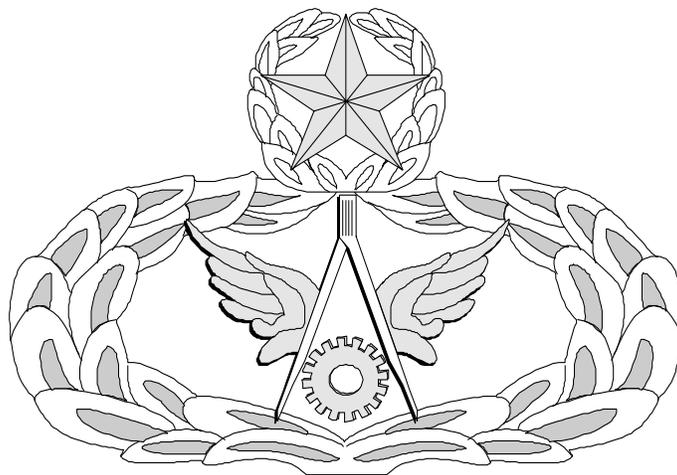
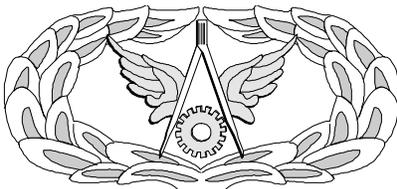


**AFSC 3E6X1**  
**OPERATIONS MANAGEMENT**



**MASTER**



**BASIC**



**SENIOR**

**CAREER FIELD**  
**EDUCATION AND TRAINING PLAN**

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

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## PREFACE

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education/training requirements, training support resources, and minimum core task requirements for this specialty. The CFETP will provide personnel a clear career path to success and instill rigor in all aspects of career field training.

2. The CFETP consists of two parts used by supervisors to plan, manage, and control training within the career field.

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

**2.1.1. Section A** provides general information about how the CFETP will be used.

**2.1.2. Section B** identifies career field progression information, duties and responsibilities, training strategies, and career field path.

**2.1.3. Section C** associates each level with specialty qualifications (knowledge, education, and training).

**2.1.4. Section D** indicates resource constraints.

**2.1.5. Section E** identifies transition training guide requirements for SSgt through MSgt.

**2.2. Part II** includes the following:

**2.2.1. 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.

**2.2.2. Section B** contains the course objective list and training standards supervisors will use to determine if airmen satisfy training requirements.

**2.2.3. Section C** identifies available support materials. Air Force Qualification Training Packages (AFQTPs) and CerTests support both upgrade training (UGT) and qualification training. AFQTPs are indexed in AF Index (AFIND) 8, Numerical Index of Specialized Educational Training Publications.

**2.2.4. 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.

**2.2.5. Section E** identifies MAJCOM-unique training requirements supervisors can use to determine additional training required for the associated qualification needs.

**2.2.6. Section F** identifies home station training references and courses material required for this specialty in support of contingency/wartime training.

**3.** Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate point in their careers. This plan will enable us to train today's work force for tomorrow's jobs. At unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this guide.

## ABBREVIATIONS/TERMS EXPLAINED

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

**Advanced Training (AT).** A formal course which provides individuals who are qualified in one or more positions of their 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.

**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 Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS).** A comprehensive task list that describes a particular job type or duty position. Used by supervisors to document task qualifications. The tasks on AFJQS/CJQS are common to all persons serving in the described duty position.

**Air Force Qualification Training Package (AFQTP).** An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position of program, or on a piece of equipment. AFQTPs identify the Air Force's standardized method of performing the task. The AFQTP may be printed (paper-based), computer-disc, or in other audiovisual media.

**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.

**Certification and Testing (Cer-Test).** A multi-media evaluation program used to test an individual's knowledge of principles and procedures in their career field.

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

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

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

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

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

**Critical Task.** Tasks that have been identified by the work center supervisor as having a detrimental effect on mission accomplishment if not performed correctly. Critical tasks may or

may not be the same as core tasks but are mandatory if identified as 'critical' to the individual's position by the supervisor or work center.

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

**Distance Learning (DL).** Includes video teleseminar (VTS), video teletraining (VTT), and computer based training (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 that are offered by Air Force Institute of Technology, Air University, and Training Detachment.

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

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

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

**Field Technical Training (Type 4).** Special or regular on-site training conducted by a Field Training Detachment (FTD) or by a Mobile Training Team (MTT).

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

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

**Mission Ready Airmen (MRA) Training.** Initial skills training allowing airmen to perform select tasks unsupervised equal to 3-levels with one year of experience.

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

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

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

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

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

**Readiness Training Package (RTP).** Establishes standard levels of knowledge and proficiency for common Disaster Preparedness and Readiness subject areas by providing instructors with training references, materials, and lesson objectives used in teaching and evaluating the course subject matter.

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

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

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

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

**Specialty Training 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.

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

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

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

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

**Training Impact Decision System (TIDES).** A computer-based decision support technology designed to assist Air Force Career Field Managers (AFCFMs) in making critical judgments relevant to what training should be provided to personnel within career fields, when training should be provided (at what career points), and where training should be conducted (training setting). A TIDES template is used Air Force-wide for standardization and formatting of CFETPs.

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

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

**Upgrade Training (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).** A forum of the AFCFM, MAJCOM Functional Managers (MFMs), Subject Matter Experts (SMEs), and AETC training personnel that determine career ladder training requirements.

## PART I

### SECTION A - GENERAL INFORMATION

**1. Purpose.** This CFETP provides information necessary for Air Force Career Field Managers (AFCFMs), MAJCOM functional managers (MFM), commanders, education and training managers, supervisors/trainers, and certifiers to plan, develop, manage, and conduct an effective career field training program. This plan outlines the training individuals require to develop and progress throughout their careers. It identifies initial skills, upgrade, qualification, advanced, and proficiency training.

**1.1. Initial skills training.** Is 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. Normally, this training is conducted by AETC at one of the technical training wings.

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

**1.3. Qualification training.** Is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills/knowledge required to do the job.

**1.4. Advanced training.** A formal course which provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS). Training is for selected career airman in the advanced technology of the AFS. Training is normally restricted to senior NCOs. Graduates are not awarded a new AFSC.

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

**2. The CFETP has several purposes.**

**2.1.** 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.

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

**2.3.** Lists training courses available in the specialty and identifies sources of training and training delivery methods.

**2.4.** Identifies major resource constraints which impact full implementation of the desired career field training process.

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

**3.1.** AETC training personnel will develop/revise formal resident, nonresident, field, and exportable training based on requirements established by the users and documented in

Part II of the CFETP. They will also work with the AFCFM, Air Force Civil Engineer Support Agency Training Division (HQ AFCESA/CEOT) to develop acquisition strategies for obtaining resources needed to provide the identified training.

**3.2.** MFMs will ensure their training programs complement CFETP mandatory initial, upgrade, and proficiency requirements and identify requirements that can be satisfied by OJT, resident training, contract training, CerTest, or exportable courses. MAJCOM-developed training to support this AFS must be identified for inclusion into the plan.

**3.3.** Unit Education and Training managers and supervisors must ensure each individual completes the mandatory training requirements (including MAJCOM supplemental requirements) for the upgrade training specified in this plan.

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

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

## **SECTION B - CAREER FIELD PROGRESSION AND INFORMATION**

**5. Specialty Descriptions.** Operations Management Apprentice, Journeyman, Craftsman, and Superintendent.

**5.1. Specialty Summary.** Responsible for activating and managing Civil Engineer (CE) command and control centers during peacetime, wartime, and contingency operations. Processes and controls work requirements in contingency, wartime, and peacetime situations for work performed by CE work forces. Maintains accountability of resources. Related DoD Occupational Subgroup: 710.

### **5.2. Duties and Responsibilities for Apprentice, Journeyman, and Craftsman.**

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

**5.2.1.1.** Implements and manages the customer satisfaction program. Responds to customer inquiries.

**5.2.1.2.** Prepares and manages work requirements during approval, processing, and completion stages. Recommends method of accomplishment (i.e.: contract vs. in-house) based on existing capabilities.

**5.2.1.3.** Develops, monitors, and manages work order priority program. Monitors work costs to ensure compliance with legal limits and/or support agreements.

**5.2.1.4.** Operates computer and communications equipment to support work force management activities. Manages preparation and maintenance of work force records and reports.

**5.2.1.5.** Performs quantitative study of management data to assess CE cost and reimbursement, work performance, progress, trends, standards, and policies.

**5.2.1.6.** Manages and ensures a continuous workflow. Manages priorities and work plans, and monitors work status.

**5.2.1.7.** Manages recurring work program (RWP) and provides non-technical automated assistance as needed.

**5.2.2.** Ensures identification of environmental concerns. Develops and administers facility manager program.

**5.2.2.1.** Analyzes work activities to ensure quality and compliance with policies, current directions, and other publications.

**5.2.2.2.** Evaluates inspection findings and recommends corrective action.

**5.2.2.3.** Collaborates with engineer and environmental planning functions to prepare and execute CE programs and plans.

**5.2.2.4.** Ensures coordination and/or collaboration with all appropriate agencies (i.e.: Fire Department, Safety, Bio Environmental, local utility companies, and host nations etc....).

**5.2.3.** Performs Quality Assessment Evaluation (QAE) and develops Statement of Work (SOW) on non-technical contracts, interfaces with host nations on maintenance requirements, purchase agreements, and service contracts.

**5.2.3.1.** Manages and advises on issues related to the operations management career field.

**5.2.3.2.** Resolves complex issues related to CE cost and reimbursement, work performance, progress trends, standards and policies.

**5.3. Duties and Responsibilities for Superintendents:** Advises on problems associated with the career field.

**5.3.1.** Manages and advises on issues related to the operations management career field.

**5.3.2.** Resolves complex issues related to CE cost and reimbursement, work performance, progress trends, standards and policies.

**5.3.3.** Evaluates inspection findings and recommends corrective actions.

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

### **6.1. Apprentice (3-Level).**

**6.1.1.** Upon completion of initial skills training, a trainee will work with a trainer to enhance their knowledge and skills.

**6.1.2.** Utilize the Career Development Course (CDC), Air Force Qualification Training Packages (AFQTPs) and other exportable courses for subject and task fundamentals in the career field. Successfully complete applicable CerTests.

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

**6.1.4.** After all upgrade training requirements are completed, supervisors and Unit Education and Training Managers (UETM) coordinate upgrade procedures.

**6.1.5. NOTE:** All trainees are automatically enrolled in the Community College of the Air Force (CCAF) when awarded their primary AFSC.

### **6. 2. Journeyman (5-Level).**

**6.2.1.** Enter into continuation training to broaden experience base.

**6.2.2.** 5-Levels may be assigned job positions such as team leader, shift supervisor, scheduler, programmer, work order priority program monitor, and quality assurance evaluator.

**6.2.3.** 5-Levels may be assigned to units other than Civil Engineering to perform duties as Civil Engineering (CE) liaison.

**6.2.4.** Will attend the Airman Leadership School (ALS) after serving 48 months in the Air Force (active duty only). Either the in-residence or correspondence course is required for Air Reserve Component (ARC) personnel.

**6.2.5.** Will use CDCs and other reference material to prepare for Weighted Airman Performance Systems (WAPS) testing.

**6.2.6.** Should continue pursuing a (CCAF) degree.

**6.2.7.** After all upgrade training requirements are completed, supervisors and UETMs coordinate upgrade procedures.

### **6.3. Craftsman (7-Level).**

**6.3.1.** Completion of Read-Ahead Material (RAM) and 100% core/diamond task completion and resident graduation from the 7-level resident course are basic prerequisites for award of the 7-level.

**6.3.2.** A craftsman may expect to fill various supervisory and management positions such as NCOIC/Chief of Operations Management, self help manager, chief of service contracts, NCOIC of command and control, zonal manager, NCOIC/Chief of customer service and various unit or staff positions.

**6.3.4.** Seven-levels should take continuation training courses or obtain additional knowledge on management of resources and personnel.

**6.3.5.** Continued academic education through CCAF and higher degree programs is encouraged.

**6.3.6.** Will attend the Noncommissioned Officer Academy (NCOA) after promotion to TSgt (active duty only). Either the in-residence or correspondence course is required for ARC personnel.

**6.3.7.** After all upgrade training requirements are completed, supervisors and UETMs coordinate upgrade procedures.

### **6.4. Superintendent (9-Level).**

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

**6.4.2.** A 9-level can be expected to fill positions such as flight chief, superintendent of zones, maintenance engineering, heavy repair, facility maintenance, and various staff positions.

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

**6.4.5.** Recommend the pursuit of additional higher education and completion of courses outside of their career AFS.

## **6.5. Civil Engineer Manager.**

**6.5.1.** Must be selected for CMSgt and possess qualifications in a feeder specialty (3E090, 3E191, 3E291, 3E391, 3E491, 3E591, or 3E691).

**6.5.2.** Will work in a variety of similar jobs and functional areas where general managerial and supervisory abilities can be most effectively used and challenged.

**6.5.3.** Resident graduation of the USAF Senior NCO Academy (SNCOA) is a prerequisite for CMSgt sew-on (active duty only). In residence or correspondence course required for ARC personnel.

**7. 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 at the career field Utilization & Training Workshop (U&TW) held at Sheppard AFB TX in June 1999.

**7.1. Initial Skills Training.** The initial skill course was reviewed for content. Additions, deletions, and modifications were made to the course. Wartime training tasks were identified. Additional contingency training was also identified.

**7.2. Five Level Upgrade Training Requirements.** 5-level CDC completion is mandatory.

**7.3. Seven Level Upgrade Training Requirements.** 7-level training requirements were reviewed. The mandatory 7-level CDCs were deactivated Oct 1999.

### **7.4. Proficiency Training.**

**7.4.1.** Any additional knowledge and skill requirements which were not taught through initial skills or upgrade training are assigned as continuation training.

**7.4.2.** Purpose of continuation training is to provide training exceeding minimum upgrade training requirements with emphasis on present and future duty positions.

**7.4.3.** MAJCOMs must develop a continuation-training program that ensures individuals in the Operations Management career field receive the necessary training at the appropriate point in their careers.

**7.4.4.** The training program will identify both mandatory and optional training requirements.

**7.5. Supplemental Training.** Subject Matter Experts (SME) and the Training Committee reviewed supplemental training courses for technical accuracy and identified training that was no longer required. They revalidated the remaining courses as necessary to fully support career progression in the AFS.

**7.6. CerTest.** Originally, the CerTest program was developed to support transition training and meet DoD certification requirements. Now, it is also the singular platform to launch AFQTP tests and supplement the evaluation of OJT.

**8. Community College of the Air Force (CCAF) Academic Programs.** Airmen are automatically enrolled in CCAF upon completion of basic military training. CCAF provides the opportunity to obtain an Associates in Applied Sciences Degree. In addition to its associates degree program, CCAF offers the following:

**8.1. Occupational Instructor Certification.** Upon completion of instructor qualification training (consisting of the Instructor Methods course and supervised practice teaching), CCAF instructors possessing an associates degree or higher may be nominated by their school commander/commandant for certification as an occupational instructor.

**8.2. 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.

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

**8.3.1. Degree Requirements.** Prior to completing an Associates Degree, the individual must be awarded a 5-level and the following requirements must be met:

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

**8.3.2. Technical Education (24 Semester Hours):** A minimum of 12 semester hours of Technical Core subjects/courses must be applied and the remaining semester hours applied from Technical Core/Technical Elective courses.

<b>Technical Core Requirements</b>	<b>Semester Hours</b>
CCAF Internship	16
Human and Resource Management	3
Management Information Systems	10
Production Management	6
Scheduling and Production Control	6
Statistics	3
Systems Management	6
 <b>Technical Electives</b>	 <b>Semester Hours</b>
AF Enlisted Professional Military Education	12
Basic Accounting	3
Computer Science	6

Environmental Compliance	3
Industrial Quality Assurance	3
Technical Writing	3

**8.3.3. Leadership, Management, and Military Studies (6 Semester Hours).** Professional military education and/or civilian management courses accepted in transfer. Credit is also earned by testing.

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

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

General Education	Semester Hours
Oral Communication Speech	3
Written Communication English Composition	3
Mathematics An intermediate algebra or a college-level mathematics course that satisfies the delivering institution's mathematics requirement for graduation. If an acceptable mathematics course is applied as a Technical or Program Elective, a natural science course may be substituted for mathematics.	3
Social Science Anthropology, Archaeology, Economics, Geography, Government, History, Political Science, Psychology, and Sociology	3
Humanities Fine Arts (Criticism, Appreciation and Historical significance) Foreign Language, Literature, Philosophy, and Religion	3

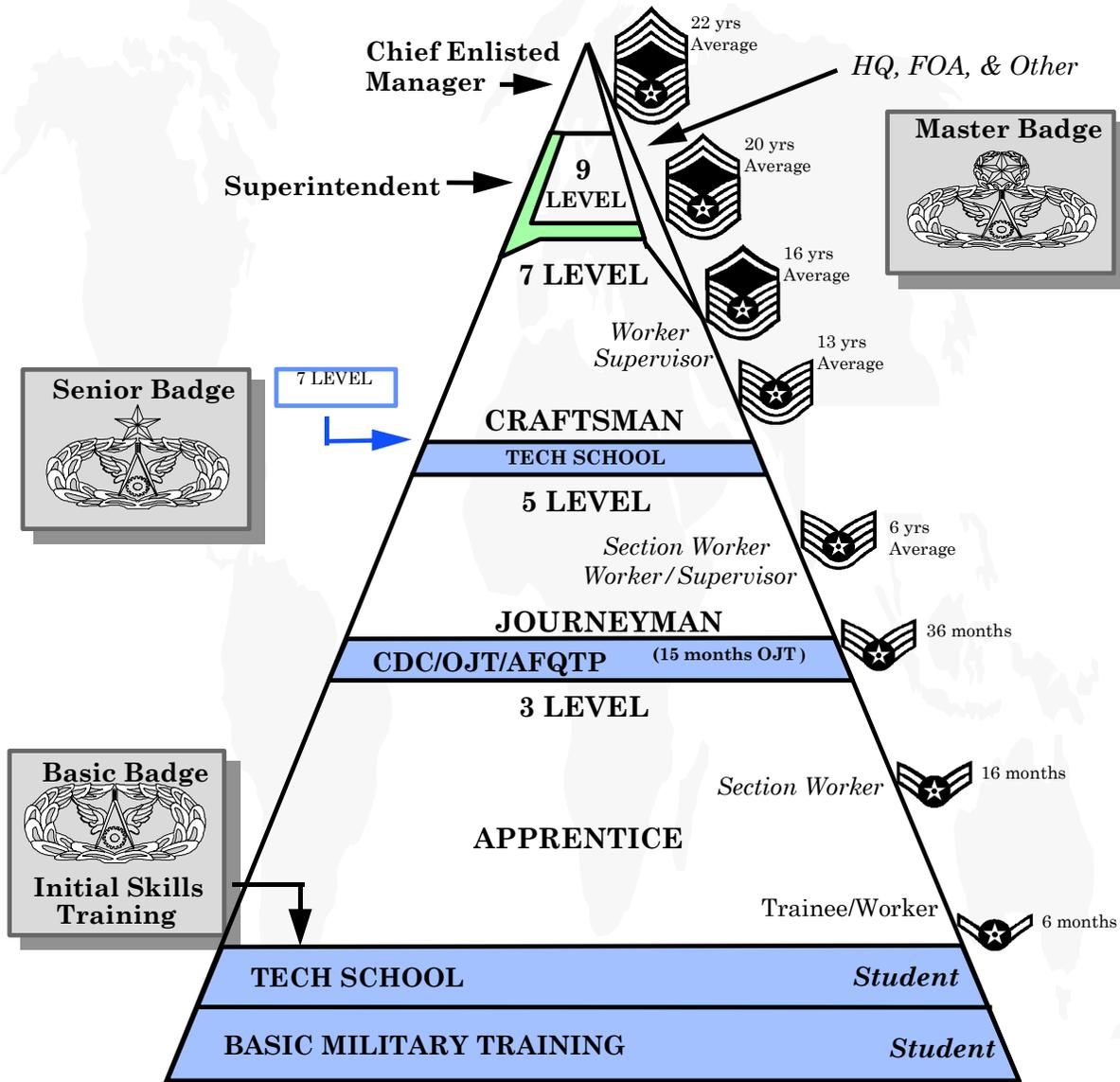
**8.3.6. Program Elective (15 Semester Hours).** Satisfied with applicable technical education; leadership, management, and military studies; or general education subjects/courses, including natural science courses meeting GER application criteria and foreign language credit earned at the Defense Language Institute or through the Defense Language Proficiency Test. A maximum of six semester hours of CCAF-degree applicable technical course credit otherwise not applicable to this program may be applied. See the CCAF General Catalog for details regarding the Associates of Applied Science for this specialty.

9. Additional off-duty education is a personal choice that is encouraged for all. Individuals desiring to become an Air Education and Training Command (AETC) Instructor should actively pursue an Associates Degree. A qualified faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

**Note:** Effective Sept 96, 3E6X1 personnel with documentation of an awarded journeyman (5) skill level from 1983 to 1994 will continue to have the Internship 5000 credit applied to their records. Acceptable documentation will be CCAF progress reports showing award of INT 5000 credit or a duty history from Air Force personnel records indicating that the journeyman skill level was held previously. All other rules applicable to the 3E6X1 career field remain unchanged. This includes 3E6X1 personnel not being required to hold a journeyman skill level in order to graduate from CCAF and internship for the journeyman skill level awarded until the craftsman (7) skill level is attained. This exception to policy takes into account the fact that the affected personnel completed a standard upgrade training program for the award of the journeyman skill level during a period of time in which there was one available to them.

10. Career Field path. The following chart depicts this specialty's career path.

## Operations Management Enlisted Career Pyramid



### 10.1. Enlisted Career Path.

<b>Table: Enlisted Career Path</b>				
<b>Education and Training Requirements</b>	<b>GRADE REQUIREMENTS</b>			
	Rank	Average Sew-On	Earliest Sew-On	High Year Of Tenure (HYT)
<b>Basic Military Training school</b>				
<b>Apprentice Technical School</b> (3-Skill Level)	Amn A1C	6 months 16 months		
<b>Upgrade To Journeyman</b> (5-Skill Level) -- Complete all core and duty related tasks identified in CFETP. - Minimum 15 months on-the-job training. (9 months for retrainees) - Complete appropriate CDC if/when available.	SrA	3 years	28 months	10 Years
<b>Airman Leadership School (ALS)</b> - Must be a SrA with 48 months time in service or be a SSgt Selectee. - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only).	<b><u>Trainer</u></b>			
	- Trainer must be qualified and certified on tasks to be trained. - Must attend formal AF Training Course and be appointed by Commander in writing.			
<b>Upgrade To Craftsman</b> (7-Skill Level) - Complete all core and duty-related tasks identified in CFETP - Minimum rank of SSgt - 18 months OJT (12 months for retrainees). - Complete appropriate CDC if/when available. - Attend 7-level Craftsman Course (must complete a minimum of 12 months in UGT) - Must complete Read-Ahead Material (RAM) prior to attending.	SSgt	6 years	3 years	20 Years
<b>Retrainee</b> - Minimum 9 months for 5-level - Minimum 12 months for 7-level UGT	<b><u>Certifier</u></b>			
	- SSgt with 5-skill level or civilian equivalent. - Attend formal AF Certifier Course and appointed by Commander in writing. - Be a person other than the trainer (for core and critical tasks only).			
<b>Noncommissioned Officer Academy (NCOA)</b> - Must be a TSgt or TSgt Selectee. - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only).	TSgt	13 years	5 years	20 Years
	MSgt	16 years	8 years	24 Years
<b>Upgrade To Superintendent</b> (9-Skill Level) - Minimum rank of SMSgt.	SMSgt	20 years	11 years	26 Years
<b>Civil Engineer Manager (CEM)</b> - USAF Senior NCO Academy (SNCOA) resident graduation is a prerequisite for CMSgt sew-on (Active Duty Only)	CMSgt	22 years	14 years	30 years

**10.2. 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 36-2923 (Aeronautical, Duty, and Occupational Badges), on the AFEPL, Air Force Electronic Publications Library (AFEPL).

**10.2.1. 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.

**10.2.1.1. Basic Badge.** The basic badge is awarded upon successful completion of the apprentice course.

**10.2.1.2. 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.

**10.2.1.3. Master Badge.** The master badge adds a wreath around the star. It's awarded to master sergeant or above with 5 years in the specialty from award of the 7-skill level.

## SECTION C - SKILL LEVEL TRAINING REQUIREMENTS

**11. Purpose.** The various skill levels in the career field are defined in terms of tasks and knowledge requirements for the Operations Management career ladder. They are stated in broad, general terms and establish the standards of performance. An all encompassing core task list has been developed for this specialty because of the diversity of the missions supported and the equipment installed to meet mission requirements. Core tasks, knowledge items, and skill requirements for this specialty are identified in the STS. Completion of the mandatory 3-level awarding course, the mandatory completion of CDCs, the mandatory completion of applicable AFQTPs and CerTests, and the mandatory 7-level Craftsman course, comprise Air Force requirements.

### 12. Skill Level Training Requirements.

#### 12.1. Apprentice (3-Level) Training Requirements.

##### 12.1.1. Specialty Qualifications.

**12.1.1.1. Knowledge.** Completion of the Apprentice course satisfies this mandatory requirement.

**12.1.1.2. Education.** Completion of high school or general education development (GED) is mandatory for entry into this AFS. Courses in Mathematics and English Composition is mandatory. Accounting, Typing, and Computer Operations are desirable.

**12.1.1.3. Training.** Completion of the Operations Management Apprentice course, J3ABR3E631 000 is mandatory for award of this skill level.

**12.1.1.4. Experience.** N/A.

##### 12.1.1.5. Other.

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

**12.1.1.5.2.** Ability to speak distinctly.

#### 12.1.2. Training Sources/Resources.

**12.1.2.1.** Formal training is accomplished through course J3ABR3E631 000 at Sheppard AFB TX.

**12.1.2.2.** The COL (Part II, Section B of this CFETP) identifies all the knowledge and tasks, with their respective standards.

**12.1.2.3.** When available, AFQTPs and associated CerTests are mandatory for use during UGT/QT on all core tasks, critical tasks, and diamond (◆) tasks.

### **12.1.3. Implementation.**

**12.1.3.1.** The 3-skill level is awarded upon graduating the Apprentice course.

## **12.2. Journeyman (5-Level) Training Requirements.**

**12.2.1. Specialty Qualification.** Entry into 5-level upgrade training is initiated after the individual has completed the 3-level school. All 3-Level qualifications apply to 5-Level requirements.

**12.2.1.1. Knowledge.** Knowledge of the following is mandatory:

**12.2.1.1.1.** CE policies, operations practices, and procedures for constructing, maintaining, and operating real estate, facilities, systems and equipment.

**12.2.1.1.2.** Supply procedures, directives, and policies.

**12.2.1.1.3.** Information management systems use.

**12.2.1.2. Education.** N/A.

**12.2.1.3. Training.**

**12.2.1.3.1.** Completion of CDCs is mandatory.

**12.2.1.3.2.** Certification of all 5-level core tasks identified with a single asterisk (\*) in the core task column of the STS is mandatory.

**12.2.1.3.3.** Completion of AFQTPs for assigned core and diamond (◆) tasks is mandatory.

**12.2.1.3.4.** Completion of CerTests for all contingency war diamond (◆) tasks with a minimum of 80% is mandatory.

**12.2.1.3.5.** Certification of duty position requirements identified by the supervisor is mandatory.

**12.2.1.3.6.** Completion of Work Information Management Systems (WIMS) Operator course, J3AZR3E050 000 is optional

**12.2.1.3.7.** Completion of Civil Engineers Work Estimating course, J3AZR3E050 001 is optional.

**12.2.1.3.8.** Completion of Engineer Performance Standards (EPS) / WIMS Knowledge course, by Mobile Training Team, J4AZT3E050 000 is optional.

**12.2.1.4. Experience.**

**12.2.1.4.1.** Qualification in and possession of 3-Skill Level.

**12.2.1.4.2.** Minimum 15 months on-the-job training (9 months for re-trainees) before award of 5 skill level.

**12.2.1.5. Other.** N/A.

## **12.2.2. Training Sources/Resources.**

**12.2.2.1.** CDC 3E651, Volumes 1 and 2, Operations Management.

**12.2.2.2.** Course J3AZR3E050 000, In-residence, Work Information Management Systems (WIMS) Operator.

**12.2.2.3.** Course J3AZR3E050 001, In-residence, Civil Engineers Work Estimating.

**12.2.2.4.** Course J4AZT3E050 000, Mobile Training Team (MTT), Engineer Performance Standards (EPS) / WIMS Knowledge.

**12.2.2.5.** The STS (Part II, Section A of the CFETP) identifies all core tasks required for qualification in the individual's duty position.

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

## **12.2.3. Implementation.**

**12.2.3.1.** Entry into formal Journeyman upgrade training is accomplished after individuals are assigned to their first duty station.

**12.2.3.2.** Qualification training is initiated any time individuals are assigned duties they are not certified to perform.

**12.2.3.3.** AFQTPs are used concurrently to obtain necessary duty position qualifications.

## **12.3. Craftsman (7-Level) Training Requirements.**

**12.3.1. Specialty Qualification.** All 5-Level qualifications apply to 7-level requirements.

**12.3.1.1. Knowledge.** Knowledge of the following is mandatory:

**12.3.1.1.1.** The work force management requirement, interpretational application of technical guidance, directives, operational plans, and command policies is mandatory.

**12.3.1.2. Education.**

**12.3.1.2.1.** To assume the grade of SSgt, individuals must successfully complete the in-resident Airman Leadership School (active duty only).

**12.3.1.2.2.** To assume the grade of MSgt, individuals must successfully complete the in-resident NCO Academy (active duty only).

**12.3.1.2.3.** For ANG/AFRC, completion of Air Force Institute for Advanced Distributed Learning (AFIADL) courses 00001 (ALS) and 00006 D&E (NCO Academy) satisfy the requirements.

### **12.3.1.3. Training.**

**12.3.1.3.1.** Completion of 7-Level read ahead material (RAM) for course J3ACR3E070 000 is mandatory prior to attendance at in-residence course.

**12.3.1.3.2.** Completion of in-residence CE Management Craftsman Course J3ACR3E070 000 is mandatory.

**12.3.1.3.3.** Certification of all 5 and 7-skill level core tasks identified with a single asterisk (\*) and double asterisk (\*\*) in the core column of the STS is mandatory.

**12.3.1.3.4.** Completion of all AFQTPs for assigned core and diamond (◆) tasks is mandatory.

**12.3.1.3.5.** Completion of CerTests for all diamond (◆) tasks with a minimum of 80% is mandatory.

**12.3.1.3.6.** Certification of duty position requirements identified by the supervisor is mandatory.

### **12.3.1.4. Experience.**

**12.3.1.4.1.** Qualification in and possession of a 5-Level.

**12.3.1.4.2.** Minimum 18 months on-the-job training (12 months for re-trainees) before award of 7 skill level.

### **12.3.1.5. Other.** N/A.

## **12.3.2. Training Sources/Resources.**

**12.3.2.1.** Course J3ACR3E070 000 Part A, CE Management Craftsman Course RAM.

**12.3.2.2.** Course J3ACR3E070 000, CE Management Craftsman Course.

**12.3.2.3.** NCO Academy Course 00006 D&E (paper base correspondence).

**12.3.2.4.** The STS (Part II, Section A of this CFETP) identifies all core tasks required for qualification in the individual's duty position.

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

**12.3.3. Implementation.**

**12.3.3.1.** Entry into 7-level training is initiated when an individual is selected for SSgt and has fulfilled all 5-Level requirements.

**12.3.3.2.** Qualification training is initiated any time an individual is assigned duties that they are not qualified to perform.

**12.3.3.3.** AFQTPs are used concurrently to obtain necessary duty position qualifications.

**12.4. Superintendent (9-Level) Training Requirements.**

**12.4.1. Specialty Qualification.**

**12.4.1.1. Knowledge.** Knowledge of the following is:

**12.4.1.1.1.** Air Force training programs.

**12.4.1.1.2.** CE policies, practices, and procedures of base maintenance and operations, crafts, facilities, equipment, and systems.

**12.4.1.1.3.** Interpretation and application of maintenance and work force management.

**12.4.1.2. Education.**

**12.4.1.2.1.** ANG/AFRC must completion AFIADL course 00005 (computer based CD-ROM) to satisfy the Senior NCO Academy requirement.

**12.4.1.3. Training.** Completion of duty position training requirements.

**12.4.1.4. Experience.**

**12.4.1.4.1.** Qualification in and possession of 7-Skill level is mandatory.

**12.4.1.5. Other.**

**12.4.2. Training Sources/Resources.**

**12.4.2.1.** In-residence SNCO Academy located at Maxwell AFB - Gunter Annex AL.

**12.4.2.2.** SNCO Academy Course 00005 (exportable computer based CD ROM).

### **12.4.3. Implementation.**

**12.4.3.1.** Entry into 9-level training is initiated when an individual is selected for SMSgt and is a fully qualified 7-level.

**12.4.3.2.** QT is initiated any time an individual is assigned duties they are not qualified to perform.

## **12.5. Civil Engineer Manager.**

### **12.5.1. Specialty Qualification.**

**12.5.1.1. Knowledge.** Knowledge of the following is mandatory:

**12.5.1.1.1.** Managing and directing personnel resource activities.

**12.5.1.1.2.** Interpreting and enforcing policy and applicable directives.

**12.5.1.1.3.** Establishing control procedures to meet work goals and standards.

**12.5.1.1.4.** Recommending or initiating actions to improve operational efficiency.

**12.5.1.1.5.** Planning and programming work commitments and schedules.

**12.5.1.1.6.** Developing plans regarding facilities, supplies, and equipment procurement and maintenance.

**12.5.1.2. Education.** Must be a resident graduate of SNCOA (active duty only).

**12.5.1.3. Training.** N/A.

**12.5.1.4. Experience.**

**12.5.1.4.1.** Possess qualifications in feeder specialty (3E691) prior to award of Civil Engineer Manager code 3E000.

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

**12.5.1.5. Other.** N/A.

**12.5.2. Training Sources and Resources.** N/A.

**12.5.3. Implementation.** Entry into Civil Engineer Manager code 3E000 is initiated when an individual is selected for CMSgt and possesses qualifications in a feeder specialty (3E090, 3E191, 3E291, 3E391, 3E491, 3E591, and 3E691).

## SECTION D - RESOURCE CONSTRAINTS

**13. Purpose.** The following paragraphs describe the resource constraints that result from publication of this CFETP. All constraints are referenced to specific STS line items shown as back slashed on the STS.

**13.1. Apprentice (3-Level) Training.** No Constraints.

**13.2. Journeyman (5-Level) Training.**

**13.2.1. Constraints.** AFQTP development for all core and diamond tasks.

**13.2.2. Impact.** Required training will be available upon implementation of this CFETP

**13.2.3. Resources Required.** N/A.

**13.3.3. Action Required.** Complete all AFQTPs to meet the training requirements identified in this CFETP.

**13.3. OPR/Target Completion Date.** N/A.

**13.3. Craftsman (7-Level) Training.**

**13.3.1. Constraints.** AFQTP development for all core and diamond tasks.

**13.3.2. Impact.** N/A.

**13.3.3. Resources Required.** N/A.

**13.3.4. Action Required.** Complete all AFQTPs to meet all the training requirements identified in this CFETP.

**13.4. OPR/Target Completion Date.** N/A.

**13.5. Superintendent (9-Level) Training.** No Constraints.

## SECTION E - TRANSITIONAL TRAINING GUIDE

14. "There are currently no transition training requirements. This area is reserved."

## PART II

### SECTION A - SPECIALTY TRAINING STANDARD

**1. Implementation.** This STS will be used to identify technical training provided by AETC for the 3-level Operations Management Apprentice course with classes beginning 11 Jun 2002 and graduating 19 Jul 2002. Also, the 7-level Civil Engineer Management Craftsman course with class beginning 23 Jul 2001 and graduating 3 Aug 2001.

**2. Purpose.** As prescribed in AFI 36-2201, this STS:

**2.1.** Lists in Column 1 (*Tasks, Knowledge, and Technical Reference*) the most common tasks, knowledge, and technical references (TRs) necessary for airmen to perform duties in the 3-, 5-, and 7-skill level.

**2.2.** Column 2 (*Core Tasks*) identifies core tasks (specialty-wide training requirements) by an asterisk (\*) for 5- skill level or a double asterisk (\*\*) for 7-skill level . ***As a minimum, trainees must complete all core and critical tasks for skill-level upgrade.***

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

**2.2.2.** Tasks identified by a diamond (◆) in column 2 are extremely important to the career field. Equipment shortfalls at most locations however, have created problems with the actual hands-on certification of these tasks. In instances where required equipment is not available for instruction, completion of the task's AFQTP and passing the corresponding CerTest is all that is required for upgrade and qualification training.

**2.3.** Provides certification for OJT. Columns 3A, B, C, D, and E are used to record completion of tasks and knowledge training requirements. If available, and approved by the CE AFCFM, use automated training management systems 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.

**2.4.** Shows formal training and correspondence course requirements. Columns 4A, B, and C show the proficiency to be demonstrated on the job by the graduate as a result of training on the task/knowledge and the career knowledge provided by the initial skills training course, correspondence course, and read-ahead material. See CADRE/AFSC/CDC listing maintained by the unit education and training manager for current CDC listings.

**2.5.** Identifies qualitative requirements. Attachment 1 contains the *Proficiency Code Key* used to indicate the level of training and knowledge provided by resident training and career development courses

**2.6.** Becomes a job qualification standard (JQS) for on-the-job training when placed in AF Form 623, Individual Training Record, and used according to AFI 36-2201. When used as a JQS, the following requirements apply:

**2.6.1. Documentation.** Document and certify completion of training.

**2.6.1.1.** Identify current duty position requirements by circling the subparagraph number or letter next to the task statement. **Additionally, all core and diamond (◆) identified tasks should be circled.** Document task completion by annotating columns 3A, 3B, 3C, and 3D. **Note:** All entries shall be made in pencil.

**2.6.1.2.** Enter the start date of the AFQTP documentation record. Once completed enter the completion date. When **hands-on** training is started and completed annotate the STS accordingly.

**2.6.1.3. Transcribing from old document to CFETP.** Use the new STS to identify and certify all current and past task qualifications.

**2.6.1.3.1.** For tasks previously certified and still required in the current duty position:

**2.6.1.3.1.1.** For core and critical tasks the certifier evaluates airman's current qualifications and validates airman's ability to complete the task. The certifier and trainee then enter their initials and new certified date."

**2.6.1.3.1.2.** For non-core duty position tasks, the trainer evaluates the airman's current qualifications and validates the airman's ability to complete the task. The trainer and trainee then enter their initials in columns 3D and 3C respectively and the current date is entered in column 3B.

**2.6.1.3.2.** To transcribe previous certification for tasks not required in the current duty position, carry forward only the previous completion dates (not the initials of another person). If and when these tasks become a duty position requirement, recertify with current date and certifier, trainer, and trainee's initials.

**2.6.1.4. Documenting Career Knowledge.** When a CDC is not available, the supervisor identifies STS training references that the trainee requires for career knowledge and ensures, as a minimum, that trainees cover all mandatory items specified in AFMAN 36-2108, Utilization and Classification of Air Force Military Personnel. For two-time CDC exam failures, supervisors identify all STS items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the task certifier, and receives certification on the STS. **NOTE:** Career knowledge must be documented prior to submitting a CDC waiver.

**2.6.1.5. De-certification and Re-certification.** When an airman is found to be unqualified on a task, the supervisor shall erase previous certification and enter airman into qualification training. Appropriate remarks are entered on the AF Form 623a, On-The-Job Training Record Continuation Sheet, as to the reason for de-certification. The individual is re-certified using the normal certification process.

**2.6.2.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. Local requirements for accuracy, timeliness and use of procedures shall be applied accordingly.

**2.7. The STS** is used as a guide for development of promotion tests in the Weighted Airman Promotion System (WAPS). Senior NCOs with extensive practical experience in their career fields develop Specialty Knowledge Tests (SKTs) at the USAF Occupational Measurement Squadron. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. Individual responsibilities are in chapter 14 of AFI 36-2606, United States Air Force Reenlistment, Retention, and NCO Status Programs. WAPS is not applicable to the Air National Guard or Air Reserve Forces.

**3. Recommendations.** Comments and recommendations are invited concerning quality of training AETC graduates receive. Reference this STS regarding changes and address your correspondence to 782 TRG/TTS, 620 9th Avenue, Suite 3, Sheppard AFB TX 76311-2368. A 782d 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).

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

EARNEST O. ROBINS II, Maj Gen, USAF  
The Civil Engineer  
DCS/Installations and Logistics

4 Attachments

1. Qualitative Requirements
2. 3-, 5-, and 7-level career field training requirements
3. General Contingency Requirements
4. AFQTP Documentation Record

THIS BLOCK IS FOR IDENTIFICATION PURPOSES ONLY		
NAME OF TRAINEE		
PRINTED NAME (Last, First, Middle)	INITIALS (Written)	SSN
PRINT NAMES AND WRITTEN INITIALS OF TRAINING AND CERTIFYING OFFICIALS		
N/I	N/I	

**QUALITATIVE REQUIREMENTS**

	SCALE VALUE	DEFINITION: The individual
<b>TASK PERFORMANCE LEVELS</b>	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)
<b>* TASK KNOWLEDGE LEVELS</b>	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)
<b>** SUBJECT KNOWLEDGE LEVELS</b>	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)
<b>EXPLANATIONS</b>		
<p>* 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)</p> <p>** 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.</p> <p>- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.</p> <p>X This mark is used alone in course columns to show that training is required but not given due to limitations in resources.</p>		



**Note 1:** Underlined training references are commercial publications or other publications essential for enlisted specialty training and mission accomplishment.

**Note 2:** Task knowledge gained at Basic Military Training (BMT) will not be repeated during resident training.

**Note 3:** Prior to attending Civil Engineer Management Craftsman resident course, all personnel must successfully complete the 7-level Read-ahead Material (RAM) for J3ACR3E070 000. Personnel must present RAM test results upon arrival.

**Note 4:** AFQTPs are provided through multiple delivery systems (paper-based, CD-ROM, or video). Completion is required for upgrade or qualification. Access AFCESA's homepage ([www.afcesa.af.mil](http://www.afcesa.af.mil)) for the most current AFQTPs.

**Note 5:** Annotate AFQTP completion on the AFQTP Documentation Record (available on the AFCESA homepage) and maintain the completed documentation form in the trainee's records.

**Note 6:** In addition to completing the AFQTP Documentation Record, for ease of reference, you may place an "X" in column "4B(2)-QTP" to denote QTP completion.

1. Task Knowledge And Technical References	2. Core Tasks	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training / Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) QTP	(1) RAM	(2) Course
<b>1. CE ORGANIZATION AND CAREER FIELD STRUCTURE TR: AFDD 42; AFIs 10-209, 10-210, 10-211, 32-1022, 32-1001, 36-2101, 38-101, AFMAN 36-2108; War Mobilization Plan (WMP)-1, Annex S</b>												
1.1. Base Civil Engineer (BCE) structure						A		B				
1.2. Progression in career ladder						A		B				
1.3. Duties and responsibilities												
1.3.1. Peacetime						A						
1.3.2. Contingency						A						
1.4. Functions of:												
1.4.1. BCE						A		B		B		
1.4.2. Prime BEEF						A		B		B		
1.4.3. RED HORSE						A		B		B		
1.4.4. HQ ANG/AFRC						A		B		B		
1.5. Resources												
1.5.1. Assess manpower requirements											b	3c
1.5.2. Identify budget requirements											b	3c
1.5.3. Determine equipment requirements											b	3c
1.5.4. Use Allowance Standards (AS)											b	3c
1.5.5. Research, Development, and Acquisition (RD&A) TR: DoDD 5000.1												
1.5.5.1. Process												B
1.5.5.2. Unit responsibilities												B
1.5.5.3. Major command responsibilities												B
1.5.6. Assess vehicle requirements											b	1b
1.5.7. Requesting contract services											b	2c
1.5.8. Requesting Simplified Acquisition of Base Engineering Requirements (SABER) contract											B	C
<b>2. SPECIFIC OPSEC VULNERABILITIES TR: AFI 10-1101</b>							A					
<b>3. PRACTICE COMPUTER SECURITY TR: AFI 33-202</b>							A				A	1b

1.  Task Knowledge And Technical References	2.  Core Tasks	3.  Certification for OJT					4. Proficiency Codes Used To Indicate Training / Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) QTP	(1) RAM	(2) Course
<b>4. SUPERVISION TR: AFIs 36-2201, 36-2403, 36-3401; AFMAN 36-2108; AFPAM 36-2127; DoDD 5500-7</b>												
4.1. Orient new personnel											b	
4.2. Assign personnel to work crew											b	
4.3. Coordinate work assignments											b	
4.4. Schedule work assignments and priorities											b	
4.5. Establish:												
4.5.1. Work methods											b	
4.5.2. Controls											b	
4.5.3. Performance standards											b	
4.6. Evaluate work performance of subordinate personnel											b	
4.7. Resolve technical problems for subordinate personnel											b	
4.8. Direct projects											b	2b
<b>5. TRAINING TR: AFIs 36-2101, 36-2201, AFPD 36-22; AFMAN 36-2108; AFCAT 36-2223</b>												
5.1. Evaluate personnel to determine need for training									b		b	3c
5.2. Enlisted specialty training supervision												
5.2.1. Prepare job qualification standards											b	3c
5.2.2. Conduct training											b	3c
5.2.3. Counsel trainees on their progress											b	3c
5.2.4. Monitor training effectiveness												
5.2.4.1. Career knowledge									a		b	3c
5.2.4.2. Job proficiency upgrade									a		b	3c
5.2.4.3. Qualification									a		b	3c
5.3. Maintain training records									a		b	3c
5.4. Evaluate training programs effectiveness											b	3c
5.5. Recommend people for training											a	b
5.6. AETC training management system (Training Allocation)									A		A	B
5.7. Managing Certification and Testing (CerTest)							A		B			B
5.8. National/DoD Certification requirements									A		A	B
5.9. AFQTP Requirements											B	
<b>6. ENVIRONMENTAL AWARENESS AND COMPLIANCE TR AFIs 32-4002, 32-7045, 32-7061; Chemicals in Your Community (EPA 550-K-93-003); EO 12856</b>												
6.1. Environmental Compliance Assessment Management Program (ECAMP)							A		B		B	
6.2. National Environmental Policy Act (NEPA)							A		B		B	
6.3. Environmental Impact Analysis Process (EIAP)							A		B		B	

1.  Task Knowledge And Technical References	2.  Core Tasks	3.  Certification for OJT					4. Proficiency Codes Used To Indicate Training / Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) QTP	(1) RAM	(2) Course
6.4. Emergency Planning and Community Right to Know Act (EPCRA)							A		B		B	
<b>7. CE MANAGEMENT TR: AFI 32-1001, 32-1022; AFPAM 32-1098; New Ops AFPAM 32-?; AFMAN 23-110; AFCSM 32-202</b>												
7.1. Customer relationships							A		B		B	
7.2. Work identification and authorization									A		B	
7.3. Plan work requirements									a		b	2b
7.4. Plan logistics support (CEMAS, BOM)									a		b	2b
7.5. IMPAC Program											A	B
7.6. Maintain recurring work program									a		b	2b
7.7. Scheduling/time accounting									a		b	2b
7.8. Warranty and Guarantee Program									A		B	
7.9. Property Accountability									B			B
7.10. Base Comprehensive Plan											A	
7.11. Legal limits									B			
7.12. Mark "As Built " Drawings											b	2b
7.13. Reimbursements procedures									b		B	
7.14. CE Specific Automated Systems (Computer) Capability												
7.14.1. Perform inputs									a		b	1a
7.14.2. Maintain files									a		b	1a
7.14.3. Develop automated reports									b		b	1a
7.14.4. Extract automated reports									a		b	1a
7.14.5. Perform automated data analysis											B	1a
7.15. Host Tenant and Interservice Agreements											A	
7.16. Civil Engineer Civilian Management											B	C
<b>8. COMMUNICATIONS TR: AFI 33-106; AFJMAN 24-306</b>												
8.1. Use radios							b					
8.2. Use hand signals							b					
8.3. Identify airdrome signals							b					
<b>9. AF OCCUPATIONAL SAFETY AND HEALTH (AFOSH) PROGRAM TR: AFPDs 91-2, 91-3; AFI 91-302; AFIND 17</b>												
9.1. Supervisory responsibilities									B			
9.2. Hazardous materials waste handling							A		B			
9.3. Lead-based paint (LBP) hazard TR: 29-CFR 1926.62; Working With Lead-based Paint: Facts and Information Applicable to Air Force Facilities							B					
9.4. Fire extinguisher training							A					

1.  Task Knowledge And Technical References	2.  Core Tasks	3.  Certification for OJT					4. Proficiency Codes Used To Indicate Training / Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) QTP	(1) RAM	(2) Course
<b>10. PUBLICATIONS</b> <b>TR: AFI 33-160 Vol I; AFINDS 2, 9</b>												
10.1. Military						A		B				
10.2. Commerical						A		B				
10.3. Engineering Technical Letters (ETL)						A		B				
<b>11. AFS SPECIFIC TR: TO 0-1-01; 1-02; 00-5-1; 00-5-2; 00-20-7; NFPA 70</b>	0-											
11.1. Use indexes to locate numbers and titles of manuals, regulations, instructions, technical orders, and forms								A				
11.2. Locate desired information in:												
11.2.1. Standard publications												
11.2.2. Technical orders												
11.2.3. National Electrical Code (NFPA 70)												
11.2.4. National Electrical Safety Code												
11.3. Use technical publications to perform maintenance, operations, and troubleshooting												
11.4. AFOSH training/standard for AFS						A		B				
11.5. Initial Federal Hazard Communication Training Program (FHCTP) TR:DoD 6050.5-G-1; AFOSH 121-21; AFI 91-302						A						
11.6. Resources						B						
11.6.1. Assess manpower requirements						B						
11.6.2. Identify budget requirements orders						B						
11.6.3. Determine equipment requirements						B						
11.6.4. Use Allowance Standards (AS)						B						
11.6.5. Requesting contract services						B						
11.6.6. Requesting Simplified Acquisition of Base Engineering Requirements (SABER) contract						B						
11.6.7. Management Equipment Evaluation Program ( MEEP)						B						
11.7. Work identification and authorization						B						
11.8. Maintain recurring work program						2b						
11.9. Scheduling/time accounting						2b						
11.10. Legal limits						A						
11.11. Reimbursements procedures						A						
11.12. CE Specific Automated Systems (Computer) Capability												
11.12.1. Perform inputs						3c						
11.12.2. Maintain files						3c						
11.12.3. Develop automated reports						2b						
11.12.4. Extract automated reports						3c						
11.13. Host Tenant and Interservice Agreements						A						

1.  Task Knowledge And Technical References	2.  Core Tasks	3.  Certification for OJT					4. Proficiency Codes Used To Indicate Training / Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) QTP	(1) RAM	(2) Course
<b>12. WORK FORCE MANAGEMENT</b> TR: AFIs 32-1022, 32-1001, 32-1032, 6002, 32-6003, 32-9005; AFMAN 23-110; AFPAM 32-1004 V1, 32-1098, 32-1004 V1, (New Ops AFPAM 32-XX); AFCSM 32-202; DODR 7000-14 V11A & V11B	32											
12.1. Customer Focal Point												
12.1.1. Establish						B						
12.1.2. Manage						B						
12.2. Customer Satisfaction Program												
12.2.1. Develop								B				
12.2.2. Implement								B				
12.2.3. Manage								B				
12.3. Facility Files												
12.3.1. Purpose						A		B				
12.3.2. Maintain						A		B				
12.4. Written Requests												
12.4.1. Purpose						A		B				
12.4.2. Prepare						2b		b				
12.4.3. Process	*					2b		b				
12.5. Work control data file interface						A		B				
12.6. Direct Scheduled Work												
12.6.1. Purpose						A		B				
12.6.2. Types						A		B				
12.6.3. Prepare	*					2b		b				
12.6.4. Process	*					2b		b				
12.7. Work Orders												
12.7.1. Purpose						A		B				
12.7.2. Types						A		B				
12.7.3. Prepare	**					2b		b				
12.7.4. Process	**					2b		b				
12.7.5. Methods of Accomplishments												
12.7.5.1. In-house						B		B				
12.7.5.2. Contract						B		B				
12.7.5.3. Self-Help						B		B				
12.7.6. Monitor legal limits						A		B				
12.8. Cost account codes												
12.8.1. Purpose						A		B				
12.8.2. Assign						2b		b				
12.9. Customer account codes												
12.9.1. Purpose						A		B				
12.9.2. Establish						2b		b				
12.9.3. Maintain						2b		b				
12.10. Monitor Material Support												
12.10.1. Direct Scheduled Work						b		c				
12.10.2. Work Orders						b		c				
12.10.3. Material Requisition Flow	*					b		c				

1.  Task Knowledge And Technical References	2.  Core Tasks	3.  Certification for OJT					4. Proficiency Codes Used To Indicate Training / Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) QTP	(1) RAM	(2) Course
12.11. Collection Work Order Number (CWON)												
12.11.1. Purpose						A		B				
12.11.2. Prepare						2b		b				
12.11.3. Use						2b		b				
12.11.4. Maintain						2b		b				
12.12. Work Status												
12.12.1. Prepare						2b		b				
12.12.2. Maintain						2b		b				
12.12.3. Research	*					2b		b				
12.12.4. Brief customers						B		B				
12.13. Develop In-service Work Plan (IWP)						A		b				
12.14. Develop Weekly Work Schedule	*					2b		b				
12.15. Develop Daily Work Schedule	*					2b		b				
12.16. Work Order Priority Program						A		B				
12.17. Facility Management Program												
12.17.1. Develop training program						A		b				
12.17.2. Train facility managers						A		b				
12.18. Vehicles												
12.18.1. Manage Fleet						A		B				
12.18.2. Duties and Responsibilities						A		B				
12.18.3. Authorizations						A		B				
12.18.4. Acquisitions						A		B				
12.18.5. Maintenance						A		B				
<b>13. WORK FORCE MANAGEMENT ANALYSIS TR: AFIs 32-1022, 32-1001, 32-1032, 33-110, 65-601 V1; AFCSM 32-202; AFPAMs 32-1004 V1, (New Ops AFPAM 32-XX)</b>												
13.1. Perform analytical studies on operating data to determine work force efficiency												
13.1.1. Trend analysis								b				
13.1.2. Cost analysis								b				
13.1.3. Maintenance analysis								b				
13.1.4. RWP analysis								b				
13.1.5. Variance analysis								b				
<b>14. AFSC SPECIFIC CONTINGENCY RESPONSIBILITIES TR: AFIs 10-210; 10- 211; AFMAN(I) 32-1123; AFPAM 10-219 Vol 1-9, (New Ops AFPAM 32-XX); AFHB 10 222 Vol 3; T.O. 35E5-6-1, 35E4-132-1, 35E4-94-1; Army TMs 10-8340-207-14, 10-450-200-12; WMP-1, Annex S;</b>												
14.1. Command and Control												
14.1.1. Preplanning Concepts						A		B				
14.1.2. Force Protection Beddown Planning						A		B				
14.1.3. Concept of Operations												

1.  Task Knowledge And Technical References	2.  Core Tasks	3.  Certification for OJT					4. Proficiency Codes Used To Indicate Training / Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) QTP	(1) RAM	(2) Course
14.1.3.1. Wing Operations Center (WOC)							A		B			
14.1.3.2. Survival Recovery Center (SRC)							A		B			
14.1.3.3. Damage Control Center (DCC)												
14.1.3.3.1. Establish	*						1b		c			
14.1.3.3.2. Operate												
14.1.3.3.2.1. Log and control damage reports, including service call functions	*						2b		c			
14.1.3.3.2.2. Dispatch craftsmen, equipment, and material	*						2b		b			
14.1.3.3.3. Manage/Operate Contingency Communications Networks												
14.1.3.3.3.1. Land Mobile Radios												
14.1.3.3.3.1.1. Set-up							b		b			
14.1.3.3.3.1.2. Operate							1b		B			
14.1.3.3.3.2. Scope Shield Radios												
14.1.3.3.3.2.1. Set-up							b		b			
14.1.3.3.3.2.2. System Operations							A		B			
14.1.3.3.3.2.3. Conduct Individual Training												
14.1.3.3.3.3. Global Positioning System												
14.1.3.3.3.3.1. Interpret/Plot on Grid Map							A		B			
14.1.3.3.3.4. Computer Systems							A		B			
14.1.3.3.4. Control vehicle resources	**						b		b			
14.1.3.3.5. Events Log												
14.1.3.3.5.1. Establish	*						2b		b			
14.1.3.3.5.2. Maintain	*						2b		b			
14.1.4. Coordinate contingencies or emergencies with appropriate agencies							A		B			
14.1.5. Maintain personnel accountability, duty and standby rosters	*						b		b			
14.2. Damage Assessment												
14.2.1. Plot coordinates and track status of UXOs							a		b			
14.2.2. Plot and conduct Minimum Airfield Operating Surface (MAOS) selections							a		b			
14.3. Limited area decontamination TR: T.O. 11D1-3-8-1, 11C15-1-3; AFPAM 10-219, Vol 2, 3 & 4							A		B			
14.4. Beddown Shelter												
14.4.1. Erect Temper Tent							b		b			
14.5. Track Force Beddown							a		b			
14.6. Expedient Repair Requirements TR: AFPAM 10-219, Vol 3; Home Station Training (HST) Category 1 & 2												
14.6.1. Facilities							A		B			
14.6.2. Utilities							A		B			
14.6.3. Pavements							A		B			
14.7. Resource Advisory Duties TR: AFI 63-124, 32-1061, 10-211; AFPAM 10-219 Vol 5, 63-503												
14.7.1. Contracts												
14.7.1.1. Preparation							A		B			

1.  <b>Task Knowledge And Technical References</b>	2.  Core Tasks	3.  Certification for OJT					4. Proficiency Codes Used To Indicate Training / Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) QTP	(1) RAM	(2) Course
14.7.1.2. Processing							A		B			
14.7.2. Budget Preparation							A		B			
14.7.3. Funds Tracking							A		B			
14.8. Sustainment												
14.8.1. Resource Accountability							B		B			
14.8.2. Recurring Maintenance							b		b			
14.9. Host nation interface							A		B			
14.10. Special purpose vehicles/equipment TR: AFPD 25-1; AFJMAN 24-306; AFIs 23- 101, 24-301; AFI 10-210; ASC-036; TO's 36A2 series, 36M2 series, 36A12 series												
14.10.1. General purpose vehicles (up to 14,000 GVW)												
14.10.2. Backhoe												
14.10.3. HMMWV												
14.11. Know about striping procedures TR: AFPAM 10-219, Vol 4; TO 35E2-6-1												
14.11.1. Minimum Operating Strip (MOS)												
14.11.2. Taxiway												
14.11.3. Parking area												
14.12. Quality Assurance Evaluating												
14.12.1. Evaluations							A		B			
14.12.2. Statement of Work							A		B			
14.13. Post Deployment												
14.13.1. After Action Report							A		B			
14.13.2. Reconstitution of Materials and Equipment							A		B			



1.  <b>Task Knowledge And Technical References</b>	2.  Core Tasks	3.  Certification for OJT					4. Proficiency Codes Used To Indicate Training / Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) QTP	(1) RAM	(2) Course
15.2.3. Basic lifesaving steps												
15.2.4. Move and transport injured personnel												
<b>15.3. Field Sanitation &amp; Hygiene Measures</b> TR: AFIs 48-110, 10-210; AFDD 35; ARMY FM 21-10												
15.3.1. Personal hygiene measures												
15.3.2. Countermeasures												
15.3.2.1. Disease and pestilence												
15.3.2.2. Communitable diseases												
15.3.3. Sanitation requirements												
15.3.3.1. Field												
15.3.3.2. Kitchen & Mess												
<b>15.4. Self Protection from Extreme Weather</b> TR: A77; AFPAM 10-219, Vol 5; -219, Vol 5; Army FM 21-76												
15.4.1. Hot weather survival techniques												
15.4.1.1. Acclimatization												
<b>15.5. Force Protection</b> TR: Joint Pub 1-02; AFH 32-4014, Vol 4; AFH 10-222, Vol 3; AFPAM 10-219 Vol 2; DoD 0-2000.12-H; Joint Services Guide 5260												
15.5.1. Personal / Work Party Security TR: AFIs 36-2226, 36-2209, 31-209, 31-301, 10-403, 10-404, 31-207, 10-215; AFPAM 10-219, Vol 3 ; Army FMs 21-75; 7-8												
15.5.1.1. Combat skills												
15.5.1.2. Defensive tactics												
15.5.1.2.1. Cover and concealment												
15.5.1.2.2. Individual movement												
15.5.1.2.3. Weapons fire control												
15.5.1.2.4. Communications												
15.5.1.2.5. Field fortifications												
15.5.1.2.6. Guard placement/perimeter defense												
15.5.1.2.7. Recognition code system												
15.5.2. Air Base Defense (ABD) Interface TR: AFIs 31-301, 31-702												
15.5.2.1. Ground threats												
15.5.2.2. ABD concept												
15.5.2.3. Defensive tactics												
15.5.2.4. Force movement												
15.5.2.5. Weapons and fire control												
15.5.2.6. Tactical barriers												
15.5.2.7. Fighting/Protective Positions												
15.5.3. Convoy Techniques TR: AFIs 36-2209, 31-301, 10-211, 36-2225, 31-101; AFPAM 10-219, Vol 3; Army FMs 7-8, 7-10, 55-30												
15.5.3.1. Convoy principles												
15.5.3.1.1. Organization												
15.5.3.1.2. Command and control												

For Reference Only

Document General Contingency Training

IAW AFI 10-210

For Reference Only

Document General Contingency Training

IAW AFI 10-210

1.  <b>Task Knowledge And Technical References</b>	2.  Core Tasks	3.  Certification for OJT					4. Proficiency Codes Used To Indicate Training / Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) QTP	(1) RAM	(2) Course
15.5.3.1.3. Vehicle preparation												
15.5.3.1.4. Security Forces interface												
15.5.3.1.5. Counter ambush techniques												
15.5.3.1.6. Defensive ambush measures												
15.5.4. Passive Defense Techniques TR: AFPAM 10-219, Vol 2 & 5; AFIs 10-210, 10-11, 10-212, 32-4001, 31-101, 31-210, 10-401 Vol 1 & 2, 31-301; TM 5-1080-200-13/P; AFH 31-302; AFMAN 32-4005; AFPDs 31-1, 71-1; AFMD 39; AFDD 2-4.2		<b>For Reference Only</b>										
15.5.4.1. Hardening/splinter protection		<b>Document General Contingency Training IAW AFI 10-210</b>										
15.5.4.2. Aircraft revetment TR: AFPAM 10-219, Vol 2; AFMAN 10-401 Vol 1 & 2; 32-1071 Vols 1-3; AFDD 2-4.2; AFM 32-4005; AFIs 31-101, 31-210, 31-301		<b>Document General Contingency Training IAW AFI 10-210</b>										
15.5.4.2.1. Assemble kit-type revetments												
15.5.4.2.2. Improvised revetments												
15.5.4.3. Resource dispersal												
15.5.4.4. Camouflage, Concealment, and Deception (CCD) Techniques TR: AFPAM 10-219, Vol 2 & 3												
15.5.4.5. Terrorism TR: AFI 31-210, AFPAM 10-219, Vol 2; Joint Pub 1- 02:												
15.5.4.5.1. Awareness												
15.5.4.5.2. Countermeasures												
15.5.4.6. Chemical warfare protection TR: AFMAN 32-4005; AFIs 10-210, 13-218, 21-101, 32-4001; AFPAM 10-219, Vol 3 & 4; AFH 32-4014, Vol 2; AFMAN 32-4005, AFVA 32- 4012												
15.5.4.6.1. Individual protective equipment												
15.5.4.6.2. Wartime threat / protective actions / procedures												
15.5.4.6.3. Decontaminating vehicle / equipment		<b>For Reference Only</b>										
15.5.4.6.4. Decontaminate shelter entry point												
15.5.4.6.5. USAF standard alarm signals TR: AFPAM 10-219, Vol 2; AFVA 32-4011												
15.5.4.6.6. Protective shelters		<b>Document General Contingency Training IAW AFI 10-210</b>										
<b>15.6. Base Denial</b> TR: AFIs 10-210, 10-211; AFPAM 10-219, Vol 3; Army FM 5-250; TO 11A-1-66; WMP-1, Annex S		<b>Document General Contingency Training IAW AFI 10-210</b>										
15.6.1. Base denial concept												
15.6.2. Denial methods												
<b>15.7. Multi-Congency/Warskills Training Requirements TR: AFI 10-210; WMP-1, Annex S</b>												
15.7.1. Multi-warskilling concept												
15.7.2. Vehicle Qualifications TR: AFI 10-210; AFPAM 10-219, Vol. 3, 4, 8; AFPD 25-1; AFMAN 24-309; AFI 23- 101; 25-101; AS 12; T.O.s 36A2 series, 36M2 series, 36A12 series; War & Mobilization Plan (WMP), Vol. I, Annex S; HST/RTP												

GENERAL CONTINGENCY

3E6X1

1. Task Knowledge And Technical References	2. Core Tasks	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training / Information Provided					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) QTP	(1) RAM	(2) Course
15.7.2.1. Contingency vehicles and equipment responsibilities												
15.7.2.2. Obtain government driver's license												
15.7.2.3. Qualify on contingency vehicles						For Reference Only						
15.7.2.4. General purpose vehicles (up to 14,000 GVW)												
<b>15.8. Explosive Ordnance Reconnaissance (EOR)</b> TR: AFI 10-210; AFPAM 10-219, Vol 3 & 4; Army FMs 21-16, 21-75						Document General Contingency Training						
15.8.1. Potential ordnance						IAW AFI 10-210						
15.8.2. Marking procedures												
15.8.3. Reporting procedures												
15.8.4. Mass ordnance clearance												
<b>15.9. Beddown shelters</b> TR: T.O.s 35E-5-6-1, 35E4-132-1, 35E4-94-1; TM 10-4500-200-13; 10-219, Vol 2, 3 & 5	AFI											
15.9.1. Bare base concept												
15.9.2. Beddown package assets												
15.9.2.1. Harvest Eagle												
15.9.2.2. Harvest Falcon												
15.9.2.3. Temper Tent TR: AFPAM 10-219, Vol 2, 5; AFH 10-222, Vol 1; T.O. 35E5-1-6-1												
15.9.2.4. Small Shelter System (SSS) TR: T0 35E5-6-11						For Reference Only						
<b>15.10. Rapid Runway Repair (RRR)</b> TR: AFIs 10-210, 10-211, 10-212; T.O.s 35E2-3-1, 35E2-2-7, 35E2-5-1; AFPAM 10-219, Vol 4						Document General Contingency Training						
15.10.1. Base Recovery concepts												
15.10.2. Damage assessment						IAW AFI 10-210						
15.10.3. Damage reporting												
15.10.4. Rapid Runway Repair (RRR) concept												
15.10.4.1. RRR Philosophy												
15.10.4.2. AM-2 Matting												
15.10.4.3. Fiberglass Mat												
15.10.5. Spall Repair												

## CE AFQTP Documentation Record For AFSC 3E6X1

(CFETP 1 June 2002)

- This document supersedes previous AF Form 797 Overlay. Maintain in member's AF Form 623 until 7-level upgrade
- Trainers/Certifiers enter their name and initials in the identification block at beginning of the STS
- Upon administering AFQTPs, enter start date in column 4 of this record
- Upon completion of each unit, document columns 5, 6, and 7
- Upon completion of applicable CerTests, trainer will place the completion date in column 8
- Transcribe by entering current date in columns 5 and 8, Trainees & Trainers Initials in columns 6 & 7

1	2	3	4	5	6	7	8
TASK NUMBER	TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	* 5 LEVEL ** 7 LEVEL	START DATE	COMPLETE DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CerTest COMP DATE
<b>12</b>	<b>WORK FORCE MANAGEMENT</b> TR: AFIs 32-1022, 32-1031, 32-1032, 32-6002, 32-6003, 32-9005; AFMAN 23-110; AFPAMs 32-1098, 32-1099; DODR 7000-14V11; WIMS Little "z" Library						
12.4.3.	Process (Written request)	*					
12.6.3.	Prepare (Direct scheduled work)	*					
12.6.4.	Process (Direct scheduled work)	*					
12.7.3.	Prepare (Work orders)	**					
12.7.4.	Process (Work orders)	**					
12.10.3.	Material Requisition Flow (Material support)	*					
12.12.3.	Research (Work status)	*					
12.14.	Develop Weekly Work Schedule	*					
12.15.	Develop Daily Work Schedule	*					
<b>14</b>	<b>AFSC SPECIFIC CONTINGENCY RESPONSIBILITIES</b> TR: AFIs 10-210; 10-211; 32-1026; T.O.s 35E-5-6-1, 35E4-132-1, 35E4-94-1; Army TMs 10-8340-207-14, 10-450-200-12; WMP-1, Annex S; (Mar 95); AFPAM 10-219, Vol 1, 2, 3, 4, & 5						
14.1.3.3.1.	Establish (Damage control center)	*					
14.1.3.3.2.1	Log and control damage reports, including service call functions (Operate, damage control center)	*					
14.1.3.3.2.2	Dispatch craftsmen, equipment, and material (Operate, damage control center)	*					
14.1.3.3.4.	Control vehicle resources	**					
14.1.3.3.5.1	Establish ((Events Log)	*					
14.1.3.3.5.2	Maintain (Events Log)	*					
14.1.5.	Maintain personnel accountability, duty and standby rosters (Command & control)	*					

**SECTION B - COURSE OBJECTIVE LIST (COL)**  
(This section used when developing lesson plans)

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

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

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

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

**5. Standard.** The standard is 70% on written examinations. Standards for performance measurement are indicated in the objectives and delineated on the individual progress checklist. Instructor assistance is provided as needed during the progress check, and students may be required to repeat all or parts of the behavior until satisfactory performance is attained.

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

**7. Course Objective List.** These objectives are listed in the sequence taught by Block of Instruction.

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

**7.2. 7-Skill Level Course.** A detailed listing of the CE Craftsman Management course objectives may be obtained by written request to 366 TRS/DO, 727 Missile Road, Sheppard AFB TX 76311-2254.

## SECTION C - SUPPORT MATERIALS

### 8. CerTest.

**8.1.** CerTest is a program that uses computer-based evaluation to ensure skilled craftsmen are available to meet the Air Force's changing needs. It enhances upgrade and qualification training by testing and evaluating an individual's knowledge of the principles and procedures in each specialty.

**8.1.1.** The program contains tests used to evaluate task knowledge received through different media such as paper products (text), videotapes, and computer-based programs.

**8.1.2.** The CerTest program contains **mandatory** tests, required for upgrade. All **diamond** (◆) coded tasks on the STS have a corresponding **mandatory** test.

**8.1.3.** CerTest is also a powerful training management tool. It can be used to find the strengths and weaknesses in an individual's training and experience. CerTest automatically records and updates all test results. The training manager can copy records to a disk so that an individual can bring current, accurate training information to a new unit; thereby helping the gaining supervisor evaluate the trainee's knowledge and experience.

**8.2.** CerTest also enables unit personnel to develop site-specific tests. These custom-made tests standardize testing on tasks unique to a specific duty station and/or assignment. The program contains a graphics library that may be used along with a menu-driven test editor to develop these site-specific tests.

**8.3** CerTest also contains **optional** CDC pre-evaluation tools. Volume review exercises are available for progress checks after each volume is completed. After all volumes are completed on a set, the trainee may take the course review exercise before taking the final End of Course exam at the base training office. Commanders are encouraged to integrate these tools in their unit's OJT program.

**8.4.** CerTest has been adopted as the Air Force platform for future electronic CDC testing. The Air Force Institute for Distributive Learning (AFIADL) began using CerTest on 1 June 2000. Currently, all CE AFSS are allowed to use AFIADL's CerTest on installations where Base Test Control Facilities (TCFs) are equipped. See your UETM for further information.

**8.5.** The **mandatory** CerTests for each AFSC are identified, by number, with it's corresponding AFQTP on the 3E6X1 AFQTP Documentation Record.

**8.6.** For a complete list of up-to-date AFQPTs applicable to the 3E6X1 AFSC see our page at:  
**<http://www.afcesa.af.mil/Directorate/CEO/Training/Enlisted/QTPs/3E6X1.htm>**.

## SECTION D - TRAINING COURSE INDEX

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

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

<b>Course Number</b>	<b>Title</b>	<b>Developer</b>
J3ABR3E631-000	Operations Management Apprentice Course (AFSC 3E631)	366 TRS
J3AZR3E050 000	Work Information Management System (WIMS) Operator Course ( minimum 6 months WIMS use, but less than 1 year)	366 TRS
J3AZR3E050 001	Civil Engineers Work Estimating (CE Planners)	366 TRS
J4AZT3E050 000	Engineer Performance Standards (EPS)/ WIMS Knowledge (CE Planners)	366 TRS
J3ACR3E070 000	Civil Engineer Management Craftsman Course	366 TRS

### **11. Air Force Institute for Advanced Distributive Learning (AFIADL) Courses.**

<b>Course Number</b>	<b>Title</b>	<b>Date</b>
CDC 3E651	Operations Management Journeyman	19 Oct 2000

### **12. Exportable Courses/Information.**

<b>Course Number</b>	<b>Title</b>	<b>Date</b>
	Civil Engineer Management Craftsman Course -- Part A (exportable) version 2.1	Jul 2001

### **13. Courses Under Development/Revision.**

<b>Course Number</b>	<b>Title</b>	<b>Date Due</b>
J3AZR3E050 002	Civil Engineer Work Estimating	Mar 2003

## **SECTION E - MAJCOM UNIQUE REQUIREMENTS**

- 14. "There are currently no MAJCOM unique requirements. This area is reserved."**

## SECTION F - HOME STATION TRAINING

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

**15.1. Home Station Training (HST).** HST is training that is conducted at the individual's home station for contingency operations.

**15.1.1.** Category I (CAT-I) training consists of knowledge-level training such as Prime BEEF orientation, field sanitation, and expedient methods. CAT-1 training is normally accomplished through briefings and the use of videos and other training aids. These various training aids are listed in AFI 10-210, Attachment 2 under the "Optional Source for Training Material" column.

**15.1.1.1.** The "General Contingency Responsibilities" (GCR), CD-ROM Training Package may be used for Category I contingency training. Successful completion of the lessons in the GCR CD-ROM will satisfy those SORTS requirements indicated in AFI 10-210, Chapter 4 and Attachment 2. It can be used for training and evaluation and is based on successful completion of one or more lessons completed in any order. One, some or all lessons may be completed at a given time. At the end of each lesson, the trainee will successfully complete the Lesson Review Exercise (LRE) and receive a certificate of training generated by the CD-ROM. The trainee must present the certificate or certificates to the Readiness Training Monitor to receive credit for the training.

**15.1.1.2.** Also available are various volumes of Home Station Training CD-ROM packages. These disks contain up to five presentations covering various CAT I topics. These are an additional method of providing required recurring training and topics covered are indicated in the training material column of Attachment 2 by letters "PBCD".

**15.1.1.3.** For personnel assigned to a unit with a Prime BEEF mission for the first time, the 3-Level General Contingency Responsibilities CD-ROM is to be completed with the first 90 days of assignment. This product contains 17 lessons covering CAT I training topics. CAT I credit can be given for completion of these lessons for the same areas as the previously mentioned General Contingency Responsibilities product as indicated in AFI 10-210. Completion certificates should be presented to the Readiness Training Monitor for documentation of training.

**15.1.1.4.** The Unit should develop procedures to use these products to suit their needs. Remember these are tools to assist you in fulfilling CAT I training requirements. Document this training as outlined in AFI 10-210.

**15.1.2.** Category II (CAT-II) training is primarily task-oriented training such as weapons training, hard-back tent construction, and convoy security and the hands-on portion of various CAT I topics. This training is listed in AFI 10-210, Attachment 3 can be conducted during regularly required field training exercises.

## 15.2. Training References.

### 15.2.1. AFI, Prime Base Engineer Emergency Force (BEEF) Program.

Chapter four of AFI 10-210 identifies the Prime BEEF recurring training requirements. You can review this document by going to the Air Force publications web site. Attachment 2 is a list of HST CAT-I training requirements and Attachment 3 lists CAT-II training requirements.

### 15.2.2. Prime BEEF Contingency and Wartime Tasks – AFPAM 10-219, Vol 10.

The Contingency Training Guide and Task Standards (AFPAM 10-219, Vol 10) lists basic wartime skills, knowledge, and the major common contingency/wartime tasks that Prime BEEF teams will be required to perform. The Contingency Training Guide and Task Standards identify the AFS's associated with each task, required resources to accomplish the task, and the maximum time (under optimum conditions) expected to complete the task. The document also identifies the lead AFS on each task. This document is located on the Air Force Publications Web site.

**15.2.3. AFPAM 10-219 Series.** These documents assist tin home station training and contingency responses. They replaced the AFP 93-12 series of planning documents and are available on the Air Force Electronic Publications Library (AFEPL).

### 15.2.4. Air Force Education and Training Course Announcements (ETCA).

Superseded AFCAT 36-2223. It is located at the following URL: <http://etca.randolph.af.mil/> lists additional training/educational opportunities available for civil engineer personnel. This catalog contains information on formal education and training courses. The catalog is updated quarterly.

**15.2.5. Readiness Training Package (RTP).** RTPs are lesson plans for HST lessons. The RTPs are intended for those personnel who teach any area of HST. The index and RTPs are located on the Air Force Civil Engineer Support Agency (AFCESA) home page. The internet address for this information is <https://wwwmil.afcesa.af.mil>.

**15.2.6. Other Documents.** AFH 10-222, Bare Base Development, Bare Base Facility Erection, Force Protection, Mechanical Systems, Bare Base Assets, Bare Base Generators and other volumes in the AFH 10-222 series are used for contingency training and operations. The AFH series are pocket guides providing information on bare base systems for all AFSs. AFH 10-222, Vol4, Air Force Environmental Handbook for Contingency Operations, was developed to assist the environmental career field (3E4X3) on environmental quality issues during contingency and training operations. The handbook can be used by any AFS who works closely with environmental issues. Visit the Air Force Publications web site to down this information.

**15.2.7. AFCESA/CEX.** Maintain a comprehensive listing of audiovisual products that support the contingency training program. To view this listing as well as gain information on how to order specific audiovisual products, please consult the AFCESA Contingency Support page.

## 15.3. Ancillary Training.

**15.3.1. Team Exercise Sites (CATIII).** All CE personnel who fill critical Unit Type Code (UTC) positions will receive team training at Silver Flag Exercise Sites (SFES) with exception of members on headquarters staff augmentation UTC's, pavement evaluation UTCs, and generator repair and maintenance UTCs. There are currently three active

SFES in the world today. They are located at Tyndall AFB, FL; Ramstein AB, Germany; and Kadena AB, Japan. Active duty personnel in critical UTC positions will be qualified at least 30 months on the elements listed in table 4.3 of AFI 10-210. The Air Reserve Components (ARC) will be qualified at least 45 months.

**15.3.2. AEF/Spin-up Training.** The AFCESA home page has the worldwide locator for the different types of training, locations, and Points Of Contact (POC) for equipment items that maybe encountered during contingency operations.