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Parts I and II
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Grade Series
GENERAL SCHEDULE
0301/0303/0340/1101/1152/1601/1603/1640/2003
FEDERAL WAGE SYSTEM
6907/6910

OPERATIONS MANAGEMENT
AND
MATERIAL CONTROL



CAREER FIELD EDUCATION AND TRAINING PLAN

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CIVILIAN EDUCATION AND TRAINING PLAN

OPERATIONS MANAGEMENT AND MATERIAL CONTROL

**GRADE SERIES
GENERAL SCHEDULE
0301/0303/0340/1101/1152/1601/1603/1640/2003
WAGE GRADE 6907/6910**

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OPR: Air Force Civil Engineer Functional Advisory Council Wage Grade Panel
Certified by: Dave Perkins and Greg ZseDenny, Wage Grade Panel Chairs

PREFACE

This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education/training requirements and training support resources for the Operations Management and Material Control series. The Training Plan will provide our personnel with a clear career path to success and instill rigor in all aspects of our Job Series training.

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

Part I provides information necessary for overall management of the job series.

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

Part II includes the following:

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

Note: At unit level, supervisors and trainers must use Part II to identify, plan, and conduct training commensurate with the overall goals of this guide.

Using guidance provided in the Training Plan will ensure individuals in these series 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 the unit level, supervisors and trainers may 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 sharable content objectives in an Internet/Intranet environment.

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

Air Force Civil Engineer Center (AFCEC). The focal point for all Civil Engineer training development. All Force Development Managers (FDM) are located at AFCEC.

Air Force Institute of Technology (AFIT). Provides vital, relevant, and connected education that enables Airmen to be ready engineers and great leaders who know how to build sustainable installations to last while leading the change for the Civil Engineer career field. Course list can be accessed at <http://www.afit.edu/cess/index.cfm>.

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

Air Force Series Qualification Standard (AFSQS). A comprehensive task list that describes a particular series or duty position. Used by supervisors to document task qualifications. The tasks on the AFJQS are common to all persons serving in the described duty position.

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

CE Portal. The one-stop for all things Civil Engineering. Contains link to CE Force Development and Civilian Development Resource Center/Federal Wage System Training Assets at: <https://cs1.eis.af.mil/sites/ceportal/Pages/default.aspx>.

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

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

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

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

Duty Position Tasks. Tasks identified by the work center supervisor as critical and common training tasks needed for the duty and position and mission accomplishment.

Enlisted Professional Military Education (EPME). EPME provides a continuum of learning through progressive courses concentrated on developing airmanship and war-fighting skills. EPME plays a vital role in preparing Airmen for increased supervision, leadership, and management challenges. The three levels of Air Force EPME are Airman Leadership School, Noncommissioned Officer Academy and Air Force Senior Noncommissioned Officer Academy. EPME is available to civilians.

Functional Advisory Council Wage Grade Panel. The Wage Grade Panel is one of the four panels that make up the Civil Engineer Functional Advisory Council (FAC). The Wage Grade Panel charter is to work issues, develop policy, and provide recommendations to the FAC on matters related to civilian Federal Wage System requirements. The Wage Grade Panel works through the FAC, in service to the CE Total Force community.

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

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

Proficiency Training. Additional training, either in-residence, advanced/supplemental training courses, or on-the-job training provided to personnel to increase their skills and knowledge beyond the minimum.

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

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

Grade Series Training. A mix of formal training (technical school) and informal training (on-the-job) to maintain and enhance Federal Wage System series specific technical skills.

Group Series Training Standard (GSTS). Describes skills and knowledge that Airmen in a particular job series need on the job and for future career development opportunities. It further serves as the overall training requirements taught in the resident and nonresident courses.

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

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

PART I

SECTION A - GENERAL INFORMATION

A1. Purpose: This Training Plan provides a formalized tool for supervisors and managers of civilian employees to ensure required knowledge and skill levels are achieved, documented, and maintained. The plan also indicates training opportunities and methods for employee to gain leadership and management experience for career development.

A1.1. The Training Plan has several purposes:

A1.1.1. Serves as a management tool to plan, manage, conduct, and evaluate a civilian training program. It is used to help supervisors identify training at the appropriate point in an individual's career.

A1.1.2. Identifies task and knowledge training requirements for the applicable general schedule and Federal Wage System series and recommends education/training throughout each phase of an individual's career.

A1.1.3. Lists training courses available in this occupational series and identifies sources of training and the delivery methods. It is used as a tool for collecting and demonstrating the need for training resources.

A2. Uses. Managers and supervisors may use the plan at all levels to ensure comprehensive and cohesive training programs are available for each individual in the applicable general schedule and Federal Wage System series.

A2.1. Wage Grade Panel of the Functional Advisory Council will develop/revise formal resident, non-resident, field, and exportable training based on requirements established by the users and documented in Part II of the Training Plan. They will also work with the Air Force Civil Engineer Center Force Development Division (AFCEC/COF) to develop acquisition strategies for obtaining resources needed to provide the identified training.

A2.2. The Wage Grade Panel will ensure their training programs complement the Training Plan training requirements and identify requirements that can be satisfied by OJT, resident training, contract training, or exportable courses.

A2.3. Supervisors guide each individual through completion of training specified in this plan.

A2.4. Each individual completes training requirements specified in this plan. The list of courses in Part II of this plan will be used as a reference to support training.

A3. Coordination and Approval. The Wage Grade Panel Chairs are the approval authority for the Training Plan. The Wage Grade Panel will identify and coordinate on Federal Wage System series training requirements. Using the list of courses in Part II, they will eliminate duplicate training.

PART I

SECTION B – OCCUPATIONAL SERIES PROGRESSION AND INFORMATION

B1. Series Descriptions. See each individual's Core Personnel Document for the description.

B1.1. Occupational Series/Grade Summary. Integrates and synchronizes Operations Flight work force and CE Materiel Control in contingency, wartime, and peacetime situations for work performed by CE forces. Optimizes and maintains accountability of resources, such as equipment, personnel, Class IV materiel.

B2. Skill and Career Progression. Adequate training for progression in the General Schedule and Federal Wage System occupational series play an important role in the Air Force's ability to accomplish its mission. It is essential everyone involved in training do their part to participate in, plan, manage, and conduct effective training. The guidance provided in this part of the CETP will identify viable training at appropriate points in an individual's career.

B2.1. General Schedule (GS1-GS6)/ Federal Wage System Apprentice/Helper (A/H)

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

B2.1.2. Complete AFIT WMGT 301, Introduction to Asset Management and WMGT 417 Activity Management courses. Utilize the Career Development Course (CDC) once available and other exportable courses for subject and task fundamentals in the series.

B2.1.3. Encourage employees to continue academic education and begin enrolling in appropriate level PME.

B2.2. General Schedule (GS7-GS9)/ Federal Wage System Journeyman (J)

B2.2.1. May continue to advance their skills by completing additional training through a variety of means which should include completion of AFIT WMGT 436 Requirements and Optimization course. Upon completing training, they may be assigned job positions such as team leader, trainer, or task certifier. Employees can pursue leadership training and skills in order to qualify for potential advancement.

B2.2.2. Encourage employees to continue academic education and enroll in appropriate level PME.

B2.3. General Schedule (GS10-12)/ Federal Wage System Craftsman (C)

B2.3.1. May continue to advance their skills by completing additional training. They may be assigned job positions such as team leader, trainer, or task certifier. Are encouraged to pursue leadership training and skills in order to qualify for potential advancement.

B2.3.2 Encourage employees to continue academic education and complete appropriate level PME by correspondence course.

PART I

B2.4. Federal Wage System Work Leader (WL).

B2.4.1. A Work Leader can be expected to perform limited functions of a First Line Supervisor or act as a Team Lead.

B2.4.2. Completion of AFIT Civilian Supervisors Course (WMGT 571) is highly encouraged.

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

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

B2.4.5. Encourage employees to continue academic education and complete appropriate level PME by correspondence course.

B2.5. First Line Supervisor

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

B2.5.2. Completion of AFIT Civilian Supervisors Course (WMGT 571) is highly encouraged.

B2.5.3. Should pursue increased knowledge of budget, manpower, resources, and personnel management.

B2.5.4. Recommend pursuit of additional higher education and completion of courses outside of their job series for career broadening opportunities.

B2.5.5. Encourage supervisors to continue academic education and complete appropriate level PME by correspondence course

B3. Correspondence Course Directions

B3.1. Nonresident attendance for professional military education courses is accomplished through the Air Force Portal.

B3.2. Login to the AF Portal (<https://www.my.af.mil/>).

B3.4. Copy and paste the URL <https://www.my.af.mil/aurepmprod/auportal/welcome.AirUniversity> into your browser.

B3.5. Create an account and/or login.

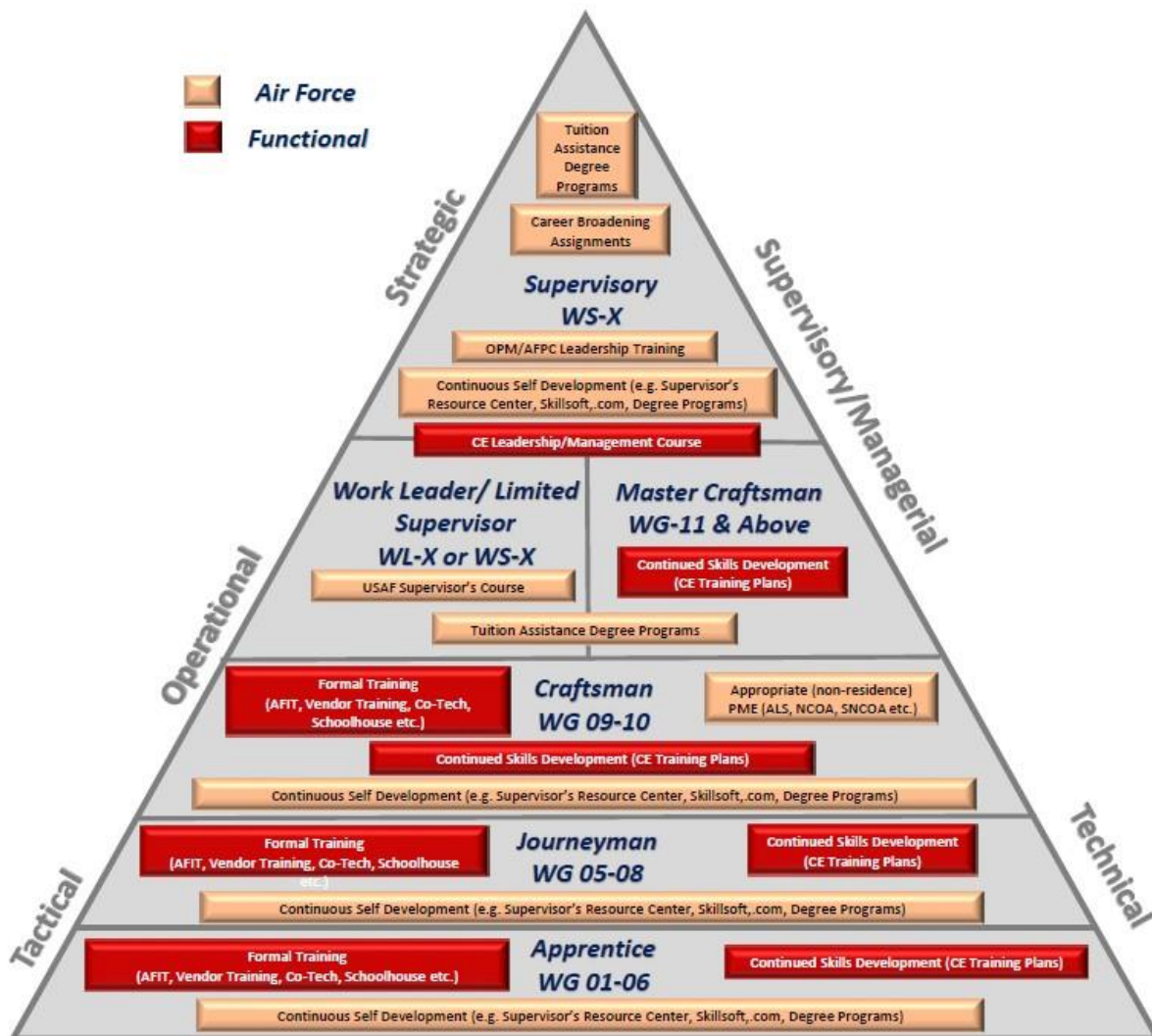
PART I

B3.6. Once logged in, "Distance Learning" on the left hand side.

B3.7. Select the appropriate course.

B4. Civil Engineer Civilian Career Field Pyramid – Federal Wage System.

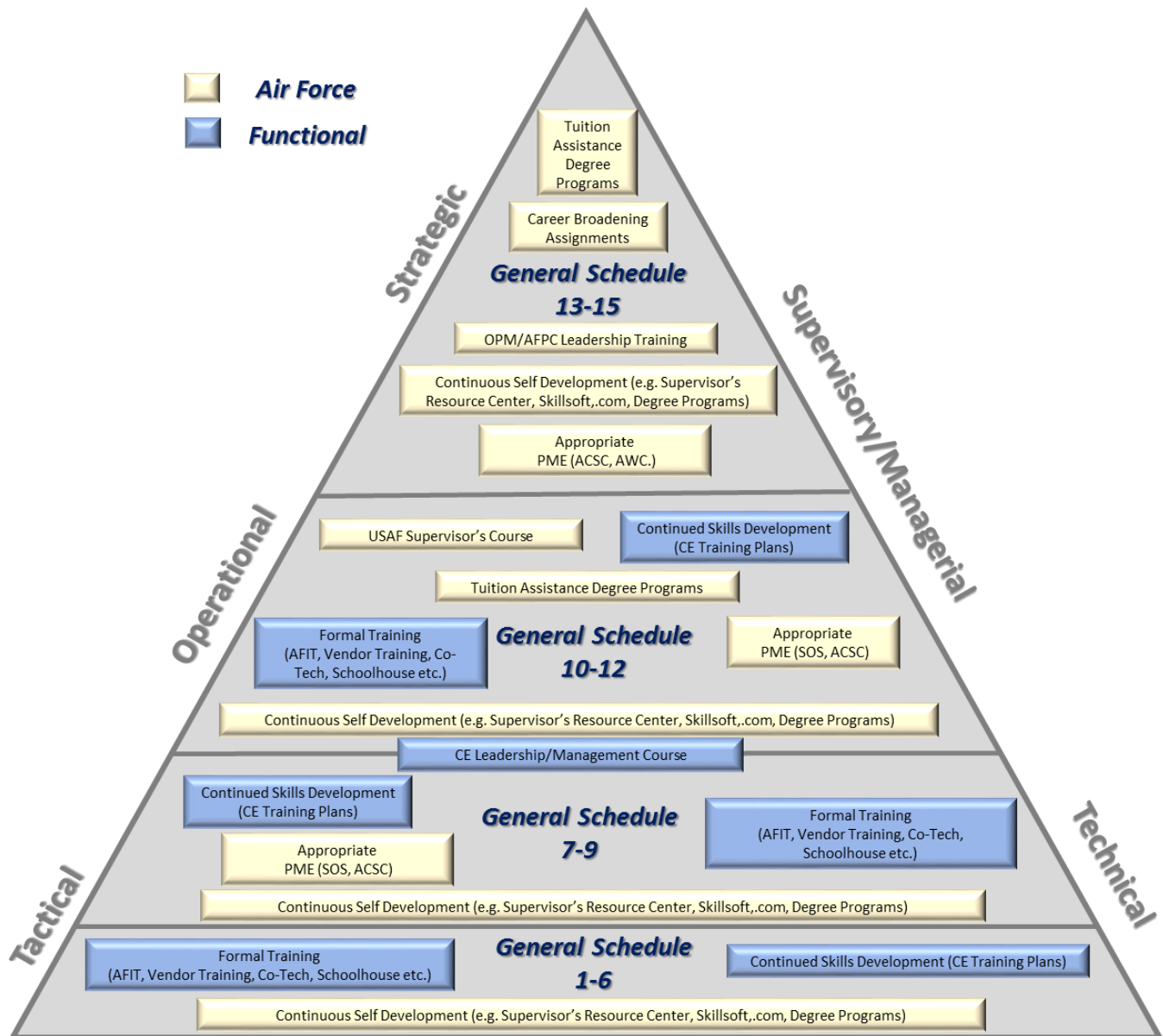
Figure 1.



PART I

B5. Civil Engineer Civilian Career Field Pyramid – General Schedule.

Figure 2.



PART II

SECTION A - GROUP SERIES TRAINING STANDARD

A1. **Purpose.** The Training Plan is designed to be a tool for supervisors to use in assessing the skill level of current and new employees. The CFETP may be used to document training and proficiency of the employee on associated task/s by the supervisor or certified trainer.

A1.1. **Column 1 (*Tasks, Knowledge, and Technical References*).** Lists the most common tasks, knowledge, and supporting technical references (TR) necessary for civilians to perform duties at each level.

A1.2. **Column 2 (*Duty Position Tasks and Proficiency Codes*).** Identifies knowledge and tasks (series training requirements) and proficiency code in the appropriate skill level sub-column. It shows the proficiency to be demonstrated on the job by the employee as a result of training on the task, knowledge and the career knowledge provided by formal courses, distance learning (DL) web-based training (WBT) and AFQTPs.

A1.3. **Column 3 (*Certification of Training*).** Used to record completion of tasks and knowledge training requirements. Use the automated training record application to document individual qualifications. Task certification requires a training completion date and initials of the trainee, and supervisor.

A1.4. **Qualitative Requirements.** Contains the proficiency code key used to indicate the level of training and knowledge provided by WBT, resident training and career development courses.

A1.5. **Job Qualification Standard (JQS).** The Group Series Training Standard (GSTS) becomes the JQS for OJT when entries are made in the GSTS. For OJT, the tasks in Column 1 are trained and qualified to the go/no go level. “Go” means the individual can perform the task without assistance and meets local requirements for accuracy, timeliness, and correct use of procedures. AFQTPs, when available, shall be used to identify Air Force standardized procedures. When used as a JQS, the following requirements apply:

A1.5.1. **Documentation.** Document and certify completion of training.

A1.6. **Transcribing from previous versions to the new CFETP.** Most items should transcribe automatically during the update of the new CFETP if AFTR is used to document training and certifications. The supervisor must conduct a review of the new GSTS to identify any new duty position tasks and add those tasks to their duty positions.

A1.6.1. **Previous training certification not listed.** If previous training certification is not listed in the individual record, select the parent task to be transcribed, check the task title(s) block, and click on the transcribe button. Enter the date of the original certification and sign off the task(s). The trainee will then sign off the task(s) to finalize the transcription of previous training certification.

PART II

A1.6.2. **Transcribing external training certification.** If a trainee attended a formal training course and received appropriate accreditation, select the 623 III section of the user's automated training record and locate the course title in the master task list, then enter the completion date. If the course title is not listed, contact the UTM to have it loaded from the master catalog. If it is not listed in the master catalog contact the Force Development Manager at AFCEC to have it loaded in the master catalog. Update MyBiz with additional training certificates through the self-certification process.

A1.6.3. **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 P in the proficiency code key. AFQTPs, when available, shall be used to identify Air Force standardized procedures.

A2. **Recommendations.** This training plan is a living document. Comments and recommended changes are welcome. Recommendations for changes must be coordinated through the FDM and Functional Advisory Council (FAC) Wage Grade Panel for adjudication.

SECTION B - SUPPORT MATERIAL

B1. Air Force Qualification Training Packages.

B1.1. AFQTPs applicable to the series when developed will be available on [CE-VLC](#).

B1.2. The UTM or supervisor can download paper-based AFQTP's. Paper-based AFQTP's can be found on the [CE-VLC](#) under the Library link and then by selecting Resources, when available.

B1.2.1. In addition to the paper-based AFQTPs there will be web-based courses or assessments developed for certain tasks available on the [CE-VLC](#) under the Course List link and Group Series topic area, when available.

PART II

SECTION C – EDUCATION AND TRAINING COURSE INDEX

C1. Purpose. This section of Training Plan identifies training courses available for Operations Managers and Material Control positions/series. Refer to Education and Training Course Announcements (ETCA) web site for information on the Air Force in-residence and mobile courses. The web site address is <https://etca.randolph.af.mil/>.

OFFICIAL

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Wage Grade Panel Co-Chair

Attachments:

1. Qualitative Requirements (Proficiency Code Key)
2. Grade Group Series Training Standard (GSTS)

Attachment 1

This Block Is For Identification Purposes Only		
Name Of Trainee		
Printed Name (Last, First, Middle Initial)	Initials (Written)	
Printed Name Of Trainer/Training Official And Written Initials		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
Explanations # - This mark is used to indicate training is provided in a formal course.		

Behavioral Statement GSTS Coding System	
Code	Definition
K	Subject Knowledge Training - The verb selection identifies the individual's ability to identify facts, state principles, analyze, or evaluate the subject.
P	Performance Training - Identifies that the individual has performed the task to the satisfaction of the trainer/certifier; however, the individual may not be capable of meeting the field requirements for speed and accuracy.
pk	Performance Knowledge Training - The verb selection identifies the individual's ability to relate advanced facts, procedures, operating principles, and operational theory for the task.
-	Assumes element knowledge and/or proficiency at the higher level

Attachment 2

1. Tasks, Knowledge And Technical References	2. Duty Position Tasks and Proficiency Codes				3. Certification of Training			
	GS 1-6 or A/H	GS 7-9 or J	GS 10-11 or C/WL	S	Trng Start	Trng Com	Trne Init	Trnr Init
1. CIVIL ENGINEER (CE) COMMON CORE CONCEPTS COURSES TR: CE Virtual Learning Center (CE VLC); AFDD 2-4-2; AFIs 10-209, 10-210, 10-211, 32-1022, 36-2101, 38-101, 51-903; Enlisted Classification Directory; AF PAM 32-1004 Vol 1-6 War Mobilization Plan (WMP) 1, Annex S								
1.1 Accomplish CE 5-Level Core Concepts Course (Must complete WBT)	-	P	-	-				
1.2 Accomplish CE 7-Level Core Concepts Course (Must complete WBT)	-	-	P	-				
1.3 CE Core Concepts	K	-	-	-				
2. AFS FUNCTIONS								
2.1 Operations Flight structure	K	-	-	-				
2.2 Publications	K	-	-	-				
2.3 Customer Courtesies and communication	K	-	-	-				
3. OFFICE AUTOMATION SOFTWARE								
3.1 Spreadsheets								
3.1.1 Spreadsheet fundamentals	K	-	-	-				
3.1.2 Filter/sort spreadsheets	pk	-	-	-				
3.1.3 Format cells	pk	-	-	-				
3.1.4 Add/remove rows and columns	pk	-	-	-				
3.1.5 Apply formulas	pk	-	-	-				
3.1.6 Create charts	pk	-	-	-				
3.1.7 Create pivot tables	P	pk	-	-				
3.1.8 Produce spreadsheet reports	P	pk	-	-				
3.2 Presentation Slides								
3.2.1 Design presentation slides	pk	-	-	-				

Attachment 2

4. Requirements and Optimization TR: https://cs2.eis.af.mil/sites/10041/it_initiatives/nexgen_it/Pages/NexGenIT_Training.aspx								
4.1 Complete TRIRIGA Overview	P	-	-	-				
4.2 Infrastructure TR: AFI 32-9005 Real Property Accountability and Reporting, AFD 32-90 Real Property Asset Management, Real Property Accountability and Inventory Playbook, Real Estate Transactions Accountability and Inventory Playbook								
4.2.1 Base/Facilities/Real Property	K	-	-	-				
4.3 Warranty Guarantee program TR: Operations Engineering Playbook, Work Management Playbook								
4.3.1 Warranty Repair Processes	K	-	-	-				
4.4 Asset Optimization TR: AFCAMP Playbook, Requirements Definition & Programming Playbook, AFD 32-10, Installations and Facilities, ISO 55000 Asset Management, Operations Engineering Playbook								
4.4.1 Asset Management	K	-	-	-				
4.4.2 Activity Management	K	-	-	-				
4.4.3 Activity Management Roles and Responsibilities	K	-	-	-				
4.4.4 Activity Management Plans (AMP)	K	-	-	-				
4.4.5 Comprehensive Asset Management Plans (CAMPs)	K	-	-	-				
4.4.6 Integrated Priority List (IPL) Process	-	K	-	-				
4.5 Sustainment Management Systems (SMS) TR: AFD 32-90, Real Property Asset Management, Sustainment Management Systems Playbook								
4.5.1 SMS Fundamentals	K	-	-	-				
4.5.2 Asset Inventory and Assessment	K	-	-	-				
4.6 BUILDER TR: AFD 32-90, Real Property Asset Management, Sustainment Management System (SMS) Playbook								
4.6.1 Fundamentals	K			-				

Attachment 2

4.6.2 Generate automated reports	P	pk	-	-				
4.6.3 Perform qualitative and quantitative data analysis	-	P	pk	-				
4.6.4 Update records	-	P	-	-				
4.7 Real Property Management TR: AFI 32-9005 Real Property Accountability and Reporting, AFD 32-90 Real Property Asset Management, Real Property Accountability and Inventory Playbook, Real Estate Transactions Accountability and Inventory Playbook								
4.7.1 Fundamentals	K	-	-	-				
4.7.2 Validate data associated with RP records and reports	-	P	pk	-				
4.8 Preventive Maintenance Program TR: Preventive Maintenance Playbook								
4.8.1 PM fundamentals	K	-	-	-				
4.8.2 Concepts of measuring maintenance effectiveness	K	-	-	-				
4.8.3 Perform Corrective Maintenance (CM/PM) analysis	-	P	pk	-				
4.8.4 Balanced PM Program	K	P	-	-				
4.8.5 Preventive Maintenance Task Lists (PMTL)	K	-	-	-				
4.9 Life-cycle Analysis TR: Sustainment Management System Playbook, ISO 55000								
4.9.1 Life Cycle Management	K	-	-	-				
4.9.2 Generate life-cycle costs	-	P	pk	-				
4.9.3 Generate life-cycle forecasts	-	P	pk	-				
5. Financial Management TR: Cost Accounting for the CE Financial Manager Playbook, Operations Engineering Playbook, Work Management Playbook, AFI 65-608 Anti Deficiency Act Violations, FIAR Plan Status Report								
5.1 Financial Management Fundamentals	K	-	-	-				
5.2 Facility Sustainment Model	-	K	-	-				
5.3 AF Data Elements	-	K	-	-				
5.4 Responsibility Center/Cost Center (Work Groups)	-	K	-	-				
5.5 Element of Expense Investment Code/Object Class	-	K	-	--				
5.6 Anti Deficiency Act	-	K	-	-				
5.7 Financial Improvement Audit Readiness (FIAR)	-	K	-	-				

Attachment 2

5.8 Funds of the Civil Engineer	K	-	-	-				
6. Work Authorization and Reimbursement TR: Operations Engineering Playbook, Work Management Playbook, AFI 32-1032 Planning and Programming Appropriated Fund Maintenance, Repair and Construction Projects, 25-201 Intra-Service, Intra-Agency, and Inter-Agency Support Agreement Procedures, AFI 32-1061 Providing Utilities to US Air Force Installations, AFI 65-106 Appropriated Fund Support of Morale, Welfare and Recreation (MWR) and Nonappropriated Fund, AFPD 25-2 Support Agreements, DD Form 1144 Support Agreement								
6.1 Classify CE work	K	P	pk	-				
6.2 Perform work classification analysis		P	pk	-				
6.3 Levels of approval authority	K	-	-	-				
6.4 Host Tenant and Interservice Support Agreements	K	P	pk	-				
6.5 Support Agreement applicability	-	-	K	-				
7. Work Management TR: Work Management Playbook, Work Prioritization Implementation Plan, Work Management Reference Guide, Preventive Maintenance Reference Guide, UFC 1-300-08 Criteria for Transfer and Acceptance of DoD Real Property, DD Form 1354 Transfer and Acceptance of Real Property								
7.1 Process DD Form 2875, Security Access Authorization Requirement (SAAR)	-	P	-	-				
7.2 Work Priorities	K	-	-	-				
7.3 Prioritize Work	pk	-	-	-				
7.4 Perform Work Priority Trend Analysis	P	pk	-	-				
7.5 Work Flow	K	-	-	-				
7.6 Build Customized Reports	-	P	pk	-				
7.7 Perform Labor Analysis	-	Pk	-	-				
7.8 Facility Operations Facility Project	K	-	-	-				
7.9 Process Facility Project	P	pk	-	-				

Attachment 2

7.10 Process Work Task	P	pk	-	-				
7.11 Submit Service Request	P	pk	-	-				
7.12 Service Request discrepancy resolution	P	pk	-	-				
7.13 Reject a Work Task	P	pk	-	-				
7.14 Job Cost Accounting (Direct, Indirect Labor)	K	-	-	-				
7.15 Asset Record Creation	-	K	-	-				
7.16 Asset Record Retirement	-	K	-	-				
7.17 Perform Closeout Procedures	P	pk	-	-				
7.18 Process Work Clearance (AF Form 103)	P	pk	-	-				
7.19 Attach documents to records	P	Pk	-	-				
7.20 Work Scheduling Concepts	K	-	-	-				
8. Facility Management Program TR: Work Management Playbook, Operations Engineering Playbook, PAD 12-03 V2								
8.1 Training program	K	-	-	-				
8.2 Facility Management Administration	K	-	-	-				
8.3 Facility Manager Responsibilities	K	-	-	-				
9. Work Request Review Board TR: Work Management Playbook, Operations Engineering Playbook, PAD 12-03 V2								
9.1 Concepts	K	-	-	-				
9.2 Work Request Working Group (WRWG)	-	Pk	-	-				
10. Methods of Work Accomplishment TR: AFI 32-1022 Planning and Programming Nonappropriated Fund Facility Construction Projects, AFI 32-1023 Designing and Constructing Military Construction Projects, PAD 12-03 V2								
10.1 Indefinite Delivery Indefinite Quantity (IDIQ)	-	K	-	-				
10.2 Simplified Acquisition Base Engineer (SABER)	-	K	-	-				
10.3 Multiple Award Construction Contract (MACC)	-	K	-	-				
10.4 Capital Projects (Contracts)	-	K	-	-				
11. Service Contracts TR: Service Contract Playbook, Operations Engineering Playbook, PAD 12-03 V2, AFI 64-102 Operational Contracting Program, FAR Part 43 Contract Modifications, DFARS Part 215 Solicitation and Receipt of Proposals and								

Attachment 2

Information, AFI 32-10140, Programming and Resourcing Appropriated Fund Facilities Operations Requirements								
11.1 Types	-	K	-	-				
11.2 Contract Officer Representative (COR)	-	K	P	-				
11.3 Reimbursable Agreement	-	K	P	-				
11.4 Requirements Identification	-	K	P	-				
11.5 Budget Estimate	-	K	P	-				
11.6 Funding Document	-	K	P	-				
11.7 Option Year Extension	-	K	-	-				
11.8 Market research analysis	-	K	P	-				
11.9 Statement of Work template	-	K	P	-				
11.10 Performance Work Statement template	-	K	P	-				
11.11 Independent Government Cost Estimate	-	K	P	-				
11.12 Source Selection	-	K	P	-				
11.13 Modifications	-	K	P	-				
11.14 Quality Assurance Program	-	K	P	-				
11.15 Surveillance	-	K	P	-				
11.16 Documentation		K	P	-				
12. Materiel Control TR: CE Materiel Control Playbook								
12.1 Organization, Roles, and Responsibilities	K	-	-	-				
12.2 GOCESS TR: CE Materiel Control Playbook, Materiel Control Reference Guide								
12.2.1 Concepts	K	P	pk	-				
12.2.2 U-Fix-It Program	K	P	pk	-				
12.3 Warehouse operations TR: Reference Guide-Materiel Control, AFI 91- 203 AF Consolidated Occupational Safety Instruction, CE Materiel Control Playbook, AFI 90-821 Hazardous Communication (HAZCOM) Program, AFI 32-7086 Hazardous Materials Management, AFMAN 23-122 Materiel Management Procedures								
12.3.1 Fundamentals	K	-	-	-				
12.3.2 Establish General Storage	-	P	-	-				
12.3.3 Establish Special Storage	-	P	-	-				

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12.3.4 Operate 10K/all-terrain forklift	pk	-	-	-				
12.3.5 Operate 4K forklift	pk	-	-	-				
12.3.6 Primary Inventory Locations	P	pk	-	-				
12.3.7 Inventory Storage Areas	P	pk	-	-				
12.3.8 Create consumable specifications	P	pk	-	-				
12.3.9 Create inventory items	P	pk	-	-				
12.3.10 Set reorder points	P	pk	-	-				
12.3.11 Make inventory adjustments	P	pk	-	-				
12.3.12 Add inventory item to stock	P	pk	-	-				
12.3.13 Perform inventory	P	-	-	-				
12.3.14 Retire inventory item from stock	P	-	-	-				
12.3.15 Approve Inventory Items	-	p	pk	-				
12.3.16 Approve Inventory levels	-	p	pk	-				
12.3.17 Approve Inventory adjustments	-	p	pk	-				
12.3.18 Perform Inventory inquiry	P	-	pk	-				
12.3.19 Process Hazardous Materials	P	-	pk	-				
12.3.20 Material disposal methods	-	K	-	-				
12.3.21 Types of Workflow								
12.3.21.1 Material acquisition work flow	K	-	-					
12.4 Material transactions TR: Materiel Control Reference Guide, Materiel Control Playbook								
12.4.1 Create a Purchase Request	P	pk	-	-				
12.4.2 Process Purchase Order from a Purchase Request (PR)	P	pk	-	-				
12.4.3 Process Work Task PR	P	pk		-				
12.4.4 Process Auto-Reorders		P	Pk	-				
12.4.5 Process Purchase Order (PO) without a Purchase Request (PR)	P	pk	-	-				
12.4.5 Monitor Purchase Order (PO)		P	pk	-				
12.4.6 Issue Direct Materials	P	pk	-	-				
12.4.7 Issue Indirect Materials	P	pk	-	-				
12.4.8 Issue Consumable on Hold Material	P	pk	-	-				
12.4.9 Process material receipt	P	pk	-	-				
12.4.10 Process reverse receipt	P	pk		-				
12.4.11 Verify receipt	P	pk		-				

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12.4.12 Complete Purchase Order (PO)	P	pk	-	-				
12.4.13 Process Purchase Order (PO) Invoice		P	pk	-				
12.4.14 Purchase Order (PO) discrepancy resolution		P	pk	-				
12.4.15 Vendor list maintenance		P	pk	-				
12.5 Materiel Requisitions TR: Materiel Control Reference Guide, AFI 65-601 V1 Budget Guidance and Procedures, AFI 65-118 Air Force Purchases using Military Interdepartmental Purchase Requests (MIPRS), AFI 64-117 Government Purchase Card Program, Defense Logistics Agency								
12.5.1 Avenues Of Requisition	K	-	-	-				
12.5.2 COCESS		K	-	-				
12.5.3 Government-Wide Purchase Card (GPC)		K	-	-				
12.5.4 Blanket Purchase Agreement (BPA)		K	-	-				
12.5.5 Complete AF Form 9, Request for Purchase		P	pk	-				
12.5.6 Prime Vendor		K	-	-				
12.5.7 Logistics Installations and Mission Support-Enterprise View (Limes-EV)		K	-	-				
12.5.8 Enterprise Solution-Supply (ES-S)		K	-	-				
12.5.9 Military Inter Departmental Purchase Request (MIPR)		K	-	-				
12.5.10 Miscellaneous Obligation Reimbursement Document (MORD)		K	-	-				
12.5.11 Requisition from Logistics Readiness Squadron (LRS) - Customer Service		K	-	-				
12.6 Research methods TR: TO 00-5-1, Technical Order System, Federal Acquisition Regulation (FAR), Federal Logistics data (FEDLOG)								
12.6.1 Research items in Technical Orders	P	pk	-	-				
12.6.2 Research Items in User manuals/catalogs	P	pk	-	-				
12.6.3 Research Items in Federal Logistics data (FEDLOG)	P	pk	-	-				
12.6.4 Research items in Web-based sources	P	pk	-	-				

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13. AFS Contingency responsibilities TR: AFPAM 10-219 V1 Contingency and Disaster Planning, AFPAM 10-219 V3 Civil Engineer Contingency Response and Recover Procedures, AFPAM 10-219 V6 Planning and Design of Expeditionary Airbases, AFMAN 10-2502 Air Force Incident Management System (AFIMS) Standards and Procedures,								
13.1 Concept of Operations	K	-	-	-				
13.2 Unit control center (UCC) TR: AFPAM 10-219 V1 Contingency and Disaster Planning, AFPAM 10- 219 V2 Civil Engineer Disaster and Attack Preparations, AFPAM 10-219 V3 Civil Engineer Contingency Response and Recover Procedures, AFPAM 10-219 V6 Planning and Design of Expeditionary Airbases, AFI 36-3803 Personnel Accountability in Conjunction with Natural Disasters or National Emergencies, Control Center Operations (CCO) Course ADLS, AFI 10-206 Operational Reporting								
13.2.1 Establish UCC operations		P	pk	-				
13.2.2 Recall Personnel		P	pk	-				
13.2.3 Perform radio communications	pk	-	-	-				
13.2.6 Coordinate with appropriate agencies	pk	-	-	-				
13.2.7 Dispatch appropriate personnel and equipment	pk	-	-	-				
13.2.8 Accomplish UCC checklists	pk	-	-	-				
13.2.9 Maintain resource accountability	pk	-	-	-				
13.2.10 Update Air Force Personnel Accountability System (AFPAAS)	pk	-	-	-				
14. Civilian Supervision Requirements								
14.1 Civilian Supervisor Course			P	P				
14.2. WMGT 571 Course			P	P				

Attachment 2

Locally Developed Training Supplement