

# AIR FORCE QUALIFICATION TRAINING PACKAGE (AFQTP)



FOR  
ENVIRONMENTAL CONTROLS  
(3E4X3)

MODULE 13  
PROJECT AND RESOURCE MANAGEMENT

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Career Field Education and Training Plan (CFETP) references from 1 April 02 version.

OPR: HQ AFCESA/CEOF  
(SMSgt James B. Lucas)  
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Certified by: HQ AFCESA/CEOF  
(CMSgt Myrl F. Kibbe)  
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**Notice.** This AFQTP is *NOT* intended to replace the applicable technical references nor is it intended to replace hands-on training. It is to be used in conjunction with these for training purposes only.

## AIR FORCE QUALIFICATION TRAINING PACKAGES FOR ENVIRONMENTAL CONTROLS (3E4X3)

### INTRODUCTION

*Before starting this AFQTP*, refer to and read the “[AFQTP Trainer/Trainee Guide](#).”

*AFQTPs are mandatory and must be completed* to fulfill task knowledge requirements on core and diamond tasks for upgrade training. *It is important for the trainer and trainee to understand* that an AFQTP does not replace hands-on training, nor will completion of an AFQTP meet the requirement for core task certification. AFQTPs will be used in conjunction with applicable technical references and hands-on training.

*AFQTPs and Certification and Testing (CerTest) must be used as minimum upgrade requirements for Diamond tasks.*

### MANDATORY minimum upgrade requirements:

**Core task:**

AFQTP completion  
Hands-on certification

**Diamond task:**

AFQTP completion  
CerTest completion (80% minimum to pass)

**Note:** *Trainees will receive hands-on certification training for Diamond Tasks when equipment becomes available either at home station or at a TDY location.*

**Put this package to use.** Subject matter experts under the direction and guidance of HQ AFCESA/CEOF revised this AFQTP. If you have any recommendations for improving this document, please contact the Career Field Manager at the address below.

HQ AFCESA/CEOF  
139 Barnes Dr. Suite 1  
Tyndall AFB, FL 32403-5319  
DSN: 523-6380, Comm: (850) 283-6380  
Fax: DSN 523-6488  
E-mail: [ceof.helpdesk@tyndall.af.mil](mailto:ceof.helpdesk@tyndall.af.mil)

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## PREPARE PEST MANAGEMENT RECORDS

MODULE 13

AFQTP UNIT 2

---

INPUT AUTOMATED PESTICIDE APPLICATION HISTORICAL  
DATA (13.2.1.)

---

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**INPUT AUTOMATED PESTICIDE APPLICATION HISTORICAL DATA**  
***Task Training Guide***

<b>STS Reference Number/Title:</b>	13.2.1., Input automated pesticide application historical data.
<b>Training References:</b>	Interim Work Information Management System-Pest Management (IWIMS-PM).
<b>Prerequisites:</b>	<ol style="list-style-type: none"> <li>1. <b>Possess as a minimum a 3E433 AFSC.</b></li> <li>2. <b>Review IWIMS-PM.</b></li> </ol>
<b>Equipment/Tools Required:</b>	<ol style="list-style-type: none"> <li>1. Computer to support IWIMS-PM.</li> <li>2. Air Force's computerized Work information management system.</li> </ol>
<b>Learning Objective:</b>	Subject knowledge of automated pesticide program.
<b>Samples of Behavior:</b>	The trainee should know how to input data into the Interim Work Information Management-System Pest Management (IWIMS-PM).
<b>Notes:</b>	

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## INPUT AUTOMATED PESTICIDE APPLICATION HISTORICAL DATA

**1. Background:** The Interim Work Information Management System-Pest Management (IWIMS-PM) is the Air Force's computerized management information system. The program provides the pest management shop with a data-based historical file, quarterly report file, inventory file, and applicator certification record. The IWIMS pest management program is updated daily. This program will also track pesticides issued through the self-help program.

**2. To perform the IWIMS pest management process, follow these steps:**

**Step 1: Obtain a computer logon from your WIMS System Administrator.**

**Step 2: Enter your personal access identification code & password and press enter.**

**Step 3: The IWIMS Main Menu will appear.**

**Step 4: Select Operations Users Menu by pressing PF key 10.**

**Step 5: Select Entomology/Pesticides Menu by pressing PF key 27.**

**Step 6: Select Pesticide Data by pressing Enter.**

**Step 7: Applications are sorted by the date of the most recent application.**

**HINT:**

Categories can be accessed by building number, job order, and pest or application site. If the information requested is not present, the next application date will appear.

**Step 8: Once this information is found, press enter.**

**Step 9: The next information required is the date the applications were performed.**

**9.1.** This date is entered using the following format: "yyyy/mm/dd" (year/month/day).

**Step 10: Next, enter the time the applications were performed.**

**Step 11: Enter the area where the pesticide was applied (Application site).**

**10.1.** There is a standard list in the computer.

**10.2.** Press the select key (usually PF 14 key) and place an "X" next to the appropriate location.

**Step 12: Enter facility number.**

**12.1.** This includes airfield lighting, fence lines, roads, curbs and gutters, ball fields, and other outdoor areas.

**Step 13: Enter room number if application was performed inside the facility.**

**Step 14: Enter the type of operation.**

**14.1.** This can be obtained from the standard list by pressing the select key (usually the PF 14 key).

**Step 15: Enter the total man-hours used for the pesticide application. Include supervision hours if the application was made under the direct supervision of a certified applicator.**

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**HINT:**

Survey and labor hours can be entered on same application entry instead of making separate entries. **Do not** enter application hours if **ONLY** a survey was performed. Enter total survey hours of personnel performing survey.

**Step 16: Enter the applicator's name.**

**16.1.** Select the name from the master listing using the appropriate key (usually the PF 14 key).

**16.2.** No name is required for Self-help projects.

**Step 17: Enter the application type.**

**17.1.** The system will default to an "I" for in-house work, a "C" for contracted work or an "S" for self-help work.

**Step 18: If the work was done from a Job Order, enter the five-character Job Order number.**

**HINT:**

If the Job Order number is E-2684, the control center code is Z and the installation code is EFGH, the total entry would be EFGHZE2684.

**Step 19: Select pest name from the list by pressing select key (usually the PF 14 Key).**

**19.1.** Pests are arranged by categories: structural, weeds, etc., and are arranged from the most common to the least common.

**Step 20: Select the pesticide from your inventory by pressing the select key (usually PF 14).**

**20.1.** The list of pesticides is arranged by trade name and is in alphabetical order.

**Step 21: Place an "X" next to the pesticide used and press enter.**

**HINT:**

The computer will automatically enter registration number and the primary active ingredient to the record. A list of all active ingredients and information pertaining to them will appear on the second page of the record.

**Step 22: Enter the finished formulation type.**

**HINT:**

The computer will allow only formulation types that can result from the concentrate type.

**Step 23: The computer automatically calculates the amount of active ingredient once the amount of concentrate is determined.**

**23.1.** The amount of active ingredient for each concentrate is displayed on the second page of the application record.

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**Step 24: The computer will automatically enter the installations name, State/Country and Major Command.**

**Step 25: Enter the amount of area treated.** Press the select key, (usually the PF 14 key).

**HINT:**

Use "SF" for square feet, "LF" for linear feet, usually for termite treatments, "CF" for cubic feet, usually for volume treatments.

**Step 26: Next, enter the amount of finished product.**

**26.1.** There are two types of finished product, ready-to-use pesticides and field-formulated pesticides.

**26.2.** "OZ" expresses the unit of measure for dry ounces and "FZ" for fluid ounces.

**HINT:**

For field-formulated pesticides, enter the total amount of product used after mixing; the computer will determine the amount of concentrate used.

**Step 27: Enter a "P" for the percent of Rate/Area.**

**27.1.** The computer will automatically default the percentage rates. Enter an "R" for percent rate/area.

**27.2.** Enter the amount of concentrate applied.

**HINT:**

Percent-type application would be a 0.25% Dursban emulsion or 1.0% Roundup. Rate/Area application would be applying Dursban at a rate of 1 FZ per 1000 SF of area or Oftanol at a rate of 40lbs./A or 0.9 lbs./1000 SF.

**Step 28: Press enter to save all changes made.**

**28.1.** To view information, press appropriate key, (usually PF 21) and to modify a record press the appropriate key (usually PF 9 key).

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**REVIEW QUESTIONS  
FOR  
INPUT AUTOMATED PESTICIDE APPLICATION HISTORICAL DATA**

QUESTION	ANSWER
1. What is the Air Force's computerized management system for pest management called?	a. IWIMS-PM. b. IWIMS-ES. c. BEAMS. d. A-106 Report.
2. Categories can be accessed by building number, application site or _____.	a. Work order. b. Job order. c. Delivery order. d. Pesticide employed.
3. Which has a facility number?	a. Runway. b. Fences. c. Roads. d. All the above.
4. When recording the application location, include the room number in addition to the facility number.	a. True. b. False.
5. What function key usually is the menu pull down key?	a. PF 9. b. PF 10. c. PF 14. d. PF 15.
6. Which is <b>not</b> a recordable application type?	a. Contracted. b. Self-Help. c. In-House. d. Service-assisted.
7. By selecting the pesticide used, the computer will automatically enter the registration number and the active ingredients.	a. True. b. False.
8. What unit of measure depicts volume?	a. Acres. b. Linear Feet. c. Square Feet. d. Cubic Feet.
9. What are the two types of field finished pesticide product?	a. Ready-to-use and field-formulated. b. Commercial and industrial. c. Solutions and emulsifiers. d. Granular and powder.

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## INPUT AUTOMATED PESTICIDE APPLICATION HISTORICAL DATA

### PERFORMANCE CHECKLIST

#### INSTRUCTIONS:

The trainee must satisfactorily perform all parts of the task without assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE....?	YES	NO
1. Know the procedures for maintaining the Interim Work Information Management System-Pest Management (IWIMS-PM)		
2. Know the IWIMS pest management program is updated daily		
3. Know the program would track pesticides issued through the self-help program		
4. Input a pesticide application record correctly		

**FEEDBACK:** Trainer should provide both positive and/or negative feedback to the trainee immediately after the task is performed. This will ensure the issue is still fresh in the mind of both the trainee and trainer.

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## PREPARE PEST MANAGEMENT RECORDS

MODULE 13

AFQTP UNIT 2

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DD FORM 1070 (13.2.2.)

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**PREPARE DD FORM 1070**  
***Task Training Guide***

<b>STS Reference Number/Title:</b>	13.2.2., DD Form 1070 (Prepare Pest Management Records).
<b>Training References:</b>	<a href="#">Military Pest Management Handbook; Chapter 9, Wood Destroying Insects.</a>
<b>Prerequisites:</b>	<ol style="list-style-type: none"> <li>1. Possess as a minimum a 3E433 AFSC.</li> <li>2. Review Military Pest Management Handbook; Chapter 9.</li> </ol>
<b>Equipment/Tools Required:</b>	<a href="#">DD Form 1070.</a>
<b>Learning Objective:</b>	Trainee should learn to fill out the DD Form 1070.
<b>Samples of Behavior:</b>	Trainee will be able to fill out DD Form 1070.
<b>Notes:</b>	
<ol style="list-style-type: none"> <li>1. To successfully complete this element follow the steps outlined in this section.</li> <li>2. The trainer will supply trainee with appropriate on-the-job-training to successfully perform task.</li> </ol>	

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## PREPARE DD FORM 1070

**1. Background:** Wood-infesting insects can be a serious problem especially in warmer climates. It is important to inspect base buildings frequently. Buildings made mostly or completely of wood should be inspected at least yearly. Buildings made of masonry materials should be inspected at least every two to three years. It is also important to keep concise records of these inspections for future reference. The results of these inspections are kept on the DD Form 1070, Termite and Wood Decay Inspection Form. In this section the DD Form 1070 (shown in Figure 1) will be discussed and procedures for filling it out will be detailed.

**2. To perform this task, follow these steps:**

**Step 1: Inspect the building for wood infesting organisms including termites, wood borers, fungus, carpenter bees, and carpenter ants.**

1.1. During this inspection search for areas of the building that seem favorable for wood infestation such as wet or damp areas, wood in contact with soil, poor ventilation, etc.

**Step 2: The next step is to start recording what was found during the inspection on the DD Form 1070.**

2.1. Record the date inspected, building number, installation, and inspector's name. Also, record whether the building is permanent or temporary.

2.2. Then in the first section on the 1070, record any favorable conditions for termites or other wood-infesting organisms.

2.2.1. These conditions could include wood in contact with the ground anywhere in the building, water leaks under or around the building, poor ventilation under the building, and wood scraps under the building.

2.2.2. Other favorable conditions are listed on the 1070.

**Step 3: If an infestation is found in the building, it must be recorded in section two.**

3.1. Record the exact location of infestation such as foundation pillars, floor joists, wall studs, and window frames.

3.2. Other examples of areas are found on the 1070.

**Step 4: Next, record what type of organism is infesting the building.**

4.1. If the infestation is termite, record that in section three.

4.2. If the infestation is fungus, record it in section four.

**HINT:**

For infestations not listed (e.g., beetles); mark the non-subterranean block in section three, line through non-subterranean, and insert the type of infestation.

**Step 5: Section five is designed to record the type of damage that was found.**

5.1. Record the extent of the damage, whether the damage is structural weakening or superficial.

5.2. Estimate the damage cost.

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**Step 6:** Next, record any repair recommendations or actual repairs that were done to the building.

**Step 7:** Record the chemical controls that were performed on the structure.

7.1. Record treatment procedures along with the chemicals used for each procedure if the chemical changes.

**Step 8:** Calculate the cost of the control procedure including labor costs, chemical costs, and material costs and record this in section eight.

**Step 9:** The final step is to re-inspect and evaluate control effectiveness.

9.1. If problems are found a re-treatment may be necessary.

9.2. If controls were effective, yearly inspections should continue to assure infestation does not return.

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TERMITE AND WOOD DECAY INSPECTION						DATE INSPECTED	BUILDING NUMBER	
INSTALLATION				TYPE BUILDING		INSPECTOR		
				PERM	TEMP			
<b>I. FAVORABLE TERMITE AND FUNGI INFESTATION CONDITIONS</b>								
WOOD IN CONTACT WITH SOIL				POOR VENTILATION UNDER BUILDING				
FORM BOARDS LEFT IN CONCRETE				WATER COLLECTIONS UNDER BUILDING				
WOOD MEMBERS SET IN CONCRETE FLOOR				VINES AND SHRUBS AGAINST BUILDING				
WOOD STEPS IN CONTACT WITH SOIL				LEAKY PLUMBING IN BUILDING				
WOOD STEPS WITHOUT SHIELDS				WOOD SCRAP PILED UNDER BUILDING				
WOOD SIDING IN CONTACT WITH SOIL				LOOSE WIRE IN CONTACT WITH SOIL				
PIPES IN CONTACT WITH SOIL AND WOOD				OTHER (Specify)				
NO SHIELDS ON FOUNDATION								
FAULTY TERMITE SHIELD								
<b>II. LOCATION OF INFESTATIONS</b>								
FOUNDATION TIMBERS				BASE BOARDS				
WOOD PILLARS				DOOR FRAMES				
SILLS				WINDOW FRAMES				
CROSS BEAMS				STEPS				
FURNITURE				ROOF				
FLOOR JOIST				OTHER (Specify)				
FLOOR								
STUDS								
<b>III. TYPE OF TERMITE</b>		<b>IV. TYPE OF FUNGI</b>		<b>V. DAMAGE</b>				
SUBTER-RANEAN	NONSUBTER-RANEAN	WOOD DECAY	WOOD STAINING	STRUCTURAL WEAKENING	SUPERFICIAL	ESTIMATED COST		
<b>VI. REPAIR AND TREATMENT</b>								
TYPE			RECM	ACCOMP	TYPE		RECM	ACCOMP
REMOVAL OF WOOD FROM SOIL CONTACT					REPAIR OF TERMITE SHIELDS			
SEALING CRACKS IN CONCRETE					REMOVAL OF CONCRETE FORMS			
POINTING UP POOR MORTAR					REMOVAL OF VINES AND SHRUBS			
LOWERING GRADE LEVEL					REMOVAL OF WOOD TRASH			
CAPPING CONCRETE FOUNDATION					OTHER (Specify)			
IMPROVING DRAINAGE UNDER BUILDING								
IMPROVING VENTILATION UNDER BUILDING								
<b>VII. CHEMICAL CONTROL</b>								
APPLICATION OF POISON DUST TO SHELTER TUBES				CHEMICAL USED				
<input type="checkbox"/> YES <input type="checkbox"/> NO								
SOIL POISON				TRENCH DEPTH	LINEAR FEET	CHEMICAL USED		
<input type="checkbox"/> YES <input type="checkbox"/> NO								
REPLACEMENT OF DAMAGED WOOD	NO. OF M BD FEET REPLACED	UNTREATED	DIPPED	SOAKED	SPRAYED	PRESSURE TREATED		
<input type="checkbox"/> YES <input type="checkbox"/> NO								
DRILLING AND FLOODING TREATMENTS				CHEMICAL USED				
<input type="checkbox"/> YES <input type="checkbox"/> NO								
WOOD INJECTION FOR DRY WOOD TERMITE				CHEMICAL USED				
<input type="checkbox"/> YES <input type="checkbox"/> NO								
<b>VIII. COST</b>								
LABOR		MATERIAL		OTHER		TOTAL		
						0.00		
<b>IX. TREATMENT EFFECTIVENESS</b>								
DATE	REMARKS					INSPECTOR		
DATE	REMARKS					INSPECTOR		
DATE	REMARKS					INSPECTOR		
DATE	TITLE OF INDIVIDUAL AFFECTING REPAIR AND TREATMENT			SIGNATURE				

DD Form 1070, FEB 58

Figure 1, DD Form 1070, Termite and Wood Decay Inspection Form

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**REVIEW QUESTIONS  
FOR  
PREPARE DD FORM 1070**

QUESTION	ANSWER
1. How often should a wood structure be inspected for wood infesting organisms?	a. Semi-annually. b. Annually. c. Biennially. d. Every two to three years.
2. When doing a wood infestation inspection what are some of the favorable conditions looked for?	a. Wood in contact with soil. b. Pipes in contact with soil and wood. c. Leaky plumbing under building. d. All the above.
3. There is no need to record beetle infestations on the DD Form 1070.	a. True. b. False.
4. What factors are involved in calculating the cost of the treatment performed?	a. Labor and material costs. b. Material, chemical, and labor costs. c. Equipment, labor, and material costs. d. Labor, chemical, equipment, and material costs.
5. What is recorded in section five of the DD Form 1070?	a. Termite Type. b. Fungus Type. c. Damage. d. Recommendations and repairs.
6. It is not necessary to re-inspect structure once treatment is accomplished.	a. True. b. False.

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**PREPARE DD FORM 1070**

**PERFORMANCE CHECKLIST**

**INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without assistance. Evaluate the trainee's performance using this checklist.

<b>DID THE TRAINEE....?</b>	<b>YES</b>	<b>NO</b>
1. Inspect structure thoroughly		
2. Fill out DD Form 1070 correctly		
3. Find any infestation		
4. Get involved in treatment process and re-inspection		

**FEEDBACK:** Trainer should provide both positive and/or negative feedback to the trainee immediately after the task is performed. This will ensure the issue is still fresh in the mind of both the trainee and trainer.

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## PREPARE PEST MANAGEMENT RECORDS

MODULE 13

AFQTP UNIT 2

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DD FORM 1532-1 (13.2.3.)

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**PREPARE DD FORM 1532-1**  
***Task Training Guide***

<b>STS Reference Number/Title:</b>	13.2.3., DD Form 1532-1 (Prepare Pest Management Records).
<b>Training References:</b>	<a href="#"><u>Military Pest Management Handbook; Chapter 1, Introduction to Department of Defense Pest Management Programs.</u></a>
<b>Prerequisites:</b>	<ol style="list-style-type: none"> <li>1. Possess as a minimum a 3E433 AFSC.</li> <li>2. Review Military Pest Management Handbook; Chapter 1.</li> </ol>
<b>Equipment/Tools Required:</b>	<a href="#"><u>DD Form 1532-1.</u></a>
<b>Learning Objective:</b>	Trainee should learn to fill out the DD Form 1532-1.
<b>Samples of Behavior:</b>	Trainee will be able to fill out DD Form 1532-1.
<b>Notes:</b>	
<ol style="list-style-type: none"> <li>1. To successfully complete this element follow the steps outlined in this section.</li> <li>2. The trainer will supply trainee with appropriate on-the-job-training to successfully perform task.</li> </ol>	

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## PREPARE DD FORM 1532-1

**1. Background:** Usually at the home station, records of pesticide usage are kept on the IWIMS computer system. However, it is important to understand the previous way of record keeping in case of a computer crash or you end up in the field for an extended period with no computer. Thus, records and reports must be kept by hand. It is important to keep records and reports for the Federal Environmental Protection Agency (EPA), the State Environmental Regulatory Agency, the Major Command, and local governments if applicable. This lesson will explain in detail, how to fill out the DD Form 1532-1, Pesticide Management Maintenance Record (see Figure 1). This is the pest management report accomplished after each application of pesticides.

**2. To perform this task, follow these steps:**

**Step 1: Obtain DD Form 1532-1.**

1.2. A copy of the 1532-1 should be kept on each building on base.

1.3. Each 1532-1 should have the building number, the building size, type construction of the building, and use designation of building. (Example, base gym or flight simulator building).

**Step 2: After each pesticide application fill out the DD Form 1532-1 starting with the date.**

**Step 3: Then total the number of units sprayed and annotate this.**

**HINT:**

1. These are useful when spraying a multi-unit building with the same building number.
2. If more than one operation was used be sure to annotate this by filling out a line for each operation.
3. If more than one chemical is used make sure to fill out a line for each chemical.

**Step 4: Next, where did this job originate?**

4.1. Was it a direct scheduled work order (SC), planned work order (SW), or was it from a recurring maintenance inspection (R)?

4.2. Whichever is appropriate insert the applicable code.

**Step 5: Annotate the amount of area sprayed in a specific unit of measure.**

5.1. For instance, square feet, linear feet, cubic feet, or acres.

**Step 6: Next, annotate the target pest.**

**Step 7: The control operation is next; these include spraying, baiting, or surveying if no control was accomplished.**

**Step 8: All chemicals used are now annotated.**

8.1. This includes the chemical name, the EPA number, the percent of concentration, and the amount.

**Step 9: Finally, enter the labor hours used and the applicators initials.**

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**REVIEW QUESTIONS  
FOR  
PREPARE DD FORM 1532-1**

QUESTION	ANSWER
1. What agencies require pesticide records to be kept?	a. The Federal EPA. b. The State Environmental Regulatory Agency. c. The Major Command. d. All of the above.
2. The DD Form 1532-1 only has to be filled out once a month.	a. True. b. False.
3. What is the name of the 1532-1?	a. BCE Work Request. b. Pest Management Report. c. Pesticide Management Maintenance Record. d. Termite and Wood Inspection Report.
4. What building information is recorded on the DD Form 1532-1?	a. Number and size only. b. Number, size, construction type. c. Number, size, construction type, and use. d. Number, size, and use.
5. Which section do we record spraying and baiting?	a. Control operation. b. Target pest. c. Work origin. d. Use designation.
6. Which of the following is <b>not</b> annotated under chemicals?	a. EPA registration number. b. Percent of concentrate. c. Amount used. d. Amount of area sprayed.
7. If more than one chemical is used, only the most toxic one goes on the DD Form 1532-1.	a. True. b. False.

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**PREPARE DD FORM 1532-1**

**PERFORMANCE CHECKLIST**

**INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without assistance. Evaluate the trainee's performance using this checklist.

<b>DID THE TRAINEE....?</b>	<b>YES</b>	<b>NO</b>
1. Obtain a 1532-1		
2. Understand a job origin		
3. Correctly calculate the amount of area sprayed		
4. Understand control operations		
5. Successfully annotate chemical information		

**FEEDBACK:** Trainer should provide both positive and/or negative feedback to the trainee immediately after the task is performed. This will ensure the issue is still fresh in the mind of both the trainee and trainer.

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## PREPARE PEST MANAGEMENT RECORDS

MODULE 13

AFQTP UNIT 2

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DD FORM 1532 (13.2.4.)

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**PREPARE DD FORM 1532**  
***Task Training Guide***

<b>STS Reference Number/Title:</b>	13.2.4., DD Form 1532 (Prepare Pest Management Records).
<b>Training References:</b>	<a href="#"><u>Military Pest Management Handbook; Chapter 1, Introduction to Department of Defense Pest Management Programs.</u></a>
<b>Prerequisites:</b>	<ol style="list-style-type: none"> <li>1. Possess as a minimum a 3E4X3 AFSC.</li> <li>2. Review Military Pest Management Handbook; Chapter 1.</li> </ol>
<b>Equipment/Tools Required:</b>	<ol style="list-style-type: none"> <li>1. <a href="#"><u>DD Form 1532-1.</u></a></li> <li>2. <a href="#"><u>DD Form 1532.</u></a></li> </ol>
<b>Learning Objective:</b>	Trainee should learn to fill out the DD Form 1532.
<b>Samples of Behavior:</b>	Trainee will be able to fill out DD Form 1532.
<b>Notes:</b>	
<ol style="list-style-type: none"> <li>1. To successfully complete this element follow the steps outlined in this section.</li> <li>2. The trainer will supply trainee with appropriate on-the-job-training to successfully perform task.</li> </ol>	

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## PREPARE DD FORM 1532

**1. Background:** Usually at the home station, records of pesticide usage are kept on the IWIMS computer system. However, it is important to understand the previous way of record keeping in case of a computer crash or you end up in the field for an extended period of time with no computer. Thus, records and reports must be kept by hand. It is important to keep records and reports for the Federal Environmental Protection Agency (EPA), the State Environmental Regulatory Agency, the Major Command, and local governments if applicable. This lesson will explain in detail, how to fill out the DD Form 1532, Pest Management Report. This is the quarterly pest management report that covers all applications of pesticides for the previous quarter.

**2. To perform this task, follow these steps:**

**Step 1: Obtain DD Form 1532 (see Figure 1).**

1.1. On the 1532, annotate Major Command name and address. Also, the reporting installation name and address should be added.

**Step 2: Next, compile each pesticide application filled out on the DD Form 1532-1 for that particular quarter.**

**Step 3: Total all equal applications for the quarter.**

**HINT:**

If twenty units were sprayed for German roaches using the same chemical in a particular quarter, this would be an equal application.

**Step 4: Next, annotate the target pest for each application.**

**Step 5: Annotate the spray operation, the total number of units sprayed, or the total amount of area sprayed in a specific unit of measure.**

5.1. For instance, square feet, linear feet, cubic feet, or acres.

**Step 6: Next, annotate the pesticide and the pesticide form that was used for each application.**

6.1. The amount of pesticide used must be stated in the applicable unit of measure such as ounces, gallons, pounds, etc.

6.2. The percent of final spray is the next amount to be stated.

6.3. Finally, the total pounds of active ingredient and the percentage of active ingredient of that particular chemical must be recorded in columns H and J respectively.

**Step 7: The supply source for this particular chemical is annotated, whether it is acquired by the base supply system or from downtown.**

**Step 8: Finally, annotate the total number of man-hours expended for each equal application.**

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NO.	TARGET PEST		OPERATION				PESTICIDE				TIME		
	Name (a) 13-15	Name (b) 17-19	Total Units Treated (c) 20-24	Unit (d) 25-27	Site (e) 28-30	Name (f) 31-33	Form (g) 34-36	Amount (h) 37-41	Unit (i) 42-43	Final Conc. % (j) 44-49		Rate (Per Area Unit) Lbs. (k) 50-55 % (l) 56-58	SUPPLY SOURCE Code S,N,G,C (m) 68
18													
19													
20													
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25													
26													
27													
28													
29													
30													
3. REMARKS													<p><b>INSTRUCTIONS FOR USE</b></p> <ol style="list-style-type: none"> <li>Detailed instructions of the implementing department directive shall be used in the preparation of this report.</li> <li>Military installations shall prepare this report by the 15th day after the end of each month. The report shall be prepared and signed by the DOD certified pest management supervisor, applicator or inspector and by the installation engineer.</li> <li>Three copies shall be signed and distributed as follows:                     <ol style="list-style-type: none"> <li>Copy No. 1. To the appropriate pest management professional in accordance with implementing department directives for technical review.</li> <li>Copy No. 2. Record to the installation surgeon.</li> <li>Copy No. 3. Record copy to the installations engineer for two year retention in accordance with Public Law 92-516.</li> </ol> </li> </ol>
<p><b>4. INSTALLATION ENGINEER (Reviewing Officer)</b></p> <p>a. TYPED NAME _____ c. DATE (YYYYMMDD) _____</p> <p>b. SIGNATURE _____</p>													
<p><b>5. INSTALLATION CERTIFIED PEST MANAGEMENT SUPERVISOR, APPLICATOR, OR INSPECTOR</b></p> <p>a. TYPED NAME _____ c. DATE (YYYYMMDD) _____</p> <p>b. SIGNATURE _____</p>													

DD FORM 1532 (BACK), AUG 96

Figure 1 (cont.), DD Form 1532, Pest Management Report (back)

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**REVIEW QUESTIONS  
FOR  
PREPARE DD FORM 1532**

QUESTION	ANSWER
1. What agencies require pesticide records be kept?	a. The Federal EPA. b. The State EPA. c. The Major Command. d. All of the above.
2. The DD Form 1532 only has to be filled out once a month.	a. True. b. False.
3. What is the name of the 1532?	a. BCE Work Request. b. Pest Management Report. c. Pest Management Maintenance Record. d. Termite and Wood Inspection Report.
4. Spraying and baiting are annotated under what section?	a. Operation. b. Target pest. c. Work origin. d. Control Activity.
5. Which of the following is <b>not</b> annotated under pesticides?	a. EPA registration number. b. Percent of final concentrate. c. Amount used. d. Amount of total active ingredient.
6. It is an "equal application" when the chemical, target pest, and spray operation all match.	a. True. b. False.

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**PREPARE DD FORM 1532**

**PERFORMANCE CHECKLIST**

**INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without assistance. Evaluate the trainee's performance using this checklist.

<b>DID THE TRAINEE....?</b>	<b>YES</b>	<b>NO</b>
1. Obtain a 1532		
2. Comprehend what an equal application means		
3. Correctly calculate the amount of area sprayed		
4. Understand spray operations		
5. Successfully annotate chemical application information		
6. Successfully calculate man-hours involved		

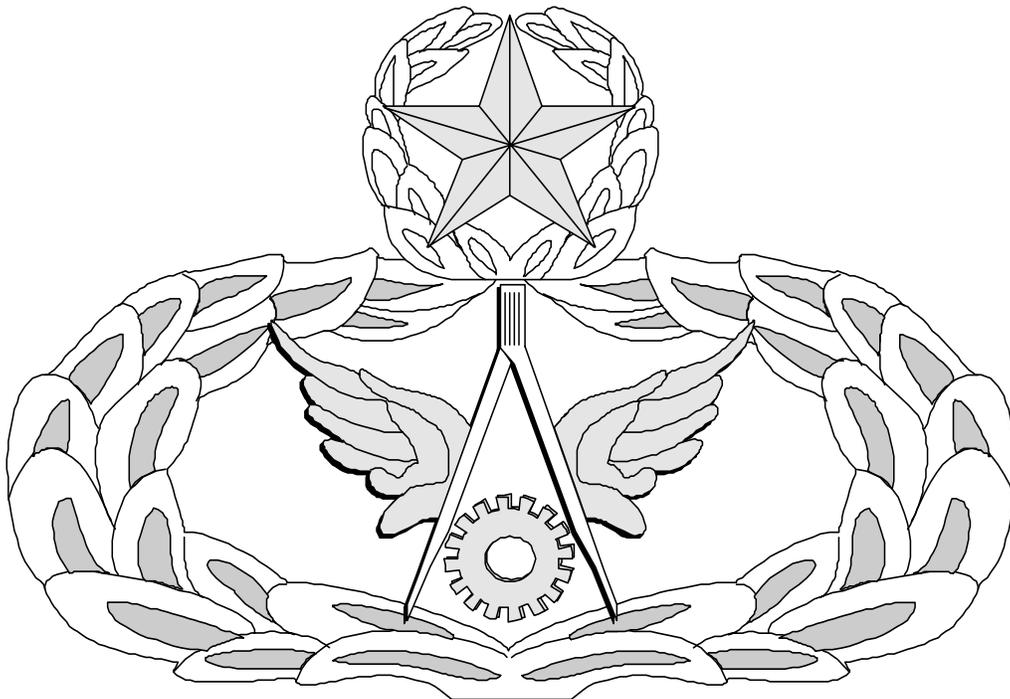
**FEEDBACK:** Trainer should provide both positive and/or negative feedback to the trainee immediately after the task is performed. This will ensure the issue is still fresh in the mind of both the trainee and trainer.

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# Air Force Civil Engineer

## QUALIFICATION TRAINING PACKAGE (QTP)

### REVIEW ANSWER KEY



FOR  
ENVIRONMENTAL CONTROLS  
(3E4X3)

MODULE 13

PROJECT AND RESOURCE MANAGEMENT

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**Key-1**

**INPUT AUTOMATED PESTICIDE APPLICATION HISTORICAL DATA  
(3E4X3-13.2.1.)**

QUESTION	ANSWER
1. What is the Air Force's computerized management system for pest management called?	a. IWIMS-PM.
2. Categories can be accessed by building number, application site or _____.	b. Job order.
3. Which has a facility number?	d. All the above.
4. When recording the application location, include the room number in addition to the facility number.	a. True.
5. What function key usually is the menu pull down key?	c. PF 14.
6. Which is <b>not</b> a recordable application type?	d. Service-assisted.
7. By selecting the pesticide used, the computer will automatically enter the registration number and the active ingredients.	a. True.
8. What unit of measure depicts volume?	d. Cubic Feet.
9. What are the two types of field finished pesticide product?	a. Ready-to-use and field-formulated.

**PREPARE DD FORM 1070  
(3E4X3-13.2.2.)**

QUESTION	ANSWER
1. How often should a wood structure be inspected for wood infesting organisms?	b. Annually.
2. When doing a wood infestation inspection what are some of the favorable conditions looked for?	d. All the above.
3. There is no need to record beetle infestations on the DD Form 1070.	b. False.
4. What factors are involved in calculating the cost of the treatment performed?	d. Material, chemical, and labor costs.
5. What is recorded in section five of the DD Form 1070?	c. Damage.
6. It is not necessary to re-inspect structure once treatment is accomplished.	b. False.

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**PREPARE DD FORM 1532-1  
(3E4X3-13.2.3.)**

QUESTION	ANSWER
1. What agencies require pesticide records be kept?	d. All of the above.
2. The DD Form 1532-1 only has to be filled out once a month.	b. False.
3. What is the name of the 1532-1?	c. Pesticide Management Maintenance Record.
4. What building information is recorded on the DD Form 1532-1?	c. Number, size, construction type, and use.
5. What section do we record spraying and baiting?	a. Control Operation.
6. Which of the following is <b>not</b> annotated under chemicals?	d. Amount of area sprayed.
7. If more than one chemical is used, only the most toxic one goes on the DD Form 1532-1.	b. False.

**PREPARE DD FORM 1532  
(3E4X3-13.2.4.)**

QUESTION	ANSWER
1. What agencies require pesticide records be kept?	d. All of the above.
2. The DD Form 1532 only has to be filled out once a month.	b. False.
3. What is the name of the 1532?	b. Pest Management Report.
4. Spraying and baiting are annotated under what section?	a. Operation.
5. Which of the following is <b>not</b> annotated under pesticides?	a. EPA registration number.
6. It is an "equal application" when the chemical, target pest, and spray operation all match.	a. True.

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MEMORANDUM FOR HQ AFCESA/CEOF  
139 Barnes Drive Suite 1  
Tyndall AFB, FL 32403-5319

FROM:

SUBJECT: Qualification Training Package Improvement

1. Identify module.

Module # and title \_\_\_\_\_

2. Identify improvement/correction section(s):

- |  |  |
|--|--|
| <input type="checkbox"/> STS Task Reference        | <input type="checkbox"/> Performance Checklist |
| <input type="checkbox"/> Training Reference        | <input type="checkbox"/> Feedback              |
| <input type="checkbox"/> Evaluation Instructions   | <input type="checkbox"/> Format                |
| <input type="checkbox"/> Performance Resources     | <input type="checkbox"/> Other                 |
| <input type="checkbox"/> Steps in Task Performance |  |

3. Recommended changes--use a continuation sheet if necessary.

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4. You may choose to call in your recommendations to DSN 523-6380 or FAX DSN/Commercial 523-6488 or (850) 283-6488 or email [ceof.helpdesk@tyndall.af.mil](mailto:ceof.helpdesk@tyndall.af.mil).

5. Thank you for your time and interest.

YOUR NAME, RANK, USAF  
Title/Position