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CAREER FIELD EDUCATION AND TRAINING PLAN

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Part I

Preface

This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education/training requirements and training support resources for the identified series. The CFETP provides Federal Wage System (FWS) personnel with a clear career path to success and instill rigor in all aspects of our job series training.

The CFETP consists of two parts used by the supervisor to plan, manage, and control training within the job series.

Part I includes the following:

- **Section A** provides general information about how the CFETP will be used.
- **Section B** identifies job series progression information, duties and responsibilities, training strategies, and the job series path.

Part II includes the following:

- **Section A** identifies the Family Series Training Standard (FSTS) to include duties, tasks, and technical references to support FWS training programs.
- **Section B** identifies available support materials.
- **Section C** identifies a training course index supervisors can use to determine resources available to support training. Included here are both mandatory and optional courses, and exportable courseware.

Using guidance provided in the CFETP will ensure individuals in the identified series 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. At the unit level, supervisors and trainers must use Part II to identify, plan, and conduct training commensurate with the overall goals of this guide and the local mission.



Section A: General Information

A1. Purpose

The CFETP may be used to document training and proficiency of the employee on associated task(s) by the supervisor or certified trainer. The FSTS ([Attachment 2](#)) portion of the CFETP is designed to be a tool for supervisors to use in assessing the skill level of current and new employees. The CFETP may be used to document training and proficiency of the employee on associated task(s) by the supervisor or certified trainer.

A2. Uses

Managers and supervisors may use the plan at all levels to ensure comprehensive and cohesive training programs are available for everyone in the FWS series.

A2.1. Federal Wage System Panel of the Functional Advisory Council

The Federal Wage System Panel of the Functional Advisory Council will develop/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 Air Force Civil Engineer Center Force Development Division (AFCEC/COF) to develop acquisition strategies for obtaining resources needed to provide the identified training.

A2.2. Federal Wage System Panel along with the Readiness and Training Managers

The Federal Wage System Panel along with the Readiness and Training Managers, will ensure their training programs complement the CFETP training requirements and identify requirements that can be satisfied by OJT, resident training, contract training, or exportable courses.

A2.3. Supervisors

Supervisors will guide individuals through completion of training specified in this plan.

A2.4. Individuals

Individuals complete training requirements specified in this plan. The list of courses in Part II of this CFETP will be used as a reference to support training.

A3. Coordination and Approval

The Air Force Civil Engineer Civilian Career Field Manager is the approval authority for the CFETP. The Federal Wage System Panel along with the Readiness and Training Managers will identify and coordinate on FWS series training requirements. Using the list of courses in [Part II](#), they will eliminate duplicate training.

A4. Head Quarters United States Air Force (HQ USAF)/A4C

HQ USAF/A4C will review this CFETP annually and make updates and changes as deemed appropriate. Please send recommended changes to the AFCEC/COF Training Support Section at DSN 523-6879 or comm. 850-283-6879 or [email](#).



Section B: FWS Progression and Information

B1. Series Descriptions

See specific Standard Core Personnel Document (SCPD) for the description.

B1.1. Specialty Summary

Integrates and synchronizes Operations Flight Work Force and Civil Engineer Materiel Control in contingency 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.

B2. Skill and Career Progression

It is essential everyone involved in training do their part to participate in, plan, manage, and conduct effective training. The guidance provided in this part of the CFETP will identify viable training at appropriate points in an individual's career.

B2.1. Apprentice/Helper (A/H)

B2.1.1. Upon completion of initial skills training, an employee may work with a trainer to enhance their knowledge and skills to perform at the highest attainable level within their series.

B2.1.2. Utilize the CDC and other exportable courses for subject and task fundamentals in the series.

B2.1.3. Encourage apprentice/helpers to continue academic education and begin Enlisted Professional Military Education (EPME) by enrolling in Airman Leadership School either in-residence or by correspondence course.

B2.2. Journeyman (J)

B2.2.1. Journeymen may enhance their skills by engaging in additional training. After completing training, they may be assigned job positions such as team leader, trainer, or task certifier. Journeymen can pursue leadership training and skills to qualify for potential advancement to Work Leader or Work Supervisor positions.

B2.2.2. Encourage journeyman to enroll in the Noncommissioned Officer Academy (NCOA) either in-residence or by correspondence course.

B2.3. Craftsman (C)

B2.3.1. Craftsmen may continue to advance their skills by completing additional training. They may be assigned job positions such as team leader, trainer, or task certifier. Craftsmen are encouraged to pursue leadership training and skills to qualify for potential advancement to Work Leader or Work Supervisor positions.

B2.3.2. Encourage craftsmen to continue academic education and complete NCOA either in-residence or by correspondence course, civilian leadership courses and degree programs.



B2.3.3. Master Craftsman are typically graded higher than WG-10 where skills, knowledge and abilities require higher technical abilities than standard craftsmen. They are duty/location specific and not for all job series.

B2.4. Work Leader (WL)

B2.4.1. Work Leaders are expected to perform limited supervisory duties or act as a team lead.

B2.4.2. Completion of the Air Force Institute of Technology (AFIT) Civilian Supervisors Course (WMGT 571) is highly encouraged.

B2.4.3. Should pursue increased knowledge of budget, manpower, resources, and personnel management.

B2.4.4. Recommend pursuit of additional higher education and completion of courses outside of their job series for career broadening opportunities.

B2.4.5. Encourage Work Leaders to continue academic education and complete NCOA either in-residence or by correspondence course, civilian leadership courses and degree programs.

B2.5. First Line Supervisor

B2.5.1. A supervisor can be expected to fill positions such as the Element Chief or Special Projects Supervisor.

B2.5.2. Must enroll and complete required mandatory supervisor or manager training courses within 1 year of appointment to a supervisory or managerial position and complete experience training every 3 years, thereafter.

B2.5.3. Completion of the AFIT Civilian Supervisors Course (WMGT 571) is highly encouraged.

B2.5.4. Should pursue increased knowledge of budget, manpower, resources, and personnel management.

B2.5.5. Recommend pursuit of additional higher education and completion of courses outside of their job series for career broadening opportunities.

B2.5.6. Encourage supervisors to continue academic education and complete Senior Noncommissioned Officer Academy (SNCOA) by correspondence, civilian leadership courses and degree programs.

B3. Correspondence Course Directions

Nonresident attendance for professional military education courses is accomplished through the [Air Force \(AF\) Portal](#).

B3.1. Step 1

Login to the [AF Portal](#).

B3.2. Step 2

Copy and paste the [Air University URL](#) into your browser.

B3.3. Step 3

Choose the “Distance Learning” tab on the on the right-side menu.



B3.4. Step 4

Select the appropriate course.

B4. Enlisted Professional Military Education (EPME)

Scheduling enlisted professional military education for civilian personnel is a responsibility of AFPC/DP3DW unless otherwise noted. See [Department of Air Force Instruction \(DAFI\) 36-2670, Total Force Development](#), for more detailed information.

B4.1. Airman Leadership School (ALS)

Airman Leadership School resident attendance is scheduled by the local ALS commandant. Commandants build an annual schedule shortly after the staff sergeant (E-5) promotion release. Eligible AF and Department of Defense (DoD) civilians are considered priority 3 for ALS. [DAFI 36-2670](#) encourages ALS leadership to the extent possible, distribute Priority 2 and 3 students throughout the year to maximize diversity in the classroom.

B4.2. Noncommissioned Officer Academy (NCOA)

Selection and scheduling are accomplished by AFPC/DP3DW. Eligible AF and DoD civilians are considered priority 3 for NCOA and are considered on a space available basis.

B4.3. Senior Noncommissioned Officer Academy (SNCOA)

Selection and scheduling are accomplished by AFPC/DP3DW and is driven by the senior master sergeant (E-8) promotion release. Eligible AF and DoD civilians are considered priority 4 for SNCOA and are considered on a space available basis.

B5. Career Building Blocks (CBBs) and Continuous Development Framework Model

B5.1. Career Building Blocks (CBBs)

The CBBs illustrate the dispersion of grades and relative experience levels (apprentice, journeyman, craftsman). As you progress through the grades, so should your breadth of experience. This not only includes technical experience, but leadership, supervisory and management experience as well. Using various on-the-job training, military, and civilian vocational schools, and professional military education (PME), forms the foundation of the CBBs and the “Develop Exceptional Leaders” portion of the strategic vision in the Civil Engineer (CE) Human Capital Road Map.

B5.1.1. CBBs

The CBBs are an illustration or an example of your individual development plan or career path. Your individual roadmap may be different than others based on your occupational series and/or career path. The CBBs provide a few examples of development opportunities at the tactical, operational, and strategic levels of performance. Click [here](#) to view the CBBs for your job series.

B5.1.2. Career Goals

Once you have established your career goals, identify a mentor to help you align your steps in this learning and development continuum. A mentor can help you identify different kinds of experience and training you will need as well as the tools to attain them. Mentors also serve as a sounding board and can help you reassess or adjust your



career goals when events in your life or career necessitate changes. As you complete these steps and move toward your career goals, it is important to reassess your goals. Once this is accomplished, you and your mentor will be able to further your progression and advancement through the continuous development framework model. Refer to Figure 1 (below) for visual reference.

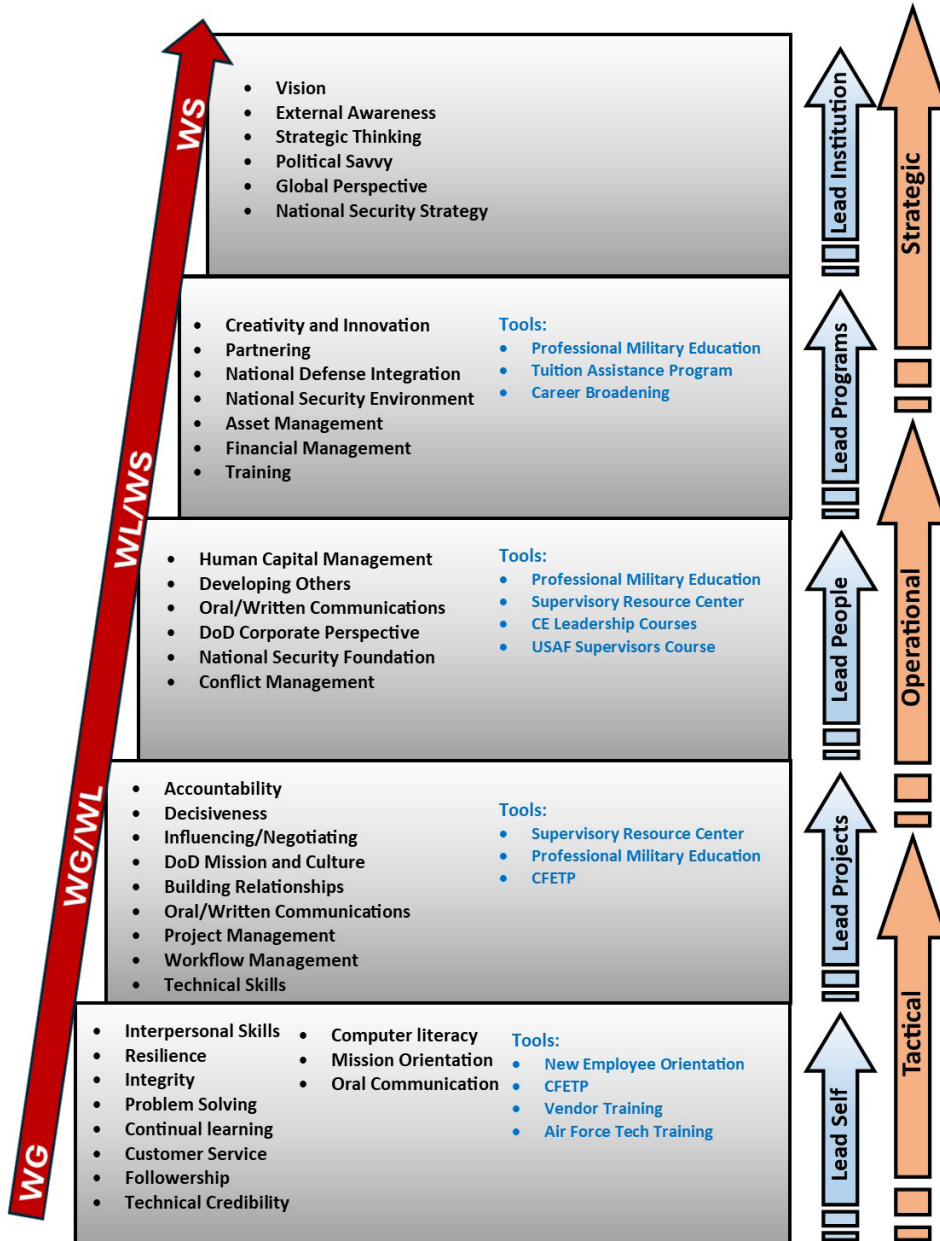


Figure 1: Continuous Development Framework Model



GENERAL SCHEDULE CAREER BUILDING BLOCKS OPERATIONS MANAGEMENT – Enterprise Leaders (EL)

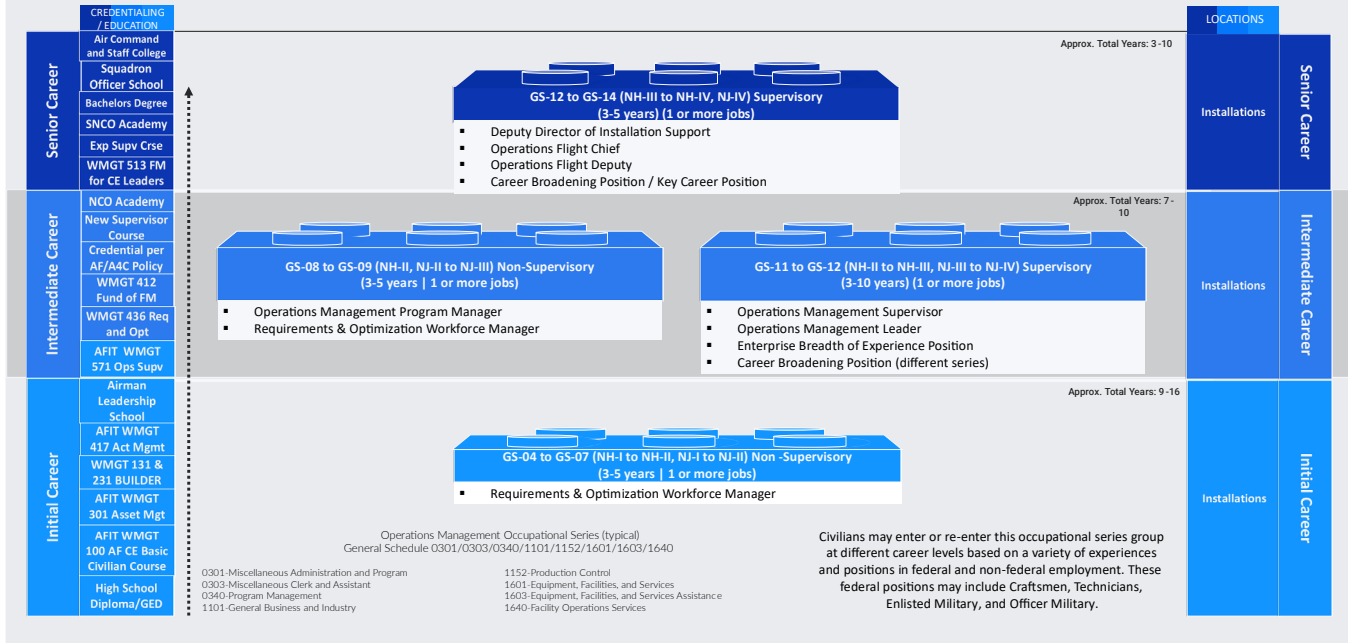


Figure 2: Civil Engineer Civilian Career Building Blocks Operations Management – Enterprise Leaders (EL)

GENERAL SCHEDULE CAREER BUILDING BLOCKS OPERATIONS MANAGEMENT – Functional Experts/Leaders (FEL)

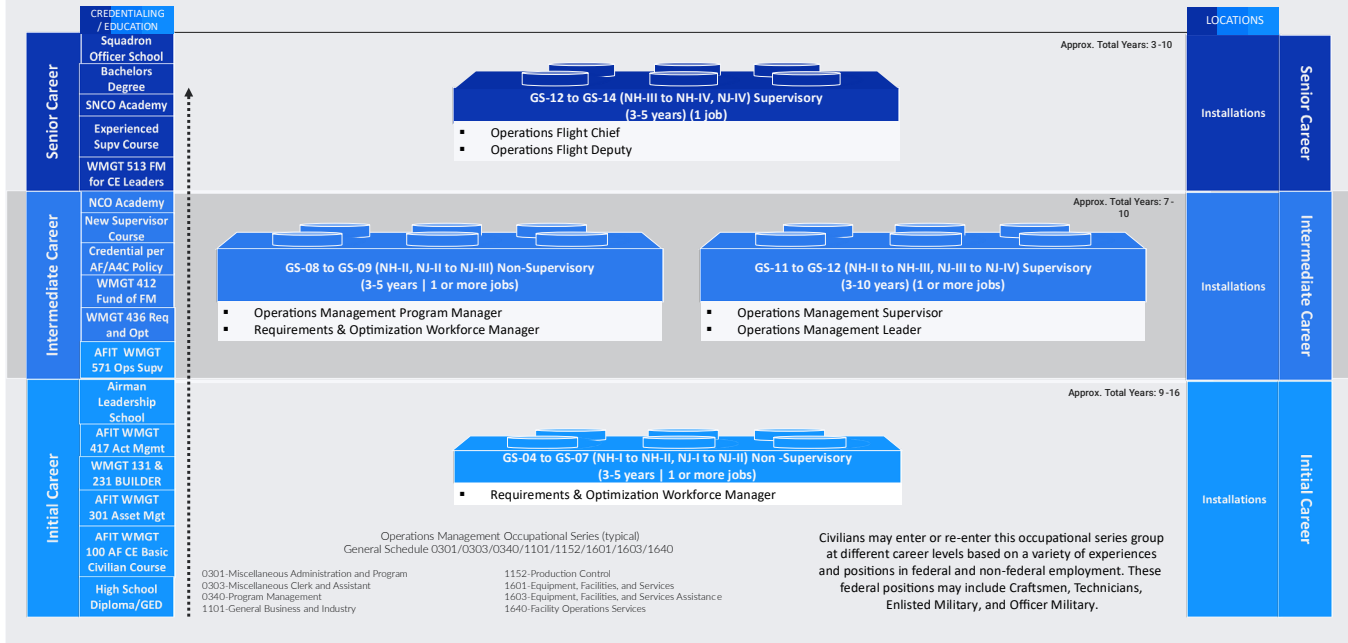


Figure 3: Civil Engineer Civilian Career Building Blocks Operations Management – Functional Experts/Leaders (FEL)



Part II

Section A: Family Series Training Standard (FSTS)

A1. Implementation

This FSTS is used for technical training provided by Air Education and Training Command (AETC), OJT and COTS training documentation.

A2. Purpose

As prescribed in [DAFI 36-2670, Total Force Development](#), [DAFMAN 32-2670, Civil Engineer Federal Wage System Force Development](#) and in collaboration with the Air Force Civilian Career Field Manager (AFCCFM), this FSTS is mandatory for all FWS job series working under the AF Specialty Code 3E6X1, regardless of duty assignment. Each employee must use an automated training record.

A2.1. Column 1 (*Tasks, Knowledge, and Technical References*)

Lists the most common performance and knowledge requirements and supporting technical references (TR) necessary for an employee to perform duties in the Apprentice, Journeyman, Craftsman, and Supervisor level successfully. The required behaviors will be used as the context for which learning will be assessed.

A2.2. Column 2 (*Core Tasks*)

The CFM or shop foreman is responsible for identifying the mandatory tasks for each duty position within a job series at their specific location. Tasks identified have Core and/or Certification requirements, Civilian Deployment needs, or those designated with a Special Experience Identifier (SEI).

A2.2.1 Column 2 (*Deployment/SEI*)

Tasks identified as mandatory for employees who perform roles in Mission Critical, Mission Essential or have been identified for a civilian deployment tasking.

A2.3. Column 3 (*Provides Certification for OJT*)

Used to record completion of tasks and knowledge training requirements. Task certification requires the task to be trained by a trainer designated by the supervisor. The trainer can be either civilian or military. The training start and completion date are documented, the task is signed by the employee and either the work center supervisor, a Staff Sergeant (or above), Civilian equivalent, or the unit training manager. This action will complete the task certification.

Note: The “trainer” signing the record MUST be the work center supervisor, work leader, a Staff Sergeant (or above), Civilian equivalent, or the Unit Training Manager. This person does not necessarily train the task but will ensure the training is conducted by a qualified trainer prior to completing task certification.



Note: If a work center supervisor, Work Leader, a Staff Sergeant (or above), Civilian equivalent, or the unit training manager are not available in a shop or unit to certify a task, the Operations Flight deputy commander will designate a certifier within the flight.

A2.3.1. Task Certification

Task certification of core and critical tasks. Require a training completion date and initials of the employee, trainer, and a certifier. All non-core tasks require training completion date and initials of the employee and trainer only.

A2.3.2. Performance Standard

All training requirements are trained and qualified to the “Go” level. “Go” means the individual can perform the task without assistance and meets local demands for accuracy, timeliness and, if applicable, correct use of procedures and Technical Orders.

A2.4. Column 4 (Codes Used to Indicate level of Training)

Indicates whether the task is a Knowledge (K), Performance (P) or Performance and Knowledge (PK). Codes are provided in columns labeled for each level of experience. These are labeled A/H for Apprentice/Helper, J for Journeyman, C/WL for Craftsman or Work Leader and S for Supervisor. Identifies duty position tasks and their associated training requirements using a proficiency code. It shows the proficiency to be demonstrated on the job by the employee as a result of hands-on training on the task, knowledge and the career knowledge provided by formal courses, career development courses (CDCs), distance learning (DL) web-based training (WBT) and Air Force Qualification Training Packages (AFQTPs). CDC listings are maintained by the unit training manager (UTM) for current CDC listings.

A2.5. Qualitative Requirements.

Contains the proficiency code key used to indicate the level of training and knowledge provided by computer-based training (CBT), WBT, commercial off the shelf (COTS), in-resident training, and career development courses.

A2.6. Job Qualification Standard (JQS)

The FSTS becomes the Job Qualification Standard (JQS) for on-the-job training (OJT) when entries are made in the FSTS. For OJT, the tasks in Column 1 are trained and qualified to the go/no go level. “Go” means the individual can perform the task without assistance and meets local requirements for accuracy, timeliness, and correct use. JQS is used according to [DAFI 36-2670, Total Force Development](#) and [DAFMAN 32-2670, Civil Engineer Federal Wage System Force Development](#). AFQTPs are available on [myLearning](#) to ensure that all supervisors use standardized procedures for training. When used as a JQS, the following requirements listed below apply.

A2.6.1. Documentation

Document and certify completion of training.

A2.6.1.1. Duty position

Requirements for each duty position (task group) will be developed and identified by the work center supervisor and loaded into the automated training



management application. Completion of the identified tasks is mandatory for all duty positions. Ensure the correct duty position title is listed in the Profile section of the employee's automated training record.

A2.6.1.2. AFQTP Training and Documentation

AFQTPs have been created for several task groups to fulfill performance (P) and knowledge (K) requirements for upgrade/qualification training. Each AFQTP provides the step-by-step procedures for the trainee, trainer, and certifier in completing each.

A2.6.1.2.2. Hands-On Training

For performance (P) training requirements, DO NOT sign off the tasks in the JQS until the employee has completed hands-on/certification training.

A2.6.2. Transcribing from previous versions to new CFETP

The UTM and supervisor must conduct a review of the new STS to identify any new tasks and add those tasks to their unit specific duty positions.

A2.6.2.1. Previous training certification not listed

If previous training certifications are not listed in the individual training record, select the task to be transcribed, and click on the transcribe button. Enter the date of the original certification and sign off the task(s). The employee will then sign off the task(s) to finalize the transcription of previous training certification. The automated application will place an entry into the employee's training record and must be acknowledged by the transcriber and employee.

A2.6.2.2. Transcribing external training certification

If an employee attended a formal training course and received appropriate accreditation, select the formal training section of the users automated training record and locate the course title in the master task list, then enter the completion date. If the course is not listed, contact the Unit Education Training Manager (UETM) to have it loaded from the master catalog. If it is not listed in the master catalog, contact AFCEC/COF to have it loaded in the master catalog.



Section B: Course Objective List

B1. Measurement

Measurement of each learning objective is indicated as follows:

B1.1. Use of Progress Checks (PCs) & Rubrics

Indicates formal measurement of knowledge (K) and/or performance (P) elements.

B2. Standard

Standards for measurement are indicated in the course objectives and delineated on the individual progress checklist and rubrics. The minimum standard is 70% on knowledge progress checks. Trainer assistance is used as the standard for performance progress checks and is provided, as warranted during the progress check. Employee may be required to repeat all or parts of the learning outcome until satisfactory performance is attained.

B3. Proficiency Level

Student must demonstrate mastery on each learning outcome/objective before progressing to the next learning requirement.

B4. Course Objective List

These objectives are listed in the sequence taught by Blocks of Instruction. Per [Air Education and Training Command Instruction \(AETCI\) 36 - 2651, *Basic Military and Technical Training*](#), a detailed listing of the initial skills course learning objectives in the Basic Course are listed in the 3E4X1 Air Force Specialty Code (AFSC) STS.



Section C: Support Material

C1. Air Force Qualification Training Packages (AFQTP)

C1.1. AFQTP Documentation Record

The AFQTPs for each task group are identified on the AFQTP Documentation Record located in [Attachment 3](#).

C1.2.1. Applicable AFQTPs

For a complete list of up-to-date applicable AFQTPs go to [myLearning](#).

C1.2.2. Web-based Courses

In addition to the AFQTPs, there are web-based courses or assessments developed for certain tasks that are available on [myLearning](#) under AFCEC in the specialty topic area.

C2. Career Development Course (CDC) Assessment for CE CDC/DL Course

C2.1. CDC Assessments

AFCEC/COF has developed CDC assessments for each AF CE career field, and they are located on the [myLearning](#) under AFCEC in the topic header CE CDCs Assessments.

C2.2. CDC Purpose

CDC assessments are for the sole purpose of providing the trainer and the supervisor a predictive indicator of whether the employee has a solid grasp on the knowledge portions of the STS.



Section D: Education and Training Course Index

D1. Purpose

This section of the CFETP identifies training courses available for the 3E6X1 Specialty. Refer to [Education and Training Course Announcements](#) for information on the AF in-residence courses.

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

Course Number	Title	Developer
J3ABR3E631 00AG	Operations Management Apprentice	366 TRS

Table 1: AF In-Residence Courses/MTT Courses

D3. Air Force Career Development Academy (AFCDA) Courses

Course Number	Title	Edit Code
CDC 3E651	Operations Management Journeyman	M-01

Table 2: AFCDA Courses

D4. Exportable/Web-based Courses/Information

Course Number	Title	Developer
Web based	Civil Engineer 5-Level Core Concepts Course	AFCEC/COF
Web based	Civil Engineer 7-Level Core Concepts Course	AFCEC/COF
Web based	RADR Warehouse Operations Course	AFCEC/COF
Web based	Unit Control Center Operations Course	AFCEC/COF
Web based	Air Force Emergency Management Course	AFCEC/COF
WMGT 131	SMS Builder Level 1	AFIT
WMGT 301	WMGT 301	AFIT
WMGT 322	Introduction to Project Management	AFIT
WMGT 417	Activity Management Course	AFIT
WENG 436	Requirements and Optimization Course	AFIT

Table 3: Exportable/Web-based Courses

D5. Leadership Training and Academic Fellowships through the Eaker Center

Title:

- Squadron Officers School (SOS)
- Developing Supervisor Course
- Defense Emerging Leader Program
- Civilian Associate's Degree Program
- Civilian Bachelor's Degree Program
- Civilian Master's Degree Program

Located at: [Civilian Force Development Homepage](#)

**Attachment 1 – Qualitative Training Requirements (Proficiency Code Key)****A1. Qualitative Training Requirements**

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



Attachment 2 – FWS Family Series Training Standard (FSTS)

A2. Family Series Training Standard (FSTS)

A2.1. Identification

In the training record User Profile section, the UTM will assign individuals to the correct work center, upon in-processing into the unit.

A2.2. Specialty Tasks

The following are tasks the work center supervisor will use to track each duty position created for their work center.

Behavioral Statement FSTS Coding System	
Code	Definition
K	Subject Knowledge Training - The verb selection identifies the individual's ability to identify facts, state principles, analyze, or evaluate the subject.
P	Performance Training - Identifies that the individual has performed the task to the satisfaction of the trainer/certifier; however, the individual may not be capable of meeting the field requirements for speed and accuracy.
PK	Performance Knowledge Training - The verb selection identifies the individual's ability to relate advanced facts, procedures, operating principles, and operational theory for the task.
X	Formal Course
*	Core Task. These are mandatory tasks identified by the Career Field Manager

Table 4: Behavioral Statement FSTS Coding System

See the [Federal building competency model](#)



1. Tasks, Knowledge and Technical References	2. Tasks	3. Certification For OJT					4. Proficiency Codes			
		A	B	C	D	E	A	B	C	D
	Core/Cert	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	GS 1-6 or Apprentice	GS 7-9 or Journeyman	GS 10-11 or Work Leader	Supervisor
1. Civil Engineer Courses TR: CE Virtual Learning Center (VLC); AFDD 2-4-2; AFIs 32-1022, 36-2101, 38-101, 51-903										
1.1. Accomplish CE 5-Level Core Concepts Course (Must complete WBT)							K	X	X	X
1.2. Accomplish CE 7-Level Core Concepts Course (Must complete WBT)								K	X	X
1.3. CE Core Concepts							K	K	K	K
1.4. Civilian Supervisor Course									X	X
1.5. WMGT 571 Course									X	X
1.6. Complete AFIT WMGT 322 – Project Management									X	X
1.7. Complete AFIT WMGT 301 – Intro to Asset Management							X	X		
1.8. Complete AFIT WMGT 417 – Activity Management									X	X
1.9. Complete AFIT WMGT 436 – Requirements and Optimization								X	X	X
1.10. Complete AFIT WMGT 131 - Level 1 Builder Course							X	X	X	X



2. JOB SERIES FUNCTIONS												
2.1. Operations Flight structure								K	K	K	K	
2.2. Publications								K	K	K	K	
2.3. Customer courtesies and communication								K	K	K	K	
2.4. Career Progression								K	K	K	K	
3. OFFICE AUTOMATION SOFTWARE												
3.1 Spreadsheets												
3.1.1. Apply spreadsheet fundamentals								K	-	-	-	
3.1.2. Filter/sort spreadsheets								pk	pk	pk	pk	
3.1.3. Format cells								pk	pk	pk	pk	
3.1.4. Add/remove rows and columns								pk	pk	pk	pk	
3.1.5. Apply formulas								pk	pk	pk	pk	
3.1.6. Create charts								pk	pk	pk	pk	
3.1.7. Create pivot tables								P	pk	pk	pk	
3.1.8. Produce spreadsheet reports								P	pk	pk	pk	
3.2. Presentation Slides												
3.2.1. Design presentation slides								pk	pk	pk	pk	
4. REQUIREMENTS and OPTIMIZATION												
4.1 Complete TRIRIGA Overview								P	P	P	P	
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									K	K	K	
4.2. Warranty Guarantee Program TR: AFPD 32-10; ISO 55000; Ops Engineering Playbook; AFCAMP Playbook												
4.2.1. Warranty Repair Processes									K	K	K	
4.2.2. Create warranty record of asset record									pk	pk	pk	
4.3. Asset Optimization TR: AFPD 32-10; ISO 55000; Ops Engineering Playbook; AFCAMP Playbook												
4.3.1. Asset Management									K	K	K	K
4.3.2. Activity Management									K	K	K	K
4.3.3. Activity Management Roles and Responsibilities									K	K	K	K
4.3.4. Activity Management Plans (AMP)									K	K	K	K
4.3.5. Comprehensive Asset Management Plans (CAMPs)											K	K
4.3.6. Integrated Priority List (IPL) Process											K	K
4.4. Sustainment Management Systems TR: DAFPD 32-90; SMS Playbook												
4.4.1. SMS Fundamentals									K	K	K	K
4.4.2. Asset Inventory and Assessment									K	K	K	K
4.5. BUILDER TR: DAFPD 32-90; SMS Playbook												
4.5.1. Generate automated reports									P	pk	pk	pk



4.5.2. Perform qualitative and quantitative data analysis								P	pk	pk
4.6. Real Property Management TR: DAFI 32-9005; DAFFPD 32-90; Real Estate Transactions Accountability & Inventory Playbook; Real Property Accountability and Inventory Playbook										
4.6.1. Fundamentals								K	K	K
4.6.2 Validate data associated with RP records and reports								K	P	pk
4.6.3 Perform qualitative and quantitative data analysis								K	pk	pk
4.6.4 Update records								K	pk	pk
4.7. Preventive Maintenance Program TR: PM Playbook										
4.7.1. PM fundamentals								K	K	K
4.7.2. Concepts of measuring maintenance								K	K	K
4.7.3. Perform Corrective Maintenance analysis								K	P	pk
4.7.4. Balanced PM Program								K	K	K
4.7.5. Preventive Maintenance Task Lists (PMTL)								K	K	K
4.8. Lifecycle Analysis TR: Ops Engineering Playbook; SMS Playbook; ISO 55000										
4.8.1. Life Cycle Management								K	pk	pk
4.8.2. Generate lifecycle costs								K	pk	pk
4.8.3. Generate lifecycle forecasts								K	pk	pk
5.0. 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								K	K	K
5.2. Facility Sustainment Model								K	K	K
5.3. AF Data Elements								K	K	K
5.4. Work Groups								K	K	K
5.5. Element of Expense Investment Code/Object Class								K	K	K
5.6. Anti-Deficiency Act								K	K	K
5.7. Financial Improvement Audit Readiness (FIAR)								K	K	K
5.8. Funds of the Civil Engineer								K	K	K
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								K	P	pk
6.2. Perform work classification analysis								P	pk	pk



6.3. Levels of approval authority								K	K	K	K
6.4. Host Tenant and Interservice Support Agreements								K	P	pk	pk
6.5. Support Agreement applicability										K	K
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)									P	pk	pk
7.2. Work Priorities								K	K	K	K
7.3. Prioritize Work								pk	pk	pk	pk
7.4. Work Flow								K	K	K	K
7.5. Submit Service Request								pk	pk	pk	pk
7.6. Service Request discrepancy resolution								K	K	K	K
7.7. Process Work Task								pk	pk	pk	pk
7.8. Reject a Work Task								K	pk	pk	pk
7.9. Attach documents to records								pk	pk	pk	pk
7.10. Process Facility Project								K	pk	pk	pk
7.11. Facility Operations Facility Project									pk	pk	pk
7.12. Job Cost Accounting (Direct, Indirect Labor)								K	pk	pk	pk
7.13. Build Customized Reports									pk	pk	pk
7.14. Perform Labor Analysis									pk	pk	pk
7.15. Perform Work Priority Trend Analysis										pk	pk
7.16. Work Scheduling Concepts								K	pk	pk	pk
7.17. Validate Work Plans										pk	pk
7.18. Create Asset Record								pk	pk	pk	pk
7.19. Retire Asset Record								pk	pk	pk	pk
7.20. Process Work Clearance (AF Form 103)								pk	pk	pk	pk
7.21. Perform Close Procedures								pk	pk	pk	pk
8. FACILITY MANAGEMENT PROGRAM											
TR: Work Mgt Playbook; Ops Engineering Playbook											
8.1. Training program								K	K	K	K
8.2. Facility Management Administration								K	K	K	K
8.3. Facility Manager Responsibilities								K	K	K	K
9. WORK REQUEST REVIEW BOARD											
TR: Work Mgt Playbook; Ops Engineering Playbook											
9.1. Concepts								K	K	K	K



9.2. Work Request Working Group (WRWG)								pk	pk	pk
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)								K	K	K
10.2. Simplified Acquisition Base Engineer (SABER)								K	K	K
10.3. Multiple Award Construction Contract (MACC)								K	K	K
10.4. Capital Projects (Contracts)								K	K	K
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								K	K	K
11.2. Contract Officer Representative (COR)								K	P	pk
11.3. Reimbursable Agreement								K	P	pk
11.4. Requirements Identification								K	P	pk
11.5. Budget Estimate								K	P	pk
11.6. Funding Document								K	K	K
11.7. Option Year Extension								K	P	pk
11.8. Market research analysis								K	P	pk
11.9. Statement of Work template								K	P	pk
11.10. Performance Work Statement template								K	P	pk
11.11. Independent Government Cost Estimate								K	P	pk
11.12. Source Selection								K	P	pk
11.13. Modifications								K	P	pk
11.14. Quality Assurance Program								K	P	pk
11.15. Surveillance								K	P	pk
11.16. Documentation								K	P	pk
12. MATERIEL CONTROL TR: Materiel Control Playbook										
12.1. Organization, Roles, and Responsibilities								K	K	K
12.2. Government Operated Civil Engineering Supply Store (GOCESS) TR: Materiel Control Playbook										
12.2.1. Concepts								K	P	pk
12.2.2. U-Fix-It Program								K	P	pk



12.3. Warehouse Operations											
TR: AFI 90-821: DAFMAN 91-203; AFMAN 23-122, 32-7000											
12.3.1. Fundamentals								K	K	K	K
12.3.2. Establish General Storage								K	K	K	K
12.3.3. Establish Special Storage								K	K	K	K
12.3.4. Operate 10K/all-terrain forklift								pk	pk	pk	pk
12.3.5. Operate 6K forklift								pk	pk	pk	pk
12.3.6. Create specifications/inventory items								P	pk	pk	pk
12.3.7. Set re-order points								P	pk	pk	pk
12.3.8. Make inventory adjustments								P	pk	pk	pk
12.3.9. Create inventory storage area								P	pk	pk	pk
12.3.10. Perform inventory								P	pk	pk	pk
12.3.11. Retire inventory item from stock								P	pk	pk	pk
12.3.12. Approve Inventory Items								K	pk	pk	pk
12.3.13. Approve Inventory levels								K	P	pk	pk
12.3.14. Approve Inventory adjustments								K	P	pk	pk
12.3.15. Perform Inventory inquiry								P	P	pk	pk
12.3.16. Process Hazardous Materiel								P	P	pk	pk
12.3.17. Material disposal methods								K	K	K	K
12.4. Types of Workflow											
TR: Materiel Control Playbook											
12.4.1. Materiel acquisition workflow								K	K	K	K
12.5. Materiel transactions											
TR: DAFI 64-117, AFI 65-118, AFI 65-601V1											
12.5.1. Create a Purchase Request								P	pk	pk	pk
12.5.2. Process Purchase Request (PR)								P	pk	pk	pk
12.5.3. Process Purchase Order (PO)								P	pk	pk	pk
12.5.4. Monitor Purchase Order (PO)								K	P	pk	pk
12.5.5. Issue materiel								P	pk	pk	pk
12.5.6. Process material receipt								P	pk	pk	pk
12.5.7. Verify Purchase Order Receipt								P	pk	pk	pk
12.5.8. Purchase Order (PO) discrepancy resolution								K	P	pk	pk
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								K	K	K	K



12.6.2. Contractor Operated Civil Engineering Supply Store (COCESS)								K	K	K	
12.6.3. Government-Wide Purchase Card (GPC)								K	K	K	
12.6.4. Blanket Purchase Agreement (BPA)								K	K	K	
12.6.5. Complete AF Form 9, Request for Purchase								P	pk	pk	
12.6.6. Prime Vendor								K	K	K	
12.6.7. Logistics Installations and Mission Support-Enterprise View (Limes-EV)								K	K	K	
12.6.8. Enterprise Solution-Supply (ES-S)								K	K	K	
12.6.9. Military Inter-Departmental Purchase Request (MIPR)								K	K	K	
12.6.10. Miscellaneous Obligation Reimbursement Document (MORD)								K	K	K	
12.6.11. Requisition from Logistics Readiness Squadron (LRS) - Customer Service								K	K	K	
12.7. Research methods											
12.7.1. Research items in Technical Orders								P	pk	pk	pk
12.7.2. Research items in user manuals/catalogs								P	pk	pk	pk
12.7.3. Research items in Federal Logistics (FEDLOG)								P	pk	pk	pk
12.7.4. Research items in web-based sources								P	pk	pk	pk
13. CONTINGENCY RESPONSIBILITIES TR: AFPAM 10-219V1, V3, V4, V6; AFI 10-2501; AFTTP 3-4.7; AFTT 3-32.18											
13.1. Concept of Operations								K	K	K	K
13.1.1. GeoExPT (Geospatial Expeditionary Planning Tool)								K	pk	pk	pk
13.1.2. Rapid Airfield Damage Recovery Warehouse Operations								K	pk	pk	pk
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								P	pk	pk	pk
13.2.2. Recall Personnel								P	pk	pk	pk
13.2.3. Perform radio communications								pk	pk	pk	pk
13.2.4. Maintain event logs								pk	pk	pk	pk
13.2.5. Maintain damage status boards/reports								pk	pk	pk	pk
13.2.6. Coordinate with appropriate agencies								pk	pk	pk	pk
13.2.7. Dispatch appropriate personnel and equipment								pk	pk	pk	pk



13.2.8. Create checklists							pk	pk	pk	pk
13.2.9. Accomplish UCC checklists							pk	pk	pk	pk
13.2.10. Maintain resource accountability							pk	pk	pk	pk
13.2.11. Situational Reports (SITREPS)							K	pk	pk	pk
13.2.12. Update Air Force Personnel Accountability System (AFPAAS)							K	pk	pk	pk



Attachment 3 – Air Force Qualification Training Package (AFQTP) Tracker

A3. AFQTP Documentation Record

A3.1. To ensure each Operations Management and Materiel Control Specialist is trained to the correct standard an AFQTP has been developed for each task group identified in their STS. These AFQTPs are to be used by the employee, trainer and certifier in their on-the-job training program for qualification training and developmental training.

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 employees.

A3.2.1. The UTM or supervisor can download paper based AFQTP's. Paper-based AFQTP's are found on [CE DASH](#) under documents in the AFQTP folder.

A3.2.2. In addition to the paper-based AFQTPs there are web-based courses or assessments developed for certain tasks that are available on [myLearning](#) under AFCEC in the Home Station topic area.

A3.3. Documentation. Before a core or diamond task can be signed off in the JQS section of the individual automated training record, the task must be signed off in the QTP section first.

A3.4. AFQTP Tracker

Task Number	Tasks, Knowledge and Technical References	Core Tasks		Certification of AFQTPs			
		Apprentice/ Journeyman	Work Leader / Supervisor	Tng Start	Tng Complete	Trainee Initials	Trainer Initials
1.	CIVIL ENGINEER (CE) COMMON CORE CONCEPTS COURSES						
1.1.	Complete 5 Level Core Concepts Course	X					
1.2.	Complete CE 7 Level Core Concepts Course		X				
1.3.	Complete AFIT WMGT 322 - Project Management (AD only)		X				
1.4.	Complete AFIT WMGT 436 – Requirements and Optimization (AD only)	X					
3.	OFFICE AUTOMATION SOFTWARE SUITES Accomplish Paper-Based AFQTP						
3.1.1.	Apply spreadsheet fundamentals	X					



3.1.2.	Filter/sort spreadsheets	X					
3.1.3.	Format cells	X					
3.1.4.	Add/remove rows and columns	X					
3.1.5.	Apply formulas	X					
3.1.6.	Create charts	X					
3.1.7.	Create pivot tables		X				
3.1.8.	Produce spreadsheet reports		X				
3.2.	Presentation Slides Accomplish Paper-Based AFQTP						
3.2.1.	Design presentation slides		X				
4.5.	BUILDER Accomplish Paper-Based AFQTP						
4.5.1.	Complete AFIT WMGT 131 - Level 1 Builder Course (AD Only)	X					
4.5.2.	Generate automated reports	X					
6.	WORK AUTHORIZATION and REIMBURSEMENT Accomplish Paper-Based AFQTP						
6.1.	Classify CE work	X					
6.2.	Perform work classification analysis		X				
7.	WORK MANAGEMENT Accomplish Paper-Based AFQTP						
7.5.	Submit Service Request	X					
7.7.	Process Work Task	X					
7.8.	Reject a Work Task	X					
7.9.	Attach documents to records	X					
7.10.	Process Facility Project	X					
7.14.	Perform Labor Analysis		X				
7.15.	Perform Work Priority Trend Analysis		X				
7.17	Validate Work Plans		X				
7.20.	Process Work Clearance (AF Form 103)	X					
7.21.	Perform Closeout Procedures	X					
12.	MATERIEL CONTROL						
12.3.	Warehouse Operations Accomplish Paper-Based AFQTP						
12.3.4.	Operate 10K/all-terrain forklift	X					
12.3.5.	Operate 6K forklift	X					
12.3.6.	Create specifications/inventory items	X					
12.3.7.	Set re-order points	X					
12.3.9.	Create inventory storage area	X					



12.5.	Materiel transactions Accomplish Paper-Based AFQTP						
12.5.1.	Create a Purchase Request	X					
12.5.2.	Process Purchase Request (PR)	X					
12.5.3.	Process Purchase Order (PO)	X					
12.5.5.	Issue material	X					
12.5.6.	Process material receipt	X					
12.5.7.	Verify Purchase Order Receipt	X					
13.	AFS CONTINGENCY RESPONSIBILITIES						
13.2.	Unit control center (UCC) Resources Accomplish Paper-Based AFQTP						
13.2.1.	Establish UCC operations	X					
13.2.3.	Perform radio communications	X					
13.2.8.	Create checklists	X					
13.4.	Damage identification Accomplish Paper-Based AFQTP						
13.4.2.	Plot Unexploded Ordnance (UXO)	X					
13.4.3.	Plot bomblet fields	X					
13.4.4.	Plot spall fields	X					
13.4.5.	Plot craters	X					



Appendix A – Acronyms

Acronym	Definition
AETC	Air Education and Training Command
AETCI	Air Education and Training Command Instruction
AF	Air Force
AFCCFM	Air Force Civilian Career Field Manager
AFCDA	Air Force Career Development Academy
AFCEC	Air Force Civil Engineer Center
AFCEC/COF	Air Force Civil Engineer Center Force Development Division
AFIT	Air Force Institute of Technology
AFQTP	Air Force Qualification Training Package
AFSC	Air Force Specialty Code
ALS	Airman Leadership School
CBB	Career Building Block
CBT	Computer-Based Training
CDC	Career Development Course
CE	Civil Engineer
CFETP	Career Field Education and Training Plan
CFM	Career Field Management
COTS	Commercial Off The Shelf
DAFI	Department of Air Force Instruction
DAFMAN	Department of Air Force Manual
DL	Distance Learning
DoD	Department of Defense
EPME	Enlisted Professional Military Education
FSTS	Family Series Training Standard
FWS	Federal Wage System
HAF	Headquarters Air Force
HQ	Headquarters
IAW	In Accordance With
JQS	Job Qualification Standard
MTT	Mobile Training Team
NCOA	Noncommissioned Officer Academy
OJT	On-the-Job Training
PCs	Progress Checks
PME	Professional Military Education
SCPD	Standard Core Personnel Document
SEI	Special Experience Identifier
SNCOA	Senior Noncommissioned Officer Academy
SOS	Squadron Officers School
STS	Specialty Training Standard
TOC	Table of Contents
TR	Technical References
USAF	United States Air Force



Acronym	Definition
UETM	Unit Education Training Manager
UTM	Unit Training Manager
WBT	Web-Based Training



Appendix B - Master List of Links

Content	Location	Web Address
AETCI 36 - 2651, <i>Basic Military and Technical Training</i>	Part II, B4	https://static.e-publishing.af.mil/production/1/aetc/publication/aetci36-2651/aetci36-2651.pdf
AFIT Course List	Appendix C	https://www.afit.edu/ce/
Air Force Portal	Part I, B3 Part I, B3.1	https://www.my.af.mil/
Air University URL	Part I, B3.2	https://www.airuniversity.af.edu/GCPME/
CE Career Field Team SharePoint	Appendix C	https://usaf.dps.mil/sites/10016/Federal Wage System/Forms/AllItems.aspx?viewpath=%2Fsites%2F10016%2FFederal%20Wage%20System%2FForms%2FAllItems%2Easpx
CE DASH	Attachment 3, A3.2.1	https://usaf.dps.mil/teams/10758/CEtraining/SitePages/Home.aspx
CE Training Email	Part I, A4	afcec.ce.training@us.af.mil
Classification Standards	Appendix C	https://www.opm.gov/policy-data-oversight/classification-qualifications/classifying-federal-wage-system-positions/#url=5300
DAFI 36-2670, <i>Total Force Development</i>	Part I, B4 Part I, B4.1 Part II, A2 Part II, A2.6	https://static.e-publishing.af.mil/production/1/af_a1/publication/dafi36-2670/dafi36-2670.pdf
DAFMAN 32-2670, <i>Civil Engineer Federal Wage System Force Development</i>	Part II, A2 Part II, A2.6	https://static.e-publishing.af.mil/production/1/af_a4/publication/dafman32-2670/dafman32-2670.pdf
DoD Civilian COOL	Appendix C	http://dod-civ-cool-review.s3.amazonaws.com/index.htm
Education and Training Course Announcements	Part II, D1 Appendix C	https://usaf.dps.mil/teams/app10-etca/SitePages/home.aspx?isdlg=1&IsDlg=1
Enlisted Professional Military Education (EPME)	Appendix C	https://www.airuniversity.af.edu/
Federal Building Competency Model	Attachment 2, A.2.2	https://www.gsa.gov/system/files/FBPTA%20Competencies%20Model%20update%20DEC%202024.xlsx
Job Series CBBs	Part I, B5.1.1	https://usaf.dps.mil/sites/10016/Career%20Building%20Blocks/Forms/AllItems.aspx
Civilian Force Development Homepage	Part II, D5 Appendix C	https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?xid=13085
myLearning	Part II, A2.6 Part II, C1.2.1 Part II, C1.2.2 Part II, C2.1 Attachment 3, A3.2.2 Appendix C	https://lms-jets.cce.af.mil/moodle/
Red Vector	Appendix C	https://afcec.redvector.com/lpe/course/search/b2b
FWS Series Qualification Standard (WGSQS)	Appendix C	https://www.opm.gov/policy-data-oversight/classification-qualifications/federal-wage-system-qualifications/%23url=List-of-Approved-Job-Elements



Appendix C - Resources

Resource/Term	Definition
Air Force Civil Engineer Center (AFCEC)	The focal point for all Civil Engineer training development.
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. Review the Course list .
Air Force Qualification Training Package (AFQTP)	An instructional package designed for use as a training resource to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. AFQTPs identify the AF's standardized method for performing the task. The AFQTP may be printed (paper-based), computer-based, in other audiovisual media formats, or all three.
Career Development Course (CDC)	A self-paced correspondence course published to provide the information necessary to satisfy the career knowledge component of OJT. These courses are developed from references identified in the CFETP. CDCs will contain information on basic principles, techniques, and procedures common to a military AFSC or civilian job series. They do not contain information on specific equipment or tasks unless best illustrating a procedure or technique having utility to the entire career field.
Career Field Education and Training Plan (CFETP)	A comprehensive, multipurpose document encapsulating the entire spectrum of education and training for various FWS series. It outlines a logical growth plan that includes training resources and is designed to make job series training identifiable, to eliminate duplication, and to ensure this training is budget defensible.
Career Field Manager (CFM)	An individual on the Air Staff charged with the responsibility for overseeing all training and career field management aspects of multiple AF job series in a functional area.
CE Career Field Team SharePoint	Contains information on leadership courses and civilian tuition assistance for degree programs. See: Civil Engineer Career Field Team SharePoint .
Civilian Force Development Homepage	Contains descriptions and requirements for several civilian training opportunities such as degree programs and civilian leadership courses. Click here to view the homepage.
Classification Standard	Job grading standards provide information used in determining the occupational series and title of jobs performing trades, craft, and labor work in the Federal Government. They also provide grading criteria for positions classified under the Federal Wage System (FWS). Click here to view Classification Standards.
Commercial Off the Shelf (COTS)	Commercially procured training products or in-resident vendor training.
Computer-Based Training (CBT)	A self-paced stand-alone computer product used to deliver interactive subject and task knowledge.



Resource/Term	Definition
Core Tasks	Mandatory tasks which the CFM has identified as a minimum qualification requirement within a job series or duty position. These tasks are derived from the Standard Core Personnel Document (SCPD) for each job series.
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, courses are offered by AFIT, Air University, and Training Detachments.
DoD Civilian COOL	On-line source for civilian credentialing opportunities.
Duty Position Tasks	Tasks identified by the work center supervisor as critical and common training tasks needed for the duty position and mission accomplishment.
Education & Training Course Announcements (ETCA)	Web platform , which contains descriptions, requirements, and reporting procedures for in resident Air Force courses.
Enlisted Professional Military Education (EPME)	EPME provides a continuum of learning through progressive courses concentrated on developing Military and Civilian Airmen. EPME plays a vital role in preparing Civilian Airmen for increased supervision, leadership, and management challenges. The three levels of AF EPME are Airman Leadership School, Noncommissioned Officer Academy and Air Force Senior Noncommissioned Officer Academy. All levels of EPME are available to FWS civilians in accordance with DAFI 36-2685 and DAFI 36-2687. Click here for more Information about EPME.
Family Series Training Standard (FSTS)	Describes skills and knowledge that FWS Employees in a particular job series need on the job and for future career development opportunities. It further serves as the overall training requirements for a Wage Series taught in the resident and nonresident courses as well as an on-the-job training program
Functional Advisory Council (FAC)/Federal Wage System Panel	The Federal Wage System Panel is one of the four panels that make up the Civil Engineer FAC. The Federal Wage System Panel charter is to work issues, develop policy, and provide recommendations to the FAC on matters related to civilian FWS requirements. The Federal Wage System Panel works through the FAC, in service to the CE Total Force community.
myLearning	Anytime, anywhere learning within DoD consisting of instructional modules comprised of sharable content objectives in an Internet/Intranet environment. Click here for mylearning.
On-the-Job Training (OJT)	Hands-on, over-the-shoulder training conducted to certify personnel in job qualification (duty position certification) training.
Proficiency Training	Additional training, either in-residence, advanced/supplemental training courses, or on-the-job training provided to personnel to increase their skills and knowledge beyond the minimum.



Resource/Term	Definition
Red Vector	Commercial web-based training available free of charge to CE employees. Courses are effective for certification renewal and earn Continuing Educations Units (CEUs). Click here for Red Vector site.
Regional Training Site (RTS)	Total Force training centers managed by the Air National Guard. These sites offer training on specialized military equipment and are available to civilians who require training for local mission needs. Training can be coordinated through the FWS Force Development Team at AFCEC/COF.
Resource Constraints	Resource deficiencies, such as money, facilities, time, manpower, or equipment that precludes desired training from being delivered.
Total Force	All collective AF components (Active Duty, Reserve, Guard, and Civilian elements) of the USAF.
Vendor Training	Training provided to the Air Force by a third party. Typically, a private vendor in the private sector not affiliated with the Department of Defense. Vendor training can be in the form of Web-Based Training, Computer-Based Training, or in resident training at a temporary duty location or even hosted on an Air Force installation.
Federal Wage System Series Qualification Standard (WGSQS)	A comprehensive task list that describes a particular series or duty position. Used by supervisors to document task qualifications. The tasks on the AFWGSQS are common to all persons serving in the described duty position. Click here for qualifications.
FWS Series Training	A mix of formal training (technical school) and informal training (on-the-job) to develop, maintain and enhance FWS series specific technical skills.
Web-Based Training	A form of Distance Learning. The term Web-Based just means the training is online and requires access to the internet in addition to the actual course content.