCS, Separation, Return from Special Duty and Below-the-Zone Promotions, Continued

Below-the-Zone Promotions (continued)

Step	Action						
1	Query MilPDS using the “WAPS CDC Inquiry” Screen in the Career Enhancement/Promotions and Testing function application to determine if an order for WAPS CDCs has already been submitted on the Airman.						
2	F7 to query – Input SSN – F8 to execute query						
3	Select “WAPS Ref Order” Select “Details”						
4	<p data-bbox="589 816 1211 848">Use the table below to determine your next step.</p> <table border="1" data-bbox="613 848 1433 1184"> <thead> <tr> <th data-bbox="613 848 1024 884">If the MilPDS inquiry...</th> <th data-bbox="1024 848 1433 884">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="613 884 1024 961">shows WAPS CDCs have already been ordered</td> <td data-bbox="1024 884 1433 961">no further action is required.</td> </tr> <tr> <td data-bbox="613 961 1024 1184">shows WAPS CDCs have not been ordered</td> <td data-bbox="1024 961 1433 1184">contact the base WAPS monitor for assistance in requesting WAPS CDCs through MilPDS.</td> </tr> </tbody> </table>	If the MilPDS inquiry...	THEN...	shows WAPS CDCs have already been ordered	no further action is required.	shows WAPS CDCs have not been ordered	contact the base WAPS monitor for assistance in requesting WAPS CDCs through MilPDS.
If the MilPDS inquiry...	THEN...						
shows WAPS CDCs have already been ordered	no further action is required.						
shows WAPS CDCs have not been ordered	contact the base WAPS monitor for assistance in requesting WAPS CDCs through MilPDS.						

Requesting WAPS CDCs Through the MilPDS

Introduction Although MilPDS automatically requests WAPS CDCs for eligible Airmen, there will be circumstances when the automated routine does not identify Airmen needing material. To facilitate ordering WAPS CDCs for these Airmen, material can be requested using MilPDS. After 30 Jan 10 e-mail an official memorandum signed by the unit WAPS Monitor to AU/A4L.WAPS@maxwell.af.mil as explained on page 11.

How To Update MilPDS

Steps:

1. Go to Customer Service
2. Go to Career Enhancement
3. Go to Promotions and Testing
4. Go to WAPS Study Ref Ordering
5. Enter F7 and input SSN
6. Enter F8 to retrieve record
7. Click on WAPS Ref Order box
8. Click on Details
9. Update WAPS Issue Indicator
 - Initial Issue (**I**): Use only for current/complete set of material
 - New Issue (**N**): Use only for updates to previously issued materials ex. (CDC Volume or supplement) as listed in the catalog "NEW"
10. Update WAPS CDC Course Number (CAFSC), if not already populated.
11. Click on OK
12. Save transaction

Note 1: WAPS Issue Process Date is automatically populated to today's date; and WAPS Issue Action Flag is automatically populated with code "O"- CDC Course Material Ordered.

Note 2: Check weekly to verify WAPS Issue Action Flag is changed to code "M" – CDC Material is Being Mailed as well as the WAPS Issue Process Date. Materials should be received within 2 to 3 weeks. If not, follow up directly with HQ AU/A4L

Requesting WAPS CDCs Through the MilPDS, Continued

**When To Use
MilPDS**

Use MilPDS to request WAPS CDCs under the following circumstances:

- Airman becomes eligible for WAPS CDCs as a result of BTZ promotion to SrA prior to 30 Jan 10
 - Airman is reassigned from special duty to an AFSC requiring WAPS CDCs
 - Automated request rejects because of missing or incomplete data (see below)
 - **DO NOT USE MilPDS TO REQUEST RE-SEND OF MATERIAL** (i.e., MilPDS indicates HQ AU/A4L shipped material but Airman states materials were not received)
-

**Rejected
Requests**

Requests for CDC material that cannot be processed because of missing or incomplete data are sent back to the unit WAPS monitor for resolution. In these cases, MilPDS provides a WAPS CDC Error RIP identifying the transaction that rejected and the reason for the reject. The unit WAPS monitor contacts the base WAPS monitor for assistance in correcting the reject (e.g., correcting the CAFSC, etc.). Once the reason for the reject has been corrected, the base WAPS monitor will assist the unit WAPS monitor in resubmitting the order using MilPDS prior to 30 Jan 10.

**Common
Reject
Reasons**

REASON FOR REJECT: Invalid Zip Code

The screenshot shows a window titled "Extra Person Information" with the following fields and values:

WAPS Issue Ind	NEW ISSUE
WAPS CDC CRS NBR	35071
WAPS Issue Process Date	20-SEP-2006
WAPS Issue Act Flag	R CDC REQUEST HAS REJECTED AT ECI
WAPS CDC Error Code	YL REQUEST NOT PROCESSED-INVALID ZIP CODE-REJECT

At the bottom of the window are three buttons: "Clear", "Cancel", and "OK".

CORRECTIVE ACTIONS:

1. Find out what PASCODE Airman falls under in MilPDS.
2. Contact PSM office to confirm the unit mailing address is correctly reflected in MilPDS under Update Local Tables option "MPF_PAS_ADMIN".
3. Advise PSM to make the corrections in the MPF PAS ADMIN table and wait 24 hours before reordering WAPS materials via MilPDS.
4. To reorder, delete data in WAPS ISSUE PROCESS DATE, WAPS ISSUE ACT FLAG, and WAPS CDC ERROR CODE fields.
5. Click on OK.
6. Save transaction.
 - You will notice that WAPS Issue Process Date is automatically populated to today's date; and WAPS Issue Action Flag is automatically populated with code O – CDC Course Material Ordered.
 - System refresh occurs every Wednesday. Check each week to see if the WAPS Issue Action Flag is changed to code M – CDC Material is Being Mailed as well as the WAPS Issue Process Date. Materials should be received within 6 to 8 weeks. If not, followup directly with HQ AU/A4L.

**Common
Reject
Reasons,
continued**

REASON FOR REJECT: Missing Course Number

The screenshot shows a dialog box titled "Extra Person Information" with the following fields and values:

WAPS Issue Ind	N	NEW ISSUE
WAPS CDC CRS NBR		
WAPS Issue Process Date	20-SEP-2006	
WAPS Issue Act Flag	R	CDC REQUEST HAS REJECTED AT ECI
WAPS CDC Error Code	YS	COURSE NUMBER MISSING OR ZEROS-RESUBMIT

Buttons at the bottom: Clear, Cancel, OK

CORRECTIVE ACTIONS:

1. Confirm Airman's CAFSC as of PECD.
2. Update CAFSC in the WAPS CDC CRS NBR block.
3. Delete data in WAPS ISSUE PROCESS DATE, WAPS ISSUE ACT FLAG, and WAPS CDC ERROR CODE fields.
5. Click on OK.
6. Save transaction.
 - You will notice that WAPS Issue Process Date is automatically populated to today's date; and WAPS Issue Action Flag is automatically populated with code O – CDC Course Material Ordered.
 - System refresh occurs every Wednesday. Check each week to see if the WAPS Issue Action Flag is changed to code M – CDC Material is Being Mailed as well as the WAPS Issue Process Date. Materials should be received within 6-8 weeks. If not, followup directly with HQ AU/A4L.

**Common
Reject
Reasons,
continued**

REASON FOR REJECT: Missing Address information

The screenshot shows a window titled "Extra Person Information" with the following fields and values:

WAPS Issue Ind	NEW ISSUE
WAPS CDC CRS NBR	35071
WAPS Issue Process Date	20-SEP-2006
WAPS Issue Act Flag	R CDC REQUEST HAS REJECTED AT ECI
WAPS CDC Error Code	YV REQUEST NOT PROCESSED-ADDRESS MISSING-RESUBMIT

Buttons at the bottom: Clear, Cancel, OK

CORRECTIVE ACTIONS:

1. Determine Airman's PASCODE in MilPDS.
2. Contact PSM office to confirm the unit mailing address is correctly reflected in MilPDS under Update Local Tables option "MPF_PAS_ADMIN".
3. Advise PSM to enter the correction in the MPF PAS ADMIN table and wait 24 hours before reordering WAPS materials via MilPDS.
4. To reorder, delete data in WAPS ISSUE PROCESS DATE, WAPS ISSUE ACT FLAG, and WAPS CDC ERROR CODE fields.
5. Click on OK.
6. Save transaction.
 - You will notice that WAPS Issue Process Date is automatically populated to today's date; and WAPS Issue Action Flag is automatically populated with code O – CDC Course Material Ordered.
 - System refresh occurs every Wednesday. Check each week to see if the WAPS Issue Action Flag is changed to code M – CDC Material is Being Mailed as well as the WAPS Issue Process Date. Materials should be received within 6-8 weeks. If not, followup directly with HQ AU/A4L.

**Common
Reject
Reasons,
continued**

REASON FOR REJECT: Missing City/Installation information

Extra Person Information

WAPS Issue Ind NEW ISSUE

WAPS CDC CRS NBR

WAPS Issue Process Date

WAPS Issue Act Flag CDC REQUEST HAS REJECTED AT ECI

WAPS CDC Error Code REQUEST NOT PROCESSED-CITY/INSTALLATION MISSING-RESUBMIT

CORRECTIVE ACTIONS:

1. Determine Airman's PASCODE in MilPDS.
2. Contact PSM office to confirm the unit mailing address is correctly reflected in MilPDS under Update Local Tables option "MPF_PAS_ADMIN".
3. Advise PSM to enter the correction in the MPF PAS ADMIN table and wait 24 hours before reordering WAPS materials via MilPDS.
4. To reorder, delete data in WAPS ISSUE PROCESS DATE, WAPS ISSUE ACT FLAG, and WAPS CDC ERROR CODE fields.
5. Click on OK.
6. Save transaction.
 - You will notice that WAPS Issue Process Date is automatically populated to today's date; and WAPS Issue Action Flag is automatically populated with code O – CDC Course Material Ordered.
 - System refresh occurs every Wednesday. Check each week to see if the WAPS Issue Action Flag is changed to code M – CDC Material is Being Mailed as well as the WAPS Issue Process Date. Materials should be received within 6-8 weeks. If not, followup directly with HQ AU/A4L.

**Common
Reject
Reasons,
continued**

REASON FOR REJECT: Duplicate Transaction

The screenshot shows a dialog box titled "Extra Person Information" with the following fields and values:

WAPS Issue Ind	NEW ISSUE
WAPS CDC CRS NBR	35071
WAPS Issue Process Date	20-SEP-2006
WAPS Issue Act Flag	R CDC REQUEST HAS REJECTED AT ECI
WAPS CDC Error Code	YX REQUEST NOT PROCESSED-DUPLICATED TRANSACTION-REJECT

Buttons at the bottom: Clear, Cancel, OK

CORRECTIVE ACTIONS:

1. Determine if a request was processed and another one was resubmitted.
2. If not, reorder.
3. Delete data in WAPS ISSUE PROCESS DATE, WAPS ISSUE ACT FLAG, and WAPS CDC ERROR CODE fields.
4. Click on OK.
5. Save transaction.
 - You will notice that WAPS Issue Process Date is automatically populated to today's date; and WAPS Issue Action Flag is automatically populated with code O – CDC Course Material Ordered.
 - System refresh occurs every Wednesday. Check each week to see if the WAPS Issue Action Flag is changed to code M – CDC Material is Being Mailed as well as the WAPS Issue Process Date. Materials should be received within 6 to 8 weeks. If not, followup directly with HQ AU/A4L.

Management Products

Airmen Notification RIP - Initial CDCs Ordered

The following notification RIP will be sent to each Airman for whom a request for initial WAPS CDCs is generated through MilPDS:

WAPS CDC ORDER RIP

FROM: 1234 MAINTENANCE SQUADRON/CCQ
9876 STREET NAME
ANYWHERE AFB US 12345-6789

SUBJ: NOTIFICATION OF AUTOMATIC ORDER FOR WEIGHTED AIRMAN
PROMOTION SYSTEM (WAPS) CAREER DEVELOPMENT COURSE (CDC)
MATERIAL

TO: 1234 MAINTENANCE SQUADRON/LGMMR
ATTN: SSGT PUBLIC JOHN Q, 123-45-6789
4321 AVENUE NAME
ANYWHERE AFB US 12345-6789

BASED ON THE DATA CONTAINED IN YOUR PERSONNEL RECORD, IT APPEARS THAT YOU MAY BE ELIGIBLE FOR PROMOTION CONSIDERATION DURING THE NEXT PROMOTION CYCLE. THEREFORE, AN AUTOMATIC ORDER HAS BEEN SENT TO THE AIR FORCE INSTITUTE FOR ADVANCED DISTRIBUTED LEARNING (HQ AU/A4L) REQUESTING THE INITIAL ISSUE OF WAPS CDC MATERIAL FOR AFSC 1A071. THE MATERIAL SHOULD ARRIVE IN APPROXIMATELY EIGHT WEEKS. IT IS YOUR PERSONAL RESPONSIBILITY TO ENSURE YOU RECEIVE YOUR WAPS CDC MATERIAL. FAILURE TO PROMPTLY FOLLOW-UP ON OVERDUE MATERIAL WILL RESULT IN INCORRECT MATERIAL BEING SENT TO YOU DURING FUTURE TESTING CYCLES.

YOU MUST STILL REVIEW THE WAPS CATALOG (AVAILABLE FROM YOUR UNIT WAPS MONITOR) TO VERIFY STUDY REFERENCE REQUIREMENTS FOR YOUR AFSC. IF YOUR CONTROL AFSC CHANGES FROM THE AFSC SHOWN ABOVE, YOU MAY NEED TO REQUEST NEW MATERIAL FROM YOUR UNIT WAPS MONITOR.

YOU WILL BE NOTIFIED WHEN THE ORDER IS PLACED AT HQ AU/A4L. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR UNIT WAPS MONITOR.

CERTIFIED OFFICIAL

RPCDC RRCDRD (INITIAL ISSUE)

Management Products, Continued

**Airman
Notification
RIP - WAPS
CDCs Not
Required**

The following notification RIP will be sent to each Airman for whom WAPS CDCs are not required:

WAPS CDC ORDER RIP

FROM: 1234 MAINTENANCE SQUADRON/CCQ
9876 STREET NAME
ANYWHERE AFB US 12345-6789

SUBJ: NOTIFICATION OF AUTOMATIC ORDER FOR WEIGHTED AIRMAN
PROMOTION SYSTEM (WAPS) CAREER DEVELOPMENT COURSE (CDC)
MATERIAL

TO: 1234 MAINTENANCE SQUADRON/LGMMR
ATTN: SSGT PUBLIC JOHN Q, 123-45-6789
4321 AVENUE NAME
ANYWHERE AFB US 12345-6789

BASED ON THE DATA CONTAINED IN YOUR PERSONNEL RECORDS, IT APPEARS THAT YOU MAY BE ELIGIBLE FOR PROMOTION CONSIDERATION DURING THE NEXT PROMOTION CYCLE. ACCORDING TO OUR RECORDS, YOU DO NOT REQUIRE WAPS CDCS FOR THE UPCOMING TESTING CYCLE FOR ONE OF THE FOLLOWING REASONS:

- A. WAPS CDC MATERIAL PREVIOUSLY ISSUED TO YOU IS STILL CURRENT,
OR
- B. WAPS CDCS ARE NOT REQUIRED REFERENCES FOR YOUR AFSC, OR
- C. YOUR AFSC IS SKT-EXEMPT FOR THE UPCOMING TESTING CYCLE.

YOU MUST REVIEW THE WAPS CATALOG (AVAILABLE FROM YOUR UNIT WAPS MONITOR) TO DETERMINE WHICH OF THE ABOVE REASONS APPLY AND TO VERIFY STUDY REFERENCES FOR YOUR AFSC.

IF YOUR AFSC CHANGES FROM THE AFSC SHOWN ABOVE, YOU MAY NEED TO REQUEST WAPS CDC MATERIAL FROM YOUR UNIT WAPS MONITOR.

CERTIFIED OFFICIAL

RPCDD RRCBRE (CDCs NOT REQUIRED)

Informational Handout

The system provides a personal set of CDCs to Airmen who are eligible for promotion under WAPS and require CDC study reference material.

In August each year, the Personnel Data System identifies Airmen meeting the basic eligibility criteria for the next year's promotion cycle and their CDC requirements. HQ AU/A4L then uses this information to generate shipping transactions. Note: HQ AU/A4L prints and distributes CDCs. HQ AU/A4L processes the orders and mails the CDCs to each Airman's unit. Unit WAPS monitors distribute the CDCs to the Airman.

An initial issue of CDCs is provided to Airmen when they become eligible for promotion. After the initial issue, Airmen only receive changes to previously issued material when changes were made. For example, if a new volume or supplement is printed, this new material is sent to the Airman to add to the initial issue material. Airmen must maintain their issued CDC materials for future testing cycles until superseded or until the Airman reaches the grade of MSgt.

Airmen receive notification of the status of their CDC orders via MilPDS RIP. They receive two reports on individual personnel (RIP.) One advises them whether material is initial issue and approximate delivery date. The other advises them they do not require WAPS CDCs (detailed explanation located on (RIP.) Airmen also sign a receipt RIP acknowledging receipt of their materials and the requirement to maintain the CDCs until superseded or no longer needed. Unit WAPS Monitors can request replacement material from HQ AU/A4L for Airmen if they lose or destroy their CDCs due to reasons beyond their control. Airmen who lose or fail to followup on obtaining their CDCs through their own negligence can purchase a set of replacement material from HQ AU/A4L for \$20. **Each Airman is responsible for promptly (before the testing cycle) following up with the unit WAPS monitor when materials are not received or are incorrect.**

Remember, it is the member's personal responsibility to obtain the study references needed to prepare for promotion testing. The member must check the WAPS Catalog every year to ensure currency of all required study reference material. The automated distribution system is only for CDCs. Other study reference material requirements such as AFIs or TOs will be listed in the WAPS Catalog. Unit WAPS monitors are responsible for ordering and maintaining these references for unit Airmen.

PART THREE

WAPS AND SNCOPS STUDY REFERENCES

SECTION I

PFE and USAFSE Study References for Promotion to SSgt/TSgt/MSgt/SMSgt/CMSgt

00035, 1 Apr 10, revision 57 (10E5)
(PFE for Promotion to SSgt)
AFPAM 36-2241
1 July 2009

00036, 1 Jan 10, revision 42 (10E6)
AFPAM 36-2241
1 July 2009

00037, 1 Jan 10, revision 57 (10E7)
AFPAM 36-2241
1 July 2009

00038, 1 Oct 09, revision 34 (10E8)
AFPAM 36-2241
1 July 2009

00039, 1 Aug 09, revision 34 (09E9)
AFPAM 36-2241
1 July 2009

<u>SECTION IIA</u>				
Index of SKTs for Promotion to TSgt/MSgt				
<i>NOTE: The revision date for all TSgt/MSgt SKTs is 1 JAN 10.</i>				
AFPT/ AFSC/ RI/SDI	Rev #	AFPT Title	Page	Notes: Refer to Part 4, Section II for note details
1A071	16	In-Flight Refueling Craftsman	37	1
1A171	05	Flight Engineer Craftsman	37	
1A271	16	Aircraft Loadmaster Craftsman	37	1 and 5
1A371	12	Airborne Mission Systems Craftsman	37	
1A471	16	Airborne Operations Craftsman	37	
1A671	05	Flight Attendant Craftsman	38	
1A771	06	Aerial Gunner Craftsman	38	
1A871	05	(U) Airborne Cryptologic Language Analyst Craftsman (S)	38	10
1A872		Airborne Intelligence, Surveillance, and Reconnaissance (ISR) Operator Craftsman		No SKT; PFE only
1C072	16	Aviation Resource Management Craftsman	38	
1C171	16	Air Traffic Control Craftsman	38	
1C271	16	Combat Control Craftsman	38	
1C371	16	Command Post Craftsman	39	
1C471	16	Tactical Air Control Party Craftsman	39	2 and 6
1C571	16	Aerospace Control and Warning Systems Craftsman (Includes D shredout)	39	
1C671	14	Space Systems Operations Craftsman	39	
1C771	05	Airfield Management Craftsman	39	
1N071	15	Operations Intelligence Craftsman	40	2 and 7
1N171	16	Imagery Analysis Craftsman (A shredout)	40	2 and 8
1N171		Imagery Analysis Craftsman (B shredout)		No SKT; PFE only
1N271	15	Communication Signals Intelligence Craftsman	40	
1N371	02	Cryptologic Linguist Analyst Craftsman	40	
1N471	16	(U) Network Intelligence Analyst Craftsman (S//25X1)	40	
1N571	16	Electronic Signals Intelligence Exploitation Craftsman	40	
1P071	01	Aircrew Flight Equipment Craftsman	41	
1S071	16	Safety Craftsman	41	
1T071	16	Survival, Evasion, Resistance, and Escape (SERE) Craftsman	41	
1T271	15	Pararescue Craftsman	41	
1U051		Unmanned Aerospace System (UAS) Sensor Craftsman		No SKT; PFE only
1W071	15	Weather Craftsman	42	
1W072	01	Special Operations Weather Craftsman	42	
2A071P	01	Avionics Test Station and Components Craftsman (Avionics Sensor Systems and Electronic Warfare Systems)	43	
2A071S	01	Avionics Test Station and Components Craftsman (Avionics Systems)	43	

AFPT/ AFSC/ RI/SDI	Rev #	AFPT Title	Page	Notes: Refer to Part 4, Section II for note details
2A371	14	A-10, F-15, and U-2 Avionics Systems Craftsman	43	
2A372	16	Integrated Avionics Systems Craftsman	43	
2A373	05	Tactical Aircraft Maintenance Craftsman	44	
2A571	16	Aerospace Maintenance Craftsman	44	
2A572	16	Helicopter/Tiltrotor Maintenance Craftsman	44	
2A573A	12	Integrated Avionics Systems Craftsman (Communication, Navigation, and Mission)	44	
2A573B	13	Integrated Avionics Systems Craftsman (Instrument and Flight Controls)	44	
2A573C	14	Integrated Avionics Systems Craftsman (Electronic Warfare)	45	
2A573D	05	Integrated Avionics Systems Craftsman (Airborne Surveillance Radar Systems)	45	
2A671	01	Aerospace Propulsion Craftsman	45	
2A672	16	Aerospace Ground Equipment Craftsman	45	2 and 3
2A673	16	Aircrew Egress Systems Craftsman	46	
2A674	16	Aircraft Fuel Systems Craftsman	46	
2A675	16	Aircraft Hydraulic Systems Craftsman	46	4
2A676	16	Aircraft Electrical and Environmental Systems Craftsman	46	4
2A771	16	Aircraft Metals Technology Craftsman	47	1
2A772	16	Nondestructive Inspection Craftsman	47	
2A773	16	Aircraft Structural Maintenance Craftsman	47	
2A775		Low Observable Aircraft Structural Maintenance Craftsman		No SKT; PFE only
2E071	*	Ground Radar Systems Craftsman		No SKT; PFE only
2E171	*	Satellite, Wideband and Telemetry Systems Craftsman		No SKT; PFE only
2E172	*	Airfield Systems Craftsman		No SKT; PFE only
2E173	*	Ground Radio Communications Craftsman		No SKT; PFE only
2E174	*	Visual Imagery and Intrusion Detection Systems Craftsman		No SKT; PFE only
2E271	*	Network Infrastructure Systems Craftsman		No SKT; PFE only
2E672	*	Communications Cable and Antenna Systems Craftsman		No SKT; PFE only
2E673	*	Network Systems Craftsman		No SKT; PFE only
2F071	16	Fuels Craftsman	47	
2G071	16	Logistics Plans Craftsman	48	
2M071	13	Missile and Space Systems Electronic Maintenance Craftsman	48	
2M072	13	Missile and Space Systems Maintenance Craftsman	48	
2M073		Missile and Space Facilities Craftsman		No SKT; PFE only
2P071	16	Precision Measurement Equipment Laboratory Craftsman	48	1
2R071	16	Maintenance Management Analysis Craftsman	49	1
2R171	16	Maintenance Management Production Craftsman	49	
2S071	15	Materiel Management Craftsman	49	
2T071	16	Traffic Management Craftsman	49	

AFPT/ AFSC/ RI/SDI	Rev #	AFPT Title	Page	Notes: Refer to Part 4, Section II for note details
2T171	16	Vehicle Operations Craftsman	49	
2T271	16	Air Transportation Craftsman	50	1
2T370	15	Vehicle and Vehicular Equipment Maintenance Craftsman	50	
2T377	12	Vehicle Management and Analysis Craftsman	50	
2W071	15	Munitions Systems Craftsman	51	
2W171	16	Aircraft Armament Systems Craftsman	51	
2W271	16	Nuclear Weapons Craftsman	51	
3A071	*	Knowledge Operations Management Craftsman		No SKT; PFE only
3C071	*	Communication-Computer System Operations Craftsman		No SKT; PFE only
3C072	*	Communication-Computer Systems Programming Craftsman		No SKT; PFE only
3C171	*	Radio Communications Systems Craftsman		No SKT; PFE only
3C172	*	Electromagnetic Spectrum Management Craftsman		No SKT; PFE only
3C271	*	Network Integration Craftsman		No SKT; PFE only
3C371	*	Communication-Computer Systems Planning and Implementation Craftsman		No SKT; PFE only
3E071	16	Electrical Systems Craftsman	51	
3E072	16	Electrical Power Production Craftsman	52	1
3E171	16	Heating, Ventilation, Air Conditioning, and Refrigeration Craftsman	52	
3E271	16	Pavements and Construction Equipment Craftsman	52	1
3E371	16	Structural Craftsman	53	1
3E471		Water and Fuel Systems Maintenance Craftsman		No SKT; PFE only
3E473	16	Pest Management Craftsman	53	1
3E571	16	Engineering Craftsman	53	1
3E671	16	Operations Management Craftsman	54	
3E771	16	Fire Protection Craftsman	54	
3E871	16	Explosive Ordnance Disposal Craftsman	55	
3E971	16	Emergency Management Craftsman	56	
3H071		Historian Craftsman		No SKT; PFE only
3M071	15	Services Craftsman	56	
3N071	16	Public Affairs Craftsman	57	
3N072		Broadcast Journalist Craftsman	57	No SKT; PFE only
3N073		Graphic Arts Craftsman		No SKT; PFE only
3N074	02	Still Photography Craftsman	57	
3N1/3N 2		Regional/Premier Band Craftsman		No SKT; No PFE
3P071	10	Security Forces (Includes A and B shredouts) Craftsman	57	
3S071	15	Personnel Craftsman	57	
3S171		Military Equal Opportunity Craftsman		No SKT; PFE only
3S271	15	Education and Training Craftsman	58	

AFPT/ AFSC/ RI/SDI	Rev #	AFPT Title	Page	Notes: Refer to Part 4, Section II for note details
3S371	05	Manpower Craftsman	58	
4A071	16	Health Services Management Craftsman	58	
4A171	16	Medical Materiel Craftsman	58	
4A271	16	Biomedical Equipment Craftsman	58	1
4B071	16	Bioenvironmental Engineering Craftsman	58	1
4C071	15	Mental Health Service Craftsman	59	
4D071	16	Diet Therapy Craftsman	59	1 and 9
4E071	16	Public Health Craftsman	59	
4H071	16	Cardiopulmonary Laboratory Craftsman	60	1
4J072	15	Physical Medicine Craftsman	61	
4J072A		Physical Medicine Craftsman (Orthotic)		No SKT; PFE only
4M071	16	Aerospace Physiology Craftsman	61	
4N071	16	Aerospace Medical Service Craftsman	61	
4N071C	04	Aerospace Medical Service Craftsman (Independent Duty Medical Technician)	62	
4N171	16	Surgical Service Craftsman	63	
4N171B	16	Surgical Service Craftsman (Urology)	63	
4N171C	16	Surgical Service Craftsman (Orthopedics)	64	
4N171D	16	Surgical Service Craftsman (Otorhinolaryngology)	64	
4P071	16	Pharmacy Craftsman	64	1
4R071	16	Diagnostic Imaging Craftsman	65	
4R071A	12	Diagnostic Imaging Craftsman (Nuclear Medicine)	65	1
4R071B	12	Diagnostic Imaging Craftsman (Ultrasound)	65	
4R071C	12	Diagnostic Imaging Craftsman (Magnetic Resonance Imaging)	65	
4T071	16	Medical Laboratory Craftsman	66	1
4T072		Histopathology Craftsman		No SKT; PFE only
4V071	15	Ophthalmic Craftsman	66	
4Y071	16	Dental Assistant Craftsman (Includes H shredout)	66	
4Y072	14	Dental Laboratory Craftsman	66	
5J071		Paralegal Craftsman		No SKT; PFE only
5R071	16	Chaplain Assistant Craftsman	67	
6C071	16	Contracting Craftsman	67	
6F071	15	Financial Management and Comptroller Craftsman	67	1
7S071	16	Special Investigations Craftsman	68	
8A100		Career Assistance Advisor		No SKT; PFE only
8A200		Enlisted Aide		No SKT; PFE only
8B000		Military Training Instructor		No SKT; PFE only
8B100		Military Training Leader		No SKT; PFE only
8B200		Academy Military Training NCO		No SKT; PFE only

AFPT/ AFSC/ RI/SDI	Rev #	AFPT Title	Page	Notes: Refer to Part 4, Section II for note details
8C000		Airman Family Readiness Center		No SKT; PFE only
8D000		Linguist Debriefer		No SKT; PFE only
8E000		Research and Development		No SKT; PFE only
8F000		First Sergeant		No SKT; PFE only
8G000		Honor Guard		No SKT; PFE only
8J000		Correctional Custody Supervisor		No SKT; PFE only
8M000		Postal		No SKT; PFE only
8P000		Courier		No SKT; PFE only
8P100		Defense Attaché		No SKT; PFE only
8R000		Enlisted Accessions Recruiter		No SKT; PFE only
8R200		Second-Tier Recruiter		No SKT; PFE only
8R300		Third-Tier Recruiter		No SKT; PFE only
8S000		Missile Facility Manager		No SKT; PFE only
8T000		Professional Military Education Instructor		No SKT; PFE only
9A000				No SKT; PFE only
9A100				No SKT; No PFE
9A200				No SKT; No PFE
9A300				No SKT; PFE only
9A400				No SKT; No PFE
9C000				No SKT; No PFE
9D000				No SKT; PFE only
9E000				No SKT; No PFE
9F000				No SKT; PFE only
9G100				No SKT; No PFE
9J000				No SKT; No PFE
9L000				No SKT; PFE only
9P000				No SKT; No PFE
9R000				No SKT; No PFE
9S170	13	Technical Applications Specialist Craftsman	68	
9T000				No SKT; No PFE
9T100				No SKT; No PFE
9T200				No SKT; No PFE
9U000				No SKT; No PFE
9U100				No SKT; No PFE
9W000				11
9W200				11
	*	SKT exemption also applies to corresponding 1B/3D AFSCs		

SECTION IIB

Index of SKTs for Promotion to SSgt

NOTE: The revision date for all SSgt SKTs is 1 APR 10.

AFPT/ AFSC/ RI/SDI	Rev #	AFPT Title	Page	Notes: Refer to Part 4, Section II for note details
1A051	16	In-Flight Refueling Journeyman	37	1
1A151	05	Flight Engineer Journeyman	37	
1A251	16	Aircraft Loadmaster Journeyman	37	1 and 5
1A351	12	Airborne Mission Systems Journeyman	37	
1A451	16	Airborne Operations Journeyman	37	
1A651		Flight Attendant Journeyman		No SKT; PFE only
1A751	06	Aerial Gunner Journeyman	38	
1A851	05	(U) Airborne Cryptologic Language Analyst Journeyman (S)	38	10
1A852		Airborne Intelligence, Surveillance, and Reconnaissance (ISR) Operator Journeyman		No SKT; PFE only
1C052	16	Aviation Resource Management Journeyman	38	
1C151	16	Air Traffic Control Journeyman	38	
1C251	16	Combat Control Journeyman	38	
1C351	16	Command Post Journeyman	39	
1C451	16	Tactical Air Control Party Journeyman	39	2 and 6
1C551	16	Aerospace Control and Warning Systems Journeyman (Includes D shredout)	39	
1C651	14	Space Systems Operations Journeyman	39	
1C751	05	Airfield Management Journeyman	40	
1N051	15	Operations Intelligence Journeyman	40	2 and 7
1N151	16	Imagery Analysis Journeyman (A shredout only)	40	2 and 8
1N151		Imagery Analysis Journeyman (B shredout)		No SKT; PFE only
1N251	15	Communication Signals Intelligence Journeyman	40	
1N351	02	Cryptologic Linguist Analyst Journeyman	40	
1N451	16	(U) Network Intelligence Analyst Journeyman (S//25X1)	40	
1N551	16	Electronic Signals Intelligence Exploitation Journeyman	41	
1P051	01	Aircrew Flight Equipment Journeyman	41	
1S051		Safety Journeyman		No SKT; PFE only
1T051	16	Survival, Evasion, Resistance, and Escape (SERE) Journeyman	41	
1T251	15	Pararescue Journeyman	42	
1U051		Unmanned Aerospace System (UAS) Sensor Journeyman		No SKT; PFE only
1W051	15	Weather Journeyman	42	
1W052	01	Special Operations Weather Journeyman	42	
2A051P	01	Avionics Test Station and Components Journeyman (Avionics Sensor Systems and Electronic Warfare Systems)	43	
2A051S	01	Avionics Test Station and Components Journeyman (Avionics Systems)	43	

AFPT/ AFSC/ RI/SDI	Rev #	AFPT Title	Page	Notes: Refer to Part 4, Section II for note details
2A351	02	A-10, F-15, and U-2 Avionics Systems Journeyman	43	
2A352	10	Integrated Avionics Systems Journeyman	43	
2A353	02	Tactical Aircraft Maintenance Journeyman	44	
2A551	16	Aerospace Maintenance Journeyman	44	
2A552	16	Helicopter/Tiltrotor Maintenance Journeyman	44	
2A553A	12	Integrated Avionics Systems Journeyman (Communication, Navigation, and Mission)	44	
2A553B	13	Integrated Avionics Systems Journeyman (Instrument and Flight Controls)	45	
2A553C	14	Integrated Avionics Systems Journeyman (Electronic Warfare)	45	
2A553D	05	Integrated Avionics Systems Journeyman (Airborne Surveillance Radar Systems)	45	
2A651	01	Aerospace Propulsion Journeyman	45	
2A652	16	Aerospace Ground Equipment Journeyman	46	2 and 3
2A653	16	Aircrew Egress Systems Journeyman	46	
2A654	16	Aircraft Fuel Systems Journeyman	46	
2A655	16	Aircraft Hydraulic Systems Journeyman	46	4
2A656	16	Aircraft Electrical and Environmental Systems Journeyman	47	4
2A751	16	Aircraft Metals Technology Journeyman	47	1
2A752	16	Nondestructive Inspection Journeyman	47	
2A753	16	Aircraft Structural Maintenance Journeyman	47	
2A755		Low Observable Aircraft Structural Maintenance Journeyman		No SKT; PFE only
2E051	*	Ground Radar Systems Journeyman		No SKT; PFE only
2E151	*	Satellite, Wideband and Telemetry Systems Journeyman		No SKT; PFE only
2E152	*	Airfield Systems Journeyman		No SKT; PFE only
2E153	*	Ground Radio Communications Journeyman		No SKT; PFE only
2E154	*	Visual Imagery and Intrusion Detection Systems Journeyman		No SKT; PFE only
2E251	*	Network Infrastructure Systems Journeyman		No SKT; PFE only
2E652	*	Communications Cable and Antenna Systems Journeyman		No SKT; PFE only
2E653	*	Voice Network Systems Journeyman		No SKT; PFE only
2F051	16	Fuels Journeyman	48	
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2M051	13	Missile and Space Systems Electronic Maintenance Journeyman	48	
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2P051	16	Precision Measurement Equipment Laboratory Journeyman	48	1
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3A051	*	Knowledge Operations Management Journeyman		No SKT; PFE only
3C051	*	Communication-Computer System Operations Journeyman		No SKT; PFE only
3C052	*	Communication-Computer Systems Programming Journeyman		No SKT; PFE only
3C151	*	Radio Communications Systems Journeyman		No SKT; PFE only
3C152	*	Electromagnetic Spectrum Management Journeyman		No SKT; PFE only
3C251	*	Network Integration Journeyman		No SKT; PFE only
3C351	*	Communication-Computer Systems Planning and Implementation Journeyman		No SKT; PFE only
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3E451		Water and Fuel Systems Maintenance Journeyman		No SKT; PFE only
3E453	16	Pest Management Journeyman	53	1
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3S251		Education and Training Journeyman		No SKT; PFE only
3S351		Manpower Journeyman		No SKT; PFE only
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4R051	16	Diagnostic Imaging Journeyman	65	
4R051A		Diagnostic Imaging Journeyman (Nuclear Medicine)		No SKT; PFE only
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4T051	16	Medical Laboratory Journeyman	66	
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8B000		Military Training Instructor		No SKT; PFE only
8B100		Military Training Leader		No SKT; PFE only
8D000		Linguist Debriefing		No SKT; PFE only
8E000		Research and Development		No SKT; PFE only
8G000		Honor Guard		No SKT; PFE only
8J000		Correctional Custody Supervisor		No SKT; PFE only
8M000		Postal		No SKT; PFE only
8P000		Courier		No SKT; PFE only
8R000		Enlisted Accessions Recruiter		No SKT; PFE only
8R200		Second-Tier Recruiter		No SKT; PFE only
8T000		Professional Military Education Instructor		No SKT; PFE only
9A000				No SKT; PFE only
9A100				No SKT; No PFE
9A200				No SKT; No PFE
9A300				No SKT; PFE only
9A400				No SKT; No PFE
9C000				No SKT; PFE only
9E000				No SKT; No PFE
9F000				No SKT; PFE only
9G100				No SKT; No PFE
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9U100				No SKT; No PFE
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	*	SKT exemption also applies to corresponding 1B/3D AFSCs		

SECTION IIC

SKT Study References for Promotion to SSgt/TSgt/MSgt

To determine if an examinee should receive updated materials, the examinee should compare the date(s) of her/his existing materials with the “Date” column. If the dates match the volume will

not be shipped. If the date(s) do not match, or a volume listed was never issued, the examinee should receive the volume(s). Follow procedures on page 10 if materials are not received.

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1A171, 1 Jan 10 (10E)

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1A151, 1 Apr 10 (10E)

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1A271, 1 Jan 10 (10E)

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1A251	01	0002
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1A251, 1 Apr 10 (10E)

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1A371, 1 Jan 10 (10E)

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1A351, 1 Apr 10 (10E)

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1A471, 1 Jan 10 (10E)

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1A451	01	0504
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1A451, 1 Apr 10 (10E)

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1A451	01	0504
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1A671, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
1A651	01	0901
1AX5X	01	0808

1A771, 1 Jan 09 (10E)

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1A751	01	0810
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1A751, 1 Jan 09 (10E)

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1A871, 1 Jan 10 (10E)

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1A851X	01	0311
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1A851, 1 Apr 10 (10E)

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1A851X	01	0311
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1C072, 1 Jan 10 (10E)

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1C052	01	0306
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1C052, 1 Apr 10 (10E)

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1C052	01	0306
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1C171, 1 Jan 10 (10E)

AFI 13-203
*FAAO 7110.65

**The edition designator (suffix) was not added to FAAO 7110.65. The most current edition and changes should be studied.*

1C151, 1 Apr 10 (10E)

AFI 13-203
*FAAO 7110.65

**The edition designator (suffix) was not added to FAAO 7110.65. The most current edition and changes should be studied.*

1C271, 1 Jan 10 (10E)

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1C371, 1 Jan 10 (10E)

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1C471, 1 Jan 10 (10E)

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AFTTP(I) 3-2.6
 Joint Publication 3-09.3
 TO 31R2-2GRC206-1
 Chapter 2, Section III
 TO 31R4-2PSN13-8-1
 AN/PRC-148(V)1(C) and AN/PRC-148(V)2(C),
 Operations and Maintenance Instructions with
 Illustrated Parts Breakdown
 Chapters 1 and 2, and Safety Summary
 ROVER 4 User's Manual (P/N 60063056) Section 4

1C451, 1 Apr 10 (10E)

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1C451	01	0401
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AFTTP(I) 3-2.6
 Chapter I, II, and IV, Appendixes A and E
 Joint Publication 3-09.3
 Chapters II, III, and V
 TO 31R2-2GRC206-1
 Chapter 2, Sections I and III
 Chapter 3, Section II
 TO 31R4-2PSN13-8-1
 AN/PRC-148(V)1(C) and AN/PRC-148(V)2(C),
 Operations and Maintenance Instructions with
 Illustrated Parts Breakdown
 Chapters 1 and 2
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 Section 4

1C571, 1 Jan 10 (10E)*(Also applies to shredout D)*

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1C551	01	0509
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1C551, 1 Apr 10 (10E)*(Also applies to shredout D)*

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1C551	01	0509
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1C671, 1 Jan 10 (10E)

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1C651	01	0805
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1C651, 1 Apr 10 (10E)

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1C771, 1 Jan 10 (10E)

AFI 10-1001
 AFI 13-213
 AFI 13-218
 AFI 32-1041
 AFPAM 91-212
 ETL 04-2
 UFC 3-260-01, Chapters 3, 4, 5, and 6, and Appendix B
 UFC 3-535-01, Chapters 2, 3, 4, 5, 7, 9, and 10

1C751, 1 Apr 10 (10E)

AFI 13-213
 AFI 32-1041
 AFI 32-1042
 AFPAM 91-212, Chapters 1 and 2
 UFC 3-260-01, Chapters 3, 5, and 6, and Appendix B
 UFC 3-535-01, Chapters 3, 4, 5, and 9

1N071, 1 Jan 10 (10E)

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1N051, 1 Apr 10 (10E)

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1N171, 1 Jan 10 (10E) (A shred only)

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1N151, 1 Apr 10 (10E) (A shred only)

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1N271, 1 Jan 10 (10E)

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1N251, 1 Apr 10 (10E)

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1N371, 1 Jan 10 (10E)

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1N35XX	01	0903
1N37XX	01	0308

1N351, 1 Apr 10 (10E)

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1N471, 1 Jan 10 (10E)

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1N451, 1 Apr 10 (10E)

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1N571, 1 Jan 10 (10E)

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1N551	01	0807
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1N551, 1 Apr 10 (10E)

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1N551	01	0807
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1P071, 1 Jan 10 (10E)

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AFI 91-202
 AFI 91-204
 AFI 91-207
 AFI 91-301
 AFMAN 91-224
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1T071, 1 Jan 10 (10E)

AFDD 2-1.6, Chapters 2, 3 and 4
 AFR 64-4 Volume 1
 Chapters 7, 8, 9 (pages 76-79), 11, 14, 15 (pages 171-176), 16, 18 (pages 229-244), 19, 20 (pages 291-298, 333-339), 23 (pages 446-459), 24, 25, and 28
 AFTTP 3-3.8
 Chapters 2 (Section 2.6 pages 2-106 to 2-124) and 12
 DoDI 1300.21
 FM 3-05.701
 Chapters 1, 2, 3, 6, 9 and 10 (pages 10-28 to 10-34)
 JP 3-50
 Chapters II, IV, V, and VI
 Appendices H, J (Annex A; J-1 to J-A-4), L (L-21 to L-26), and N
 TO 14D1-2-1, Change 35
 STIRP *Leaving Evidence of Presence* dated 06/09
 STIRP *Expedient Restraints* dated 08/04

1T051, 1 Apr 10 (10E)

AFR 64-4, Volume 01
 Chapters 5, 7, 8, 11 (pages 126-137), 15 (pages 168-176), 17 (pages 188-195), 18 (pages 229-243), 19, 20 (pages 319-329), 12 (pages 446-459), 24, 25 and 28
 AFTTP 3-3.8
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 STIRP *Ropes and Chains* dated 07/11
 STIRP *Post-Escape Urban Navigation* dated 08/05

1T271, 1 Jan 10 (10E)

AFTTP 3-3.8, *Guardian Angel*
 Chapters 2, 3, 4, 5, 6, 7, 8, 9, 10, and 11
 FM 3-05.211, Chapters 2 and 3, and Appendix F
 FM 3-25.26, Chapters 4 and 6
Pararescue Medication and Procedures Handbook,
 Third Edition, February 2005
US Navy Diving Manual, Volume 2, Chapter 9
 Revision 6, 15 April 2008

1T251, 1 Apr 10 (10E)

AFTTP 3-3.8, *Guardian Angel*
 Chapters 2, 3, 4, 5, 7, 8, 9, 10, and 11
 FM 3-05.211, Chapters 2 and 3
 FM 3-25.26, Chapters 4 and 6
Pararescue Medication and Procedures Handbook,
 Third Edition, February 2005
US Navy Diving Manual, Volume 2, Chapter 9
 Revision 6, 15 April 2008

1W071, 1 Jan 10 (10E)

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AFMAN 15-111
 Chapters 2,9,10,12,13, and 14, and Attachment 3
 AFMAN 15-124, Chapters 1 and 2
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AFMAN 15-111
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 Attachment 3
 AFMAN 15-124, Chapters 1, 2, 3, 8, and 12
 AFMAN 15-129
 Chapters 1, 3, and 4, and Attachment 8 and Terms

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1W071B	01	0409
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AFMAN 11-420, Chapters 16, 20, 21, and 28
 AFMAN 15-111, Chapters 9, 10, 12, 14, and
 Attachments 3 and 4
 AFMAN 15-124, Chapter 1
 AFMAN 15-129, Chapters 1, 2, 3, and 4, and
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 AWS/FM-300/001
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 M525-6 USSOC
 SH 21-76 Ranger Handbook, Chapters 4, 5, and 6

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 AFMAN 15-124, Chapter 1, 2, and 8
 AFMAN 15-129, Chapters 1, 3, 4, and Attachment 8
 AWS/FM-300/001
 FM 3-25.26, Chapters 4, 6, 9, and Appendix J
 M525-6 USSOC
 SH 21-76 Ranger Handbook, Chapters 2, 4, and 5

2A071P, 1 Jan 10 (10E)

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	02	0901
	03	0901
	04	0901
2AX7X	01	0802
	02	0802

2A051P, 1 APR 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2A051P	01	0810
	02	0901
	03	0901
	04	0901

2A071S, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2A051S	02	0901
2A051T	01	0901
	02	0901
	03	0901
2AX7X	01	0802
	02	0802

2A051S, 1 APR 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2A051S	01	0810
2A051S	02	0901
2A051T	01	0901
	02	0901
	03	0901

2A371, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2A3512	01	0712
	02	0801
	03	0801
	04	0801
2AX7X	01	0802
	02	0802

2A351 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2A351	01	0801
	02	0801
2A3512	01	0712
	02	0801
	03	0801
	04	0801

2A372, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2A352G	01	0802
	02	0803
	03	0804
	04	0803
2A352H	01	0803
	01S01	0803
	02	0803
	03	0803
	03S01	0803
2A372	01	0708
	01S01	0708
	02	0709
2AX7X	01	0802
	02	0802

2A352, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2A352G	01	0802
	02	0803
	03	0804
	04	0803
2A352H	01	0803
	01S01	0803
	02	0803
	03	0803
	03S01	0803

2A373, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2A353	01	0703
	02	0704
	03	0704
	04	0704
	05	0704
2AX7X	01	0802
	02	0802

2A353, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2A353	01	0703
	02	0704
	03	0704
	04	0704
	05	0704

2A571, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2A551	01	0308
	02	0308
	03	0309
2AX7X	01	0802
	02	0802

2A551, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2A551	01	0308
	02	0308
	03	0309

2A572, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2A552	01	0707
	03	0707
2AX7X	01	0802
	02	0802

2A552, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2A552	01	0707
	03	0707

2A573A, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2A553A	01	0701
	02	0701
	03	0701
	04	0701
	05	0701
	06	0701
2AX7X	01	0802
	02	0802

2A553A, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2A553A	01	0701
	02	0701
	03	0701
	04	0701
	05	0701
	06	0701

2A573B, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2A553B	01	0611
	02	0612
	03	0612
	04	0701
	05	0701
2AX7X	01	0802
	02	0802

2A553B, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2A553B	01	0611
	02	0612
	03	0612
	04	0701
	05	0701

2A573C, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2A553C	01	0709
	02	0710
	03	0709
	04	0710
2AX7X	01	0802
	02	0802

2A553C, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2A553C	01	0709
	02	0710
	03	0709
	04	0710

2A573D, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2A553D	02	0709
	03	0709
2A553E	01A	0410
	01AS01	0410
	01B	0410
	02	0409
	02S01	0409
	02S02	0409
	03	0412
	03S01	0412
	04	0412
2A553F	01	0412

2A553D, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2A553D	01	0709
	03	0709
2A553E	01A	0410
	01AS01	0410
	01B	0410
	02	0409
	02S01	0409
	02S02	0409
	03	0412
	03S01	0412
	04	0412
2A553F	01	0412

2A671, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2A651	01	0807
	02	0804
	03	0808
	04	0805
	05	0807
2AX7X	01	0802
	02	0802

2A651, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2A651	01	0807
	02	0804
	03	0808
	04	0805
	05	0807

2A672, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2A652	01	0811
	02	0809
	03	0811
	03S01	0811
	04	0811
2A672	01	0510
	01S01	0510
	02	0803
	02S01	0803
2AX7X	01	0802
	02	0802

2A652, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2A652	01	0811
	02	0809
	03	0811
	03S01	0811
	04	0811

2A673, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2A653	01	0808
	02	0809
	03	0808
	03S01	0808
	04	0808
	04S01	0808
	05	0808
	05S01	0808
2AX7X	01	0802
	02	0802

2A653, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2A653	01	0808
	02	0809
	03	0808
	03S01	0808
	04	0808
	04S01	0808
	05	0808
	05S01	0808

2A674, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2A654	00S01	0705
	01	0404
	02	0405
	02S01	0405
	03	0404
2AX7X	01	0802
	02	0802

TO 1-1-3 (except chapters 7 and 8)

2A654, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2A654	00S01	0705
	01	0404
	02	0405
	02S01	0405
	03	0404

TO 1-1-3 (except chapters 7 and 8)

2A675, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2A655	00S01	0510
	01	0211
	02	0301
	02S01	0301
	03	0301
	03S01	0301
2A675	01	0005
	01S01	0005
2AX7X	01	0802
	02	0802

2A655, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2A655	00S01	0510
	01	0211
	02	0301
	02S01	0301
	03	0301
	03S01	0301

2A676, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2A656	00S02	0607
	01	9812
	02	9901
	03	0209
	03S01	0209
	04	9904
	05	0210
2A676	01	0506
	01S01	0506
2AX7X	02	0802

2A656, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2A656	00S02	0607
	01	9812
	02	9901
	03	0209
	03S01	0209
	04	9904
	05	0210

2A771, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2A751	01	0607
	02	0607
	03	0607
	04	0607
	05	0607
2AX7X	01	0802
	02	0802

2A751, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2A751	01	0607
	02	0607
	03	0607
	04	0607
	05	0607

2A772, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2A752	01	0002
	02	0005
	03	0005
	04	0005
2AX7X	02	0802

TO 33B-1-1

Chapter 2: Sections 1, 4, 5, and 6

Chapter 3: Sections 4, 5, and 6

Chapter 4: Sections 1, 2, 3, 4, and 5

Chapter 5: Sections 2, 3, 6, and 7

Chapter 6: Sections 3, 4, 5, 6, and 8

TO 33B-1-2, WP 102 and WP 105

TO 33-1-37-1, Section 4

2A752, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2A752	01	0002
	02	0005
	03	0005
	04	0005

2A773, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2A753	01	0611
	02	0702
	03	0703
	04	0702
	05	0702
2AX7X	01	0802
	02	0802

2A753, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2A753	01	0611
	02	0702
	03	0703
	04	0702
	05	0702

2F071, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2F051	01	0803
	02	0803
	03	0803
	04	0804
	05	0804
2F071	01	0712
	02	0801
	03	0802

AFI 23-201

TO 00-25-172

TO 37-1-1

2F051, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2F051	01	0803
	02	0803
	03	0803
	04	0804
	05	0804

AFI 23-201
TO 00-25-172
TO 37-1-1

2G071, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2G051	01	0703
	02	0705
2G071	01	0505

2G051, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2G051	01	0703
	02	0705

2M071, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2M051A	01	0602
	02	0602
	03	0602
2M051B	01	0603
	02	0601
2M071	01	0612

2M051, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2M051A	01	0602
	02	0602
	03	0602
2M051B	01	0603
	02	0601

2M072, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2M052	01	0601
	02	0602
	03	0602
2M072	01	0610

2M052, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2M052	01	0601
	02	0602
	03	0602

2P071, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2P051A	01	0811
	02	0811
2P051B	01	0811
	02	0811
2P071	01	0811
	01S01	0811
	02	0810

TO 00-20-14

2P051, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2P051A	01	0811
	02	0811
2P051B	01	0811
	02	0811

TO 00-20-14

2R071, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2R051	01	0701
	02	0612
	03	0701
	03S01	0701
	04	0612
	04S01	0609

2R071	01	0612
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2R051, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2R051	01	0701
	02	0612
	03	0701
	03S01	0701
	04	0612
	04S01	0609

2R171, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2R151	01	0711
	02	0711
	03	0711

2R171	01	0802
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2R151, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2R151	01	0711
	02	0711
	03	0711

2S071, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2S051	01	0604
	02	0606
	03	0606
	04	0606
	05	0606

2S071	01	0606
	02	0606
	03	0606

2S051, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2S051	01	0604
	02	0606
	03	0606
	04	0606
	05	0606

2T071, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2T051	01	0508
	02	0509

2T071	01	0610
	02	0611

2T051, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2T051	01	0508
	02	0509

2T171, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2T151	00S01	0612
	01	0605
	02	0604
	03	0605

2T171	01	0704
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2T151, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2T151	00S01	0612
	01	0605
	02	0604
	03	0605

2T271, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2T251	01	9705
	02	9705
	03	9706
2T271	01	9902/0410
	02	9907/0410
	03	9907/0410

2T251, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2T251	01	9705
	02	9705
	03	9706

2T370, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2T370	01	0905
	02A	0905
	02B	0905
	03	0905
	04	0905

2T351, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2T351A	01	0901
	02	0902
	03	0903
2T351B	01	0905
	02	0905
	03	0905
2T351C	01	0906
	02	0905

2T352A, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2T351A	01	0901
	02	0902
	03	0903
2T351B	01	0905
	02	0905
	03	0905
2T352A	01	0404

2T352C, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2T351A	01	0901
	02	0902
	03	0903
2T351B	01	0905
	02	0905
	03	0905
2T352C	01	0804

2T377, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2T357	01	0801
	02	0801
	03	0801

AFCSM 24-1
AFI 23-302

2T357, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2T357	01	0801
	02	0801
	03	0801

AFCSM 24-1
AFI 23-302

2W071, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2W051A	01	0702
	02	0611
	03	0701
2W051B	01	0611
	02	0610
	03	0611

2W051, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2W051A	01	0702
	02	0611
	03	0701
2W051B	01	0611
	02	0610
	03	0611

2W171, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2W151A	01	0811
	02	0811
	03	0812
2W151B	00S01	0801
	01	0312
	02	0311
	03	0311
2W171	01	0711

2W151, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2W151A	01	0811
	02	0811
	03	0812
2W151B	00S01	0801
	01	0312
	02	0311
	03	0311

2W271, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2W251A	01	0407
	02	0405
	03	0405
	04	0406
2W251B	01	0304
	02	0305
	03	0306
	04	0305
2W271	01	0801

AFI 21-204, Chapters 1 & 3

2W251, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
2W251A	01	0407
	02	0405
	03	0405
	04	0406
2W251B	01	0304
	02	0305
	03	0306
	04	0305

3E071, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
3E051C	01	0610
	02	0608
	03	0611
	04	0701
	04S01	0701
3E051D	01	0705
	02	0705
	03	0710
	04	0802

3E051, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
3E051C	01	0610
	02	0608
	03	0611
	04	0701
	04S01	0701
3E051D	01	0705
	02	0705
	03	0710
	04	0802

3E171, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
3E151A	01	0702
	02	0612
	03	0702
	03S01	0702
3E151B	01	0801
	02	0801
	03	0712
	04	0712
3E151C	01	0809
	02	0810
	03	0810
	04	0811

3E072, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
3E052C	01	0705
	02	0706
	03	0705
	04	0705
3E052D	01	0707
	01S01	0707
	02	0712
	03	0711
	03S01	0711

3E151, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
3E151A	01	0702
	02	0612
	03	0702
	03S01	0702
3E151B	01	0801
	02	0801
	03	0712
	04	0712
3E151C	01	0809
	02	0810
	03	0810
	04	0811

3E052, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
3E052C	01	0705
	02	0706
	03	0705
	04	0705
3E052D	01	0707
	01S01	0707
	02	0712
	03	0711
	03S01	0711

3E271, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
3E251A	01	0509
	02	0507
	03	0508
3E251B	01	0604
	02	0604
	03	0604

3E251, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
3E251A	01	0509
	02	0507
	03	0508
3E251B	01	0604
	02	0604
	03	0604

3E371, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
3E351A	01	0602
	02	0603
	03	0603
	03S01	0603
3E351B	01	0608
	02	0608
	02S01	0703
	03	0607
3E351C	01	0703
	02	0704
	02S01	0704
	03	0703
	04	0703

3E351, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
3E351A	01	0602
	02	0603
	03	0603
	03S01	0603
3E351B	01	0608
	02	0608
	02S01	0703
	03	0607
3E351C	01	0703
	02	0704
	02S01	0704
	03	0703
	04	0703

3E473, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
3E453A	01	0702
	01S01	0708
	02	0703
	03	0707
3E453B	01	0802
	02	0802
	03	0805
	04	0807

3E453, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
3E453A	01	0702
	01S01	0708
	02	0703
	03	0707
3E453B	01	0802
	02	0802
	03	0805
	04	0807

3E571, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
3E551	01	0603
	02	0605
	03	0604
	04	0603
	05	0605
3E571	01	0707
	02	0707

3E551, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
3E551	01	0603
	02	0605
	03	0604
	04	0603
	05	0605

3E671, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
3E651	01	0601
	02	0601
	03	0601

AFI 32-1001
 AFI 32-1032
 AFPAM 32-1004, Volumes 2 and 3

3E651, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
3E651	01	0601
	02	0601
	03	0601

AFI 32-1001
 AFI 32-1032
 AFPAM 32-1004, Volumes 02 and 03

3E771, 1 Jan 10 (10E)

AFI 32-2001
IFSTA, Aircraft Rescue and Fire Fighting
 Edition: Fourth
 Publisher: Fire Protection Publications, Oklahoma State University
 Date: 2001
 ISBN: 0-87939-192-8
 Chapters 2, 3, 5, 7, 10, and 12
IFSTA, Essentials of Fire Fighting and Fire Department Operations
 Edition: Fifth
 Publisher: Fire Protection Publications, Oklahoma State University
 Date: 2008
 ISBN: 978-0-13-515111-2
 Chapters 1, 3, 7, 8, 9, 11, 14, 15, 16, 17, and 19
IFSTA, Fire and Emergency Services Company Officer
 Edition: Fourth
 Publisher: Fire Protection Publications, Oklahoma State University
 Date: 2007
 ISBN: 0-87939-281-9
 Chapters 17, 19, 21, and 30
IFSTA, Fire Inspection and Code Enforcement
 Edition: Sixth
 Publisher: Fire Protection Publications, Oklahoma State University
 Date: 1998
 ISBN: 0-87939-150-2
 Chapters 3, 7, 8, 9, and 10
IFSTA, Pumping Apparatus Driver/Operator Handbook
 Edition: Second
 Publisher: Fire Protection Publications, Oklahoma State University
 Date: 2006
 ISBN: 0-87939-278-9
 Chapters 5
IFSTA, Hazardous Materials: Managing the Incident
 Edition: Third
 Publisher: Fire Protection Publications, Oklahoma State University
 Date: 2005
 ISBN: 1-932235-04-3
 Chapters 2, 3, 6, 7, 8, 10, and 11

3E751, 1 Apr 10 (10E)

AFI 32-2001

IFSTA, Aircraft Rescue and Fire Fighting

Edition: Fourth

Publisher: Fire Protection Publications, Oklahoma State University

Date: 2001

ISBN: 0-87939-192-8

Chapters 3, 6, 7, 10, 11, and 12

IFSTA, Essentials of Fire Fighting and Fire Department Operations

Edition: Fifth

Publisher: Fire Protection Publications, Oklahoma State University

Date: 2008

ISBN: 978-0-13-515111-2

Chapters 1, 2, 3, 4, 5, 7, 8, 9, 10, 12, 14, 15, 16, 17, 19, and 20

IFSTA, Fire and Emergency Services Company Officer

Edition: Forth

Publisher: Fire Protection Publications, Oklahoma State University

Date: 2007

ISBN: 0-87939-281-9

Chapters 15, 17, 19, 20, 28, 29, and 30

IFSTA, Fire Inspection and Code Enforcement

Edition: Sixth

Publisher: Fire Protection Publications, Oklahoma State University

Date: 1998

ISBN: 0-87939-150-2

Chapters 2, 3, 4, 6, 7, and 8

IFSTA, Pumping Apparatus Driver/Operator Handbook

Edition: Second

Publisher: Fire Protection Publications, Oklahoma State University

Date: 2006

ISBN: 0-87939-278-9

Chapters 4, 11, and 13

IFSTA Hazardous Materials: Managing the Incident

Edition: Third

Publisher: Fire Protection Publications, Oklahoma State University

Date: 2005

ISBN: 1-932235-04-3

Chapters 4, 11, and 13

3E871, 1 Jan 10 (10E)

AFI 13-212

Chapter 7

AFI 32-3001

AFMAN 24-204(I)

Attachments 15, 17, 18, and 25

AFMAN 91-201

Sections 8C, 10C, 10E, and 12O

DoD 3150.8-M

Chapters 4 and 6 and Appendix 11

TO 00-105E-9

Chapter 4

TO 11A-20-17-1

Chapters 1 and 2

TO 11H2-2-31

TO 60A-1-1-4

TP 60A-1-1-7

TO 60A-1-1-17

TO 60A-1-1-22

TO 60A-1-1-31

TO 60A-1-1-38

Chapter 4

TO 60A-1-1-42

Chapter 3

TO 60A-2-1-50

TO 60A-2-1-51

TO 60A-2-1-58

TO 60A-2-1-73

TO 60A-2-1-73-5

TO 60A-2-1-75

TO 60A-2-1-77

TO 60A-2-1-81

TO 60A-2-1-91

TO 60A-2-1-99

TO 60A-2-1-102

TO 60J-2-2-57

Hazardous Devices Countermeasures (HDCM) Procedures

3E851, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
3E851	01	0704
	02	0703
	03	0704
	04	0704
	05	0705

AFI 32-3001

AFMAN 91-201

Sections 8G, 10C, 11A, and 12O

TM 3-6665-356-12

Chapters 2 and 5

TO 11A-20-17-1

Chapters 2 and 3

TO 60A-1-1-7

TO 60A-1-1-11

TO 60A-1-1-13

TO 60A-1-1-17

TO 60A-1-1-22

TO 60A-1-1-31

TO 60A-2-1-20

TO 60A-2-1-65

Chapter 2

TO 60A-2-1-73

TO 60A-2-1-75

Chapters 2 and 3

TO 60A-2-1-77

TO 60A-2-1-90

Chapters 2 and 3

TO 60A-2-1-91

Chapters 2 and 3

TO 60A-2-1-99

TO 60A-2-1-102

TO 60H-1-1-1

Chapter 3

TO 60L-1-1-1

*Hazardous Devices Countermeasures (HDCM)**Procedures***3E971, 1 Jan 10 (10E)**

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
3E951	01	0601
	02	0602
	03	0705
	04	0603

AFI 10-2501

3E951, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
3E951	01	0601
	02	0602
	03	0705
	04	0603

AFI 10-2501

3M071, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
3M071A	01	0505
	02	0508
3M071B	01 (except unit 3)	0506
	02	0510

AFI 34-266

Chapters 1 to 6

AFI 34-1201

Chapter 1

3M051, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
3M051A	01	0806
	02	0807
3M051B	01	0807
	02	0808
	03	0807

3N071, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
3N051	01	0304
	02	0305
3N071	01	0309

AFI 35-101

3N051, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
3N051	01	0304
	02	0305

AFI 35-101
Chapters 6, 9, 12, 19

3N072, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
3N052	01	0308
	02	0310
	03	0310
3V053	01	0309
	02	0509
	03	0510

3N052, 1 APR 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
3N052	01	0308
	02	0310
	03	0310
3V053	01	0309
	02	0509
	03	0510

3N074, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
3V052	01	0604
	02	0604
	03	0604
	04	0603

3N054, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
3V052	01	0604
	02	0604
	03	0604
	04	0603

3P071, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
3P051	00S01	0610
	01	0411
	02	0501
	03	0502
	04	0502

3P071	00S01	0611
	01	0510
	02	0509
	03	0509

3P051, 1 Apr 10 (10E)*(Applies Also to Shredouts A and B)*

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
3P051	00S01	0610
	01	0411
	02	0501
	03	0502
	04	0502

3S071, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
3S051A	01	0805
	02	0804
	03	0804
3S051B	01	0902
	02	0902
	03	0902

3S051, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
3S051A	01	0805
	02	0804
	03	0804
3S051B	01	0902
	02	0902
	03	0902

3S271, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
3S251	01	0810

AFI 36-2201, Volume 3
DANTES Examination Program Handbook (DEPH)

3S371, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
3S351	01	0505
	01S01	0705
	02	0505
	03	0505
	04	0505

4A071, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
4A051	01	0711
	02	0712
	03	0712
	04	0802

4A071	01	0608
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4A051, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
4A051	01	0711
	02	0712
	03	0712
	04	0802

4A171, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
4A171	01	0508
	02	0510

AFI 41-209
AFMAN41-216

4A151, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
4A171	01	0508
	02	0510
	03	0503
	04	0504

AFI 41-209
AFMAN41-216

4A271, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
4A251A	01	0810
	02	0812
	03	0403
	04	0402
	05	0901

4A271	01	0801
	02	0801

AFI 41-201
NFPA 99: Health Care Facilities
Edition: 2005
Publisher: National Fire Protection Association
Chapters 3, 4, and 8

4A251, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
4A251A	01	0810
	02	0812
	03	0403
	04	0402
	05	0901

4A251B	01	0609
	02	0607
	03	0607
	04	0608

AFI 41-201
NFPA 99: Health Care Facilities
Edition: 2005
Publisher: National Fire Protection Association
Chapter 3, 4, and 8

4B071, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
4B051	01	0608
	02	0608
	03	0609
	04	0609
	05	0609
	06	0609

AFI 10-2501
AFI 48-145
AFMAN 48-154
AFOSH 48-137
AFOSH STD 48-20

4B051, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
4B051	01	0608
	02	0608
	03	0609
	04	0609
	05	0609
	06	0609

AFI 10-2501

Chapters 1, 3, 4, 6, and Attachment 3

AFMAN 48-154

AFOSH 48-137

AFOSH STD 48-20

4C071, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
4C051	00S01	0611
	01	0412
	02	0502
	03	0502
	04	0504

4C071 01 0806

02 0806

4C051, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
4C051	00S01	0611
	01	0412
	02	0502
	03	0502
	04	0504

4D071, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
4D051	01	0506
	02	0507
	03	0508

AFMAN 44 -144

Food and Drug Administration Food Code

Publisher: US Department of Health and Human Services, Public Health Service

Date: 2005

Website: <http://www.cfsan.fda.gov/~dms/fc05-toc.html>**4D051, 1 APR 10 (10E)**

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
4D051	01	0506
	02	0507
	03	0508

AFMAN 44 -144, Chapter 5

Food and Drug Administration Food Code, chapters 2 and 3

Publisher: US Department of Health and Human Services, Public Health Service

Date: 2005

Website: <http://www.cfsan.fda.gov/~dms/fc05-toc.html>**4E071, 1 Jan 10 (10E)**

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
4E051	02	0610
	03	0610
	04	0611
	05	0612

AFI 48-123

Volume 1, 2, 3, and 4

Food and Drug Administration Food Code

Publisher: US Department of Health and Human Services, Public Health Service

Date: 2005

Website: <http://www.cfsan.fda.gov/~dms/fc05-toc.html>
Supplement Oct 2007**4E051, 1 Apr 10 (10E)**

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
4E051	01	0610
	02	0610
	03	0610
	04	0611
	05	0612

AFI 48-123

Volumes 2, 3, and 4

Food and Drug Administration Food Code

Publisher: US Department of Health and Human Services, Public Health Service

Date: 2005

Website: <http://www.cfsan.fda.gov/~dms/fc05-toc.html>
Supplement Oct 2007

4H071, 1 Jan 10 (10E)

Braunwald's Heart Disease: A Textbook of Cardiovascular Medicine, Volume I
 Chapters 9, 10, 17, 18, 30, and 32
 Author: Douglas Zipes, Peter Libby, Robert O. Bonow, and Eugene Braunwald
 Edition: Seventh
 Publisher: Elsevier, Inc.
 Date: 2005
 ISBN: 0-721-60479-X

Pocket Reference for ECGs Made Easy
 Chapters 4, 6, 7, and 9
 Author: Barbara Aehlert
 Edition: Third
 Publisher: Mosby, Inc.
 Date: 2006
 ISBN: 0-323-03970-7

Feigenbaum's Echocardiography
 Chapters 9, 10, 16, 18, and 22
 Author: Harvey Feigenbaum, William F. Armstrong, and Thomas Ryan
 Edition: Sixth
 Publisher: Lippincott Williams & Wilkins
 Date: 2005
 ISBN: 0-781-73198-4

Manual of Pulmonary Function Testing
 Chapters 2, 3, 5, 6, 9, and 11
 Author: Gregg L. Ruppel
 Edition: Eighth
 Publisher: Mosby, Inc.
 Date: 2003
 ISBN: 0-323-02006-2

Respiratory Care: A Guide to Clinical Practice
 Chapters 6, 8, 9, 10, 11, 12, 13, 15, 16, 17, 18, 19, 20, 21, 25, and 29
 Authors: George G. Burton, John E. Hodgkin, and Jeffrey J. Ward
 Edition: Fourth
 Publisher: Lippincott-Raven Publishers
 Date: 1997
 ISBN: 0-397-55165-7

4H051, 1 Apr 10 (10E)

Braunwald's Heart Disease: A Textbook of Cardiovascular Medicine, Volume I
 Chapters 9, 10, 11, 17, 31, and 32
 Author: Douglas Zipes, Peter Libby, Robert O. Bonow, and Eugene Braunwald
 Edition: Seventh
 Publisher: Elsevier, Inc.
 Date: 2005
 ISBN: 0-721-60479-X

Pocket Reference for ECGs Made Easy
 Chapters 2, 3, 7, and 8
 Author: Barbara Aehlert
 Edition: Third
 Publisher: Mosby, Inc.
 Date: 2006
 ISBN: 0-323-03970-7

Feigenbaum's Echocardiography
 Chapters 5, 8, 16, and 18
 Author: Harvey Feigenbaum, William F. Armstrong, and Thomas Ryan
 Edition: Sixth
 Publisher: Lippincott Williams & Wilkins
 Date: 2005
 ISBN: 0-781-73198-4

Manual of Pulmonary Function Testing
 Chapters 1, 2, 3, 5, 6, 9, and 11
 Author: Gregg L. Ruppel
 Edition: Eighth
 Publisher: Mosby, Inc.
 Date: 2003
 ISBN: 0-323-02006-2

Respiratory Care: A Guide to Clinical Practice
 Chapters 6, 7, 9, 10, 11, 13, 15, 16, 17, 18, 19, 20, 21, 25, 29, and 34
 Authors: George G. Burton, John E. Hodgkin, and Jeffrey J. Ward
 Edition: Fourth
 Publisher: Lippincott-Raven Publishers
 Date: 1997
 ISBN: 0-397-55165-7

4J072, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
4J052A	01 Except unit 2	0308
	02 Except unit 4	0309
	03	0309
	Except units 1 and 3	
4J052B	01	0311
	02	0310
	03	0312
	04	0311
4J072	01	0405
	Except units 1 and 4	

4M051, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
4M051	01	9909
	02	9910
	03	9910
	04	9909
	05	9911

AFI 11-403
AFI 11-404, chapter 1

4J052, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
4J052A	01	0308
	02	0309
	Except units 1, 2, and 3	
	03	0309
	Except units 1 and 3	
4J052B	01	0311
	02	0310
	03	0312
	04	0311

4N071, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
4N051A	01	0803
	02	0803
	03	0803
4N051B	01	0306/0412
	02	0306/0412
	03	0305/0412
4N071	01	0406
	02	0412
	02S01	0506

4M071, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
4M051	01	9909
	02	9910
	03	9910
	04	9909
	05	9911

AFI 11-403
AFI 11-409

4N051, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
4N051A	01	0803
	02	0803
	03	0803
4N051B	01	0306/0412
	02	0306/0412
	03	0305/0412

4N071C, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
4N051A	01	0803
	02	0803
	03	0803
4N051B	01	0901
	02	0901
	03	0901
4N071	02	0412
	02S01	0506

AFI 44-103
 AFI 48-123
 Volume 2, Chapter 4
 Volume 3, Chapter 4
 Volume 4, Chapter 1
 AFI 48-144
 AFMAN 44-158

CURRENT Medical Diagnosis & Treatment 2009
 Chapters 6, 7, 8, 12, 15, 23, 24, 33, 34, 35, and 37
 Edition: 48
 Date: 2009
 Publisher: McGraw-Hill Lange
 ISBN: 978-0-07-159124-9

Bates' Guide to Physical Examination and History Taking
 Chapters 1, 4, 6, 7, and 9
 Authors: Lynn S. Bickley and Peter G. Szilagy
 Edition: Tenth
 Publisher: Lippincott, Williams & Wilkins
 Date: 2009
 ISBN: 978-0-7817-8055-2

Textbook of Advanced Cardiac Life Support
 Publisher: American Heart Association
 Date: 2006
 ISBN: 0-87493-496-6
 Chapter 4

The Merck Manual
 Sections 4, 8, 11, 12, 14, 17, 18, and 21
 Author: Mark H. Beers
 Edition: 18th
 Publisher: Merck
 Date: 2006
 ISBN: 0911910-18-2

4N051C, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
4N051A	02	0803
	03	0803
4N051B	01	0901
	02	0901
	03	0901

AFI 44-103
 AFI 48-123, Volume 2, Chapter 4
 AFI 48-144, Chapter 2
 AFMAN 44-158

CURRENT Medical Diagnosis & Treatment 2009
 Chapters 10, 12, 13, and 24
 Edition: 48
 Date: 2009
 Publisher: McGraw-Hill Lange
 ISBN: 978-0-07-159124-9

Bates' Guide to Physical Examination and History Taking
 Chapters 1, 3, 4, 7, 8, 11, 12, 14, 16, and 17
 Authors: Lynn S. Bickley and Peter G. Szilagy
 Edition: Tenth
 Publisher: Lippincott, Williams & Wilkins
 Date: 2009
 ISBN: 0781785197

Food and Drug Administration Food Code
 Chapter 3
 Publisher: US Department of Health and Human Services, Public Health Service
 Date: 2005
 Website: <http://www.cfsan.fda.gov/~dms/fc05-toc.html>

The Merck Manual
 Chapters: 4, 6, 8, 14, 17, and 19
 Author: Mark H. Beers
 Edition: 18th
 Publisher: Merck
 Date: 2006
 ISBN: 0911910-18-2

Textbook of Advanced Cardiac Life Support
 Chapter 4
 Publisher: American Heart Association
 Date: 2006
 ISBN: 0-87493-496-6

4N171B, 1 Jan 10 (10E)**4N171, 1 Jan 10 (10E)**

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
4N151A	00S01	0801
	01	0602
	02	0603
	03	0602
	03S01	0612
	04	0602
	05	0603
4N151B	01	0807
	02	0808
	03	0808
	04	0808
4N171	01	0809

4N151, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
4N151A	00S01	0801
	01	0602
	02	0603
	03	0602
	03S01	0612
	04	0602
	05	0603
4N151B	01	0807
	02	0808
	03	0808
	04	0808

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
4N151A	00S01	0801
	02	0603
	Units 3, 4, & 5	
	03	0602
	Units 1 & 2	
	03S01	0612
	04	0602
	05	0603
	Units 1 & 2	
4N151B	04	0808
4N171	01	0506

Smith's General Urology

Authors: Emil A. Tanagho and Jack W. McAninch

Edition: Sixteenth

Publisher: McGraw-Hill Companies, Inc

Date: 2004

ISBN: 0-07-139648-9

Chapters 1, 3, 5, 6, 8, 10, 13, 16, 20, 22, 26,
27 and 28

Surgical Technology for the Surgical Technologist: A Positive Care Approach

Author: Association of Surgical Technologists

Edition: Second

Publisher: Delmar Learning

Date: 2004

ISBN: 1-4018-3848-0

Chapter 5, 7, 8, 9, 10, and 20

Urologic Nursing: Principles and Practice

Author: Karen A. Karlowicz

Edition: Sixteenth

Publisher: W. B. Saunders Co.

Date: 1995

ISBN: 0-7216-2731-5

Chapters 1, 2, 3, 4, 9, 10, 12, 20,
Appendix I and Appendix II

4N171C, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
4N151A	00S01	0801
	01 Unit 2	0602
	02	0603
	Units 3, 4, & 5	
	03 Unit 1	0602
	03S01	0612
	05 Units 1 & 3	0603
4N151B	03 Unit 3	0808
	04	0808
4N171	01	0506

Handbook of Orthopaedic Emergencies

Authors: Raymond G. Hart, Timothy J. Rittenberry, and Dennis T. Uehara

Publisher: Raven Publishers

Date: 1999

ISBN: 0-7817-1610-1

Chapters 4, 6, 7, 8, 14, 20, 21, 22, and 27

Manual of Orthopaedics

Author: Steven D. Stovitz, and Marc F.

Swiontkowski

Edition: Sixth

Publisher: Lippincott, Williams & Wilkins

Date: 2006

ISBN: 0-7817-5755-X

Chapters 3, 6, 7, 9, 10, 16, 17, 18, 22, 23, 24, and 29

Orthopaedics

Authors: Frank V. Aluisio, Christian P.

Christensen, and James R. Urbaniak

Edition: Second

Publisher: Lippincott, Williams & Wilkins

Date: 1998

ISBN: 0-683-18213-7

Chapters 5, 6, 7, and 8

Surgical Technology for the Surgical Technologist: A Positive Care Approach

Author: Association of Surgical Technologists

Edition: Second

Publisher: Delmar Learning

Date: 2004

ISBN: 1-4018-3848-0

Chapter 5, 7, and 21

4N171D, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
4N151A	00S01	0801
	02	0603
	03 Units 1 & 2	0602
	03S01	0612
	05 Units 1 & 3	0603
4N151B	02 Units 1 & 2	0808
	03 Unit 5	0808
	04	0808
4N171	01	0506

Essentials of Otolaryngology

Authors: Frank E. Lucente and Gady Har-El

Edition: Fifth

Publisher: Lippincott, Williams & Wilkins

Date: 2004

ISBN: 0-7817-4707-4

Chapters 2, 4, 6, 10, 12, 15, 17, 19, 23, 25, 26, 33, 36, 37, 38, 43, 44, and 45

Surgical Technology for the Surgical Technologist: A Positive Care Approach

Author: Association of Surgical Technologists

Edition: Second

Publisher: Delmar Learning

Date: 2004

ISBN: 1-4018-3848-0

Chapter 5, 7, and 17

4P071, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
4P051A	01	0804
	02	0805
	03	0805
	04	0805
4P051B	00S01	0001
	01	0002
	02	0004
	03	0007
	04	0006
	05	0007

4P051, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
4P051A	01	0804
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	03	0805
	04	0805
4P051B	00S01	0001
	01	0002
	02	0004
	03	0007
	04	0006
	05	0007

4R071A, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
4R051	01	9702
	02	9608
	03	9611
	04	9611
	04S02	0607
	05	9702

Review of Nuclear Medicine Technology

Author: Ann M. Steves

Edition: Third

Publisher: Society of Nuclear Medicine

Date: 2004

ISBN: 0-972647856

Chapters 1, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13,
14, 15, and 16, and Appendix A

4R071, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
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	04	9611
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4R071B, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
4R051	01	9702
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	03	9611
	04	9611
	04S02	0607
	05	9702
4R051B	01	0606
	02	0606
	03	0606

4R051, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
4R051	01	9702
	02	9608
	03	0607
	04	9611
	04S02	0607
	05	9702

4R071C, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
4R051	01	9702
	02	9608
	03	9611
	04	9611
	04S02	0607
	05	9702

The MRI Registry Review Program

Author: Medical Imaging Consultants

Publisher: Medical Imaging Consultants

Date: 2007

Chapters 1, 2, 3, 4, 5, 6, 9, 10, 11, and 12

4T071, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
4T051A	01	0402
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4T051B	01	0506
	02	0505
	03	0506
	04	0506
	04S01	0506
4T051C	01	0707
	02	0705
	03	0707

4T051, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
4T051A	01	0402
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4T051B	01	0506
	02	0505
	03	0506
	04	0506
	04S01	0506
4T051C	01	0707
	02	0705
	03	0707

4V071, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
4V051A	01	0704
	02	0705
	03	0705
	04	0705
4V051B	01	0705
	02	0705
4V071	01	0704

4V051, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
4V051A	01	0704
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4V051B	01	0705
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4Y071, 1 Jan 10 (10E)

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	05	0612
4Y051B	01	0707
	03	0706
	03S01	0706
4Y071	01	0708

4Y051, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
4Y051A	01	0610
	02	0612
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	05	0612
4Y051B	01	0707
	02	0706
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	03S01	0706

4Y072, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
4Y052	00S01	0608
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	02	0311
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	04	0312
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4Y072	01	0703

4Y052, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
4Y052	00S01	0608
	01	0312
	02	0311
	03	0401
	04	0312
	05	0312

5R071, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
5R051	01	0711
	02	0711

AFI 52-101
 Chapter 2
 AFI 52-104
 AFI 52-105
 Volumes 1, 2, 3, an 4

5R051, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
5R051	01	0711
	02	0711

AFI 52-105
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 Volume 3
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 Volume 4

6C071, 1 Jan 10 (10E)

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6C051A	00S01	0802
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6C051B	00S01	0802
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6C051, 1 Apr 10 (10E)

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6C051A	00S01	0802
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6C051B	00S01	0802
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	03	0504

6F071, 1 Jan 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
6F051A	01	0807
	02	0807

6F051B	01	0806
	02	0806

6F071	01	0806
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6F051, 1 Apr 10 (10E)

<u>CDC</u>	<u>Vol/Sup</u>	<u>Date</u>
6F051A	01	0807
	02	0807

6F051B	01	0806
	02	0806

7S071, 1 Jan 10 (10E)

AFI 71-101
 Volume 1
 AFOSII 71-111
 AFOSII 36-2101
 AFOSIM 71-103
 Volumes 1, 2, 5, and 8
 AFOSIM 71-112
 AFOSIM 71-113
 AFOSIM 71-114
 AFOSIM 71-118
 Volumes 1, 3, and 4
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 AFOSIM 71-122
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 AFOSIM 71-124
 AFOSIM 71-144
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9S170, 1 Jan 10 (10E)

<u>JKDC</u>	<u>Vol/Sup</u>	<u>Date</u>
9S100A	01	0611
	02	0611
9S100B	01	0611
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	03	0611

9S150, 1 Jan 10 (10E)

<u>JKDC</u>	<u>Vol/Sup</u>	<u>Date</u>
9S100A	01	0611
	02	0611
9S100B	01	0611
	02	0611
	03	0611

PART FOUR

ANNUAL TESTING REQUIREMENTS

The Annual Testing Requirements contains: Section I – General Information; Section II – Special Instructions for Test Administration. Refer to Air Force Instruction (AFI) 36-2605, *Air Force Military Personnel Testing System, Test Control Officer (TCO) Guide*, and Air Force Personnel Test (AFPT) 250, *Instructions for Administering Air Force Promotion Tests*, for procedures concerning the administration, processing, and storing/handling of Air Force Promotion Tests.

SECTION I: GENERAL INFORMATION

1. WAPS Test Administration. TCOs/Test Examiners (TEs) are reminded to administer WAPS tests according to the guidance listed in the most recent edition of AFPT 250. Examiners must not deviate from any of the instructions including changing the return time for the second test. Once the initial start time has been established, the stop time and return time should not be changed barring any emergencies or test interruptions. POC is HQ AFPC/DPSOE Testing, DSN 665-2265, or e-mail: afpc.testing@randolph.af.mil.

a. **SKTs and PFEs.** Normally, an SKT and a PFE will be administered to each examinee under the Weighted Airman Promotion System (WAPS). Some specialties have no SKT; only the PFE will be administered. In addition, most reporting identifier (RI) and special duty identifier (SDI) personnel will not be administered an SKT.

b. **Authorized Administration Dates.** The tests will be administered to eligible active-duty Airmen as follows:

- (1) SrA 1 May through 15 Jun 10
- (2) SSgts/TSgts 1 Feb through 31 Mar 10
- (3) MSGts 1 through 12 Dec 09
- (4) SMSgts 9 through 12 Sep 09

c. **Administration Information.**

(1) Check the edition dates and revision numbers of newly published tests against the test booklets received from AFOMS.

(2) Check for special administration instructions for AFPTs that have double asterisks (**)
before the AFPT number.

(3) Ensure the correct AFPT edition date is administered, as follows:

- (a) Do not administer AFPTs dated 1 Jan 10 before the 1 Jan 10 effective date. Continue to administer the 1 Jan 09 SKTs and/or PFEs through 31 Dec 09.
- (b) Do not administer AFPTs dated 1 Apr 10 before the 1 Apr 10 effective date. Continue to administer the 1 Apr 09 SKTs and/or PFEs through 31 Mar 10.
- (c) Do not administer the 1 Aug 10 USAFSEs before the 1 Aug 10 effective date. Continue to administer the 1 Aug 09 USAFSEs through 31 Jul 10.
- (d) Do not administer the 1 Oct 10 USAFSEs before the 1 Oct 10 effective date. Continue to administer the 1 Oct 09 USAFSEs through 30 Sep 10.

2. The WAPS Information Retrieval (WIRE) System. WIRE is a tool to provide Enlisted Promotions and TCO personnel access to the promotion file. WIRE provides the SURF-like display of individual records (one person at a time). WIRE has several other listings to help manage testing cycles.

For example, lists can be viewed of nonweightables (missing tests), data errors, eligibles, selects, nonselects, and ineligibles for each cycle. WIRE is normally refreshed twice a week, so the data is always relatively current. It is housed inside the AFPC Retrieval Applications Web (RAW) site where it is protected from unauthorized access. It is essential to use WIRE to minimize potential faulty test administrations. For assistance in establishing a WIRE account, please contact HQ AFPC/DPSOE Systems, DSN 665-2372.

3. Ordering Tests

a. **Initial Orders.** TCOs submit initial orders through AFPC/DPSOE Testing. AFPC/DPSOE Testing has assumed responsibility for all 86 Regular Air Force TCO accounts numbered 1XXX, 7XXX, and 9XXX series with minor exceptions. That is, TCOs located in Thule, Stavanger, Presidio of Monterey, SHAPE, Naples, and Pittman St, will need to provide AFPC/DPSOE Testing the number of projected eligible examinees by AFSC upon request.

b. **Reorders.** Only the appointed TCO/TE may submit promotion test booklet reorders via e-mail to afpc.testing@randolph.af.mil using the approved reorder form (Attachment 1). Other versions of the form will not be processed. Reorders will be processed as soon as possible. Please note, booklets are only shipped Tuesdays through Thursdays to allow for next day delivery.

4. Shipment of Materials

a. **Receipt of Shipment.** Upon receipt of test booklet shipments, TCOs must properly store boxes in an approved security container, inventory boxes NLT 2 duty days from the day of receipt, and send verification to AFOMS within 48 hours of actually opening a box but NLT 15 days from receipt of shipment, per AFI 36-2605. Failure to comply will result in the TCO account being frozen. The TCO will not be able to place test booklet orders until verification is received by AFOMS.

b. **Shipment Discrepancies.** TCOs must inventory their WAPS test booklet orders NLT 2 duty days from the day of receipt. Report all shipment discrepancies within 24 hours of discovery to AFOMS TCO Ops e-mail: tco.ops@randolph.af.mil. Reporting of promotion examination shipment discrepancies must include digital photographs of all discrepancies. Discrepancies to report include, but are not limited to: duplicate serial numbers on test booklets, test booklets with the wrong cover stock, unreadable or missing pages, incorrectly prepared shipping documents, shipment of test booklets not requested, and any other errors in test booklet shipments not consistent with shipping procedures established in AFI 36-2605. If there is difficulty in obtaining digital camera access to support this requirement, contact the servicing AFOSI Detachment to borrow a camera or request support.

5. Test Materials Inventory (TMI). Per AFI 36-260 promotion TMIs will be sent to all appointed TCOs NLT 1 Jul and 15 Nov each year. Annotated and signed promotion TMIs must be returned to AFOMS/TEA NLT 15 Aug and 30 Dec. Please do not include test rosters or destruction certificates with completed TMIs. Requests for extensions can only be approved under extreme circumstances and must be approved by HQ AFPC/DPSOE Testing. As a reminder, TMIs must also be conducted when there is a change of TCO or primary TE. Point of contact is Ms Neville De Armond, AFOMS/TEA, DSN 487-5235 ext 3008; fax DSN 487-3773; or e-mail: neville.dearmond@randolph.af.mil. E-mail is the preferred method of contact.

6. Destruction of Obsolete Tests. Each year, we have instances in which examinees take obsolete AFPTs because these AFPTs were not destroyed in a timely manner and consequently remained in a

safe with current AFPTs. These situations are much more than an inconvenience to the examinees. They delay promotion consideration and seriously damage the credibility of the personnel community. TCOs/TEs should take the following steps to prevent administration of obsolete tests:

- a. Destroy promotion test booklets as soon as possible after the end of the cycle.
- b. Retain only those booklets needed to accommodate out-of-cycle testing.
- c. Physically separate old booklets from new booklets in the safe when new booklets are received before the old booklets have been destroyed.
- d. Destroy any remaining test booklets as soon after the test expiration date (day after next cycle Promotion Eligibility Cut-off Date (PECD)) as possible - 1 Apr for E-5 cycle, 1 Aug for E-9 cycle, 1 Oct for E-8 cycle, and 1 Jan for E-6/7 cycle. Note that tests expire on the day after next cycle PECD and not the start of the next testing cycle. Never administer an obsolete test. To assist in preventing the administration of obsolete tests, the date the test becomes obsolete is indicated on the front cover of each test booklet. It is critical that examinees verify test booklet currency prior to taking the test. Point of contact is HQ AFPC/DPSOE, DSN 665-2265, or e-mail: afpc.testing@randolph.af.mil.

7. TCO/TE Database.

a. Appointment Letters. AFPC/DPSOE Testing is the OPR for TCO/TE Database Management. It is extremely important to keep your TCO/TE appointments up-to-date within the database. Appointment letters should include TCO account number(s), name and grade, e-mail address, DSN and commercial telephone numbers, fax numbers, unit mailing address, and FedEx address of newly appointed TCOs/TEs. Please use the letter format (Attachment 2) and forward any changes via e-mail: afpc.testing@randolph.af.mil or fax DSN 665-2442 as soon as possible. Newly appointed TCOs may not place orders for test booklets until AFPC/DPSOE Testing has a signed copy of their appointment letter. In addition, an annual update is made NLT 15 Aug. Each TCO is required to reaccomplish his/her appointment letter even if no change has occurred.

b. E-mail Addresses. It is important to keep AFPC Testing informed of all e-mail updates or changes for officially appointed TCOs/TEs so information can be provided in the most expeditious manner available. New e-mail addresses may either be annotated on the appointment letter, or the new TCO can send an e-mail directly to afpc.testing@randolph.af.mil.

SECTION II – SPECIAL INSTRUCTIONS

1. Special Equipment/Materials. Each test that requires electronic hand-held calculators, extra table space, or other special equipment/materials will be identified by a “stop sign” symbol containing the words “SPECIAL INSTRUCTIONS” on the front cover of the applicable test booklet, in addition to the listing of these requirements in this index. Since the TCO or TE is required to provide all materials to examinees before examinees take the test, the TCO or TE should very carefully review the following pages to ensure all applicable equipment/materials are available for testing. An **examinee will not** provide his or her own special equipment/materials when taking the test.

2. (Note 1) Electronic Hand-Held Calculator.

- a. Special Test Administration Instructions for Test Examiners
 - (1) Before beginning testing, ensure a sufficient number of calculators (including spares) will be available and operable. Ensure batteries are working and that spare batteries are available. Use calculators with the following functions: display, add, subtract, multiply, divide, and square root. Basic plus/minus memory is authorized. Do not use programmable or scientific calculators. Texas Instruments Model 1706SV+, Casio Model HS-10, and Sharp Elsi-Mate Model EL-233G meet these requirements. Refer questions about procurement of calculators or deviations from established procedures to HQ AFPC/DPSOE Testing.
 - (2) When examinees sign in, **issue** calculators and instruct examinees to familiarize themselves with the operation of the calculator. Before test administration begins, ensure each examinee has checked the calculator. Examinees should be instructed to immediately report any malfunction and be provided a replacement calculator by the test examiner. **Under no circumstances will an examinee be allowed to use a personal calculator.**
 - (3) Upon completion of testing, collect all calculators and ensure the plus/minus memory are cleared, if so equipped.
- b. Special Instructions for Examinees
 - (1) Examinees should familiarize themselves with the operation of the calculator before test administration begins.
 - (2) Examinees should immediately report any malfunction and obtain a replacement from the test examiner.

3. (Note 2) Table Space Requirements. Each examinee taking one of these AFPTs must be provided at least 6 square feet of table space (3 feet wide and 2 feet deep; the student chair type desk is **not** adequate).

4. SKTs Containing Visual Aids.

a. **(Note 3) Inserts.** Each examinee who takes a test with inserts will be issued a new test booklet and new insert(s). These tests and inserts will be ordered and issued at a ratio of one test/set of inserts for each eligible examinee. Each insert is labeled with the AFPT number and serial number corresponding to the examinee's test booklet. The following AFPT contains an insert:

b. **(Note 4) Special Illustrations.** Each examinee taking a test that contains special illustrations will be issued a new test booklet. These tests will be ordered and issued at a ratio of one test for each eligible examinee.

5. (Note 5) AFPTs 1A251 and 1A271. Each examinee must be provided five extra sheets of scratch paper.

6. (Note 6) AFPTs 1C451 and 1C471.

- a. Each examinee must be provided the following equipment and materials:
 - (1) 1C451:
 - (a) Map (Helotes, Texas), 1:50,000, Series V782, Sheet 6243 II, Edition 1
 - (b) Coordinate scale and protractor
 - (c) 12-inch or 18-inch ruler (to use in plotting)

(d) Yellow highlighter (to use in plotting)

(2) 1C471:

(a) Map (Llano, Texas), 1:250,000, Series 1501 Air, Sheet NH 14-5, Edition 7

(b) Coordinate scale and protractor

(c) 12-inch or 18-inch ruler (to use in plotting)

(d) Yellow highlighter (to use in plotting)

b. AFOMS/DAPS will provide one copy of the map with the examinee's test booklet. Each examinee must be allowed to mark on the illustrations and map to determine the answers to the corresponding questions. **(Note this is an exception to the general test directions on page 1 of each test booklet.)** For test administration, issue a new test booklet with map to each examinee. After the examinees complete the examination, collect the maps and test booklets and destroy them as Controlled Test Material.

c. Each examinee must be issued a ruler to use in plotting. After the examinees complete the examination, collect the maps and test booklets and destroy them as Controlled Test Material.

d. TCOs who have ordered previous editions of AFPTs 1C451 and 1C471 were instructed to retain the coordinate scale and protractors to be reused with the tests. Examinees must not mark on these instruments. After the examinees complete the examination, these instruments must be collected from examinees and examined for marks before being reused. TCOs that need coordinate scales and protractors should contact AFOMS/TEA, DSN 487-5235, ext 3049; fax DSN 487-3773; or e-mail: tco.ops@randolph.af.mil.

7. (Note 7) AFPT 1N051

a. Each examinee taking AFPT 1N051 must be provided the following equipment and materials:

(1) Air navigation plotter (FSN 6605-00-064-1386 or equivalent)

(2) Coordinate scale and protractor (order from AFOMS/TEAL)

(3) Chart (Baghdad, Iraq), Joint Operations Graphic (Air), Series 1501 Air, Sheet NI 38-10, Edition 6

b. AFOMS/DAPS will provide one copy of the map with the examinee's test booklet. Each examinee must be allowed to mark on the map to determine the answers to the corresponding questions. For test administration, issue a new map to each examinee. After the examinees complete the examination, collect the maps and destroy them as Controlled Test Material.

c. TCOs who have ordered previous editions of AFPT 1N051 were instructed to retain the coordinate scale and protractors to be reused with the tests. Examinees must not mark on these instruments. After the examinees complete the examination, these instruments must be collected from examinees and examined for marks before being reused. TCOs that need coordinate scale and protractors should contact AFOMS/TEA, DSN 487-5235, ext 3049; fax DSN 487-3773; or e-mail: tco.ops@randolph.af.mil.

8. (Note 8) AFPTs 1N151 and 1N171.

a. Each examinee taking AFPTs 1N151 and 1N171 must be provided the following equipment and materials:

- (1) Drafting divider, approximately 6 inches (FSN 6675-00-641-3512 or equivalent). Divider must be serviceable with no broken or bent point and no play in hinges
- (2) Air navigation plotter (FSN 6605-00-693-8388 or equivalent)
- (3) Coordinate scale and protractor (order from AFOMS/TEAL)
- (4) Map (Seoul, South Korea; North Korea), Joint Operations Graphic (Air), Series 1501 Air, Sheet NJ 52-9, Edition 8

b. AFOMS/DAPS will provide one copy of the map with the examinee's test booklet. Each examinee must be allowed to mark on the map to determine the answers to the corresponding questions. For test administration, issue a new map to each examinee. After the examinees complete the examination, collect the maps and destroy them as Controlled Test Material.

9. (Note 9) AFPTs 4D051 and 4D071. Each examinee must be provided two extra sheets of scratch paper.

10. (Note 10) AFPTs 1A851 and 1A871. Personnel assigned to PAS codes BP2WFFJJ, GF0JF13K, GF0JFB45, HL30FB17, MA3VF65J, and MA3CFRXX are SKT-exempt if DAS is prior to PECD. Ensure all students at PAS codes BP2WFFJJ, GF0JF13K, and GF0JFB45 are given the opportunity to waive the exception and take the SKT. They may test at these locations or delay testing until they arrive at their new locations after they have completed language school and have been given at least 60 days' access to study materials.

11. (Note 11) SDIs 9W000 and 9W200. Personnel assigned to these SDIs can test PFE only or elect to take the PFE and the SKT in their current career field.

12. Retention of Special Equipment Provided by AFOMS. Retain special equipment provided by AFOMS for use with future editions of tests as we do not send these items automatically. New items will only be sent if not previously distributed. If a sufficient number of items identified for distribution is not available, request items directly from AFOMS/TEA, 1550 5th Street East, Randolph AFB TX 78150-4449. Order items by using memorandum, message, fax, or e-mail. Special equipment items to be retained by the TCO (and the AFPTs with which they are used) are as follows: coordinate scale and protractor AFPTs 1C451/1C471/1N051. Contact AFOMS/TEA, DSN 487-5235, ext 3049; fax DSN 487-3773; or e-mail: tco.ops@randolph.af.mil for assistance.

ATTACHMENT 2 – TCO/TE APPOINTMENT LETTER TEMPLATE

MEMORANDUM FOR AFPC/DPSOE

Effective date

FROM: ORGANIZATION
Unit Mailing Address

SUBJECT: Appointment of Test Control Officer (TCO) and Test Examiner(s) (TE) for TCO Account XXXX.

1. The following individuals are appointed as TCO/TE for the below listed account. They are required to read and follow the procedures listed in AFI 36-2605, TCO/TE Training Guide, and AFMAN 37-138, Records Disposition, Procedures, and Responsibilities, Table 3.1.

NAME TCO:	GRADE	SSN	DSN NUMBER	TCO ACCT	E-MAIL	SECURITY CLEARANCE
JON PUBLIC	GS-7	123-45-6789	487-XXXX	1007/9050	jon.public@af.mil	SECRET
P) TE:						
DON DUCK	GS-5	234-56-7890	487-NNNN	9050	don.duck@af.mil	SECRET
A) TE:						
JOHN DOE	1LT	123-45-6789	487-XXX	1007	john.doe@af.mil	SECRET

2. This letter is inclusive. It lists all personnel currently assigned to TCO/TE positions and supersedes all previous letters, same subject.

3. Physical Address (if different from unit mailing address)

4. Point of contact (if different than the TCO/TE). Please provide name, SSN, grade, e-mail, office symbol, and phone number in the event TCO/TE cannot be reached.

5. I certify by signing this letter all required TMIs were accomplished (Jun, Nov and when/if TCO changed) in accordance with AFI 36-2605, paragraph 4.2, and all safe combinations have been changed (when/if a TCO/TE change) in accordance with AFI 36-2605, paragraph 5.5.8.

//SIGNED//
(FSS Commander's Signature Block)