

AIR FORCE QUALIFICATION TRAINING PACKAGE (AFQTP)



for
READINESS
(3E9X1)

MODULE 33
SUPPLIES AND EQUIPMENT

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SUPPLIES AND EQUIPMENT

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Career Field Education and Training Plan (CFETP) References from 1 May 97 version

OPR: HQ AFCESA/CEOT

Certified by: HQ AFCESA/CEO
 (Colonel William R. Pearson)

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INTRODUCTION

Air Force Qualification Training Packages (AFQTPs) are step-by-step procedural guides describing how to perform a certain task identified in the Specialty Training Standard (STS) portion of the Career Field Education and Training Plan (CFETP). The procedures represent the Air Force's standardized method of accomplishment for personnel in the Readiness specialty. In addition, the authors of these AFQTPs have included hints and personal expertise to aid the trainee in perfecting their skills on the task or the piece of equipment associated with the task.

AFQTPs do not take the place of on-the-job training. An AFQTP is intended to:

- Standardize the training procedure for a task/piece of equipment.
- Enhance the On-the-Job (OJT) Training Process.
- Provide "just in time" training for a task/piece of equipment.
- Provide the minimum knowledge on a task/piece of equipment when a unit does not have the equipment.

Put this package to use. We hope you'll find it a valuable tool which aids you in becoming a competent Readiness journeyman/craftsman. These AFQTPs were written by TSgt Ron Childs and SSgt Roger Smith and revised and edited by SSgt Kevin Maynes and SRA Frank A. Torres under the direction and guidance of HQ AFCESA/CEOT. If you have any recommendations for improvement or change, please contact the Readiness Career Field Manager at the address below.

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Readiness AFQTP Book Contents. This AFQTP book contains the following sections:

- **Introduction.** This section gives an overview on the purpose of AFQTPs and their use.
- **Trainer's Guide.** The guide contains information the trainer needs to know in order to manage the trainee's completion of AFQTPs.
- **Trainee's Guide.** The guide contains information the trainee needs to know about completing AFQTPs.
- **Improvements/Correction Letter.** This section contains an *Improvement/Corrections Letter* to make recommendations concerning this training product.
- **AFQTP Completion Verification.** Page for trainee and trainer to verify completion of the AFQTPs for the Readiness AFS.
- **AFQTPs.** This section contains the *Task Training Guide* (step-by-step instructions), background information, review questions, confirmation key, and performance checklist for each Readiness_AFQTP. The performance checklists are used by the trainer to verify a trainee has learned the objectives for each AFQTP. (These are not the final tests.)
- **AFQTP Tests.** Element Tests are not included in this book. The Element Test will be sent out on disks to all the Unit Training Managers they will manage and control all AFQTP tests. Failure to manage the tests compromises the integrity of the AFQTP evaluation process and the overall training program. Exact testing procedures will be left to the discretion of the individual units. (**Note:** Unit Training Managers should refer to AFI 36-2301, *Professional Military Education*, for specific responsibilities of a Test Control Office.)

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TRAINER'S GUIDE

These Air Force Qualification Training Packages (AFQTPs) were developed to enhance on-the-job (OJT) training for Readiness personnel. This guide will help you lead the trainee to gain enough knowledge to perform the specified tasks. It will also aid task certifiers to evaluate trainees for task certification.

It is important for you and your trainee to know that an AFQTP does not replace hands-on training, nor will successful completion of an AFQTP meet the requirement for task certification. AFQTPs' intentions are listed in the Introduction Section of this guidebook.

AFQTPs were written for a trainee to satisfy one or more tasks identified in the Readiness Specialty Training Standard (STS). To best instruct the trainee on the tasks, they were divided into numerous AFQTPs. Each AFQTP has a *Task Training Guide* explaining what the trainee must learn (learning objectives), training references, and most importantly, step-by-step instructions the trainee must follow to accomplish the task.

As the trainer, you play a vital role in the training process. It is important that you understand and perform your responsibilities and duties in administering the AFQTPs. Your responsibilities are:

- Review the AFQTP with the trainee. You have the flexibility to arrange training for each module, unit, and AFQTP in the order you decide, based on your schedule and local conditions.
- Review the AFQTP with the trainee and:
 - a. Ensure the trainee meets the prerequisites for taking the AFQTP.
 - b. Review the training references with the trainee to better understand each learning objective.
 - c. Ensure the trainee understands the learning objectives. If the trainee has any questions, clarify the AFQTP objective expectations.
 - d. Go over the AFQTP process with the trainee and ensure they understand the requirements for successful completion.
 - e. Establish a time schedule for the trainee to complete the entire AFQTP module.

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The AFQTP Process is as follows:

- Unit Training Manager will issue each trainee copies of the AFQTPs applying to their AFS. Each shop will maintain a binder with all the AFQTPs, without the answer keys.
- Trainer reviews the AFQTP list with the trainee going over the different modules, units, and AFQTPs.
- Trainer and trainee determine a time schedule for the trainee to complete the entire AFQTP module. Do not leave it open-ended. Remember, the objective of the AFQTP program is for the trainee to gain knowledge, so allow sufficient time for the trainee to learn each task thoroughly.
- Included as part of the trainee's AFQTP package are review questions and a confirmation key. Trainees will answer the review questions upon completion of the learning objectives. The trainee can use the *Task Training Guide* and additional technical references in order to answer the questions. The trainee will then verify their answers using the confirmation key. It is highly recommended that the trainer remove this confirmation key from the back of the module prior to administering the QTP to the trainee.
- Upon notification from the trainee that they are ready to test, the trainer will first evaluate the trainee's readiness using the AFQTP's performance checklist. Once you are satisfied the trainee understands the learning objective, arrange with the Unit Training Manager for the trainee to take the AFQTP test. To pass, The trainee must score a minimum of 80%. The trainer will review any missed questions with the trainee to ensure understanding of the material.
- If the trainee does not meet the learning objective, the trainer and the trainee need to review the missed areas until the trainee meets the objective. Conduct feedback sessions with the trainee on each AFQTP as often as you feel is necessary.
- After the trainee successfully completes an AFQTP, the trainee may proceed onto the next AFQTP within the module/unit. Upon the trainee's successful completion of an entire AFQTP, the trainer and trainee will sign the AFQTP Completion Verification page. The trainer will enter a completion notification on an AF Form 623a, *On-the-Job Training Record Continuation Sheet*, in the trainee's training record.

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TRAINEE'S GUIDE

These Air Force Qualification Training Packages (AFQTPs) were developed to enhance your on-the-job (OJT) training. They provide you with the standardized steps necessary to complete the mandatory tasks identified in the Specialty Training Standard (STS) section in your Career Field Education and Training Plan (CFETP). AFQTPs are not intended to replace hands-on training or substitute for task certification.

Subject matter experts (the authors) have made the learning process more effective by subdividing the training material into teachable modules, units, and AFQTPs. Your trainer has the flexibility to arrange training for each module/unit/AFQTP in the order that best meets your schedule and local conditions. Each AFQTP has a *Task Training Guide* which identifies the training references, prerequisites, tools, learning objectives, and the step-by-step procedures for accomplishing the task.

Prior to beginning an AFQTP there are a number of things you should do:

- Ensure your trainer explains the AFQTP process and your responsibilities in that process.
- Review the module/unit/AFQTPs and the *Task Training Guide* with your trainer.
- Review the training references to better understand the objective of each module and to ensure you meet all the prerequisites. If you have any questions about the objective or learning expectations, ask your trainer. Ask early on so you do not flounder through an AFQTP only to learn you misunderstood the learning objective.

AFQTP Testing

Each AFQTP has review questions to help determine if you achieved the learning objectives. You can use the *Task Training Guides* or technical references when completing the review questions. A review question confirmation key is also included with each AFQTP. The review questions provide immediate feedback, thereby reinforcing learning. Ask your trainer to explain any questions you don't understand. Refer to applicable references for more detailed information.

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When you feel you are ready to test on an AFQTP, inform your trainer. The trainer will use the performance checklist to evaluate your mastery of the learning objectives. If your trainer determines you are ready, You will be scheduled to take the AFQTP test. Your Unit Training Manager will administer the test. You must score a minimum of 80% to successfully pass an AFQTP test. After you successfully pass the AFQTP test, you and your trainer will sign the AFQTP Completion Verification page. In addition, the trainer will enter the completion on an AF Form 623a, *On-the-Job Training Record Continuation Sheet*, in your training records.

Keep in mind, passing an AFQTP does not relieve you of the responsibility to become hands-on certified, if required. If you do not successfully accomplish an objective, your trainer will review the missed areas with you. You will be given additional time to learn the material until the objective is successfully met.

Hint: Within normal workload constraints, set aside sufficient time to work on the package. Studies into effective training programs indicate that the best trainees reserve the same time each day to complete their study. Pace yourself, establish a schedule, and stick to it. Give yourself top priority to become qualified.

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IMPROVEMENTS/CORRECTIONS LETTER

MEMORANDUM FOR HQ AFCESA/CEOT

FROM:

SUBJECT: Improvement/Correction to AFQTP 3E9X1-XX.XX

1. *List any improvements/corrections you may have about this AFQTP. Please be specific as to the page, reference, and element.*
2. *Please include your name, organization, address, DSN and fax so we can contact you if we have any questions or need some clarification with your recommendations.*

(Send your comments to the address listed in the *Introduction* section of this guidebook.)

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MODULE 33

SUPPLIES AND EQUIPMENT

AFQTP Completion Verification

AFQTP	Trainer's Signature	Trainee's Signature	Date Completed
33.8.1. Determine Requirements			
33.8.2. Justify Requirements			
33.8.3. Submit Requirements			

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MODULE 33

AFQTP UNIT 8

DETERMINE REQUIREMENTS

(33.8.1.)

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DETERMINING REQUIREMENTS

Task Training Guide

CFETP Reference Number:	33.8.1., Determining Requirements
Training References:	<ul style="list-style-type: none">• CDC 3E9X1
Prerequisites	<ul style="list-style-type: none">• Possess as a minimum a, 3E931 AFSC
Equipment/Tools Required:	<ul style="list-style-type: none">• None
Learning Objective:	<ul style="list-style-type: none">• Trainee should be able to determine supply and equipment requirements.
Samples of behaviors:	<ul style="list-style-type: none">• Trainee should be able to research requirements.• Trainee should know generic type items that may be required.

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DETERMINE REQUIREMENTS

Background: Each Readiness function has different requirements for what it needs to fulfill its role in the readiness mission. The training section requires equipment to demonstrate proper use procedures, the Logistics section requires heavy item lifting devices such as pallet jacks, two and four wheel dollies, the Operations section requires data processing equipment to publish materials for the base population. All Readiness functions require services such as phone lines and computer network connections. Through your career you will need to determine what you need to do your job. In the Determine requirements portion of the procurement process you will be basically brainstorming, identify everything you can think of possibly needing or wanting.

NOTE:

Research Allowance Standard (AS) for the most commonly known equipment and supplies Federal Stock Number (FSN) as it applies to your readiness office.

- 006 - Organizational and administrative equipment
- 009 - Small computer system
- 012 - Vehicles
- 016 - Special purpose clothing and personal equipment
- 403 - General purpose tools
- 459 - Nuclear, Biological, and Chemical defense equipment
- 660 - Equipment allowances for nonweapon systems communications

To perform the task, follow these steps:

Determine Requirements:

Step 1: Collect, review, and if necessary develop a current inventory of what you have on hand to perform your mission. This will help to get you in the right mindset for determining your units needs. Remember most assets can be used to fulfill more than one role as long as the asset is not required at the same time for different missions. This first step is crucial so you can match the existing equipment to needs and requirements as you discover them in the next few steps.

Step 2: Review Air Force publications containing tasks that apply to your unit's mission. These publications will not tell you how to do the tasking, but you must know what is expected of you.

- Review all applicable AF AFIs, MAJCOM Supplements and Messages

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Step 3: Review all of your unit's taskings in Wing Plans and AF Plans.

- Look for taskings such as CCD, CCA, Command and Control, basically anything that CE is tasked to provide. (Remember we are the OPR for CE response not just Disaster Preparedness functions.)

Step 4: Review your squadrons DOC Statement.

- This step is your primary step in determining your wartime needs. AFCESA/CEX publishes requirements for each UTC. You will only need to identify what you have on hand and what you need to buy to meet the published requirements.

Step 5: Review Readiness flight mission, taskings, duties.

- Don't forget DPST, HAZMAT, NBCC Defense, RADIAC, CCT needs.

Step 6: Forecast sustainment needs:

Forecast examples are listed below.

- Items that will require shelf life replacement (M9, batteries, film, filters etc...)
- Software/Hardware to be upgraded (win 95/98, NT 4/5, Office Suites etc...)
- Expendable items to be replaced (work gloves, training kits etc...)
- Services to be renewed (cellular phone, cable etc...)
- Yearly fuel consumption (MCP, Forklifts generators, field exercises etc...)
- Basic office supplies and materials (pens, paper, copier supplies, etc...)
- Equipment repair/calibration costs (Upgrades, etc...)
- WRM Equipment Items (Normally funded and provided for by wing LG)
- Tool issue counter Items (Hammers, screwdrivers, etc...)
- Individual Equipment Unit items (ECW gear, work boots etc...)
- Training Munitions (CS Pellets, smoke grenades, Ground Burst simulators)
- Mobility Munitions (M16, M9)
- Audio Visual Equipment (Infocus type projectors, VCRs Etc...)

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Step 7: Determine costs and sources to procure all the above-identified needs.

Step 8: After reviewing the above, present the finding to your coworkers, Superintendent and Flight Chief and solicit their input. Two eyes are always better one and experience highlights many requirements that you may miss.

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**Review Questions
for
Determine Requirements**

Question	Answer
1. The first step in determining your requirements is to review the current inventory. This step is crucial because _____.	<ul style="list-style-type: none"> a. It provides you with the right mindset for determining your units needs. b. AFMAN 32-4005 mandates it. c. It's required by your DOC statement. d. Of MAJCOM taskings.
2. The primary step in determining your units <i>wartime</i> needs is _____.	<ul style="list-style-type: none"> a. Review evacuation procedures. b. Review all taskings in AFI 32-4001 c. Review your Squadrons DOC Statement. d. Forecasting Supplemental Allowances.
3. AFI's, MAJCOM supplements, and squadron plans determine many of your requirements.	<ul style="list-style-type: none"> a. True b. False
4. Squadron mobility commitments have no effect on determining equipment requirements.	<ul style="list-style-type: none"> a. True b. False

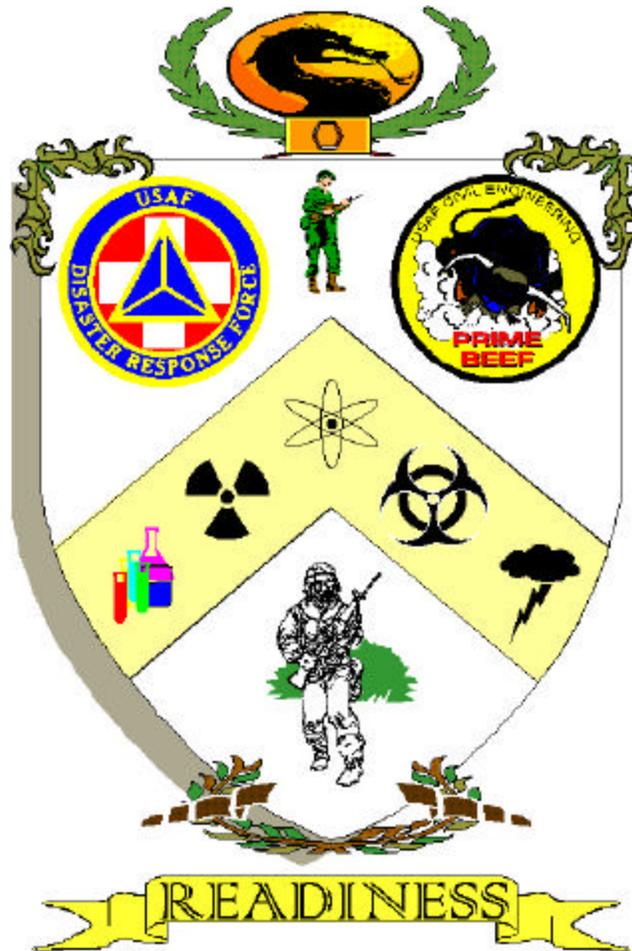
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DETERMINE REQUIREMENTS

Performance Checklist		
Step	Yes	No
1. Did the trainee correctly answer at least 3 of the review questions?		
2. Did the trainee properly find proper allowance standard?		
3. Did the trainee properly locate Unit DOC statement?		
4. Did the trainee find all publications necessary to determine your units requirements?		

FEEDBACK: Trainer should provide 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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MODULE 33

AFQTP UNIT 8

JUSTIFY REQUIREMENTS

(33.8.2.)

&

SUBMIT REQUIREMENTS

(33.8.3.)

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JUSTIFY REQUIREMENTS

Task Training Guide

CFETP Reference Number:	33.8.2. Justify Requirements 33.8.3. Submit Requirements
Training References:	<ul style="list-style-type: none"> • Base Supply, Communication, and Transportation squadrons AFI's.
Prerequisites:	<ul style="list-style-type: none"> • Possess as a minimum a, 3E931 AFSC
Equipment/Tools Required:	<ul style="list-style-type: none"> • None
Learning Objective:	<ul style="list-style-type: none"> • Trainee should be able to justify and submit requirements for supplies and equipment requirements.
Samples of behaviors:	<ul style="list-style-type: none"> • Trainee should be able to identify items needing justification. • Trainee should know how to justify requirements from AFI's, messages, and wing plans. • Trainee should be able to identify some documents used for justifying requirements.

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Background: In today's environment of limited funding, properly justifying and submitting requirements are the most crucial elements in the procurement process. Items not properly justified and properly requisitioned, will lose funding to others that did their home work and properly accomplished these tasks. The process of justification can often be likened to selling your superiors something they particularly don't want to buy. When justifying items, be prepared to give an impact on the mission, a cost/benefit analysis, and know what items are critical to fight for and what items you would like to have but won't fall on your sword over.

To perform the task, follow these steps:

Step 1: In your section review the determined requirements.

HINT:

At this point you must weed out the "needed" from the "nice to have" items.

NOTE:

Timing is everything. To be effective at justifying and requisitioning supplies you must constantly evaluate your unit's need for supplies, prepare, and have the proper paper work on-hand and ready to submit. Many times you can get necessary funds, simply by having the necessary paperwork prepared, and ready to submit. This process of being prepared will allow you to purchase all necessary items as well as nice to have higher priced items.

Step 2: Prepare documentation to order and justify each requirement you have. This documentation may be in the following forms (this list is not all inclusive):

- Locally Developed IMPAC Form: IMPAC cards are used to purchase items below \$2500.00 in cost for general use.
- AFF 2005 Used to order Equipment, supplies, and tools through the Standard Supply System.
- AFF 9 Contract form used to order Equipment, supplies, tools, and services from sources outside the DOD.
- AFF 3215 Used to request/authorize communication and computer equipment. May be accompanied by an AFF form 9.
- AFF 601 Used to request authorization increases or new authorizations of new equipment type items.

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NOTE:

Justification letters/commentaries. Depending on local policy, submit a justification letter with each request for significant expenditure of resources. Local policy will define at what dollar amount justification letters are required. As a rule of thumb, be prepared to submit justification letters on any item that will require authorization outside your flight for funding approval and all unfunded items.

Step 3: Determine at what level documentation is required to be coordinated for approval. You must check your local policies to establish which form and how to fill it out.

- Locally Developed IMPAC Form: Normally approved by flight leadership and squadron resource advisor. May require commander coordination.
- AFF 2005: Normally approved by equipment custodian, flight leadership, and squadron resource advisor.
- AFF 9: Requires flight leaders coordination, Squadron commander approval, Resource advisor approval, may require group, wing or MAJCOM approval depending on cost.
- AFF 3215: Normally Requires commander approval, C4 Squadron approval and CRSB approval. If AFF 9 included also requires same approval as AFF 9
- AFF 601: Normally requires Flight leadership Coordination, Commander Approval, Base Supply approval. Will be forwarded to owning MAJCOM for approval.
- Justification letters/commentaries: Normally signed by flight leaders, and endorsed/approved by squadron commander.

Step 4: Submit documents to your superintendent and flight chief for their review and approval.**HINT:**

Flight leadership should be a “devils advocate” and question every request as thoroughly as possible and make you fully justify verbally each request. This trial of your requirements prepares you to answer questions that will be asked further up the chain and give you the opportunity to find the correct answer ahead of time improving your chances of getting approval at higher levels.

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Step 5: Submit documentation to required signatories outside your flight as required.

- When possible hand-carry all requests from place to place confirming approval at each step. If not possible to hand carry track progress of documentation closely to prevent loss. Be prepared to enter into detailed discussion with higher levels to defend your request for resources. Never submit documentation outside your squadron/agency until you have completed internal justification approval and coordination.

Step 6: Submit Documented/Approved requirements to appropriate agency.

Step 7: Maintain copies/records of all approved requests for future reference and track all requests closely until the resource has been delivered.

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**Review Questions
for
Justify & Submit Requirements**

Question	Answer
1. Which of the following are the most crucial elements in the procurement process?	a. AFI's b. Written guidance from your MAJCOM c. Squadron Operational Instructions d. Properly justifying and submitting requirements
2. The IMPAC card is used to purchase items below what amount?	a. \$500 b. \$1000 c. \$1500 d. \$2500
3. What form is used to request/authorize communication and computer equipment?	a. AF Form 601 b. AF Form 2005 c. AF Form 3215 d. All the above

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JUSTIFY REQUIREMENTS

Performance Checklist		
Step	Yes	No
1. Did the trainee select proper form to requisition supply item?		
2. Did the trainee properly fill out supply requisition form or letter?		
3. Did the trainee identify who the forms or letter is coordinated with?		

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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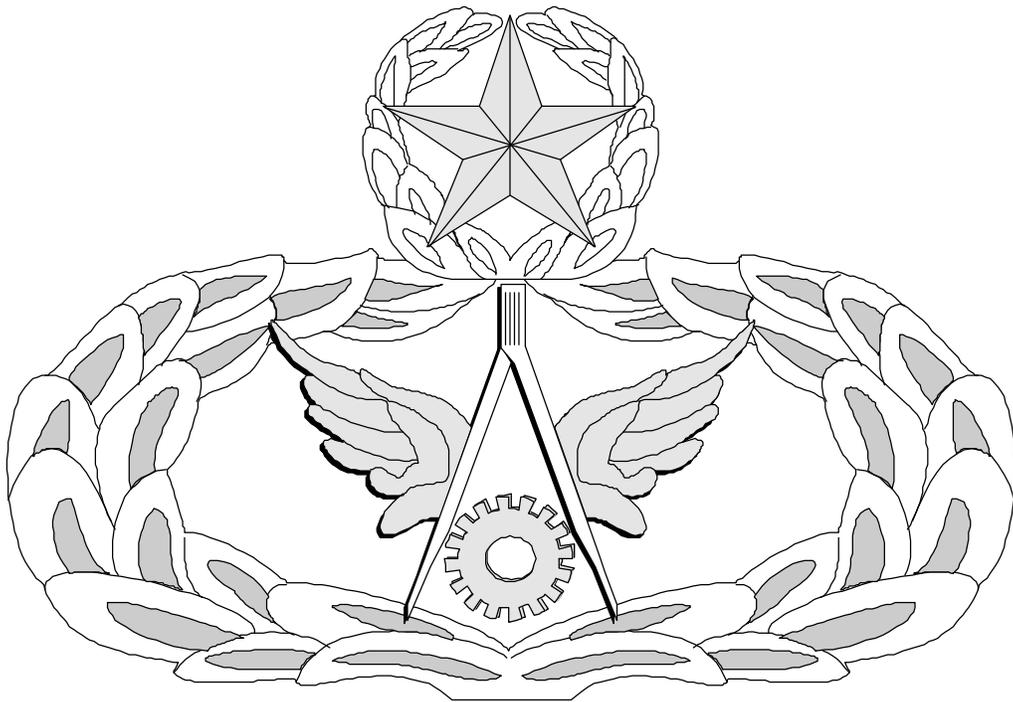
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Air Force Civil Engineer

QUALIFICATION TRAINING PACKAGE (QTP)

REVIEW ANSWER KEY



For
READINESS
(3E9X1)

MODULE 33

SUPPLIES AND EQUIPMENT

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Key-1

DETERMINE REQUIREMENTS

(3E9X1-33.8.1)

Question	Answer
1. The first step in determining your requirements is to review the current inventory. This step is crucial because _____.	a. It provides you with the right mindset for determining your units needs.
2. The primary step in determining your units <i>wartime</i> needs is _____.	c. Review your Squadrons DOC Statement.
3. AFI's, MAJCOM supplements, and squadron plans determine many of your requirements.	a. True
4. Squadron mobility commitments have no effect on determining equipment requirements.	b. False

JUSTIFY & SUBMIT REQUIREMENTS

(3E9X1-33.8.2. & 33.8.3.)

Question	Answer
1. Which of the following are the most crucial elements in the procurement process?	d. Properly justifying and submitting requirements
2. The IMPAC card is used to purchase items below what amount?	d. \$2500
3. What form is used to request/authorize communication and computer equipment?	c. AF Form 3215

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