

AIR FORCE QUALIFICATION TRAINING PACKAGE (AFQTP)



for
READINESS
(3E9X1)

MODULE 24
MOBILE COMMAND POST (MCP)

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MOBILE COMMAND POST

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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 (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 subject matter experts in your Air Force specialty and revised and edited by TSgt Brett Heck and TSgt Leonard Howard 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. 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 (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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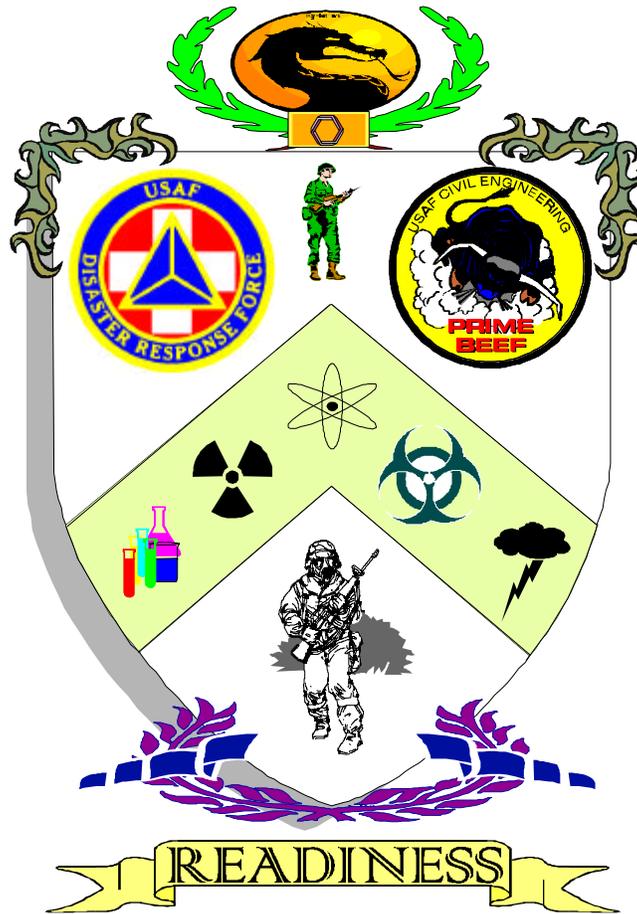
MODULE 24

MOBILE COMMAND POST (MCP)

AFQTP Completion Verification

AFQTP	Trainer's Signature	Trainee's Signatures	Date Completed
24.4. Respond to Contingencies using the MCP			

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MODULE 24

AFQTP UNIT 4

RESPOND TO CONTINGENCIES USING THE MCP

(24.4.)

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RESPOND TO CONTINGENCIES USING THE MCP***Task Training Guide***

STS Reference Number/Title:	24.4., Respond to contingencies using the MCP.
Training References:	<ul style="list-style-type: none"> • AFI 32-4001, <i>Disaster Preparedness Planning and Operations</i>. • AFMAN 32-4004, <i>Contingency Response Operations</i>. • AFI 24-301, <i>Vehicle Operations</i>.
Prerequisites	<ul style="list-style-type: none"> • Possess, as a minimum a, 3E931 AFSC.
Equipment/Tools Required:	<ul style="list-style-type: none"> • Mobile Command Post vehicle.
Learning Objective:	<ul style="list-style-type: none"> • Trainee will comprehend procedures for responding to a contingency using the Mobile Command Post vehicle.
Samples of Behavior:	<ul style="list-style-type: none"> • Trainee will be able to identify actions taken during response to a contingency in the MCP. • Trainee will identify references containing equipment standards for the MCP. • Trainee will know the purpose of the MCP vehicle as it relates to Readiness.
Notes:	
<ul style="list-style-type: none"> • Having a MCP vehicle on-hand is preferred but not mandatory to satisfy this QTP. 	

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A vehicle equipped with communications and other equipment to support the on-scene commander. It is a flexible focal point for information collection and communication with the command post.” The MCP is not designated to transport you around the base to the post office, BX, gym, etc. That is a violation of AFI 24-301, *Vehicle Operations*.

Equipment requirements. Refer to AFMAN 32-4004, Chapter 1, for minimum equipment requirements. There are numerous types of vehicles used as Mobile Command Posts varying from traditional pickup trucks to over 30’ long RVs. No matter what type of vehicle you have, it should be outfitted to meet your specific tasks and areas of responsibility. One word of advice; let your squadron commander and the OSC know what your capabilities are. Consider inviting them over for a tour and give them a short briefing. These are the primary individuals you’ll be supporting on-scene so they need to know what types of support you provide.

Maintenance. The MCP is designated an “alert” vehicle meaning it must be ready to respond at all times. Ensure your MCP receives “priority” maintenance. YOU must establish procedures to ensure it is always mission ready. One way to do this is by performing a daily operational check of the vehicle. The Air Force uses the AF Form 1800 to assist with this task. This form is not all inclusive so you may want to supplement it with an automated product tailored to how your vehicle is equipped. Depending on the climate, you may need to check your vehicle more frequently. Ensure all features are functioning properly. Also, check to ensure equipment is not left on possibly resulting in a dead battery. It makes good sense to pre-load your MCP to save valuable time when you have to roll. Be sure to secure your MCP at all times.

Contingency Response. Let's go back to the scenario above, but this time you have a full tank of gas and don't have to waste valuable time refueling your vehicle. Do not operate sirens or lights unless you are directed to do so. When you arrive on scene, perform a radio check with the DPCC and/or Command Post. Park your vehicle according to Security Forces guidance, usually facing away from the accident site. Chock your vehicle. Next, set up your cones, mats, chairs, or whatever system you use to assemble your DCG at the OSCP. Establish a sign-in medium. Depending on the nature of the contingency, you also need to set up your response equipment such as Weather-paks, grid maps, field tables, generators, communications, etc.

If you leave your MCP running, check the fuel levels and gauges periodically. Also, if you turn your MCP off, periodically re-start it to recharge your battery.

You are the eyes and ears of the DPCC. Maintain communication with them and keep them updated. Though you may have cellular or STU III capabilities on scene, it may be more advantageous to have them make calls for you so that you can devote yourself to on-scene operations.

Termination. When the contingency ends and it's time to depart, contact the DPCC, and let them know. Be sure to remove and account for all your equipment. Pack it neatly in the MCP. Don't just "throw it in the back of the Mobile". Don't forget to remove the chocks from the wheels before you drive off. Back at the office, it's advisable to put all response gear away promptly so that you can maintain your readiness posture.

Remember, these procedures are not etched in stone, they are for your guidance when responding using the MCP. Consider them, tailor them, and improve them to serve your needs.

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**Review Questions
for
Respond to Contingencies Using the MCP**

Question	Answer
1. What form is used to assist in the operational check of the MCP?	a. AF Form 171. b. AF Form 1800. c. SF Form 76. d. AF Form 2293.
2. When should you respond with lights and siren blaring?	a. When urgency is required. b. When responding to major accidents only. c. Only when authorized. d. When needed to clear traffic.
3. Which agency should provide parking guidance at the OSCP?	a. Transportation. b. Services. c. Safety. d. Security Forces.
4. Which document lists minimum equipment requirements for the MCP?	a. Allowance Standard 459. b. AFI 32-4001. c. AFMAN 32-4004. d. CACRL.
5. The MCP is an “alert” vehicle that should receive priority maintenance.	a. True. b. False.
6. The MCP is assigned to Readiness to provide transportation in support of daily activities.	a. True. b. False.

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RESPOND TO CONTINGENCIES USING THE MCP

Performance Checklist		
Step	Yes	No
1. Can trainee state the purpose of the MCP vehicle?		
2. Can trainee identify reference(s) for MCP equipment requirements?		
3. Can trainee state which form is used to document daily inspections?		
4. Can trainee perform an operational check of the MCP?		
5. Can trainee state which agency provides guidance on parking at a OSCP?		

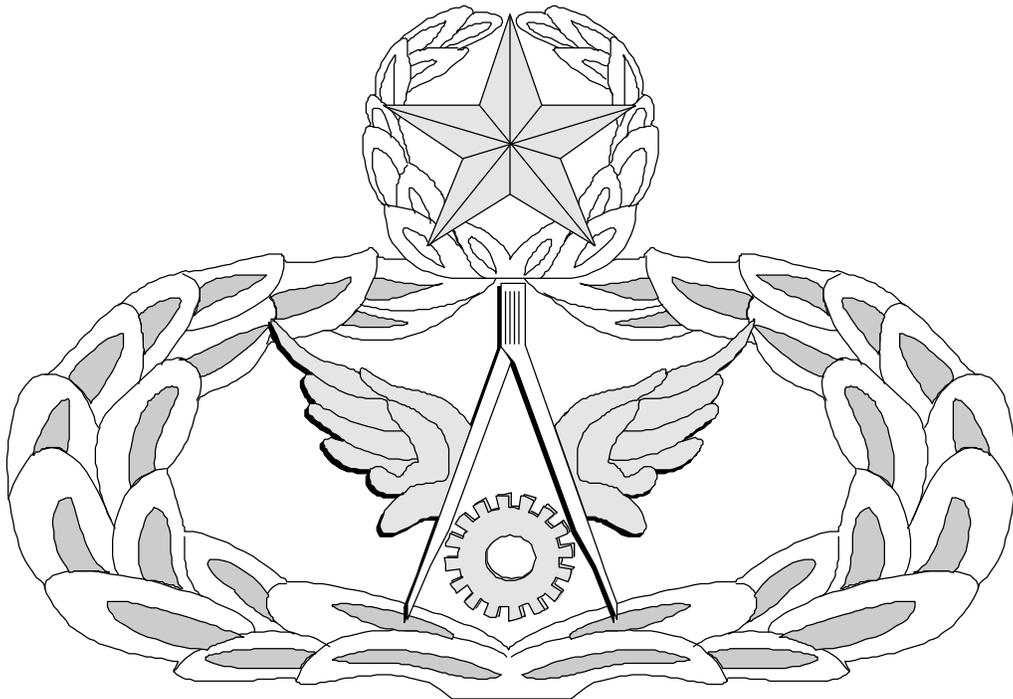
FEEDBACK: Trainer should provide both positive and/or negative feedback to the trainee immediately after the task is performed. This will ensure the issue is still fresh in the mind of both the trainee and trainer.

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Air Force Civil Engineer

QUALIFICATION TRAINING PACKAGE (QTP)

REVIEW ANSWER KEY



For
READINESS

(3E9X1)

MODULE 24

MOBILE COMMAND POST

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Key-1

RESPOND TO CONTINGENCIES USING THE MCP

(3E9X1-24.4.)

Question	Answer
1. What form is used to assist in the operational check of the MCP?	b. AF Form 1800.
2. When should you respond with lights and siren blaring?	c. Only when authorized.
3. Which agency should provide parking guidance at the OSCP?	d. Security Forces.
4. Which document lists minimum equipment requirements for the MCP?	c. AFMAN 32-4004.
5. The MCP is an “alert” vehicle that should receive priority maintenance.	a. True.
6. The MCP is assigned to Readiness to provide transportation in support of daily activities?	b. False.

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