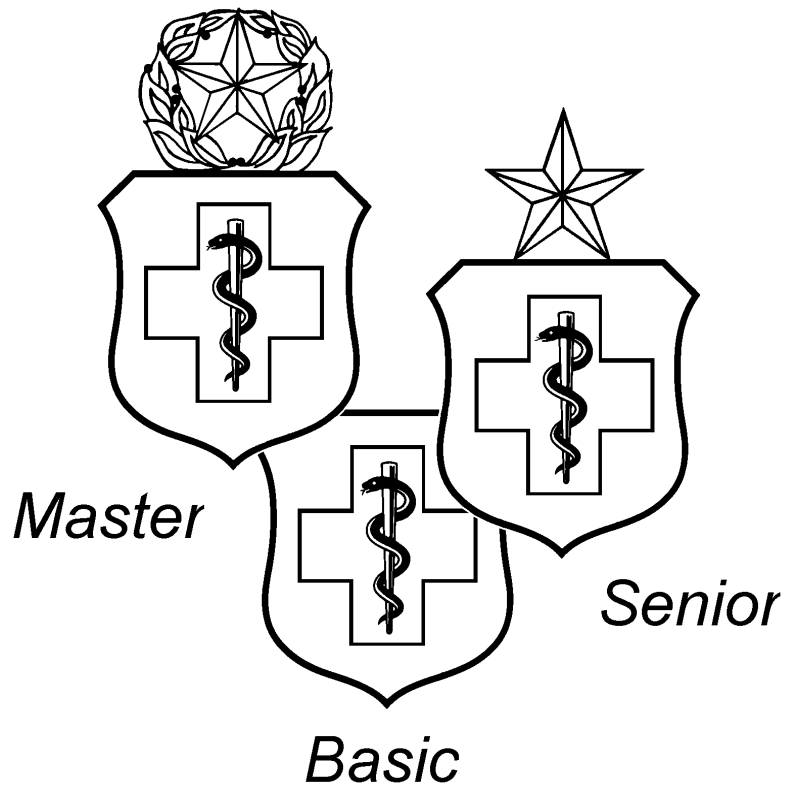


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CFETP 4Y0X2
Parts I and II
November 1999

AFSC 4Y0X2

DENTAL LABORATORY SPECIALTY



CAREER FIELD
EDUCATION AND TRAINING PLAN

**DENTAL LABORATORY SPECIALTY
AFSC 4Y0X2**

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Supersedes: CFETP 4Y0X2, May 1997, and all subsequent changes.
OPR: HQ USAF/SGWD (CMSgt Arthur G. Kennedy)
Certifying Official: 882 TRG/381 TRS/TRR (Mr. Virgil Watson)

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**CAREER FIELD EDUCATION AND TRAINING PLAN
DENTAL LABORATORY SPECIALTY
AFSC 4Y0X2**

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive core training document that identifies life-cycle training and education requirements, training support resources, and minimum core task requirements for the dental laboratory specialty. The CFETP provides supervisors, trainers, and trainees a clear career path to success and instills rigor in unit level training.

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

2.1. Part I provides information necessary for overall management of the specialty.

2.1.1. Section A explains the purpose and use of this plan.

2.1.2. Section B identifies career progression information pertaining to the specialty description, skill level progression, training decisions, Community College of the Air Force information, and the career field path.

2.1.3. Section C explains the training requirements for each skill level.

2.1.4. Section D indicates resource/training constraints such as funds, manpower, equipment, facilities, etc.

2.1.5. Section E is reserved for use as a transitional training guide for merging career fields (Note: Not applicable to this CFETP).

Note: AFMAN 36-2108, Airman Classification, contains the job descriptions.
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2.2. Part II contains six sections. At the unit level, supervisors and trainers use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

2.2.1. Section A contains the Specialty Training Standard (STS). A proficiency code key is used to identify qualitative requirements for appropriate knowledge and task competency required for each skill level. The STS specifies tasks, knowledge, and technical references used to support training, core tasks, wartime course requirements, a designated area to document on-the-job training (OJT) certification, proficiency codes used to indicate training/information provided by

Air Education and Training Command (AETC) courses, and tasks identified as having a Qualification Training Package (QTP) requirement.

2.2.2. Section B provides guidance on obtaining the course objectives list. This list is provided by the OPR for the selected training course.

2.2.3. Section C identifies available OJT support materials. Qualification training packages identified in this section have been developed to support both upgrade and qualification training. These packages are indexed in AFIND 8 and are classified as distribution "F".

2.2.4. Section D contains a training course index that supervisors can use to determine courseware available to support training. Included here are both mandatory and optional courses.

2.2.5. Section E is designed to list MAJCOM unique training requirements. At this time, this section is not used.

2.2.6. Section F outlines the format and documentation necessary to maintain a competency folder.

3. Using guidance provided in this CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate point in their careers. This plan will enable users to train today's work force for tomorrow's jobs.

ABBREVIATIONS/TERMS EXPLAINED

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

Air Force Career Field Manager (AFCFM). Responsible for the development, implementation, and maintenance of the CFETP, among other responsibilities, within an AFS.

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

Air Force Reserve (AFR).

Air National Guard (ANG).

Air Reserve Component (ARC). Comprised of the Air National Guard and the Air Force Reserve.

Career Field Education and Training Plan (CFETP). A comprehensive, multipurpose document encompassing the entire spectrum of education and training for a career field. It is a

diagram for professional military and career technical development. The CFETPs singular design unites the training efforts of AETC and the using MAJCOMs to eliminate waste and thereby defend training budget requirements.

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

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

Core Task. Tasks that AFCFMs identify as minimum qualification requirements within an AFS. Only a percentage of critical tasks for each specialty are listed as mandatory core tasks. This gives units needed flexibility to manage their workforce training.

Course Objective List (COL). A publication, derived from initial/advanced skills course training standards, identifying the tasks knowledge requirements, and respective standards provided to achieve a specific skill level in this career field. Supervisors can use the COL to conduct graduate evaluations in accordance with AFI 36-2201, *Developing, Managing, and Conducting Training*.

Exportable Training. Additional training via computer assisted, read ahead material (paper text), interactive video, or other means to conduct training. (Also referred to as distance learning.)

Individual Mobilization Augmentee (IMA).

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

Major Command (MAJCOM) Functional Manager (FM). A person appointed as the senior representative for an AFS within a specific MAJCOM. Among other responsibilities, MAJCOM FMs work with the AFCFM to develop, implement, and maintain the CFETP.

Mirror Force. Maximizing the mission readiness capability of the Air Force Medical Service through a combined effort of Active Duty, Reserve, and National Guard by: sharing values and principles, optimizing a total force strategy, using technology effectively and efficiently, training for joint taskings and creating a dynamic environment which maximizes everyone's potential.

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

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

Qualification Training Package (QTP). An instructional package designed for use at the unit by supervisors and trainers to qualify or aid qualification in a duty position, on a piece of equipment, or on a performance item identified for competency verification within this CFETP. QTPs establish performance standards and are designed to standardize skills verification and validation of task competency.

Resource Constraints. Resource deficiencies, such as money, facilities, time, manpower, and equipment, that prevents training from being developed or delivered.

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

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

Specialty Training Standard (STS). An Air Force publication that describes an Air Force Specialty in terms of tasks and knowledge which an airman in that specialty should be expected to perform or to know on the job, and identifies the training provided to achieve a 3-, 5-, and 7-skill level within an enlisted AFS. It further serves as a contract between Air Education and Training Command and the functional user to show which of the overall training requirements for an Air Force Specialty Code (AFSC) are taught in formal schools and correspondence courses. It also specifies the level of proficiency that the individual is trained to in each formal course. A chart that explains proficiency requirements (see proficiency code key in Part II of this CFETP) accompanies the STS to assist course developers and supervisors in determining the actual definition of each level of prescribed proficiency.

Task Certifier. A person whom the commander assigns to determine an individual's ability to perform a task to required standards.

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

Trainer. A trained and qualified individual who teaches airmen to perform specific tasks on-the-job. The term is also used in reference to some equipment that is used to teach specific tasks.

Upgrade Training (UGT). A mixture of mandatory courses, tasks qualifications, QTPs, and CDCs required for award of the 3-, 5-, 7-, or 9-skill levels.

Utilization and Training Workshop (U&TW). A forum lead by the AFCFM that incorporates the expertise of MAJCOM FMs, subject matter experts (SMEs), and AETC training personnel in order to determine career ladder training requirements.

Wartime Course. A structured course to train only essential tasks and produce the greatest number of graduates in the least amount of time. The course content is based on wartime tasks identified in the Specialty Training Standard.

Section A - General Information

1. Purpose. This CFETP provides information necessary for the AFCFM, MAJCOM FMs, commanders, training managers, technical training course developers and instructors, supervisors and trainers to use to plan, develop, manage and conduct an effective career field training program. This plan outlines training that individuals must receive in order to develop and progress throughout their career. The plan also identifies initial skills, upgrade, qualification, advanced, and continuation training requirements. Initial skills training is provided by the 381 TRS at Sheppard AFB, Texas (AETC). The CFETP also serves the following purposes:

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

1.2. Identifies task and knowledge training requirements and generally describes the scope of practice in the Dental Laboratory Specialty and recommends training/education throughout each phase of an individual's career.

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

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

2. Uses. This plan will be used by all levels of supervisory and management personnel to ensure comprehensive and cohesive training programs are available/instituted for each individual in the specialty.

2.1. The Air Force Career Field Manager (AFCFM) will maintain the CFETP. The AFCFM, MAJCOM FMs, and AETC personnel will review the CFETP annually to ensure currency and accuracy. MAJCOMs must make sure training isn't developed that can be satisfied by existing courses. Personnel at all levels must use this plan to ensure a comprehensive and cohesive training program is available and instituted for each individual in their AFS.

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

2.3. MAJCOM FMs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. Identified requirements can be satisfied by OJT, resident training, contract training, or distance learning courses. MAJCOM developed training used to support this AFS must be identified for inclusion in this plan and must not duplicate already available training.

2.4. The 381 TRS/XWAA, at 917 Missile Road, Sheppard AFB, TX 76311-2246, will develop and revise QTPs according to the priorities assigned by the AFCFM and with the resources available to the 381 TRS.

2.5. Each individual entering this career field will complete the mandatory training requirements specified in this plan. The list of courses in Part II, Section D, will be used as a reference to support training.

3. Coordination and Approval of the CFETP. The AFCFM is the approval authority for the CFETP. MAJCOM FMs and AETC training personnel will identify and coordinate through proper channels all initial and subsequent changes to the CFETP to ensure currency and accuracy.

Section B - Career Field Progression and Information

4. Specialty Descriptions.

4.1. **Specialty Summary.** Fabricates and repairs dental and maxillofacial prostheses and appliances. Inspects dental laboratory equipment and manages laboratory activities. Related DoD Occupational Subgroup: 331.

4.2. Duties and Responsibilities.

4.2.1. Performs procedures to fabricate and repair complete dental prostheses, fixed and removable partial dental prostheses, and individual crowns, inlays, pontics, splints, stabilizers, and space maintainers. Uses precious and nonprecious metals, acrylic resins, and porcelain as basic materials.

4.2.2. Manages dental laboratory administration tasks and equipment. Maintains dental laboratory records. Prepares reports on laboratory activities. Requisitions, stores, and issues dental laboratory supplies. Inspects equipment and performs minor maintenance. Reports defective equipment or utilities for corrective action. Accounts for precious metals expenditure for which individually charged. Inspects and evaluates administration and technical procedures in the dental laboratory. Furnishes deficiency reports and outstanding accomplishments to base dental surgeon. Interprets inspection findings and recommends corrective action. Consults and coordinates with dental surgeon for improving dental laboratory procedures. Institutes corrective measures, and maintains follow-up action to ensure adequacy and compliance.

5. Skill/Career Progression. Timely training and progression from the apprentice to the superintendent skill level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training do their part to plan, develop, manage, conduct, and evaluate an effective training program. The guidance provided in this part of the CFETP will ensure individuals receive viable training at the appropriate points in their careers. Supervisors may use this area as a guide for general counseling sessions. The following narrative and *AFSC 4Y0X2 Career Field Development Flowcharts* identify the skill/career progression.

5.1. **Apprentice (3-Skill Level).** After completing initial skills training, an apprentice works with qualified dental laboratory technicians and dentists to enhance his or her knowledge and skills. The apprentice will enter upgrade training using the Career Development Course and Qualification Training to progress in the career field. Minimum training times will be a total of 9 months for retrainees and 15 months for normal upgrade training. Tasks taught during initial skills training and performed on the job will be certified at the member's first duty station. Once certified on a task, a trainee may perform the task unsupervised. Individuals will participate in ongoing dental continuing education programs to expand their knowledge and skills. Apprentices should devote their full time to learning the specialty.

5.2. Journeyman (5-Skill Level). Once upgraded to the 5-skill level, a journeyman enters into continuation training to broaden his/her experience base. Journeymen may be required to perform a variety of diverse laboratory tasks, or specialize in specific areas such as removable or fixed prosthodontics. Journeymen should concentrate on honing their technical skills. When resources are available, individuals are encouraged to periodically attend Area Dental Laboratory (ADL) Workshops. Individuals will attend the Airmen Leadership School (ALS) after 48 months in the Air Force. Individuals must attend the Dental Laboratory Craftsman Course before upgrading to the 7-skill level. They should also continue their education toward a Community College of the Air Force (CCAF) degree.

NOTE: Prior to attending the Dental Laboratory Craftsman Course, journeyman must be certified on all STS core tasks and duty position training not provided by AETC.

5.3. Craftsman (7-Skill Level). A craftsman can expect to fill various supervisory and management positions such as NCOIC of the Dental Laboratory or NCOIC of a section or department in an ADL. Craftsmen are the primary trainers of technicians working toward advancement to the 5- and 7-skill levels. Continued academic education through CCAF and higher degree programs is encouraged. Craftsmen should consider becoming a Certified Dental Technician (CDT) through the National Board for Certification (NBC) and applying for Technical Training Instructor duty. When promoted to TSgt, individuals will attend the Noncommissioned Officer Academy.

5.4. Superintendent (9-Skill Level). Before attaining the 9-skill level, individuals must be a SMSgt and complete the Senior Noncommissioned Officer Academy resident course. A 9-skill level is expected to fill positions such as dental clinic or dental laboratory superintendent. Additional experience in areas of budget, manpower, resources, and personnel management should be pursued. Enrollment in higher degree programs is appropriate.

6. Training Decisions. The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Dental Laboratory Career Field. The spectrum includes a strategy for when, where, and how to meet the training requirements. We have used this strategy to develop affordable training, eliminate duplication, and prevent a fragmented approach to training. The following decisions regarding training within the 4Y0X2 Dental Laboratory Career Field were made at the combined Dental Assistant/Dental Laboratory Utilization and Training Workshop, 15-17 April 1999.

6.1. Initial Skills. Decisions regarding the three level course included these changes to the following STS elements: 4g changed from "1a" to "-", 4h(7) and 4h(8) changed from "1b" to "2b", 4h(9) changed from "1a" to "2b", 4h(10) and 4h(12) through 4h(15) changed from "1b" to "2b", 4i(2) and 4i(3) changed from "-" to "b", 4m(1) changed from "a" to "-", STS element 5h - *Fabricate bleaching stents* - was added at the "b" proficiency level, 6d(1) and 6d(2) changed from "b" to "2b", 7d(3) changed from "a" to "1a".

6.2. **Five-Skill Level Upgrade Requirements.** Decisions affecting the 5-skill level correspondence course include: STS element 4i(2) – *Presolder substructures* changed from "b" to "c", STS element 5h – *Fabricate bleaching stents* – was added to the "c" proficiency level.

6.3. **Seven-Skill Level Upgrade Requirements.** The proficiency codes for STS elements 9b through 9e changed from "-" to "c".

6.4. **Proficiency Training.** Added QTP requirement for STS element 3i – *Ship and receive prosthodontic casework*.

6.5. **Training Decision Notes.** 1) The Wartime Course (column 3D) was changed to match the 3-skill level course (column 3A) requirements. 2) See the Summary of Changes at the end of Attachment 5 for a complete listing of changes to include core task deletions and typo corrections.

7. Community College of the Air Force (CCAF). Enrollment in CCAF occurs automatically upon completion of basic military training. CCAF provides the opportunity to obtain an Associates in Applied Science Degree. Contact the base education office for more information. In addition to the associate degree program, CCAF offers the following:

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

7.2. **Trade Skill Certification.** When a CCAF student separates or retires, a trade skill certification is awarded for the primary occupational specialty. The College uses a competency based assessment process for trade skill certification at one of four proficiency levels: Apprentice, Journeyman, Craftsman/Supervisor, or Master Craftsman/Manager. All are transcribed on the CCAF transcript.

7.3. **Degree Requirements.** Upon completion of basic military training and assignment, all active duty, ANG, and AFRES enlisted members are automatically enrolled into the CCAF program. Prior to completing an associate degree, the 5 level must be awarded and the following requirements must be met:

<i>Subject</i>	<i>Semester Hours</i>
Technical Education	24
Leadership, Management, and Military Studies	6
Physical Education	4
General Education	15
Program Elective	15
Total Requirements.....	64

7.3.1. **Technical Education** (24 Semester Hours). A minimum of 12 semester hours of Technical Core subjects/courses must be applied and the remaining semester hours from Technical Core/Technical Elective subject/courses. Requests to substitute subjects/courses must be approved in advance by the Services Branch at CCAF.

Technical Core

<i>Subject/Course</i>	<i>Semester Hours</i>
Dental Laboratory Fundamentals	4
Complete Dentures	9
Construction of Removable Partial Dentures	6
Inlays, Crowns and Fixed Partial Dentures.....	8
Dental Ceramics	4
CCAF Internship	16

Technical Electives

<i>Subject/Courses</i>	<i>Maximum Semester Hours</i>
Basic Medical Readiness	3
Removable Prosthodontics	6
Fixed Prosthodontics	8
Porcelain and Metal Ceramic Restoration.....	6
AF Enlisted Professional Military Education.....	12
Computer Science.....	6

7.3.2. **Leadership, Management, and Military Studies** (LMMS) (6 Semester Hours). Professional military education and/or management courses. The preferred method of completing Leadership, Management, and Military Studies is through attendance at an Airman Leadership School, Major Command NCO Academy, and/or Air Force Senior NCO Academy. However, civilian courses that emphasize fundamentals of managing human or material resources may also be applicable.

7.3.3. **Physical Education** (4 Semester Hours). This requirement is satisfied by completion of basic military training.

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

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

If an acceptable mathematics course is applied as a Technical or Program Elective, a natural science course meeting GER application criteria may be applied as a General Education Requirement.

Social Sciences.....	3
Anthropology, Archaeology, Economics, Geography, Government, History, Political Science, Psychology, Sociology	
Humanities	3
Fine Arts (History, Criticism, and Appreciation), Foreign language, Literature, Philosophy, Religion	

7.3.5. **Program Elective** (15 Semester Hours): The Program Elective requirement is satisfied with applicable Technical Education, Leadership, Management, and Military Studies; or General Education subjects/courses, including natural sciences courses meeting General Education requirements application criteria. Six semester hours of CCAF degree-applicable technical credit otherwise not applicable to the program may be applied.

7.3.6. **Course examinations.** Examinations and ECI courses listed in figure 7-1 are available free to Air Force personnel through the Base Education Center. CCAF will apply up to 30 semester hours of examination credit toward degree requirements. Like letters or numbers in the last column of each grouping indicate duplicate exams. For example, the letter “C” for SE 531, Organizational Behavior, and 429, Organizational Behavior, indicates duplication.

7.4. **Additional Off-duty Education.** This is a personal choice that is encouraged for all. Individuals desiring to become an Air Education and Training Command Instructor should be actively pursuing an associates degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

Subject Area Course/Exam	SEM HRS	ECI	CLEP GEN	CLEP SUB	DSST	ACT/ PEP	DUP
TECNICAL COURSES							
COURSE 6 CMD NCOA	5	X					
COURSE 5 SNCOA	5	X					
TEST 3 NATURAL SCIENCE	6		X				
TF 013 GEN CHEMISTRY	6			X			
TF 014 GEN PSYCH	3			X			
TB 054 GEN BIOLOGY	6			X			
TA 060 INTRO SYS & COMPUTER APPLN	3			X			
SF 536 INTRO COMPUTERS W PRGM/BASIC	3				X		
506 ANATOMY & PHYSIOLOGY	3					X	
LEADERSHIP, MANAGEMENT, & MILITARY STUDIES							
COURSE 6 CMD NCOA	5	X					
COURSE 5 SNCOA	5	X					
COURSE 50 HIST OF AIR POWER	2	X					
TD 018 INTRODUCTION TO MGT	3			X			A
SF 530 PER/HUMAN RESOURCE MGT	3				X		B
SE 531 ORGANIZATIONAL BEHAVIOR	3						C
429 ORGANIZATIONAL BEHAVIOR	3					X	C
SE 532 PRIN OF SUPERVISION	3				X		
430 PRIN OF MGT	3					X	A
482 PERS MGT	3					X	B
GENERAL ED ORAL COMMUNICATION							
SE 815 PRIN OF PUBLIC SPEAKING	3				X		
GENERAL ED WRITTEN COMMUNICATION							
TEST 1 ENGLISH COMP W/WO ESSAY	6		X				D
TC 035 FRESHMAN ENGLISH	6			X			D
TC 045 COLLEGE COMP	6			X			D
GENERAL ED MATHEMATICS							
TEST 5	6		X				
TE 006 COLLEGE ALGEBRA	3			X			E
TE 007 COLLEGE ALGEBRA-TRIG	4			X			E,F
TB 028 TRIGONOMETRY	3			X			F
TB 053 CALC E/ELEM FUNCTIONS	6				X		
SE 450 PRIN OF STATS	3				X		G
450 STATS	3					G	G
GENERAL ED NATURAL SCIENCE (IF GEN ED MATH TECH)							
TEST 3 NATURAL SCIENCE	6		X				H,J
TF 013 GEN CHEMISTRY	6			X			I
TB 054 GEN BIOLOGY	6			X			
SF 500 ASTRONOMY	3				X		
SF 512 PRIN OF PHYS SCIENCE I	3				X		H
SE 519 PHYS GEOLOGY	3				X		
SD 520 GEOLOGY II	3				X		J
458 PHYS GEOLOGY	3				X		J
506 ANATOMY AND PHYSIOLOGY	3					X	
558 MICROBIOLOGY	3					X	

Figure 7-1, List of Examinations and ECI Courses for CCAF Degree Requirements

Subject Area Course/Exam	SEM HRS	ECI	CLEP GEN	CLEP SUB	DSST	ACT/ PEP	DUP
GENERAL ED SOCIAL SCIENCE							
TEST 2 SOCIAL SCIENCE & HIST	6		X				
TE 001 AMERICAN GOVT	3			X			
FT 014 GEN PSYCH	3			X			
TD 017 HUMAN GROWTH & DEV	3			X			
TD 036 INTRO MACROECONOMICS	3			X			
TC 037 INTOR MICROECONOMICS	3			X			
TF 039 INTRO SOCIOLOGY	3			X			
TS 055 AMERICAN HIST	3			X			
TB 056 AMERICAN HIST 1865 TO PRESENT	3			X			
TB WEST CIV TO 1648	3			X			
TB WEST CIV TO 1648 TO PRESENT	3			X			
SE 465 CONTEMP W EUROPE: 1946-90	3				X		
SE 469 INTRO TO MODERN MIDDLE EAST	3				X		
SE 470 GEOGRAPHY	3				X		
SE 473 HIST OF THE VIETNAM WAR	3				X		
SE 476 WAR & PEACE IN NUCLEAR AGE	3				X		
SE 490 LIFESPAN DEV PSYCH	3				X		
SF 494 GEN ANTHROPOLOGY	3				X		
459 ABNORMAL PSYCH	3					X	
GENERAL ED HUMANITIES							
TEST 4 HUMANITIES	6		X				M
TC 003 AMERICAN LIT	6			X			
TD 004 ANALY & INTPN OF LIT	6			X			M
TD 004 ENGLISH LIT	6			X			
TC 050 FRENCH: LEVEL I & II	*			X			N,O
TC 051 GERMAN: LEVEL I & II	*			X			P,Q
TC 052 SPANISH: LEVEL I & II	*			X			
SE 461 ART IN THE WEST WORLD	3				X		
SE 474 ETHICS IN AMERICA	3				X		
SE 496 INTRO TO WORLD RELIGIONS	3				X		
SG 579 BEGIN GERMAN I	3				X		N
SG 580 BEGIN GERMAN II	3				X		O
SE BEGIN SPANISH I	3				X		P
SE BEGIN SPANISH II	3				X		Q
SE BEGIN ITALIAN I	3				X		

ECI courses do apply toward the 30-semester-hour limitation for examination credit.

*Worth 6 or 12 semester hours depending on passing score.

Figure 7-1 (cont.), **List of Examinations and ECI Courses for CCAF Degree Requirements**

8. Career Field Path.

8.1. Manpower Table.

	MSgt	TSgt	SSgt	SrA
4Y0X2 Total	36	57	131	193

	CMSgt	SMSgt
4Y0X0 Total	21	46

8.2. **Career Field Flowcharts.** Charts depicting this specialty's career path are presented on the following pages. Figure 8-1, the Enlisted Education and Training Path, outlines when training is required for each skill level within this specialty. Figure 8-2 provides additional career progression information in standard flowchart design. Figure 8-3 charts the ARC Enlisted Education and Training Path.

ACTIVE DUTY EDUCATION AND TRAINING PATH

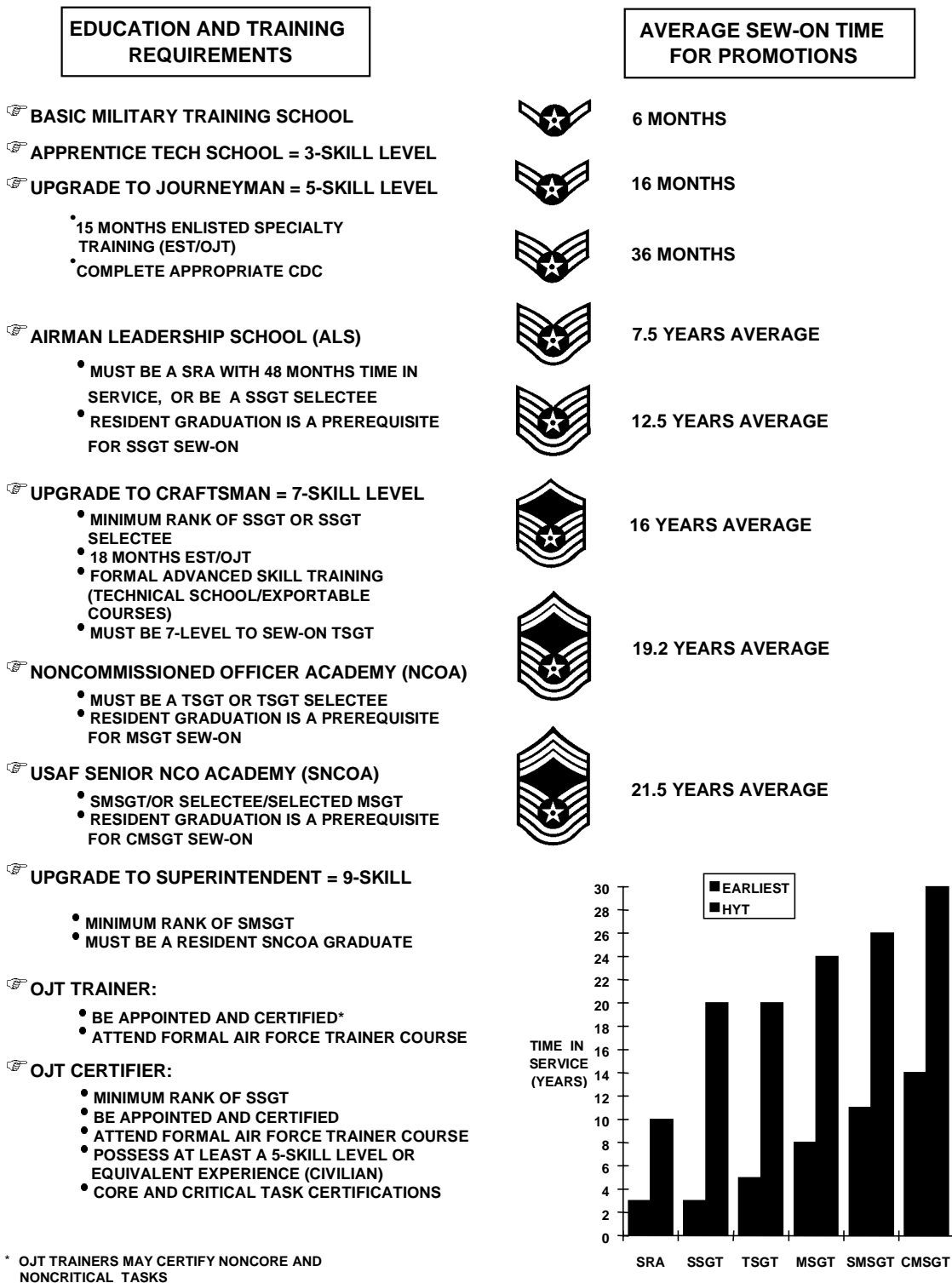


Figure 8-1, Enlisted Education and Training Path

**DENTAL ASSISTANT AND DENTAL LABORATORY
TRAINING AND CAREER PROGRESSION**

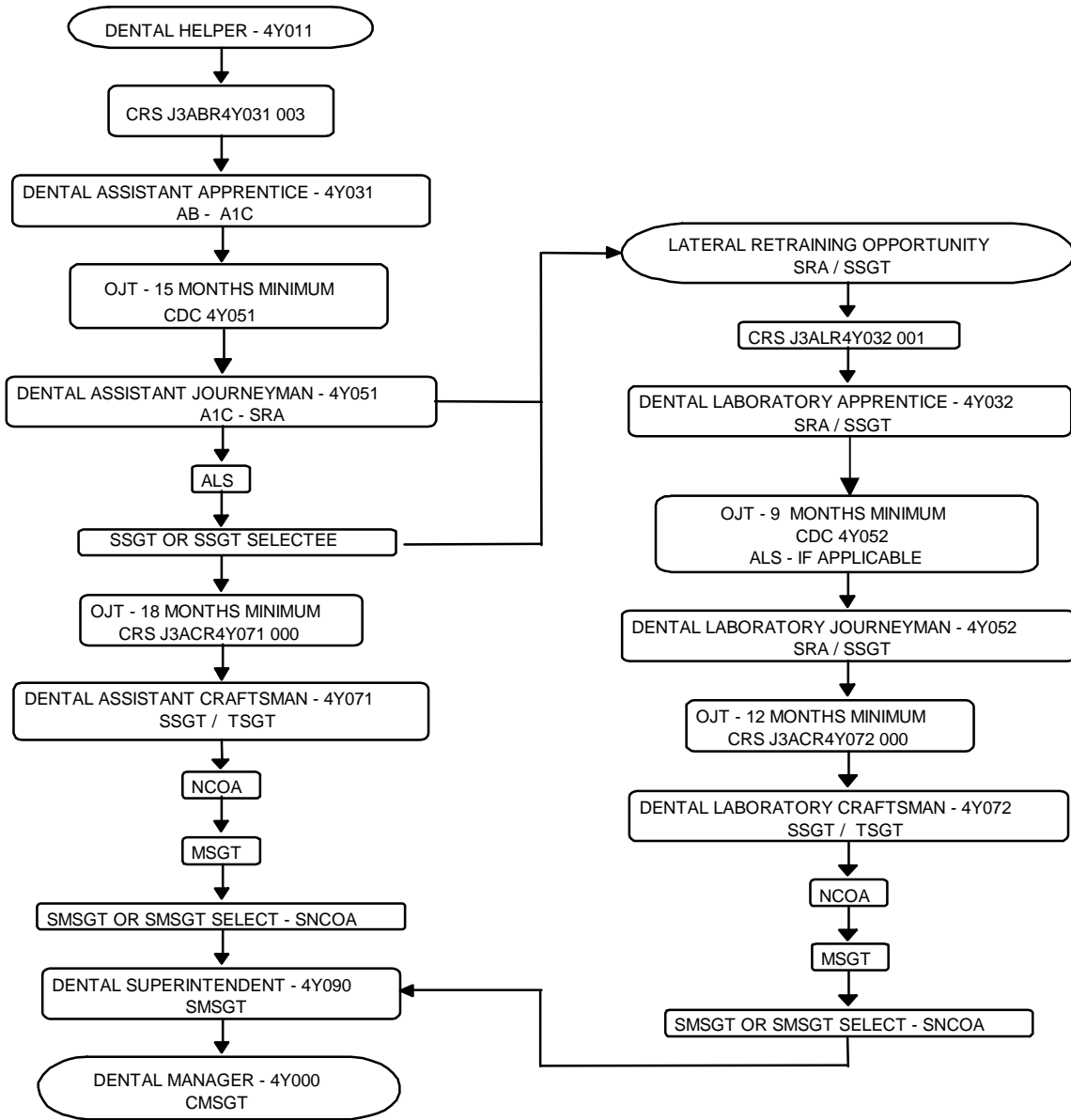


Figure 8-2, Dental Assistant and Dental Laboratory Training Career Progression

Enlisted and Training Requirements	GRADE REQUIREMENTS			
	Rank	Average Sew-on	Earliest Sew-on	High Year of Tenure
Basic Military Training School				
Apprentice Technical School (3-skill level)	Amn A1C	6 months 16 months		
Upgrade to Journeyman (5-skill level) -Minimum 15 months on-the-job training -Complete appropriate CDC if/when available	A1C SrA	16 months 3 years	28 months	
Airman Leadership School (ALS) -Must be a SrA with 48 months time in service -ALS/Correspondence Course required to sew-on SSgt (N/A for ANG)	Trainer			
	-Must attend the formal AF Training course and be appointed by Commander -Trainers must be qualified and certified on tasks to be trained			
Upgrade to Craftsman (7-skill level) -Minimum rank of SSgt -Minimum 18 months OJT -Complete appropriate CDC if/when available -Advanced technical school	SSgt	4.5 years	3 years	33 years
Retrainees -Minimum 9 months for 5 level -Minimum 16 months for 7-level upgrade training	Certifier			
	-SSgt with a 5-skill level or civilian equivalent -Attend formal AF certifier course and be appointed by Commander -Be a person other than the trainer (Core and Critical tasks only)			
Noncommissioned Officer Academy (NCOA) -Must be a SSgt or TSgt -Resident/correspondence is a prerequisite to sew-on MSgt (N/A for ANG)	TSgt MSgt	8.2 years 13.1 years	5 years 8 years	33 years 33years
USAF Senior NCO Academy (SNCOA) -Must be a SMSgt or a selected MSgt -Resident/correspondence is a prerequisite to sew-on SMSgt (N/A for ANG)	SMSgt	18 years	11 years	33 years
Upgrade to Superintendent (9-skill level) -Minimum rank of SMSgt -Must Complete SNCOA (N/A for ANG)	CMSgt	21.4 years	14 years	33 years

Figure 8-3, Air Reserve Component Enlisted Education and Training Path

Section C - Skill Level Training Requirements

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

10. Specialty Qualification. Located in AFMAN 36-2108, attachment 33.

10.1. Apprentice (3-Skill Level) Training.

10.1.1. Specialty Qualification.

10.1.1.1. **Knowledge.** Knowledge is mandatory in: safety and health hazards; oral anatomy and physiology; inorganic chemistry; metallurgy fundamentals; dental laboratory procedures; dental material physical and chemical properties; dental laboratory equipment and maintenance; infection control procedures; and dental laboratory administration.

10.1.1.2. **Education.** Completion of high school with courses in biology and chemistry is desirable for entry into this AFSC.

10.1.1.3. **Training.** Completion of a basic dental laboratory course is mandatory for the award of AFSC 4Y032.

10.1.1.4. **Experience.** Qualification in and possession of AFSC 4Y051 (Dental Journeyman). Also, experience in functions such as assisting in emergency dental care and performing dental administrative tasks.

10.1.1.5. **Other.** Normal color vision and depth perception is mandatory for entry into this specialty. Mandatory general aptitude score of 64 from the Armed Services Vocational Aptitude Battery (ASVAB), English Comprehension Level (ECL) of 70, and the ability to lift at least 40 lbs.

10.1.2. **Training Sources/Resources.** Completion of Course J3ALR4Y032 001, Dental Laboratory Apprentice (PDS Code 165) at Sheppard AFB, TX satisfies the training requirements specified in the specialty qualification section (above) for award of the 3-skill level.

10.1.3. **Implementation.** Apprentice (3-skill level) training begins with entry in the Dental Laboratory Apprentice course. Satisfactory completion of the course awards the 3-skill level. Job qualification training starts when graduates are assigned to their first duty position. Thereafter, it is initiated anytime an individual is assigned duties he or she is not qualified to perform.

10.2. Journeyman (5-Skill Level) Training.

10.2.1. Specialty Qualification.

10.2.1.1. **Knowledge.** The same knowledge requirements for the apprentice apply to the journeyman.

10.2.1.2. **Education.** The same education requirements for the apprentice apply to the journeyman.

10.2.1.3. **Training.** An apprentice must complete the following actions for award of the 5-skill level AFSC:

- Complete CDC 4Y052.
- Become certified on all STS core tasks identified with a ⑤ in column 1 of all STS attachments.
- Become certified on all STS tasks for the assigned duty position.
- Complete at least 15 months OJT.
- Lateral retrainees must complete at least 9 months OJT.

10.2.1.4. **Experience.** Qualification in and possession of AFSC 4Y032. Also, experience in functions such as fabricating and repairing dental prostheses and appliances.

10.2.1.5. **Other.** This section not used.

10.2.2. **Training Sources/Resources.** The supervisor/trainer must contact the Unit OJT Manager to enroll the trainee in the 4Y052, Dental Laboratory Journeyman, CDCs. Completion of the CDCs satisfies the knowledge requirements specified in the specialty qualification section (above) for award of the 5-skill level. The STS identifies all the core tasks required for qualification. Upgrade and qualification training are provided by qualified trainers using available resources. Mandatory QTPs are obtained through normal publication channels in accordance with the procedures in AFIND 8. A list of all QTPs and training courses is located in Part II, Sections C and D, of this CFETP.

10.2.3. **Implementation.** Entry into 5-skill level upgrade training is initiated immediately upon the graduate's arrival at his or her duty station. Qualification training is initiated anytime an individual is assigned duties he or she is not qualified to perform. QTPs are used concurrently to obtain necessary duty position qualifications.

10.3. Craftsman (7-Skill Level) Training.

10.3.1. Specialty Qualification.

10.3.1.1. **Knowledge.** The same knowledge and education requirements for the apprentice apply to the craftsman.

10.3.1.2. **Education.** The same knowledge and education requirements for the apprentice apply to the craftsman.

10.3.1.3. **Training.** A journeyman must complete the following actions for award of the 7-skill level AFSC:

- Become certified on all STS core tasks identified with a ⑦ in column 1 of all STS attachments.
- Become certified on all STS tasks for the assigned duty position.
- Complete technical school course J3ACR4Y072 000, Dental Laboratory Craftsman.
- Complete at least 18 months OJT.
- Lateral retrainees must complete at least 12 months OJT

10.3.1.4. **Experience.** Qualification in and possession of AFSC 4Y052. Also, experience performing and supervising functions such as fabricating and repairing dental prostheses and appliances.

10.3.1.5. **Other.** This section not used.

10.3.2. **Training Sources/Resources.** Completion of course J3ACR4Y072 000, Dental Laboratory Craftsman (PDS Code 223) at Sheppard AFB, TX, satisfies the requirement for formal advanced skills training. Completion of course J4AJS3S2X1 00X, Air Force Training Course, is desirable prior to attending course J3ACR4Y072 000. The STS identifies all the core tasks required for qualification. Upgrade and qualification training are provided by qualified trainers using available QTPs. QTPs are a mandatory requirement and will be utilized for all STS task proficiency training when use is indicated in column 2F of the STS. QTPs are obtained through normal publication channels in accordance with the procedures in AFIND 8. A list of all QTPs and training courses is located in Part II, Sections C and D, of this CFETP. Completion of supplemental courses offered at 381 TRS Sheppard AFB is desirable.

10.3.3. **Implementation.** Entry into 7-skill level upgrade training is initiated when an individual possesses the 5-skill level and is a SSgt selectee or higher. Qualification training is initiated anytime an individual is assigned duties he or she is not qualified to perform. QTPs are used concurrently to obtain necessary duty position qualifications. Course J3ACR4Y072 000 must be completed to be awarded the 7-skill level. QTPs which support tasks taught in the 7 level course (dental administration, supervision, and training) are completed in two phases. Phase one requires the Journeyman to begin qualification training on the above mentioned tasks prior to attending the course utilizing the steps in task performance outlined in the applicable QTP module. The Journeyman should not be certified until after they graduate. Phase two requires task certifiers to evaluate and certify completion of training utilizing the performance

checklist provided in applicable QTP module. Phase two is accomplished after the graduate returns to duty.

10.4. **Superintendent (9-Skill Level) Training.**

10.4.1. **Specialty Qualification.**

10.4.1.1. **Knowledge.** The same knowledge requirements for the apprentice apply to the superintendent.

10.4.1.2. **Education.** The same education requirements for the apprentice apply to the superintendent.

10.4.1.3. **Training.** Completion of the duty position training requirements is mandatory for award of the 9-skill level AFSC.

10.4.1.4. **Experience.** Qualification in and possession of AFSC 4Y071 or 4Y072. Also, experience in managing dental functions and activities.

10.4.1.5. **Other.** This section not used.

10.4.2. **Training Sources/Resources.** Upgrade and qualification training are provided by qualified trainers.

10.4.3. **Implementation.** Entry into 9-skill level OJT is initiated when an individual possesses the 7-skill level and is a SMSgt selectee. Qualification training is initiated anytime an individual is assigned duties they are not qualified to perform.

Section D - Resource Constraints

11. Purpose. This section identifies known resource constraints which preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, office of primary responsibility, and target completion dates. At a minimum, perform an annual review of resource constraints affecting training and amend this section if needed.

12. Apprentice (3-Skill Level) Training.

12.1. **Constraints.** Manpower. The Dental Laboratory Apprentice course, J3ALR4Y032 001, is currently experiencing multiple instructor requirement (MIR) shortages during performance training.

12.2. **Impact.** Some supplemental classes have been cancelled in FY99. Additional measures may be needed.

12.3. **Resources Required.** Adequate additional instructors to meet the MIR are required.

13. Journeyman (5-Skill Level) Training.

13.1. **Constraints.** None. The 5-skill level CDC currently exists.

14. Craftsman (7-Skill Level) Training.

14.1. **Constraints.** None. The Dental Laboratory Craftsman course, J3ACR4Y072 000, currently exists.

15. Reporting Qualification Training Constraints. Supervisors should report known resource constraints which prevent personnel from completing the mandatory training requirements specified in this plan to their unit OJT manager. The authority for requesting waivers is AFI 36-2101, *Military Personnel Classification Policy*.

15.1. In the report, provide a brief description of the resource constraints which adversely affect your training program. If applicable, include the impact this constraint has or will have on training. Also, provide a brief description of what you need to correct the problem. In closing, request what action you require of the office or person addressed. If the memorandum provides information only, use a standard closure identifying that a response is unnecessary. Use figure 15-1 as guide for documenting and reporting these resource constraints.

15.2. Submit requests for waivers of CFETP requirements to the AFCFM. The content of the request should parallel that described above for reporting qualification training constraints. Before requesting a waiver of the AFCFM, try to resolve training program and resource problems at the unit and MAJCOM level.



DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND

7 Jun 99

MEMORANDUM FOR HQ USAF/SGWD
ATTENTION: CMSGT KENNEDY

FROM: 648th Medical Squadron/SGD
8005 Lindbergh Drive
Brooks AFB TX 78235-5336

SUBJECT: Memorandum for Reporting Qualification Training Constraints

1. The mandatory specialty training standard (STS) requirement which cannot be completed is:
 - a. Training standard number and date: STS 4Y0X2, MAY 1997
 - b. STS paragraph number affected is: 8d
2. Resource constraint: No orthodontist is assigned to our dental clinic. Our orthodontic patients are sent to the Dunn Dental Clinic. For this reason, Amn Frost will not be able to complete 5-skill level upgrade training in fabricating Hawley retainers.
3. Resource/action required: Waiver to the mandatory core task training required by the CFETP.
4. Please approve this waiver for core task training required on STS paragraph 8d. Your assistance is greatly appreciated.

JEFFREY SMITH III, MSgt, USAF
Task Certifier, AFSC 4Y0X2

cc: 684th Medical Squadron/CC (OJT Manager)

Figure 15-1, **Memorandum for Reporting Qualification Training Constraints**

Section E - Transitional Training Guide

This section not used.

**CAREER FIELD EDUCATION AND TRAINING PLAN
DENTAL LABORATORY SPECIALTY
AFSC 4Y0X2**

PART II

Section A - Specialty Training Standard

1. Implementation. This Specialty Training Standard (STS) implements technical training provided by Air Education and Training Command with the class entering 10 May 2000 and graduating 30 Oct 2000 for course J3ALR4Y032 001, and the class entering 29 Nov 1999 and graduating 10 Dec 1999 for course J3ACR4Y072 000.

2. Purpose. As prescribed in AFI 36-2201, *Developing, Managing, and Conducting Training*, this STS:

2.1. Lists in column 1 of attachments 2 through 5, the essential tasks, knowledge, and technical references (TRs) airmen need to perform duties in the dental laboratory specialty. These are based on an analysis of the duties in AFMAN 36-2108.

2.2. Shows core task requirements. Tasks identified with the symbols ⑤ and ⑦, in column 1 of attachments 2 through 5, are the core tasks required for the 5- and 7- skill level upgrades in the dental laboratory specialty. *Personnel in grades E-6 and below must be trained and certified on all core tasks to complete upgrade training.*

2.3. Provides certification for OJT. Column 2, in attachments 2 through 5, is used to record completion of task and knowledge training requirements. Certification is accomplished when the certifying official initials in column 2E of the circled task/knowledge element. Date started, completed, and the trainer's and trainee's initials complete the certification requirement. Any deviations from these requirements can only be approved by the Air Force Career Field Manager (AFCFM).

NOTE: Trainers must (1) possess a 4Y0X2 AFSC or DoD equivalent, (2) be certified on the tasks they will train, (3) be recommended by their supervisor, (4) have completed course J4AJS3S2X1-00X, Air Force Training Course, and (5) be appointed in writing by the unit commander. Trainers can certify all non-core/non-critical tasks. Certifiers must (1) be at least a SSgt, (2) possess a 5 skill level, (3) have completed J4AJS3S2X1-00X, Air Force Training Course, and (4) be appointed in writing by the unit commander. Certifiers must certify all Core/Critical tasks. In unusual circumstances, dental officers may substitute as trainers or certifiers. Unit OJT managers will assess 4Y072 qualifications to validate the selection process.

2.4. Shows the qualification training package (QTP) requirements. A number in Column 2F identifies the QTP volume used to support training of the task. For a list of QTP volume numbers and titles, refer to Section C.

2.5. Shows formal training requirements and correspondence course requirements. Columns 3A and 3C of attachments 2 through 5 show the proficiency to be demonstrated on the job by the graduate as a result of training in course J3ALR4Y032 000 (PDS Code 7PE) and course J3ACR4Y072 000 (PDS Code 223) respectively. Tasks coded in column 3D are trained in the resident initial skills wartime course. Proficiency codes in column 3B identify career knowledge provided in CDC 4Y052, Dental Laboratory Journeyman. The course author is not restricted to the explicit subject areas of column 1; additional subjects may be included as they apply to the 4Y0X2 career field. See ECI/AFSC/CDC listing maintained by the unit EST manager for current CDC listings.

2.6. **Qualitative Requirements.** Attachment 1 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and the career development course.

2.7. Becomes a job qualification standard (JQS) for OJT when placed in AF Form 623, **On-The-Job Training Record**, and used according to AFI 36-2201. When used as a JQS, the following requirements apply:

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

2.7.1.1. **Transcribing a New/Revised CFETP.** Use the new CFETP to identify and certify all past and current qualifications. For those tasks previously certified and required in the current duty position, evaluate current qualification and, when verified, recertify core and critical tasks using current date as completion date and enter trainee's and certifier's initials. For non-core and non-critical tasks previously certified and required in the current duty position, evaluate current qualifications and when verified, recertify using current date, as completion date and enter trainee's and trainer's initials. For previous certification on tasks not required in the current duty position, carry forward *only* the previous completion date. If and when these tasks become a duty position requirement, recertify with current date and certifier's initials.

2.7.1.2. **Documentating Career Knowledge.** For two-time CDC course exam failures: supervisors identify all STS items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the task certifier, and receives certification on the STS. **NOTE:** Career Knowledge must be documented prior to submitting a CDC waiver.

2.7.1.3. **Decertification and Recertification.** When an airman is found to be unqualified on a task previously certified for his or her assigned position, the supervisor lines through the previous certification or deletes previous certification when using an automated system. Appropriate remarks are entered on the AF Form 623a, **On-The-Job Training Record Continuation Sheet**, as to the reason for decertification. The individual is recertified (if required) either by erasing the

old entries and writing in the new or by using correction fluid (if the entries were made in ink) over the previously certified entry.

2.7.2. Training Standard. For OJT, the tasks in column 1 of attachments 2 through 5 are trained and qualified to the go/no go level. Go means the individual can perform the task without assistance and meets local requirements for accuracy, timeliness, and correct use of procedures.

2.8. Is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKT) are developed at the USAF Occupational Measurement Squadron by senior NCOs with extensive practical experience in their career fields. Questions are based on study references listed in WAPS Catalog published by the Extension Course Institute (ECI). Individual responsibilities are in Chapter 1 of AFI 36-2605.

3. Recommendations: Report inadequacies of and suggest corrections to this STS to 882 TRG/TGEQ, 939 Missile Rd, Sheppard AFB, TX 76311-2245. Reference specific paragraphs. A Customer Service Information Line has been installed for the supervisor's convenience to identify graduates who may have received over or under training on tasks/knowledge items listed in this training standard. For a quick response to problems, call our 24-hour Customer Service Information Line, DSN 736-2385.

This CFETP supersedes STS 4Y0X2, May 1997.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

CHARLES H. ROADMAN II, Lieutenant General, USAF, MC
Surgeon General

- 5 Attachments
- 1. Qualitative Requirements
- 2. Common Dental Career Field Experience
- 3. General 4Y0X2 Experience
- 4. Fixed Prosthodontics, Treatment Appliance
Fabrication, Complete and Partial Denture Base
Fabrication, Framework Fabrication for
Removable Protheses, and Orthodontics
- 5. Administration, Supervision, and Training

This Block Is For Identification Purposes Only.		
Name of Trainee		
Printed Name (Last, First, Middle Initial)	Initials (Written)	SSN
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

QUALITATIVE REQUIREMENTS

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

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

NOTE 2: Tasks identified with the symbols ⑤ and ⑦ in column 1 of attachments 2 through 5 are core tasks that personnel must be trained and certified on to complete upgrade training for the skill levels indicated.

NOTE 3: Training references (TRs) in the source summary are commercial publications or other service publications that are essential for OJT and mission accomplishment. The unit OJT section will consolidate the requirements for the unit they support and order publications through the hospital/clinic library activity.

NOTE 4: Items marked with a volume number in column 2F are supported by QTPs listed in AFIND 8.

NOTE 5: Items coded in column 3D are the tasks/knowledge that are trained in the 3-level wartime course.

- STS 4Y0X2 - 1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS		2. CERTIFICATION FOR OJT AND QUALIFICATION TRAINING PACKAGES					3. TRAINING PROFICIENCY CODES			
		A Start Date	B Completion Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	F QTP	A 3-Skill Level Course	B 5-Skill Level CDC	C 7-Skill Level Course
1	COMMON DENTAL CAREER FIELD EXPERIENCE									
1a	Medical readiness (Initial Medical Readiness Training directed by AFI 41-106 is provided in course J3ATR40030 002, Basic Medical Readiness, conducted at 882d Training Group, Sheppard AFB. Completed training is documented on AETC Form 156 for each course graduate. Prior attendance in the Basic Medical Readiness course is mandatory for Airmen retraining into this Specialty. Continuing/on-going Medical Readiness Training for the individual is the responsibility of each medical facility.)						-	-	-	-
1b	Career progression									
1b(1)	USAF Medical Service mission						A	-	-	A
1b(2)	USAF Dental Service TR: AFI 47-101; AFP 162-6(AFPAM 47-103 Pending)									
1b(2)(a)	Mission						-	-	B	-
1b(2)(b)	Organization and function						A	-	B	A
1b(2)(c)	Mirror Force						-	B	B	-
1b(2)(d)	Air Reserve Component (ARC)						-	B	B	-
1b(2)(d)1	Career Progression						-	B	B	-
1b(2)(d)2	Annual Training Requirements						-	B	B	-

- STS 4Y0X2 - 1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS		2. CERTIFICATION FOR OJT AND QUALIFICATION TRAINING PACKAGES					3. TRAINING PROFICIENCY CODES				
		A Start Date	B Completion Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	F QTP	A 3-Skill Level Course	B 5-Skill Level CDC	C 7-Skill Level Course	D War Time Crs
1b(3)	Duties and career progression in 4Y0X1/4Y0X2 and educational opportunities TR: CFETP 4Y0X1/4Y0X2							A	—	B	A
1b(4)	Duties of AFS 4Y0X2 TR: AFI 36-2108, CFETP 4Y0X2										
1b(4)(a)	4Y032							B	—	—	B
1b(4)(b)	4Y052							A	—	—	A
1b(4)(c)	4Y072							A	—	B	A
1b(4)(d)	4Y090/CEM 4Y000							A	—	B	A
1c	Professional conduct TR: AFP 162-6										
1c(1)	Professional relations with patients and medical personnel							—	—	C	—
1c(2)	Professional standards of ethics							A	B	—	A
1d	Safety and health TR: AFP 162-6; AFI 47-101, 91-202, 91-204, 91-301, 91-302; AFOSH STDs 91-31, 91-32, 91-43, 161-21; DoD 6050.5-W; AFIND 0-17										
1d(1)	Principles of laboratory safety							B	B	—	B
1d(2)	Hazards of AFSC 4Y0X2							B	B	—	B
1d(3)	Hazard communication standard							—	—	—	—
1d(4)	AFOSH standards for AFSC 4Y0X2							A	B	—	A
1d(5)	Exercise safety precautions during job performance	_____	_____	_____	_____	_____		3c	—	—	3c

- STS 4Y0X2 - 1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS		2. CERTIFICATION FOR OJT AND QUALIFICATION TRAINING PACKAGES					3. TRAINING PROFICIENCY CODES			
		A Start Date	B Completion Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	F QTP	A 3-Skill Level Course	B 5-Skill Level CDC	C 7-Skill Level Course
2	FUNDAMENTAL DENTAL LABORATORY EXPERIENCE TR: AFP 162-6 (AFPAM 47-103 Pending)									
2a	Oral anatomy						A	B	-	A
2b	Facial anatomy						A	B	-	A
2c	Oral physiology						A	B	-	A
2d	Occlusion						A	B	-	A
2e	Dental materials									
2e(1)	Applied sciences						-	A	-	-
2e(2)	Use dental materials	_____	_____	_____	_____	_____	3c	c	-	3c
2f	Use weights and measures	_____	_____	_____	_____	_____	2b	-	-	2b
2g	Use infection control practices TR: AFIs 44-108, 47-101; Dental Items of Significance # 37, <u>USAF Dental Service Infection Control Program</u> , <u>OSHA 29 CFR Part 1910.1030</u> , <u>JCAHO Accreditation Manual</u>	_____	_____	_____	_____	_____	3c	c	-	3c
3	GENERAL DENTAL LABORATORY EXPERIENCE TR: AFP 162-6 (AFPAM 47-103 Pending)									
3a	Use laboratory work authorization and consultation request (DD Form 2322) ⑤ TR: AFI 37-138, 47-101	_____	_____	_____	_____	_____	2b	c	-	2b
3b	Constructing diagnostic and master casts									
3b(1)	Anatomic landmarks of impressions, casts, and prostheses						A	B	-	A
3b(2)	Construct diagnostic casts	_____	_____	_____	_____	_____	3c	-	-	3c
3b(3)	Construct casts for complete dentures	_____	_____	_____	_____	_____	1	3c	-	3c
3b(4)	Construct casts for removable partial dentures (RPD)	_____	_____	_____	_____	_____	1	3c	-	3c

- STS 4Y0X2 - 1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS		2. CERTIFICATION FOR OJT AND QUALIFICATION TRAINING PACKAGES					3. TRAINING PROFICIENCY CODES				
		A Start Date	B Completion Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	F QTP	A 3-Skill Level Course	B 5-Skill Level CDC	C 7-Skill Level Course	D War Time Crs
3b(5)	Construct casts for fixed restorations ⑤						1	2b	c	-	2b
3b(6)	Construct casts for orthodontic appliances							3c	c	-	3c
3b(7)	Construct orthodontic study models						1	b	c	-	b
3b(8)	Construct casts for maxillofacial prostheses							-	-	-	
3b(9)	Construct altered casts for removable partial dentures						1	2b	c	-	2b
3b(10)	Construct duplicate casts							3c	-	-	3c
3c	Construct custom impression trays						1	3c	-	-	3c
3d	Using articulators										
3d(1)	Articulator design principles							A	B	-	A
3d(2)	Mount casts using arbitrary method						1	3c	-	-	3c
3d(3)	Mount casts using facebow transfer technique						1	3c	-	-	3c
3d(4)	Adjust articulator settings using checkbites						2/3	-	c	-	-
3d(5)	Adjust articulator settings using occlusal contacts ⑤						2	-	c	-	-
3e	Using dental surveyors										
3e(1)	Principles of surveying							A	B	-	A
3e(2)	Blockout undercuts on casts							3c	-	-	3c
3f	Repair removable prostheses using acrylic resin						1	3c	-	-	3c
3g	Repair removable prostheses using solder						1	-	c	-	-
3h	Record composite laboratory values ⑤ TR: AFM 47-226 Vols. 1-2 attachment 1							2b	c	-	2b

- STS 4Y0X2 - 1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS		2. CERTIFICATION FOR OJT AND QUALIFICATION TRAINING PACKAGES					3. TRAINING PROFICIENCY CODES				
		A Start Date	B Completion Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	F QTP	A 3-Skill Level Course	B 5-Skill Level CDC	C 7-Skill Level Course	D War Time Crs
3i	Ship and receive prosthodontic casework TR: AFP 162-6 (AFPAM 47-103 Pending)	_____	_____	_____	_____	_____	4	-	c	-	-
3j	Operate dental laboratory equipment and perform user maintenance TR: Manufacturer's instructions	_____	_____	_____	_____	_____	1	2b	c	-	2b
4	FIXED PROSTHODONTICS TR: AFP 162-6 (AFPAM 47-103 Pending)										
4a	Types of fixed restorations							A	B	-	A
4b	Principles of design							A	B	-	A
4c	Shade selection							-	B	-	-
4d	Fabricate indirect post and cores ⑤	_____	_____	_____	_____	_____	2	1a	c	-	1a
4e	Fabricate interim crowns and fixed partial dentures	_____	_____	_____	_____	_____	2	-	b	-	-
4f	Fabricating gold crowns and fixed partial dentures										
4f(1)	Prepare dies for waxing ⑤	_____	_____	_____	_____	_____	2	2b	c	-	2b
4f(2)	Wax patterns to anatomical form ⑤	_____	_____	_____	_____	_____	2	2b	c	-	2b
4f(3)	Construct custom incisal guide tables	_____	_____	_____	_____	_____	2	-	c	-	-
4f(4)	Sprue and invest wax patterns ⑤	_____	_____	_____	_____	_____	2	2b	c	-	2b
4f(5)	Burnout and cast restorations ⑤	_____	_____	_____	_____	_____	2	2b	c	-	2b
4f(6)	Deoxidize castings ⑤	_____	_____	_____	_____	_____	2	2b	b	-	2b
4f(7)	Fit castings to dies ⑤	_____	_____	_____	_____	_____	2	2b	b	-	2b
4f(8)	Solder crowns ⑤	_____	_____	_____	_____	_____	2	2b	c	-	2b
4f(9)	Solder fixed partial denture ⑤	_____	_____	_____	_____	_____	2	2b	c	-	2b
4f(10)	Restore occlusion of restorations ⑤	_____	_____	_____	_____	_____	2	2b	c	-	2b
4f(11)	Finish and polish restorations ⑤	_____	_____	_____	_____	_____	2	2b	b	-	2b

- STS 4Y0X2 - 1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS		2. CERTIFICATION FOR OJT AND QUALIFICATION TRAINING PACKAGES					3. TRAINING PROFICIENCY CODES				
		A Start Date	B Completion Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	F QTP	A 3-Skill Level Course	B 5-Skill Level CDC	C 7-Skill Level Course	D War Time Crs
4g	Fabricate resin veneered crowns and fixed partial dentures						2	-	b	-	-
4h	Fabricating metal-ceramic crowns										
4h(1)	Cut back wax patterns ⑤						2	2b	b	-	2b
4h(2)	Sprue and invest metal-ceramic patterns ⑤						2	2b	c	-	2b
4h(3)	Burnout and cast substructures ⑤						2	1b	c	-	1b
4h(4)	Fit metal-ceramic castings to dies ⑤						2	2b	b	-	2b
4h(5)	Restore occlusion of substructures ⑤						2	2b	c	-	2b
4h(6)	Finish and prepare substructures for veneering ⑤						2	1b	b	-	1b
4h(7)	Oxidize prepared castings ⑤						2	2b	c	-	2b
4h(8)	Apply opaque porcelain ⑤						2	2b	c	-	2b
4h(9)	Apply shoulder porcelain ⑤						2	2b	c	-	2b
4h(10)	Apply dentine and enamel porcelain ⑤						2	2b	c	-	2b
4h(11)	Use internal porcelain modifiers							-	b	-	-
4h(12)	Fire porcelain buildups ⑤						2	2b	c	-	2b
4h(13)	Contour fired porcelain ⑤						2	2b	b	-	2b
4h(14)	Surface stain and color correct veneers ⑤						2	2b	c	-	2b
4h(15)	Glaze porcelain restorations ⑤						2	2b	b	-	2b
4i	Metal-ceramic fixed partial dentures										
4i(1)	Fabricate metal-ceramic fixed partial dentures ⑦						2	-	c	-	-
4i(2)	Presolder substructures ⑦						2	b	c	-	b

- STS 4Y0X2 - 1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS			2. CERTIFICATION FOR OJT AND QUALIFICATION TRAINING PACKAGES				3. TRAINING PROFICIENCY CODES				
			A Start Date	B Completion Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	F QTP	A 3-Skill Level Course	B 5-Skill Level CDC	C 7-Skill Level Course
4i(3)	Postsolder metal-ceramic restorations	⑦					2	b	c	-	b
4j	Fabricate surveyed crowns	⑦					2	a	c	-	a
4k	Fabricate fixed restorations using non-rigid connectors	⑦					2	a	c	-	a
4l	Fabricate resin-bonded fixed partial dentures	⑦					2	1a	c	-	1a
4m	Fabricating ceramic restorations										
4m(1)	Fabricate porcelain laminate veneers						2	-	c	-	-
4m(2)	Fabricate all ceramic restorations							-	a	-	-
4n	Fabricate fixed restorations for use with dental implants							-	b	-	-
5	TREATMENT APPLIANCE FABRICATION TR: AFP 162-6 (AFPAM 47-103 Pending)										
5a	Fabricate interim removable partial dentures						3	3c	-	-	3c
5b	Fabricate athletic mouthguards						3	3c	-	-	3c
5c	Fabricate fluoride carriers						3	a	a	-	a
5d	Fabricate hard night guards						3	2b	c	-	2b
5e	Fabricate periodontal stents						3	a	a	-	a
5f	Fabricate surgical splints						3	a	a	-	a
5g	Fabricate obturator							a	a	-	a
5h	Fabricate bleaching stents							b	c		b
6	COMPLETE AND PARTIAL DENTURE BASE FABRICATION TR: AFP 162-6 (AFPAM 47-103 Pending)										
6a	Construct record bases and occlusal rims						3	3c	-	-	3c
6b	Select artificial teeth for prostheses						3	b	b	-	b
6c	Fabricating complete dentures										

- STS 4Y0X2 - 1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS		2. CERTIFICATION FOR OJT AND QUALIFICATION TRAINING PACKAGES					3. TRAINING PROFICIENCY CODES			
		A Start Date	B Completion Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	F QTP	A 3-Skill Level Course	B 5-Skill Level CDC	C 7-Skill Level Course
6c(1)	Arranging artificial teeth									
6c(1)(a)	Arrange teeth for bilateral balanced occlusion	_____	_____	_____	_____	_____	3	a	c	- a
6c(1)(b)	Arrange teeth for monoplane occlusion	_____	_____	_____	_____	_____	3	2b	c	- 2b
6c(1)(c)	Arrange teeth for crossbite occlusion	_____	_____	_____	_____	_____	3	2b	c	- 2b
6c(1)(d)	Arrange teeth for opposing natural dentition	_____	_____	_____	_____	_____	3	b	c	- b
6c(1)(e)	Arrange teeth for lingualized occlusion	_____	_____	_____	_____	_____	3	2b	c	- 2b
6c(2)	Characterize artificial tooth arrangements	_____	_____	_____	_____	_____	3	a	b	- a
6c(3)	Wax-up denture bases	_____	_____	_____	_____	_____	3	2b	c	- 2b
6c(4)	Denture base processing									
6c(4)(a)	Flask complete dentures	_____	_____	_____	_____	_____	3	2b	c	- 2b
6c(4)(b)	Eliminate wax	_____	_____	_____	_____	_____	3	2b	c	- 2b
6c(4)(c)	Create posterior palatal seals	_____	_____	_____	_____	_____	3	2b	c	- 2b
6c(4)(d)	Apply denture base stains	_____	_____	_____	_____	_____	3	-	a	- -
6c(4)(e)	Pack acrylic resins	_____	_____	_____	_____	_____	3	2b	c	- 2b
6c(4)(f)	Cure denture bases	_____	_____	_____	_____	_____	3	2b	b	- 2b
6c(5)	Recover and remount dentures	_____	_____	_____	_____	_____	3	2b	c	- 2b
6c(6)	Restore and refine occlusion	_____	_____	_____	_____	_____	3	2b	c	- 2b
6c(7)	Construct remounting indices	_____	_____	_____	_____	_____	3	1a	b	- 1a
6c(8)	Finish and polish dentures	_____	_____	_____	_____	_____	3	2b	c	- 2b
6c(9)	Construct remount casts	_____	_____	_____	_____	_____	3	1a	b	- 1a
6d	Fabricating immediate dentures									
6d(1)	Arrange artificial teeth	_____	_____	_____	_____	_____	3	2b	c	- 2b
6d(2)	Wax-up denture bases	_____	_____	_____	_____	_____	3	2b	c	- 2b

- STS 4Y0X2 - 1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS		2. CERTIFICATION FOR OJT AND QUALIFICATION TRAINING PACKAGES					3. TRAINING PROFICIENCY CODES				
		A Start Date	B Completion Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	F QTP	A 3-Skill Level Course	B 5-Skill Level CDC	C 7-Skill Level Course	D War Time Crs
6d(3)	Fabricate surgical templates	_____	_____	_____	_____	_____	3	a	b	-	a
6e	Fabricate overdentures	_____	_____	_____	_____	_____		-	b	-	-
6f	Fabricating removable partial denture bases										
6f(1)	Arrange artificial teeth for RPDs ⑤	_____	_____	_____	_____	_____	3	2b	c	-	2b
6f(2)	Wax-up RPD denture base areas ⑤	_____	_____	_____	_____	_____	3	2b	c	-	2b
6f(3)	Process RPD denture bases ⑤	_____	_____	_____	_____	_____	3	2b	c	-	2b
6f(4)	Finish and polish RPD denture bases ⑤	_____	_____	_____	_____	_____	3	2b	c	-	2b
6g	Reline removable prostheses	_____	_____	_____	_____	_____	3	2b	c	-	2b
6h	Rebase complete dentures	_____	_____	_____	_____	_____	3	-	a	-	-
6i	Identify removable prostheses and appliances with patient's SSAN	_____	_____	_____	_____	_____		3c	-	-	3c
6j	Fabricate denture bases retained with dental implant devices	_____	_____	_____	_____	_____		-	b	-	-
7	FRAMEWORK FABRICATION FOR REMOVABLE PROSTHESES TR: AFP 162-6 (AFPAM 47-103 Pending)										
7a	Classification of removable partial dentures (RPDs)							A	B	-	A
7b	Components of cast removable partial dentures							A	B	-	A
7c	Principles of survey and design							A	B	-	A
7d	Fabricating removable partial denture frameworks										
7d(1)	Survey and design casts	_____	_____	_____	_____	_____		a	c	-	a
7d(2)	Transfer design to master casts	_____	_____	_____	_____	_____		1a	b	-	1a
7d(3)	Blockout and ledge master casts	_____	_____	_____	_____	_____		1a	b	-	1a
7d(4)	Relieve master casts	_____	_____	_____	_____	_____		1a	b	-	1a
7d(5)	Duplicate master casts	_____	_____	_____	_____	_____		1a	b	-	1a

- STS 4Y0X2 - 1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS		2. CERTIFICATION FOR OJT AND QUALIFICATION TRAINING PACKAGES					3. TRAINING PROFICIENCY CODES				
		A Start Date	B Completion Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	F QTP	A 3-Skill Level Course	B 5-Skill Level CDC	C 7-Skill Level Course	D War Time Crs
7d(6)	Pour refractory casts	_____	_____	_____	_____	_____		1a	b	-	1a
7d(7)	Pour duplicate master casts	_____	_____	_____	_____	_____		1a	b	-	1a
7d(8)	Dehydrate and seal refractory casts	_____	_____	_____	_____	_____		1a	b	-	1a
7d(9)	Prepare reinforced acrylic pontics (RAPs)	_____	_____	_____	_____	_____	3	2b	c	-	2b
7d(10)	Wax framework patterns	_____	_____	_____	_____	_____		1a	b	-	1a
7d(11)	Sprue and invest wax-ups	_____	_____	_____	_____	_____		1a	b	-	1a
7d(12)	Burnout molds and cast frameworks	_____	_____	_____	_____	_____		1a	b	-	1a
7d(13)	Recover and rough finish castings	_____	_____	_____	_____	_____		1a	b	-	1a
7d(14)	Electropolish frameworks	_____	_____	_____	_____	_____		1a	b	-	1a
7d(15)	Finish and polish frameworks	_____	_____	_____	_____	_____		1a	b	-	1a
7d(16)	Fit frameworks to duplicate casts	_____	_____	_____	_____	_____		1a	b	-	1a
7d(17)	Solder components to frameworks	_____	_____	_____	_____	_____		-	b	-	-
7d(18)	Fabricate RPD frameworks using attachments	_____	_____	_____	_____	_____		-	a	-	-
7e	Fabricate archbars	_____	_____	_____	_____	_____		-	a	-	-
7f	Fabricate metal bases	_____	_____	_____	_____	_____		-	a	-	-
7g	Fabricate frameworks for removable appliances using implant devices	_____	_____	_____	_____	_____		-	b	-	-
8	ORTHODONTICS TR: AFP 162-6 (AFPAM 47-103 Pending)										
8a	Principles of orthodontic movement							A	B	-	A
8b	Types of fixed and removable appliances							-	A	-	-
8c	Fabricate cantilever loop space maintainers	_____	_____	_____	_____	_____	3	2b	c	-	2b
8d	Fabricate Hawley retainers	_____	_____	_____	_____	_____	3	2b	c	-	2b

- STS 4Y0X2 - 1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS		2. CERTIFICATION FOR OJT AND QUALIFICATION TRAINING PACKAGES					3. TRAINING PROFICIENCY CODES			
		A Start Date	B Completion Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	F QTP	A 3-Skill Level Course	B 5-Skill Level CDC	C 7-Skill Level Course
9	DENTAL LABORATORY ADMINISTRATION									
9a	Laboratory fabrication standards TR: AFI 44-119, 47-101									
9a(1)	Establish laboratory fabrication standards ⑦							-	a	c -
9a(2)	Inspect quality of clinical casework received ⑦							-	b	3c -
9a(3)	Inspect quality of laboratory casework completed ⑦							-	b	3c -
9b	Manage inventory of artificial teeth TR: AFP 162-6 (AFPAM 47-103 Pending)						4	a	b	c a
9c	Manage the Dental Register of Precious Metals and Alloys ⑦ TR: AFI 47-101						4	1b	b	c 1b
9d	Secure precious metals and alloys ⑤ TR: AFI 31-209						4	2b	b	c 2b
9e	Recover precious metals and alloys ⑦ TR: AFI 31-209, 47-101						4	2b	b	c 2b
9f	Aid in preparation of budget and financial requirements TR: AFI 47-101, 41-120						4	-	a	b -
9g	Manage laboratory workload ⑦ TR: AFI 47-101							-	-	c -
9h	Prepare/review reports and correspondence ⑦ TR: AFI 47-101; AFMAN 37-126							-	a	b -
9i	Prepare/review operating policies and instructions ⑦ TR: AFIs 33-160V1, 47-101							-	-	2b -
9j	Maintain dental laboratory administrative files ⑦ TR: AFI 47-101						4	-	a	2b -
9k	Medical materiel TR: AFIs 41-209, 47-101; AFMAN 23-110 (Vol V)									

- STS 4Y0X2 - 1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS		2. CERTIFICATION FOR OJT AND QUALIFICATION TRAINING PACKAGES					3. TRAINING PROFICIENCY CODES				
		A Start Date	B Completion Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	F QTP	A 3-Skill Level Course	B 5-Skill Level CDC	C 7-Skill Level Course	D War Time Crs
9k(1)	Accountability and responsibility AFR: 20-14							A	B	-	A
9k(2)	Maintain supply/equipment publications and records						4	-	a	b	-
9k(3)	Research supplies/equipment for procurement using Medical, Federal, or Local Source Catalogs						4	-	a	2b	-
9k(4)	Prepare request for issue/turn-in of supplies and equipment						4	-	a	2b	-
9k(5)	Manage stock levels						4	-	a	2c	-
9k(6)	Store dangerous/flammable materials TR: AFOSH STD 91-43 ⑦						4	-	a	-	-
9k(7)	Store/turn-in disposable items for destruction such as needles, blades and syringes TR: <u>OSHA Bloodborne Pathogens Standard</u> ⑦						4	-	b	-	-
9k(8)	Use medical equipment or supply reports/listings TR: AFM 167-230 ⑦						4	-	-	2b	-
9k(9)	Report unsatisfactory supplies or equipment TR: AFMAN 23-110 (Vol V on CD ROM)						4	-	a	1b	-
9k(10)	Dental equipment maintenance management TR: AFI 41-201										
9k(10)(a)	Manage aspects of user maintenance program						4	-	a	b	-
9k(10)(b)	Report defective equipment and utilities for corrective action to appropriate agencies						4	-	a	b	-
9k(11)	Report of Survey TR: AFMAN 23-220							-	A	-	-
9l	Draft management reports using computer software applications							-	-	2b	-
9m	Dental service inspections										

- STS 4Y0X2 - 1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS		2. CERTIFICATION FOR OJT AND QUALIFICATION TRAINING PACKAGES					3. TRAINING PROFICIENCY CODES				
		A Start Date	B Completion Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	F QTP	A 3-Skill Level Course	B 5-Skill Level CDC	C 7-Skill Level Course	D War Time CrS
9m(1)	Prepare for facility inspections	_____	_____	_____	_____	_____		-	-	c	-
9m(2)	Prepare for self-assessments	_____	_____	_____	_____	_____		-	-	c	-
9n	Use indexes to locate publications ⑦	_____	_____	_____	_____	_____		-	-	b	-
9o	Automated dental service requirements TR: AFCMS 47-226 Vols. 1-2										
9o(1)	Process and maintain automated dental treatment data	_____	_____	_____	_____	_____	4	-	-	2b	-
9o(2)	Interpret automated treatment data ⑦	_____	_____	_____	_____	_____	4	-	-	b	-
9p	Dental Investigative Service							-	A	B	-
10	SUPERVISION TR: AFI 36-2403; AFPAMs 36-2241, Vols 1 and 2; 36-3627										
10a	Orient new personnel	_____	_____	_____	_____	_____		-	-	-	-
10b	Plan work assignments and priorities ⑦	_____	_____	_____	_____	_____		-	-	c	-
10c	Schedule work assignments and priorities ⑦	_____	_____	_____	_____	_____		-	-	c	-
10d	Evaluate work methods and performance standards ⑦	_____	_____	_____	_____	_____		-	-	c	-
10e	Evaluate work performance of subordinate personnel ⑦	_____	_____	_____	_____	_____		-	-	-	-
10f	Resolve management problems for subordinate personnel ⑦	_____	_____	_____	_____	_____		-	-	c	-
10g	Counsel personnel and resolve individual problems ⑦	_____	_____	_____	_____	_____		-	-	b	-
10h	Prepare written job descriptions TR: AFMAN 36-2108 ⑦	_____	_____	_____	_____	_____		-	-	b	-
10i	Evaluate manning, staffing and utilization requirements TR: AFMAN 36-2108 ⑦	_____	_____	_____	_____	_____	4	-	-	b	-
11	TRAINING TR: AFI 36-2201										

- STS 4Y0X2 - 1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS			2. CERTIFICATION FOR OJT AND QUALIFICATION TRAINING PACKAGES				3. TRAINING PROFICIENCY CODES				
			A Start Date	B Completion Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	F QTP	A 3-Skill Level Course	B 5-Skill Level CDC	C 7-Skill Level Course
11a	Evaluate personnel to determine need for training	⑦						-	-	b	-
11b	Determine\prepare job qualification standards	⑦						-	-	b	-
11c	Conduct training	⑦						-	-	b	-
11d	Counsel trainees on their progress	⑦						-	-	b	-
11e	Monitor effectiveness of career knowledge upgrade training	⑦						-	-	a	-
11f	Monitor effectiveness of job proficiency upgrade training	⑦						-	-	a	-
11g	Monitor effectiveness of qualification training	⑦						-	-	a	-
11h	Maintain training records	⑦						-	-	b	-
11i	Evaluate effectiveness of training programs	⑦						-	-	b	-
11j	Recommend personnel for training							-	-	-	-
11k	Conduct continuing education programs	⑦						-	-	b	-
11l	Evaluate performance of personnel	⑦						-	-	b	-
11m	Initiate action to correct substandard performance of personnel	⑦						-	-	b	-

SUMMARY OF CHANGES

This STS was revised and updated based on applications of OSR data and the outcomes of the April 1999 Utilization & Training Workshop. The following changes were included into this STS.

1. Deleted 5-level core tasks for STS task references:

2e(2)	3d(4)	6b	6c(1)(e)	6c(3)	6c(4)(a)
6c(4)(b)	6c(4)(c)	6c(4)(e)	6c(4)(f)	6c(5)	6c(6)
6c(7)	6c(8)	6c(9)	6g	7d(9)	5d
8d (now 8c)	8e (now 8d)	9b			

2. Deleted 7-level core tasks for STS task references:

1b(2)(c)	1b(2)(d)	1b(2)(d) <u>1</u>	1b(2)(d) <u>2</u>	9f	9k(2)
9k(3)	9k(4)	9k(5)	9k(9)	9k(10)(a)	9k(10)(b)
9m(1)	9m(2)	9o (1)	4m(1)		

3. Changed the following STS task references as stated:

3h from "Compute" to "Record"	3i added QTP to section 3 column F
4f(8) Split task statement into two task statements: 4f(8) Solder crowns and 4f(9) Solder fixed partial dentures with supporting task performance level of 2b in Col. A	
4g column A from "1a" to "-"	4h(7) column A from "1b" to "2b"
4h(8) column A from "1b" to "2b"	4h(9) column A from "1a" to "2b"
4h(10) column A from "1b" to "2b"	4h(12) column A from "1b" to "2b"
4h(13) column A from "1b" to "2b"	4h(14) column A from "1b" to "2b"
4h(15) column A from "1b" to "2b"	
4i(2) task knowledge levels Column A changed "-" to "b" and Column B changed "b" to "c"	
4i(3) column A changed "-" to "b"	
4m(2) task statement to "Fabricate all ceramic restorations"	4m(1) changed column A "a" to "-"
Added 5h "Fabricate bleaching stents" with the following task knowledge levels Column A "b", Column B "c", Columns C and D "-"	
6d(1) column A from "b" to "2b"	6d(2) column A from "b" to "2b"
8b deleted task statement,	9a(4) deleted task statement
9b changed column C "-" to "c"	9c changed column C "-" to "c"
9d changed column C "-" to "c"	9e changed column C "-" to "c"
Changed wartime course (column 3D) to match 3-skill level course (column 3A) requirements	7d(1) deleted word "master" from task statement
7d(3) changed column A "a" to "1a"	

Section B - Course Objective List

4. Note: This information is available from the 381 TRS/XWAA, 917 MISSILE ROAD, SHEPPARD AFB TX, 76311-2246.

Section C - Support Materials

5. Qualification Training Packages (QTPs)

Course Number	Course Title	Developer
QTP 4Y0X2-1	General Skills	381 TRS/XWAA
QTP 4Y0X2-2	Fabricating Fixed Restorations	381 TRS/XWAA
QTP 4Y0X2-3	Fabricating Removable and Orthodontic Appliances	381 TRS/XWAA
QTP 4Y0X2-4	Administration and Management	381 TRS/XWAA

Section D - Training Course Index

6. Purpose. This section of the CFETP identifies training courses available for the specialty and shows how the courses are used by each MAJCOM in their career field training programs.

7. Air Force In-Residence Courses

Course Number	Course Title	Location	User
J3ALR4Y032 001	Dental Laboratory Apprentice	Sheppard AFB, TX	AF
J3ACR4Y072 000	Dental Laboratory Craftsman	Sheppard AFB, TX	AF
J3AZR4Y072 014	Removable Prosthodontics	Sheppard AFB, TX	AF
J3AZR4Y072 016	Fixed Prosthodontics	Sheppard AFB, TX	AF
J5AZO4Y072 000	Implant Laboratory Technology	Lackland AFB, TX	AF
J4AJS3S2X1 00X	Air Force Trainer Course	Local Base	AF
	Airman Leadership School	Local Base	AF
	Air Force Noncommissioned Officer Academy	Selected Bases	AF
	USAF Senior Noncommissioned Officer Academy	Gunter Annex, Maxwell AFB, AL	AF

8. Extension Course Institute (ECI) Courses

Course Number	Course Title	Location	User
CDC 4Y052	Dental Laboratory Journeyman	Gunter Annex, Maxwell AFB AL	AF
00006 (See note below)	Air Force Noncommissioned Officer Academy	Gunter Annex, Maxwell AFB AL	AF
00008	USAF Senior Noncommissioned Officer Academy	Gunter Annex, Maxwell AFB AL	AF
00005A	USAF Senior Noncommissioned Officer Academy Multimedia - CD-ROM	Gunter Annex, Maxwell AFB AL	AF

NOTE: AFRES and ANG members may enroll in the NCO and SNCO Academy correspondence courses; however, active duty personnel may only enroll in the SNCO Academy correspondence course. Active duty must graduate from the resident courses prior to their promotion to MSgt or CMSgt. For information on courses listed in this index refer to the Air Force Education and Training Course Announcements web site, hq2af.keesler.af.mil/etca.htm, for AF in-residence courses and the ECI Catalog website, <http://www.au.af.mil/au/oas/eci/eci/cattoc.htm>, for non-resident courses.

9. Exportable EST Courses

Note: Currently no Exportable EST Courses available.

10. Courses Under Development/Revision

Note: Currently there are no courses under development/revision.

Section E - MAJCOM Unique Requirements

11. Note: There are currently no MAJCOM unique requirements. This area is reserved.

Section F - Documentation of Training

12. Development of a Work Center Training Plan and the Enlisted Training and Competency Folder. Air Force Instruction 36-2201 (Developing, Managing, and Conducting Training), Para 4.3.3. authorizes Career Field Managers to bring training documentation back into one “OJT” record, thus the creation of the Enlisted Training and Competency Folder. The following training information provides specific guidance along with recommended documentation, consistent with current Air Force instruction/directives. All enlisted personnel assigned to a dental squadron will have an Enlisted Training and Competency Folder, from airman basic to chief master sergeant. The folders will be kept current for present duty position. It is recommended that the folder be maintained for future use if the individual leaves the career field. This training guidance has focused on two main areas: 1) Master Training Plan and 2) Documentation of training in the Enlisted Training and Competency Folder. Although not mandated, each part of the competency folder may contain separate indexed tabs or tabbed dividers for the documentation of different categories of training.

13. Master Training Plan (MTP).

13.1. The Master Training Plan is a reference guide developed for each section that includes all facets of training for individuals assigned. It is to be used as a reference source for the type of training and documentation pertaining to each assigned member. The MTP is used to standardize training and to give trainers, trainees, supervisors, NCOICs, and OICs an overview of the training process for the duty section. The MTP is also used as a means to reduce the amount of paperwork previously required during the training process.

13.2. Keep in mind that the Master Training Plan is an overview of training for the duty section; it should include all documents involved in the training process for the duty section. Training will vary from section to section and person to person, but there are certain documents that will be a standard requirement for all MTPs. They are listed below.

13.2.1. Unit Specific Orientation Checklist

13.2.2. Job descriptions as identified in AFMAN 36-2108, Atch 33

13.2.3. Dual Channel OJT Concept

13.2.4. Testing procedures for CDCs

13.2.5. Uses of AF Form 623 and Job Qualification Standards (JQSs) (AFI 36-2201)

13.2.6. Performance standards

13.2.7. Master Career Field Education Training Plan (MCFETP)

13.2.8. Qualification Training Packages (QTPs) required to perform peacetime/wartime duties

14. Documentation of Training. The Enlisted Training and Competency Folder.

14.1. The purpose of this section is to provide guidelines and examples of proper documentation for the many forms used in training all dental personnel (4YOXX's). Training documentation helps to assess readiness capability, individual strengths and weaknesses, and resources needed to support quality patient care. It also aids compliance with all Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and regulatory requirements. The Enlisted Training and Competency Folder is limited to the forms presented here and those prescribed in AFI 36-2201. The unit training manager can provide assistance with training documentation.

15. Documents included in the 4YOXX Training and Competency Folder.

15.1. To assemble a 4YOXX training record, use a standard 6-part folder (NSN 7530-00-990-8884, Folder, 6 Section). Attach a computer generated or typewritten label centered on the front cover entitled, "Enlisted Training and Competency Folder" with the member's full name (last name, first name, middle initial), rank and SSAN. An AFVA 205-15, "PRIVACY ACT STATEMENT" will be placed below the Title and Trainee information. These labels will be centered on the front cover as viewed in the portrait orientation. Other sections of the 6-part folder are discussed in detail in the paragraphs below. Parts 2 through 5 are intended to replace the existing AF Form 623 and the documents contained therein. When multiple copies of any form are placed in the OJT record, they are placed in chronological order with the most current documentation on top. When building the new 6-part folder, the parts of the folder will contain the documents filed in the sequence shown in figure 15-1.

ENLISTED TRAINING AND COMPETENCY FOLDER		
Jones, William G. SrA 123-45-6789		
PART 1 - Locally required training/skill competency documentation - AF Form 55-Safety Training - Initial Dental Orientation - Certificates of training	PART 3 - Mandatory Training - Qualification Training - Inservice Training	PART 5 - AF Form 2096 - PC III documentation
PART 2 - AF Form 623 - CFETP - AF Form 797 (as required)	PART 4 - AETC Form 156 (if applicable) - AF Forms 623a -- Job Description/Performance Standards Review -- Orientation -- Training progress	PART 6 - Continuing Education record - National and State Certificates

Figure 15-1, **Organization of the 4YOXX OJT Record.**

15.2. Part 1, the first two-pronged section, is located inside the front cover. Locally required training & skills competency documentation is to be maintained in Part 1. This may include

BLS instructor training, ergometry testing, quality courses, etc. In addition, AF Form 803, *Report of Task Evaluations* will be filed in this section, if required.

15.2.1. AF Form 55, *Employee Safety and Health Record*, is also maintained in Part 1. AFI 91-301, *Air Force Occupational and Environmental Safety Fire Protection, and Health (AFOSH) Program*, June 1996, authorizes supervisors to file the AF Form 55 with the AF Form 623, *On-The-Job Training Record*.

15.2.2. Initial Dental Orientation.

15.3. Part 2, AF Form 623 and Career Field Education and Training Plan (CFETP):

Attach the front cover (containing Sections 1-4) of member's current AF Form 623, into Part 2 of the 6-part folder. **Note: Maintenance of AF Form 623 including the CFETP is mandatory for all dental enlisted personnel assigned to dental facilities. Dental personnel not currently assigned to dental facilities must keep their CFETP for future use.** A two part adhesive backed form is available and will be used to document 4Y0XX training in lieu of cardboard folder version of AF Form 623. Place the two-part form on cardstock or similar durable material and place in Part 2 of the Educational Folder. Transfer all information from the old form to the new one. The AF Form 623 must remain on top of the CFETP in Part 2. Ensure all appropriate areas of the form are properly completed before posting in Part 2. This document is formally recognized by the personnel system in contingencies and deployments as the official "cover" of the formal training record.

15.3.1. AF Form 797, *Job Qualification Standard Continuation/Command JQS*. These forms will be used to document training for tasks that are not otherwise documented in the CFETP. AF Form 797 is illustrated in figure 15-2.

1. JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS						
TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	CORE TASK	CERTIFICATION				
		START DATE	COMPLETE DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFYING OFFICIAL'S INITIALS
Retrieve and send electronic mail. TR: Medical Group Instruction 40-5						
Fabricate Obturator. TR: 4Y0X2 CDC						
Perform laboratory instrument pick up and delivery for dental instrument processing center. TR: Dental Squadron OI 44-17						
TRAINEE NAME <i>(Last, First, MI)</i> JONES, WILLIAM G.	CFETP/JQS NUMBER 4Y0X1			PAGE NO 1		

AF FORM 797, FEB 99 (EF-V1) PREVIOUS EDITIONS ARE OBSOLETE

Figure 15-2, **Sample AF Form 797 Documentation.**

15.4. Part 3, Mandatory, Qualification, and Inservice Training. The following subparagraphs provide examples of how part 3 can be subdivided to document specific types of special or recurring training.

15.4.1. Mandatory Training. AF Form 1098, *Special Task Certification and Recurring Training*, documents this training as shown in figure 15-3. Mandatory training requirements may vary from facility to facility. These requirements should, at a minimum, be reviewed on an annual basis and updated as required.

SPECIAL TASK CERTIFICATION AND RECURRING TRAINING							
				EVALUATION OF TRAINING			
TASK OR RECURRING TRAINING AND TECHNICAL REFERENCES A.	DATE COMPLETED B.	SIGNATURE OF CERTIFYING OFFICIAL C.	INITIAL OF TRAINEE D.	SCORE OR HOURS E.	TYPE F.	FRE-QUENCY G.	DUE DATE H.
BLS Training	1 Apr 97			4	C	Bi-annual	1 Apr 99
Patient Sensitivity	20 Mar 97			P		A	20 Mar 98
Hospital Safety	12 May 97			P		A	12 May 98
QA&I	12 May 97			P		A	12 May 98
Infection Control	12 May 97			P		A	12 May 98
NAME OF TRAINEE (Last, First, Middle Initial)			GRADE		UNIT AND OFFICE SYMBOL		
JONES, WILLIAM G.			SrA		SGDL		

AF FORM 1098, APR 85 (EF)

PREVIOUS EDITION WILL BE USED

Figure 15-3, **Sample Mandatory, Recurring Training Documentation.**

15.4.2. Qualification Training. A Qualification Training Progress Record is located in each volume of the Qualification Training Packages (QTPs). This section documents ongoing completion of QTPs, if applicable, as shown in figure 15-4. Air Reserve Component sustainment training will also be documented in this section. Each QTP required for the duty section will be maintained in the Master Training Plan (MTP) and will be used as a training source document.

Dental Laboratory Qualification Training Progress Record

Rank/Name _____

(Circle One)

Qualification Upgrade Training to: **5-Skill Level** **7-Skill Level**

<i>Volume 2. Fabricating Fixed Restorations</i>					
<i>Core Task</i>	<i>Module Number</i>	<i>Page Number</i>	<i>Module Title</i>	<i>Date Completed</i>	<i>Trainer's Initials</i>
⑤	1.	1	Fabricating Post and Cores		
	2.	4	Fabricating Interim Crowns and Fixed Partial Dentures		
⑤	3.	7	Waxing Fixed Prosthodontic Patterns to Anatomical Form		
	4.	10	Constructing Custom Incisal Guide Tables		
⑤	5.	12	Waxing Metal-Ceramic and Metal-Resin Substructure Patterns		
⑤	6.	14	Spruing and Investing Wax Patterns		
⑤	7.	17	Casting Fixed Restorations		
⑤	8.	20	Finishing and Polishing Fixed Restorations		
⑤	9.	23	Soldering Fixed Restorations		
⑤	10.	26	Veneering Metal-Resin Restorations		

Figure 15-4, **Sample Qualification Training Progress Record.**

15.4.3. Inservice Training. Inservice training is training that does not award continuing education hours. AF Form 1098s may be used to document inservice training as shown in figure 15-5. This training may include casting procedures, gnathological waxing techniques, and quality control trends.

SPECIAL TASK CERTIFICATION AND RECURRING TRAINING							
				EVALUATION OF TRAINING			
TASK OR RECURRING TRAINING AND TECHNICAL REFERENCES A.	DATE COMPLETED B.	SIGNATURE OF CERTIFYING OFFICIAL C.	INITIAL OF TRAINEE D.	SCORE OR HOURS E.	TYPE F.	FRE-QUENCY G.	DUE DATE H.
Casting Procedures	1 Apr 97			1 hour			
Gnathological Waxing Techniques	20 Mar 97			2 hours			
Quality Control Trends	12 May 97			2 hours			
NAME OF TRAINEE (Last, First, Middle Initial)		GRADE		UNIT AND OFFICE SYMBOL			
JONES, WILLIAM G.		SrA		SGDL			

AF FORM 1098, APR 85 (EF)

PREVIOUS EDITION WILL BE USED

Figure 15-5, **Sample Inservice Training Documentation.**

15.5. Part 4, AF Form 623a, *OJT Training Record Continuation Sheet/Automated Product*. This form may be utilized to document all progress of individual training. Figures 15-6, 15-6.1, and 15-6.2 are provided as samples.

15.5.1. Document the member's entry into upgrade training and periodic evaluations of training progress. Include CDC progress and unit review exercise cards.

15.5.2. Information on extensions, waiver requests, or breaks in training should also be clearly documented with copies of any related correspondence. Also, document any decertification proceedings to include dates, reasons for decertification and other applicable information on the AF Form 623a.

15.5.3. AETC Form 156, *Student Training Report* or a computer generated student report. This form documents the level of success, strengths, and weaknesses that a student demonstrated during Technical School. It is mailed to the immediate supervisor shortly after the graduate arrives at his/her duty station. This form is maintained on top of the AF Form 623a until 5-skill level upgrade training is completed.

**ON - THE - JOB TRAINING RECORD
CONTINUATION SHEET**

14 Feb 1998

SrA Tamara Q. Jones is assigned to the Dental Squadron on this date. I have been assigned as her trainer and will orient SrA Jones to the squadron using the Dental Squadron orientation checklist located in the Master Training Plan dated 17 March 97. An initial interview was accomplished on this date. SrA Jones enjoyed her Dental Squadron orientation and is looking forward to the Medical Group orientation. SrA Jones stated that her goals during the orientation process were to learn as much as possible and to question the trainers when he was not clear as to the training provided. SrA Jones seems to be very enthusiastic about working in the Dental Laboratory Flight and has expressed her desire to take on any challenges that the trainers have to offer.

TAMARA Q. JONES, SrA, USAF
Dental Laboratory Apprentice

JAMES T. SMITH, TSgt, USAF
NCOIC, Dental Laboratory Flight

27 Feb 1998

A mid-orientation progress check was accomplished on this date. SrA Jones has progressed through the dental squadron orientation dated 17 Mar 97, with little to no difficulty. She completed her review of the Dental Squadron OIs and has begun required reading of applicable Medical Group Instructions.

TAMARA Q. JONES, SrA, USAF
Dental Laboratory Apprentice

JAMES T. SMITH, TSgt, USAF
NCOIC, Dental Laboratory Flight

12 Mar 98

SrA Jones has completed all training on the Dental Laboratory Flight orientation checklist dated 17 Mar 97. A review of the checklist with SrA Jones indicates that she was knowledgeable of all items discussed. SrA Jones stated that she feels comfortable with the training provided and believes that she is ready to be released from orientation. I recommend SrA Jones be released from orientation on this date.

TAMARA Q. JONES, SrA, USAF
Dental Laboratory Apprentice

JAMES T. SMITH, SSgt, USAF
NCOIC, Dental Laboratory Flight

I concur with the recommendation.

JEWEL T. FINISH, MSgt, USAF
Dental Squadron Superintendent

LAST NAME - FIRST NAME - MIDDLE INITIAL

AF FORM 623A, 19790301 (EF-V2) PREVIOUS EDITION WILL BE USED.

Figure 15-6, **Sample Orientation Documentation** (4Y0X2 Model).

**ON - THE - JOB TRAINING RECORD
CONTINUATION SHEET**

INITIAL BRIEFING

(Trainee Orientation)

_____ has been briefed on the On-The-Job Training (OJT) Program and how he/she fits into the program while in upgrade training (UGT). Upgrade training was explained as a dual-channel process designed to qualify an airman for skill level upgrade. Dual-channel OJT is a systematic reportable application of self-study and the craftsman/apprentice principle. Trainees acquire job qualification while performing on the job under supervision. This combination, knowledge and job position qualification constitutes the dual-channel concept. Requirements from AFI 36-2101, 36-2108, and 36-2201 were covered. AF Forms 623, 623a, 797, 2096, and the CFETP, STS/JQS or automated JQS, which serve to make up the individual training record, were explained. Responsibilities of the commander, base training, unit education and training manager (ETM), immediate supervisor, trainer, and trainee were discussed. The career development course (CDC) was briefly discussed and will be explained in detail when the CDC arrives, if applicable. Requirements for upgrade in your AFSC 4Y0X2 are: (1) Satisfactory completion of CDC 4Y052; (2) Supervisor certify job qualifications with adequate hands on training; (3) Completion of 7-level school and; (4) Supervisor recommendation for upgrade. Each airman in grades E-1 through E-6 (and SNCO's in retraining status) has an AF Form 623 and CFETP or JQS. The CFETP or JQS may contain 150 or more separate tasks but it should be annotated to show only those tasks the airman is required to perform in his/her current duty position, all AFI 36-2108 mandatory requirements for upgrade, and core task requirements. In the JQS there is a space for both the supervisor and the trainee to initial to certify training is complete. In the CFETP, the trainer, trainee, and certifier have a space to initial when training is completed. After upgrade the CFETP or JQS will continue to be used to document further qualification training.

SUPERVISOR'S SIGNATURE

TRAINEE'S SIGNATURE

DATE

LAST NAME - FIRST NAME - MIDDLE INITIAL

AF FORM 623A, 19790301 (EF-V2) PREVIOUS EDITION WILL BE USED.

Figure 15-6.1, **Sample Initial Upgrade Training Briefing** (4Y0X2 Model).

**ON - THE - JOB TRAINING RECORD
CONTINUATION SHEET**

TRAINEE'S RESPONSIBILITIES DURING UPGRADE TRAINING (UGT)

1. Read and understand your Air Force Specialty (AFS) description, training requirements, objectives, and training record (AF Form 623).
2. Budget time (on and off-duty) for timely completion of CDCs and keep all CDC materials for future reference and study.
3. Attain and maintain qualification in your assigned AFS.
4. After CDC briefing trainee will do the following: (Read and initial)
 - _____ a. Read "Your Key to a Successful Course."
 - _____ b. Make all required course corrections and return entire package to your supervisor.
 - _____ c. When you are issued your first volume you will read and study the volume, chapter, and answer chapter review exercise (CRE) and the volume review exercise (VRE) or the self-test questions and the unit review exercises (URE). Questions are to be answered in the space provided when possible. Highlight/reference where answers are found in the most effective manner determined by the supervisor.
 - _____ d. Supervisor will check CRE and self-test questions for accuracy and completeness. You will correct all incorrect responses.
 - _____ e. Supervisor issues the ECI Form 34 (Field Scoring Sheet) for you to transcribe your answers from the URE/VRE. The URE/VREs are teaching devices and must be administered as open book exercises. All scores less than 100 percent require review training.
 - _____ f. Minimum acceptable training consists of correcting incorrect responses, reading the appropriate area from which the question was taken, and a verbal question and answer session.
 - _____ g. Your next volume is issued by your supervisor. You must work it in the same manner as above for the entire course.
 - _____ h. Upon completion of your last volume you and your supervisor will immediately start a comprehensive review of the entire CDC to prepare for your course examination.
5. Review and discuss training requirements with supervisor regularly. Provide input on your training and ask questions.
6. Upon satisfactory completion of your career knowledge training, position qualification, and mandatory requirements listed in AFI 36-2108, your supervisor will initiate upgrade action on you.

SUPERVISOR'S SIGNATURE

TRAINEE'S SIGNATURE

DATE

LAST NAME - FIRST NAME - MIDDLE INITIAL

AF FORM 623A, 19790301 (EF-V2) PREVIOUS EDITION WILL BE USED.

Figure 15-6.2, **Sample Upgrade Documentation** (4Y0X2 Model).

15.5.3. An AF Form 623a defines the member's job description and performance standard.
Note: An AF Form 623a overprint/automated product may be used to document both supervisor/subordinate reviews as shown in figure 15-7.

ON - THE - JOB TRAINING RECORD
<p>A. CONTINUATION SHEET</p> <p>23 July 97</p> <p>I know where to find a current copy of my job description and performance standards. I have read and discussed them with my supervisor, and understand my duties and responsibilities. If I have questions or concerns I will seek assistance from my supervisor.</p> <p>//Signed// WILLIAM JONES, SrA, USAF Dental Laboratory Apprentice</p> <p>23 July 97</p> <p>SrA Jones has completed his review of his job description and performance standards on this date. I am confident that he is thoroughly familiar with standards and expectations. At this time SrA Jones has no questions or concerns.</p> <p>//Signed// JOHN T. SMITH, TSgt, USAF OJT Trainer, Dental Laboratory Flight</p> <hr/> <p>LAST NAME - FIRST NAME - MIDDLE INITIAL</p>

AF FORM 623A, 19790301 (EF-V2) PREVIOUS EDITION WILL BE USED.

Figure 15-7, **Sample Job Description/Performance Standards Review** (4Y0X2 Model).

15.6. Part 5, AF Form 2096, *Classification On-The-Job Training Action*. This form will be used to document official training actions, i.e. award of skill level, training status changes and decertifications. NOTE: A PC III automated document may be substituted for AF Form 2096.

15.7. Part 6, Continuing Education. Any continuing education directly related to the practice of dentistry which would be approved for continuing education hours by the National Boards for Dental Assisting and Dental Laboratory Technicians.

15.7.1. Maintain a copy of state and national certification certificates, certificates of training and other supporting documentation for Certified Dental Assistants, Registered Hygienists, and Certified Dental Technicians.

