



# Course Catalog

Courses available as of 31 December 2024

## ABSTRACT

The course catalog includes the **Mission and Vision** of the Curriculum Development and Delivery Team. We have also added an overview for enrolling in the courses listed in this catalog.

Each course includes the following information:

- Course title
- AFMC number
- Course description
- Course duration
- Prerequisites (where applicable)



# TABLE OF CONTENTS

MISSION AND VISION.....	2
<b>PROFESSIONAL DEVELOPMENT COURSES .....</b>	<b>3</b>
EFFECTIVE GOVERNMENT WRITING .....	3
BASIC MS EXCEL.....	3
INTERMEDIATE MS EXCEL.....	4
COMPUTER SKILLS WORKSHOP .....	4
MEETING FUNDAMENTALS.....	5
COMPETENCY-BASED INTERVIEWING SKILLS FOR EMPLOYEES.....	6
PRINCIPLES OF EFFECTIVE PRESENTATIONS .....	6
DOD PERFORMANCE MANAGEMENT .....	6
PRACTICAL PROBLEM SOLVING METHOD (PPSM).....	7
FEDERAL RESUME WRITING .....	7
AF NARRATIVE WRITING .....	7
<b>COMMUNICATION DEVELOPMENT COURSES .....</b>	<b>8</b>
CRUCIAL CONVERSATIONS.....	8
CRUCIAL ACCOUNTABILITY .....	8
THE 4 LENSES™ .....	8
DEVELOPING AND IMPLEMENTING AN OUTWARD MINDSET.....	9
THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE .....	9
BUILDING AND BUSTING TEAMS/EMOTIONAL INTELLIGENCE.....	10
<b>SUPERVISORY DEVELOPMENT COURSES .....</b>	<b>11</b>
AFMC SUPERVISOR DEVELOPMENT COURSE.....	11
COMPETENCY-BASED INTERVIEWING SKILLS FOR SUPERVISORS.....	11
AFSC SUPERVISOR DEVELOPMENT PROGRAM - CREATING A LEADERSHIP CULTURE .....	12
MISSION COMMAND LEADERSHIP THEORY AND PRACTICE.....	12
<b>WORKPLACE SAFETY COURSES .....</b>	<b>13</b>
RED CROSS CPR/AED .....	13
WORKPLACE ERGONOMICS .....	13
BACK INJURY PREVENTION .....	14
HAZCOM WORKPLACE SPECIFIC TRAIN THE TRAINER.....	14
<b>OSHA SKILLS COURSES .....</b>	<b>15</b>
CRANES, HOISTS, AND SLINGS.....	15
FORKLIFT OPERATOR AWARENESS TRAINING .....	15
INITIAL LOCKOUT/ TAGOUT FOR AUTHORIZED EMPLOYEES .....	15
MANNED AERIAL LIFTS OPERATION/ SAFETY .....	16

## Mission and Vision

### The 75th Force Support Squadron provides outstanding support and programs for Team Hill!

The Force Development Flight (FSD) updates existing training and pioneers new courseware using state-of-the-art software and hardware. We work directly with our customers to gather relevant information to make course improvements or develop content required to support different missions.

The data we gather provides our development and delivery team with guidelines needed to create knowledge development and skill enhancement courseware. Once created, we complete a thorough review with customers to assure the courseware meets their stated requirements. We supply courses for supervisor development, customer service, safety, communications, OSHA requirements, and more.

**Our vision** is to develop leaders who motivate teams, mentor subordinates, and train successors to meet the current and future needs of the Air Force Materiel Command (AFMC) and the Air Force Sustainment Center (AFSC).

#### Enrolling in a course:

To attend a class listed in this catalog, follow the steps below:

- Select the course name and number
- Request your supervisor’s approval (it’s best to have this in email)
- Work with your Training Monitor or Training Manager to submit a request for the class

Your training manager will send an allocation request for you in the next available class (see Reservation keys below).

#### Reservation keys:

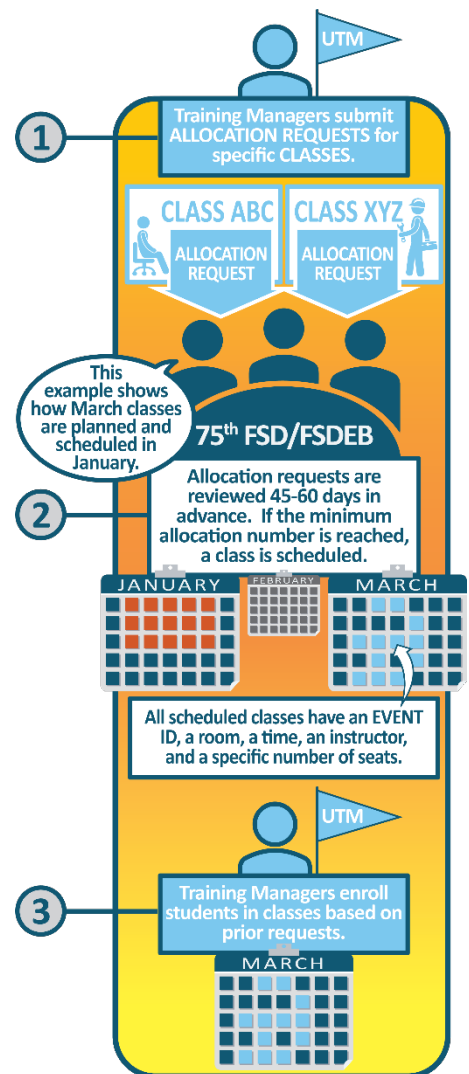
The 75<sup>th</sup> FSD/FSDEB schedules classes 45 - 60-days in advance based on allocation requests from Training Managers. The allocation requests are reviewed between the 1<sup>st</sup> and 15<sup>th</sup> of each month.

Specific courses must have a minimum number of allocation requests before training can schedule a class.

**Example:** FSDEB schedules **March** classes based on allocation requests for individual classes between **1 JAN** and **15 JAN**.

#### Contact

Tom Brewer, Chief  
Curriculum Development and Delivery  
Bldg. 1279, Training Office  
(801) 775-4009  
[Thomas.brewer@us.af.mil](mailto:Thomas.brewer@us.af.mil)



The process model above shows how allocation requests generate classes.

[Return to TOC](#)

## PROFESSIONAL DEVELOPMENT COURSES

### Effective Government Writing

**Teaching Method:** Instructor Led

**Course #:** MHPPDV0286000SU

**Target Audience:** Military and Civil Service

**Duration:** 24 Hrs. (3 days)

#### *Course Overview*

This three-day skill-based course helps participants learn Plain Language Writing skills essential for effective government writing. Course content comes from the Plain Language Writing Act, Federal Plain Language Guidelines, DoD instructions, and Air Force instructions.

Instructors teach concepts using interactive facilitation, sample explanations, and hands-on activities. Students apply what they learn in a computer-lab so they can practice and see how their skills are improving.

Class eligibility requirements include familiarity with Microsoft Windows, a working knowledge of PC computer use, and experience using at least one current Microsoft Office application. These requirements assure students come to class prepared to meet the course proficiency requirements.

Successful course completion requires students to accurately complete class assignments. Students who don't meet this requirement receive a grade of incomplete and must retake the class to receive course credit.

#### *Additional Requirements*

Students must have Basic Microsoft Office Word skills, speak English fluently, and have a working understanding of English grammar and basic writing skills.

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### Basic MS Excel

**Teaching Method:** Instructor Led

**Course #:** MHPCPS9800900SU

**Target Audience:** Military and Civil Service

**Duration:** 16 Hrs. (2 days)

#### *Course Overview*

This two-day course is for Hill AFB employees needing *basic* Microsoft Excel skills.

The course teaches the basics of navigating the Excel user interface, viewing and managing worksheets, editing workbooks, using basic formatting, inserting objects, working with basic formulas, and printing and distributing worksheets. Exercises spread throughout the course help students retain course concepts.

#### *Additional Requirements*

Class eligibility requirements include familiarity with Microsoft Windows, a working knowledge of PC computer use, and experience using at least one current Microsoft Office application. These requirements assure students come to the class prepared to meet the course proficiency requirements. Successful course completion requires students to accurately complete assignments without instructor assistance, or with minimal assistance. Students who don't meet this requirement receive a grade of incomplete and must retake the class to receive course credit.

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[Return to TOC](#)

## Intermediate MS Excel

**Teaching Method:** Instructor Led  
**Target Audience:** Military and Civil Service

**Course #:** MHPCPS9800901SU  
**Duration:** 16 Hrs. (2 days)

### *Course Overview*

This two-day course teaches Microsoft Excel 2016 intermediate level skills. Topics include working with charts, using intermediate formulas, managing data, working in tables, using intermediate formatting, and collaborating with Excel.

The course is designed for Hill employees who require *intermediate* Excel skills to perform their duties.

Class eligibility requirements include familiarity with Microsoft Windows, a working knowledge of PC computer use, and experience using at least one current Microsoft Office application. These requirements assure students come to the class prepared to meet the course proficiency requirements. Successful course completion requires students to accurately complete assignments without instructor assistance, or with minimal assistance. Students who don't meet this requirement receive a grade of incomplete and must retake the class to receive course credit.

### *Additional Requirements*

Basic MS Excel (MHPCPS9800900SU) is a prerequisite for this course or bypass examination.

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## Computer Skills Workshop

**Teaching Method:** Instructor Led  
**Target Audience:** Military and Civil Service

**Course #:** MHPADM9805600SU  
**Duration:** 16 Hrs. (2 days)

### *Course Overview*

This workshop will cover fundamental computer skills needed to function in an office environment. The workshop can address the following topics: physical setup of a computer, setup of a computer using a docking station, fundamentals of computer use (boot up, log in, use mouse functions, use keyboard shortcuts, manage windows, find, open, and close applications, etc.), external speaker/headphone use, manage files, folders, and navigate directories, printer use, troubleshooting fundamentals, and internet use. The workshop will also explain use of some of the common Microsoft Office products used on the base (Outlook, Word, PowerPoint) as well as how to log off/restart/shut down the computer at the end of the day. This workshop will be used to assess the skills needed by Hill AFB employees and thus the topics covered are subject to change and evolve based on employee needs. This workshop will not certify individuals on computer use or any of the applications covered.

### *Additional Requirements*

N/A

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## Meeting Fundamentals

**Teaching Method:** Instructor Led  
**Target Audience:** Military and Civil Service

**Course #:** MHPADM0285000SU  
**Duration:** 4 Hrs. (0.5 days)

### *Course Overview*

This 4-hour training provides participants with the knowledge and skills to assemble and present professional meetings for all levels. There are no equivalencies or waivers available unless participants complete the same course within 5 years. The previous course number was MHPPER0002850SU. This is an equivalent course; if students have taken this, there is no need to take it again. Classes require a minimum of 10 students but can have no more than 18.

### *Additional Requirements*

N/A

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## Competency-Based Interviewing Skills for Employees

**Teaching Method:** Instructor Led  
**Target Audience:** Civil Service

**Course #:** MHPPDV9803502SU  
**Duration:** 4 Hrs. (0.5 days)

### *Course Overview*

This training provides employees with tools to identify principles and facts related to competency-based interviewing and the Situation, Task, Action and Result (STAR) concept to prepare them for job interviews. The course will teach Competency-Based Interview questions and familiarize the student with required competencies as well as the responsibilities of the candidate during the interview. The course also provides an opportunity for students to apply their skills in a mock interview setting. Classes require a minimum of 12 students.

### *Additional Requirements*

N/A

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## Principles of Effective Presentations

**Teaching Method:** Instructor Led  
**Target Audience:** Military and Civil Service

**Course #:** MHPPER0002225SU  
**Duration:** 24 Hrs. (3 days)

### *Course Overview*

The course trains participants to prepare and deliver effective presentations. Content includes objective creation, lesson plan development, visual aid creation, communication skills, components of an effective presentation, and brief evaluation methods. Students apply the class principles by presenting a short informal lecture, briefing, or demonstration performance. Class size is limited to eight students.

### *No Additional Requirements*

N/A

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## DoD Performance Management

**Teaching Method:** Instructor Led  
**Target Audience:** DPMAP Civil Service

**Course #:** MHQPERC000300SU  
**Duration:** 4 Hrs. (0.5 days)

### *Course Overview*

This workshop provides DPMAP employees with the tools to provide properly constructed input to their supervisors for year-end review/appraisal. Students must bring a copy of their Performance Plan (PP) to the class as the instructor will explain how to write statements justifying the Fully Successful and Outstanding standards on the plan, and students will practice with their own PP. When conditions permit, instructors will explain/show students how to upload inputs to the MyBiz tool.

### *Additional Requirements*

N/A

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[Return to TOC](#)

## Practical Problem Solving Method (PPSM)

**Teaching Method:** Instructor Led  
**Target Audience:** Military and Civil Service

**Course #:** CHPMAO0000100SU  
**Duration:** 6 Hrs. (0.75 days)

### *Course Overview*

Formerly known as the 8-Step Problem Solving Method, this training helps participants develop critical thinking cultures to improve work processes. In the course, attendees learn to solve day-to-day work area problems regardless of organizational level and to apply CPI methods. This problem-solving approach is the framework for the application of all CPI approaches, methodologies, tools, and techniques available to the practitioner. Instructors emphasize Practical Problem Solving during accession and PME courses.

### *Additional Requirements*

N/A

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## Federal Resume Writing

**Teaching Method:** Instructor Led  
**Target Audience:** Civil Service

**Course #:** MHPADM9813000SU  
**Duration:** 4 Hrs. (0.5 days)

### *Course Overview*

This course is designed for all Hill AFB personnel wanting guidance with understanding, preparing, and writing federal style resumes. The course teaches how to navigate federal job postings, build, write, and format federal resumes, and helps you put it all together using the USA Jobs website. Exercises spread throughout the course facilitate information retention.

### *Additional Requirements*

N/A

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## AF Narrative Writing

**Teaching Method:** Instructor Led  
**Target Audience:** Military and Civil Service

**Course #:** MHPADM0000123SU  
**Duration:** 2.5 Hrs. (0.31 days)

### *Course Overview*

This course is designed for all Hill AFB personnel wanting guidance on how to write narrative performance statements for awards packages. The course teaches guidelines, preparation, and structure for writing performance statements. Exercises spread throughout the course support information retention and application.

### *Additional Requirements*

N/A

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[Return to TOC](#)



## COMMUNICATION DEVELOPMENT COURSES

### Crucial Conversations

**Teaching Method:** Instructor Led  
**Target Audience:** Military and Civil Service

**Course #:** MHPPGM0001925SU  
**Duration:** 20 Hrs. (3 days)

#### *Course Overview*

This training supplies the tools to handle most difficult and important conversations, teaches the best approach to communicating what's on your mind, and achieves a positive outcome. Students learn how to make it safe to talk about almost anything, to be persuasive, non-abrasive, and turn crucial conversations into the action and results wanted. Students learn to develop individual effectiveness, strengthen teams, vitalize organizations, improve communications, and enrich relationships.

#### *Additional Requirements*

N/A

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### Crucial Accountability

**Teaching Method:** Instructor Led  
**Target Audience:** Military and Civil Service

**Course #:** MHPPER0002968SU  
**Duration:** 16 Hrs. (2 days)

#### *Course Overview*

This one-time, formal stand-up course provides the tools, techniques, and skills for solving the toughest performance problems. This course teaches participants how to hold others accountable and skillfully confront broken promises, failed commitments, and/or bad behavior using tools for understanding and influencing bad behavior at the individual, group, and organizational levels. Using the tools discussed in this class, students can solve problems in a way that creates buy-in and strengthens relationships. Those that have completed Crucial Confrontations do not need to retake this course.

#### *Additional Requirements*

Course Prerequisite: Crucial Conversations (MHPPGM0001925SU). Classes must have a minimum of 8 students but no more than 20.

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### The 4 Lenses™

**Teaching Method:** Instructor Led  
**Target Audience:** Military and Civil Service

**Course #:** MHPADM9803300BR  
**Duration:** 4.5 Hrs. (0.5 days)

#### *Course Overview*

This class helps participants identify their unique spectrum of personality variables. The variables affect knowledge retention, personal awareness, and social competence. Students learn the four central temperaments on which all personality styles are based and associate the colors Blue, Gold, Green, and Orange with different temperaments. The course helps students understand, motivate, communicate, and succeed in their occupations.

#### *Additional Requirements*

N/A

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[Return to TOC](#)

## Developing and Implementing an Outward Mindset

**Teaching Method:** Instructor Led  
**Target Audience:** Military and Civil Service

**Course #:** MHPADM0001809VS  
**Duration:** 16 Hrs. (2 days)

### *Course Overview*

This course helps participants learn to implement a performance platform that enables them to operate with an outward mindset. They learn to apply four sets of tools: Self-awareness tools to help them see when they might be operating with an inward mindset; Mindset-change tools they can apply to turn their mindsets outward; Accountability tools that help them operate in their roles with an outward mindset; Collaboration tools that teams can deploy together to cooperate with an outward mindset.

### *Additional Requirements*

N/A

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## The 7 Habits of Highly Effective People

**Teaching Method:** Instructor Led  
**Target Audience:** Military and Civil Service

**Course #:** MHPPGM0002138SU  
**Duration:** 24 Hrs. (3 days)

### *Course Overview*

This instructor-led course helps employees change the fundamental way they approach their jobs, relationships, problems, and opportunities. By breaking common ineffective behaviors and tendencies down, participants learn to create high levels of trust and develop strong interdependent relationships.

As participants see and think differently, they begin to act differently, and those actions produce superior results. This sort of transformation is the key to turning organizations into places where effective people create lasting results.

The course describes methods to foster courage, take risks to achieve goals, bring projects to completion, and unite teams under a shared vision, mission, and purpose. Participants learn to get the most important things done first; encourage conflict resolution, and help individuals seek mutual benefit. As they work through the course, participants learn to understand problems resulting in targeted solutions and promote better communications. As communications improve, successful problem-solving increases.

Participants learn to ensure greater buy-in from team members and leverage the diversity of individuals to promote continuous improvements and safeguard against burn-out and subsequent non-productivity. There is a minimum class size of 10 and a maximum class size of 24.

### *Additional Requirements*

N/A

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## Building and Busting Teams/Emotional Intelligence

**Teaching Method:** Instructor Led

**Target Audience:** Military and Civil Service

**Course #:** MHPPDV0287000SU

**Duration:** 4 Hrs. (0.5 days)

### *Course Overview*

Building and Busting Teams module briefly reviews three areas of building effective teams: team dynamics, how to build a team, and how to sustain and improve an existing team, to include teams working remotely. Participants are introduced to the behaviors which can build or bust a team. The lesson ends with a self-assessment designed to support future learning and growth. The Emotional Intelligence module introduces participants to the essential emotional intelligence skills that matter most for success in their sections. Participants examine different elements of emotional intelligence, then complete an activity which will outline methods to improve the four commonly used emotional intelligence skills.

### *Additional Requirements*

N/A

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## SUPERVISORY DEVELOPMENT COURSES

### AFMC Supervisor Development Course

**Teaching Method:** Instructor Led

**Course #:** CHQMGT0000400SU

**Target Audience:** Military and Civil Service Supervisors

**Duration:** 32 Hrs. (4 days)

#### *Course Overview*

The AFMC SDC curriculum helps prepare first-line supervisors to lead, clearly communicate expectations, improve retention, and increase organizational performance. This course complements current developmental efforts to include the Air Force Mandatory Supervisor Training (MST), Career Field training, and the annual Civilian Developmental Education (CDE) opportunities, which collectively serve as investments in our supervisor's development and posture them for success.

#### *Additional Requirements*

**Attendance priority:**

1. First-year civilian supervisors of civilian employees.
2. First-year military supervisors of civilian employees.
3. Supervisors of civilian employees with less than 3 years-experience.
4. AFMC supervisors who have not completed the course.
5. Civilian/Military attending in a pre-supervisory development role.

### Competency-Based Interviewing Skills for Supervisors

**Teaching Method:** Instructor Led

**Course #:** MHPPDV9803533SU

**Target Audience:** Civil Service Supervisors

**Duration:** 4 Hrs. (0.5 days)

#### *Course Overview*

This course provides interviewers and interviewees with tools to identify principles and facts related to competency-based interviewing and the Situation, Task, Action and Result (STAR) concept. In addition, leader competencies will be discussed. Students will develop basic interview questions and discuss the responsibilities of the Panel Lead, Panel Member, and Interviewee. In addition, the course will also provide an opportunity for students to role-play as a Panel Lead, Panel Member, and Interviewee.

#### *Additional Requirements*

1. See Training Mandate: DAFMAN 36-203

## AFSC Supervisor Development Program - Creating a Leadership Culture

**Teaching Method:** Instructor Led  
**Target Audience:** First Line Supervisors

**Course #:** MTEMG0001500SU  
**Duration:** 16 Hrs. (2 days)

### *Course Overview*

The AFSC SDP curriculum ensures first-line supervisors are prepared to lead, clearly communicate expectations, improve retention, and increase organizational performance.

New supervisors learn to incorporate the Art of the Possible Leadership Model character traits into their leadership style to ensure successful execution of the AFSC mission.

### *Additional Requirements*

Course Prerequisite: Mission Command Leadership Theory and Practice

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## Mission Command Leadership Theory and Practice

**Teaching Method:** Instructor Led  
**Target Audience:** First Line Supervisors

**Course #:** MTEPDV1000100SU  
**Duration:** 16 Hrs. (2 days)

### *Course Overview*

The course provides a systems-approach to leadership as a process to promote the individual and organizational attributes leaders should foster and reinforce to build the individual and organizational capacity supporting a Mission Command (MC) culture.

This course is a part of the AFSC Supervisor Development Program, but it is also open to all Hill AFB supervisors to include AD members NCO and above.

### *Additional Requirements*

N/A

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## WORKPLACE SAFETY COURSES

### Red Cross CPR/AED

**Teaching Method:** Instructor Led

**Target Audience:** Military and Civil Service

**Course #:** MHPMED0173900SU

**Duration:** 4 Hrs. (0.50 Days)

#### *Course Overview*

CPR/AED/First Aid certification training through the American Red Cross provides the knowledge and skills necessary to recognize and respond to workplace cardiac emergencies. Four-parts to this course:

**Part 1** - CPR for adults: Instructor led, hands-on, and skill assessments. Students learn victim assessment, scene safety, EMS reporting, how to perform chest compressions, and how to give rescue breaths.

**Part 2** - Familiarization with an AED: Design, operation, and use. Topics include machine activation, pad placement and plug-in, and familiarity with the voice prompts. Scenario-based exercises provide hands-on realism and when to provide follow on care.

**Part 3** - Choking: Students hear explanation of mechanics of abdominal thrusts and back strikes. Completion requires successful performance of all skill-based items.

#### *Additional Requirements*

N/A

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### Workplace Ergonomics

**Teaching Method:** Instructor Led

**Target Audience:** Military and Civil Service

**Course #:** MHPSAF9828200SU

**Duration:** 2 Hrs. (0.25 days)

#### *Course Overview*

This training supplies the general knowledge on workplace ergonomics IAW OSHA data. This course familiarizes employees with the hazards in their work areas and explains what preventive measures/practices help decrease lost work time, painful incidents, and increase job satisfaction.

#### *Additional Requirements*

N/A

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[Return to TOC](#)

## Back Injury Prevention

**Teaching Method:** Instructor Led  
**Target Audience:** Military and Civil Service

**Course #:** MHPSAF9879000SU  
**Duration:** 2 Hrs. (0.25 days)

### *Course Overview*

This course provides instruction on the anatomy and physiology of the human back, the Biomechanics of lifting, and the proper application of personal protective back equipment used in the workplace (using AFMAN 91-203 as a reference). Instructors use the NIOSH Work Practices Guide and OSHA General Duty Clause for this course. The course meets the needs of personnel who perform manual lifting in the workplace.

### *Additional Requirements*

N/A

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## HAZCOM Workplace Specific Train the Trainer

**Teaching Method:** Instructor Led  
**Target Audience:** Military and Civil Service

**Course #:** MHPSAF0070100SU  
**Duration:** 2 Hrs. (0.25 days)

### *Course Overview*

This is a Train-the-Trainer course for Workplace Supervisors, Training Leads and HAZCOM Program Managers. The course provides information on how to research, develop, and write a work center specific training plan, and defining the hazards listed on the Safety Data Sheet (SDS). Trainers present the Industrial Hygiene Assessment as part of the training to prepare students to explain the content to the shop employees as part of their Site-Specific Training Plan. Further training content covers regulatory requirements, OSHA expanded standards, the performance aspects of the standards, the responsibilities to OSHA, and the Globally Harmonized System.

### *Additional Requirements*

Participants should be a Lead, Supervisor, or Program Manager. Participants must be in a workplace with at least one Potential Exposure Group (PEG).

Prerequisite: MHPSAF000702SU

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## OSHA SKILLS COURSES

### Cranes, Hoists, and Slings

**Teaching Method:** Instructor Led

**Target Audience:** Military and Civil Service

**Course #:** MHPSAF0016700SU

**Duration:** 5 Hrs. (0.60 Days)

#### *Course Overview*

This course trains operators on the safety requirements, inspection, and operation of industrial cranes, hoists, and slings. The course covers components and controls, crane safety, slings and spreader bars, rigging, and conducting a lift.

#### *Additional Requirements*

N/A

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### Forklift Operator Awareness Training

**Teaching Method:** Instructor Led

**Target Audience:** Military and Civil Service

**Course #:** MHPOPS9800500VS

**Duration:** 4 Hrs. (0.5 days)

#### *Course Overview*

This Instructor-led course provides classroom awareness training for vehicle operators at Hill AFB to handle material using forklifts with 6,000 lbs. capacity and over. The emphasis is on forklifts, design and controls, forklift stability – to include operating conditions and loads, inspection, manipulating loads when it comes to picking up the load, lowering the load, stacking the load, and un-stacking the load, maneuvering, pedestrians, safety in special situations, hazardous operating conditions, and hazardous locations. This course is followed by SOJT and requires a minimum of 3 and maximum of 20 students per instructor.

#### *Additional Requirements*

N/A

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### Initial Lockout/ Tagout for Authorized Employees

**Teaching Method:** Instructor Led

**Target Audience:** Military and Civil Service

**Course #:** MHPSAF9802200SU

**Duration:** 2 Hrs. (0.25 days)

#### *Course Overview*

This training provides essential instruction for LOTO AUTHORIZED employees and supervisors of employees authorized to perform Lockout Tagout procedures. The course provides the basic knowledge on Lockout Tagout as required in OSHA 29CFR 1910.147 and AFMAN 91-203, Chap 21. This course covers the multiple energy sources to lock out before performing service, maintenance, or repair activities. The class covers specific lockout responsibilities and procedures for "authorized," "affected," and "other" employees.

#### *Additional Requirements*

N/A

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[Return to TOC](#)



## Manned Aerial Lifts Operation/ Safety

**Teaching Method:** Instructor Led

**Target Audience:** Military and Civil Service

**Course #:** MHPSAF9800300SU

**Duration:** 4 Hrs. (0.5 days)

### *Course Overview*

This course provides information on fall protection, safety precautions, responsibilities, preparation for use, and general operating procedures for manned aerial lifts. The course covers the purpose, use, and location of operator and safety manuals. Participants learn to conduct lift inspections, pre-start steps, basic operations, and hazardous location requirements. In addition, participants learn to use AFTO Form 244 for documenting deficiencies and the consequences of bypassing safety devices.

### *Additional Requirements*

N/A

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