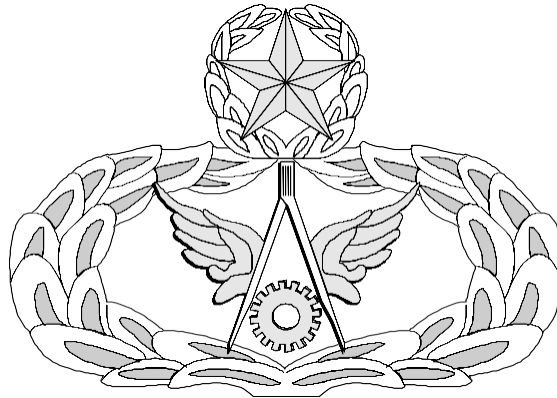


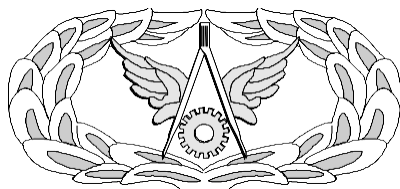
DEPARTMENT OF THE AIR FORCE
Headquarters US Air Force
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CFETP 3E6X1
Part I and II
26 February 2024

Air Force Specialty Code (AFSC) 3E6X1 OPERATIONS MANAGEMENT



MASTER



BASIC



SENIOR

CAREER FIELD EDUCATION AND TRAINING PLAN

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**CAREER FIELD EDUCATION AND TRAINING PLAN
OPERATIONS MANAGEMENT SPECIALTY
AFSC 3E6X1**

TABLE OF CONTENTS

PREFACE	4
ABBREVIATIONS/TERMS EXPLAINED	5
PART I	9
SECTION A - GENERAL INFORMATION	
A1. Purpose.....	9
A2. Uses.....	9
A3. Coordination and Approval.....	10
SECTION B - CAREER FIELD PROGRESSION AND INFORMATION	
B1. Specialty Descriptions.....	11
B2. Skill and Career Progression	12
B3. Training Decisions	15
B4. Community College of the Air Force (CCAF) Academic Programs	15
B5. CCAF Degree Completion Requirements.....	16
B6. Civil Engineer (CE) Career Field Path.....	19
B7. Enlisted Training Path.....	20
B8. Enlisted Professional Military Education (EPME)	22
SECTION C - SKILL LEVEL TRAINING REQUIREMENTS	
C1. Purpose.....	23
C2. Speciality Qualification.....	23
SECTION D - RESOURCE CONSTRAINTS	
D1. Purpose.....	28
D2. Apprentice (3-Level) Training	28
D3. Journeyman (5-Level) Training	28
D4. Craftsman (7-Level) Training	28
D5. Superintendent (9-Level) Training.....	28
SECTION E - TRANSITIONAL TRAINING GUIDE	29
PART II	30
SECTION A - SPECIALTY TRAINING STANDARD (STS)	
A1. Implementation.	30
A2. Purpose.....	30
A3. Recommendations.....	32

SECTION B - COURSE OBJECTIVE LIST (COL)

B1. Measurement33
 B2. Standard.....33
 B3. Proficiency Level.33
 B4. Course Objective List.....33

SECTION C - SUPPORT MATERIAL

C1. Air Force Qualification Training Packages.....34
 C2. Career Development Course (CDC)/Distance Learning (DL) Assessment for CE34

SECTION D - EDUCATION AND TRAINING COURSE INDEX

D1. Purpose.....35
 D2. Air Force In-Residence Courses/Mobile Training Team (MTT) Courses.....35
 D3. Air Force Career Development Academy (AFCDA).35
 D4. Exportable/Web-based Courses/Information.....35
 D5. Courses/CDCs Under Development/Revision35

SECTION E - MAJCOM UNIQUE REQUIREMENTS36

SECTION F - HOME STATION TRAINING

F1. Purpose37
 F2. Foundational Training (FT).37
 F3. Combat Skills Training (CST).....37
 F4. Skills and Knowledge Training (SKT).....37
 F5. Expeditionary Readiness Training (ERT)37
 F6. Training References.....37

Attachments

Attachment 1 - Qualitative Requirements (Proficiency Code Key)39
 Attachment 2 - 3E6X1 Specialty Training Standard40
 Attachment 3 - 3E6X1 AFQTP Documentation Record50

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PREFACE

This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies lifecycle education, training requirements, training support resources, and minimum core task requirements for the Operations Management specialty. The CFETP will provide our personnel with a clear career path to success and instill rigor in all aspects of our career field training.

The CFETP consists of two parts; supervisors plan, manage, and control training within the specialty using both parts of the plan.

Part I provides information necessary for the overall management of the specialty.

- Section A provides general information on how to use the CFETP.
- Section B identifies information on career field progression, duties and responsibilities, training strategies, and the career field path.
- Section C associates each skill level with specialty qualifications (knowledge, education, and training).
- Section D indicates resource constraints.
- Section E identifies transition/training guidance requirements for SSgt through MSgt.

Part II includes the following:

- Section A identifies the Specialty Training Standard (STS) to include duties, tasks, and technical references to support Air Education and Training Command (AETC) conducted training, wartime course, and correspondence course requirements.
- Section B contains the course objective list and training standards supervisors will use to determine if an Airman has satisfied training requirements.
- Section C identifies available support materials.
- Section D Section D identifies a training course index that supervisors can use to determine resources available to support training. Included here are the exportable courseware, mandatory, and supplemental courses.
- Section E identifies MAJCOM-unique training requirements supervisors can use to determine additional training required for the associated qualification needs.
- Section F identifies foundational training references and course material required for this specialty to support contingency/wartime training.

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

ABBREVIATIONS/TERMS EXPLAINED

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

Air Force Civil Engineer Center (AFCEC). The focal point for all Civil Engineer (CE) training development. Assigned to AFCEC are all the CE AFSC Force Development Managers (FDMs).

Air Force Credentialing Opportunities Online (AF COOL) Program. AF COOL replaced the CCAF Credentialing and Education Research Tool (CERT). Access the AF COOL Program through the [Air Force Virtual Education Center \(AFVEC\)](#). The site provides a research tool designed to increase an Airman's awareness of national professional credentialing and CCAF education opportunities available for all Air Force occupational specialties.

Air Force Enlisted Classification Directory (AFECD). The official directory for all military enlisted classification descriptions, codes, and identifiers. The specialty descriptions and codes used to identify each Air Force job; the AFECD describes the minimum mandatory qualifications for personnel to fill these jobs. The updated AFECD is available at AF Personnel Center's website located at [myFSS](#) under the military classification menu.

Air Force Institute of Technology (AFIT). Provides vital, relevant, and connected education that enables Airmen to be ready engineers and great leaders who know how to build sustainable installations to last while leading the change for the Civil Engineer career field. Access the AFIT course list at [AFIT Civil Engineer School Course Catalog](#).

Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS). An AFJQS is a comprehensive task list that describes a particular job type or duty position; supervisors use it to document task qualifications. The tasks on the AFJQS/CJQS are common to all persons serving in the described duty position.

Air Force Qualification Training Package (AFQTP). A required instructional package designed 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 for performing the task. The AFQTP are paper-based, computer-based, in other audiovisual media formats, or all three. Each Airman must use AFQTPs to satisfy a particular training requirement. AFQTPs for the 3E6X1 AFSC are located on [myLearning](#) and in [CE DASH](#).

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 designed to make career field training identifiable, eliminate duplication, and ensure this training is budget defensible.

Chief, Civil Engineer Force Development (CCEFD). This individual is at AFCEC and responsible for force development education and training within the 3E0 to 3E6 AFSCs.

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

Core Tasks (5[^] or 7[^]). Mandatory tasks, which the AFCFM has identified as a minimum qualification requirement within an Air Force specialty or duty position. These tasks exemplify the essence of the career field.

Critical Tasks. Tasks the work center supervisor identifies as detrimental to 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 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** training/certification of these tasks. In instances where required equipment is not available for instruction, completing the AFQTP is required for upgrade and qualification training. Airmen must accomplish hands-on certification at the first opportunity when equipment is available.

Distance Learning (DL). Includes Video Tele-seminar (VTS), Video Tele-training (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, the Air Force Institute of Technology, Air University, and Air Education Training Command offer online courses.

Duty Position Tasks. 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.

Enlisted Professional Military Education (EPME). Introduces Airmen to appropriate institutional competencies at specific milestones throughout their career and includes two phases, Basic and Resident. Basic EPME requirements are via distance learning courses to establish a foundation for continued development. Resident attendance is not duplicative of the basic EPME requirements but builds upon the competencies obtained to achieve higher proficiency levels.

Enlisted Promotions Requirements Course Catalog (EPRRC). The EPRRC lists all enlisted promotion tests authorized for administration and the study references associated with these tests. Every question on a promotion test comes from one of the publications listed in the catalog. The site only lists publications that support questions on a given promotion test. The catalog also contains administrative and special instructions for test control officers. The EPRRC is available at [Airman Promotion Tools Testing](#).

Education and Training Course Announcement (ETCA). Contains specific MAJCOM procedures, fund cite instructions, reporting instructions, and listings for those formal courses conducted or managed by the MAJCOMs or field operating agencies (FOAs).

Expeditionary Combat Support-Training Certification Center (ECS-TCC). The Air Force Reserve Command manages the training center.

Force Development Manager (FDM). An individual assigned to the Air Force Civil Engineer Center (AFCEC) who serves as the HAF/A4C execution agent for all training and some career field management aspects of a specific Air Force Civil Engineer specialty.

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

MAJCOM Functional Managers (MFMs). Senior leaders designated by the appropriate functional authority provide day-to-day management and responsibility over specific functional communities at the MAJCOM, Field Operating Agency (FOA), Direct Reporting Unit (DRU), or Air Reserve Component (ARC) level. While they should maintain an institutional focus regarding resource deployment and distribution, MFMs are responsible for ensuring their specialties are; equipped, developed, and sustained to meet the future needs of the total Air Force mission.

myLearning. Anytime, anywhere learning within the Civil Engineer Community consisting of instructional and skill-level awarding course material specific to the AFSC.

myTraining. Total Force Training Record for Airmen that provides the capability through 21st-century learning tools to manage the training lifecycle for Total Force personnel.

Occupational Analysis Report (OAR). A detailed report showing the results of an occupational survey of tasks performed within a particular AFS. The CFM uses the information collected from this survey to make changes to upgrade training and Weighted Airman Promotion Exams.

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

Regional Training Site (RTS). The Air National Guard manages Total Force training centers.

Resource Constraints. Resource deficiencies, such as money, facilities, time, manpower, or equipment, preclude desired training delivery.

Specialty Training Requirements Team (STRT). Before a Utilization and Training Workshop (U&TW), the AFCFM and a team of Subject Matter Experts from each MAJCOM meet to determine education and training requirements (formal and on-the-job training) for an Air Force Specialty. They use the STRT to create or revise training standards for all types of training. The team finalizes the CFETP and specialty description and develops a course standard.

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 AETC and the user to show the overall training course requirements for an AFS taught in resident or non-resident.

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. A formal course that provides individuals qualified in one or more positions of their Air Force Specialty (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.

Total Force. All collective Air Force components (Active Duty, Reserve, Guard, and Civilian elements) of the United States Air Force.

Training Planning Team (TPT). Working group to identify training requirements, which will normally result in major changes to one or more courses that support an Air Force Specialty (AFS). The decisions, taskings, and associated suspense dates are recorded in the meeting. Minutes may include appropriate taskings for the Training Group (TRG) to begin the course development process.

Task Qualification Training (TQT). Training conducted after Chemical, Biological, Radiological, and Nuclear defense classroom training in which individuals perform wartime mission essential tasks in a simulated wartime environment while wearing full ground crew individual protective equipment or aircrew individual protective equipment.

Upgrade Training (UGT). The CFETP identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for awarding the 5-, 7-, and 9-skill levels.

Utilization and Training Workshop (U&TW). An executive decision meeting to vote on funding (Course Resource Estimates) 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, establish commitment and delivery dates in writing, document equipment availability dates and any problems and establish training delivery dates.

Vectored Positions. Key SNCO positions in your career field. To learn more about vectored positions, go to [MyVECTOR](#).

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

PART 1

SECTION A - GENERAL INFORMATION

A1. Purpose. This CFETP provides the necessary information for the AFCFM, MFMs, commanders, Unit Training Managers (UTMs), supervisors, trainers, and certifiers to plan, develop, manage, and conduct an effective career field training program. This plan outlines the training personnel in an AFS require to develop and progress throughout their careers. It identifies; initial skills, upgrade, qualification, and advanced proficiency training.

A1.1. Initial Skills Training. The AFS-specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for the award of the 3-skill level. AETC at the 366 TRS, Sheppard AFB, TX, provides our career field training.

A1.2. Upgrade Training. The CFETP identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for awarding the 5-, 7-, and 9-skill levels.

A1.3. Qualification Training. 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. Qualification training provides additional performance skills/knowledge training required for the job.

A1.4. Advanced Training. A formal specialty training course used for selected Airmen.

A1.5. Proficiency Training. Additional training, either in-residence, exportable advanced training courses, or on-the-job training. This training increases their skills and knowledge beyond the minimum required upgrade requirements.

A1.6. CFETP. The CFETP has several purposes - some are:

A1.6.1. Serves as a management tool to plan, manage, conduct, and evaluate a career field training program. Supervisors use the CFETP to identify training at the appropriate point in an individual's career.

A1.6.2. Identifies task and knowledge training requirements for each skill level in this specialty and recommends education/training throughout each phase of an individual's career.

A1.6.3. Lists training courses available in this specialty and identifies sources of training and delivery methods.

A1.6.4. Identifies major resource constraints that impact the full implementation of the desired career field training process.

A2. Uses. MFMs and supervisors will use the plan at all levels to ensure comprehensive and cohesive training programs are available for everyone in the specialty.

A2.1. AETC training personnel will develop and revise formal resident, non-resident, 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 and AFCEC Force Development Division (AFCEC/COF) to develop acquisition strategies for obtaining the resources needed to provide the identified training.

PART 1

A2.2. MFMs ensure their training programs complement the CFETP mandatory initial, upgrade, qualification, and proficiency. OJT, resident training, contract training, or exportable courses can satisfy identified requirements. MAJCOM developed training to support this AFS; the AFCFM ensures the training is in the plan.

A2.3. Unit Training Managers and supervisors must ensure everyone completes this plan's mandatory upgrade training requirements (including MAJCOM supplemental requirements).

A2.4. Everyone will complete the mandatory training requirements specified in this plan. The list of courses in Part II of this CFETP is a reference to support training.

A3. Coordination and Approval. The AFCFM is the approval authority. Also, the AFCFM will initiate an annual review of this document to ensure currency and accuracy. Major Command representatives and AETC training personnel will identify and coordinate the career field training requirements. They will eliminate duplicate training using the list of courses in Part II.

PART 1

SECTION B - CAREER FIELD PROGRESSION AND INFORMATION

B1. Specialty Descriptions. Operations Management Apprentice, Journeyman, Craftsman, and Superintendent.

B1.1. Specialty Summary. Integrates and synchronizes Operations Flight Work Force and Civil Engineer Materiel Control in contingency, wartime, and peacetime situations for work performed by Civil Engineer workforces. Maintains accountability of resources, such as equipment, personnel, Class IV materiel, and facilities. Related DOD Occupational Subgroup: 171000.

B1.1.1. Duties and Responsibilities for Apprentice (3E631), Journeyman (3E651), and Craftsman (3E671).

B1.1.2. Manages all aspects of Civil Engineer work, focusing on proactive system performance, resource optimization, and life cycle requirements planning. Implements a life cycle approach to installation sustainment through integration, receipt, processing, tracking, and coordinating work requirements. Provides customer service and work task/facility project status updates. Provides asset performance data and analysis to support facility/infrastructure investment processes. Provides internal and external customer feedback to improve processes and efficiencies and facilitates planning efforts/decision-making. Utilizes Sustainment Management System (SMS) data (i.e., inventory, asset age, asset condition, maintenance actions) to identify basic investment requirements needed to maintain assets at a standard Level of Service based on mission needs, legal or regulatory requirements, asset performance, and cost over the life cycle of an asset. Monitors and facilitates the execution of preventative maintenance and work requirements based on Air Force-standard prioritization models and adjusts for local logistical and environmental considerations. Ensures data quality and compliance with standards based on Air Force policy, Information Technology systems, procedures, and technical guidance. Develops and executes installation Facility Manager Program to include Facility Manager assignment, documentation, training, and communications. Addresses issues related to cost and reimbursement in compliance with support agreements.

B1.1.3. Oversees Civil Engineer Materiel Control and support. Ensures efficient material management of stock levels by analyzing and establishing demand levels. Processes requisitions, receives materiel, manages inventory, and ensures asset accountability. Manages Government-Operated Civil Engineer Supply Store (GOCESS). Acts as Contracting Office Representative (COR) for Contract-Operated Civil Engineer Supply Store (COCESS). Oversees and manages U-Fix-It Program and the unit vehicle management program.

B1.1.4. Performs COR duties. Develops Performance Work Statements (PWS) and Statements of Work (SOW) on non-technical service contracts to include Grounds, Maintenance, Custodial Services, Integrated Solid Waste Management, etc. Interfaces with host nations on maintenance requirements, purchase agreements, and service contracts. Addresses issues related to cost, reimbursement, work performance, progress trends, standards, and policies.

B1.1.5. Stands up Civil Engineer Unit Control Center (CE-UCC). Provides command and control to perform installation assessment and CE recovery operations during contingencies. Maintains checklists, maps, charts, and documents used to conduct recovery actions. Maintains accountability of resources. Provides input to contingency response plan.

PART 1**B1.2. Duties and Responsibilities for Superintendent (3E691).**

B1.2.1. Manages, inspects, and evaluates all Operations Engineering work center activities to support effective operation, maintenance, and repair of Air Force facilities and infrastructure assets classified as real property or real property installed equipment (RPIE). Oversees inventory, assessment, validation, balance, optimization, and scheduling of Preventative Maintenance. Ensures optimal resource decisions support Asset Management Plans and investment plans. Oversees workflow and coordination to support customer requirements. Ensures supplies, materiel, and required equipment for work activities. Submits and reviews supply and equipment requisitions. Provides data to inform mid to long-term planning goals. Solves complex problems with material acquisitions and procurement procedures. Manages recurring and non-recurring contracted services, including Grounds, Maintenance, Custodial Services, Integrated Solid Waste Management, etc. Advises on problems associated with contract surveillance, facility construction, and maintenance programs. Verifies standard processes and templates to enhance customer support. Identifies, develops, and establishes operation and maintenance procedures to ensure maximum efficiency. Provides training to correct deficiencies and seek improvements.

B1.2.2. Coordinates, monitors, and executes contingency and Prime BEEF training requirements and associated deployment preparation programs and duties. Ensures personnel are in a constant ready state to meet deployment commitments.

B2. Skill and Career Progression. Adequate training and timely progression from the apprentice to the superintendent level play an important role in the Air Force's ability to accomplish its mission. Everyone involved in training must do their part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure everyone receives viable training at appropriate points in their career.

B2.1. Apprentice (AFSC 3E631 - AB, AMN, A1C).

B2.1.1. 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.

B2.1.2. Utilize the CDC course, Air Force Qualification Training Packages (AFQTPs), and web-based courses for subject and task fundamentals progress in the career field.

B2.1.3. Once trained and task certified, a trainee may perform the task unsupervised.

B2.1.4. After completing all upgrade training requirements, supervisors, and UTMs coordinate upgrade procedures.

B2.2. Journeyman (AFSC 3E651 - SrA, SSgt).

B2.2.1. Journeyman may be assigned job positions such as team leader, shift supervisor, and task trainer.

B2.2.2. Complete the mandatory Civil Engineer (CE) 5-Level Core Concepts Course Distance Learning (DL) product on the [myLearning](#) before beginning the CDC course.

B2.2.3. Completing the 5-level CDC course and 100% of 5-level core/diamond tasks are basic prerequisites for the five skill-level award.

PART 1

B2.2.4. Must complete the appropriate Basic Enlisted Professional Military Education (EPME) and Resident EPME as outlined in Department of the Air Force Instruction (DAFI) 36-2670, *Total Force Development*.

B2.2.5. Enter into continuation training to broaden the technical experience base.

B2.2.6. Use CDC and other reference materials to prepare for Weighted Airman Performance System (WAPS) testing. Review the [EPRRC](#) for the complete list of testing materials.

B2.2.7. Pursue academic education through CCAF, nationally or regionally accredited institutions, or other degree-awarding institutions.

B2.2.8. Complete Air Force Institute of Technology's (AFIT) WGMT 131 SMS Builder Level 1, WGMT 301, Introduction to Asset Management, and WGMT 436, Requirements and Optimization courses. These three courses are mandatory for Active Duty and highly encouraged for the Air Reserve Component.

B2.2.9. After completing all upgrade training requirements, supervisors and UTMs coordinate upgrade procedures.

B2.3. Craftsman (AFSC 3E671 - SSgt, TSgt, and MSgt).

B2.3.1. Craftsmen can expect to fill various supervisory and management positions such as Operations Flight Prime Beef Liaison, shift leader, team chief, supervisor, or task certifier.

B2.3.2. Completing the CE 7-Level Core Concepts Course on [myLearning](#) and 100% core/diamond tasks are prerequisites for the seven skill-level award.

B2.3.3. Must complete Basic EPME and Resident EPME as outlined in DAFI 36-2670, *Total Force Development*.

B2.3.4. Should take continuation training courses to broaden technical knowledge or management of resources and personnel.

B2.3.5. Use CDC and other reference materials to prepare for WAPS testing. Review the [EPRRC](#).

B2.3.6. Continuing academic education through CCAF and higher degree programs is encouraged.

B2.3.8. Complete the WGMT 322 Introduction to Project Management course. This course is mandatory for Active Duty and are highly encouraged for the Air Reserve Component.

B2.3.9. Completing the Troop Construction Project Management Course (WGMT 437) is mandatory for Active Duty and a prerequisite for promotion to MSgt. This course is highly encouraged for Air Reserve Component MSgts. Note: This is not a skill-level-awarding course.

B2.3.10. After completing all upgrade training requirements, supervisors and UTMs coordinate upgrade procedures.

B2.4. Superintendent (AFSC 3E691 - SMSgt).

PART 1

B2.4.1. A superintendent can fill positions such as Flight Chief, Section Chief, Superintendent, and various staff positions.

B2.4.2. Completing the Civil Engineer Superintendent Course (AFIT WMGT 570) is mandatory for Active Duty. This course is highly encouraged for Air National Guard and Air Force Reserve SMSgts and mandatory for promotion to CMSgt.

Note: This is not a skill-level-awarding course.

B2.4.3. Must complete Basic EPME and Resident EPME as outlined in DAFI 36-2670, *Total Force Development*.

B2.4.4. Should take continuation training courses to increase knowledge of budget, manpower, resources, and personnel management.

B2.4.5. Continuing academic education through higher degree programs is encouraged.

B2.4.6. Must be an SMSgt for the award of the 9-skill level.

B2.5. Senior Enlisted Leader (SEL) (3E000 - CMSgt).

B2.5.1. SELs work in multiple leadership positions and functional areas that challenge them and effectively use their general managerial and supervisory abilities.

B2.5.2. Must be selected for CMSgt and possess qualifications in a feeder specialty (3E691).

B2.5.3. Must complete Basic EPME and Resident EPME as outlined in DAFI 36-2670, *Total Force Development*.

PART 1

B3. 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 meeting the training requirements when, where, and how. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training. A career field Training Planning Team (TPT) met at Sheppard AFB, TX, on 9 May 2023. The team made the following decisions:

B3.1. Initials Skills Training. The STRT members reviewed and updated the initial skills course content. See the STS for the additions, deletions, and modifications made to the course. They identified and validated the Wartime training tasks.

B3.2. Five Level Upgrade Training Requirements. The team reviewed and validated the Specialty Task Standard. They added and deleted core tasks, as well as made modifications to proficiency codes. The AFCFM maintained the requirement to complete AFIT WMGT 301 Introduction to Asset Management, WMGT SMS Builder Level 1 and WMGT 436, Requirements and Optimization courses. These three courses are mandatory for Active Duty and highly encouraged for the Air Reserve Component.

B3.3. Seven Level Upgrade Training Requirements. Seven-level training requirements were reviewed and updated. The AFCFM maintained the requirement to complete the AFIT WMGT 322 Introduction to Project Management Course. This course is mandatory for Active Duty and are highly encouraged for the Air Reserve Component.

B3.4. Proficiency Training. Additional training, either in-residence or exportable advanced training courses or on-the-job training, is provided to personnel to increase their skills and knowledge beyond the minimum required to upgrade.

B3.5. Supplemental Training. Subject Matter Experts (SMEs) and the Training Committee discussed the need for supplemental training courses. They revalidated the need for AFIT courses as necessary to fully support career progression in the AFS.

B4. Community College of the Air Force (CCAF) Academic Programs. Enrollment in the Community College of the Air Force occurs upon completing Basic Military Training. Community College of the Air Force provides the opportunity to obtain an Associate of Applied Sciences Degree. In addition to its associate degree program, CCAF offers the following:

B4.1. Occupational Instructor Certification. Upon completion of instructor qualification training, consisting of the instructor methods course and supervised practice teaching, Community College of the Air Force instructors who possess an associate degree or higher may be nominated by their school commander and commandant for certification as an occupational instructor.

B4.2. Trade Skill Certification. When a CCAF student separates or retires, CCAF awards a trade skill certification 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, or Master Craftsman.

PART 1

B5. CCAF Degree Completion Requirements (60 Semester Hours). The Maintenance Production Management Associates Degree (4VJG) applies to the 3E6X1 AFSC. Before completing a CCAF degree, the individual must hold a 5-level and meet the following requirements:

<u>Course</u>	<u>Semester Hours</u>
Technical Education	24
Program Electives	15
Leadership, Management, and Military Studies (PME)	6
General Education (Civilian)	15
- Oral / Written Communication (6)	
- Mathematics (3)	
- Social Science (3)	
- Humanities (3)	
Total	60

B5.1. Technical Education (24 semester hours). Apply a minimum of nine semester hours of CCAF institutional credit awarded from specialty-related formal training toward Technical Core subject requirements. Satisfy Technical Electives by CCAF credit or from other sources in transfer.

<u>Technical Core Requirements</u>	<u>Semester Hours</u>
Advance Maintenance Management	6
Civil Engineering Maintenance Systems Analysis	3
Civil Engineer Unit Control Center Operations	6
Fleet Management	3
Introduction to Civil Engineering Operations	6
Introduction to Maintenance Management Analysis	9
Introduction to Maintenance Management	3
Introduction to Maintenance Scheduling.	12
Introduction to Supply Management.	6
Maintenance Management Software Applications	3
Maintenance Systems Analysis & Scheduling	3
Motor Vehicle Fleet Management	6
Principles of Maintenance Management	3
Vehicle Management	3

B5.2. Technical Electives.

<u>Technical Electives</u>	<u>Semester Hours</u>
CCAF Upgrade Training	15
Computer Science	6
Environmental Compliance	3
Human Resource Management	3
Human Resource Certification Institute Certification	3
Industrial Safety	3
Project Management Institute Certifications	3
Quality Assurance	3
Specialty-Related Subjects In-Transfer	9
Statistics	3

PART 1

B5.3. Leadership, Management, and Military Studies (6 Semester Hours). Professional military education civilian management courses accepted in transfer and/or by testing credit.

B5.4. General Education (15 Semester Hours). Applicable courses must meet the General Education Requirement (GER) subject criteria and in-transfer requirements.

<u>General Education Subjects/Courses</u>	<u>Semester Hours</u>
Communications	
Written Communication (English Composition)	3
Oral Communication (Speech)	3
Written Communication English Composition	3
Mathematics	3
Social Science	3
Humanities	3

B5.5. Program Elective (15 semester hours). Courses applying to technical education, Leadership, Management, and Military Studies or General Education requirements; natural science courses meeting General Education requirement application criteria; foreign language credit earned at Defense Language Institute; maximum nine semester hours of CCAF degree-applicable technical course credit otherwise not applicable to the program.

B5.6. Additional off-duty education is a personal choice encouraged for all. Individuals desiring to become an AETC Instructor should actively pursue an associate degree. A degreed faculty is required to maintain accreditation through the Southern Association of Colleges and Schools.

B5.7. CCAF offers the Instructional Systems Development (ISD) Certification. CCAF offers the Instructional Systems Development (ISD) Certification for qualified course/curriculum developers, writers, and managers formally assigned to an off-campus instructional site to develop/write and manage CCAF collegiate-level credit awarding courses. The ISD Certification is a professional credential recognizing the course/curriculum developer/writer's or manager's extensive training, education, qualifications, and experience required to develop/write and manage CCAF courses.

B5.8. Air Force Credentialing Opportunities Online (AF COOL) Program. CCAF manages the AF COOL Program, which provides a research tool designed to increase an enlisted Airman and Guardian's awareness of national professional credentialing and funding opportunities available for all Air Force enlisted occupational specialties. AF COOL also provides information on specific occupational specialties, civilian occupational equivalencies, specialty-related national professional credentials, credentialing agencies, and professional organizations. AF COOL includes information such as:

B5.8.1. Get background information about civilian credentials, including eligibility requirements and resources to prepare for an exam.

B5.8.2. Identify credentials relevant to an AFSC, Special Duty Identifier (SDI), and Reporting Identifier (RI).

B5.8.3. Learn how to fill gaps between Air Force training and experience and civilian credentialing requirements.

PART 1

B5.8.4. Information on AF COOL funding opportunities to pay for credentialing coursework, textbooks, exams, associated fees, and recertification.

B5.8.5. Resources available to enlisted Airmen and Guardians that can help them gain civilian job credentials

B5.9. Air University Associate to Baccalaureate Cooperative (AU-ABC). The Air University Associate-to-Baccalaureate Cooperative (AU-ABC) program connects CCAF graduates with online 4-year programs. The AU-ABC program includes postsecondary institutions with institutional accreditation.

B5.9.1.. CAT I: For CCAF Graduates. Guarantees CCAF AAS graduates need no more than 64 semester hours to complete an AU-ABC degree program.

B5.9.2. CAT II: For CCAF AAS Students. Students complete up to nine semester hours with partner school to complete CCAF AAS degree through dual tracking, simultaneously fulfilling the CCAF AAS degree requirements and some of the AU-ABC degree program requirements.

B5.9.3. CAT III: For CCAF AAS Graduates. Must complete more than 60 semester hours of credit beyond the CCAF AAS and meet all other AU-ABC degree program requirements.

B5.9.4. CCAF students and graduates can search for degree programs from a list of military-friendly civilian institutions via the Air Force Virtual Education Center (AFVEC). From there, students can view their education record and CCAF credits earned, apply for Military TA and shop for baccalaureate degree programs. For more information, refer to the AU-ABC [fact page](#).

PART 1

B6. Civil Engineer Career Field Path. The following chart depicts the 3E6X1 specialty career path:

3E6X1 CAREER PATH



PART 1

B7. Enlisted Training Path.

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-Skill Level) – Complete Technical School	Amn A1C	6 months 16 months		8 years
Upgrade To Journeyman (5-Skill Level) – Complete 5-level CDC – Complete CE 5-Level Core Concept WBT – Complete all 5-level core/duty-related tasks – Complete AFIT WMGT 131, WMGT 301 and WMGT 436 courses. Mandatory for Active Duty and highly encouraged for the ARC	SrA	3 years	28 months Below the Zone (BTZ) (22 months)	10 years
Trainer – Must be qualified and certified to perform the task(s) to be trained – Attend AF Training Course – Recommended by the supervisor				
Upgrade To Craftsman (7-Skill Level) – Minimum rank of SSgt – Complete CE 7-Level Core Concept WBT – Complete all core/duty-related tasks – Complete AFIT WMGT 322 course. Mandatory for Active Duty and highly encouraged for the ARC	SSgt TSgt MSgt	5 years 9 years 16 years	3 years 5 years 8 years	20 years 22 years 24 years
Certifier – SSgt with 5-skill level or civilian equivalent – Attend AF Training Course – Appointed by commander – Be someone other than the trainer (for core and critical tasks only)				
Upgrade To Superintendent (9-Skill Level) – Complete AFIT WMGT 570, CE Superintendents Course (AD Only) – In-residence USAF SNCOA, or sister service equivalent, graduation is required for SMSgt sew-on (AD only)	SMSgt	20 years	11 years	26 years
MSGT Completing the Troop Construction Project Management Course (WMGT 437) is mandatory for Active Duty and a prerequisite for promotion to MSgt. This course is highly encouraged for Air Reserve Component MSgts. Note: This is not a skill-level-awarding course.				
Senior Enlisted Leader – Chief Orientation Course (AFR Only) – CE Superintendents Course (WMGT 570) (ANG and AFRC only) – In-residence Chief Leadership Course is required for all CMSgt selects and CMSgts prior to 1-year time-in-grade	CMSgt	22 years	14 years	30 years

PART 1

B7.1. CE Occupational Badge. The Civil Engineer badge reflects a great history and tradition. When worn, Airmen will recognize you 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 the award and wear of AF occupational badges are in AFMAN 36-2100, *Military Utilization and Classification*, and DAFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

B7.2. CE Badge Heraldry. The gear wheel and compass represent the engineering profession in the military and private sectors. The gear represents the essence of engineering: applying scientific principles and technology to practical ends. To AF engineers, the gear symbolizes an element (representing the built environment) that meshes with others (weapon systems and trained personnel) to enable the AF 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 symbolize all the diverse specialties of Air Force civil engineers. Finally, the wings help portray the fundamental linkage between the engineering and aviation components, and the built environment is the foundation supporting the Air Force mission and people.

B7.2.1. Basic Badge. Awarded upon successful completion of the apprentice course.



B7.2.2. Senior Badge. Adds a star to the top of the badge. Wear the senior badge after the award of the 7-skill level.



B7.2.3. Master Badge. Adds a wreath around the star. Awarded to Master Sergeant or above with 5 years in the specialty from award of the 7-skill level.



PART 1

B8. Enlisted Professional Military Education (EPME).

B8.1. Basic EPME (Distance Learning). Basic EPME requirements are completed via distance learning (DL) courses to establish a foundation for continued development and include the Noncommissioned Officer (NCO) DL and Senior Noncommissioned Officer (SNCO) DL courses. NCO DL and SNCO DL courses are no longer prerequisites to attending resident NCO Academy and SNCO Academy.

B8.2. Resident EPME (In-residence). Resident EPME requirements include Airman Leadership School (ALS), NCOA, SNCOA, and the Chief Leadership (CL) course. Resident EPME completion is required for promotion to SSgt, MSgt, and CMSgt grades.

B8.2.1. Resident EPME Eligibility Chart.

EPME Course	Selection Process
ALS	<ol style="list-style-type: none"> 1. SSgts 2. SSgt-selects 3. SrA with 36 months, Time in Service (TIS) or greater
NCOA	<ol style="list-style-type: none"> 1. MSgts 2. MSgt selects 3. TSgts 4. TSgt-selects
SNCOA	<ol style="list-style-type: none"> 1. SMSgts 2. SMSgt-selects 3. Non-selects to SMSgt based on promotion board score (highest to lowest)
CLC	<ol style="list-style-type: none"> 1. CMSgts 2. CMSgt selects

PART 1

SECTION C - SKILL LEVEL TRAINING REQUIREMENTS

C1. Purpose. This section outlines the 3E6X1 specialty qualification requirements for each skill level and establishes the mandatory requirements for each skill level's entry, award, and retention. The STS in Attachment 2 identifies the core tasks, diamond tasks, knowledge items, and skill level requirements.

C2. Specialty Qualification. Refer to [myFSS](#) for the most current minimum requirements for entry into the Operations Management career field. See AFECD Attachment 4 for additional entry physical requirements.

C2.1. Apprentice (3-Level) Training Requirements. (3E631)

KNOWLEDGE	Completion of the Operations Management Apprentice course.
EDUCATION	To enter this specialty, high school completion with mathematics courses and English composition is mandatory. Accounting, typing, and computer operations are desirable.
TRAINING	Completion of the Operations Management Apprentice Course at Sheppard AFB, TX.
EXPERIENCE	None required.
OTHER	For award and retention of AFSC 3E631, Airmen must possess a valid state driver's license to operate GMV in accordance with AFI 24-301, <i>Vehicle Operations</i> . Ability to speak clearly, concisely, and distinctly. Maintain local network access IAW AFI 17-130, <i>Cybersecurity Program Management</i> , and AFMAN 17-1301, <i>Computer Security (COMPUSEC)</i> . Ability to speak clearly, concisely, and distinctly.
TRAINING SOURCES & RESOURCES	Reference PART II, SECTIONS: B - COURSE OBJECTIVE LIST (COL). C - SUPPORT MATERIAL; D - EDUCATION AND TRAINING COURSE INDEX; E - MAJCOM UNIQUE REQUIREMENTS; F - HOME STATION TRAINING.
IMPLEMENTATION	The 3-skill level is awarded upon graduating from the apprentice course and submission by the Unit Training Manager at the member's unit of assignment.

PART 1

C2.2. Journeyman (5-Level) Training Qualifications. (3E651)

KNOWLEDGE	Establishes and manages the operation of the command-and-control centers and customer focal points. Implements and manages the customer satisfaction program. Responds to customer inquiries. Prepares and manages work requirements during approval, processing, and completion stages. Recommends method of accomplishment based on existing capabilities. Develops, monitors, and manages work order priority program. Monitors work costs to ensure compliance with legal limits or support agreements. Operates computer and communications equipment to support workforce management activities. Manages preparation and maintenance of workforce records and reports. Performs quantitative study of management data to assess CE cost and reimbursement, work performance, progress, trends, standards, and policies. Manages and ensures a continuous workflow. Manages priorities and work plans and monitors work status. Manages recurring work program and provides non-technical automated assistance as needed.
EDUCATION	Complete Air Force Institute of Technology (AFIT) WGMT 131 SMS Builder Level 1, WGMT 301, Introduction to Asset Management, and the WGMT 436, Requirements and Optimization courses. These three courses are mandatory for Active Duty and highly encouraged for the Air Reserve Component.
TRAINING	<p>Completion of 5-level CDC course.</p> <p>Completing all the paper-based AFQTPs and their associated web-based courses on myLearning or all core (5[^]) and diamond (◆) tasks with a minimum passing score of 80%.</p> <p>Completing the CE 5-Level Core Concept web-based course on myLearning is mandatory to award this skill level.</p> <p>Certification of all 5-skill level core tasks identified with an asterisk (5[^]) in the core task column of the STS.</p> <p>Certification of all 5-skill level diamond tasks identified with a diamond (◆) in the task column of the STS if the equipment is available. The minimum requirement is the signing off tasks on the AFQTP Documentation Record.</p> <p>Complete certification of all CBRN TQT requirements identified with (TQT) after the line item in the STS in MOPP 4. Annotate the training on the DAF Form 623A or DAF Form 797.</p> <p>Certification of duty position requirements identified by the supervisor.</p> <p>The following WBT is desirable and strongly encouraged: Completion of Air Force Emergency Management Program Course located on the myLearning. Completion of the Control Center Operations (CCO) Course located on myLearning. Completion of the CLC 046 - DoD Sustainable Procurement Program located on the DAU website.</p>

PART 1

EXPERIENCE	Qualification in and possession of AFSC 3E631. Experience working in Work Force Management, Materiel Control, Service Contracts, and the Unit Control Center.
OTHER	For award and retention of AFSC 3E651, Airmen must possess a valid state driver's license to operate GMV in accordance with AFI 24-301, <i>Vehicle Operations</i> . Maintain local network access IAW AFI 17-130, <i>Cybersecurity Program Management</i> , and AFMAN 17-1301, <i>Computer Security (COMPUSEC)</i> . Ability to speak clearly, concisely, and distinctly.
TRAINING SOURCES & RESOURCES	Reference PART II, SECTIONS: B - COURSE OBJECTIVE LIST (COL); C - SUPPORT MATERIAL; D - EDUCATION AND TRAINING COURSE INDEX; E - MAJCOM UNIQUE REQUIREMENTS; F - HOME STATION TRAINING.
IMPLEMENTATION	Initiate entry into 5-level upgrade training after the individual has completed all 3-level requirements. Initiate Qualification Training any time individuals cannot perform their new duties. Use OJT, CDCs, AFJQs, and AFQTPs concurrently to obtain the necessary qualifications.

C2.3. Craftsman (7-Level) Training Requirements. (3E671)

KNOWLEDGE	All 3 - and 5 - level knowledge requirements apply to the 7-level.
TRAINING	Completing all the paper-based AFQTPs and their associated web-based courses on myLearning for all 7- skill level core (7^) and diamond (♦) tasks with a minimum passing score of 80%. Completing the CE 7-Level Core Concepts web-based course on myLearning is mandatory to award this skill level. Certification of all 5-and 7- skill level core tasks identified with a (5^ or 7^) in the core task column of the STS. Certification of all 5- and 7-level diamond tasks identified with a diamond (♦) in the task column of the STS if the equipment is available. The minimum requirement is the signing off tasks on the AFQTP Documentation Record. Certification of duty position requirements identified by the supervisor.
EDUCATION	Completion of the grade-appropriate EPME is mandatory. AFIT WMGT 322 Introduction to Project Management Course This course is mandatory for Active Duty and are highly encouraged for the Air Reserve Component.
EXPERIENCE	Qualification in and possession of AFSC 3E651. Experience performing and supervising Work Force management functions, Materiel Control, and Service Contracts.

PART 1

OTHER	<p>For award and retention of AFSC 3E671, Airmen must possess a valid state driver's license to operate GMV in accordance with AFI 24-301, <i>Vehicle Operations</i>.</p> <p>Maintain local network access IAW AFI 17-130, <i>Cybersecurity Program Management</i>, and AFMAN 17-1301, <i>Computer Security (COMPUSEC)</i>.</p>
MSGT	<p>Completing the Troop Construction Project Management Course (WMGT 437) is mandatory for Active Duty and a prerequisite for promotion to MSgt. This course is highly encouraged for Air Reserve Component MSgts. Note: This is not a skill-level-awarding course.</p>
TRAINING SOURCES & RESOURCES	<p>Reference PART II, SECTIONS: B - COURSE OBJECTIVE LIST (COL); C - SUPPORT MATERIAL; D - EDUCATION AND TRAINING COURSE INDEX; E - MAJCOM UNIQUE REQUIREMENTS; F - HOME STATION TRAINING.</p>
IMPLEMENTATION	<p>Initiate entry into 7-level upgrade training after the individual has completed all 5-level requirements and selected for SSgt. Initiate qualification training any time individuals cannot perform their new duties. Use OJT, CDCs, AFJQs, and AFQTPs concurrently to obtain the necessary qualifications.</p>

C2.4. Superintendent (9-Level) Training Requirements. (3E691)

KNOWLEDGE	<p>Knowledge is mandatory in CE policies, operations practices, and procedures for constructing, maintaining, and operating real estate, facilities, systems, and equipment; supply procedures, directives, and policies; information management systems use; and workforce management requirements, interpretation, and application of technical guidance, directives, operational plans, and command policies. Collect, interpret, conduct analysis of various forms of data and knowledge and understanding of SMS systems.</p>
EDUCATION	<p>Completion of the grade-appropriate EPME is mandatory.</p> <p>The following education is desirable and strongly encouraged: CCAF Maintenance Production Management associate degree (4VJG)</p> <p>Higher education through a civilian institution.</p>
TRAINING	<p>Completing Civil Engineer Superintendent Course AFIT WMGT 570 is mandatory for Active Duty SMSgts. This course is highly recommended for Air National Guard and Air Force Reserve SMSgts and mandatory for promotion to CMSgt. Note: This is not a skill-level awarding course.</p>
EXPERIENCE	<p>For the award of AFSC 3E691, qualification in and possession of AFSC 3E671.</p> <p>Must be an SMSgt.</p> <p>Experience managing Work Force Management, Materiel Control, and Service Contracts functions.</p>

PART 1

OTHER	<p>For award and retention of AFSC 3E691, Airmen must possess a valid state driver's license to operate GMV in accordance with AFI 24-301, <i>Vehicle Operations</i>.</p> <p>Maintain local network access IAW AFI 17-130, Cybersecurity Program Management, and AFMAN 17-1301, Computer Security (COMPUSEC).</p> <p>Operations Engineering Superintendents should pursue additional knowledge and skill requirements not taught through initial skills or upgrade training. The purpose of ongoing training is to exceed minimum upgrade requirements, emphasizing personnel achieving the necessary training and experience at the appropriate point in their career to be more effective in present and future duty positions. Recommended areas of study include but are not limited to: AFIT Training courses such as Project Management courses and Contract Management courses.</p>
TRAINING SOURCES & RESOURCES	Reference PART II, SECTIONS: B - COURSE OBJECTIVE LIST (COL); C - SUPPORT MATERIAL; D - EDUCATION AND TRAINING COURSE INDEX; E - MAJCOM UNIQUE REQUIREMENTS; F - HOME STATION TRAINING.
IMPLEMENTATION	Initiate entry into 9-level upgrade training after the individual has completed all 7-level requirements and selected for SMSgt. Initiate qualification training any time individuals cannot perform their new duties.

C2.5. Senior Enlisted Leader. (3E000)

KNOWLEDGE	Knowledge is mandatory for 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, developing plans regarding facilities, supplies, and equipment procurement and maintenance.
TRAINING	Reserve Component Chief Orientation Course (AFRC only).
EXPERIENCE	Possess qualifications in feeder specialty (3E691) before award of Civil Engineer Manager code 3E000. Managerial ability to plan, direct, coordinate, implement, and control a wide range of work activities.
EDUCATION	Completion of the grade-appropriate EPME is mandatory.
OTHER	NA
TRAINING SOURCES & RESOURCES	Reference PART II, SECTIONS: B - COURSE OBJECTIVE LIST (COL); C - SUPPORT MATERIAL; D - EDUCATION AND TRAINING COURSE INDEX; E - MAJCOM UNIQUE REQUIREMENTS; F - HOME STATION.
IMPLEMENTATION	Selection to CMSgt enters an individual into the Civil Engineer Manager Code 3E000 and possesses qualifications in a feeder specialty (3E691).

PART 1

SECTION D - RESOURCE CONSTRAINTS

D1. Purpose. This section identifies known resource constraints that preclude optimal training at the schoolhouse, 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 (OPR), and target completion dates. If applicable, resource constraints will be, at a minimum, reviewed and updated annually.

D2. Apprentice (3-Level) Training: None.

D2.1. Constraints.

D2.1.1 Impact.

D2.1.2. Resources Required.

D2.1.3. Action Required.

D2.2. OPR/Target Completion Date.

D3. Journeyman (5-Level) Training: None.

D3.1. Constraints.

D3.1.1. Impact.

D3.1.2. Resources Required.

D3.1.3. Action Required.

D3.2. OPR/Target Completion Date.

D4. Craftsman (7-Level) Training: None.

D4.1. Constraints.

D4.1.1. Impact.

D4.1.2. Resources Required.

D4.1.3. Action Required.

D4.2. OPR/Target Completion Date.

D5. Superintendent (9-Level) Training: None.

PART 1

SECTION E - TRANSITIONAL TRAINING GUIDE

There are no transition training requirements for the Operations Management Specialty. This section is reserved.

PART II

SECTION A - SPECIALTY TRAINING STANDARD

A1. Implementation. This STS identifies technical training provided by AETC for the 3- level J3ABR3E631 00AG, Operations Management Apprentice course, with classes beginning on 29 February 2024 and graduating on or after 08 April 2024.

A2. Purpose. As prescribed in DAFMAN 36-2689, *Training Program* and in collaboration with the Air Force CFM, it is mandatory for all civil engineers, regardless of duty assignment, to use the paper-based STS or an automated training record, when available.

A2.1. Column 1 (*Tasks, Knowledge, and Technical References*). Lists the most common tasks, knowledge, and supporting technical references (TRs) necessary for Airmen to perform duties in the 3-, 5-, and 7-skill levels.

A2.1.1. Task Qualification Tasks (TQT). In accordance with AFI 10-2501, TQT requirements identified by (TQT) after the line item of the STS are mandatory wartime skills that Airmen will perform while wearing Individual Protective Equipment. TQTs are recurring requirements as outlined in AFMAN 10-2503.

A2.2. Column 2 (*Core Tasks*). Column 2 identifies core tasks (specialty-wide training requirements) by a number (5[^] or 7[^]) in the skill level column. **As a minimum, trainees must complete all core and critical tasks for skill-level upgrades.**

A2.2.1. Wartime Tasks. All tasks in the 3-level course column are considered wartime tasks. These tasks will be taught in a streamlined training environment in response to a wartime scenario.

A2.2.2. Diamond Tasks. Tasks (column 1) identified by a diamond (◆) after the task item 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. When required equipment is unavailable for instruction, completion of the corresponding task AFQTP is required for upgrade/qualification training.

A2.3. Column 3 (*Certification for OJT*). Used to record completion of tasks and knowledge training requirements. Use paper or automated training management applications to document technician qualifications. **Task certification of core and critical tasks** requires a training completion date and the initials of the trainee, trainer, and certifier. All non-core tasks require the training completion date and initials of the trainee and trainer only.

A2.4. Column 4 (*Proficiency Codes Used To Indicate Training/Information Provided*). Indicates formal training and correspondence course requirements. It shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task, knowledge, and career knowledge provided by formal courses, and correspondence courses, See CADRE/AFSC/CDC listing maintained by the UTM for current CDC listings.

A2.5. Qualitative Requirements (Attachment 1). It contains the proficiency code key used to indicate the level of training and knowledge provided by resident training, and career development courses.

PART II

A2.6. Job Qualification Standard (JQS). The STS becomes an AFJQS for OJT in an automated training application and used according to DAFMAN 36-2689, *Training Program*. Supervisors and trainers use AFQTPs to ensure Air Force-wide standardized procedures for training Core tasks. When used as a JQS, the following requirements apply:

A2.6.1. Documentation. Document and certify completion of training:

A2.6.1.1. Duty position. Duty position requirements will be developed and identified by the work center supervisor, maintained in the shop, or loaded into the automated training management application when available. Completing core, critical, and diamond tasks is mandatory for all duty positions. Work center supervisors assign Airmen to the correct duty position.

A2.6.1.2. AFQTP Training and Documentation. AFQTPs or AFQTP assessments for all core (5[^] or 7[^]) tasks and their completion are mandatory to fulfill task knowledge requirements for upgrade/qualification training. Each AFQTP provides the step-by-step procedures for the trainee, trainer, and certifier in completing each core or diamond task and instructions on how to document the training in the individual automated training record.

A2.6.1.2.1. Training. Required documentation of the start and completion of the AFQTP in the QTP tracker located in the CFETP, attachment 3, or in the automated training record for all core tasks. Diamond tasks require the completion of the web-based course (with the review and post-test located in the program) or completing the AFQTP assessment located on myLearning to determine if the trainee has attained the required knowledge level. Once the trainee has completed the web-based course or AFQTP assessment, Airmen provide the course completion certificate to the trainer/supervisor for annotation of the QTP tracker or into the automated training record.

A2.6.1.2.2. Hands-On Training. *DO NOT sign off the tasks in the JQS until the trainee has completed hands-on/certification training.* For diamond tasks, if the equipment is not available at home station, completing the AFQTP or AFQTP assessment is the ONLY requirement for upgrade. Sign off the paper JQS or in the automated training record when the trainee receives training on the equipment at home station or at a TDY location.

A2.6.2. Transcribing from previous versions to new CFETP. Transcribing documentation to a new CFETP is an administrative function, not a re-evaluation of training. Therefore, supervisor and trainer are considered synonymous with documentation. Transcribe within 120 calendar days (240 calendar days for ARC) of the CFETP revision date or from the date revision is posted to the automated training records system.

A2.6.2.1. Previous training certification not listed. Place an entry into the trainee DAF Form 623A; the transcriber and trainee must acknowledge entry.

PART II

A2.6.2.2. Transcribing external training certification. If a trainee attended a formal training course and received appropriate accreditation, place an entry into the trainee's DAF Form 623A.

A2.6.3. Documenting Career Knowledge. When a CDC course is not available, the supervisor identifies STS training references that the trainee requires for career knowledge IAW DAFMAN 36-2689, *Training Program* and ensures, as a minimum, that trainees cover all mandatory items specified in AFM 36-2100, *Military Utilization and Classification*. For two-time CDC/DL course exam failures, the unit commander will take appropriate action IAW DAFMAN 36-2689, *Training Program*. Document career knowledge to submit a CDC course waiver.

A2.6.4. Decertification. When a supervisor determines an Airman is unqualified on a task previously certified for their duty position, the supervisor erases the previous certification or deletes the certification when using an automated system. Enter appropriate remarks pertaining to the reason for decertification on the DAF Form 623A or the automated version. Once an Airman has shown proficiency, the trainer and certifier can sign off the task(s).

A2.6.5. Recertification. Supervisors use the DAF Form 1098 to document tasks requiring recurring training or evaluation. Air Force directives may identify tasks in the CFETP requiring special certification or evaluation. This form may be overprinted and filed in the DAF Form 623. This form will remain in the training record for tasks requiring certification until superseded or no longer required.

A2.6.6. Training Standard. Train and certify Airman to the "go" level. Go means the individual can perform the task without assistance and meets the local requirements for accuracy, timeliness, and correct use of procedures. This standard of training equates to a 3c in the proficiency code key. Use available AFQTPs to train tasks.

A2.7. Specialty Training Standard. The STS is a guide for developing promotion tests used in the Weighted Airman Promotion System (WAPS). Senior NCOs with extensive practical experience in their career fields develop Specialty Knowledge Tests (SKTs) at the AETC Airman Advancement Division. Subject matter experts authenticate WAPS material and reference AF Specialty-specific occupational analysis data to develop SKTs. They develop questions based on the study references listed in the Enlisted Promotions References and Requirements catalog. Individual responsibilities are in AFM 36-2664, *Personnel Assessment Program*. WAPS does not apply to the Air National Guard or Air Reserve Forces.

A3. Recommendations. Report unsatisfactory performance of individual course graduates to 782 TRG/TGE, 917 Missile Road, Rm 1A300, Sheppard AFB TX 76311-2368 or E-mail 782csil@us.af.mil. Reference specific STS line items and/or paragraphs. Call the Customer Service Information Line (CSIL) at DSN 736-2574 for a quicker response anytime, day or night.

PART II

SECTION B - COURSE OBJECTIVE LIST (COL)

B1. Measurement. Measurement of each objective is indicated as follows:

B1.1. Progress Check (PC) indicates the formal measurement of knowledge and/or performance elements using a written or performance progress check.

B2. Standard. Standards for measurement indicate the course objectives and delineate the individual progress checklist and rubrics. The minimum standard is 70% on knowledge progress checks. Instructors assist students as the standard for performance progress checks and as warranted during the progress check. Students may be required to repeat all or parts of the learning outcomes until the student attains satisfactory performance.

B3. Proficiency Level. Most task performance tasks are taught to the "2b" proficiency level, which means the student can do most parts of the task but needs assistance on the hardest parts (partially proficient). The student can also determine step-by-step procedures for doing the task.

B4. Course Objective List. The COL lists the objectives in the sequence taught by Blocks of Instruction. Per AETCI 36 - 2651, *Basic Military and Technical Training*, Supervisors can request a detailed listing of the initial skills course objectives by written request through the requesting organizations MAJCOM to the 366th Training Squadron, 3E6X1 Training Manager.

PART II

SECTION C - SUPPORT MATERIAL

C1. Air Force Qualification Training Packages.

C1.1. The 3E6X1 AFQTP tracker identifies **the mandatory AFQTPs** for each skill level.

C1.2. For a complete list of up-to-date AFQTPs applicable to the 3E6X1 AFSC, go to [myLearning](#) or [CE DASH](#) under the documents tab in the AFSC AFQTP folder.

C1.2.1. In addition to the paper-based AFQTPs, there are web-based courses or assessments developed for specific tasks available on myLearning under AFCEC in the specialty topic area.

C2. Career Development Course (CDC) Assessment for Civil Engineer CDC/DL course.

C2.1. The CDC writer has developed CDC assessments for the career field, and they are located on the [myLearning](#) under AFCDA in the Civil Engineer Career Field section, 3E6X1 Operations Management section.

C2.2. The CDC assessments provide the Unit Commander, Unit Training Manager (UTM), and supervisor a predictive indicator of whether the trainee has studied sufficiently to pass their CDC end-of-course (EOC) exam.

PART II

SECTION D - EDUCATION AND TRAINING COURSE INDEX

D1. Purpose. This section of the CFETP identifies training courses available for the Operations Management specialty. Refer to the Education and Training Course Announcements ([ETCA](#)) website for information on the Air Force in-residence courses.

D2. Air Force In-Residence Courses/Mobile Training Team (MTT) Courses.

<u>Course Number</u>	<u>Title</u>	<u>Developer</u>
J3ABR3E631 00AG	Operations Management Apprentice	366 TRS

D3. Air Force Career Development Academy (AFCDA).

<u>Course Number</u>	<u>Title</u>	<u>Edit Code</u>
3E651 CDC	Operations Management Journeyman	M-01

D4. Exportable/Web-based Courses/Information.

<u>Course Number</u>	<u>Title</u>	<u>Developer</u>
Web-based	Control Center Operations Course	AFCEC/CXR
Web-based	Air Force Emergency Management Program Course	AFCEC/CXR
Web-based	Rapid Airfield Damage Repair (RADR) - Program Overview	AFCEC/COF
Web-based	RADR - Warehouse Operations Course	AFCEC/COF
WMGT 131	SMS Builder Level 1 Course	AFIT
WMGT 301	Introduction to Asset Management Course	AFIT
WMGT 322	Introduction to Project Management Course	AFIT
WMGT 417	Activity Management Course	AFIT
WMGT 436	Requirements and Optimization Course	AFIT
WMGT 437	Troop Construction Project Management Course	AFIT

D5. Courses/CDCs under Development/Revision.

PART II

SECTION E - MAJCOM UNIQUE REQUIREMENTS

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

PART II

SECTION F - HOME STATION TRAINING

F1. Purpose. This section aims to identify the tasks, training references, and sources available in support of contingency/wartime training. Civil Engineer 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.

F2. Foundational Training (FT). FT is knowledge-based and hands-on training conducted at the individual's home station for contingency operations. The CE Commander ensures training is provided, documented, and appoints subject matter experts to conduct training as required.

F3. Combat Skills Training (CST). CST is an integral part of any FT program. Lessons learned from past and current contingency operations have taught us the importance of maintaining a higher level of combat readiness. Although the inclusion of combat skills-focused training into FT 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.

F4. Skills And Knowledge Training (SKT). Wartime or contingency environments often involve specialized and unique mission-essential equipment that civil engineers do not use daily. Mission essential contingency equipment and trainer expertise are unavailable at most CONUS installations due to the cost and complexity. Personnel must be hands-on certified, and the certification must be documented in their CFETP. AFI 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*, Attachment 4, identifies the minimum number of trained personnel (positions) by specialty and the frequency requirements. Inadequate training on these key equipment items can negatively affect Air Force contingency operations.

F5. AF Expeditionary (ES) Training Requirement. The AF must train as it fights and continually assess expeditionary readiness training across the AF continuum of learning to produce Airmen ready to support all combatant commands. Expeditionary readiness training must be relevant, timely, synchronized, standardized, and integrated to ensure combatant commands provide a standard presentation of forces to support specified mission requirements while maximizing efficiency. Expeditionary readiness training divides training into three categories to ensure Airmen receive the right training at the right time: Basic Airman Readiness, Basic Deployment Readiness, and Advanced Deployment Readiness. For additional information, refer to AFI 10-405, *Ready Airmen Training*.

F6. Expeditionary Training References.

F6.1. AFI 10-209, *RED HORSE Program*, Chapter 3 and Attachments 4-9 identify RED HORSE training requirements.

F6.2. AFI 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*, Chapter 4 and Attachments 2-8 identify the Prime BEEF training requirements.

F6.3. DAFMAN 36-2689, *Training Program*, and AFI 10-405, *Ready Airmen Training*, identifies expeditionary readiness training requirements.

PART II

F6.4. Web-based Training (WBT) products are available on [myLearning](#). Airmen completing these courses can receive credit for FT. Use group WBT products in a classroom setting to train as many personnel as possible. Document group training attendance on a sign-in roster IAW AFI 10-210.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

TOM D. MILLER, Lieutenant General, USAF
DCS/Logistics, Engineering and Force Protection

3 Attachments

1. Qualitative Requirements (Proficiency Code Key)
2. 3E6X1 Specialty Training Standard (STS)
3. 3E6X1 AFQTP Documentation Record

Attachment 1

Qualitative Requirements (Proficiency Code Key)

<i>This Block Is For Identification Purposes Only.</i>		
Name Of Trainee		
Printed Name (<i>Last, First, Middle Initial</i>)	Initials (Written)	SSAN (Last four)
Printed Name Of Trainer, Certifying Official and Written Initials		
<i>N/I</i>	<i>N/I</i>	

Note: Place a continuation sheet behind the CFETP when additional space is required.

Proficiency Code Key		
	Scale Value	Definition: The individual
Task Performance Levels	1	Can do simple parts of the task. Needs instruction or shown how to do most of the tasks. (Extremely Limited)
	2	Can do most parts of the task. Needs only help on the 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 to do the task 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 the 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	
5	This symbol in the core task column indicates that it is a 5-level core task.
7	This symbol in the core task column indicates that it is a 7-level core task.
9	This symbol in the core task column indicates that it is a 9-level core task.
^	This symbol in the core task column indicates that 3 rd party task certification is required.
*	This symbol in the deployment/SEI column indicates that the task is a deployment task.
+	This symbol in the deployment/SEI column indicates that the task is a Special Experience Identifier.
~	This symbol in the deployment/SEI/TQT column indicates that the task is CBRN Qualification Task (TQT)
2b/b	This mark in the course columns shows that training is required but not given due to resource limitations.
(I)	Use these marks in the course columns to show that training is multi-service.
◆	A diamond in the task column indicates it is a core task; however, due to equipment or funding constraints at some units, the completion of the AFQTP and/or web-based training course is all that is required for upgrade. Accomplish hands-on certification at the first opportunity when equipment or funding is available.
TQT	TQT in the task column indicates the task is a CBRN Qualification Task. IAW AFI 10-2503, the tasks will also be accomplished in MOPP 4 and annotated on the DAF 623A or DAF Form 797.
▲	A black triangle in the task column indicates an AFQTP is available.
△	A white triangle in the task column indicates an AFQTP is under development.
Specific tasks not identified with a symbol or proficiency code key indicate no provided training in the course. Major commands and/or units may establish scale values and combat training as mission requirements dictate.	
Use a task-knowledge scale value alone or with a task-performance scale value to define a level of knowledge for a specific task.	
Use a subject knowledge scale value 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.	

Attachment 2

A2. Specialty Training Standard

1. Tasks, Knowledge And Technical References	2. Tasks		3. Certification for OJT					4. Proficiency Codes Used To Indicate Training / Information Provided			
			A	B	C	D	E	A	B	C	D
	Core/Cert ^o	Deployment * SEL + TQT ^o	Tng Start Date	Tng Complete Date	Trainee Initials	Trainer Initials	Certify Initials	3 Skill level CRSE	5 Skill Level CDC	7 Skill Level Crse	9 Skill level CRSE
1. CIVIL ENGINEER (CE) CORE CONCEPTS COURSES TR: myLearning											
1.1. Complete CE 5-level Core Concepts Course	5										
1.2. Complete CE 7-level Core Concepts Course	7										
1.3. Career Progression							A				
1.4. Complete AFIT WMGMT 322 - Introduction to Project Management Course (AD Only)	5										
1.5. Complete AFIT WMGMT 436 - Requirements and Optimization (AD Only)	5										
1.6. Complete AFIT WMGMT 437 - Troop Construction Project Management Course (AD Only)											
2. AFS FUNCTIONS											
2.1. Operations Flight structure							B				
2.2. Publications							A				
2.3. Customer courtesies and communication							A				
3. OFFICE AUTOMATION SOFTWARE											
3.1. Spreadsheets											
3.1.1. Apply spreadsheet fundamentals	5 [^]						A				
3.1.2. Filter/sort spreadsheets	5 [^]						2b				
3.1.3. Format cells	5 [^]						2b				
3.1.4. Add/remove rows and columns	5 [^]						2b				
3.1.5. Apply formulas	5 [^]						2b				
3.1.6. Create charts	5 [^]						2b				
3.1.7. Create pivot tables	7 [^]							2b			
3.1.8. Produce spreadsheet reports	7 [^]							2b			
3.2. Presentation Slides											
3.2.1. Design presentation slides	7 [^]						2b				
4. REQUIREMENTS and OPTIMIZATION											

Attachment 2

1. Tasks, Knowledge And Technical References	2. Tasks		3. Certification for OJT					4. Proficiency Codes Used To Indicate Training / Information Provided			
	Core/Cert^A	Deployment * SEI + TQT ~	A	B	C	D	E	A	B	C	D
			Tng Start Date	Tng Complete Date	Trainee Initials	Trainer Initials	Certify Initials	3 Skill level CRSE	5 Skill Level CDC	7 Skill Level Crse	9 Skill level CRSE
4.1. Infrastructure TR: DAFI 32-9005; DAFPD 32-90; Real Estate Transactions Accountability & Inventory Playbook; Real Property Accountability and Inventory Playbook											
4.1.1. Base/Facilities/Real Property								A			
4.2. Warranty Guarantee Program TR: AFPD 32-10; ISO 55000; Ops Engineering Playbook; AFCAMP Playbook											
4.2.1. Warranty Repair Processes								A	B		
4.2.2. Create warranty record of asset record								a	c		
4.3. Asset Optimization TR: AFPD 32-10; ISO 55000; Ops Engineering Playbook; AFCAMP Playbook											
4.3.1. Complete AFIT WMGT 301 - Introduction to Asset Management (AD Only)	5										
4.3.2. Asset Management								B			
4.3.3. Activity Management								B			
4.3.4. Activity Management Roles and Responsibilities								A			
4.3.5. Activity Management Plans (AMP)								B			
4.3.6. Comprehensive Asset Management Plans (CAMPs)								B			
4.3.7. Integrated Priority List (IPL) Process											
4.4. Sustainment Management Systems TR: DAFPD 32-90; SMS Playbook											
4.4.1. SMS Fundamentals								A			
4.4.2. Asset Inventory and Assessment								A			
4.5. BUILDER TR: DAFPD 32-90; SMS Playbook											
4.5.1. Complete AFIT WMGT 131 - SMS Builder Level 1 Course (AD Only)	5										
4.5.2. Generate automated reports	5^							1a			
4.5.3. Perform qualitative and quantitative data analysis											

Attachment 2

1. Tasks, Knowledge And Technical References	2. Tasks		3. Certification for OJT					4. Proficiency Codes Used To Indicate Training / Information Provided			
	Core/Cert^A	Deployment * SEI + TQT ~	A	B	C	D	E	A	B	C	D
			Tng Start Date	Tng Complete Date	Trainee Initials	Trainer Initials	Certify Initials	3 Skill level CRSE	5 Skill Level CDC	7 Skill Level Crse	9 Skill level CRSE
4.6. Real Property Management TR: DAFI 32-9005; DAFPD 32-90; Real Estate Transactions Accountability & Inventory Playbook; Real Property Accountability and Inventory Playbook											
4.6.1. Fundamentals								A	B		
4.6.2. Validate data associated with RP records and reports									2b		
4.7. Preventive Maintenance Program TR: PM Playbook											
4.7.1. PM fundamentals								A	B		
4.7.2. Concepts of measuring maintenance								B			
4.7.3. Perform Corrective Maintenance (CM/PM) analysis											
4.7.4. Balanced PM Program								B			
4.7.5. Preventive Maintenance Task Lists (PMTL)								B			
4.8. Lifecycle Analysis TR: Ops Engineering Playbook; SMS Playbook; ISO 55000											
4.8.1. Life Cycle Management								A	B		
4.8.2. Generate lifecycle costs											
4.8.3. Generate lifecycle forecasts											
5. FINANCIAL MANAGEMENT TR: AFI 32-9002, AFI 65-601 V1, V2; DAFMAN 65-604; Ops Engineering Playbook; Cost Accounting Playbook; FIAR Guidance; Anti-Deficiency Act; Work Mgt Playbook											
5.1. Financial Management Fundamentals								A	B		
5.2. Facility Sustainment Model									A		
5.3. AF Data Elements									B		
5.4. Work Groups									B		
5.5. Element of Expense Investment Code/Object Class									B		

Attachment 2

1. Tasks, Knowledge And Technical References	2. Tasks		3. Certification for OJT					4. Proficiency Codes Used To Indicate Training / Information Provided			
	Core/Cert [^]	Deployment * SEI + TQT ~	A	B	C	D	E	A	B	C	D
			Tng Start Date	Tng Complete Date	Trainee Initials	Trainer Initials	Certify Initials	3 Skill level CRSE	5 Skill Level CDC	7 Skill Level Crse	9 Skill level CRSE
5.6. Anti-Deficiency Act									B		
5.7. Financial Improvement Audit Readiness (FIAR)									B		
5.8. Funds of the Civil Engineer								A			
6. WORK AUTHORIZATION and REIMBURSEMENT TR: Work Mgt Playbook; AFI 25-201, AFI 32-1020, AFI 65-106; AFMAN 32-1061; AFPD 25-2; DD Form 1144											
6.1. Classify CE work	5 [^]										
6.2. Perform work classification analysis	7 [^]										
6.3. Levels of approval authority								B			
6.4. Host Tenant and Interservice Support Agreements								A	B		
6.5. Support Agreement applicability									B		
7. WORK MANAGEMENT TR: Work Mgt Playbook; UFC 1-300-08; DD Form 1354; Ops Engineering Playbook;											
7.1. Process DD Form 2875, Security Access Authorization Requirement (SAAR)											
7.2. Work Priorities								B			
7.3. Prioritize Work								1a			
7.4. Workflow								B			
7.5. Submit Service Request	5 [^]							1a			
7.6. Service Request discrepancy resolution								A			
7.7. Process Work Task	5 [^]							1a			
7.8. Reject a Work Task	5 [^]							1a			
7.9. Attach documents to records	5 [^]							1a			
7.10. Process Facility Project	5 [^]							1a			
7.11. Facility Operations Facility Project								A			
7.12. Job Cost Accounting (Direct, Indirect Labor)								A			

Attachment 2

1. Tasks, Knowledge And Technical References	2. Tasks		3. Certification for OJT					4. Proficiency Codes Used To Indicate Training / Information Provided			
	Core/Cert^	Deployment * SEI + TQT ~	A	B	C	D	E	A	B	C	D
			Tng Start Date	Tng Complete Date	Trainee Initials	Trainer Initials	Certify Initials	3 Skill level CRSE	5 Skill Level CDC	7 Skill Level Crse	9 Skill level CRSE
7.13. Build Customized Reports											
7.14. Perform Labor Analysis	7^										
7.15. Perform Work Priority Trend Analysis	7^										
7.16. Work Scheduling Concepts							A				
7.17. Validate Work Plans	7^										
7.18. Create Asset Record								B			
7.19. Retire Asset Record								B			
7.20. Process Work Clearance (AF Form 103)	5^						1a				
7.21. Perform Close Procedures	5^						1a				
8. FACILITY MANAGEMENT PROGRAM TR: Work Mgt Playbook; Ops Engineering Playbook;											
8.1. Training program								A	B		
8.2. Facility Management Administration								A	B		
8.3. Facility Manager Responsibilities								A	B		
9. WORK REQUEST REVIEW BOARD TR: Work Mgt Playbook; Ops Engineering Playbook;											
9.1. Concepts								A	B		
9.2. Work Request Working Group (WRWG)									A		
10. METHODS of WORK ACCOMPLISHMENT TR: AFI 32-1022, TR: DAFI 32-1022; AFI 32-1023; FARS Part 16 and FAR Part 36; DFARS Part 216 and 236; AFFARS Part 5316, and Part 5336; Air Force Contracting Construction Guide											
10.1. Indefinite Delivery Indefinite Quantity (IDIQ)									A		
10.2. Simplified Acquisition Base Engineer (SABER)									A		
10.3. Multiple Award Construction Contract (MACC)									A		

Attachment 2

1. Tasks, Knowledge And Technical References	2. Tasks		3. Certification for OJT					4. Proficiency Codes Used To Indicate Training / Information Provided			
	Core/Cert^A	Deployment * SEI + TQT ~	A	B	C	D	E	A	B	C	D
			Tng Start Date	Tng Complete Date	Trainee Initials	Trainer Initials	Certify Initials	3 Skill level CRSE	5 Skill Level CDC	7 Skill Level Crse	9 Skill level CRSE
10.4. Capital Projects (Contracts)									A		
11. SERVICE CONTRACTS TR: AFI 63-138, AFI 64-102; Ops Engineering Playbook; Service Contract Playbook; Service Contract Reference Guide; AFARS Part 5107; FAR 10, FAR 37, and FAR Part 43; DFARS Part 215;											
11.1. Types									A		
11.2. Contract Officer Representative (COR)									A		
11.3. Reimbursable Agreement									A		
11.4. Requirements Identification									A		
11.5. Budget Estimate									A		
11.6. Funding Document									A		
11.7. Option Year Extension									A		
11.8. Market research analysis									A		
11.9. Statement of Work template									A		
11.10. Performance Work Statement template									A		
11.11. Independent Government Cost Estimate									A		
11.12. Source Selection									A		
11.13. Modifications									A		
11.14. Quality Assurance Program									A		
11.15. Surveillance									A		
11.16. Documentation									A		
12. MATERIEL CONTROL TR: Materiel Control Playbook;											
12.1. Organization, Roles, and Responsibilities								A			
12.2. Government Operated Civil Engineering Supply Store (GOCESS) TR: Materiel Control Playbook;											

Attachment 2

1. Tasks, Knowledge And Technical References	2. Tasks		3. Certification for OJT					4. Proficiency Codes Used To Indicate Training / Information Provided			
	Core/Cert [^]	Deployment * SEI + TQT ~	A	B	C	D	E	A	B	C	D
			Tng Start Date	Tng Complete Date	Trainee Initials	Trainer Initials	Certify Initials	3 Skill level CRSE	5 Skill Level CDC	7 Skill Level Crse	9 Skill level CRSE
12.2.1. Concepts									B		
12.2.2. U-Fix-It Program									B		
12.3. Warehouse Operations TR: AFI 90-821; DAFMAN 91-203; AFMAN 23-122, 32-7000;											
12.3.1. Fundamentals								A			
12.3.2. Establish General Storage											
12.3.3. Establish Special Storage											
12.3.4. Operate 10K/all-terrain forklift	5 [^]										
12.3.5. Operate 6K forklift	5 [^]										
12.3.6. Create specifications/inventory items	5 [^]							1a			
12.3.7. Set re-order points	5 [^]							1a			
12.3.8. Make inventory adjustments								1a	2b		
12.3.9. Create inventory storage area	5 [^]										
12.3.10. Perform inventory									2b		
12.3.11. Retire inventory item from stock									2b		
12.3.12. Approve Inventory Items											
12.3.13. Approve Inventory levels											
12.3.14. Approve Inventory adjustments											
12.3.15. Perform Inventory inquiry									b		
12.3.16. Process Hazardous Materiel									b		
12.3.17. Material disposal methods									B		
12.4. Types of Workflow TR: Materiel Control Playbook;											
12.4.1. Materiel acquisition workflow								A			
12.5. Materiel transactions TR: DAFI 64-117, AFI 65-118, AFI 65-601V1											
12.5.1. Create a Purchase Request	5 [^]							2b			
12.5.2. Process Purchase Request (PR)	5 [^]							2b			
12.5.3. Process Purchase Order (PO)	5 [^]							2b			

Attachment 2

1. Tasks, Knowledge And Technical References	2. Tasks		3. Certification for OJT					4. Proficiency Codes Used To Indicate Training / Information Provided			
	Core/Cert [^]	Deployment * SEI + TQT ~	A	B	C	D	E	A	B	C	D
			Tng Start Date	Tng Complete Date	Trainee Initials	Trainer Initials	Certify Initials	3 Skill level CRSE	5 Skill Level CDC	7 Skill Level Crse	9 Skill level CRSE
12.5.4. Monitor Purchase Order (PO)									2b		
12.5.5. Issue materiel	5 [^]							2b			
12.5.6. Process material receipt	5 [^]										
12.5.7. Verify Purchase Order Receipt	5 [^]										
12.5.8. Purchase Order (PO) discrepancy resolution									B		
12.6. Materiel Requisitions TR: TO 00-5-1; Technical Order System; Federal Acquisition Regulation (FAR); Federal Logistics data (FEDLOG)											
12.6.1. Avenues Of Requisition								A			
12.6.2. Contractor Operated Civil Engineering Supply Store (COCESS)									B		
12.6.3. Government-Wide Purchase Card (GPC)									A		
12.6.4. Blanket Purchase Agreement (BPA)									A		
12.6.5. Complete AF Form 9, Request for Purchase									b		
12.6.6. Prime Vendor									A		
12.6.7. Logistics Installations and Mission Support-Enterprise View (Limes-EV)									A		
12.6.8. Enterprise Solution-Supply (ES-S)									A		
12.6.9. Military Inter-Departmental Purchase Request (MIPR)									A		
12.6.10. Miscellaneous Obligation Reimbursement Document (MORD)									A		
12.6.11. Requisition from Logistics Readiness Squadron (LRS) - Customer Service									A		
12.7. Research methods											
12.7.1. Research items in Technical Orders								2b			
12.7.2. Research items in user manuals/catalogs								2b			
12.7.3. Research items in Federal Logistics (FEDLOG)								2b			

Attachment 2

1. Tasks, Knowledge And Technical References	2. Tasks		3. Certification for OJT					4. Proficiency Codes Used To Indicate Training / Information Provided			
	Core/Cert [^]	Deployment * SEI + TQT ~	A	B	C	D	E	A	B	C	D
			Tng Start Date	Tng Complete Date	Trainee Initials	Trainer Initials	Certify Initials	3 Skill level CRSE	5 Skill Level CDC	7 Skill Level Crse	9 Skill level CRSE
12.7.4. Research items in web-based sources								2b			
13. AFS CONTINGENCY RESPONSIBILITIES TR: AFPAM 10-219V1, V3, V4, V6; AFI 10-2501; AFTTP 3-4.7; AFTTP 3-32.18											
13.1. Concept of Operations		*						A			
13.1.1. GeoExPT (Geospatial Expeditionary Planning Tool)		*									
13.1.2. Rapid Airfield Damage Recovery (RADR) Warehouse Operations		*									
13.2. Unit Control Center (UCC) TR: AFPAM 10-219 V1, V2, V3, V6; DAFI 36-3803; AFMAN 10-2502											
13.2.1. Establish UCC operations (TQT)	5^	*~									
13.2.2. Recall Personnel		*									
13.2.3. Perform radio communications (TQT)	5^	*~						2b			
13.2.4. Maintain event logs (TQT)		*~						2b			
13.2.5. Maintain damage status boards/reports (TQT)		*~						2b			
13.2.6. Coordinate with appropriate agencies		*						2b			
13.2.7. Dispatch appropriate personnel and equipment (TQT)		*~						2b			
13.2.8. Create checklists	5^	*									
13.2.9. Accomplish UCC checklists (TQT)		*~						2b			
13.2.10. Maintain resource accountability (TQT)		*~						2b			
13.2.11. Situational Reports (SITREPS)		*							B		
13.2.12. Update Air Force Personnel Accountability System (AFPAAS)		*									
13.3. UCC resources TR: AFPAM 10-219V1, V3											
13.3.1. Personnel/teams		*						A			

Attachment 2

1. Tasks, Knowledge And Technical References	2. Tasks		3. Certification for OJT					4. Proficiency Codes Used To Indicate Training / Information Provided			
	Core/Cert [^]	Deployment * SEI + TQT ~	A	B	C	D	E	A	B	C	D
			Tng Start Date	Tng Complete Date	Trainee Initials	Trainer Initials	Certify Initials	3 Skill level CRSE	5 Skill Level CDC	7 Skill Level Crse	9 Skill level CRSE
13.3.2. Equipment		*						A			
13.3.3. Common Operational Picture (COP)/Common Installation Picture (CIP)		*						A			
13.4. Damage identification TR: AFPAM 10-219V3, V4; AFTTP3-32.11											
13.4.1. Pavement marking reference system (PMRS) grid coordinates		*						A			
13.4.2. Plot Unexploded Ordnance (UXO) (TQT)	5 [^]	*~						2b			
13.4.3. Plot bomblet fields	5 [^]	*						2b			
13.4.4. Plot spall fields	5 [^]	*						2b			
13.4.5. Plot craters	5 [^]	*						2b			
13.4.6. Plot Minimum Operating Strips (MOS)	5 [^]							2b			
13.5. Military grid reference system (MGRS) TR: AFPAM 10-219V3, V4; FM 3-25.26											
13.5.1. Plot contamination (TQT)		~						2b			
13.5.2. Plot facility damage								2b			
13.5.3. Expedient repair requirements								A			
13.6. Small Shelter System (SSS) TR: 35E5-6-01											
13.6.1. Assemble								2b	b		
13.6.2. Disassemble								2b	b		
13.6.3. Maintain								b	b		

Attachment 3

3E6X1 Air Force Qualification Training Package (AFQTP) Documentation Record

A3. AFQTP Documentation Record.

A3.1. To ensure each Operations Management Airman trains to the correct standard, an Air Force Qualification Training Package (AFQTP) for each core task. Trainees, trainers, and certifiers use these **mandated** AFQTPs in their on-the-job-training program for the upgrade to the 5- or 7-level.

A3.2. These AFQTPs ensure all aspects of the task are covered sufficiently and provide additional task knowledge in preparation for hands-on training. AFQTPs summarize procedures on a task performance checklist for use by trainers, certifiers, and trainees.

A3.2.1. The UTM or supervisor can download paper-based AFQTPs. Paper-based AFQTPs are on [myLearning](#) in the Civil Engineer topic area.

A3.2.2. In addition to the paper-based AFQTPs, there are web-based courses that are available on [myLearning](#) under Civil Engineering topic area.

A3.3. **Documentation.** Before signing off a core or diamond task in the JQS section of the individual training record, sign off the task first in the AFQTP section.

A3.3.1. **Core Tasks.** To document the completion, the supervisor or trainer opens the individual's training record, navigates to the QTP section, and enters the start and completed date with signatures.

A3.3.2. **Diamond (◆) Tasks.** Supervisors/Trainers DO NOT sign off the corresponding JQS task until the trainee has completed hands-on training. If the required equipment is not available at your location, completing the task's AFQTP web-based course or assessment with a passing score of 80% is all required for upgrade training. Accomplish hands-on certification at the first opportunity when equipment or funding is available.

Attachment 3

3E6X1 Air Force Qualification Training Package (AFQTP) Documentation Record

A3.4. 3E6X1 Core and Diamond Tasks Requirements.

Task Number	Tasks, Knowledge and Technical References	Core/Diamond Tasks		Certification of AFQTPs			
		5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials
1.0.	CIVIL ENGINEER (CE) COMMON CORE CONCEPTS COURSES						
1.1.	Complete 5 Level Core Concepts Course	*					
1.2.	Complete CE 7 Level Core Concepts Course		*				
1.4.	Complete AFIT WMGT 322 – Introduction to Project Management Course (AD only)		*				
1.5.	Complete AFIT WMGT 436 - Requirements and Optimization (AD Only)	*					
3.0.	OFFICE AUTOMATION SOFTWARE SUITES Accomplish Paper-Based AFQTP						
3.1.1.	Apply spreadsheet fundamentals	*					
3.1.2.	Filter/sort spreadsheets	*					
3.1.3.	Format cells	*					
3.1.4.	Add/remove rows and columns	*					
3.1.5.	Apply formulas	*					
3.1.6.	Create charts	*					
3.1.7.	Create pivot tables		*				
3.1.8.	Produce spreadsheet reports		*				
3.2.	Presentation Slides Accomplish Paper-Based AFQTP						
3.2.1.	Design presentation slides		*				
4.0	REQUIREMENTS and OPTIMIZATION						
4.3	Asset Optimization						
4.3.1	Complete AFIT WMGT 301 - Introduction to Asset Management (AD Only)	*					
4.5.	BUILDER Accomplish Paper-Based AFQTP						
4.5.1.	Complete AFIT WMGT 131 - SMS Builder Level 1 Course (AD Only)	*					
4.5.2.	Generate automated reports	*					
6.0.	WORK AUTHORIZATION and REIMBURSEMENT Accomplish Paper-Based AFQTP						
6.1.	Classify CE work	*					
6.2.	Perform work classification analysis		*				
7.0.	WORK MANAGEMENT Accomplish Paper-Based AFQTP						
7.5.	Submit Service Request	*					
7.7.	Process Work Task	*					
7.8.	Reject a Work Task	*					
7.9.	Attach documents to records	*					
7.10.	Process Facility Project	*					
7.14.	Perform Labor Analysis		*				

Attachment 3

3E6X1 Air Force Qualification Training Package (AFQTP) Documentation Record

7.15.	Perform Work Priority Trend Analysis		*				
7.17.	Validate Work Plans		*				
7.20.	Process Work Clearance (AF Form 103)	*					
7.21.	Perform Closeout Procedures	*					
12.0.	MATERIEL CONTROL						
12.3.	Warehouse Operations Accomplish Paper-Based AFQTP						
12.3.4.	Operate 10K/all-terrain forklift	*					
12.3.5.	Operate 6K forklift	*					
12.3.6.	Create specifications/inventory items	*					
12.3.7.	Set re-order points	*					
12.3.9.	Create inventory storage area	*					
12.5.	Materiel transactions Accomplish Paper-Based AFQTP						
12.5.1.	Create a Purchase Request	*					
12.5.2.	Process Purchase Request (PR)	*					
12.5.3.	Process Purchase Order (PO)	*					
12.5.5.	Issue material	*					
12.5.6.	Process material receipt	*					
12.5.7.	Verify Purchase Order Receipt	*					
13.0.	AFS CONTINGENCY RESPONSIBILITIES						
13.2.	Unit control center (UCC) Resources Accomplish Paper-Based AFQTP						
13.2.1.	Establish UCC operations	*					
13.2.3.	Perform radio communications	*					
13.2.8.	Create checklists	*					
13.4.	Damage identification Accomplish Paper-Based AFQTP						
13.4.2.	Plot Unexploded Ordnance (UXO)	*					
13.4.3.	Plot bomblet fields	*					
13.4.4.	Plot spall fields	*					
13.4.5.	Plot craters	*					
13.4.6.	Plot Minimum Operating Strips (MOS)	*					