



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE CIVIL ENGINEER SUPPORT AGENCY

MEMORANDUM FOR SEE DISTRIBUTION

27 Jan 03

FROM: HQ AFCESA/CEOF
139 Barnes Drive Suite 1
Tyndall AFB FL 32403-5319

SUBJECT: Civil Engineer Management Craftsman (7-Level) Course Attendance

1. This memorandum is provided to assist CE managers considering candidates for the Civil Engineer Management Craftsman (7-Level) Course.
2. The AF Personnel Center selects “potentially” eligible candidates and notifies unit education & training managers of those selections. Supervisors and commanders (with the help of unit education & training managers) should consider only those who have met the applicable criteria for attendance in the course. The criteria is as follows:
 - a. 7-skill level upgrade training time is 12 months. Members are authorized to attend the craftsman (7-level) course prior to 12 months in upgrade. (See Notes 3a & 3b)
 - b. Completion of career development courses (if applicable).
 - c. Certification on all specialty training standards (Career Field Education & Training Plan, part II) core tasks.
 - d. Completion of all AF qualification training packages (AFQTPs) for core and diamond tasks.
 - e. The prerequisite to complete the Read-Ahead Material (RAM) on the web prior to attending the J3ACR3E070 000, CE Management Course is rescinded. Effective with the CE Management Craftsman class starting 2 Dec 02 and graduating 13 Dec 02, the read-ahead material will become computer based instruction in the resident course curriculum.
3. Notes:
 - a. Prior CE AFS personnel, in 3E0X1 through 3E6X1, already holding a 7-level in the CE “retraining out” AFS are not eligible to attend the 7-level course.
 - b. All personnel retraining-in from any AFSC other than a CE AFS, 3E0X1 through 3E6X1, must attend the CE 7-level Management Craftsman course (regardless of whether or not they already held a 7-level in the respective AFS).

c. Students must bring their respective AF Form 623 (applicable CFETP included) with them to the course. The student's training record (AF Form 623) will be used to help facilitate respective blocks of instruction. Failure to bring their 623s will hinder the educational process.

d. Candidates not fulfilling all course prerequisites (Items 2a through 2d listed above) risk being sent home on day one.

4. If you have any questions or concerns please contact the CE Management Craftsman Course Training Manager Ms. Haris Georges at DSN 736-5226, e-mail haris.georges@sheppard.af.mil, SMSgt James Faulkner, HQ AFCESA/CEOF, DSN 523-6074, e-mail james.faulkner@tyndall.af.mil; or myself at DSN 523-6440, e-mail myrl.kibbe@tyndall.af.mil.

//Signed//

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Air Force Career Field Manager