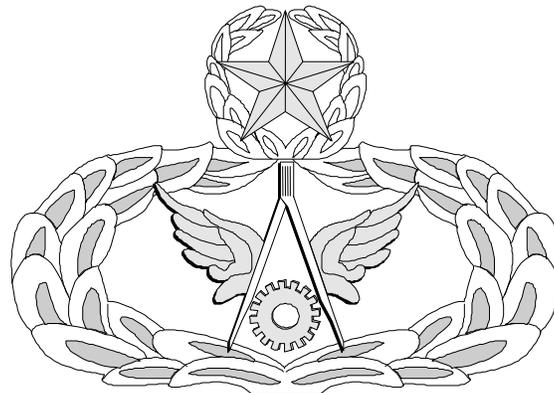
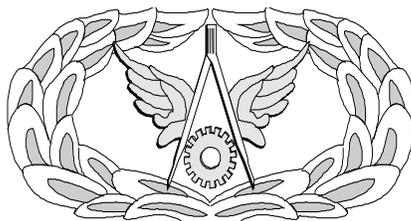


AFSC 3E6X1

OPERATIONS MANAGEMENT



MASTER



BASIC



SENIOR

CAREER FIELD

EDUCATION AND TRAINING PLAN (CFETP)

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CAREER FIELD EDUCATION AND TRAINING PLAN

**OPERATIONS MANAGEMENT
AFSC 3E6X1**

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OPERATIONS MANAGEMENT
AFSC 3E6X1
CFETP

Preface

1. This CFETP is a comprehensive education and training document identifying life-cycle education and training requirements, training support resources, and minimum requirements for an Air Force Specialty (AFS). The CFETP will provide personnel a clear career path to success, instill rigor in all aspects of career field training, and serve as the “Contract for Training” between Air Education and Training Command (AETC) and a career field. **Note:** Civilians occupying associated positions will use Part II as a guide to support duty position qualification training.

2. The CFETP consists of two parts. Supervisors at all levels plan, manage, and control training within their specialty using both parts of the plan.

2.1. Part I provides information necessary for overall management of the specialty. Section A explains the overall use of the plan; Section B identifies career-field progression information, duties and responsibilities, training decisions, and career field path; Section C associates each level with specialty qualifications (knowledge, education, experience, training, and other); Section D indicates resource constraints. Some examples are funds, manpower, equipment, and facilities. Section E identifies transition training guide requirements for Staff Sergeant (SSgt) through Master Sergeant (MSgt).

2.2. Part II includes the following: Section A identifies the STS to include duties, tasks, and technical references to support training, AETC conducted training, wartime course and core task, and correspondence course requirements. Section B contains the course objective list and training standards supervisors will use to determine if Airmen satisfied training requirements. Section C identifies available support materials. An example is a Qualification Training Package (QTP) which may be developed to support proficiency training. Section D identifies a training course index that supervisors can use to determine resources available to support training. Included in the section are both mandatory and optional courses, as well as exportable courseware. Section E identifies MAJCOM-unique training requirements that supervisors can use to determine additional training required for the associated qualification needs. At unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan. Section F identifies HST references and course material required for this specialty in support of contingency/wartime training.

3. Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate points in their career. This plan will enable us to train today’s workforce for tomorrow’s jobs.

PART I:

Section A – General Information

4. **Purpose of the CFETP.** This CFETP provides information necessary for the Air Force Career Field Manager (AFCFM), MAJCOM Functional Managers (MFM), commanders, training managers, supervisors and trainers, to plan, develop, manage, and conduct an effective and efficient career field training program. This plan outlines the training individuals require in this AFS in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training and serves as the contract between AETC and a functional community. **Initial skills training** is the AFS specific training an individual receives upon entry into the Air Force or upon

retraining into a specialty for award of the 3-skill level. Normally, this training is conducted by AETC at one of the technical training centers. **Upgrade training** identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3-, 5-, 7-, and 9-skill level. **Qualification training** is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills and knowledge required to do the job. **Advanced training** is a formal course which provides individuals who are qualified in one or more positions of their AFS with additional skill/knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of the AFS. **Proficiency training** is additional training, either in-residence or exportable advanced training courses, or on-the-job (OJT) training provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The CFETP has several purposes. These purposes are:

- 4.1. Serves as a management tool to plan, manage, conduct, and evaluate a career field training program. Also, it is used to help supervisors identify training at the appropriate point in an individual's career.
- 4.2. Identifies task and knowledge training requirements for each skill level in the specialty and recommends education and training throughout each phase of an individual's career.
- 4.3. Lists training courses available in the specialty, identifies sources of training, and training delivery methods.
- 4.4. Identifies major resource constraints that impact full implementation of the desired career field training process.

5. Uses of the CFETP. The plan will be used by MFMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

5.1. AETC training personnel will develop or revise formal resident, nonresident, field, 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, Air Force Civil Engineer Support Agency Force Development (HQ AFCESA/CEOM) to develop acquisition strategies for obtaining resources needed to provide the identified training.

5.2. MFMs will ensure all training programs at the MAJCOM level complement the CFETP mandatory initial, upgrade, and proficiency requirements. OJT, resident training, contract training, Air Force Qualification Training Package assessments, or exportable courses can satisfy identified requirements. MAJCOM developed training to support this AFS must be identified for inclusion into the plan.

5.3. Unit Training Managers (UTMs) and supervisors must ensure each individual completes the mandatory training requirements (including MAJCOM supplemental requirements) for the upgrade training specified in the training plan.

5.4. Each individual will complete the mandatory training requirements specified in this plan. The list of courses in Part II will be used as a reference to support training.

6. Coordination and Approval of the CFETP. The AFCFM is the approval authority for the CFETP. MAJCOM representatives and AETC personnel will identify and coordinate on the career field training requirements. The AFCFM will initiate an annual review of this document to ensure currency and accuracy. Using the list of courses in Part II, they will eliminate duplicate training.

Section B – Career Field Progression and Information

7. Specialty Descriptions.

7.1. Specialty Summary. Responsible for activating and managing Civil Engineer (CE) command and control centers during peacetime, wartime, and contingency operations. Processes and controls work requirements and manages CE Material Acquisitions in contingency, wartime, and peacetime situations for work performed by CE work forces. Maintains accountability of resources, such as equipment, personnel, Class IV materials and facilities. Related DOD Occupational Subgroup: 171000.

7.2. Duties and Responsibilities for Apprentice, Journeyman, and Craftsman.

7.2.1. Establishes and manages the operation of command and control centers and customer focal point.

7.2.2. Implements and manages the customer satisfaction program and responds to customer inquiries.

7.2.3. Prepares and manages work requirements during approval, processing, and completion stages of the work; recommends method of accomplishment based on existing capabilities; develops, monitors, and manages the work order priority program; and monitors work costs to ensure compliance with legal limits or support agreements. Analyzes work activities to ensure compliance with policies, current directions, and other publications; ensures identification of environmental concerns; evaluates inspection findings and recommends corrective action. Collaborates with engineer and environmental planning functions to prepare and execute CE programs and plans. Ensures coordination and/or collaboration with all appropriate agencies.

7.2.4. Operates computer and communications equipment to support work force management activities.

7.2.5. Performs Quality Assessment Evaluation; develops Statement of Work (SOW) and Performance Work Statements (PWS) on non-technical contracts. Provides interface with host nations on maintenance requirements, purchase agreements, and service contracts.

7.2.6. Manages preparation and maintenance of work force records and reports; performs quantitative study of management data to assess CE cost and reimbursement, work performance, progress, trends, standards, and policies.

7.2.7. Manages and ensures a continuous workflow; manages priorities and work plans, and monitors work status. Manages the recurring work program and provides non-technical automated assistance as needed.

7.2.8. Develops and administers facility manager program. Analyzes program activities to ensure compliance with policies, current directions, and other publications.

7.2.9. Support base recovery and contingency operations. Assist in development of plans to bed-down personnel, aircraft, and associated support functions during contingency operations. Perform CE C₂ operations to include establishing Unit Control Center (UCC), maintain team status, and coordinate responses with upper/lower echelons. Plot damage, unexploded ordnance and perform secondary minimum operating strip selection. May function as Operations Flight Prime BEEF

Liaison and/or serve as the Readiness Expeditionary Engineer for the Emergency Operation Center (EOC) on appointment by the Base Civil Engineer.

7.2.10. Manages Civil Engineer Material Acquisition processes and systems. Performs Civil Engineer construction material storage management, receiving, processing and requisitioning.

7.3. Duties and Responsibilities for Superintendents. Manages, inspects, and evaluates work center activities, controlling work flow to include estimated and actual time accounting. Advises on problems associated with contract surveillance and facility construction and maintenance programs. Ensures compliance with commercial and military publications. Submits and reviews supply and equipment requisitions. Discusses inspection findings and recommends corrective actions. Solves complex problems with material acquisitions and procurement; analyze economic order quantities (EOQs); and current enterprise resource planning (ERP) procedures. Develops and establishes operation and maintenance procedures to ensure maximum efficiency.

8. Skill and Career Progression. Adequate training and timely progression from the apprentice to the superintendent play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training do his or her part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure each individual receives viable training at appropriate points in their career.

8.1. Apprentice (3-Level).

8.1.1. Upon completion of initial skills training, a trainee will work with a trainer to enhance their knowledge and skills to progress to the 5-Level.

8.1.2. Complete mandatory 3-Level CE Common Core Distance Learning product prior to ordering career development courses (CDC).

8.1.3. Utilize the CDC, AFQTPs and other exportable courses for subject and task fundamentals in the career field. Successfully complete applicable AFQTP assessments for diamond core tasks.

8.1.4. Once trained and task certified, a trainee may perform the task unsupervised.

8.1.5. After all upgrade training requirements are complete, supervisors and UTM's coordinate upgrade procedures.

Note: All trainees are automatically enrolled in CCAF when awarded their primary AFSC.

8.2. Journeyman (5-Level).

8.2.1. A journeyman may be assigned job positions such as team leader, shift supervisor, and task trainer.

8.2.2. Enter into continuation training to broaden experience base and to advance to the 7-skill level.

8.2.3. Must complete, as a minimum, twelve months OJT before award of the 5-level (nine months for retrainees that were awarded a 5-level in a previous AFSC).

8.2.4. Attend Airman Leadership School (ALS) after serving 48 months in the Air Force or selection to rank of SSgt (active duty only). In-residence or correspondence course is required for Air National Guard/Air Force Reserve Command (ANG/AFRC) personnel.

8.2.5. Use CDCs and other reference material to prepare for Weighted Airman Promotion Systems (WAPS) testing.

8.2.6. Continue pursuing a CCAF or higher degree.

8.2.7. After all upgrade training requirements are completed; supervisors and UTMs coordinate upgrade procedures.

8.3. Craftsman (7-Level).

8.3.1. A craftsman can expect to fill various supervisory and management positions such as shift leader, Operations Flight Prime Beef Liaison, Prime BEEF manager, team chief, supervisor, or task certifier.

8.3.2. Completion of CE Common Core 7-level Distance Learning Course.

8.3.3. 100 percent core/diamond task training is a prerequisite to award of the 7-level.

8.3.4. Graduation from the 7-level in-resident course when such course is developed and available.

8.3.5. Must complete a minimum of twelve months OJT before award of the 7- level. Six months for re-trainees awarded a 7-level in a previous AFSC.

8.3.6. Craftsman should take continuation training courses or obtain added knowledge on management of resources and personnel.

8.3.7. Attend the Non-Commissioned Officer Academy (NCOA) after promotion to Technical Sergeant (TSgt) (active duty only). Either the in-residence or correspondence course is required for ARC personnel.

8.3.8. Completion of education through CCAF and higher degree programs is highly recommended.

8.3.9. After all upgrade training requirements are completed; supervisors and UTMs coordinate upgrade procedures.

8.3.10. Completion of Senior Non-commissioned Officer Academy (SNCOA) upon obtaining rank of Master Sergeant or after selection for promotion to Senior Master Sergeant (SMSgt) (active duty only).

8.3.11. Completion of Contracting for Civil Engineering Course (Air Force Institute of Technology [AFIT] WMGT 421) is highly encouraged for 7-level Craftsman.

8.3.12. Completion of Operations Support Course (Air Force Institute of Technology [AFIT] WMGT 436), is highly encouraged for 7-level Craftsman.

8.4. Superintendent (9-Level).

8.4.1. A 9-level can be expected to fill positions such as flight chief, flight superintendents, and other various staff positions.

8.4.2. Must be a SMSgt for award of the 9-skill level.

8.4.3. Completion of Civil Engineer Superintendent Course (AFIT WMGT 570) is mandatory for Active Duty and Air Force Reserve SMSgt's. This course is mandatory for Air National Guard to be promoted to CMSgt.

8.4.4. Should pursue increased knowledge of budget, manpower, resources, and personnel management.

8.4.5. After completion of CCAF, recommend the pursuit of additional higher education and completion of courses outside of their career AFS.

8.4.6. Resident graduation of the USAF Senior Non-commissioned Officer Academy (SNCOA) upon obtaining rank of Master Sergeant or after selection for promotion to Senior Master Sergeant (SMSgt) (active duty only). SNCOA is a prerequisite for Senior Master Sergeant (SMSgt) promotion (active duty only). Either the in-residence or correspondence course is required for ARC personnel.

8.5. Civil Engineer Manager (CEM).

8.5.1. CEMs work in a variety of similar jobs and functional areas using general managerial and supervisory abilities to effectively meet organizational challenges.

8.5.2. Completion of the Air Force Reserve Commands Chief orientation course is mandatory for AFRC personnel.

9. Training Decisions. The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Operations Management career field. The spectrum includes a strategy for when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training. Members of the Specialty Training Requirements Team (STRT) held on 14-17 April 2009 at Sheppard AFB, TX reviewed all skill level training and requirements. The following training decisions were made:

9.1. Initial Skills Training. The 3-level apprentice course was reviewed for content. Additions, deletions, and modifications were made to the course using Mission Ready Airman (MRA) as the guiding criteria. Wartime training tasks were identified and validated.

9.2. Five Level Upgrade Training Requirements. Reviewed existing 5-level CDC requirements to ensure additions and changes to the 5-level column in the STS were made to keep information current.

9.3. Seven Level Upgrade Training Requirements. Additional 7-level skill requirements were incorporated into the CFETP to ensure adequate career progression and training was met. The result of this review was that a supplemental course was required to bridge the gap in training after initial skills training.

9.4. Proficiency Training. Any additional knowledge and skill requirements that were not taught through initial skills or upgrade training are assigned as continuation training. The purpose of continuation training is to provide training exceeding minimum upgrade training requirements with emphasis on present and future duty positions. MAJCOMs must develop a continuation training program that ensures personnel in the Operations Management career field receive the necessary training at the appropriate point in their career. The training program will identify both mandatory and optional training requirements.

9.5. Supplemental Training. Supplemental training when applicable, SMEs review formal resident supplemental training course requirements for technical accuracy and identify training that is no longer required. Based on MAJCOM input, AETC training personnel develop and provide Course Training Standards (CTS) documents to list the knowledge and skills required in a particular area of the AFS.

10. Community College of the Air Force (CCAF). Enrollment in CCAF occurs upon award of primary AFSC. CCAF which is located at Maxwell AFB, Alabama, provides the opportunity to obtain an Associate of Applied Sciences Degree. In addition to its associate degree program, CCAF offers the following:

10.1. Occupational Instructor Certification. The instructor must:

10.1.1. be a full-time instructor teaching a CCAF course at an affiliated school at the time of nomination.

10.1.2. be assigned to a CCAF course(s) in CCAF STARS-FD.

10.1.3. have at least 2 years teaching experience as a CCAF instructor from the DAID.

10.1.4. have teaching experience documented either on the CCAF Occupational Instructor Certification Teaching Experience Log, Version 2 or in the STARS-FD CCAF Occupational Instructor Certification Teaching Experience Log.

10.1.5. have at least 2,000 hours of documented practical experience teaching a CCAF course(s).

10.1.6. hold an associate or higher-level degree from an accredited institution.

10.1.7. have completed a 12-semester-hour CCAF Instructor Teaching Internship.

10.1.8. have completed at least 3-semester-hours of CCAF-approved instructor methodology coursework.

10.1.9. be recommended by the school commander, commandant or PME flight chief.

10.2. 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.

10.3. Professional Manager Certification (PMC). A professional credential awarded by CCAF that formally recognizes an individual's advanced level of education and experience in leadership and management, as well as professional accomplishments. The program provides a structured professional development track that supplements Enlisted Professional Military Education (EPME) and Career Field Education and Training Plan (CFETP).

10.4. Air University Associate to Baccalaureate Cooperative (AU-ABC). The Air Universities ABC program directs Airmen with an associate in applied science degrees from the Community College of the Air Force (CCAF) to a collection of accredited "military friendly" colleges and universities to consider when completing a four-year degree. The program maximizes the application of military career education and training,

11. The Maintenance Production Management Associates Degree (4VJG) applies to AFSC 3E6X1.

11.1 Degree requirements. The Maintenance Production Management Associates Degree (4VJG) applies to the 3E6X1 career field. One degree requirement is that individuals must hold the 5-skill level at the time of the 4VJG program completion. As with most of CCAF degree programs, the Maintenance Production Management Associate’s Degree consists of a minimum of 64 semester hours with requirements typically as follows:

Subject/Course	Semester Hours
Technical Education	24
Leadership, Management, and Military Studies	6
Physical Education	4
General Education	15
Oral Communication	3
Written Communication	3
Mathematics	3
Social Studies	3
Humanities	3
Program Elective	15
Technical Education; Leadership, Management, and Military Studies; or General Education	
Total	64

11.2 Technical Education Requirement (24 semester hours). A minimum of 12 semester hours of Technical Core subjects or courses must be applied and the remaining semester hours applied from Technical Core or Technical Elective subjects or courses. Requests to substitute comparable courses or to exceed specified semester hour values in any subject or course must be approved in advance.

Technical Core Requirements	Maximum Semester Hours
CCAF Internship.....	16
Human Resource Management.....	3
Maintenance Management.....	3
Management Information Systems.....	10
Production Management.....	6
Scheduling and Production Control.....	6
Statistics.....	3
Systems Management.....	6

Technical Electives	Maximum Semester Hours
Computer Science.....	6
Environmental Compliance.....	3
Industrial Safety.....	3
Logistics Management.....	3

Material Handling	3
Material Management	3
Principles of Accounting Quality Assurance	3
Technical Writing	3

11.3. Leadership, Management & Military Studies (6 semester hours). Professional Military Education and civilian management courses accepted in transfer and/or by testing credit.

11.4. Physical Education (4 semester hours). This requirement is satisfied by completion of Basic Military Training.

11.5. General Education (15 semester hours). Applicable courses must meet the criteria for application of courses to the General Education Requirements (GER) and be in agreement with the definitions of applicable General Education subject/courses as provided in the *CCAF General Catalog*. http://www.maxwell.af.mil/au/ccaf/catalog/2008cat/ter_4vjpg.htm

Semester Hours

General Education Subjects/Courses

Oral Communication..... 3
Speech

Written Communication..... 3
English Com position

Mathematics..... 3
Intermediate algebra or a college-level mathematics course satisfying delivering institution's mathematics graduation requirement for graduation. If an acceptable mathematics course applies as technical or program elective, you may substitute a natural science course for mathematics.

Social Science..... 3
Anthropology, archaeology, economics, geography, government, history, political science, psychology, sociology

Humanities..... 3
Fine arts (criticism, appreciation, historical significance), foreign language, literature, philosophy, religion

11.6. Program Elective (15 semester hours). Courses applying to technical education, Learning Management System (LMS) or general education requirements; natural science courses meeting general education requirement application criteria; foreign language credit earned at Defense Language Institute or through the Defense Language Proficiency Test; maximum 6 semester hours of CCAF degree-applicable technical course credit otherwise not applicable to program of enrollment.

11.7. Additional off-duty education is a personal choice that is encouraged for all. Individuals desiring to become an AETC Instructor should actively pursue an associate degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

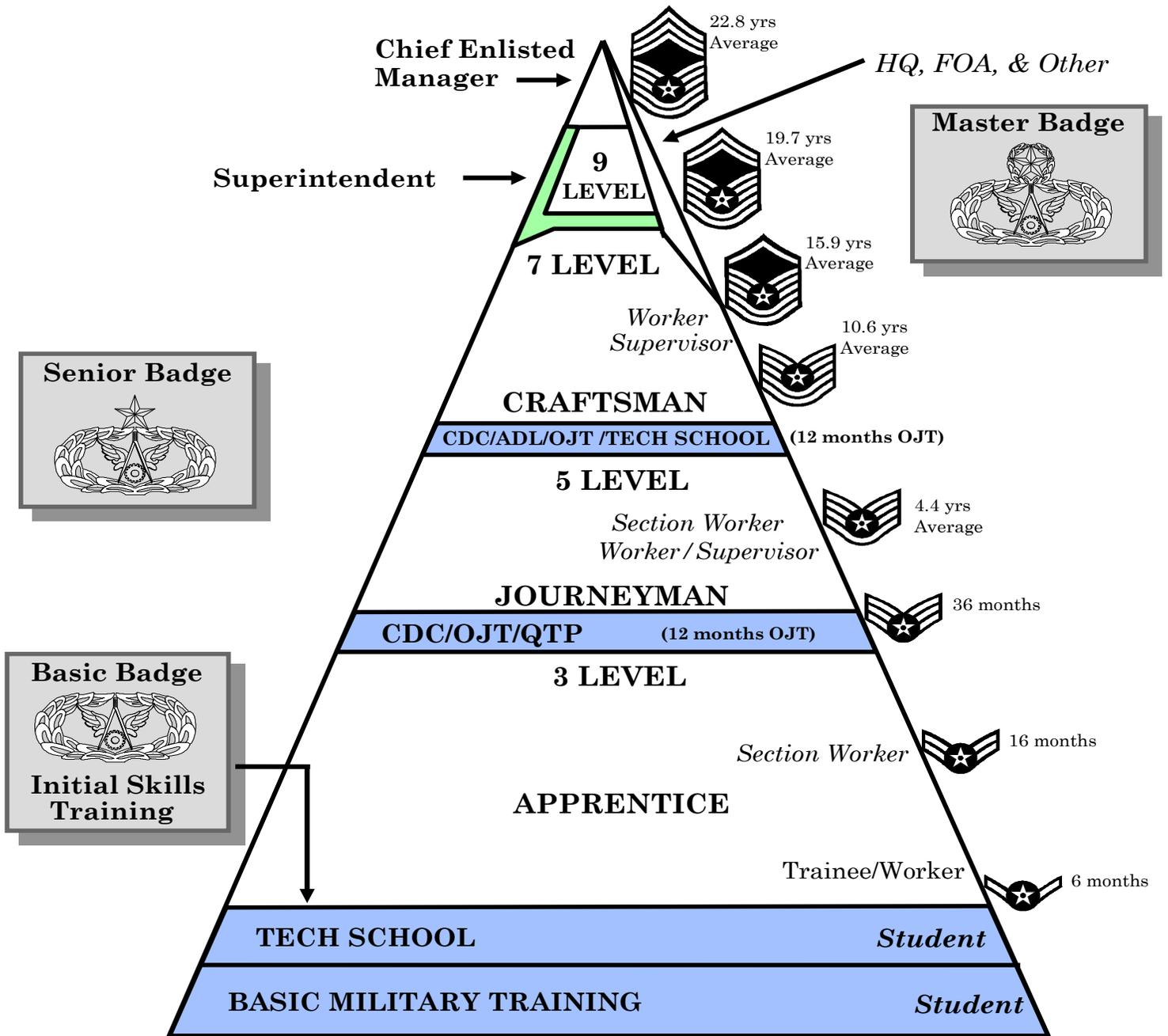
11.8. Exam Matrix: <http://www.maxwell.af.mil/au/ccaf/catalog/2008cat/extracts/4VJG.pdf>

11.9 Goals and Learning Outcomes:

<http://www.maxwell.af.mil/au/ccaf/catalog/2008cat/goals/Goal%20&%20LOs-Maintenance%20Production%20Mgt.pdf>

12. Career Field Path. The following chart depicts this specialty's career field path.

Operations Management Enlisted Career



12.1. Enlisted Career Path Table.

Table: Enlisted Career Path				
Education and Training Requirements	GRADE REQUIREMENTS			
	Rank	Average Sew-On	Earliest Sew-On	High Year Of Tenure (HYT)
Basic Military Training school				
Apprentice Technical School (3-level) - Complete 3-level Core Concept DL	Amn AIC	6 months 16 months		
Upgrade To Journeyman (5-Skill Level) -- Complete all core and duty-related tasks identified in CFETP. - Minimum 12 months on-the-job training (9 months for retrainees) - Complete appropriate CDC if/when available	SRA	3 years	28 months (22 months BTZ)	8 years
Airman Leadership School - Must be a SrA with 48 months time in service or be a SSgt selectee. - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only)	Trainer			
	- Must be qualified and certified to perform tasks to be trained. - Must attend formal OJT Trainer Training			
Upgrade To Craftsman (7-level) - Minimum rank of SSgt - Complete 7-level Core Concept DL - 12 months OJT - Complete all core and duty related tasks identified in CFETP - Completion of one or more of the Certification programs highly encouraged.	SSgt	4.4 years	3 years	15 Years
	Certifier			
	- SSgt with 5-skill level or civilian equivalent. - Attend formal OJT Certifier Course - Be a person other than the trainer (for core and critical tasks only).			
Noncommissioned Officer Academy - Must be a TSgt or TSgt selectee. - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only).	TSgt	10.6 years	5 years	20 years
	MSgt	15.9 years	8 years	24 years
USAF Senior NCO Academy - Must be a MSgt or SMSgt selectee - Resident graduation is a prerequisite for SMSgt promotion (active duty only)				
Upgrade To Superintendent (9- Level) - Minimum rank of SMSgt. - Completion of AFIT WMGT 570, Civil Engineer is mandatory for SMSgt but not for award of 9-Level.	SMSgt	19.7 years	11 years	26 Years
Civil Engineer Manager (CEM) - Completion of AFRC Chief orientation course is mandatory for Reserve Command personnel	CMSgt	22.8 years	14 years	30 Years

12.2. CE Occupational Badge. The CE occupational badge reflects a great history and tradition. By wearing it, you will be recognized by your fellow Airmen as having achieved an expected level of competence. The multitude of engineers before you established this expectation through excellent service in both peace and war. Eligibility criteria for award and wear of AF occupational badges can be found in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.



Master

Worn as a master sergeant or above with 5 years in the specialty from award of the 7-skill level



Basic

Worn upon completion of technical school



Senior

Worn after award of the 7-skill level

CE Badge Heraldry

The gear wheel and compass have historically been used to represent the engineering profession, in both the military and civilian sector. The gear represents the essence of engineering: applying scientific principles and technology to practical ends. To Air Force engineers, the gear symbolizes an element (representing the built environment) that meshes with other environments (weapon systems and trained personnel) to enable the Air Force to perform its mission. The compass is a precision tool historically used by engineers in designing and constructing facilities and equipment. The gear and compass together symbolize all the diverse specialties within Air Force Civil Engineer. Finally, the wings help to portray the fundamental linkage between the engineering and aviation components; and that the built environment is the foundation supporting Air Force mission and people.

Section C – Skill Level Training Requirements

13. Purpose. Skill levels in the 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 to this CFETP.

14. Specialty Qualification.

14.1. Apprentice (3-Level) Training.

14.1.1. Specialty Qualification.

14.1.1.1. Knowledge. Knowledge is mandatory of computer science, keyboarding, software applications, and mathematics; including algebra or both Mathematics 1 and 2 for entry into this specialty. Completion of the Apprentice course satisfies the remainder of the knowledge requirement.

14.1.1.2. Education. For entry into this specialty, completion of high school or general educational development equivalency, with courses in algebra and statistics or both Mathematics 1 and 2, computer operations and software application is mandatory. Completion of high school courses in keyboarding and statistics is desirable.

14.1.1.3. Training. Completion of the Operations Management Apprentice Course is mandatory for award of this skill level.

14.1.1.4. Experience. None required

14.1.1.5. Other.

14.1.1.5.1. Normal color vision as defined in AFI 48-123, Volume 4, *Medical Examination and Standards Volume 4-Special Standards and Requirements*.

14.1.1.5.2. Qualification to operate government vehicles according to AFI 24-301, Vehicle Operations.

14.1.1.5.3. See AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, for additional entry requirements.

14.1.2. Training Sources and Resources

14.1.2.1 Formal training is accomplished through the Operations Management Apprentice Course at Sheppard AFB, Texas.

14.1.2.2 The Course Objective List (COL) (Part II, Section B of this CFETP) identifies all the knowledge and tasks, with their respective standards.

14.1.2.3. When available, QTPs are mandatory as directed by the AFCFM for use during UGT/QT on all core tasks, critical tasks, and contingency/war tasks.

14.1.2.4. AFRC has a Civil Engineer seasoning program that follows completion of formal qualification courses. After initial 3-level training and while in their 5-level upgrade training civil engineers may have an opportunity to work alongside active duty counterpart on seasoning training days.

14.1.3. Implementation. The 3-level is awarded upon graduating the Apprentice course, completion of CE common core distance learning product, and submission by the Unit Training Manager at member's first unit of assignment.

14.2. Journeyman (5-Level) Training.

14.2.1. Specialty Qualification Entry into 5-level upgrade training is initiated after the individual has completed the 3-level school and the 3 level common core CBT. All 3-level qualifications apply to 5-level requirements.

14.2.1.1 Knowledge. Knowledge is mandatory of: CE Material Acquisition, customer service and service call functions, scheduling and time accounting, facility management, service and maintenance contract management, work force management analysis, and contingency operations.

14.2.1.2. Education. N/A

14.2.1.3. Training.

14.2.1.3.1. Completion of CDC 3E651, Operations Management Journeyman is mandatory.

14.2.1.3.2. Certification of all 5-level core tasks identified with an asterisk (*) in the 5-level core task column of the STS is mandatory.

14.2.1.3.3. Complete QTPs for assigned core tasks and contingency war diamond (◆) tasks as directed by the AF CFM.

14.2.1.3.4. Completion of AFQTP assessments for all contingency war diamond (◆) tasks with a minimum of 80% is mandatory.

14.2.1.3.5. Complete CE VLC, ZZ133096, AF Emergency Response Operations (AERO) Introduction Course is mandatory.

14.2.1.3.6. Complete CE VLC, ZZ133056, Unit Control Center (UCC) Operations Course is mandatory.

14.2.1.3.7. Complete CE VLC, CE Radio Communications Course is mandatory.

14.2.1.3.8. Certification of all CBRNE Defense Functional Area TQT requirements identified with a triangle (Δ) in the 5-level core task column of the STS is mandatory.

14.2.1.3.9. Complete [DAU course CLL 120](#) – *Introduction to the DoD Shelf-Life Program*, Web-Based Training (WBT) is mandatory.

14.2.1.3.10. Complete [DAU course CLC 046](#) - *Green Procurement*, Web-Based Training is mandatory.

14.2.1.4. Experience.

14.2.1.4.1. Qualification in and possession of AFSC 3E631.

14.2.1.4.2. Functions such as CE Material Acquisition, customer service and service call functions, scheduling and time accounting, facility management, service and maintenance contract management, work force management analysis, and contingency operations.

14.2.1.4.3. Minimum 12 months on-the-job (OJT) training (9 months for retrainees) before award of 5 skill level.

14.2.1.5. Other. Air Force Enlisted Classification Guide establishes minimum requirements for aptitude, physical profile series factors, and other AFS requirements or restrictions.

14.2.1.6. Training Sources and Resources

14.2.1.6.1. CDC 3E651, Operations Management.

14.2.1.6.2. The STS (Part II, Section A of this CFETP) identifies the entire core task requirements for qualification in the individual's duty position.

14.2.1.6.3. Qualified trainers provide upgrade and qualification training for duty positions, managed programs, and/or equipment to be used.

14.2.1.6.4. 3E6X1 Mission Essential Specialty Training (MEST) is offered at the HQ AFRC ECS-TCC Dobbins Air Reserve Base training site.

14.2.1.7. Implementation. Entry into formal Journeyman upgrade training is accomplished after individuals are assigned to their first duty station. Qualification training is initiated any time individuals are assigned duties they are not qualified to perform. OJT, CDCs, Air Force Job Qualification Standards (AFJQS), and AFQTPs are used concurrently to obtain the necessary duty position qualifications.

14.3. Craftsman (7-Level) Training.

14.3.1. Specialty Qualification. All 5-level qualifications and completion of the 7 level common core CBT apply to 7-level requirements.

14.3.1.1. Knowledge. Knowledge of In-Service Work Program (IWP), scheduling, reports, inquiries, work management analysis, customer satisfaction program, customer relations, and contingency responsibilities.

14.3.1.2. Education.

14.3.1.2.1. To assume the grade of SSgt, individuals must successfully complete ALS (active duty only).

14.3.1.2.2. To assume the grade of MSgt, individuals must successfully complete the NCOA (active duty only).

14.3.1.2.3. For ARC, completion of Air Force Institute for Advanced Distributive Learning (ADL) ALS and NCOA correspondence courses satisfy the requirements.

14.3.1.3. Training.

14.3.1.3.1. Certification of all 5 and 7-skill level core tasks identified with an asterisk (*) 5 and 7-level core task column of the STS is mandatory.

14.3.1.3.2. Completion of all AFQTPs for assigned core and diamond (◆) tasks is mandatory as directed by the AFCFM.

14.3.1.3.3. Completion of AFQTP assessments for all diamond (◆) tasks with a minimum of 80% is mandatory or as directed by the AFCFM.

14.3.1.3.4. Certification of duty position requirements identified by supervisor are mandatory for 7-Level upgrade only if supervisor identifies and standardizes local tasks for upgrade with the AFCFM approval. Coordinate requests for AFCFM approval through the MAJCOM FM.

14.3.1.3.5. Complete CE VLC, ZZ1330097, AF Emergency Response Operations (AERO) Command and Control Course is mandatory.

14.3.1.3.6. Completion of at least one of the following certification courses is highly recommended:

The Association for Operations Management (APICS)
<http://www.apics.org/default.htm>

The Certified Business Analysis Professional (CBAP)
<http://www.iiba.org>

The Certified Facility Manager (CFM) Program
http://www.ifma.org/learning/courses_workshops/index.cfm

14.3.1.3.7. Complete the CE VLC, Quality Assurance Personnel (QAP) Course

14.3.1.4. Experience.

14.3.1.4.1. Qualification in and possession of 3E651 AFSC.

14.3.1.4.2. Performing or supervising functions such as NCOIC of Customer Service, IWP and Scheduling, Facility Management, Operations Management, Material Acquisition or Planning.

14.3.1.4.3. Must be SSgt with a minimum of 12 months OJT before award of 7 skill level (6 months for Retrainees).

14.3.1.5. Other. Air Force Enlisted Classification Guide establishes minimum requirements for aptitude, physical profile series factors, and other AFS requirements or restrictions.

14.3.2. Training Sources and Resources.

14.3.6.1. None.

14.3.6.2. The STS (Part II, Section A of this CFETP) identifies the entire core task requirements for qualification in the individual's duty position. An AF Form 1098, *Special Task Certification and Recurring Training*, identifies additional proficiency task requirements for maintaining qualification in the individual's duty position.

14.3.6.3. Qualified trainers provide upgrade and qualification training for duty positions, manage programs, and/or equipment to be used.

14.3.6.4. 3E6X1 Mission Essential Specialty Training (MEST) is offered at the HQ AFRC ECS-TCC Dobbins Air Reserve Base training site.

14.3.3. Implementation. Entry into 7-level training is initiated when an individual is selected for SSgt and is fully qualified in the AFSC 5-skill level. Qualification training is initiated any time individuals are assigned duties they are not qualified to perform. Use OJT, CDCs, AFJQs, and AFQTPs concurrently to obtain the necessary qualifications.

14.4. Superintendent (9-Level) Training.

14.4.1. Specialty Qualification. All 7-level qualifications apply to 9-level requirements.

14.4.1.1. Knowledge. Knowledge is mandatory of Air Force training programs, CE policies, engineering and acquisition principles, Air Force contracting procedures and specification writing.

14.4.1.2. Education. Must be a resident graduate of SNCOA (Active Duty). ARC must complete A4L SNCOA by correspondence or in-residence SNCOA course to satisfy the SNCOA requirement.

14.4.1.3. Training. Completion of duty position training requirements.

14.4.1.4. Experience.

14.4.1.4.1. Qualification in and possession of 3E671 is mandatory.

14.4.1.4.2. Minimum rank of SMSgt with experience directing functions such as Material Acquisitions, Operations Management, Self-Help, service contract management, and contingency operations.

14.4.1.5. Other. Air Force Enlisted Classification Guide establishes minimum requirements for aptitude, physical profile series factors, and other AFS requirements or restrictions.

14.4.2. Training Sources and Resources.

14.4.2.1. In-residence SNCOA located at Maxwell AFB – Gunter Annex AL.

14.4.2.2. SNCO Academy Course by correspondence.

14.4.2.3. CE Superintendent Course, WMGT 570, conducted at AFIT, Wright-Paterson AFB OH is mandatory for Active Duty SMSgt's and Air Force Reserve SMSgt's to attend but not a prerequisite for 9-level. This course is mandatory for Air National Guard for promotion to CMSgt.

14.4.3. Implementation. Entry into 9-level training is initiated when an individual is selected for SMSgt and is fully qualified in an AFS at the 7 skill level. Qualification training is initiated any time individuals are assigned duties they are not qualified to perform. Use OJT, AFJQs, and AFQTPs concurrently to obtain the necessary qualifications.

14.5. Civil Engineer Manager Training (3E000).

14.5.1. Specialty Qualification.

14.5.1.1. Knowledge. Knowledge is mandatory of: managing and directing personnel resource activities, interpreting and enforcing policy and applicable directives, establishing control procedures to meet work goals and standards, recommending or initiating actions to improve operational efficiency, planning and programming work commitments and schedules and developing plans regarding facilities, supplies, and equipment procurement and maintenance.

14.5.1.2. Education. Air Force Reserve Command personnel must attend the HQ AFRC Chief Master Sergeant Orientation course upon selection and prior to promotion to CMSgt.

14.5.1.3. Training. N/A.

14.5.1.4. Experience.

14.5.1.4.1. Qualification in all previous skill levels prior to award of Civil Engineer Manager code 3E000.

14.5.1.4.2. Managerial ability to plan, direct, coordinate, implement, and control a wide range of work activity.

14.5.1.5. Other. Air Force Enlisted Classification Guide establishes minimum requirements for aptitude, physical profile series factors, and other AFS requirements or restrictions.

14.5.1.6. Training Sources and Resources. N/A

14.5.1.7. Implementation. Entry into Civil Engineer Manager code 3E000 is initiated when an individual is selected for CMSgt and is fully qualified in feeder specialty AFS. Qualification training is initiated any time individuals are assigned duties they are not qualified to perform. Use OJT, AFJQs, and AFQTPs concurrently to obtain the necessary qualifications.

Section D – Resource Constraints

15. Purpose. This section identifies known resource constraints that preclude optimal and 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. Resource constraints will be, as a minimum, reviewed annually by HQ AFCESA and HQ AETC.

15.1. Apprentice Level Training: N/A

15.2. Journeyman Level Training. N/A

15.3. Craftsman Level Training. N/A

Section E – Transitional Training Guide

16. Contact HQ AFCESA/CEOM career field management for transitional training requirements in relation to 2S0X1 positions and 4FPAM UTC requirements.

PART II

Section A – Specialty Training Standard

1. Implementation. This STS will be used for technical training provided by AETC for the 3-level course with classes beginning 8 December 2010 and graduating on or after 15 February 2011.

2. Purpose. As prescribed in AFI 36-2201, *Air Force Training Program*, and the Air Force Civil Engineer Career Field Manager has made it mandatory for all civil engineers regardless of duty assignment to use the Air Force Training Record (AFTR) application located on the [AFCEA Civil Engineer Virtual Learning Center \(CE-VLC\)](#) to document upgrade and qualification training.

2.1. Lists in Column 1 (Tasks, Knowledge, and Technical Reference[TR]) the most common tasks, knowledge, and supporting TRs necessary for Airmen to perform duties in the 3-, 5-, and 7-skill level.

2.2. Lists in Column 2 (Core Tasks) identifies core tasks (specialty-wide training requirements) by an asterisk (*) in the appropriate skill level sub-column. **As a minimum, trainees must complete all core, critical, and diamond tasks for skill level upgrade.**

2.3. Tasks identified by a diamond (◆) are considered contingency/war tasks and are critical to the career field. Equipment shortfalls at most locations have created problems with the actual hands-on certification of these tasks. In instances where required equipment is not available for instruction, completion of the corresponding task web-based AFQTP or passing the standalone AFQTP assessment (if developed) is all that is required for upgrade training.

2.4. Provides certification for OJT. Column 3 is used to record completion of tasks and knowledge training requirements. Use AFTR to document technician qualifications. Task certification of core, critical, and diamond tasks require a training completion date and initials of the trainee, trainer, and certifier. All non-core tasks require training completion date and initials of the trainee and trainer only.

2.5. Shows formal training and correspondence course requirements. Column 4 shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task, knowledge, and the career knowledge provided by formal courses, CDCs, ADL, and AFQTPs.

2.6. Identifies qualitative requirements. **Attachment 1** contains the proficiency code key used to indicate the level of training and knowledge provided by ADL, resident training, and career development courses.

2.7. Becomes a JQS for OJT training when placed in AFTR and used according to AFI 36-2201. For OJT, the tasks in Column 1 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. AFQTPs, when available, will be used to identify Air Force standardized procedures. When used as a JQS, the following documentation applies:

2.7.1. Duty position requirements will be developed and identified by the supervisor along with the Unit Training Manger (UTM) and loaded in AFTR. Completion of core, critical, and diamond tasks are mandatory for all duty positions. Ensure the correct duty position title is listed under Profile 1 section of trainees' AFTR record.

2.7.2. AFQTP Training and Documentation. AFQTP or AFQTP assessments are mandatory and must be completed to fulfill task knowledge requirements on core and diamond tasks for upgrade training.

2.7.2.1. Training. Document the start and completion of the AFQTP on the *QTP Tab* located in AFTR. This is required for all Core and Diamond tasks, AFTR will not let you signed off any tasks in the Job Qualification Standard (JQS) until the completion date has been entered. Diamond tasks require the completion of the web-based course (with the review and post test located in the program) or completion of the AFQTP assessment located on the [AFCESA CE-VLC](#) to determine if the trainee has attained the knowledge level required. A minimum passing score of 80% is required. Once the trainee has completed the web-based course or AFQTP assessment, they must take their certificate to their trainer/supervisor to document the completion in AFTR and complete hands-on training if the equipment is available.

2.7.2.2. Hands-On Training. *DO NOT sign off the tasks in the Job Qualification Standard (JQS) tab until the trainee has completed hands-on/certification training.* For diamond tasks, if the equipment is not available at home station, the completion of the AFQTP or AFQTP assessment is all that is required for upgrade. When the equipment becomes available either at home station or at a TDY location, the trainee can be signed off on the JQS tab in AFTR.

2.7.3. Transcribing from previous versions to new CFETP. Most items should transcribe automatically during the update in AFTR. The UTM and supervisor must conduct a review of the new STS to identify any new core or diamond or non-core tasks and add those tasks to the duty positions.

2.7.3.1. For new core or diamond tasks the trainer will ensure the trainee is trained and qualified to the go/no go level. Upon completion of the training the trainee, trainer, and certifier will enter their initials and completion date in AFTR.

2.7.3.2. For non-core tasks the trainer will ensure the trainee is trained and qualified to the go/no go level. Upon completion of the training the trainee and trainer will enter their initials and completion date in AFTR.

2.7.4. Documenting Career Knowledge. When a CDC is not available, the supervisor identifies STS training references that the trainee requires for career knowledge in accordance with (IAW) AFI 36-2201, *Air Force Training Program* and ensures, as a minimum, that trainees cover all mandatory items specified in AFI 36-2101. For two-time CDC exam failures, the unit commander will take appropriate action IAW AFI 36-2201. **Note:** Career knowledge must be documented prior to submitting a CDC waiver.

2.7.5. Decertification and Recertification. When an airman is found to be unqualified on a task, the supervisor shall click on the decertify button in the JQS tab. enter airman into qualification training. AFTR will automatically generate an AF Form 623a entry and the supervisor will enter the reason for decertification. The individual is recertified using the normal certification process.

2.8. The STS is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKTs) are developed at the USAF Occupational Measurement Squadron by SNCOs with extensive practical experience in their career field. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the

WAPS catalog. Individual responsibilities are in Chapter 1 of AFI 36-2605, *Air Force Military Personnel Testing System*. WAPS is not applicable to the ARC personnel.

2.9. Tasks identified by a pyramid (Δ) have been selected by the AFCFM to be CBRNE Defense Functional Area Task Qualification Training (TQT) requirements. Individual supervisors and trainers will train and evaluate individual demonstration-performance objectives identified in the STS. TQT provides personnel the ability to demonstrate proficiency in performing mission-critical tasks in a CBRNE environment. TQT must be accomplished after CBRNE Defense Awareness and Survival Skills.

3. Recommendations. Comments and recommendations are invited concerning quality of AETC training. Reference this STS and address correspondence regarding changes to 782 TRG/TGAV, 620 9th Avenue, Suite 3, Sheppard AFB TX 76311-2368. A customer service information line has been installed for the supervisors' convenience to identify graduates who may have received excessive or insufficient training on task/knowledge items listed in this training standard. For a quick response to problems, call our customer service information line, DSN 736-2574 or email 782TRG.CSIL@us.af.mil anytime day or night.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

LOREN M. RENO, Lt Gen, USAF
Logistics, Installation and Mission Support

Attachments
Abbreviations and Terms Explained

This Block Is For Identification Purposes Only		
Name Of Trainee		
Printed Name (Last, First, Middle Initial)	Initials (Written)	SSAN
Printed Name Of Certifying Official And Written Initials		
<i>N/I</i>	<i>N/I</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		
* 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)		
** 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.		
- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.		
X This mark is used alone in the course columns to show that training is required but not given due to limitations in resources.		
△ - CBRNE Defense Functional Area Task Qualification Training (TQT) requirements.		
◆ - Contingency/war tasks and are critical to the career field.		
<i>NOTE: All tasks and knowledge items shown with a proficiency code are trained during war time.</i>		

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
	A	B	C	A	B	C	D	E	A		B		C	
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level (1)	3 Skill Level (2)	5 Skill Level (1)	5 Skill Level (2)	7 Skill Level (1)	7 Skill Level (2)
									Course	DL	Course	CDC	Course	DL
CE ORGANIZATION AND CAREER FIELD STRUCTURE TR; AFDD 42; AFIs 10-209, 10-211, 32-1022, 32-1001, 366-2101, 38-101, AFMAN 36-2108; War Mobilization Plan (WMP)-1, Annex S.									-	-	-	-	-	-
1.1 Civil Engineer (CE) structure									-	A	-	B	-	-
1.2 Progression in Career Ladder									-	A	-	B	-	-
1.3 Duties and Responsibilities									-	-	-	-	-	-
1.3.1 Peacetime									-	A	-	B	-	-
1.3.2 Contingency									-	A	-	B	-	-
1.4 Functions of:									-	-	-	-	-	-
1.4.1 Base Civil Engineer (BCE)									-	A	-	B	-	-
1.4.2 Prime Base Engineer Emergency Force (Prime BEEF)									-	A	-	B	-	-
1.4.3 RED HORSE									-	A	-	B	-	-
1.4.4 HQ Air National Guard (ANG) Air Force Reserve Command (AFRC)									-	A	-	B	-	-
1.4.5 HQ Air Force Civil Engineer Support Agency (AFCESA)									-	-	-	A	-	B
1.4.6 HQ Air Force Center For Environmental Excellence (AFCEE)									-	-	-	-	-	A
1.4.7 Air Force Institute of Technology (AFIT)									-	-	-	-	-	A
1.4.8 Air Force Research Laboratory (AFRL)									-	-	-	-	-	A
1.5 Resources									-	-	-	-	-	-
1.5.1 Assess manpower requirements									-	-	-	-	-	b
1.5.2 Identify budget requirements									-	-	-	-	-	b
1.5.3 Determine equipment requirements									-	-	-	-	-	b
1.5.4 Use Allowance Standards (AS)									-	-	-	-	-	b
1.5.5 Research, Development, and Acquisition (RD&A) TR: DoDD 5000.1									-	-	-	-	-	-
1.5.5.1 Process									-	-	-	-	-	B
1.5.5.2 Unit Responsibilities									-	-	-	-	-	B
1.5.5.3 Major Command Responsibilities									-	-	-	-	-	B
1.5.6 Assess vehicle requirements									-	-	-	-	-	b
1.5.7 Request contract services									-	-	-	-	-	b
1.5.8 Requesting Simplified Acquisition of Base Engineering Requirements (SABER) contract									-	-	-	-	-	B
1.5.9 Installation Geospatial Information and Services (IGI&S) Technologies									-	-	-	B	-	B
1.5.10 Quality Assurance Personnel (QAP) duties TR: Federal Acquisition Regulation Part 37.6									-	-	-	-	-	-
1.5.10.1 Evaluate contractor's performance									-	-	-	-	-	-
1.5.10.2 Document contractor's performance									-	-	-	-	-	-
1.5.10.3 Maintain surveillance documentation									-	-	-	-	-	-
2 SUPERVISION TR: AFIs 36-2201, 36-2304, 36-3401; AFMAN 36-2108									-	-	-	-	-	-
2.1 Orient new personnel									-	-	-	-	-	b
2.2 Assign personnel to work crew									-	-	-	-	-	b
2.3 Coordinate work assignments									-	-	-	-	-	b
2.4 Schedule work assignments and priorities									-	-	-	-	-	b
2.5 Recognize typical experience									-	-	-	-	-	b
2.6 Enforce policy and procedure									-	-	-	-	-	b
2.7 Establish:									-	-	-	-	-	-
2.7.1 Work Methods									-	-	-	-	-	b

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)						
	A	B	C	A	B	C	D	E	A		B		C		
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level (1) Course	3 Skill Level (2) DL	5 Skill Level (1) Course	5 Skill Level (2) CDC	7 Skill Level (1) Course	7 Skill Level (2) DL	
2.7.2 Controls										-	-	-	-	-	b
2.7.3 Performance standards										-	-	-	-	-	b
2.8 Evaluate work performance of subordinate personnel										-	-	-	-	-	b
2.9 Resolve technical problems for subordinate personnel										-	-	-	-	-	b
2.10 Direct projects										-	-	-	-	-	b
3 TRAINING TR: AFIs 36-2101, 36-2201; AFD 36-22; AFMAN 36-2108										-	-	-	-	-	-
3.1 Evaluate personnel to determine need for training										-	-	-	a	-	b
3.2 Enlisted Specialty Training Supervision										-	-	-	-	-	-
3.2.1 Prepare job qualification standards										-	-	-	a	-	b
3.2.2 Conduct training										-	-	-	a	-	b
3.2.3 Counsel trainees on their progress										-	-	-	a	-	b
3.2.4 Monitor training effectiveness										-	-	-	-	-	-
3.2.4.1 Career Knowledge										-	-	-	a	-	b
3.2.4.2 Job Proficiency Upgrade										-	-	-	a	-	b
3.2.4.3 Qualification										-	-	-	a	-	b
3.3 Maintain training records										-	-	-	a	-	b
3.4 Evaluate training programs effectiveness										-	-	-	a	-	b
3.5 Recommend people for training										-	-	-	a	-	b
3.6 AETC Training Management System (Training Allocation)										-	-	-	A	-	B
3.7 Managing AFQTP assessments										-	-	-	A	-	B
3.8 National/DoD Certification Requirements										-	-	-	A	-	B
3.9 Air Force Qualification Training Package (AFQTP) Requirements										-	-	-	A	-	B
4 ENVIRONMENTAL AWARENESS AND COMPLIANCE TR: AFI 32-7045; AFD 32-70; EO 12856										-	-	-	-	-	-
4.1 Environmental Compliance (ECAMP)										-	-	-	A	-	B
4.2 Environmental Protection Agency (EPA)										-	-	-	A	-	B
5 CE MANAGEMENT TR: AFIs 32-1001, 32-1022; AFPAMs 32-1098, 32-1125 V-1; AFMAN 23-110										-	-	-	-	-	-
5.1 Customer relationships										A	-	-	B	-	-
5.2 Work identification and authorization										-	-	-	A	-	B
5.3 Plan work requirements										-	-	-	A	-	B
5.4 Plan logistics support: CE Material Acquisition System (CEMAS), Bill of Materials (BOM)										-	-	-	-	-	-
5.5 Government Purchase Card (GPC) Program										-	-	-	A	-	B
5.6 Maintain Recurring Work Program (RWP)										-	-	-	A	-	b
5.7 Scheduling/Time Accounting										-	-	-	A	-	b
5.8 Warranty and Guarantee Program										-	-	-	-	-	B
5.9 Property Accountability										-	-	-	A	-	B
5.10 Air Force Comprehensive Plan										-	-	-	A	-	B
5.11 Legal limits										-	-	-	A	-	B
5.12 Mark "As Built " Drawings										-	-	-	A	-	b
5.13 Reimbursements procedures										-	-	-	A	-	B
5.14 CE-Specific Automated Systems (Computer) Capability										-	-	-	-	-	-
5.14.1 Perform inputs										-	-	-	a	-	b
5.14.2 Maintain files										-	-	-	a	-	b
5.14.3 Develop automated reports										-	-	-	a	-	b
5.14.4 Extract automated reports										-	-	-	a	-	b

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)						
	A	B	C	A	B	C	D	E	3 Skill Level		5 Skill Level		7 Skill Level		
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) DL	(1) Course	(2) CDC	(1) Course	(2) DL	
5.14.5 Perform automated data analysis										-	-	-	-	-	b
5.15 Host Tenant and Interservice Agreements										-	-	-	-	-	A
5.16 Civil Engineer Civilian Management										-	-	-	-	-	B
6 AF OCCUPATIONAL SAFETY AND HEALTH (AFOSH) PROGRAM TR: AFIs 91-301, 91-302; AFPD 91-302										-	-	-	-	-	-
6.1 Supervisory Responsibilities										-	-	-	B	-	-
* 6.2 Hazardous Materials Waste Handling										A	-	-	B	-	-
6.3 Lead-based Paint (LBP) Hazard TR: 29-CFR 1926.62; Working With Lead-based Paint: Facts and Information Applicable to Air Force Facilities and Asbestos Awareness										A	-	-	B	-	-
6.4 Asbestos awareness										A	-	-	B	-	-
7 PUBLICATIONS TR: AFI 33-360 Vol I										-	-	-	-	-	-
7.1 Military										A	-	-	B	-	-
7.2 Commercial										A	-	-	B	-	-
7.3 Engineering Technical Letters (ETL)										-	-	-	A	-	B
8 AFS SPECIFIC TR: TO 0-1-01; 0-1-02; 00-5-1; 00-5-2; 00-20-7, AFI 25-201, AFI 32-1032, AFI 32-1022, AFI 65-601 V.1, DODI 4000.19, AFI 65-106										-	-	-	-	-	-
8.1 Locate desired information in publications										1a	-	-	-	-	-
8.2 Initial Federal Hazard Communication Training Program (FHCTP) TR: DoD 6050.5-G-1; AFOSH 121-21; AFI 91-302										A	-	-	-	-	-
8.3 Resources										-	-	-	-	-	-
8.3.1 Assess manpower requirements										-	-	-	b	-	-
8.3.2 Identify budget requirements										-	-	-	b	-	-
8.3.3 Identify equipment requirements										-	-	-	b	-	-
8.3.4 Use Allowance Standards (AS)										-	-	-	b	-	-
8.3.5 AF Vehicle and Equipment Management Office (VEMSO)										-	-	-	B	-	-
8.4 Work Identification and Authorization										B	-	-	-	-	-
8.5 Maintain recurring work program (RWP)		*								2b	-	-	c	-	-
8.6 Reimbursements										-	-	-	-	-	-
8.6.1 Reimbursable Requirements and Procedures										A	-	-	B	-	-
8.6.2 Identify reimbursement procedures										-	-	-	b	-	-
8.7 CE-Specific Automated Systems (Computer) Capability										-	-	-	-	-	-
8.7.1 Perform										-	-	-	-	-	-
8.7.1.1 Interim Work Information Management System (IWIMS) inputs										2b	-	-	-	-	-
8.7.1.2 Automated Civil Engineer System (ACES) Personnel and Readiness (PR) inputs										a	-	-	-	-	-
8.7.2 Maintain Automated records										2b	-	-	-	-	-
8.7.3 Develop automated reports										2b	-	-	-	-	-
8.7.4 Extract automated reports										2b	-	-	-	-	-
8.7.5 Update Spreadsheet Applications										1a	-	-	-	-	-
8.7.6 Relational Data Bases										B	-	-	-	-	-
8.8 Host Tenant and Interservice Agreements										B	-	-	B	-	-
9 MOBILITY TR: AFIs 10-209, 10-210, 10-211, 32-1001, 32-1022, 36-2101, 38-101; War Mobilization Plan (WMP)-1, Annex S., Unit Resources (Installation Deployment Functions)										-	-	-	-	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
	A	B	C	A	B	C	D	E	A		B		C	
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level (1) Course	(2) DL	5 Skill Level (1) Course	(2) CDC	7 Skill Level (1) Course	(2) DL
9.1 Personnel Deployment									-	-	-	-	-	-
9.1.1 Personnel accountability documents; Mobility Resources Requirement Roster (MRRR), Deployment Requirements Manning Document (DRMD) and related automated products									-	-	-	B	-	-
9.1.2 Recall Procedures and Pyramid Alerting									-	-	-	A	-	-
9.2 Unit Type Code (UTC) Posturing									-	-	-	-	-	-
9.2.1 Identify procedures to posture teams									-	-	-	B	-	-
9.2.2 Identify CE substitution rules									-	-	-	B	-	-
9.2.3 Utilize personnel products such as Air Force Personnel Desire List (AFPDL)									-	-	-	B	-	-
9.2.4 Courier Requirements									-	-	-	A	-	-
9.3 Equipment Deployment									-	-	-	-	-	-
9.3.1 UTC specific requirements/inventory									-	-	-	B	-	-
9.3.2 Prime Base Engineer Emergency Force (BEEF) pallets									-	-	-	A	-	-
9.3.3 War Reserve Materiel (WRM) concepts									-	-	-	B	-	-
9.4 Unit Deployment Management									-	-	-	-	-	-
9.4.1 Installation deployment orders									-	-	-	B	-	-
9.4.2 Schedule of events									-	-	-	B	-	-
10 WORK FORCE MANAGEMENT TR: AFIs ,AFI 25-201, 32-1022, 32-1001, 32-1032, 32-6002, 32-6003, 32-9005; AFMAN 23-110; AFPAM 32-1004 V1-V6, 32-1005, 32-1006, 32-1098, 32-1125 V1; AFCSM 32-202; DODI 4000.19, DODR 7000-14 Vols 11A & 11B									-	-	-	-	-	-
10.1 Customer Focal Point									-	-	-	-	-	-
10.1.1 Establishing									B	-	-	-	-	-
10.1.2 Managing									B	-	-	-	-	-
10.2 Customer Satisfaction Program									-	-	-	-	-	-
10.2.1 Developing									-	-	-	B	-	-
10.2.2 Implementing									-	-	-	B	-	-
10.2.3 Managing									-	-	-	B	-	-
10.3 Facility Files									-	-	-	-	-	-
10.3.1 Purpose									A	-	-	B	-	-
10.3.2 Establish									a	-	-	b	-	-
10.3.3 Maintain									a	-	-	b	-	-
10.4 Written Requests									-	-	-	-	-	-
10.4.1 Purpose									A	-	-	B	-	-
10.4.2 Prepare									2b	-	-	c	-	-
10.4.3 Process			*						b	-	-	c	-	-
10.5 Work control data file interface									A	-	-	B	-	-
10.6 Direct Scheduled Work									-	-	-	-	-	-
10.6.1 Purpose									A	-	-	B	-	-
10.6.2 Types									A	-	-	B	-	-
10.6.3 Prepare			*						2b	-	-	c	-	-
10.6.4 Process			*						2b	-	-	c	-	-
10.7 Work Orders									-	-	-	-	-	-
10.7.1 Purpose									A	-	-	B	-	-
10.7.2 Types									A	-	-	B	-	-
10.7.3 Prepare			*						2b	-	-	c	-	-
10.7.4 Process			*						b	-	-	c	-	-
10.7.5 Methods of Accomplishment									-	-	-	-	-	-
10.7.5.1 In-House									B	-	-	B	-	-
10.7.5.2 Contract									-	-	-	-	-	-
10.7.5.2.1 SABER									B	-	-	B	-	-
10.7.5.2.2 Service Contracts									B	-	-	B	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)						
	A	B	C	A	B	C	D	E	3 Skill Level		5 Skill Level		7 Skill Level		
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) DL	(1) Course	(2) CDC	(1) Course	(2) DL	
10.7.5.2.3 Indefinite Delivery Indefinite Quantity (IDIQ)										B	-	-	B	-	-
10.7.5.3 Self-Help										B	-	-	B	-	-
10.7.6 Legal limits										-	-	-	-	-	-
10.7.6.1 Work Classification										B	-	-	B	-	-
10.7.6.2 Levels of approval authority										B	-	-	B	-	-
10.8 Cost Account Codes										-	-	-	-	-	-
10.8.1 Purpose										A	-	-	B	-	-
10.8.2 Assign										2b	-	-	c	-	-
10.9 Customer Account Codes										-	-	-	-	-	-
10.9.1 Purpose										A	-	-	B	-	-
10.9.2 Assign										2b	-	-	c	-	-
10.10 Monitor Material Support										-	-	-	-	-	-
10.10.1 Direct scheduled work		*								1a	-	-	c	-	-
10.10.2 Work orders		*								1a	-	-	c	-	-
10.10.3 Material requisition flow		*								1a	-	-	c	-	-
10.11 Collection Work Order Number (CWON)										-	-	-	-	-	-
10.11.1 Purpose										A	-	-	B	-	-
10.11.2 Prepare										2b	-	-	c	-	-
10.11.3 Use										2b	-	-	c	-	-
10.11.4 Maintain										2b	-	-	c	-	-
10.12 Work Status										-	-	-	-	-	-
10.12.1 Prepare										2b	-	-	c	-	-
10.12.2 Maintain										2b	-	-	c	-	-
10.12.3 Research		*								2b	-	-	c	-	-
10.12.4 Brief customers										2b	-	-	c	-	-
10.13 Scheduling/Time Accounting										-	-	-	-	-	-
10.13.1 Developing In-Service Work Plan (IWP)			*							A	-	-	b	-	b
10.13.2 Develop Weekly Work Schedule		*								2b	-	-	c	-	-
10.13.3 Develop Daily Work Schedule		*								2b	-	-	c	-	-
10.13.4 Work Order Priority Program										A	-	-	B	-	-
10.14 Facility Management Program										-	-	-	-	-	-
10.14.1 Training Program										A	-	-	B	-	-
10.14.2 Train facility managers										a	-	-	b	-	-
10.14.3 Maintain ACES Real Property (RP): Facility Manager's Record/File										1a	-	-	-	-	b
11 WORK FORCE MANAGEMENT ANALYSIS TR: AFIs 32-1022, 32-1001, 32-1032, 65-601 V1; AFCSM 32-202; AFPAMs 32-1004 V1										-	-	-	-	-	-
11.1 Determine work force efficiency using:										-	-	-	-	-	-
11.1.1 Trend Analysis										-	-	-	b	-	-
11.1.2 Cost analysis										-	-	-	b	-	-
11.1.3 Maintenance Analysis										-	-	-	b	-	-
11.1.4 RWP Analysis										-	-	-	b	-	-
11.1.5 Variance Analysis										-	-	-	b	-	-
11.1.6 CE material inventory analysis										-	-	-	b	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
	A	B	C	A	B	C	D	E	A		B		C	
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level (1) Course	(2) DL	5 Skill Level (1) Course	(2) CDC	7 Skill Level (1) Course	(2) DL
12 AFSC-SPECIFIC CONTINGENCY RESPONSIBILITIES TR: AFIs 10-204, 10-206, 10-207, 10-210; 10-2501; 10- 211; 10-213, 10-401, 10-403, 32-1001; 32-1061; 63-124, 65-601v1; AFMAN(I) 32-1123; AFPAM 10-219 Vols 1-9, 32-1004 V1, 32-1004 V3-V5, 63-503; AFHB 10-222 Vol 1 & 3; AFVA32-4022; TO 35E5-6-1, 35E4-132-1, 35E4-94-1; Army TMs 10-8340-207-14, 10-450-200-12; WMP-1, Annex S, TR: DoD 4140-R-1; 4145.19-R-1; AFJMAN 23-210; 23-209; AFMAN 23-110									-	-	-	-	-	-
12.1 Command and Control									-	-	-	-	-	-
12.1.1 Checklists									-	-	-	-	-	-
12.1.1.1 Types									A	-	-	B	-	-
12.1.1.2 Identify									a	-	-	b	-	-
12.1.1.3 Implement									a	-	-	b	-	-
12.1.2 Identify Unit Control Center (UCC) resources									a	-	-	b	-	-
12.1.3 Force Protection Beddown Planning									a	-	-	b	-	-
12.1.4 Concept of Operations									-	-	-	-	-	-
12.1.4.1 Installation Control Center (ICC)									A	-	-	B	-	-
12.1.4.2 Emergency Operations Center (EOC)									A	-	-	B	-	-
12.1.4.3 UCC									-	-	-	-	-	-
12.1.4.3.1 Establish		*							b	-	-	c	-	-
12.1.4.3.2 Operate		*/Δ							2b	-	-	c	-	-
12.1.4.4 Events Log									-	-	-	-	-	-
12.1.4.4.1 Establish		*							2b	-	-	c	-	-
12.1.4.4.2 Maintain		*/Δ							2b	-	-	c	-	-
12.1.4.5 Maintain damage status boards/reports		*/Δ							2b	-	-	c	-	-
12.1.4.6 Dispatch appropriate resources		*/Δ							2b	-	-	c	-	-
12.1.4.7 Coordinate with appropriate agencies									2b	-	-	c	-	-
12.1.4.8 Resource accountability									-	-	-	-	-	-
12.1.4.8.1 Maintain personnel accountability		*/Δ							2b	-	-	c	-	-
12.1.4.8.2 Maintain equipment and assets		*/Δ							2b	-	-	c	-	-
12.1.4.8.3 Unit Level Bridge to Command and Control Operations (UL/UC2) System									A	-	-	-	-	-
12.1.5 Land Mobile Radios (LMRs)									-	-	-	-	-	-
12.1.5.1 Manage									a	-	-	b	-	-
12.1.5.2 Program									-	-	-	b	-	-
12.1.5.3 Operate		*/Δ							2b	-	-	c	-	-
12.1.6 Global Positioning System (GPS)									-	-	-	-	-	-
12.1.6.1 Concept									A	-	-	-	-	-
12.1.6.2 Input Data									a	-	-	b	-	-
12.1.6.3 Computer Systems									A	-	-	B	-	-
12.1.6.4 GeoSpatial Expeditionary Planning Tool (GEOXpt)									A	-	-	B	-	-
12.2 Damage Assessment									-	-	-	-	-	-
12.2.1 Plot on Map									-	-	-	-	-	-
12.2.1.1 Unexploded Ordnances (UXOs)		*/Δ							1a	-	-	b	-	-
12.2.1.2 Minimum Airfield Operating Surface (MAOS)		*/Δ							1a	-	-	b	-	-
12.2.1.3 Contamination		Δ							1a	-	-	b	-	-
12.2.1.4 Facility Damage									1a	-	-	b	-	-
12.3 Beddown									-	-	-	-	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)						
	A	B	C	A	B	C	D	E	A		B		C		
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level (1) Course	(2) DL	5 Skill Level (1) Course	(2) CDC	7 Skill Level (1) Course	(2) DL	
12.3.1 Erect Tent, Extendable Modular Personnel (TEMPER)										-	-	-	b	-	-
12.3.2 Erect Small Shelter System (SSS)										-	-	-	b	-	-
12.4 Track Force Beddown										1a	-	-	b	-	-
12.5 Expedient Repair Requirements TR: AFPAM 10-219, Vol 3; Home Station Training (HST) Categories 1 & 2										-	-	-	-	-	-
12.5.1 Facilities										A	-	-	B	-	-
12.5.2 Utilities										A	-	-	B	-	-
12.5.3 Pavements										A	-	-	B	-	-
12.6 Resource Advisory Duties TR: AFIs 63-124, 32-1061, 10-211; AFPAM 10-219 Vol 5, 63-503										-	-	-	-	-	-
12.6.1 Contracts										-	-	-	-	-	-
12.6.1.1 Prepare										-	-	-	b	-	-
12.6.1.2 Process										-	-	-	b	-	-
12.7 Quality Assurance										-	-	-	-	-	-
12.7.1 Conduct evaluations										-	-	-	b	-	-
12.7.2 Prepare Performance Work Statements (PWS)										-	-	-	b	-	-
12.7.3 Prepare Budget										-	-	-	b	-	-
12.7.4 Track Funds										-	-	-	b	-	-
12.8 Work Control Methods										A	-	-	B	-	-
12.9 Situation Reports (SITREPs) Data										-	-	-	-	-	-
12.9.1 Collect										-	-	-	b	-	-
12.9.2 Analyze										-	-	-	b	-	-
12.9.3 Submit										-	-	-	b	-	-
12.10 Post Deployment										-	-	-	-	-	-
12.10.1 After Action Report										-	-	-	B	-	-
12.10.2 Reconstitution of Resources										-	-	-	B	-	-
12.11 Acquisitions status										B	-	-	B	-	-
12.12 Receiving										2b	-	-	b	-	-
12.13 Storage Operations										A	-	-	B	-	-
12.14 Inventory Management										B	-	-	B	-	-
12.15 Document Control Process										-	-	-	-	-	-
12.15.1 Source documents										A	-	-	B	-	-
12.15.2 Document Disposition										A	-	-	B	-	-
13 Material Acquisitions TR: DoD 4100.39-M,V10, 4140-R-1; 4145.19-R-1; AFMAN 23-110, AFI 32-1004, 32-1001, 64-117, 65-116 ; AFPAM 32-1004V4 ; AFCSM 32-202; AFJMAN 23-210; 23-209; TOs 0-1-01, 00-5-1; DFAS-DE 7077.10-M; Federal Acquisition Regulation (FAR) 8.405-3										-	-	-	-	-	-
13.1 Organizational Structure										-	-	-	-	-	-
13.1.1 Responsibilities										A	-	-	-	-	-
13.1.2 General organization/entity functions										A	-	-	-	-	-
13.2 Civil Engineer Material Acquisition System (CEMAS)										-	-	-	-	-	-
13.2.1 System Management			*							A	-	-	B	-	-
13.2.2 System Access			*							A	-	-	B	-	-
13.2.3 Data Processing			*							A	-	-	B	-	-
13.2.4 Base Variables			*							A	-	-	B	-	-
13.2.5 Interface Capabilities			*							A	-	-	B	-	-
13.3 Process CEMAS inquiries										-	-	-	-	-	-
13.3.1 Noun Dictionary										-	-	-	-	-	-
13.3.1.1 Noun Inquiry (i.e., NSN, stock number, part number, CEMAS Stock List (CSL) number, nomenclature)		*								2b	-	-	c	-	-
13.3.2 Store/Forward Store Inquiry		*								1a	-	-	c	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
	A	B	C	A	B	C	D	E	A		B		C	
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level (1) Course	(2) DL	5 Skill Level (1) Course	(2) CDC	7 Skill Level (1) Course	(2) DL
13.4 Establish/maintain noun records										-	-	-	-	-
13.4.1 Load CSL		*								b	-	-	c	-
13.4.2 Change CSL data		*								1a	-	-	c	-
13.4.3 Delete CSL		*								1a	-	-	c	-
13.5 Government Operated Civil Engineering Supply Store (GOCESS) Operations										-	-	-	-	-
13.5.1 Determine requirements										A	-	-	B	-
13.5.2 Add CSL to stock		*								b	-	-	c	-
13.5.3 Delete CSL from stock		*								2b	-	-	c	-
13.5.4 Process Store line item requisitions		*								1a	-	-	c	-
13.6 Identify Requirements										-	-	-	-	-
13.6.1 Locate Bill-of-Material (BOM) (i.e. WO, DSW)		*								1a	-	-	b	-
13.6.2 Locate Line items (i.e. shop, GOCESS, CWON, RWP, etc)		*								1a	-	-	b	-
13.6.3 NON-CEMAS										A	-	-	B	-
13.6.4 Requisitions										-	-	-	-	-
13.6.4.1 Process Bill-of-Material (BOM)		*								b	-	-	c	-
13.6.4.2 Process Line item request		*								b	-	-	c	-
13.6.4.3 NON-CEMAS										A	-	-	b	-
13.6.5 Requisitions Tracking										B	-	-	B	-
13.6.5.1 Update Status										1a	-	-	b	-
13.6.5.2 Follow-up actions										A	-	-	b	-
13.6.5.3 Process award actions										1a	-	-	b	-
13.6.5.4 Purchase Order Maintenance		*								a	-	-	-	-
13.7 Receiving										-	-	-	-	-
13.7.1 Perform quality control on in-check of material documentation		*								2b	-	-	b	-
13.7.2 Process Received Property (Bill-of-Materiel (BOM) and Line Items)		*								2b	-	-	b	-
13.7.3 Identify NON-CEMAS		*								A	-	-	B	-
13.7.4 Report of discrepancies										A	-	-	B	-
13.8 Storage operations										-	-	-	-	-
13.8.1 General Storage										A	-	-	B	-
13.8.2 Special Storage (holding, residue, hazardous materials)										A	-	-	B	-
13.9 Process Issues										-	-	-	-	-
13.9.1 Main/Forward Stores		*								1a	-	-	b	-
13.9.2 Holding Area		*								1a	-	-	b	-
13.9.3 Residue		*								1a	-	-	b	-
13.10 Process Transfer>Returns										-	-	-	-	-
13.10.1 Main/Forward Stores		*								1a	-	-	b	-
13.10.2 Holding Area		*								1a	-	-	b	-
13.10.3 Residue		*								1a	-	-	b	-
13.11 Close Bill of Material										-	-	-	-	-
13.11.1 Material Process Close out		*								2b	-	-	b	-
13.11.2 Distribution of excess property										1a	-	-	b	-
13.11.3 Resolve Discrepancies										1a	-	-	-	-
13.12 Methods of material disposal										A	-	-	-	-
13.13 Inventory Management										-	-	-	-	-
13.13.1 Scheduling Requirements		*								A	-	-	B	-
13.13.2 Perform inventory		*								1a	-	-	b	-
13.13.3 Research discrepancies		*								1a	-	-	b	-
13.13.4 Resolve discrepancies		*								1a	-	-	b	-
13.13.5 Process adjustments		*								1a	-	-	b	-
13.13.6 Process Reverse Post Transactions		*								A	-	-	b	-
13.14 Resource (Funds) Management			*							A	-	-	B	-
13.15 CEMAS Transaction Rejects										A	-	-	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
	A	B	C	A	B	C	D	E	A		B		C	
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level (1) Course	(2) DL	5 Skill Level (1) Course	(2) CDC	7 Skill Level (1) Course	(2) DL
13.16 Degraded (post-post) Operations									A	-	-	b	-	-
13.17 Reports, Listings, Documents									-	-	-	-	-	-
13.17.1 Schedule		*							A	-	-	B	-	-
13.17.2 Lost documents									A	-	-	b	-	-
13.17.3 Accountable listings									A	-	-	b	-	-
13.17.4 File documentation									A	-	-	B	-	-
13.18 Research Source of Supply Tools									-	-	-	-	-	-
13.18.1 Technical Orders									A	-	-	B	-	-
13.18.2 User Manuals/Catalogs									A	-	-	B	-	-
13.18.3 Research Federal Logistics (FEDLOG)/ Defense Logistics Agency (WebFLIS)									1a	-	-	b	-	-
13.18.4 Research Web based sources									1a	-	-	b	-	-
13.19 Acquisition method									-	-	-	-	-	-
13.19.1 AF Form 9, Request For Purchase									A	-	-	B	-	-
13.19.2 Blanket Purchase Agreement (BPA)									A	-	-	B	-	-
13.19.3 Government Purchase Card (GPC)									A	-	-	B	-	-
13.19.4 Requisition from Logistics Readiness Squadron (LRS) - Customer Service									2b	-	-	c	-	-
13.19.5 Military Inter Departmental Purchase Request (MIPR)									A	-	-	B	-	-
14 Ops Flight Structure: TR: Transformation (Update 1), AFI 32-1001 (Revision 2010)									-	-	-	-	-	-
14.1 Responsibilities									A	-	-	-	-	-
14.2 Capabilities									-	-	-	-	-	-
14.2.1 Operations Support									A	-	-	-	-	-
14.2.2 Heavy Repair									A	-	-	-	-	-
14.2.3 Facilities									A	-	-	-	-	-
14.2.4 Infrastructure									A	-	-	-	-	-

Note: BLK #4: Columns (1) & (2) can be relabeled to meet CF Requirements; i.e., 2 phase 3 skill level course, 5 level QTPs.

CE AFQTP Documentation Record for AFSC 3E6X1

- Download AFQTP's from the following website HQ AFCESA/CEOM
- Trainers/Certifiers enter their name and initials in the identification block at beginning of the STS
- Upon administering AFQTP's, enter start date in column 4 of this record
- Upon completion of each unit, document columns 5, 6, and 7
- Upon completion of applicable AFQTP or AFQTP assessment, trainer will place the completion date in column 8
- Transcribe by entering current date in columns 5 and 8, Trainees & Trainers Initials in columns 6 & 7

1	2	3	4	5	6	7	8
Task Number	Task, Knowledge, and Technical Reference	* 5 Level / ** 7 Level	Start Date	Complete Date	Trainee Initials	Trainer's Initials	Assessment Complete
8.	AFS SPECIFIC						
8.5	Maintaining recurring work program (RWP)	*					
10	Work Force Management						
10.4	Written Requests						
10.4.3	Process	*					
10.6	Direct Scheduled Work						
10.6.3	Prepare	*					
10.6.4	Process	*					
10.7	Work Orders						
10.7.3	Prepare	*					
10.7.4	Process	*					
10.10	Monitor Material Support						
10.10.1	Direct schedule work	*					
10.10.2	Work orders	*					
10.10.3	Material requisition flow	*					
10.12	Work Status						
10.12.3	Research	*					

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10.13	Scheduling/Time Accounting						
10.13.1	Develop In-Service Work Plan	**					
10.13.2	Develop Weekly Work Schedule	*					
10.13.3	Develop Daily Work Schedule	*					
12	AFSC-SPECIFIC CONTINGENCY						
12.1	Command and Control						
12.1.4	Concept of Operations						
12.1.4.3	Unit Control Center (UCC)						
12.1.4.3.1	Establish	*					
12.1.4.3.2	Operate	*					
12.1.4.4	Events Log						
12.1.4.4.1	Establish	*					
12.1.4.4.2	Maintain	*					
12.1.4.5	Maintain damage status boards/reports	*					
12.1.4.6	Dispatch appropriate resources	*					
12.1.4.8	Resource Accountability						
12.1.4.8.1	Personnel	*					
12.1.4.8.2	Equipment and Assets	*					
12.1.5	Land Mobile Radios						

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12.1.5.3	Operate	*					
12.2	Damage Assessment						
12.2.1	Plot on Map						
12.2.1.1	Unexploded Ordnances (UXOs)	*					
12.2.1.2	Minimum Airfield Operating Surface (MAOS)	*					
13.	MATERIAL ACQUISITIONS						
13.2	Civil Engineer Material Acquisition System (CEMAS)						
13.3	Process CEMAS inquiries						
13.3.1	Noun Dictionary						
13.3.1.1	Noun Inquiry (ie., NSN, Stock number, part number, CEMAS Stock List (CSL) number, nomenclature	*					
13.3.1.2	Store/Forward Store Inquiry	*					
13.4	Establish/maintain noun record						
13.4.1	Load CSL	*					
13.4.2	Change CSL data	*					
13.4.3	Delete CSL	*					
13.5	Government Operated Civil Engineering Supply Store (GOCESS) Operations						
13.5.2	Add CSL to stock	*					

CE AFQTP Documentation Record for AFSC 3E6X1

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- Trainers/Certifiers enter their name and initials in the identification block at beginning of the STS
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13.5.3	Delete CSL from stock	*					
13.5.4	Process Store line item requisitions	*					
13.6	Identify Requirements						
13.6.1	Locate Bill-of-Material (BOM) (i.e. WO, DSW)	*					
13.6.2	Process Line item request	*					
13.6.4	Requisitions						
13.6.4.1	Process Bill-of-Material (BOM)	*					
13.6.4.2	Process Line item request	*					
13.6.5	Requisitions Tracking						
13.6.5.4	Purchase Order Maintenance	*					
13.7	Receiving						
13.7.1	Perform quality control on in-check of material documentation	*					
13.7.2	Process Received Property (Bill-of-Materiel (BOM) and Line Items)	*					
13.7.3	Identify NON-CEMAS	*					
13.9	Process Issues						
13.9.1	Main/Forward Stores	*					
13.9.2	Holding Area	*					

CE AFQTP Documentation Record for AFSC 3E6X1

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13.9.3	Residue	*					
13.10	Process Transfer>Returns						
13.10.1	Main/Forward Stores	*					
13.10.2	Holding Area	*					
13.10.3	Residue	*					
13.11	Close Bill of Material						
13.11.1	Material Process Close out	*					
13.13	Inventory Management						
13.13.1	Scheduling Requirements	*					
13.13.2	Perform inventory	*					
13.13.3	Research discrepancies	*					
13.13.4	Resolve discrepancies	*					
13.13.5	Process adjustments	*					
13.13.6	Process Reverse Post Transactions	*					
13.14	Resource (Funds) Management	**					
13.15	CEMAS Transaction Rejects	*					
13.17	Reports, Listings, Documents						
13.17.1	Schedule	*					

CE AFQTP Documentation Record for AFSC 3E6X1

- Download AFQTP's from the following website HQ AFCESA/CEOM
- Trainers/Certifiers enter their name and initials in the identification block at beginning of the STS
- Upon administering AFQTP's, enter start date in column 4 of this record
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- Transcribe by entering current date in columns 5 and 8, Trainees & Trainers Initials in columns 6 & 7

13.17.2	Lost documents	*					
13.17.3	Accountable listings	*					
13.17.4	File documentation	*					

Operations Management (3E6X1) Special Task Certification and Recurring Training Requirements for Task Qualification Training (TQT)

AFTR Master Catalog #	Catalog Event Title	Frequency	Web-based Program Available on AFCESA CE-VLC
CE554626641	Operations Management (3E6X1) Requirements for Task Qualification Training (TQT)	Header for AFTR	No
CE861666867	TQT - Operate Unit Control Center (UCC)	24 months (48 for ARC)	Yes
CE497271195	TQT - Maintain UCC Events Log	24 months (48 for ARC)	Yes
CE360719476	TQT - Maintain UCC Damage Status Boards/Reports	24 months (48 for ARC)	Yes
CE483445697	TQT - Dispatch Appropriate Resources during UCC Operations	24 months (48 for ARC)	Yes
CE360098955	TQT - Maintain Personnel Accountability during UCC Operations	24 months (48 for ARC)	Yes
CE209090312	TQT - Operate Land Mobile Radio during UCC Operations	24 months (48 for ARC)	Yes
CE516034124	TQT - Interpret/Plot Unexploded Ordnance (UXO) on UCC Map	24 months (48 for ARC)	Yes
CE751215411	TQT - Interpret/Plot Minimum Airfield Operating Surface Selection (MOSS) on UCC Map	24 months (48 for ARC)	Yes
CE285033259	TQT - Interpret/Plot Chemical, Biological, Radiological, and Nuclear (CBRN) Contamination on UCC Map	24 months (48 for ARC)	Yes
Instructions: 1. UTM needs to add the above 1098 task to the 3E6X1 UTL in AFTR. 2. Work center Supervisor needs to add the above 1098 task to the MTL for the 3E6X1 work center from the UTL. 3. Once the above actions have taken place the tasks can be assigned to the duty positions.			

Section B – Course Objective List (COL)
(This section used when developing lesson plans)

4. Measurement. Measurement of each objective is indicated as follows:

4.1. Written Test (W) - Used to sample each knowledge objective and the knowledge components of performance objectives.

4.2. Performance Test (P) - Used under specified conditions in a formal testing mode to measure student accomplishment of performance objectives after the teaching-learning activity has been completed.

4.3. Progress Checks (PC) - Administered by the instructor during classroom or laboratory instruction time to assess the student's accomplishment of knowledge or performance objectives.

5. Standard. Standards for written and performance measurement are indicated in the objectives and delineated on the individual progress checklist. Instructor assistance is provided as needed during the progress check, and students may be required to repeat all or parts of the behavior until satisfactory performance is attained.

6. Proficiency Level. Most task performance is taught to the “2b” proficiency level which means the student can do most parts of the task, but does need assistance on the hardest parts of the task (partially proficient). The student can also determine step-by-step procedures for doing the task.

7. COL. These objectives are listed in the sequence taught by block of instruction.

7.1. Initial Skills Course. A detailed listing of the initial skills course objectives may be obtained by written request to 366 TRS/DO, 727 Missile Road, Sheppard AFB TX 76311-2254.

Section C – Support Material

8. Air Force Qualification Training Packages (AFQTPs).

8.1. AFQTP. An instructional package designed for trainees to qualify on core or diamond tasks. AFQTPs are the standardized method for performing the task. The AFQTP are paper-based products that may lead to the completion of computer- or web-based courses or other audiovisual media for a particular piece of equipment or procedure. See the AFCESA web pages for up-to-date AFQTPs at: [HQ AFCESA/CEOM portal website](#)

8.2. AFQTP Assessments.

8.2.1. The AFQTP assessment is a computer-based evaluation tool on the AFCESA CE-VLC to ensure skilled civil engineers are available to meet the Air Force's changing needs. It enhances OJT and QTP training by evaluating an individual's knowledge of the principles and procedures in each specialty.

8.2..2. These assessments are mandatory evaluation, required for upgrade. All core (*/**) and diamond (◆) coded tasks on the STS have a corresponding mandatory assessment as a standalone or incorp.

8.3. AFCESA CE-VLC also has *optional* career development course (CDC) end-of-course assessments to be used by the unit commander, unit training manager, and supervisor to provide them an indication how well the trainee has studied to pass their actual CDC end-of-course exam at the base training office. These assessments contain the volume review exercises and an overall assessment for the each set, if applicable. The evaluation assessments are password protected and the UTM is the only one provided the password to unlock them. Commanders are encouraged to integrate these tools in their unit’s OJT program.

8.4. The mandatory AFQTP assessments are listed in each AFQTP, if required.

Section D – Training Course Index

9. Purpose. This section of the CFETP identifies training courses available for the specialty. Refer to web site <https://etca.randolph.af.mil/>, Education and Training Course Announcements (ETCA) for complete information on the Air Force in-residence courses.

10. Air Force In-Residence/Mobile Training Team (MTT) Courses.

Course Number	Title	Developer
J3ABR3E631 00AC	Operations Management Apprentice	366TRS, Sheppard AFB TX
J3AZR3E050 00EA	CE Work Estimating (All CE AFSCs)	366TRS, SAFB TX

11. AU/A4L Courses.

Course Number, Title, Developer, Date

- CDC 3E651, Operations Mgt Journeyman, Vols 1-5: Oct 12, 366TRS/TRR, SAFB TX

12. Air Force Non-Resident Courses

Course Number, Title, Date

- CE VLC, ZZ133096, AF Emergency Response Operations (AERO) – Introduction Course v1.0, Aug 09
- CE VLC, ZZ133097, AF Emergency Response Operations (AERO) – Command and Control Course v1.0, Aug 09
- ADLS, ZZ133056, Unit Control Center (UCC) Operations Course
- CE VLC, CE Radio Communications Course
- CE VLC, Minimum Operational Strip Selection (MOSS) Course
- CE VLC, Quality Assurance Personnel (QAP) Course

13. Exportable Courses/Information.

<u>Course</u>	<u>Title</u>	<u>Developer</u>
3-Level STS Items 1- 6	Distance Learning (DL) CE Organization & Career Field Structure- 3 Level Coe Concepts Course	AFCESA
7-Level STS Items 1- 6	CE Craftsman 7 Level Core Concepts Course	AFCESA
CLL 120	<u>Introduction to the DoD Shelf-Life Program.</u>	DAU
CLC 046	<u>Green Procurement.</u>	DAU

14. Courses Under Development/Revision.

Course Number, Title, Date

ECS-TCC 3E6X1, Mission Essential Specialty Training, HQ AFRCECS-TCC, DARB GA, Oct 11

15. Recommended Certification Programs.

The Association for Operations Management (APICS)

<http://www.apics.org/default.htm>

The Certified Business Analysis Professional (CBAP)

<http://www.iiba.org>

The Certified Facility Manager (CFM) Program:

http://www.ifma.org/learning/courses_workshops/index.cfm

The Professional Manager Certification (PMC):

<https://augateway.maxwell.af.mil/ccaf/certifications/pmc/>

Section E – MAJCOM Unique Requirements

16. There are currently no MAJCOM unique requirements. This area is reserved.

Section F – Home Stations Training (HST)

17. Purpose. The purpose of this section is to identify the tasks, training references, and training sources available in support of contingency/wartime training. Prime BEEF forces will train to meet the full range of tasks expected in the contingency environment. Training ranges from knowledge-type training conducted in a classroom, to task-oriented hands-on training conducted in the field. These training requirements, frequencies, and sources are listed in AFI 10-210, *Prime Base Emergency Engineer Force (BEEF) Program*.

17.1. HST Definition. HST is training that is conducted at the individual's home station for contingency operations. The CE commander ensures training is provided, documented, and arranges for subject matter experts to conduct training as required. HST requirements are identified in AFI 10-210, Attachments 2 and 3.

17.1.1. Prime BEEF Orientation/General Contingency. Upon assignment to the unit, all military and emergency-essential civilian employees will be trained on the unit's Prime BEEF and Emergency Management missions. The training will emphasize the individual's role and how he or she fits into the program. It will also include an overview of Civil Engineer Doctrine and explain the organization, training, equipment, operating concepts, and contingency missions pertaining to the unit.

17.1.1.1. Combat Skills Training (CST). CST must be institutionalized as an integral part of any HST program. Lessons learned from operations such as IRAQI FREEDOM have taught us the importance of maintaining a higher level of combat readiness. Although the inclusion of combat skills-focused training into HST does not fully prepare CE personnel to work in a high threat combat environment, the steps taken to enhance training will help elevate units to a readiness level capable of supporting safe and effective operations in low to medium risk combat environments.

17.1.1.2. Mission Essential Equipment Training (MEETS). Wartime or contingency environments often involve the use of specialized and unique mission-essential equipment that civil engineers do not use in their day-to-day operations. Due to the cost and complexity, mission essential contingency equipment and trainer expertise are not commonly found at Continental United States (CONUS) installations. Personnel must be hands-on certified and the certification documented in their CFETP. AFI 10-210 identifies minimum personnel to be trained, positions by specialty, frequencies and locations of training sites. Inadequate training on these key equipment items can negatively impact Air Force contingency operations. CBRNE Defense Functional Area Task Qualification Training (TQT) provides personnel the ability to demonstrate proficiency in performing mission-critical tasks in a CBRNE environment. TQT requirements must be accomplished after CBRNE Defense Awareness and Survival Skills and are outlined in Part 2, Section A, Para 2.9.

17.1.2. Silver Flag Training. Silver Flag Exercise Sites are located at Tyndall AFB, FL; Ramstein AB, Germany; and Kadena AB, Japan. They conduct training with their major focus on students being able to perform critical contingency task in a team environment. The training

focuses on bare base beddown and sustainment operations using hands-on training with basic expeditionary airfield resources (BEAR) equipment in a realistic beddown environment. Where possible, combat skills training has been added to the curriculum to ensure realism and help fortify combat skills mentality amongst teams. All CE personnel who fill Unit Type Code (UTC) positions will receive team training at Silver Flag Exercise Sites with the exception of members on headquarters staff augmentation UTCs, pavement evaluation UTCs, generator repair, and maintenance UTCs.

17.2. Training References.

17.2.1. AFI 10-210. AFI 10-210 identifies the Prime BEEF recurring training requirements. You can review this document by going to the Air Force publications web site.

17.2.2. AFPAM 10-219 Series. These publications assist in home station training and contingency responses.

17.2.3. AFH 10-222 Series. These publications provide expeditionary engineer craftsman “how to” operating and maintenance procedures.

17.2.4. AETC Courses. AETC conducts formal contingency training courses on subjects such as bare base equipment, air base combat engineering, and readiness management. For course descriptions, refer to the ETCA website: <https://etca.randolph.af.mil/>.

17.2.5. Web-based Products. Web-based products are available on the CE Virtual Learning Center (VLC) website at: <https://afcesa.csd.disa.mil/kc/login/login.asp>. Personnel completing these courses can receive credit for training. Computer based training (CBT) products can be used in a classroom setting to train as many personnel as possible. Attendance must be documented on a sign-in roster. The sign-in roster must be maintained IAW AFI 10-210.

17.2.6. HQ AFCESA/CEX. Maintains a comprehensive listing of training products that support the contingency training program.

17.2.7. Ancillary Training. AFI 36-2201, *Air Force Training Program*, describes ancillary training as guidance or instruction that contributes to mission accomplishment. For a full list of mandatory ancillary training requirements refer to the ETCA website (see paragraph 14.2.4).

17.2.8. Deployment Support Training. AFI 10-403, *Deployment Planning and Execution*, describes deployment support training requirements. Deployment support training is mandatory training that will aid a unit in preparing to deploy/redeploy.

Attachment 1 - Abbreviations and Terms Explained

Advanced Distributive Learning (ADL) – Anytime, anyplace learning within the DOD consisting of instructional modules comprised of sharable content objectives in an Internet/Intranet environment.

Advanced Training (AT) – A formal course which provides individuals who are qualified in one or more positions of their AFS with additional skills/knowledge to enhance their expertise in the career field. Training is for selected career Airmen at the advanced level of the AFS.

Air Force Career Field Manager (AFCFM) – An individual on the Air Staff or Forward Operating Agency charged with the responsibility for overseeing all training and career field management aspects of an Air Force specialty or group of specialties.

Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS) – A comprehensive task list that describes a particular job type or duty position. 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 Qualification Training Package (AFQTP) – An instructional package for use at the unit to qualify, or aid qualification, in a duty position, program, or on a piece of equipment. AFQTPs identify the Air Force's standardized method of performing the task. The AFQTP may be printed (paper-based), computer-based, or in other audiovisual media.

AFQTP Assessment – is an interactive computer-based program designed to evaluate a student's knowledge of principles and procedures on various job-related subjects. AFQTP assessment tool uses a variety of training materials that randomly selects questions based on the instruction.

Air Force Training Record (AFTR) – Web-based relational database used to track a trainee's upgrade training requirements. (Formerly known as COVER Train)

Battlefield Airman – Airmen specifically identified as Battlefield Airmen perform tasks to integrate and synchronize air and space operations in the deep or extended battlespace. These airmen routinely fight with joint maneuver and special operations units.

Career Field Education and Training Plan (CFETP) – A comprehensive, multipurpose document encapsulating the entire spectrum of education and training for a career field. It outlines a logical growth plan that includes training resources and is designed to make career field training identifiable, to eliminate duplication, and to ensure this training is budget defensible.

Commercial Off The Shelf (COTS) – Commercially procured training products.

Computer Based Training (CBT) – A self-paced stand-alone computer product used to deliver interactive subject and task knowledge.

Continuation Training – Additional training exceeding requirements with emphasis on present and future duty assignments.

Core Task – A task AFCFMs identified as a minimum qualification requirement within an Air Force specialty or duty position. These tasks exemplify the essence of the career field.

Course Objective List (COL) – A publication derived from initial and advanced skills course training standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3-, 5-, and 7-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2201.

Course Training Standards (CTS) – documents to list the knowledge and skills required in a particular area of the AFS.

Critical Task – Tasks that have been identified by the work center supervisor as having a detrimental effect on mission accomplishment if not performed correctly. Critical tasks may or may not be the same as core tasks but are mandatory if identified as 'critical' to the individual's position by the supervisor or work center.

Diamond Tasks (◆) – Diamond tasks are extremely important to the career field. Diamond tasks are the same as core tasks with one exception--equipment shortfalls at most locations have created problems with the actual hands-on certification of these tasks. In instances where required equipment is not available for instruction, completion of the task's AFQTP and passing the corresponding AFQTP assessment is all that is required for upgrade training. Hands-on certification shall be accomplished at the first opportunity when equipment is available.

Distance Learning (DL) – Includes Video Teleseminar (VTS), Video Teletraining (VTT), and CBT. Formal courses that a training wing or a contractor develops for export to a field location (in place of resident training) for trainees to complete without the on-site support of the formal school instructor. For instance, courses are offered by Air Force Institute of Technology, Air University, and Training Detachments.

Duty Position Task – The tasks assigned to an individual for the position currently held. These include as a minimum all core tasks, critical tasks, and any other tasks assigned by the supervisor.

Expeditionary Combat Support-Training and Certification Center (ECS-TCC) - A HQ AFRC training site that delivers hands-on Expeditionary Combat Support training and Certification for the Total Force sufficient to prepare students to participate in Silver Flag exercises, immediate deployments, skill level upgrades, or successful completion of Operational Readiness Inspections.

Enlisted Specialty Training (EST) – A mix of formal training (technical school) and informal training (OJT) to qualify and upgrade Airmen in each skill level of a specialty.

Exportable Training – Additional training via computer-assisted, paper text, interactive video, or other necessary means to supplement training.

Field Technical Training (Type 4 and Type 7) – Special or regular on-site training conducted by a Field Training Detachment (FTD) (Type 4) or by a MTT (Type 7).

Home Station Training (HST) – Training conducted at the individual’s home station for contingency operations. CE training requirements, frequencies, and sources are listed in AFI 10-210.

Initial Skills Training – AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. Normally, this training is conducted by AETC at one of the technical training wings.

Instructional System Development (ISD) – A deliberate and orderly, but flexible, process for planning, developing, implementing, and managing instructional systems. It ensures personnel are taught the knowledge, skills, and attitudes essential for successful job performance.

Just-in-Time (JIT) Training – Training required just prior to a selected deployment or tasking that delivers training necessary for mission accomplishment. It is typically predicated on hard-to-obtain contingency skills.

MAJCOM Functional Manager (MFM) – Senior leaders, designated by the appropriate functional authority (FA) who provide day-to-day management and responsibility over specific functional communities at the MAJCOM, FOA, DRU, or ARC level. While they should maintain an institutional focus in regards to resource deployment and distribution, MFMs are responsible for ensuring all specialties are equipped, developed, and sustained to meet future needs of the total Air Force mission.

Mission Essential Specialty Training (MEST) – Specialty training as identified in the Wartime Task Skills training document in the column titled other.

Occupational Survey Report (OSR) – A detailed report showing the results of an occupational survey of tasks performed within a particular AFS.

On-the-Job Training (OJT) – Hands-on, over-the-shoulder training to certify personnel in both upgrade (skill level award) and job qualification (duty position certification) training.

Optimal Training – The ideal combination of training settings resulting in the highest levels of proficiency on specified performance requirements within the minimum time possible.

Position Qualification Training. Training designed to qualify an airman in a specific position and is accomplished after upgrade training.

Proficiency Training – Additional training, either in-residence, exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade.

Qualification Training (QT) – Actual hands-on task performance training designed to qualify an individual in a specific duty position. This portion of the dual channel on-the-job training program occurs both during and after the upgrade training process. It is designed to provide the performance skills required to do the job.

Readiness Training Package (RTP) – Establishes standard levels of knowledge and proficiency for common Full Spectrum Threat Response (FSTR) and Readiness subject areas by providing instructors with training references, materials, and lesson objectives used in teaching and evaluating the course subject matter.

Representative Sites – Typical organizational units having similar missions, weapon systems or equipment, or a set of jobs, used as a basis for estimating average training capacities and costs within the Training Impact Decision System (TIDES).

Resource Constraints – Resource deficiencies, such as money, facilities, time, manpower, or equipment that precludes desired training from being delivered.

Skills Training – A formal course resulting 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 the award of a skill level.

Specialty Training Requirements Team (STRT) – Conducts research prior to Utilization & Training Workshop (U&TW), develops training, recommends delivery methods and determines if a full fledged U&TW is required. The meeting is held three months prior to the U&TW. The team finalizes part one of the CFETP, finalizes the specialty description, develops a draft STS/CTS for all courses, and drafts and signs minutes.

Specialty Training Standard (STS) – Describes skills and knowledge that Airmen in a particular AFS need on the job. It further serves as a contract between the AETC and the user to show the overall training requirements for an AFS taught in the resident and nonresident courses.

Standard – An exact value, a physical entity, or an abstract concept, established and defined by authority, custom, or common consent to serve as a reference, model, or rule in measuring quantities or qualities, establishing practices or procedures, or evaluating results; a fixed quantity or quality.

Subject Matter Expert (SME) – An individual with expertise in a particular subject matter, tasked to represent the subject matter to an individual or group for technical accuracy.

Supplemental Training – Training for a portion of an AFS without a change in AFSC. Formal training on new equipment, methods, and technology that are not suited for on-the-job training.

Task Qualification Training (TQT) (Δ) – Training that ensures an individual can perform mission essential tasks in the environment in which they perform those tasks.

Total Force – All collective Air Force components (active duty, Reserve, Guard, and civilian elements) of the United States Air Force.

Training Capacity – The capability of a training setting to provide training on specified requirements, based on the availability of resources.

Training Planning Team (TPT) – Comprised of the same personnel as a U&TW, however TPTs are more intimately involved in training development and the range of issues is greater than is normal in the U&TW forum.

Training Requirements Analysis – A detailed analysis of tasks for a particular AFS to be included in the training decision process.

Upgrade Training – Identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 5-, 7-, and 9-skill levels.

Utilization and Training Workshop (U&TW). An executive decision meeting between the AFCFM, AETC/TPM, AETC/TM, AETC PEM and the MAJCOM MFMs to vote on funding for instructor authorizations, equipment and facilities needed to support any new or revised training coming from the STRT. They will also determine which organizations will furnish resources and establish commitment and delivery dates in writing, document equipment availability dates and any problems and establish training delivery dates.