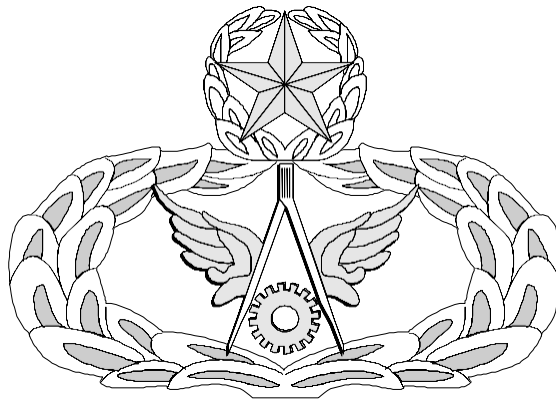


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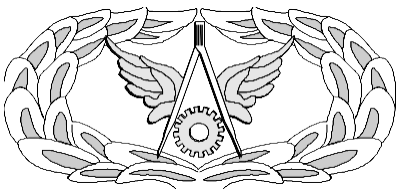
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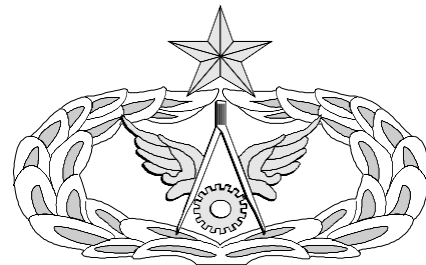
OPERATIONS MANAGEMENT



MASTER



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CAREER FIELD EDUCATION AND TRAINING PLAN

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CAREER FIELD EDUCATION AND TRAINING PLAN

OPERATIONS MANAGEMENT SPECIALTY AFSC 3E6X1

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PREFACE

This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education and training requirements and training support resources, and minimum core task requirements for this specialty, Operations Management. The Career Field Education and Training Plan provides personnel a clear career path to success and instills rigor in all aspects of career field training. Note: Civilians occupying associated positions use Part II to support duty position qualification 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 overall management of the specialty.

- Section A provides general information about how the CFETP will be used.
- Section B identifies career field progression information, 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 displays resource constraints.
- Section E identifies transition training guide 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 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.
- Section E identifies MAJCOM-unique training requirements supervisors can use to determine additional training required for the associated qualification needs.
- Section F identifies home station training references and course material required for this specialty in support of contingency/wartime training.

Using 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 work force for tomorrow's jobs.

ABBREVIATIONS/TERMS EXPLAINED

Advanced Distributive Learning System (ADLS). Anytime, anyplace learning within DoD consisting of instructional modules comprised of sharable content objectives in an Internet/Intranet environment.

Advanced Training (AT). A formal course training toward a technical or supervisor level Air Force Specialty (AFS). Training is for selected career Airmen in the advanced technology level of the AFS. Graduates are not awarded a new AFSC.

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 Enlisted Classification Directory (AFECD). The Official directory for all military enlisted classification descriptions, codes, and identifiers. The specialty descriptions and codes will be used to identify each Air Force job (valid requirements) and describes the minimum mandatory qualifications of personnel to fill these jobs. The updated AFECD is available at AF Personnel Center's web site located at [myPers](#) under the military classification menu.

Air Force Civil Engineer Center (AFCEC). Formally, Air Force Civil Engineer Support Agency (AFCESA), the focal point for all Civil Engineer training development. All individual AFSC Force Development Managers (FDMs) are located at AFCEC.

Air Force Credentialing Opportunities On-Line (AF COOL) Program. AF COOL replaced the CCAF Credentialing and Education Research Tool (CERT). The AF COOL Program can be accessed through the AF 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 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. Course lists can be accessed at the [AFIT Civil Engineer School Course Catalog](#).

Air Force Training Record (AFTR). Electronic training database to document training and access is located at the [Civil Engineer Virtual Learning Center \(CE-VLC\)](#).

Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS). A comprehensive task list that describes a particular job type or duty position. Used by supervisors to document task qualifications. The tasks on 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 or program, or on a piece of equipment. AFQTPs identify the Air Forces standardized method for performing the task. The AFQTP may be printed (paper-based), computer-based, in other audiovisual media formats, or all three. If determined by the AFCFM, a paper-based; along with a computer-based product may be needed to satisfy a particular training requirement.

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

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

Civil Engineer Virtual Learning Center (CE-VLC). Anytime, anyplace learning within the Civil Engineer Community consisting of instructional modules and skill-level awarding course material specific to the AFSC.

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

Core Tasks (*). 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 that have been identified by the work center supervisor as having a detrimental effect on mission accomplishment if not performed correctly. Critical tasks may or may not be the same as core tasks but are mandatory if identified as 'critical' to the individuals 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, completion of the tasks AFQTP is all that is required for upgrade and qualification training. Hands-on certification will be accomplished 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, courses are offered by Air Force Institute of Technology, Air University, Air Education Training Command and Training Detachment.

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). 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 completed via distance learning (DL) courses to establish a foundation for continued development. Resident EPME requirements include Airman Leadership School (ALS), NCOA, SNCOA and the Chief Leadership Course (CLC). Resident attendance is not duplicative of the basic EPME requirements, but builds upon the competencies obtained to achieve higher proficiency levels.

Expeditionary Combat Support-Training Certification Center (ECS-TCC). Total Force training center managed by the Air Force Reserve Command.

Force Development Manager (FDM). An individual assigned to the Air Force Civil Engineer Center (AFCEC) charged with the responsibility for overseeing all training and career field management aspects of a specific Air Force Civil Engineer specialty.

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

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

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

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

On-the-Job Training (OJT). Hands-on, over-the-shoulder training conducted to certify personnel in both upgrade (skill-level award) and 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 required for upgrade.

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

Regional Training Site (RTS). Total Force training centers managed by the Air National Guard.

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

Specialty Training. A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in the award of a skill level.

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

Specialty Training Requirements Team (STRT). Prior to a Utilization and Training Workshop (U&TW), the Air Force Career Field Manager along with 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. The STRT is also used to create or revise training standards and for the types of training. The team finalizes the CFETP, specialty description and develops a standard for all courses.

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 which provides individuals who are 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.

Task Qualification Training (TQT). Training conducted after Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive 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). Identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 5-, 7-, and 9-skill levels.

Utilization and Training Workshop (U&TW). An executive decision meeting 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 and 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 AFCFMs, MFMs, commanders, training managers, 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, advanced, and 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 award of the 3-skill level. For our career field, this training is provided by AETC at the 366 TRS, Sheppard AFB, TX.

A1.2. Upgrade Training. Identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of 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. It is designed to provide the performance skills/knowledge training required to do the job.

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

A1.5. Proficiency Training. Additional training either in-residence, exportable advanced training courses, or on-the-job training, provided to people to increase their skills and knowledge beyond the minimum required for upgrade.

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. It is used to help supervisors 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 the delivery methods.

A1.6.4. Identifies major resource constraints that impact 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 each individual in the specialty.

PART 1

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 resources needed to provide the identified training.

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 must be identified for inclusion into the plan.

A2.3. Unit Education and Training Managers and supervisors must ensure each individual completes the mandatory upgrade training requirements (including MAJCOM supplemental requirements) specified in this plan.

A2.4. Each individual will complete mandatory 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 AFCFM is the approval authority. Also, the Air Force Career Field Manager will initiate an annual review of this document to ensure currency and accuracy. Major Command representatives and AETC training personnel will identify and coordinate on the career field training requirements. Using the list of courses in Part II, they will eliminate duplicate training.

PART 1**SECTION B - CAREER FIELD PROGRESSION AND INFORMATION**

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

B1.1. Specialty Summary. Apprentice (3E631), Journeyman (3E651), and Craftsman (3E671). Integrates and synchronizes Operations Flight Work Force and Civil Engineer Materiel Control in contingency, wartime, and peacetime situations for work performed by Civil Engineer work forces. 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 with focus 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 feedback to internal and external customers to improve processes, 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 materiel management of stock levels through analysis and establishment of 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 to 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 are made to support Asset Management Plans and investment plans. Oversees workflow and coordination to support customer requirements. Ensures supplies, materiel and required equipment are provided for work activities. Submits and reviews supply and equipment requisitions. Provides data to inform mid to long-term planning goals. Solves complex problems with materiel acquisitions and procurement procedures. Manages recurring and non-recurring contracted services to include 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 are utilized. 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. It is essential that everyone involved in training must do his or her part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure each individual receives viable training at appropriate points in their career.

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/DL course, Air Force Qualification Training Packages (AFQTP), 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 all upgrade training requirements are completed, supervisors and Unit Training Managers (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 mandatory Civil Engineer (CE) 5-Level Core Concepts Course Distance Learning (DL) product located on the [CE-VLC](#) prior to beginning CDC/DL course.

PART 1

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

B2.2.4. Must complete, as a **minimum**, twelve months OJT before award of the 5-level (nine months for re-trainees that were awarded a five level in a previous AFSC).

B2.2.5. Must complete the appropriate Basic Enlisted Professional Military Education (EPME) and Resident EPME as outlined in Air Force Instruction 36-2656, *Developmental Education*

B2.2.6. Enter into continuation training to broaden technical experience base.

B2.2.7. Use CDC/DL course and other reference material listed in the Enlisted Promotions References and Requirements Catalog to prepare for Weighted Airman Performance System (WAPS) testing.

B2.2.8. Pursue a Community College of the Air Force (CCAF) degree.

B2.2.9. Complete WMGT 301, Introduction to Asset Management and WMGT 436, Requirements and Optimization Air Force Institute of Technology (AFIT) courses.

B2.2.10. After all upgrade training requirements are completed, supervisors and UTMs coordinate upgrade procedures.

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

B2.3.1. Craftsman 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. Completion of CE 7-Level Core Concepts Course located on the [CE-VLC](#) and 100% core tasks are basic prerequisites for seven skill level award.

B2.3.3. Must complete, as a **minimum**, twelve months OJT before award of the 7-level (six months for re-trainees that were awarded a seven level in a previous AFSC).

B2.3.4. Must complete the appropriate Resident EPME as outlined in Air Force Instruction, 36-2656 *Developmental Education*.

B2.3.5. Should take continuation training courses to broaden technical knowledge or management of resources and personnel.

B2.3.6. Use reference material listed in the Enlisted Promotions References and Requirements Catalog to prepare for Weighted Airman Performance System (WAPS) testing. Starting with the fall 2019 test cycle, Airmen testing for the rank of E-7 through E-9 are not required to WAPS test.

B2.3.7. Continue academic education through CCAF and higher degree programs is encouraged.

B2.3.8. Must complete WMGT 417, Activity Management Air Force Institute of Technology (AFIT) course. WMGT 301 and WMGT 436 are prerequisites to attend this course.

PART 1

B2.3.9. When training requirements are completed, supervisors and UTMs coordinate upgrade procedures.

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

B2.4.1. Superintendents can be expected to fill positions such as flight chief, section chief, element superintendent, and various staff positions.

B2.4.2. Completion of Civil Engineer Superintendent Course (AFIT WMGT 570) is mandatory for Active Duty and Air Force Reserve SMSgt's. This course is highly encouraged for Air National Guard SMSgt's and mandatory to be promoted to CMSgt.

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

B2.4.3. Must complete the appropriate Resident EPME as outlined in Air Force Instruction, 36-2656 *Developmental Education*.

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

B2.4.5. Continue academic development through higher education is recommended.

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

B2.5. Chief Enlisted Manager (CEM) (3E000 - CMSgt).

B2.5.1. CEMs work in a variety of similar jobs and functional areas where general managerial and supervisory abilities can be most effectively used and challenged.

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

B2.5.3. Must complete the appropriate Resident EPME as outlined in Air Force Instruction, 36-2656 *Developmental Education*.

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 when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training. The following decisions were made by a career field Specialty Training Requirements Team (STRT) held at Sheppard AFB, TX from 27 - 29 Nov 2017.

B3.1. Initials Skills Training. The initial skill course was reviewed for content. Additions, deletions, and modifications were made to the course. Wartime training tasks were identified and validated.

B3.2. Five Level Upgrade Training Requirements. Existing CDCs were eliminated, Specialty Task Standards were reviewed, added, and validated. Additions and deletions of core tasks as well as modifications to proficiency codes were made. Completion of the AFIT Introduction to Asset Management and the Requirements and Optimization Courses were added.

B3.3. Seven Level Upgrade Training Requirements. Seven-level training requirements were reviewed and updated. Completion of the AFIT Activity Management Course was added.

B3.4. Proficiency Training. Any additional knowledge and skill requirements that were not taught through initial skills or upgrade training are assigned as continuation training. Purpose of continuation training is to provide training exceeding minimum upgrade training requirements with emphasis on present and future duty positions. MAJCOMs must develop a continuation-training program that ensures personnel in the Operations Management career field receive the necessary training at the appropriate point in their careers. The training program will identify both mandatory and optional training requirements.

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). Enrollment in the Community College of the Air Force occurs upon completion of 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, Community College of the Air Force offers the following:

PART 1

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, a trade skill certification is awarded for the primary occupational specialty. The college uses a competency-based assessment process for trade skill certification at one of four proficiency levels: Apprentice, Journeyman, Craftsman (Supervisor), or Master Craftsman (Manager). All are transcribed on the CCAF transcript.

B5. CCAF Degree Completion Requirements (64 Semester Hours). The Maintenance Production Management Associates Degree (4VJG) applies to the 3E6X1 AFSC. Prior to completing a CCAF degree, the individual must be awarded a 5-level and the following requirements must be met:

<u>Course</u>	<u>Semester Hours</u>
Technical Education	24
Leadership, Management, and Military Studies (LMMS)	6
Physical Education	4
General Education	15
Program Elective	15
Technical Education; Leadership, Management, and Military Studies or General Education	
Total	64

B5.1. Technical Education (24 semester hours). A minimum of 12 semester hours of Technical Core subjects and courses must be applied and the remaining semester hours applied from Technical Core or Technical Elective subjects and courses.

<u>Technical Core Requirements</u>	<u>Semester Hours</u>
CCAF Internship	18
Human Resource Management	3
Maintenance Management	3
Management Information Systems	14
Production Management	6
Scheduling and Production Control	15
Statistics	3
System Management	6
Vehicle Integrated Management System	9

B5.2. Technical Electives.

<u>Technical Electives</u>	<u>Semester Hours</u>
Computer Science	6
Environmental Compliance	3
Industrial Safety	3
Principles of Accounting	3
Quality Assurance	3

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B5.3. Leadership, Management, and Military Studies (LMMS) (6 Semester Hours). Professional military education and or civilian management courses.

B5.4. Physical Education (4 Semester Hours). This requirement is satisfied by completion of Basic Military Training.

B5.5. General Education (15 Semester Hours). Applicable courses must meet the criteria for application of courses to the General Education Requirements and be in agreement with the definitions of applicable General Education subjects/courses as provided in the *CCAF General Catalog*.

<u>General Education Subjects/Courses</u>	<u>Semester Hours</u>
Communications	6
English Composition (not duplicative) or Oral Communication Speech	3
Written Communication English Composition	3
Mathematics	3
Intermediate algebra or a college-level mathematics course satisfying delivering institutions mathematics graduation requirement-if an acceptable mathematics course applies as technical or program elective, you may substitute a natural science course for mathematics.	
Social Science	3
Anthropology, archaeology, economics, geography, government, history, political science, psychology, and sociology.	
Humanities	3
Fine arts (criticism, appreciation, historical significance), foreign language, literature, philosophy, and religion.	

B5.6. Program Elective (15 semester hours). Satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subjects and courses, including natural science courses meeting General Education Requirements application criteria. Six semester hours of Community College of the Air Force degree applicable technical credit otherwise not applicable to this program may be applied. See the Community College of the Air Force General Catalog for details regarding the Associates of Applied Sciences degree for this specialty.

B5.7. 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 necessary to maintain accreditation through the Southern Association of Colleges and Schools.

B5.7.1 CCAF offers the Instructional Systems Development (ISD) Certification. The ISD Certification is a professional credential that recognizes the writers or managers' extensive training, education, qualifications and experience required to develop and manage CCAF courses. The certification also recognizes the individuals ISD qualifications and experience in planning, developing, implementing and managing instructional systems. The program is designed to broaden faculty and professional development.

B5.7.2. Air Force Credentialing Opportunities On-Line (AF COOL) Program. AF COOL replaced the CCAF Credentialing and Education Research Tool (CERT). The AF COOL program 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. The AF COOL Program also provides information on specific occupational specialties, civilian

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occupational equivalencies, CCAF degree programs, and AFSC-related national professional credentials available to enlisted members through credentialing agencies and professional organizations. The AF COOL Program contains a variety of information about credentialing and licensing and can be used to:

B5.7.2.1. Get background information about civilian licensure and certification in general and specific information on individual credentials including eligibility requirements and resources to prepare for an examination.

B5.7.2.2. Identify licenses and certifications relevant to an AFSC.

B5.7.2.3. Learn how to fill gaps between Air Force training and experience and civilian credentialing requirements.

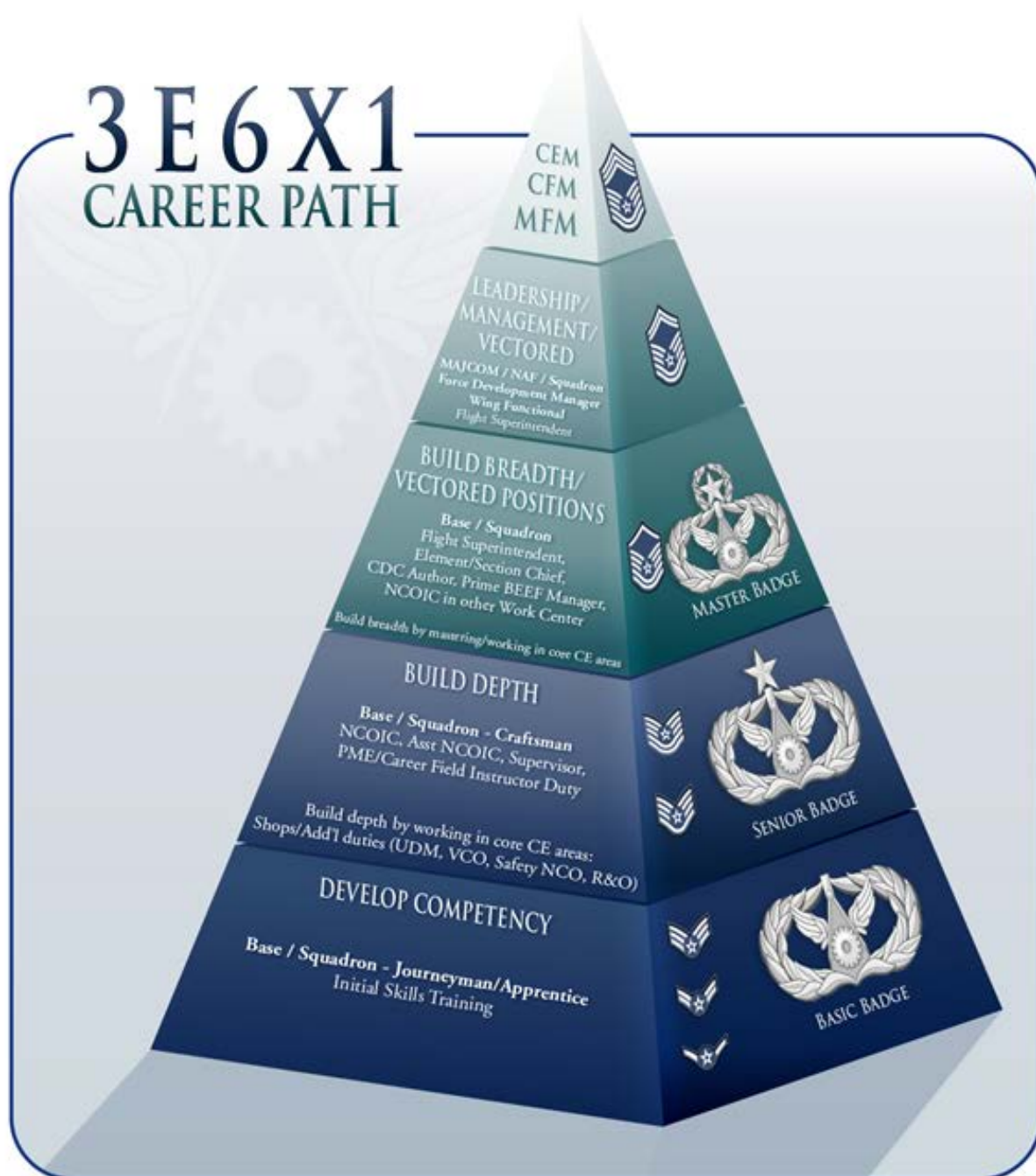
B5.7.2.4. Get information on Tuition Assistance and GI Bill eligible funding opportunities to pay for credentialing examinations and associated fees.

B5.7.2.5. Learn about resources available to you that can help gain civilian job credentials.

B5.7.3. Air University Associate to Baccalaureate Cooperative (AU-ABC). AU-ABC directs Airmen with associate in applied science degrees from the CCAF to a collection of accredited “military friendly” colleges and universities to consider when completing a four-year degree. The program maximizes the application of military career education and training, and provides a multitude of online academic and support services for the enlisted member.

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



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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) (Active Duty Only)
Basic Military Training School				
<u>Apprentice Technical School</u> (3-Skill Level) – Complete Technical School	Amn A1C	6 months 16 months		
<u>Upgrade To Journeyman</u> (5-Skill Level) – Complete 5-level CDC – Complete CE 5-Level Core Concept web-based course – Complete all 5-level core/duty related tasks – Minimum 12 months OJT (9 months for retrainees) – Complete AFIT WMGT 301 and WMGT 436 courses	SrA	3 years	28 months Below-the-Zone (BTZ) (22 months)	8 years
<u>Trainer</u> – Must be qualified and certified to perform task(s) to be trained – Attend AF Training Course – Recommended by the supervisor				
<u>Upgrade To Craftsman</u> (7-Skill Level) – Minimum rank of SSgt – Complete CE 7-Level Core Concept web-based course – Complete all core/duty related tasks – Minimum 12 months OJT (6 months OJT for retrainees) – Complete AFIT WMGT 417 course	SSgt	5 years	3 years	15 years
<u>Certifier</u> – 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)				
<u>Upgrade To Superintendent</u> (9-Skill Level) – Minimum rank of SMSgt – CE Superintendents Course (WMGT 570) (AD/AFR Only, not skill level awarding)	SMSgt	20 years	11 years	26 years
<u>Chief Enlisted Manager</u> – CE Superintendents Course (WMGT 570) (ANG Only)	CMSgt	22 years	14 years	30 years

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B7.1. CE Occupational Badge. The Civil Engineer badge reflects a great history and tradition. By wearing it, you will be recognized by your fellow airmen as having achieved an expected level of competence. The multitude of engineers before you established this expectation through excellent service in both peace and war. Eligibility criteria for award and wear of AF occupational badges can be found in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

B7.2. CE Badge Heraldry. The gear wheel and compass have historically been used to represent the engineering profession, in both the military and civilian sector. The gear represents the essence of engineering: applying scientific principles and technology to practical ends. To Air Force engineers, the gear symbolizes an element (representing the built environment) that meshes with other environments (weapon systems and trained personnel) to enable the Air Force to perform its mission. The compass is a precision tool historically used by engineers in designing and constructing facilities and equipment. The gear and compass together symbolize all the diverse specialties within Air Force civil engineer. Finally, the wings help to portray the fundamental linkage between the engineering and aviation components; and that the built environment is the foundation supporting Air Force mission and people.

B7.2.1. Basic Badge. The basic badge is awarded upon successful completion of the apprentice course.



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



B7.2.3. Master Badge. The master badge adds a wreath around the star. The Master Badge is awarded to Master Sergeant or above with 5 years in the specialty from award of the 7-skill level.



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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. Effective 26 Apr 2018, NCO DL and SNCO DL courses are no longer a prerequisite to attend resident NCO Academy and SNCO Academy, respectively.

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 the grades of SSgt, MSgt and CMSgt.

B8.2.1. Resident EPME Eligibility Chart.

EPME Course	Selection Process
ALS	1. SSgts/SSgt-selects 2. SrA
NCOA	1. TSgts 2. TSgt-selects
SNCOA	1. SMSgts 2. SMSgt-selects 3. Non-selects to SMSgt based on combined U.S. Air Force Supervisory Examination and promotion board score (highest to lowest)
CLC	1. CMSgts selected for promotion during 15E9 cycle or after. 2. CMSgt-selects

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SECTION C - SKILL LEVEL TRAINING REQUIREMENTS

C1. Purpose. Skill level training requirements in this specialty are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level stated in broad, general terms and establish the mandatory requirements for entry, award, and retention of each skill level. The specific task and knowledge training requirements are identified in the Specialty Training Standard at Part II, Section A and B of this CFETP.

C2. Specialty Qualification. Refer to [Air Force Enlisted Classification Directory \(AFECD\) Section II AFSCs/Identifiers](#), Operations Management, paragraph 3 for most current requirements. See attachment 4 for additional entry requirements.

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

KNOWLEDGE	Completion of the Operations Management Apprentice course.
EDUCATION	For entry into this specialty, completion of high school with courses in mathematics, and English composition is mandatory. Accounting, typing, and computer operations are desirable.
TRAINING	Completion of the Operations Management Apprentice Course at Sheppard AFB, TX and CE 3-Level Common Core distance learning is mandatory for award of this skill level.
EXPERIENCE	None required
OTHER	For entry, award and retention of AFSC 3E631, must possess a valid state drivers' license to operate government motor vehicles (GMV) in accordance with AFI 24-301, <i>Vehicle Operations</i> . Ability to speak clearly, concisely, and distinctly. Must maintain local network access IAW AFMANs 33-152, User Responsibilities and Guidance for Information Systems and 33-282, <i>Computer Security</i> .
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 the apprentice course and submission by the Unit Training Manager at the members unit of assignment.

PART 1**C2.2. Journeyman (5-Level) Training Qualifications. (3E651)**

KNOWLEDGE	Mandatory knowledge of CE policies, operations practices, and procedures for constructing, maintaining, and operating real property, facilities, systems, and equipment; supply procedures, directives, and policies; information technology systems use; and work force management requirements, interpretation, and application of technical guidance, directives, operational plans, and command policies. Additionally, have knowledge of Prime BEEF program and its role in supporting worldwide contingency operations.
EDUCATION	Completion of AFIT WMGT 301, Introduction to Asset Management. Completion of AFIT WMGT 436, Requirements and Optimization.
TRAINING	Completion of 5-level CDC/DL course. Completion of all the paper-based AFQTPs and their associated CE VLC web-based courses for all core (*) tasks with a minimum passing score of 80%. Completion of the CE 5-Level Common Core Concept web-based course located on the CE-VLC is mandatory for award of this skill level. Certification of all 5-skill level core tasks identified with an asterisk (*) in the 5-skill level column of the STS. Certification of all 5-skill level diamond tasks identified with a diamond (◆) in the 5-skill level core 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 all CBRNE Area TQT requirements identified with a triangle (▲) in the core task column of the STS are to be completed in MOPP 4. The annual training must be annotated on the 623A or AF Form 1098. Certification of duty position requirements identified by the supervisor. The following training is desirable and strongly encouraged: Completion of the web-based training (WBT) Air Force Emergency Management Program Course located on the CE-VLC. Completion of the WBT Control Center Operations (CCO) Course located on the CE-VLC. Completion of the WBT CLC 046 – DoD Sustainable Procurement Program located on the DAU website.

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Experience	Qualification in and possession of AFSC 3E631. Experience working in Work Force Management, Materiel Control, Service Contracts and the Unit Control Center. Minimum 12 months OJT (9 months for retrainees) before award of 5-skill.
OTHER	For award and retention of AFSC 3E651, must possess a valid state driver's license to operate government motor vehicles (GMV) IAW AFI 24-301, <i>Vehicle Operations</i>. Must maintain local network access IAW AFMANs 33-152, User Responsibilities and Guidance for Information Systems and 33-282, Computer Security.
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	Entry into 5-level upgrade training is initiated after the individual has completed all 3-level requirements. Qualification training is initiated any time individuals are assigned duties they are not certified to perform. AFQTPs are used concurrently to obtain necessary duty position qualifications.

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

KNOWLEDGE	All 3 - and 5 - level knowledge requirements apply to 7-level.
TRAINING	Completion of all the paper-based AFQTPs and their associated web-based courses on the CE-VLC for all 5- and 7- skill level core (*) and diamond (◆) tasks with a minimum passing score of 80%. Completion of the CE 7-Level Common Core Concept web-based course located on the CE-VLC is mandatory for award of this skill level. Certification of all 5-and 7- skill level core tasks identified with an asterisk (*) in the 5-skill level column of the STS. Certification of all 5-skill level diamond tasks identified with a diamond (◆) in the 5-skill level core 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. Completion of AFIT WMGT 417, Activity Management.

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EXPERIENCE	Qualification in and possession of AFSC 3E651. Experience performing and supervising functions in Work Force management, and Materiel Control, and Service Contracts. Must be SSgt with minimum 12 months OJT (6 months for retrainees).
OTHER	For award and retention of AFSC 3E671, must possess a valid state drivers' license to operate government motor vehicles (GMV) in accordance with AFI 24-301, <i>Vehicle Operations</i>. Ability to speak clearly, concisely, and distinctly. Must maintain local network access IAW AFMANs 33-152, User Responsibilities and Guidance for Information Systems and 33-282, Computer Security.
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	Entry into 7-level training is initiated when an individual is selected for SSgt and is fully qualified in the AFSC 5-skill level. Qualification training is initiated anytime individuals are assigned duties they are not qualified to perform. Use OJT, CDC/DL course, AFJQs, and AFQTPs concurrently to obtain the necessary qualifications.

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

KNOWLEDGE	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 work force management requirements, interpretation, and application of technical guidance, directives, operational plans, and command policies. Collect, interpret and conduct analysis of various forms of data. Knowledge and understanding of SMS systems.
EDUCATION	Completion of the grade appropriate EPME is mandatory. The following education is desirable and strongly encouraged: CCAF Maintenance Production Management Associates Degree (4VJG) Higher education through a civilian institution.
TRAINING	Completion of Civil Engineer Superintendent Course AFIT WMGT 570 is mandatory for Active Duty and Air Force Reserve SMSgt's. This course is highly recommended for Air National Guard SMSgts and mandatory for promotion to CMSgt. Note: This is not a skill level awarding course.

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EXPERIENCE	For award of AFSC 3E691, qualification in and possession of AFSC 3E671. Must be a SMSgt. Experience managing functions in Work Force management, Materiel Control and Service Contracts.
OTHER	For award and retention of AFSC 3E691, must possess a valid state driver's license to operate government motor vehicles (GMV) IAW AFI 24-301, <i>Vehicle Operations</i>. For award and retention of AFSC 3E690, must maintain local network access IAW AFMANs 33-152, <i>User Responsibilities and Guidance for Information Systems</i> and 33-282, <i>Computer Security</i>. Operations Engineering Superintendents should pursue any additional knowledge and skill requirements that were not taught through initial skills or upgrade training. The purpose of ongoing training is to exceed minimum upgrade requirements with emphasis on 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.
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	Entry into 9-level training is initiated when an individual is selected for SMSgt and is a fully qualified 7-Level. Qualification training is initiated any time an individual is assigned duties they are not certified to perform.

C2.5. Chief Enlisted Manager. (3E000)

KNOWLEDGE	Knowledge is mandatory of managing and directing personnel resource activities, interpreting and enforcing policy and applicable directives, establishing control procedures to meet work goals and standards, recommending or initiating actions to improve operational efficiency, planning and programming work commitments and schedules, 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) prior to award of Civil Engineer Manager code 3E000. Managerial ability to plan, direct, coordinate, implement, and control a wide range of work activity.
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	Entry into Civil Engineer Manager Code 3E000 is initiated when an individual is selected for CMSgt and possess qualifications in a feeder specialty (3E691).

PART 1**SECTION D - RESOURCE CONSTRAINTS**

D1. Purpose. This section identifies known resource constraints, which preclude optimal and desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, office of primary responsibility, and target completion dates. Resource constraints will be, as a minimum, reviewed and updated annually. Currently, there are no resource constraints for the Operations Management specialty.

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**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 will be used for technical training provided by AETC for the 3-level J3ABR3E631 00AE, Operations Management Apprentice course with classes beginning 25 March 2019 and graduating on or after 29 April 2019.

A2. Purpose. As prescribed in AFI 36-2651, *Air Force Training Program*, and in collaboration with the Air Force Civil Engineer Career Field Manager (CFM), it is mandatory for all civil engineers, regardless of duty assignment, to use an automated training record. The automated training record currently being utilized to document upgrade and qualification training is the Air Force Training Record (AFTR) and the application is located on the [CE-VLC](#).

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 level.

A2.2. Column 2 (Core Tasks). Column 2 identifies core tasks (specialty-wide training requirements) by an asterisk (*) in the appropriate skill level sub-column. **As a minimum, trainees must complete all core and critical tasks for skill level upgrade.**

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

A2.2.2. Diamond Tasks. Tasks identified by a diamond (◆) are considered contingency/war tasks and are critical to the career field. Equipment shortfalls at most locations have created problems with the actual hands-on certification of these tasks. In instances where required equipment is not available for instruction, completion of the corresponding task AFQTP is all that is required for upgrade/qualification training.

A2.2.3. Task Qualification Tasks (TQT). In accordance with AFI 10-2501, TQT requirements identified by a triangle (▲) in the core task column of the STS are mandatory wartime skills that Airmen will perform while wearing Individual Protective Equipment.

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

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 task training and career knowledge provided by formal courses, correspondence courses, web-based training, and AFQTPs. See the unit training manager for the current CADRE/AFSC/CDC/DL Course listing.

A2.5. Qualitative Requirements. The CFETP proficiency code key used to indicate the level of training and knowledge provided by web-based training, in-resident training, and career development courses.

PART II

A2.6. Job Qualification Standard (JQS). The STS becomes a JQS for OJT when placed in the automated training application and used according to AFI 36-2651, *Air Force Training Program*. For OJT, the tasks in Column 1 are trained and qualified to the go/no go level. “Go” means the individual can perform the task without assistance and meets local requirements for accuracy, timeliness, and correct use of procedures. AFQTPs, when available, shall be used to identify Air Force standardized procedures. When used as a JQS, the following requirements applies:

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 and loaded into the automated training management application. Completion of core, critical, and diamond tasks are mandatory for all duty positions. Ensure the correct duty position title is listed under Profile 1 section of the trainees’ automated training record.

A2.6.1.2. AFQTP Training and Documentation. AFQTP or AFQTP assessments have been created for all core (*) tasks and 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. Documentation of the start and completion of the AFQTP in the *QTP section* located in the automated training record is required for all core tasks. The automated training record will not let you sign off any tasks in the JQS until the completion date has been entered. Diamond tasks require the completion of the web-based course (with the review and post-test located in the program) or completion of the AFQTP assessment located on the [CE-VLC](#) to determine if the trainee has attained the knowledge level required. Once the trainee has completed the web-based course or AFQTP assessment, the course completion certificate must be provided to the trainer/supervisor for documentation of the completion in the automated training record and completion of hands-on training, if the equipment is available.

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, the completion of the AFQTP or AFQTP assessment is the **ONLY** requirement for upgrade. When the equipment becomes available either at home station or at a TDY location, the trainee can be signed off on the JQS tab in the automated training record.

A2.6.2. Transcribing from previous versions to new CFETP. Most items should transcribe automatically during the update of the new CFETP. The UTM and supervisor must conduct a review of the new STS to identify any new core, or non-core tasks and add those tasks to their duty positions.

A2.6.2.1. Previous training certification not listed. If previous training certification is not listed in the individual record, select the parent task to be transcribed, check the task title(s) block, and click on the transcribe button. Enter the date of the original certification and sign off the task(s). The trainee will then sign off the task(s) to finalize the transcription of previous training certification. The automated application will place an entry into the trainee 623a and must be acknowledged by the transcriber and trainee.

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A2.6.2.2. Transcribing external training certification. If a trainee attended a formal training course and received appropriate accreditation, select the 623 III 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 title is not listed, contact the UTM to have it loaded from the master catalog. If it is not listed in the master catalog contact the Force Development Manager at AFCEC to have it loaded in the master catalog.

A2.6.3. Documenting Career Knowledge. When a CDC/DL course is not available, the supervisor identifies STS training references that the trainee requires for career knowledge IAW AFI 36-2651, *Air Force Training Program* and ensures, as a minimum, that trainees cover all mandatory items specified in AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*. For two-time CDC/DL course exam failures, the unit commander will take appropriate action IAW AFI 36-2651. **Note:** Career knowledge must be documented prior to submitting a CDC/DL course waiver.

A2.6.4. Decertification. When an Airman is found to be unqualified on a task, the supervisor shall identify the task in the JQS and check the box next to the task title. The supervisor shall select the Decertify button on the screen menu and enter a 623a comment explaining why the task was decertified, and then enter the Airman into qualification training. The individual is recertified using the normal certification process.

A2.6.5. Recertification. When an Airman is required to be recertified on a previous task due to annual or bi-annual requirements. The supervisor shall identify the task in the JQS and check the box next to the task title and select the Recertify button on the screen and entry the dates the recertification was completed.

A2.6.6. Training Standard. Tasks are trained and certified 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 equates to a 3c in the proficiency code key. AFQTPs, when available, shall be used to identify Air Force standardized procedures.

A2.7. Specialty Training Standard. The STS is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests are developed at the USAF Airman Advancement Division by Senior NCOs with extensive practical experience in their career fields. Knowledge Tests are developed by subject matter experts who authenticate Weighted Airman Promotion System material and reference AF Specialty-specific occupational analysis data. Questions are based upon study references listed in the Enlisted Promotions References and Requirements Catalog. Individual responsibilities are in AFI 36-2605, *AF Military Testing System*. WAPS is not applicable to the Air National Guard or Air Reserve Forces.

A3. Recommendations. Comments and recommendations are invited concerning quality of training AETC graduates receive. Reference this STS and address your correspondence regarding changes to 782 TRG/TGE, 917 Missile Road, Rm 1A300, Sheppard AFB TX 76311-2368 or E-mail 782csil@us.af.mil. A Customer Service Information Line (CSIL) has been installed for the supervisor’s convenience to identify graduates who may have received over or under training on tasks/knowledge items listed in this STS. For a quick response to problems, call the CSIL at DSN 736-2574 any time 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 formal measurement of knowledge and/or performance elements using a written or performance progress check.

B2. Standard. Standards for measurement are indicated in the course objectives and delineated on the individual progress checklist. The minimum standard is 70% on knowledge progress checks. Instructor assistance is used as the standard for performance progress checks and is provided, as warranted during the progress check. Students may be required to repeat all or parts of the behavior until satisfactory performance is attained.

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

B4. Course Objective List. These objectives are listed in the sequence taught by Blocks of Instruction. Per AETCGM 2018-36-03, *Interim Guidance for the Instructional Design of Basic Military and Technical Training*, detailed listing of the initial skills course objectives may be obtained by written request through the requesting organizations MAJCOM to the 366th Training Squadron Training Manager, Mr. Stephen Schade.

PART II

SECTION C - SUPPORT MATERIAL

C1. Air Force Qualification Training Packages.

C1.1. The *mandatory* AFQTP's for each skill level are identified on the 3E6X1 AFQTP Documentation Record.

C1.1.1. For a complete list of up-to-date AFQTPs applicable to the 3E6X1 AFSC, go to [CE-VLC](#). Resources Library.

C1.2. The UTM or supervisor can download paper-based AFQTPs. Paper-based AFQTPs can be found on the [CE-VLC](#) under the Library link and then by selecting Resources.

C1.2.1. In addition to the paper-based AFQTPs there are web-based courses or assessments developed for certain tasks that are available on the [CE-VLC](#) under the Course List link and specialty topic area.

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

C2.1. FDMs have developed CDC assessments for their career field and they are located on the [CE-VLC](#) under the topic header Civil Engineer Career Development Courses (CDCs).

C2.2. The CDC assessments are for the sole purpose of providing the Unit Commander, Unit Training Manager (UTM) and the supervisor, a predictive indicator of whether the trainee has studied sufficiently to successfully 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 Education and Training Course Announcements ([ETCA](#)) web site 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 00AE	Operations Management Apprentice	366 TRS

D3. Air Force Career Development Academy (AFCDA).

<u>Course Number</u>	<u>Title</u>	<u>Edit Code (EC)</u>
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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 – Program Overview	AFCEC/CXR
Web based	Rapid Airfield Damage Repair – Warehouse Operations Course	AFCEC/CXR
AFIT 301	Introduction to Asset Management Course	AFIT
AFIT 436	Requirements and Optimization Course	AFIT
AFIT 417	Activity Management Course	AFIT

D5. Courses/CDCs under Development/Revision.

<u>Course Number</u>	<u>Title</u>	<u>Due Date</u>
TBD	Operations Management Journeyman	Aug 2019

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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. The purpose of this section is to identify the tasks, training references, and training 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. These training requirements, frequencies, and sources are listed in AFI 10-209, RED HORSE Program and AFI 10-210, Prime Base Emergency Engineer Force (BEEF) Program.

F2. Home Station Training (HST). HST is knowledge-based and hands-on training that is conducted at the individual's home station for contingency operations. The CE Commander ensures training is provided and documented and arranges for subject matter experts to conduct training as required. AFI 10-209, Attachments 2-6 and AFI 10-210, Attachments 2-6, identifies the personnel to be trained by specialty and frequencies.

F3. Combat Skills Training (CST). CST must be institutionalized as an integral part of any HST program. Lessons learned from operations such as IRAQI FREEDOM have taught us the importance of maintaining a higher level of combat readiness. Although the inclusion of combat skills-focused training into HST does not fully prepare CE personnel to work in a high threat combat environment, the steps taken to enhance training will help elevate units to a readiness level capable of supporting safe and effective operations in low to medium risk combat environments.

F4. Mission Essential Equipment Training (MEET). Wartime or contingency environments often involve the use of specialized and unique mission-essential equipment that civil engineers do not use in their day-to-day operations. Due to the cost and complexity, mission essential contingency equipment and trainer expertise are not commonly found at CONUS installations. Personnel must be hands-on certified and the certification documented in their CFETP. AFI 10-210, Attachment 4, identifies minimum number of personnel to be trained, positions by specialty, frequencies and Chapter 2 identifies the locations of training sites. Inadequate training on these key equipment items can negatively impact Air Force contingency operations.

F5. AF Expeditionary (ES) Training Requirement. AETC, as lead MAJCOM for AF ES training, revamped ancillary home-station and advanced (mission specific) expeditionary skills training plans to standardize and synchronize training across the force. Detailed requirements for AF ES training is available in AFI 36-2651, *Air Force Training Program*, Chapter 8.

F6. Training References.

F6.1. AFI 10-209, *RED HORSE Program*, Chapter 3 and Attachments 2-6 identify the RED HORSE recurring training requirements.

F6.2. AFI 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*, Chapter 4 and Attachments 2-6 identify the Prime BEEF recurring training requirements.

F6.3. AFI 36-2651, *Air Force Training Program*, Chapter 8 identify ES training requirements.

Part II

F6.4. Web-based Products. Web-based products are available on the CE Virtual Learning Center (VLC) website at <https://afcec.adls.af.mil>. Personnel completing these courses can receive credit for HST. CBT products can be used in a classroom setting to train as many personnel as possible. Attendance must be documented on a sign-in roster. The sign-in roster must be maintained IAW AFI 10-210.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

WARREN D. BERRY, 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 (Last, First, Middle Initial)	Initials (Written)	SSAN (Last four)
Printed Name Of Trainer, Certifying Official And Written Initials		
N/I	N/I	
N/I	N/I	
N/I	N/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 to be told or shown how to do most of the task. (Extremely Limited)
	2	Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)
*Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (Nomenclature)
	b	Can determine step by step procedures for doing the task. (Procedures)
	c	Can identify why and when the task must be done and why each step is needed. (Operating Principles)
	d	Can predict, isolate, and resolve problems about the task. (Advanced Theory)
**Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (Facts)
	B	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (Analysis)
	D	Can evaluate conditions and make proper decisions about the subject. (Evaluation)

Explanations

* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)

** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks specifically for schoolhouse purposes only.

- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.

X This mark is used alone in the course columns to show that training is required but not given due to limitations in resources.

♦ This symbol indicates the task is a diamond task due to equipment constraint at some units.

▲ This symbol indicates the task is a CBRN Qualification Task. IAW AFI 10-2501, these tasks will also be accomplished in MOPP 4 and annotated on the 623A or AF Form 1098. All tasks must be recertified annually.

Note: All tasks and knowledge items shown with a proficiency code are trained during wartime.

Attachment 2
3E6X1 Specialty Training Standard (STS)

A2. Specialty Training Standard

A2.1. Identification. In the automated training record User Profile section the UTM will assign individuals to the correct work center upon in processing into the unit.

A2.1.1. For new trainees the UTM will assist in creating a training record on the [CE-VLC](#) and placing trainees in the correct work center and specialty within their unit. Additional information will need to be entered into the following areas:

A2.1.1.1. User Administrators:

A2.1.1.1.1. Individual UTM

A2.1.1.1.2. Work center Supervisor

A2.1.1.1.3. Immediate Supervisor

A2.1.1.2. User Training Information.

A2.1.1.2.1. Duty Position

A2.1.1.2.2. Date Entered Duty Positions

A2.1.1.2.3. Training Status Code

A2.1.1.2.4. Date Entered Upgrade Training (UGT)

A2.1.2. For all other the UTM will need to place the individual into the correct work center and specialty. If the individual record is not available contact the losing unit to have the record transferred. If this fails contact the [AFCEC-VLC](#) Support Desk for assisting. Additional information will need to be entered into the following areas:

A2.1.2.1. User Administrators:

A2.1.2.1.1. Individual UTM

A2.1.2.1.2. Work center Supervisor

A2.1.2.1.3. Immediate Supervisor

A2.1.2.2. User Training Information.

A2.1.2.2.1. Duty Position

A2.1.2.2.2. Date Entered Duty Positions

A2.1.2.2.3. Training Status Code

Attachment 2
3E6X1 Specialty Training Standard (STS)

A2.2. Specialty Tasks. The following are tasks the work center supervisor will use to create the duty task list for each duty position created for their work center.

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training / Information Provided (See Explanations)								
	A	B	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level			C 7 Skill Level			
	5 Level	7 Level	Tng Start	Tng Comp	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) DL	(1) CDC/ DL	(2) AFIT WMGT 301	(3) AFIT WMGT 436	(1) Course	(2) CDC/ DL	(3) AFIT WMGT 417	
1. CIVIL ENGINEER (CE) CORE CONCEPTS COURSES TR: CE Virtual Learning Center (CE-VLC) ;																
1.1. Accomplish 5 Level Core Concepts Course	*									B						
1.2. Accomplish CE 7 Level Core Concepts Course		*												B		
1.3. Career Progression								A								
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	*							A								
3.1.2. Filter/sort spreadsheets	*							2b								
3.1.3. Format cells	*							2b								
3.1.4. Add/remove rows and columns	*							2b								
3.1.5. Apply formulas	*							2b								
3.1.6. Create charts	*							2b								
3.1.7. Create pivot tables		*								2b						
3.1.8. Produce spreadsheet reports		*								2b						
3.2. Presentation Slides																
3.2.1. Design presentation slides		*						2b								
4. REQUIREMENTS and OPTIMIZATION																
4.1. Complete TRIRIGA Overview								**								
4.2. Infrastructure TR: AFI 32-9005; AFD 32-90; Real Estate Transactions Accountability & Inventory Playbook ; Real Property Accountability and Inventory Playbook																
4.2.1. Base/Facilities/Real Property																
4.3. Warranty Guarantee Program TR: Ops Engineering Playbook ; Work Mgt Playbook ; PM Ref Guide ; PM Playbook ; R&O Warranties Checklist																
4.3.1. Warranty Repair Processes								A		B						

Attachment 2
3E6X1 Specialty Training Standard (STS)

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT						4. Proficiency Codes Used To Indicate Training / Information Provided (See Explanations)						
	A	B	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level			C 7 Skill Level		
	5 Level	7 Level	Tng Start	Tng Comp	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) DL	(1) CDC/ DL	(2) AFIT WMGT 301	(3) AFIT WMGT 436	(1) Course	(2) CDC/ DL	(3) AFIT WMGT 417
4.3.2. Create warranty record of asset record								a		C					
4.4. Asset Optimization TR: AFD 32-10; ISO 55000; Ops Engineering Playbook ; AFCAMP Playbook															
4.4.1. Asset Management								B							
4.4.2. Activity Management								B							
4.4.3. Activity Management Roles and Responsibilities								A				B			
4.4.4. Activity Management Plans (AMP)								B							
4.4.5. Comprehensive Asset Management Plans (CAMPs)								B							
4.4.6. Integrated Priority List (IPL) Process															B
4.5. Sustainment Management Systems (SMS) TR: AFD 32-90; SMS Playbook															
4.5.1. SMS Fundamentals								A							
4.5.2. Asset Inventory and Assessment								A				B			
4.6. BUILDER TR: AFD 32-90; SMS Playbook															
4.6.1. Complete Level 1 Builder Course (AFIT WMGT 131)	*														
4.6.2. Generate automated reports	*														
4.6.3. Perform qualitative and quantitative data analysis															2b
4.7. Real Property Management TR: AFI 32-9005; AFD 32-90; Real Estate Transactions Accountability & Inventory Playbook ; Real Property Accountability and Inventory Playbook															
4.7.1. Fundamentals								A		B					
4.7.2. Validate data associated with RP records										2b					
4.8. Preventive Maintenance Program TR: PM Playbook															
4.8.1. PM fundamentals								A		B					
4.8.2. Concepts of measuring maintenance								B							
4.8.3. Perform Corrective Maintenance (CM/PM) analysis												2b			
4.8.4. Balanced PM Program								B							
4.8.5. Preventive Maintenance Task Lists (PMTL)								B							
4.9. Life-cycle Analysis TR: Ops Engineering Playbook ; SMS Playbook ; ISO 55000															
4.9.1. Life Cycle Management								A		B					

Attachment 2
3E6X1 Specialty Training Standard (STS)

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT						4. Proficiency Codes Used To Indicate Training / Information Provided (See Explanations)						
	A	B	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level			C 7 Skill Level		
	5 Level	7 Level	Tng Start	Tng Comp	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) DL	(1) CDC/ DL	(2) AFIT WMGT 301	(3) AFIT WMGT 436	(1) Course	(2) CDC/ DL	(3) AFIT WMGT 417
4.9.2. Generate life-cycle costs												2b			c
4.9.3. Generate life-cycle forecasts												2b			c
5.0. FINANCIAL MANAGEMENT TR: AFI 32-9002, AFI 65-601V1,V2, AFI 65-608; AFMAN 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										B					
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: Ops Flight Support Site Work Mgt Playbook ; AFI 25-201, AFI 32-1032, AFI 32-1061, AFI 65-106; AFD 25-2; DD Form 1144															
6.1. Classify CE work	*														
6.2. Perform work classification analysis		*													
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 ; Work Prioritization Implementation Plan ; Work Mgt Ref Guide ; PM Ref Guide ; UFC 1-300-08; DD Form 1354; Ops Engineering Playbook ; P2IOC Support Doc ; Ops Flt Support Site															
7.1. Process DD Form 2875, Security Access Authorization Requirement (SAAR)															
7.2. Work Priorities								B							
7.3. Prioritize Work								1a							
7.4. Work Flow								B							
7.5. Submit Service Request	*							1a							
7.6. Service Request discrepancy resolution								A							
7.7. Process Work Task	*							1a							
7.8. Reject a Work Task	*							1a							

Attachment 2
3E6X1 Specialty Training Standard (STS)

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training / Information Provided (See Explanations)								
	A	B	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level			C 7 Skill Level			
	5 Level	7 Level	Tng Start	Tng Comp	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) DL	(1) CDC/ DL	(2) AFIT WMGT 301	(3) AFIT WMGT 436	(1) Course	(2) CDC/ DL	(3) AFIT WMGT 417	
7.9. Attach documents to records	*							1a								
7.10. Process Facility Project	*							1a								
7.11. Facility Operations Facility Project								A								
7.12. Job Cost Accounting (Direct, Indirect Labor)								A								
7.13. Build Customized Reports																
7.14. Perform Labor Analysis		*										2b				
7.15. Perform Work Priority Trend Analysis		*														
7.16. Work Scheduling Concepts								A								
7.17. Validate Work Plans		*														
7.18. Create Asset Record										B						
7.19. Retire Asset Record										B						
7.20. Process Work Clearance (AF Form 103)	*							1a								
7.21. Perform Close Procedures	*							1a								
8. FACILITY MANAGEMENT PROGRAM TR: Work Mgt Playbook ; Ops Engineering Playbook ; PAD 12-03V2																
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 ; PAD 12-03V2																
9.1. Concepts								A		B						
9.2. Work Request Working Group (WRWG)										A		B				
10. METHODS of WORK ACCOMPLISHMENT TR: AFI 32-1022, AFI 32-1023; PAD 12-03V2 , FAR Part 16 , FAR Part 36 ; DFARS Part 216 and 236 ; AFFARS Part 5316 , AFFARS 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						
10.4. Capital Projects (Contracts)										A						
11. SERVICE CONTRACTS TR: AFI 32-10140, AFI 63-138, AFI 64-102; Ops Engineering Playbook ; PAD 12-03V2 ; Service Contract Playbook ; Service Contract Reference																

Attachment 2

3E6X1 Specialty Training Standard (STS)

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT						4. Proficiency Codes Used To Indicate Training / Information Provided (See Explanations)								
	A	B	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level			C 7 Skill Level				
	5 Level	7 Level	Tng Start	Tng Comp	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) DL	(1) CDC/ DL	(2) AFIT WMGT 301	(3) AFIT WMGT 436	(1) Course	(2) CDC/ DL	(3) AFIT WMGT 417		
Guide; AFARS Part 5107 ; FAR 10 , FAR 37 , FAR Part 43 ; DFARS Part 215 ; Contracting Officer Representative Site ; DoD COR Handbook																	
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 ; Operation Flight Support Site																	
12.1. Organization, Roles, and Responsibilities								A									
12.2. Government Operated Civil Engineering Supply Store (GOCESS) TR: Materiel Control Playbook ; Materiel Control Reference Guide																	
12.2.1. Concepts										B							
12.2.2. U-Fix-It Program										B							
12.3. Warehouse Operations TR: Materiel Control Reference Guide ; AFI 32-7086, AFI 90-821, AFI 91-203; AFMAN 23-122																	
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	*																
12.3.5. Operate 6K forklift	*																
12.3.6. Create specifications/inventory items	*							1a									
12.3.7. Set re-order points	*							1a									
12.3.8. Make inventory adjustments								1a		2b							

Attachment 2
3E6X1 Specialty Training Standard (STS)

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT						4. Proficiency Codes Used To Indicate Training / Information Provided (See Explanations)						
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	5 Level	7 Level	Tng Start	Tng Comp	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) DL	(1) CDC/DL	(2) AFIT WMGT 301	(3) AFIT WMGT 436	(1) Course	(2) CDC/DL	(3) AFIT WMGT 417
12.3.9. Create inventory storage area	*														
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. Materiel disposal methods										B					
12.4. Types of Workflow TR: Materiel Control Playbook ; Materiel Control Reference Guide															
12.4.1. Materiel acquisition work flow								A							
12.5. Materiel transactions TR: Materiel Control Reference Guide ; AFI 64-117, AFI 65-118, AFI 65-601V1															
12.5.1. Create a Purchase Request	*							2b							
12.5.2. Process Purchase Request (PR)	*							2b							
12.5.3. Process Purchase Order (PO)	*							2b							
12.5.4. Monitor Purchase Order (PO)										2b					
12.5.5. Issue materiel	*							2b							
12.5.6. Process materiel receipt	*														
12.5.7. Verify Purchase Order Receipt	*														
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										A					

Attachment 2

3E6X1 Specialty Training Standard (STS)

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	A	B	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level			C 7 Skill Level		
	5 Level	7 Level	Tng Start	Tng Comp	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) DL	(1) CDC/ DL	(2) AFIT WMGT 301	(3) AFIT WMGT 436	(1) Course	(2) CDC/ DL	(3) AFIT WMGT 417
Request (MIPR)															
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							
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. Installation Recovery After Attack (IRAA)															
13.1.3. Rapid Airfield Damage Recovery (RADR) Warehouse Operations															
13.2. Unit Control Center (UCC) TR: AFPAM 10-219 V1, V2, V3, V6; AFI 36-3803; AFMAN 10-2502															
13.2.1. Establish UCC operations	*▲														
13.2.2. Recall Personnel															
13.2.3. Perform radio communications	*▲							2b							
13.2.4. Maintain event logs	▲							2b							
13.2.5. Maintain damage status boards/reports	▲							2b							
13.2.6. Coordinate with appropriate agencies								2b							
13.2.7. Dispatch appropriate personnel and equipment	▲							2b							
13.2.8. Create checklists	*														
13.2.9. Accomplish UCC checklists	▲							2b							
13.2.10. Maintain resource accountability	▲							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							
13.3.2. Equipment								A							

Attachment 2
3E6X1 Specialty Training Standard (STS)

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training / Information Provided (See Explanations)								
	A	B	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level			C 7 Skill Level			
	5 Level	7 Level	Tng Start	Tng Comp	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) DL	(1) CDC/ DL	(2) AFIT WMGT 301	(3) AFIT WMGT 436	(1) Course	(2) CDC/ DL	(3) AFIT WMGT 417	
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)	*▲							2b								
13.4.3. Plot bomblet fields	*							2b								
13.4.4. Plot spall fields	*							2b								
13.4.5. Plot craters	*							2b								
13.4.6. Plot Minimum Operating Strips (MOS)								2b								
13.5. Military grid reference system (MGRS) TR: AFPAM 10-219V3, V4; FM 3-25.26																
13.5.1. Plot contamination	▲							2b								
13.5.2. Plot facility damage								2b								
13.5.3. Expedient repair requirements								A								

Attachment 3

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

A3. AFQTP Documentation Record.

A3.1. To ensure each Operations Management trainee is trained to the correct standard an AF Qualification Training Package (AFQTP) has been developed for each core task identified in their STS. These AFQTPs are **mandated** to be used by the trainee, trainer, and certifier in their on-the-job-training program for upgrade to the 5- or 7-level.

A3.2. These AFQTPs ensures all aspects of the task is 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 AFQTP's. Paper-based AFQTP's can be found on the [CE-VLC](#) under the Library link and then by selecting Resources.

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 the [CE-VLC](#) under the Course List link and specialty 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.

A3.3.1. **Core Tasks.** To document the completion the supervisor or trainer opens the individual automated training record, navigates to the QTP section, enter 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, completion of the task's AFQTP web-based course or assessment with a passing score of 80% is all that required for upgrade training. Hands-on certification shall be accomplished at the first opportunity when equipment is available and then can be signed off on the JQS.

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.	CIVIL ENGINEER (CE) COMMON CORE CONCEPTS COURSES						
1.1.	Accomplish 5 Level Core Concepts Course	*					
1.2.	Accomplish CE 7 Level Core Concepts Course		*				
3.	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		*				
4.6.	BUILDER Accomplish Paper-Based AFQTP						
4.6.1.	Complete online BUILDER course	*					
4.6.2.	Generate automated reports	*					
6.	WORK AUTHORIZATION and REIMBURSEMENT Accomplish Paper-Based AFQTP						
6.1.	Classify CE work	*					
6.2.	Perform work classification analysis		*				
7.	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		*				
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.	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	*					

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

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
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 materiel	*					
12.5.6.	Process materiel receipt	*					
12.5.7.	Verify Purchase Order Receipt	*					
13.	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	*					