

CFETP DOCUMENTATION AND TRANSCRIBING GUIDE

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. Core Tasks	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED													
		A	B	C	D	E	A		B		C									
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	3 SKILL LEVEL (1)	3 SKILL LEVEL (2)	5 SKILL LEVEL (1)	5 SKILL LEVEL (2)	7 SKILL LEVEL (1)	7 SKILL LEVEL (2)								
DOCUMENTING: Identify duty position requirements by circling the subparagraph number next to the task statement.																				
①	Use customer relation techniques	C		16 Jan 03	TJR		DBC													
②	Use telephone etiquette																			
③	Conduct interviews																			
4.	Prepare briefings																			
5.	Conduct briefings			30 Aug 97																
4. PERSONNEL SYSTEM NETWORK TR: AFMAN 36-2622 Vol 1 & 6; AFSSI 5102																				
A.	System security (safeguarding)		Core task identifier. Could be different in each AFSC CFETP																	
B.	Data flow																			
C	Communications	C*	18 Jun 99	14 Jul 99	TJR	FKL	DBC													
D.	Follow-up		18 Jun 99	14 Jul 99	TJR	FKL														
DOCUMENTING: NON-CORE task require start/stop date, trainee's and trainer's initials. Certifier initials not required.																				
TRANSCRIBING: For CORE or NON-CORE tasks previously certified/qualified and required in the current duty position, transcribe using current date as completion date and enter trainee's initials in column C and supervisor's initials in column E. Trainer's Initials will not be used for transcribing. NOTE: Transcribing by itself, is an administrative function only. The supervisor is only documenting that the person was previously trained. The initial evaluation is used to revalidate tasks. The initial evaluation can be combined with transcribing as necessary. The supervisor/trainer can revalidate tasks as they deem necessary.																				
TRANSCRIBING: For previous certification/qualification 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, update using standard transcribing procedures.																				
DOCUMENTING: CORE tasks may require certification. If required, this is accomplished by using certifier's initials in addition to the trainer's initials. The Trainer and Certifier cannot be the same person for the same task. NOTE: Your CFETP will direct the use of certifiers on core tasks.																				

TRANSCRIBING STEPS:

1. Create a new MTL from the new CFETP and then circle those workcenter tasks in each workcenter members CFETP
2. Transcribe IAW with this guide and AFI 36-2201 V3
3. When transcribing, be sure to annotate on the AF Form 623a using the following statement: I certify the information contained in the CFETP dated XX was transcribed to the CFETP dated XX, and the trainee was given the superseded CFETP.
4. Be sure to give "old" CFETP to individual for their personal files – DON'T THROW AWAY.