

**Attachment 1
Military Knowledge and Testing System (MKTS) Chart**

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.

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

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 NONCOMMISSIONED 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

REQUIRED LEVEL OF IMPORTANCE FOR PROMOTION TO:	SSgt	TSgt	MSgt	SMSgt	CMSgt
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