**Attachment 1**

**Military Knowledge and Testing System (MKTS) Chart**

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| **Scale** | **Level of Understanding** | **Indicates the level of Understanding necessary for each rank** |
| **A** | **Knowledge** | Remembering learned material; may involve the recall of a wide range of material from specific facts to complete theories, but merely requires bringing to mind the appropriate information |
| **B** | **Comprehension** | The ability to grasp the meaning of material; may be shown by translating material from one form to another; by interpreting material (explaining or summarizing). |
| **C** | **Application** | The ability to use learned materials in new and concrete situations; may include the application of such things as rules, methods, concepts, principles, laws, and theories. |
| **D** | **Analysis** | The ability to break down material into its component parts so that its organizational structure may be understood; may include the identification of the parts, analysis of the relationship between parts, and recognition of the organizational principles involved. |

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| **Indicates the importance need to level of understanding within each topic is necessary to fulfill your professional responsibilities** | |
| 1 | Extremely Important |
| 2 | Very Important |
| 3 | Important |
| 4 | General Knowledge (Nontestable this promotion cycle) |
| N/A | Not Applicable |

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| **REQUIRED LEVEL OF IMPORTANCE FOR PROMOTION TO:** | **SSgt** | **TSgt** | **MSgt** | **SMSgt** | **CMSgt** |
| **Chapter 1—AIR FORCE HERITAGE** |  |  |  |  |  |
| Section 1B—Dawn of Flight, Early Days of Aviation, First Air War and 1920s and 1930s Airpower | A4 | A4 | A4 | A4 | A4 |
| Section 1C—General Headquarters, Air Corps Prepares for War, and Airpower in World War II | A4 | A4 | A4 | A4 | A4 |
| Section 1D—Tuskegee Airmen, Air War in the Pacific, Air Force Independence, Cold War, and Cuban Missile Crisis | A3 | A3 | A3 | A3 | A3 |
| Section 1E—Vietnam, Desert Storm and Operations (1992-2014) | A2 | A2 | B2 | B2 | B2 |
| Section 1F—Airman Exemplars | A2 | A2 | A2 | A2 | B2 |
| Section 1G—Medal of Honor | A4 | A4 | A4 | A4 | B4 |
| **Chapter 2—ENLISTED HISTORY** |  |  |  |  |  |
| Section 2B—Milestones of World War I and World War II | A3 | A3 | A3 | A3 | A3 |
| Section 2C—Cold War, Berlin Airlift, Korean War, and War in Southeast Asia | A3 | A3 | A3 | A3 | A3 |
| Section 2D—The Air War Expands, Vietnamization, Humanitarian Airlift, and Post-Vietnam Conflicts | A3 | A3 | A3 | A3 | A3 |
| Section 2E—Gulf War, Military Operations (1991-2003), and Iraq and Afghanistan | A3 | A3 | A3 | A3 | A3 |
| **Chapter 3—ORGANIZATION** |  |  |  |  |  |
| Section 3B—Command Authority and Department of Defense | A3 | A3 | A2 | B2 | C2 |
| Section 3C—Department of the Air Force | A3 | A3 | A2 | B2 | C2 |
| Section 3D—Functions of Other Services | A3 | A3 | A2 | B2 | C2 |
| **Chapter 4—AIR FORCE DOCTRINE, AIR AND SPACE**  **EXPEDITIONARY FORCE (AEF), AND JOINT FORCE** |  |  |  |  |  |
| Section 4B—Air Force Doctrine | A3 | A3 | B2 | C2 | C2 |
| Section 4C—Air and Space Expeditionary Force | A3 | A3 | B2 | C2 | C2 |
| Section 4D—The Joint Force | A3 | A3 | B2 | C2 | C2 |
| Section 4E—Joint and Coalition Capabilities | A3 | A3 | B2 | C2 | C2 |
| Section 4F— Adaptive Planning and Execution | N/A | N/A | A3 | A3 | A3 |
| **Chapter 5—EMERGENCY MANAGEMENT PROGRAM** |  |  |  |  |  |
| Section 5B—Emergency Management Program and Air Force Incident Management System | A4 | A3 | A3 | A3 | A3 |
| **REQUIRED LEVEL OF IMPORTANCE FOR PROMOTION TO:** | **SSgt** | **TSgt** | **MSgt** | **SMSgt** | **CMSgt** |
| Section 5C—Protective Measures and Response Procedures | A1 | C1 | C1 | D1 | D1 |
| Section 5D – Natural Disaster, Man-Made Physical and Technological Hazards | A1 | C1 | C1 | D1 | D1 |
| Section 5E— Enemy Attack and Terrorist Use of Chemical, Biological, Radiological, and Nuclear Weapons | A1 | C1 | C1 | D1 | D1 |
| **Chapter 6—STANDARDS OF CONDUCT** |  |  |  |  |  |
| Section 6B—Law of Armed Conflict | A1 | B1 | C1 | D1 | D1 |
| Section 6C—Code of Conduct | C2 | C2 | C2 | C2 | C2 |
| Section 6D—Everyday Conduct | C1 | C1 | D1 | D1 | D1 |
| Section 6E—Ethics and Conflict of Interest Prohibitions | A3 | B3 | C3 | D3 | D3 |
| Section 6F—Political Activities | A3 | B3 | C3 | D3 | D3 |
| **Chapter 7—ENFORCING STANDARDS AND LEGAL ISSUES** |  |  |  |  |  |
| Section 7B—Air Force Inspection System | A3 | A3 | C3 | C3 | C3 |
| Section 7C—Inspector General Complaints Program | C2 | C2 | D2 | D2 | D2 |
| Section 7D—Individual Standards | B1 | C1 | D1 | D1 | D1 |
| Section 7E—Punitive Actions | B1 | C1 | D1 | D1 | D1 |
| Section 7F—Legal Issues | A4 | A4 | C3 | C3 | C3 |
| **Chapter 8—MILITARY CUSTOMS, COURTESIES, AND PROTOCOL**  **FOR SPECIAL EVENTS** |  |  |  |  |  |
| Section 8B—Symbols | A3 | A3 | A3 | B3 | B3 |
| Section 8C—Professional Behavior | B1 | B1 | C1 | C1 | D1 |
| Section 8D—Drill and Ceremony | A2 | A2 | B2 | B2 | D2 |
| Section 8E—Honor Guard, Protocol, Distinguished Visitors, and Military Ceremonies | A3 | A3 | A3 | B3 | B3 |
| **Chapter 9—THE NONCOMMISIONED OFFICER** |  |  |  |  |  |
| Section 9B—The Enlisted Force Structure | B1 | B1 | C1 | D1 | D1 |
| Section 9C—Enlisted Professional Military Education (PME) | A2 | A2 | B2 | C2 | C2 |
| Section 9D—Military Ethics | B1 | B1 | C1 | D1 | D1 |
| Section 9E—Enlisted Force Development | A4 | A4 | A3 | B2 | C1 |
| Section 9F—The Profession of Arms: An Airman’s Perspective | A4 | A4 | B2 | B2 | D1 |
| Section 9G—Personal Professionalism | A4 | A4 | C1 | D1 | D1 |
| **Chapter 10—LEADERSHIP** |  |  |  |  |  |
| Section 10B—Leadership | B3 | B2 | C3 | D2 | D1 |
| Section 10C—Followership and Mentoring | B3 | B2 | C3 | D3 | D2 |
| Section 10D—Developmental Counseling | A3 | B3 | C3 | C2 | D2 |
| Section 10E—Full Range Leadership Development (FRLD) | A3 | B3 | B2 | C3 | D2 |
| Section 10F—Mentorship | A4 | A4 | B3 | C2 | D2 |
| Section 10G—Strategic Leadership | A4 | A4 | B3 | C2 | D1 |
| **Chapter 11—OFFICER AND ENLISTED EVALUATION SYSTEMS AND CIVILIAN PERFORMANCE PROGRAM** |  |  |  |  |  |
| Section 11B—General Considerations (Officer and Enlisted Evaluation Systems) | A1 | B1 | C1 | D1 | D1 |
| Section 11C—Performance Feedback | A1 | B1 | C1 | D1 | D1 |
| Section 11D—Civilian Performance Evaluation | N/A | N/A | N/A | N/A | N/A |
| **Chapter 12—TRAINING AND EDUCATION** |  |  |  |  |  |
| Section 12B—Training Management | B3 | B2 | C1 | C1 | D1 |
| Section 12C—Community College of the Air Force | B3 | B2 | C1 | C1 | D1 |
| Section 12D—Education | A3 | B3 | C2 | C2 | D2 |
| **Chapter 13—RESOURCE MANAGEMENT** |  |  |  |  |  |
| Section 13B—Traits of a Healthy Team | A2 | A3 | B3 | C2 | D2 |
| Section 13C—Managing Resources Other Than Personnel | B3 | B2 | C3 | C2 | D2 |
| Section 13D— Planning, Programming, Budgeting, and Execution | N/A | N/A | C3 | C2 | D2 |
| Section 13E—Manpower Management and Competitive Sourcing | N/A | N/A | B3 | C2 | C2 |
| Section 13F— Government Property and Equipment | A4 | A4 | C2 | C1 | D2 |
| Section 13G— Facility Management | A4 | A4 | C3 | C2 | D3 |
| Section 13H— Energy Conservation Program | A4 | A4 | C3 | C2 | D3 |
| **REQUIRED LEVEL OF IMPORTANCE FOR PROMOTION TO:** | **SSgt** | **TSgt** | **MSgt** | **SMSgt** | **CMSgt** |
| **Chapter 14—COMMUNICATING IN TODAY’S AIR FORCE** |  |  |  |  |  |
| Section 14B—The Principles and Seven Steps for Effective Communication | A2 | B1 | C1 | D2 | D1 |
| Section 14C—Writing | A3 | B3 | C3 | C1 | D2 |
| Section 14D—Face-to-Face: Speaking and Listening | A3 | B2 | C1 | D3 | D1 |
| Section 14E—Electronic Communications and the Internet | A3 | B3 | C3 | C1 | D2 |
| Section 14F—Conducting an Effective Interview | A4 | A3 | C1 | D3 | D1 |
| Section 14G—Staff-Level Communication | A4 | A4 | C3 | C1 | D2 |
| Section 14H—Instruments of Written Communication | A4 | A4 | C3 | C1 | D2 |
| **Chapter 15—PERSONNEL PROGRAMS** |  |  |  |  |  |
| Section 15B—Enlisted Assignments | A4 | A4 | B3 | B3 | C2 |
| Section 15C—Family Care Plans | A4 | A4 | A4 | A4 | A4 |
| Section 15D—Reenlistment and Retraining Opportunities | A4 | A3 | B3 | B3 | C2 |
| Section 15E—Benefits and Services | A4 | A4 | A4 | B3 | B3 |
| Section 15F—Personnel Records and Individual Rights | A3 | A3 | B3 | B3 | C2 |
| Section 15G—Awards and Decorations | A4 | A3 | A3 | B3 | B3 |
| Section 15H—Airman Promotion System | B3 | B3 | C2 | C2 | D1 |
| Section 15I—SNCO Promotion Program | N/A | N/A | C2 | C2 | D1 |
| Section 15J—Civilian Personnel Management and Programs | A4 | A4 | B3 | C2 | C2 |
| **Chapter 16—WING SUPPORT** |  |  |  |  |  |
| Section 16B—Air Force Portal | A4 | A4 | A4 | B4 | B4 |
| Section 16C—Military Pay, Allowances, and Entitlements | B3 | B3 | C3 | C3 | C2 |
| Section 16D—Leave Management | A3 | A3 | B2 | B2 | C2 |
| Section 16E—Equal Opportunity | A3 | A3 | B3 | B3 | C3 |
| Section 16F—Legal Services | A4 | A3 | B3 | B3 | B3 |
| Section 16G—Ground Safety | B3 | B3 | C3 | C2 | D2 |
| Section 16H—Risk Management | B3 | B3 | C2 | C2 | D2 |
| Section 16I—Sexual Assault | B3 | B3 | C2 | C2 | D2 |
| **Chapter 17—DRESS AND APPEARANCE** |  |  |  |  |  |
| Section 17B—Individual Responsibilities | B3 | B2 | C4 | C4 | C4 |
| Section 17C—Uniform and Accessory Standards | B3 | B2 | C4 | C4 | C4 |
| **Chapter 18—FIT FORCE** |  |  |  |  |  |
| Section 18B—Physical Fitness and Fitness Components | A3 | B3 | B3 | C4 | C4 |
| Section 18C—Nutrition | A3 | B3 | B3 | B3 | B3 |
| Section 18D—Substance Use/Misuse | A3 | B3 | B3 | B3 | C2 |
| Section 18E—Tobacco Use | A3 | A3 | A3 | A3 | A3 |
| Section 18F—Medical Care | A3 | B3 | B3 | C3 | C3 |
| Section 18G—Suicide Prevention | B3 | B3 | C3 | C2 | C1 |
| Section 18H—Posttraumatic Stress Disorder (PTSD) | A4 | B3 | B3 | B3 | C3 |
| Section 18I—Stress Management | A4 | B3 | C3 | C2 | C2 |
| Section 18J—Redeployment Support Process | A4 | A3 | B3 | C2 | D1 |
| **Chapter 19—SECURITY** |  |  |  |  |  |
| Section 19B—Information Assurance | A3 | A3 | B3 | B3 | D2 |
| Section 19C—Installation Security | B2 | B2 | C2 | C2 | D2 |
| Section 19D—Antiterrorism Program | B3 | B3 | C3 | C3 | D2 |
| **Chapter 20—AIR FORCE KNOWLEDGE** |  |  |  |  |  |
| Section 20B—Mission Design Series | A4 | A4 | B4 | B4 | B4 |
| Section 20D—Air Force Information | A4 | A4 | B4 | B4 | B4 |
| Section 20D—Career Fields | A4 | A4 | B4 | B4 | B4 |
| **Chapter 21—ORGANIZATIONAL MANAGEMENT** |  |  |  |  |  |
| Section 21B—Organizational Design | N/A | N/A | A3 | A3 | A3 |
| Section 21C—Managing Organizational Change | N/A | N/A | A3 | B2 | B2 |
| Section 21D—Conflict Management | N/A | N/A | A3 | B2 | B2 |
| Section 21E—Problem Solving | N/A | N/A | B2 | B2 | D2 |
| Section 21F—Project Management | N/A | N/A | A3 | A3 | A2 |

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| **Chapter 22—HUMAN RESOURCE DEVELOPMENT** |  |  |  |  |  |
| Section 22A—Power | N/A | N/A | B2 | C2 | C2 |
| Section 22B—Unit Morale | N/A | N/A | A3 | C3 | C3 |
| Section 22C—Transactional Analysis (TA) | N/A | N/A | C3 | C3 | C3 |
| Section 22D—Performance Counseling | N/A | N/A | C3 | C3 | C3 |
| **Chapter 23—Critical Thinking and Decision Making** |  |  |  |  |  |
| Section 23B—Critical Thinking and Human Nature | N/A | N/A | A2 | B2 | C2 |
| Section 23C—Critical Thinking in Groups | N/A | N/A | A3 | B2 | B2 |
| Section 23D—Critical Thinking and Organizational Culture | N/A | N/A | A3 | B2 | B2 |
| **Chapter 24—STUDYING EFFECTIVELY** |  |  |  |  |  |
| Section 24B—Effective Study Habits in Eight Easy Steps | A4 | A4 | B4 | B4 | B4 |
| Section 24C—Study Strategies | A4 | A4 | B4 | B4 | B4 |
| Section 24D—Military Knowledge and Testing System (MKTS) | A4 | A4 | B4 | B4 | B4 |
| Section 24E—Know Your Learning Style | A4 | A4 | B4 | B4 | B4 |
| **Chapter 25—PROFESSIONALISM** |  |  |  |  |  |
| Section 25B—Professionalism | A4 | A4 | B4 | C4 | C4 |
| Section 25C—America’s Air Force: A Profession of Arms | A4 | A4 | B4 | C4 | C4 |
| **Cover, Forward, and Attachment Information** |  |  |  |  |  |
| Forward | A4 | A4 | A4 | A4 | A4 |
| Airman’s Creed | A1 | B1 | C2 | C2 | C2 |
| CSAF and CMSAF View Letter | A4 | A4 | A4 | A4 | A4 |
| Acronyms and Terms | A4 | A4 | A4 | A4 | A4 |
| Rank Insignia | A1 | A1 | B2 | B2 | B2 |
| Air Force Awards and Decorations | A1 | A1 | B2 | B2 | B2 |