

AIR FORCE QUALIFICATION TRAINING PACKAGE (AFQTP)



for
READINESS
(3E9X1)

MODULE 10
PUBLICATIONS

TABLE OF CONTENTS

MODULE 10 PUBLICATIONS

AFQTP GUIDANCE

INTRODUCTION.....	iii
TRAINER’S GUIDE.....	v
TRAINEE’S GUIDE.....	vii
IMPROVEMENTS/CORRECTIONS LETTER.....	ix

AFQTP COMPLETION VERIFICATION.....	10-0
------------------------------------	------

AFQTP UNIT 3

USE TECHNICAL PUBLICATIONS (10.3.).....	10-1
---	------

REVIEW ANSWER KEY.....	Key-1
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Career Field Education and Training Plan (CFETP) references from 1 Apr 97 version.

OPR: HQ AFCESA/CEOT

Certified by: HQ AFCESA/CEO
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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 Training (OJT) 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 originally authored by field personnel SMSgt Tom Morris, MSgt Kenneth Merritt, and SSgt Robert Frank. They were revised, compiled and edited by TSgt Brett Heck and MSgt Sandra Armer under the direction and guidance of HQ AFCESA/CEOT. If you have any recommendations for improving this document, please contact the Readiness Career Field Manager at the address below.

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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. Initial Element Tests will be sent out on disks to all Unit Training Managers who will manage and control these tests. Upgrade versions of these tests will be made available on future revisions of CerTests. 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 training (OJT) for Readiness personnel. This guide will help you lead the trainee in gaining enough knowledge to perform the specified tasks. It will also aid task certifiers in evaluating 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 objectives, the trainer and the trainee need to review the missed areas until the trainee meets the objectives. 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 training (OJT). They provide you with the standardized steps necessary to complete the mandatory tasks identified in the Specialty Training Standard (STS) section of 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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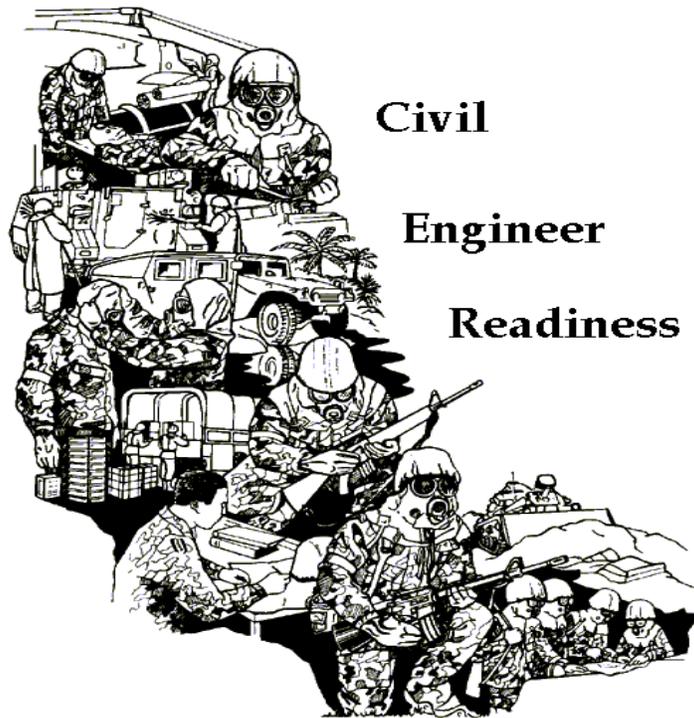
MODULE 10

PUBLICATIONS

AFQTP Completion Verification

AFQTP	Trainer's Signature	Trainee's Signature	Date Completed
10.3. Use Technical Publications			

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MODULE 10

AFQTP UNIT 3

USE TECHNICAL PUBLICATIONS

(10.3.)

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USE TECHNICAL PUBLICATIONS

Task Training Guide

STS Reference Number/Title:	10.3., Use Technical Publications
Training References:	<ul style="list-style-type: none"> • AFD 21.3; T.O. 00-5-1; T.O. 00-5-2
Prerequisites:	<ul style="list-style-type: none"> • Possess as a minimum a 3E931 AFSC.
Equipment/Tools Required:	<ul style="list-style-type: none"> • Any T.O.
Learning Objective:	<ul style="list-style-type: none"> • Trainee will be able to use technical publications.
Samples of Behavior:	<ul style="list-style-type: none"> • Trainee will be able to research information using technical publications.
Notes:	

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USE TECHNICAL PUBLICATIONS

Background: The Air Force must produce, configure, install, maintain, modify, and operate systems and equipment so they operate safely and effectively. The comprehensive technical instructions and information in technical publications help to maintain readiness, as well as, to keep Air Force personnel and equipment free from accidents. Compliance with technical publications, when available, is mandatory. Military personnel who do not comply, including members of the Air Reserve Components in Federal status, face punishment under Article 92 of the Uniform Code of Military Justice. The Air Force will not field systems (hardware or software) to be operated and maintained without T.O.s that are procured and verified according to procedures in T.O. 00-5-3, AF Technical Manual Acquisition Procedures (current edition). T.O.s for specific military systems and commodities take precedence over general T.O.s. In the Readiness career field we use technical publications everyday, either to perform equipment checks or to help us teach our classes. By understanding how to use these technical publications you will become more proficient at performing your mission.

To perform this task, follow these steps:

Step 1: Determine which technical publication is needed.

Select the technical publication written for the equipment or item you are working with. If you don't know the applicable technical publication, a good starting point is the CAREER FIELD EDUCATION AND TRAINING PLAN (CFETP) or the Readiness Training Package (RTP).

Step 2: Determine what information you require.

Select the type of information you need. It could be general information, installation, operating instructions, principles of operating, troubleshooting, etc. It isn't essential to know this category right away, but it does make your research quicker. Always pay close attention to the "Warning" and "Caution" statements before using the equipment or information.

Step 3: Research the Table of Contents.

Identify the area you need to research. For example, if you need the operational check you may try starting with the operating instructions. If you can't find what you want there, go back to the Table of Contents and select another area.

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Review Questions
for
Use Technical Publications

Question	Answer
1. The USAF will field systems without technical publications?	a. True b. False
2. Which technical publication contains procedures for procuring and verifying T.O.s?	a. T.O. 00-5-1. b. T.O. 00-5-2. c. T.O. 00-5-3. d. AFI 32-4001.
3. General technical publications take precedence over technical publications for specific military systems.	a. True b. False
4. Compliance with technical publications is mandatory.	a. True b. False

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USE TECHNICAL PUBLICATIONS

Performance Checklist		
Step	Yes	No
1. Give trainee an equipment item to research?		
2. Did trainee identify the correct technical publication?		
3. Give the trainee a specific interest item to locate?		
4. Did the trainee locate the required information?		
5. Did the trainee identify all "Warning" and "Caution" statements?		

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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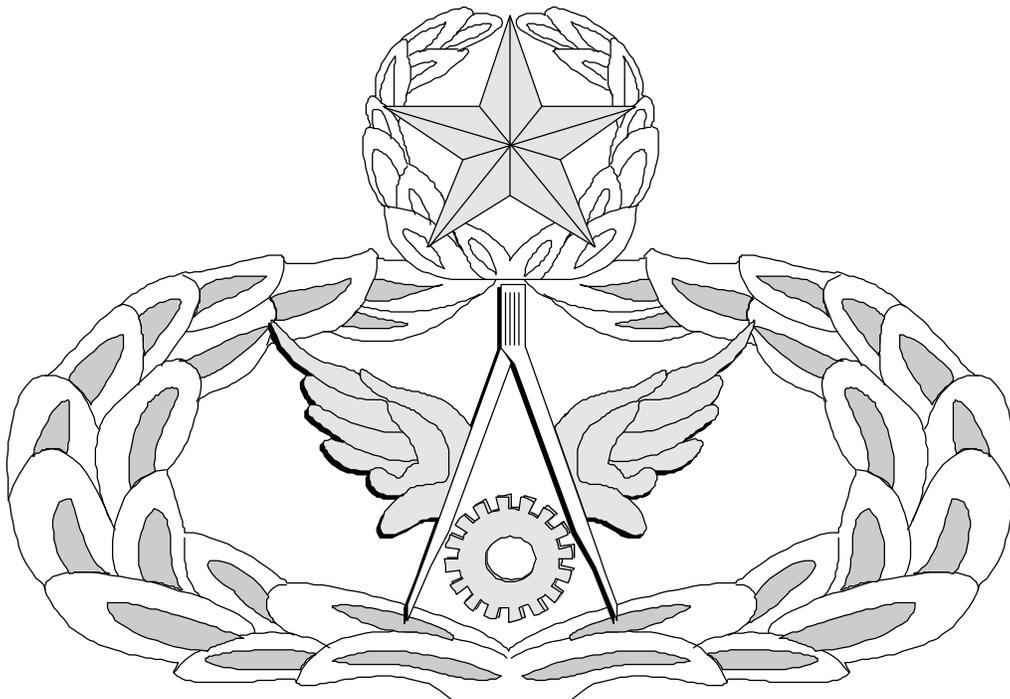
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Air Force Civil Engineer

QUALIFICATION TRAINING PACKAGE (QTP)

REVIEW ANSWER KEY



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Key-1

USE TECHNICAL PUBLICATIONS

(3E9X1-10.3.)

Question	Answer
1. The USAF will field systems without technical publications?	b. False
2. Which technical publication contains procedures for procuring and verifying T.O.s?	c. T.O. 00-5-3.
3. General technical publications take precedence over technical publications for specific military systems.	b. False
4. Compliance with technical publications is mandatory.	a. True

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