

AFCESA A-GRAM



AIR FORCE CIVIL ENGINEER SUPPORT AGENCY

02-10

April 2002

COMPUTER-BASED TRAINING COURSE — CIVIL ENGINEER MATERIAL ACQUISITION SYSTEM (CEMAS)

SYNOPSIS:

HQ AFCESA and HQ Standard Systems Group have completed a new computer-based logistics training course. The course is designed to train logistics management personnel assigned to civil engineer squadrons.

COURSE CONTENTS:

This course covers the most commonly used transaction processes performed by logistics personnel working within the civil engineer squadron at base level. It is written in a conversational tone, as if an experienced user of the system were sitting with someone less experienced to train them on use of the system.

This course includes an introduction to the civil engineer logistics operation, CEMAS duties and responsibilities, and CEMAS access requirements. It also has information about researching requirements when items are ordered, noun dictionary maintenance requirements, work order flow, inventory management, and store operations. Further, this course discusses receipt processing, material storage and distribution, post-posting operations, and funds management.

One of the more helpful items is a list of available reports and listings as well as CEMAS products available to the civil engineer logistics chief to ensure operations are maintained within acceptable standards.

Logistics chiefs have long awaited this vital tool because no update has been issued since 1996 and Air Force

Institute of Technology course 438, Logistics Management, is no longer available. This computer-based course, which complements Air Force Pamphlet 32-1004, Volume 4, now allows logistics chiefs to provide much-needed training.

Please note that this course does not include information relative to Contractor Operated Civil Engineer Supply Store (COCESS) operations. Information on COCESS will be provided in a separate release. We also anticipate updates to this course as they are made to the Interim Work Information Management System software.

This course is available only via the Internet. The HQ AFCESA web site logistics page provides a link that allows bases to download the course to their computer hard drives and begin using it immediately. Log

on at <http://www.afcesa.af.mil/directorate/CEO/Management/Logistics/logistics.htm>. The course will not be distributed in any other form unless bases request it from the point of contact stating their requirements.

Please feel free to use the course and to provide feedback to the POC identified below.

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