

# AIR FORCE QUALIFICATION TRAINING PACKAGE (AFQTP)



for

**OPERATIONS MANAGEMENT**

**(3E6X1)**

**MODULE 14**

**AFSC SPECIFIC CONTINGENCY RESPONSIBILITIES**

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#### AFSC SPECIFIC CONTINGENCY RESPONSIBILITIES

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**NOTE:** (14.1.3.3.3) Operate Communications Network and (14.1.4) Coordinate Contingencies or Emergencies with Appropriate Agencies are not core tasks. The completion of the performance checklists and review questions is not required. The Subject Matter Experts (SMEs) have deemed this information useful and valuable to the training of 3E6X1 personnel.

Career Field Education and Training Plan (CFETP) references from 1 Apr 01 version

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**AIR FORCE QUALIFICATION TRAINING PACKAGES**  
**for**  
**OPERATIONS MANAGEMENT**  
**(3E6X1)**

**INTRODUCTION**

*Before starting this AFQTP*, refer to and read the “Trainers-Supervisors OJT Guide” located on the AFCESA Web site <http://www.afcesa.af.mil/>

*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:***

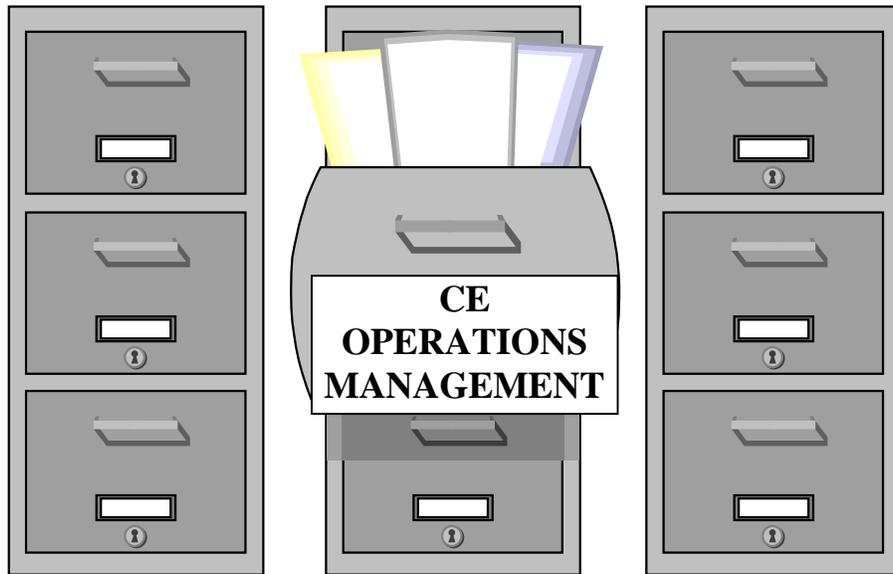
AFQTP completion  
 CerTest completion (80% minimum to pass)

***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/CEOT revised this AFQTP. If you have any recommendations for improving this document, please contact the Career Field Manager at the address below.

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## DAMAGE CONTROL CENTER (DCC)

MODULE 14

AFQTP UNIT 1

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ESTABLISH (DCC)

(14.1.3.3.1.)

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**ESTABLISH (DCC)**

***Task Training Guide***

<b>STS Reference Number/Title:</b>	14.1.3.3.1. Establish (DCC)
<b>Training References:</b>	<ul style="list-style-type: none"> <li>• AFPAM 10-219, Vol. I and III</li> <li>• CDC 3E651, Vol. 2</li> </ul>
<b>Prerequisites:</b>	<ul style="list-style-type: none"> <li>• Possess, as a minimum, a 3E631 AFSC</li> </ul>
<b>Equipment/Tools Required:</b>	<ul style="list-style-type: none"> <li>• Office supplies</li> <li>• Locally Developed Events Log</li> <li>• Maps (utility and base layout), status boards</li> <li>• Communications equipment (radios and phones)</li> <li>• Generator, battery operated clock</li> </ul>
<b>Learning Objective:</b>	<ul style="list-style-type: none"> <li>• Trainee will know how to establish a damage control center (DCC)</li> </ul>
<b>Samples of Behavior:</b>	<ul style="list-style-type: none"> <li>• Trainee will establish a control center</li> </ul>
<b>Notes:</b>	
<ul style="list-style-type: none"> <li>• To successfully complete this element, follow the steps outlined in this training package.</li> <li>• Any safety violation is an automatic failure.</li> </ul>	

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## ESTABLISH

**Background:** The Damage Control Center (DCC) is a predetermined location with adequate communications and working space. This location can be the service call area (if your base has one) or a completely separate room. The need is for an area large enough to hold the DCC staff, have space for charts and maps, and allow communication to flow from the DCC to the recovery teams and back. The DCC monitors and coordinates the civil engineer recovery actions involved in damage assessment, decontamination and damage recovery and repair as directed by the SRC. In addition to monitoring damage inputs, the DCC will also have to maintain a service call function to respond to emergency requirements. While disasters and other crises temporarily alter Air Force activities on a base, the mission still comes first. There are several special aids you can use to help track what happens during a contingency. The unpredictable nature of crises requires each base and unit be prepared for a variety of circumstances. Each base is unique in its layout and mission, but all damage control centers have the same goal and require the same materials and equipment to effectively and efficiently accomplish the mission. This QTP can also be used as a guide to establish, layout and equip your damage control center.

The DCC is activated by the Support Group Commander, the Base Civil Engineer (BCE), or the Operations Flight Commander. It is critical the DCC be operational as quickly as possible. The DCC staff is usually made up of senior enlisted personnel from the various elements of the Operations Flight, Engineering Assistants and Operations Management personnel. The Operations Flight Commander is in charge of the DCC upon activation.

In the next few pages you will read about materials and equipment needed to establish an effective DCC, but the most important part of the operation will be well-trained personnel.

### **Below is a list of materials and equipment you should keep on hand:**

- Ensure you have an adequate stock of office supplies
- A locally developed form to log events as they happen.
- An up-to-date phone listing (base and squadron)
- A battery operated clock, locally developed checklists, utility maps, Damage Assessment and Response Team (DART) route map (color routes with check points), base grid map, facility and airfield damage status boards, and back up airfield drawings for Minimum Operating Strip (MOS) selection.
- Ensure your DCC has a base station for radio communications (radios become your primary communication device in a contingency) and adequate phone lines.
- A back-up generator for use during power outages.
- Some type of alarm system. It could be either a loudspeaker (PA) system or colored flags.
- A current copy of the BCE Contingency Response Plan.
- Charts to display personnel accountability.
- Charts to show status of vehicles, special purpose equipment, and generators
- Charts to show damage recovery progress
- A DCC box containing supplies and equipment. This will allow you to set up operations at an alternate location if required.

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The following forms should also be available:

**Events Log** – A locally developed, self explanatory form, used to enter events as they happen

**Facility Damage Report Sheet** – Locally developed forms used to quickly assess damage to critical base facilities and utilities.

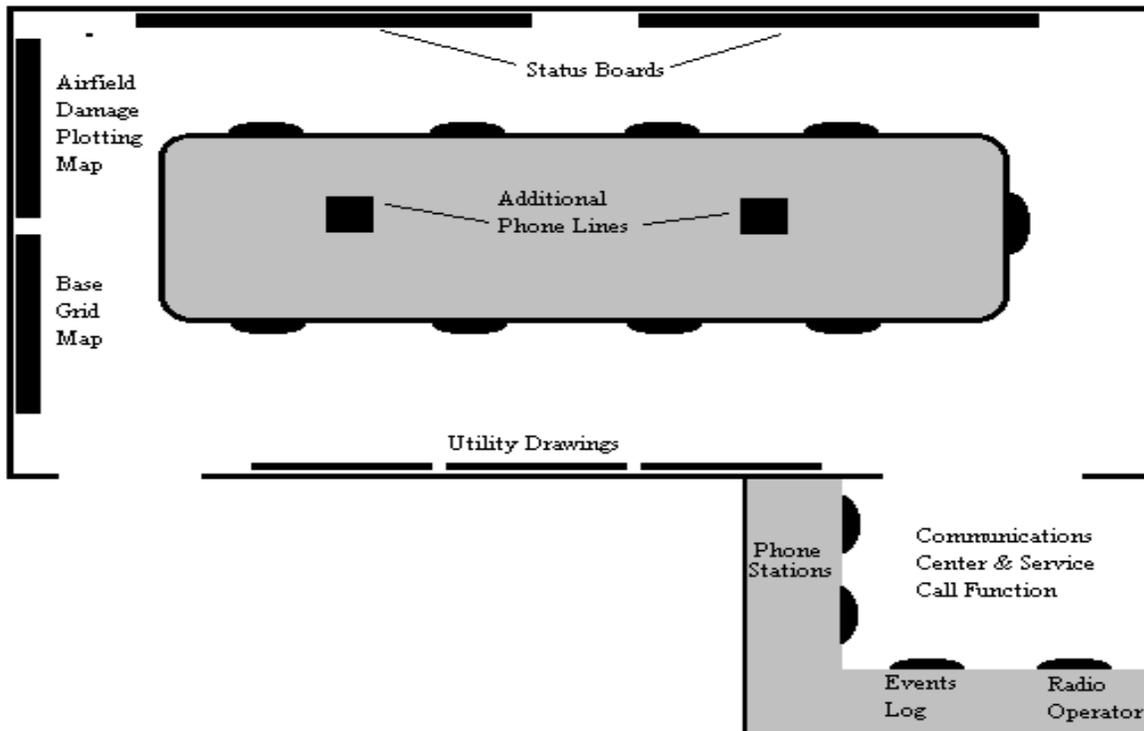
**Airfield Damage Report Sheet** – Locally developed forms used by Airfield Damage Assessment Teams (ADAT) and Engineering (3E5X1) personnel to accomplish a quick assessment of damage to airfield pavements

**Job Order Log** – The AF Form 637, IWIMS, or a locally developed form may be used in the DCC to track and control emergency work requirements.

**NOTE:**

There will be more information on these forms, along with examples in the next unit.

**DCC LAYOUT:** Figure 1 shows a sample layout of a typical DCC. It is best to have your communications center off to the side to reduce noise interference. The DCC is the “HUB” of CE during an exercise or real world situation; it will become very hectic and noisy. The key to an effective DCC is having vital information readily available. Place the information where key personnel can read it without having to ask a lot of questions. It is vital for the DCC Commander to get all information as quickly as possible so they can make critical decisions quickly.



**Figure 1, Typical DCC Layout**

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*To correctly establish a DCC, follow these steps:*

**Step 1: Determine location**

- Identify the ideal location for a DCC

**Step 2: Identify the items required to establish the DCC**

- Appropriate office supplies
- Appropriate charts, maps and reference materials
- Back-up generator
- Communication devices
- Locally developed forms and AF Form 637

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**Review Questions  
for  
Establish (DCC)**

<b>Question</b>	<b>Answer</b>
1. The Deputy Chief of Operations can activate the DCC.	a. True b. False
2. What is the primary means of communication during contingency operations?	a. ESP b. Radios c. Runners d. Telephones
3. What document is used to track everything that happens during each exercise or real world contingency?	a. Checklists b. Events Log c. Recovery Plans d. Contingency Plans
4. What materials and equipment should you have in the DCC?	a. Airfield damage status board b. A back-up generator c. Radio base station d. All of the above

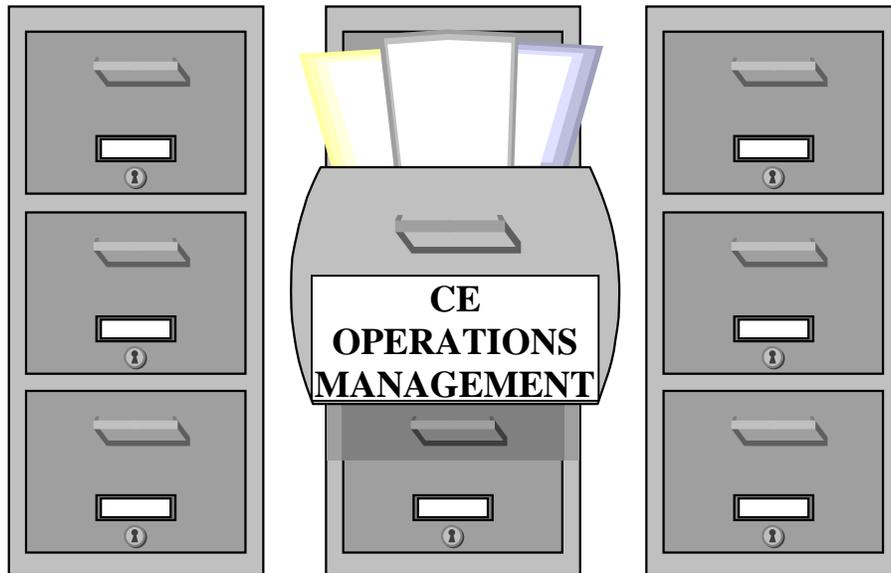
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**ESTABLISH (DCC)**

<b>Performance Checklist</b>		
<b>Step</b>	<b>Yes</b>	<b>No</b>
1. Did the trainee identify an appropriate location for a Damage Control Center?		
2. Did the trainee correctly identify at least four items needed to establish a Damage Control Center?		

**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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## DAMAGE CONTROL CENTER (DCC)

MODULE 14

AFQTP UNIT 1

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### LOG AND CONTROL DAMAGE REPORTS, INCLUDING SERVICE CALL FUNCTIONS

(14.1.3.3.2.1.)

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## LOG AND CONTROL DAMAGE REPORTS, INCLUDING SERVICE CALL FUNCTIONS

### *Task Training Guide*

<b>STS Reference Number/Title:</b>	14.1.3.3.2.1. Log and control damage reports, including service call functions
<b>Training References:</b>	<ul style="list-style-type: none"> <li>• AFPAM 10-219, Volume 3</li> <li>• CDC 3E651, Vol. 2</li> </ul>
<b>Prerequisites:</b>	<ul style="list-style-type: none"> <li>• Possess, as a minimum, a 3E631 AFSC</li> </ul>
<b>Equipment/Tools Required:</b>	<ul style="list-style-type: none"> <li>• Office supplies, logbook, damage documentation forms</li> <li>• DART route maps</li> <li>• Communications equipment</li> </ul>
<b>Learning Objective:</b>	<ul style="list-style-type: none"> <li>• The trainee will be able to dispatch response teams during contingency operations and log damage assessment</li> </ul>
<b>Samples of Behavior:</b>	<ul style="list-style-type: none"> <li>• The trainee will know how to dispatch response teams after an attack or natural disaster.</li> <li>• The trainee will know how to use DART team route maps.</li> <li>• The trainee will understand how to determine the sequence of repairs to base facilities.</li> <li>• The trainee will be able to dispatch repair teams to accomplish necessary repairs.</li> </ul>
<b>Notes:</b>	
<ul style="list-style-type: none"> <li>• To successfully complete this element, follow the contingency plans.</li> </ul>	

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## LOG AND CONTROL DAMAGE REPORTS, INCLUDING SERVICE CALL FUNCTIONS

**Background:** To minimize the impact of any catastrophe, CE personnel must change immediately from normal peacetime operations to contingency operations. CE's quick reacting emergency recovery teams are the forces that will:

- reduce loss of life
- prevent property damage
- keep the base operational
- begin immediate damage identification and prioritization

**GATHERING INFORMATION** After an attack or natural disaster occurs, recovery begins immediately. For recovery to begin however, crucial information must be gathered. Various teams are pre-determined and deployed after a catastrophe to assess damages and report the findings. Monitored and controlled through the DCC, Operations Management personnel track this information from the following teams:

**Airfield Damage Assessment Team (ADAT)** – An ADAT team normally consists of one engineering assistant specialist (3E5X1), one explosive ordnance disposal technician (3E8X1), and one or more augmentees. The ADAT, as their name would imply, is responsible for assessing airfield damage and reporting it to the Survival Recovery Center (SRC). Each base determines the number of ADATs necessary to meet its mission, but three is generally the norm. All the teams work in unison to locate and identify unexploded ordnance (UXO) and airfield damage. Regardless of the team member's rank, when UXOs are involved, the EOD technician is responsible for the team's movement. Generally, the engineering assistants work together identifying spalls, craters and other pertinent information necessary for development of the minimum-operating strip (MOS). The findings are reported to and controlled by the SRC.

**NOTE:**

Should communications between the SRC and ADAT be lost, the DCC would control the ADAT and should therefore have all necessary equipment available to plot a MOS.

**Damage Assessment and Response Team (DART)** – This team normally consists of 3E0X1 (electrical), 3E3X1 (structural), and 3E4X1 (utility) personnel. They report damage and UXOs directly to the DCC, who in turn report the information to the SRC. DARTs make preliminary analysis of major utility and facility damage throughout the base for recovery operations. DARTs have pre-determined routes to cover their areas of responsibility. These areas of responsibility are based on the facility priority list in the CE Contingency Response plan. DARTs can be used to isolate utilities in an emergency, but should not be pulled off of their pre-determined routes, if at all possible. Damage assessments are transmitted back immediately to the DCC for plotting, repair prioritization, and repair team selection. The speed of reporting is dependant on the complete understanding of relayed information. The DART teams should pre-position team boxes for ready accessibility. Team boxes should consist of maps, damage reporting worksheets and any special tools or equipment for isolating utilities.

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**Minimum Operating Strip (MOS) selection team** – This team is responsible for receiving the airfield damage reports and selecting a location large enough to launch our aircraft, with the least amount of repairs required. This is known as a minimum operating strip (MOS). The primary MOS selection team functions within the SRC, while a backup is maintained in the alternate SRC. Some bases also have MOS selection teams in both primary and alternate DCCs. Normally, a MOS selection team consists of three members: one MOS selector and two damage plotters. The Civil Engineer, EOD radio operators, and any other available SRC staff members may provide assistance to the team as well.

**Rapid Runway Repair (RRR) Team** – This team is under direct control of the DCC and are responsible for airfield repairs, including airfield lighting and arresting systems. The number one priority after an attack is to get our aircraft in the air as quickly as possible so they can ward off any subsequent attacks. This team's main function is to complete all the repairs within the MOS as soon as possible. The SRC determines what type of repairs will be made and the crater repair priority. The RRR teams are never dispatched from their staging areas until they have a clear route to the airfield Entry Control Point (ECP). The RRR team may be broken down into individual repair teams such as crater, mat, airfield lighting, or mobile aircraft arresting system (MAAS). The RRR team chief notifies the DCC of each task completion, as this is critical in determining repair times. This information is then relayed to the SRC.

**LOGGING INFORMATION** Almost as soon as the different teams are dispatched, initial assessments will start rolling in over the radio. Documenting these inputs is crucial to a successful recovery operation. Since each team has a different mission, recording this information on separate worksheets will help ease some of the confusion later when the DCC gets extremely hectic with activity. Most worksheets are locally produced to capture pertinent information that will be used for things like establishing the MOS, determining priorities and keeping track of craftsmen and equipment. Listed below are some of the more common worksheets used for logging information:

- **Events Log** – Critical to any contingency situation is maintaining an accurate account of all events and time occurrences. Operations management personnel, within the DCC, are responsible for tracking these events on a locally developed form known as an Events Log (Figure 2). This log will be saved and used later as a historical background of events.
- **Airfield Damage Report Sheet** – These are locally developed forms used to accomplish a quick assessment of damage to airfield pavements. The information that should be identified includes type of damage, location (by grid coordinates or in relation to known reference markers), size, number and UXO information (Figure 3).
- **Facility Damage Report Sheet** – These are locally developed forms used by the DCC and DART teams to determine the extent of damage and any repairs necessary to return the facility or utility to operational status (Figure 4).
- **AF Form 637, BCE Job Order Log** – The AF Form 637, IWIMS, or a locally developed form can all be used in the DCC to track and control emergency work requirements identified by outside agencies (Figure 5). During a contingency situation, the only work requirements accepted is emergencies and warrant immediate attention to safeguard loss of life and/or crucial resources.

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<b>AIRFIELD DAMAGE REPORT SHEET</b>			
TYPE OF DAMGE OR ORDNANCE C=CRATER, X=UXO, S=SPALL, B=BOMBLET	C	X	(S)
DISTANCE DOWN PAVEMENT DISTANCE FROM ZERO REFERENCE POINT TO DAMAGE AREA CENTER		160	
DIRECTION LEFT OR RIGHT OF CENTER LINE	L		(R)
DISTANCE LEFT OR RIGHT EXPRESSED IN FEET		70	
DIAMETER OR WIDTH D = CRATER DIAMETER W =WIDTH OF SPALL FIELD	D		(W)
SIZE OF DIAMETER OR WIDTH ESTIMATED SIZE OF CRATER DIAMETER OR SPALL FIELD WIDTH EXPRESSED IN FEET		40	
FIELD IDENTIFIER (F) USED ONLY FOR SPALL AND BOMBLET FIELDS IF USED, NEXT GROUP OF NUMBERS WILL DESCRIBE OPPOSITE END OF FIELD			
DISTANCE DOWN PAVEMENT		260	
LEFT OR RIGHT OF CENTER	L		(R)
DISTANCE LEFT OR RIGHT WIDTH	40		W <u>120</u>
NUMBER IDENTIFIER ESTIMATED NUMBER OF ORDNANCE OR SPALLS			N <u>100</u>
DESCRIPTION ANY ADDITIONAL INFORMATION THAT MAY BE HELPFUL IN ACCURATELY IDENTIFYING THE PAVEMENT DAMAGE OR TYPES OF ORDNANCE			

**Figure 3, Sample Airfield Damage Report Sheet (Locally Developed)**

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Date/Time 12 Feb 97/0212

**Facility Damage Report Sheet**

**Reported by:** Dart 1

**Facility Number:** 9001

**Fire (Y or N):** N

**UXO (Y or N):** N

**Chem (Y or N):** N

**Damage Code**

(D1 - Major Damage, Facility Destroyed/unusable  
D2 - Major, can be repaired but currently not usable  
D3 - Moderate Damage, can be made usable.  
D4 - Minor Damage, usable as is.)

D3

**Description of Damage or UXO**

Ruptured Gas Line, Fire Dept has been notified and is responding. No UXO's present.

**Pri Use of Bldg Mech Elect Struct Chief, Ops**

22 Base Supply Warehouse

**Terminate Utilities Water Gas Electric**

Y or N x  
Enter Time Completed: 0223

**Method of Repairs**

<b>W/O #</b>	<b>BDR Team</b>	<b>In-House</b>	<b>Contract</b>	<b>ECD of Repairs</b>
89153		X		13 Feb 97

**Figure 4, Sample Facility/Utility Damage Report Sheet (Locally Developed)**

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*To properly perform this task, follow these steps:*

**Step 1: Use/Maintain an Events Log (locally generated form)**

- As events occur, enter the time and a description of the event. Because this form will be reviewed later, it is important to include as much detail as possible.

**Step 2: Use Airfield Damage Report Sheets (normally produced locally)**

- Log Airfield Damage as it is reported by ADAT teams
- Log the location of damage by grid coordinates or in relationship to known landmarks
- Use the data on these sheets to plot damage on the MOS grid map in the DCC

**Step 3: Use Facility Damage Report Sheets (normally produced locally)**

- Log information in the appropriate blocks as your DART teams report it.
- Log the priority of the facility or utilities affected and use this priority to determine the order in which repairs will be accomplished.

**Step 4: AF Form 637,BCE Job Order Log (or IWIMS or a locally produced form)**

- Log only emergency requirements during contingency operations
- Include a detailed description of work required, shop assigned, and track status of job until completed.

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**Review Questions**  
for  
**Log and Control Damage Reports, Including Service Call Functions**

Question	Answer
1. CE's emergency recovery teams are responsible for what?	<ul style="list-style-type: none"> <li>a. Keep the base operational</li> <li>b. Prevent property damage</li> <li>c. Reduce loss of life</li> <li>d. All of the above</li> </ul>
2. DART team routes are pre-determined and designed to ensure what?	<ul style="list-style-type: none"> <li>a. A comprehensive assessment of every facility on base is accomplished.</li> <li>b. To assess damage of the most critical facilities and utilities.</li> <li>c. No interference with civilian recovery operations</li> <li>d. All buildings assessed are repaired on the spot</li> </ul>
3. The primary MOS selection team functions within the DCC, while a backup team is maintained in the SRC.	<ul style="list-style-type: none"> <li>a. True</li> <li>b. False</li> </ul>
4. What is the number one priority after an attack?	<ul style="list-style-type: none"> <li>a. Disperse vehicles</li> <li>b. Extinguish all fires</li> <li>c. Re-hydrate personnel</li> <li>d. Get our aircraft in the air</li> </ul>
5. What is the only type of work requirement that will be accepted from the outside during a contingency situation?	<ul style="list-style-type: none"> <li>a. Routine</li> <li>b. Urgent</li> <li>c. General emergencies</li> <li>d. Emergencies that safeguard loss of life</li> </ul>

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**LOG AND CONTROL DAMAGE REPORTS, INCLUDING SERVICE CALL  
FUNCTIONS**

<b>Performance Checklist</b>		
<b>Step</b>	<b>Yes</b>	<b>No</b>
1. Did the trainee correctly log events on the Events Log?		
2. Did the trainee correctly log airfield damage using the Airfield Damage Report Sheet?		
3. Did the trainee correctly log facility damage using the Facility Damage Report Sheet?		
4. Did the trainee correctly log service calls using the AF Form 637?		

**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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## DAMAGE CONTROL CENTER (DCC)

MODULE 14

AFQTP UNIT 1

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### DISPATCH CRAFTSMEN, EQUIPMENT, AND MATERIAL

(14.1.3.3.2.2.)

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## DISPATCH CRAFTSMEN, EQUIPMENT, AND MATERIAL

### *Task Training Guide*

<b>STS Reference Number/Title:</b>	14.1.3.3.2.2. Dispatch craftsmen, equipment, and material
<b>Training References:</b>	<ul style="list-style-type: none"> <li>• AFPAM 10-219, Volume 1 &amp; Volume 3</li> <li>• CDC 3E651, Vol. 2</li> </ul>
<b>Prerequisites:</b>	<ul style="list-style-type: none"> <li>• Possess, as a minimum, a 3E631 AFSC</li> </ul>
<b>Equipment/Tools Required:</b>	<ul style="list-style-type: none"> <li>• Status boards for personnel and equipment</li> <li>• Key log sheets</li> </ul>
<b>Learning Objective:</b>	<ul style="list-style-type: none"> <li>• The trainee will know how to dispatch craftsmen, equipment and materials</li> <li>• The trainee will know how to maintain individual accountability</li> </ul>
<b>Samples of Behavior:</b>	<ul style="list-style-type: none"> <li>• Trainee will know how to track and dispatch craftsmen.</li> <li>• Trainee will know how to disperse and dispatch equipment.</li> <li>• Trainee will know how to track available materials.</li> </ul>
<b>Notes:</b>	
<ul style="list-style-type: none"> <li>• To successfully complete this element follow the steps outlined in this training package by performing the required actions and then answering the review questions.</li> </ul>	

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## DISPATCH CRAFTSMEN, EQUIPMENT, AND MATERIAL

**Background:** During contingency situations, one of the most challenging tasks is to maintain positive control over personnel and resources. Each and every person involved in the contingency needs to be accounted for every hour of every day. There are two very good reasons for this: First, it provides accountability, making it much easier to determine the well being of all personnel. Secondly, should the DCC have a certain tasking for a specific person they don't need to race around looking for that person. The DCC staff should know the location of teams, equipment and materials normally under their control

- **Team break down:** The best solution is to break the craftsmen up into teams that meet the needs of the contingency. These teams could be by AFS, predetermined fire teams, or operational response teams (i.e.: DART, ADAT, RRR, UXO teams) for example. All teams should have a pre-determined staging area so everyone knows where to go when the alarm sounds. It is a good idea to have a chart showing the locations of all teams posted in the DCC. This chart will allow members to review and find teams without interrupting vital operations in the DCC.
- **Dispatching Craftsmen:** When dispatching craftsmen, use the radio to notify the appropriate team chief of the requirement. If that method of dispatch is not effective, you may use field phones or even send a runner. Remember, craftsmen are only dispatched to perform emergency taskings during contingencies. Dispatching craftsmen includes ordering the ADAT and DART teams to roll on the recovery routes after an attack. Craftsmen should be aware of who will search, mark and secure specific areas, as well as who will be assigned to the ADAT, DART, and RRR teams.
- **Equipment Dispersal:** The equipment used to transport personnel and material to the work location needs to be itemized for the DCC Commander. A listing of all available vehicles, by type, regulation number and location should be posted in the DCC. Along with the vehicle list there should be a keyboard or box, properly marked, with the keys of all available vehicles. Vehicles become a rare commodity after an attack, so establish policy that requires drivers to return vehicle keys to the keyboard after each use. This will provide maximum utilization and flexibility of your limited vehicles. Vehicles should be properly dispersed and camouflaged to prevent one lucky bomb from taking out half of your vehicle fleet. Begin camouflaging special purpose vehicles first and as time permits, continue on to the general-purpose vehicles. It is much easier to spot a fleet of vehicles nicely arranged side-by-side, than it is to spot a properly dispersed and camouflaged vehicle.
- **Material:** Another important aspect to a successful recovery is to have a materials list available to the DCC Commander. The Logistics folks should generate this list as soon as possible. The first place to check for materials is from stock already on hand. Each shop should provide a list of the materials they have in their bench stock or available from work orders in progress. Then consider the residue holding area; Base Supplies special levels; and COCESS as additional sources of materials. IMPAC purchases can also be made in the civilian community to support contingency operations. Having this material list readily available to our leaders enables them to make critical decisions quickly.

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*To properly perform this task, follow these steps:*

**Step 1: Dispatch DART teams**

- The DART will accomplish a designated route and report damage back to the DCC

**Step 2: Track DART teams**

- Routes are designed to ensure that DART teams are able to make damage assessments of the most critical facilities and utilities on base.
- There will be established checkpoints along the DART routes. At each checkpoint, the team will advise the DCC of their location. Using these checkpoints, the DCC can monitor the progress of the team. In addition, if the DCC should lose contact with the team, they will know approximately where to begin looking for them

**Step 3: Understand sequencing of repair activities**

- The DCC commander will report damage information to the SRC. The SRC will then use that information to develop the recovery strategy. The SRC will determine the order in which repairs are accomplished based on the facility priority, Contingency Response Plans, available equipment, available materials, and personnel resources.

**Step 4: Dispatch recovery teams**

- With direction from the DCC commander, dispatch teams of craftsmen to damaged facilities to accomplish necessary repairs. A Logistics representative should be on hand to help coordinate material issues.

**NOTE:**

In contingency operations, repairs will be limited to the most expedient methods possible to make a facility usable. Permanent repairs will be made when the contingency or emergency situation no longer exists.

**Review Questions  
for  
Dispatch Craftsmen, Equipment And Materials**

Question	Answer
1. What is the most challenging task associated with a contingency situation?	<ul style="list-style-type: none"> <li>a. Getting the best shift in the DCC</li> <li>b. Not getting attacked by aggressors</li> <li>c. Keeping the DCC Commander informed</li> <li>d. Maintaining positive control over personnel and Resources</li> </ul>
2. Why is it important to account for every person in a contingency environment?	<ul style="list-style-type: none"> <li>a. To prevent boredom of the DCC staff</li> <li>b. Locate a specific person for certain tasks</li> <li>c. Determine the well being of all personnel</li> <li>d. Both b and c</li> </ul>
3. If radios are not available to dispatch craftsman, then you may use field phones or send a runner.	<ul style="list-style-type: none"> <li>a. True</li> <li>b. False</li> </ul>
4. Vehicles should be assigned to teams and parked near the team's pre-determined staging area, with the keys kept over the visor so anyone can use it.	<ul style="list-style-type: none"> <li>a. True</li> <li>b. False</li> </ul>
5. Who is responsible for generating a material list for the DCC Commander?	<ul style="list-style-type: none"> <li>a. The craftsmen</li> <li>b. Shop Foreman</li> <li>c. Logistics personnel</li> <li>d. Operations Management personnel</li> </ul>

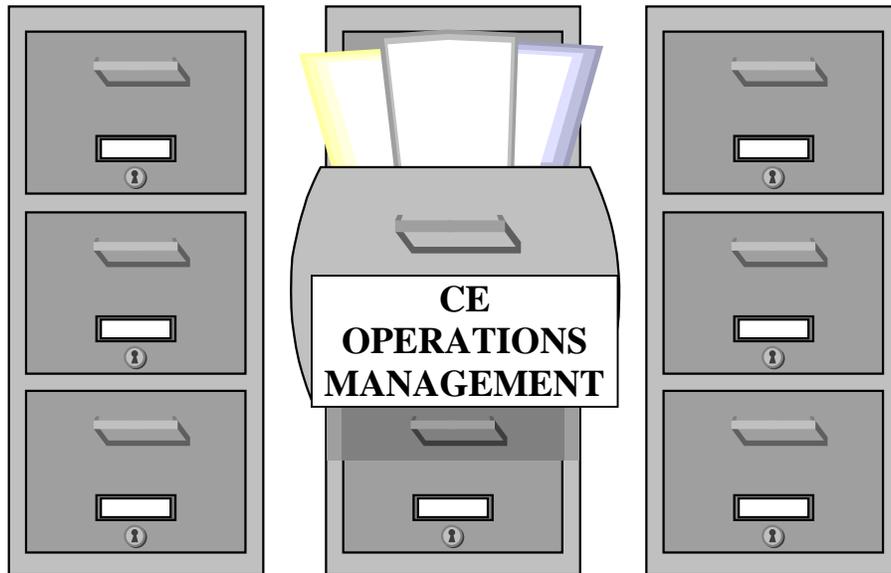
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**DISPATCH CRAFTSMEN, EQUIPMENT AND MATERIALS**

<b>Performance Checklist</b>		
<b>Step</b>	<b>Yes</b>	<b>No</b>
1. Did the trainee dispatch an emergency response team?		
2. Did the trainee effectively use the DART route maps and does the trainee understand how the routes are developed?		
3. Is the trainee able to adequately describe how the base recovery strategy is developed?		
4. Is the trainee able to dispatch repair teams to accomplish facility and utility repairs?		

**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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## DAMAGE CONTROL CENTER (DCC)

MODULE 14

AFQTP UNIT 1

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### OPERATE CONTINGENCY COMMUNICATIONS

### NETWORK

(14.1.3.3.3.)

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## OPERATE COMMUNICATIONS NETWORK

### *Task Training Guide*

<b>STS Reference Number/Title:</b>	14.1.3.3.3. Operate Contingency Communications Network
<b>Training References:</b>	<ul style="list-style-type: none"> <li>• AFPAM 10-219, Volume 1 &amp; 3</li> <li>• CDC 3E651, Vol. 2</li> </ul>
<b>Prerequisites:</b>	<ul style="list-style-type: none"> <li>• Possess, as a minimum, a 3E631 AFSC</li> </ul>
<b>Equipment/Tools Required:</b>	<ul style="list-style-type: none"> <li>• Radio Assets</li> <li>• Telephones</li> <li>• AF Form 1297 (Temporary Issue Receipt)</li> <li>• General Purpose Forms</li> <li>• Locally developed Radio Control Log Book</li> </ul>
<b>Learning Objective:</b>	<ul style="list-style-type: none"> <li>• The trainee will be able to effectively use and control the DCC communications network.</li> </ul>
<b>Samples of Behavior:</b>	<ul style="list-style-type: none"> <li>• The trainee will be able to recall and control radio assets.</li> <li>• The trainee will be able to operate all Civil Engineer communications networks (base stations, hand-held radios, telephones, etc.).</li> </ul>
<b>Notes:</b>	
<ul style="list-style-type: none"> <li>• To successfully complete this element follow the steps outlined in this training package by performing the required actions and then answering the review questions.</li> </ul>	

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## OPERATE COMMUNICATIONS NETWORK

**Background:** The most significant factor in determining success or failure during a contingency operation is the ability to communicate with one another. There are several different sources of communication we rely on to send the message out. If our message doesn't reach the intended receiver, our mission will fail. This lesson addresses procedures for establishing a CE communications network. Upon completion, you will be able to recall vital communication equipment to redistribute for contingency operations. You will also be able to operate all facets of the CE communications network.

**Telephones** – If you are on a main operating base, the DCC should have adequate telephone lines to support all necessary communications. The DCC should also have direct telephone access “hot lines” with critical agencies such as the SRC/Command Post and Fire Department.

**Radios** – Radio communication will be the primary means of passing information within CE. Radios could also become your primary means of communicating with other base agencies if telephones become inoperative or if you are in a deployed location. Once the DCC is activated, one of the first things to do is to recall all radios from the work centers. Your unit radio monitor should have a listing of all radios, batteries, and battery chargers used by the shops. These items become assets of the DCC to be controlled and redistributed by the Operations Management personnel. This list should include the work center normally responsible for the equipment, a point of contact within the work center and the serial numbers of all the equipment. The contacted work centers should bring the radios and chargers to the DCC immediately. Use AF Form 1297, Temporary Issue Receipt (Figure 6), General Purpose Forms (Figure 7), or locally developed logbooks to help keep track of this expensive equipment. The local forms can be as simple as a word processing document with all the radio serial numbers and a signature block for the person receiving the radio to sign for.

**HINT:**

It is a good idea to establish a set time to change radio batteries. This will ensure batteries stay charged and defines the time that radio communications will be temporarily interrupted. Shift changes have proven the best time for this.

The DCC may have a different radio frequency from the one used during normal operations. The SRC/Command Post and Fire Department will each operate on separate frequencies as well. However, all three organizations should have the capability to monitor one another. This will enable all three users to communicate independently, yet effectively with one another.

You should have a list of call signs readily available in the DCC. If possible, distribute copies of this list to all personnel issued a radio. This will ensure information gets to the right person in a timely manner. The DCC should also periodically perform radio checks during each shift. This can alert you to any communications problems and give you the opportunity to correct them before an emergency arises.

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I acknowledge receipt of and responsibility IAW AFR 20-14 for the items described below and will return them by the return date indicated.			
ISSUED TO: SIGNATURE	DUTY PHONE 7 -6380	ISSUED BY SSgt Wells	
ISSUED TO: NAME, GRADE, ORGN <i>Type or print</i> Allen Lawrence, SSgt, 509 CES/CEOC	ORGN ACCT NO. n/a	DATE OF ISSUE 27 Feb 97	RETURN DATE 5 Mar 97
STOCK NUMBER	DESCRIPTION OF ITEM	U/I	QNTY
1234-56-789-0123	Handheld radio (Serial No: 83TY75432-92C1)	ea	1
1234-56-789-1011	Battery, rechargable	ea	2
-----	-----LAST ITEM -----	-----	0

AF FORM 1297, JUL 87 (EF-V2) (PerFORM PRØ)      PREVIOUS EDITION WILL BE      TEMPORARY ISSUE RECEIPT

**Figure 6, Sample AF Form 1297, Temporary Issue Receipt**

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**Other** – If both telephone and radio communications are lost, then an alternate means of communicating will have to be established. The most common and most reliable alternate means of communication are field phones and runners. However, other alternate means of communication such as cellular phones, base sirens/giant voice systems, and visual signals such as flags and flares can also be employed. Never depend on any one of these to be your sole means of communication. It is best to use a combination of these methods simultaneously to keep a steady flow of communication with the CE work force and other base wide agencies. Whatever means of communication, it is imperative the information passed between the SRC, DCC, and the CE work force is accurate.

Regardless of the method of communication, always remember to practice Communications Security (COMSEC). In combat situations, the enemy may infiltrate our communications networks. Therefore, you must ensure your transmissions do not provide useful information to the enemy. A means of authenticating messages received on unsecured communications must be established. A good way of authenticating messages is to use the sign/countersign method. This is accomplished by using a code word as a challenge to prompt a specific response. For example, if Mickey/Mouse were the sign/countersign and you wanted to authenticate a transmission from the SRC, then the DCC radio operator would say, “Authenticate Mickey.” The correct response from the SRC would be “Mouse.” Be careful not to use combinations of words that can be easily figured out, as in the case of this example. Be sure to change authentication codes at least daily, or anytime you have reason to believe the code has been compromised.

*To properly perform this task, follow these steps:*

**Step 1: Recall all radio resources**

- Contact unit radio monitor for a list of radios, batteries, and battery chargers
- Recall radio resources from each work center
- Create a list of radio assets

**Step 2: Control radio resources**

- Redistribute radios to teams and key personnel.
- Track radios and chargers on AF Form 1297; general purpose forms; or local forms

**Step 3: Operate communications equipment**

- Demonstrate telephone operations
- Perform an operations-check of all “hot-lines”
- Demonstrate use of both hand-held radios and base stations

**Step 4: Explain COMSEC procedures**

- Explain the importance of COMSEC during non-secure communication transmissions
- Develop and use a method of authenticating messages

**Step 5: Employ alternate methods of communication**

- Use runners, field phones, etc., to sustain communications in a comm.-out situation

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**Review Questions  
for  
Operate Communications Network**

Question	Answer
1. What is used to control radio assets during contingency operations?	<ul style="list-style-type: none"> <li>a. Locally developed radio logs</li> <li>b. General Purpose Forms</li> <li>c. AF Form 1297</li> <li>d. All of the above</li> </ul>
2. In a comm.-out situation, runners and field phones may be used to sustain communications.	<ul style="list-style-type: none"> <li>a. True</li> <li>b. False</li> </ul>
3. What is one of the best methods for authenticating messages received via non-secure communications?	<ul style="list-style-type: none"> <li>a. Morse Code</li> <li>b. Smoke signals</li> <li>c. Sign/countersign</li> <li>d. Sending runners to confirm messages</li> </ul>
4. Who provides the DCC with a list of pre-designated radio assets for use during contingencies?	<ul style="list-style-type: none"> <li>a. The BCE</li> <li>b. Flight Chiefs</li> <li>c. Unit Radio Monitor</li> <li>d. The DCC Commander</li> </ul>
5. When are good COMSEC procedures most important?	<ul style="list-style-type: none"> <li>a. Heavy radio traffic</li> <li>b. When using a runner</li> <li>c. Radio and telephone blackout</li> <li>d. In any non-secure communications</li> </ul>

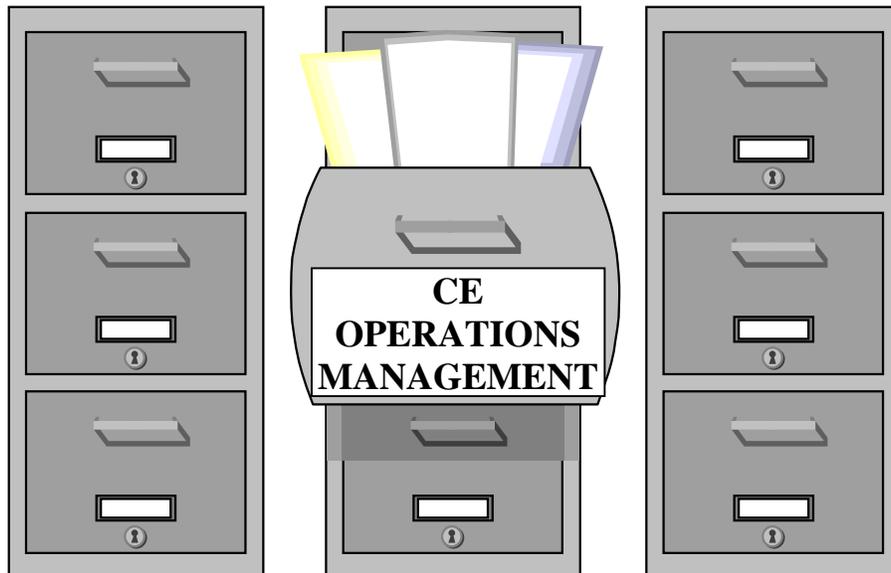
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**OPERATE COMMUNICATIONS NETWORK**

<b>Performance Checklist</b>		
<b>Step</b>	<b>Yes</b>	<b>No</b>
1. Did the trainee correctly recall radio resources?		
2. Did the trainee adequately control radio resources?		
3. Did the trainee properly operate communications equipment?		
4. Was the trainee able to explain and demonstrate good COMSEC procedures?		
5. Did the trainee employ alternate means of communication during comm.-out periods?		

**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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## DAMAGE CONTROL CENTER (DCC)

MODULE 14

AFQTP UNIT 1

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### CONTROL VEHICLE RESOURCES

(14.1.3.3.4.)

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## CONTROL VEHICLE RESOURCES

### *Task Training Guide*

<b>STS Reference Number/Title:</b>	14.1.3.3.4. Control vehicle resources
<b>Training References:</b>	<ul style="list-style-type: none"> <li>• AFPAM 10-219, Volume 1 &amp; Volume 3</li> </ul>
<b>Prerequisites:</b>	<ul style="list-style-type: none"> <li>• Possess, as a minimum, a 3E631 AFSC</li> </ul>
<b>Equipment/Tools Required:</b>	<ul style="list-style-type: none"> <li>• Vehicle Listing, Scenario Inputs, Status Board, General Purpose Forms or Locally Developed Vehicle Log</li> </ul>
<b>Learning Objective:</b>	<ul style="list-style-type: none"> <li>• The trainee will be able to effectively control vehicle assets during contingency operations</li> </ul>
<b>Samples of Behavior:</b>	<ul style="list-style-type: none"> <li>• The trainee will be able to recall vehicle assets</li> <li>• The trainee will be able to establish and maintain a vehicle status board</li> <li>• The trainee will be able to establish and maintain a vehicle control log</li> </ul>
<b>Notes:</b>	
<ul style="list-style-type: none"> <li>• To successfully complete this element follow the steps outlined in this training package by performing the required actions and then answering the review questions.</li> </ul>	

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## CONTROL VEHICLE RESOURCES

**Background:** During contingencies, vehicles are one of CE’s most important resources. They are in great demand after any catastrophe and the number of vehicles available will always be limited. Because of this fact, it is extremely important for the DCC to maintain strict control over CE’s vehicle fleet. Developing a vehicle status board showing things like regulation number, type, staging location and status, will definitely help control this valuable resource. Any problems that arise with vehicles, especially special purpose vehicles, must be passed on to the DCC commander immediately, as this can alter recovery priorities.

During normal day-to-day operations, your unit’s Vehicle Control Officer or Vehicle Control NCO (VCO/NCO) will administer the CE vehicle management program. When a contingency situation arises, the DCC becomes the primary focal point for controlling vehicle assets. The VCO/NCO provides the DCC a list of pre-determined vehicles that become DCC assets for any contingency response. Operations Management personnel must contact the responsible work centers to recall these vehicles as soon as the DCC is activated. This recall may be initiated by calling each work center by phone or by broadcasting a vehicle recall on the CE radio net. Each work center should then inform the DCC of the status and location of each of their contingency vehicles. Some vehicles will remain with the work centers/response teams for use in recovery operations, while the others are reassigned by the DCC to various response teams. The Operations Management personnel will enter this information on the vehicle status board.

**VEHICLE STATUS BOARD** Keeping the vehicle status board current and up to date is crucial. The slightest lapse of vehicle information can cause an enormous amount of confusion and usually at the worst possible time. As a minimum, the vehicle status board should include: vehicle regulation number, type of vehicle, staging area, current status, the work center/team currently assigned to and any other useful remarks (Figure 8, Vehicle Status Board). This information will help the DCC commander establish repair strategies and priorities.

VEHICLE NUMBER	VEHICLE TYPE	STAGING AREA/ DISPERSAL PT.	CURRENT STATUS	ASSIGNED	ADDITIONAL INFO/REMARKS
93B1874	1/2 Ton p/u	Bldg 8006	In Service	DCC	5 ton wench
89B7754	1/2 Ton p/u	Bldg 8006	In Service	DCC	w/extension ladder
93B1181	1 ton p/u	Bldg 8006	In Service	DCC	
95B1922	6 pack	Bldg 8009	In Service	DART 1	w/pintle hook
94B8195	2 1/2 ton p/u	Bldg 2118	In Service	DART 2	
92B1210	1/2 ton p/u	Bldg 1000	In Service	DAT	
84D1195	Bucket Truck	Bldg 8008	In Service	BDR team	
93B1234	1 ton p/u	Transportation	In Service	BDR team	
91B4884	2 1/2 ton p/u	Bldg 8008	In Service	BDR team	
84C0032	Fr. End Loader	Bldg 1000	In Service	RRR team	
83D9981	Dump Truck	Bldg 1000	In Service	RRR team	
92E1219	Excavator	Transportation	In Service	RRR team	
93B8365	1-1/2 ton p/u	Bldg 8007	In Service	Not Assigned	Flatbed
96B2345	1-1/2 ton p/u	Bldg 8007	In Service	Not Assigned	Cattle racks

**Figure 8, Vehicle Status Board**

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**NOTE:**

If a mission essential vehicle must be taken out of service for any reason (maintenance, mechanical failure, etc.), consider all available options for temporary replacement. Options include other base organizations (i.e. transportation, communications, etc.), rental vehicles, or borrowing from a neighboring base or other governmental agency.

**VEHICLE CONTROL LOG** Another viable tool used to control CE vehicles is a vehicle control log. Vehicle control logs are used to track specific information about each contingency vehicle controlled by the DCC. Logs should include the date/time each vehicle is signed out, the name of the person signing the vehicle out, and when it is due back. Vehicle control logs are usually developed on General Purpose AF Forms or some other local method (Figure 9).

<b>VEHICLE CONTROL LOG</b>				
<b>DATE</b>	<b>TIME</b>	<b>VEHICLE #</b>	<b>SIGNED OUT BY</b>	<b>ESTIMATED RETURN</b>
2/19	0300	93B1874	SrA Pugh	0400
2/19	0630	94B1181	SSgt Cippola	0800
2/19	1300	89B7754	SrA Josephson	2/20/97 1200

**Figure 9, Vehicle Control Log**

**Special Procedures for Contingencies:** During contingencies you may also be required to manage a vehicle dispersal plan. This will ensure valuable assets are not concentrated in a single location. When developing a dispersal plan, a designated parking area for each vehicle throughout the area will be established. The vehicles should be dispersed or “scattered” so a single action does not disable or destroy several pieces of equipment at one time. Ensure that like pieces of equipment are located as far from one another as possible. Also, camouflaging and hardening of critical assets such as heavy equipment should be a part of the vehicle dispersal plan. An effective dispersal plan will greatly enhance the survivability of your vehicle resources.

During deployments, you will also need to maintain the keys for all the deployed team’s vehicles. You will normally have a board in the DCC where keys will be hung at the end of each shift. This will ensure the DCC maintains positive control of all vehicles in the encampment area, and you won’t have to “hunt” for keys if a vehicle should need to be moved or issued for any reason.

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## PRACTICE EXERCISE

**Note to Trainer:**

*Provide the trainee with the following inputs. Then have the trainee use this information to update the **Vehicle Status Board** and **Vehicle Control Log** provided in Figures 8 and 9.*

- AMN Smart, a DCC runner, needs to sign out one of the DCC vehicles to pick up some extra radios from the communications squadron.
- The RRR OIC has informed you their excavator has been removed from service due to mechanical failure. Transportation expects to have it repaired within 24 hours.
- Transportation needs to perform essential maintenance on vehicle 92B1210 (trainee should remove vehicle from service and locate a replacement vehicle for the DAT team)
- At approximately 0920hrs, MSgt Massey needs to sign out one of the DCC vehicles and will return it in about 4 hours.
- Vehicle 93B1234 has been involved in a vehicle mishap and must be taken out of service. The BDR team will require a 1-ton p/u to replace it.

After using the above information to update your Vehicle Status Board and Vehicle Control Log provided in Figures 8 and 9, now complete exercises one through four.

**Exercise 1: Explain to your trainer vehicle recall procedures**

- Explain how to initiate a vehicle recall

**Exercise 2: Using Figure 8, establish and maintain vehicle status board**

- As work centers call in with vehicle status, enter the information on the status board
- Make updates to the status board as necessary

**Exercise 3: Using Figure 9, establish and maintain vehicle control log**

- Create a vehicle control log using General Purpose Forms or a locally developed form
- Use the vehicle log to control vehicle assets from the DCC

**Exercise 4: Explain key aspects of how to develop vehicle dispersal plans to your trainer**

- Why is a vehicle dispersal plan important and describe how vehicles should be dispersed

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**Review Questions  
for  
Control Vehicle Resources**

Question	Answer
1. During contingency operations, who controls the Civil Engineer vehicle fleet?	<ul style="list-style-type: none"> <li>a. The DCC</li> <li>b. The SRC</li> <li>c. The VCO/NCO</li> <li>d. The Ops Flight Commander</li> </ul>
2. Where should all vehicle status information be entered?	<ul style="list-style-type: none"> <li>a. In the events log</li> <li>b. Yellow post-it notes</li> <li>c. In the vehicle control log</li> <li>d. On the vehicle status board</li> </ul>
3. What information is <b>NOT</b> included in the vehicle control log?	<ul style="list-style-type: none"> <li>a. Date</li> <li>b. Time</li> <li>c. Work Center</li> <li>d. Estimated return</li> </ul>
4. What information does the unit VCO/NCO provide to the DCC for vehicle recall purposes?	<ul style="list-style-type: none"> <li>a. Fuel levels of all vehicles</li> <li>b. Service records for all CE vehicles</li> <li>c. Status of all vehicles in the CE fleet</li> <li>d. List of vehicles that become DCC assets</li> </ul>
5. Updates to the vehicle status board should only be made at the end of each shift.	<ul style="list-style-type: none"> <li>a. True</li> <li>b. False</li> </ul>
6. What is an acceptable option to consider if the need to temporarily replace a mission essential vehicle should arise?	<ul style="list-style-type: none"> <li>a. Nearby governmental agencies</li> <li>b. Other squadrons</li> <li>c. Rental vehicles</li> <li>d. All of the above</li> </ul>
7. When in a contingency situation, what can be done to ensure a single action does not disable several vehicle assets at one time?	<ul style="list-style-type: none"> <li>a. Implement the vehicle dispersal plan</li> <li>b. Keep the keys to all vehicles in the DCC</li> <li>c. Group like pieces of equipment together</li> <li>d. Park all vehicles in a centralized location</li> </ul>

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**CONTROL VEHICLE RESOURCES**

<b>Performance Checklist</b>		
<b>Step</b>	<b>Yes</b>	<b>No</b>
1. Was the trainee able to explain vehicle recall procedures?		
2. Did the trainee establish a vehicle status board and make the required updates correctly?		
3. Did the trainee establish a vehicle control log and maintain it correctly based on scenario inputs?		
4. Was trainee able to explain why and how a vehicle dispersal plan is developed?		

**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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## DAMAGE CONTROL CENTER (DCC)

MODULE 14

AFQTP UNIT 1

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### ESTABLISH EVENTS LOG

(14.1.3.3.5.1)

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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.

## ESTABLISH EVENTS LOG

### *Task Training Guide*

<b>STS Reference Number/Title:</b>	14.1.3.3.5.1 Establish Events Log
<b>Training References:</b>	<ul style="list-style-type: none"><li>• CDC 3E651 Volume 2</li><li>• AFPAM 10-219 Volume 3</li></ul>
<b>Prerequisites:</b>	<ul style="list-style-type: none"><li>• Possess, as a minimum, a 3E631 AFSC</li></ul>
<b>Equipment/Tools Required:</b>	<ul style="list-style-type: none"><li>• Locally developed form or note pad for an events log</li></ul>
<b>Learning Objective:</b>	<ul style="list-style-type: none"><li>• The trainee will know how to establish an events log</li></ul>
<b>Samples of Behavior:</b>	<ul style="list-style-type: none"><li>• The trainee will establish an events log</li></ul>
<b>Notes:</b>	<ul style="list-style-type: none"><li>• To successfully complete this element follow the steps outlined in this training package</li></ul>

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## ESTABLISH EVENTS LOG

**Background:** A contingency can be defined as an emergency, involving military forces, caused by natural disasters, terrorists, subversives, or by required military operations. Due to the uncertainty of the situation, contingencies require plans, rapid response, and special procedures to ensure the safety and readiness of personnel, installations, and equipment. Imagine yourself in the DCC during a contingency, surrounded by mass confusion, with noise and information coming from all directions. It is impossible to track or control what is happening, who or what is affected and what actions are occurring without writing it all down. The easiest way to track all this action is to establish an events log. Aside from the obvious advantages of writing all this information down, it will also be useful later in providing historical reference for all the events that occurred. Most event logs are locally developed, however a simple note pad will suffice.

The Operations Management function is responsible for creating a locally developed form to be used as an Events Log. This form should be relatively self explanatory and easy to follow. Once it is created, it should be stored in an easily accessible location within the DCC. The events log provides a detailed, chronological accounting of events (i.e. who, what, when, where and why) as they happen. The events log is critical in any contingency situation and should be started immediately upon activation of the DCC. It is your responsibility to accurately log information as it is reported, regardless of method of reporting (i.e. radio, telephone). At a minimum the form should include:

- Section for date and facility where DCC is operating
- Names of DCC personnel on duty
- Shift times, most prefer military time
- Section for "Record Of Events"
- A block to annotate the time an event occurred.
- Section for supervisor review and signature

*To properly perform this task, follow these steps:*

### **Step 1: Determine if an Events Log already exists**

- Determine if your unit already has a locally developed form.
- Ensure existing forms address, as a minimum, the points listed above.

### **Step 2: Develop or redesign an Events Log before the need arises**

- If form does not exist or meet requirements, create or modify one before the need exists.

### **Step 3: Place a sufficient number of blank Event Log forms within the DCC**

- Contingency operations can last for days or even weeks. Logging each event that occurs will require a sufficient quantity of blank Event Log forms.

### **Step 4: Begin using the Events Log immediately upon activation of DCC**

- The events log is started immediately upon activation of the DCC.
- Accurately log all information as it is reported.
- Continue logging events in the Events Log until deactivation of the DCC

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**Review Questions  
for  
Establish Events Log**

<b>Question</b>	<b>Answer</b>
1. During contingencies, how would you track events?	a. Events Log b. AF Form 1081 c. Yellow post-it notes d. None of the above
2. Who is responsible for creating a locally developed form to be used as an Events Log?	a. The craftsmen b. Shop Foreman c. Logistics personnel d. Operations Management personnel
3. How long is the Events Log maintained during a contingency?	a. Until the DCC is deactivated b. Until radio silence is announced c. Until the SRC commander says to stop d. Until the Logistics person realizes it's not their job

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### ESTABLISH EVENTS LOG

Performance Checklist		
Step	Yes	No
1. Is the trainee able to explain the purpose of the events log?		
2. Does the trainee know how to establish an events log?		
3. Does the trainee know when to initiate use of an events log?		

**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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## DAMAGE CONTROL CENTER (DCC)

MODULE 14

AFQTP UNIT 1

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### MAINTAIN EVENTS LOG

(14.1.3.3.5.2.)

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## MAINTAIN EVENTS LOG

### *Task Training Guide*

<b>STS Reference Number/Title:</b>	14.1.3.3.5.2. Maintain Events Log
<b>Training References:</b>	<ul style="list-style-type: none"> <li>• CDC 3E651 Volume 2</li> </ul>
<b>Prerequisites:</b>	<ul style="list-style-type: none"> <li>• Possess, as a minimum, a 3E631 AFSC</li> </ul>
<b>Equipment/Tools Required:</b>	<ul style="list-style-type: none"> <li>• Locally developed form or note pad for events log</li> </ul>
<b>Learning Objective:</b>	<ul style="list-style-type: none"> <li>• The trainee will know how to maintain an events log</li> </ul>
<b>Samples of Behavior:</b>	<ul style="list-style-type: none"> <li>• The trainee will maintain events log with information provided</li> </ul>
<b>Notes:</b>	
<ul style="list-style-type: none"> <li>• To successfully complete this element, follow the steps outlined in this training package.</li> </ul>	

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## MAINTAIN EVENTS LOG

**Background:** Imagine being in the DCC, surrounded by loud noise, ringing phones, radio chatter and total chaos, when an urgent call comes in requiring the immediate attention of a REPAIR team. The DCC Commander turns to you and asks who is available. But because in all the confusion, you forgot to write down the status of some of the REPAIR teams, you're not exactly sure. This scenario has occurred more than once and can become very intense, especially if the SRC is requiring a reply. If you find yourself in this situation, you'll know that merely establishing an Events Log is not enough, it **MUST** be maintained as well.

The responsible agency for maintaining the events log is the operations management function. Once you start an events log it must be constantly maintained throughout the contingency. It is your responsibility to accurately record information as it is reported, regardless of the method of reporting (i.e. radio, telephone). The locally developed form should be relatively self explanatory and easy to follow. To properly maintain the form, follow these steps:

- Enter date, facility, and names of DCC personnel on duty.
- Your first entry under the "Records of Events" should describe the type of contingency situation and the time the DCC was activated.
- As events occur, enter the time and a description of the events chronologically. Because this form will be reviewed later, include as much detail as possible.
- Number each page of the events log as it is started.
- At the end of each shift, the events log should be reviewed and signed by the DCC Commander or shift NCOIC. It then becomes an official document.
- All event logs should be kept on file for future review.

*To properly perform tasks, follow these steps:*

### **Step 1: Maintain Events log.**

Enter date, time, and facility where the DCC is operating  
Describe the type of contingency  
Number the pages and keep them together  
Enter events as they occur in chronological order with as much detail as possible

### **Step 2. Closing out Events log**

Ensure log is reviewed  
Ensure log is signed  
File log for future review

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## PRACTICE EXERCISE

**Note to Trainer:**

*Provide the trainee with the following inputs. Then have the trainee use a locally produced Events Log to correctly log this information. If a locally produced form is not available use the blank Events Log in Figure 10.*

- 0220 – Strength is reported at 50% (called in to the Commander’s Support Staff, TSgt Habersham).
- 0200 – DCC activated by direction of BCE, due to a 6.2 earthquake at 0150. A recall of all CE personnel has been initiated. Weather report- wind at 5 knots from the NW, temp at 38.
- 0227 – DART 2 reports collapsed roof at building 600- building was empty at the time. Fire Department reports gas leak at bldg. 9001 has been contained. Are now responding to a fire at bldg. 7008.
- 0212 – DART 1 reports ruptured gas line at building 9001, Fire Dept. has been notified and are responding. DART 1 will shut off the main gas line to the area.
- 0210 – DCC Chief has directed the DART teams to roll, they will report back with all damage inputs. Current strength report is 30%, called in to the Commander’s Support Staff (TSgt Lamb).
- 0320 – Current strength report is 100%, called in to the Commander’s Support Staff, MSgt Hicks

**Review Questions  
for  
Maintain Events Log**

<b>Question</b>	<b>Answer</b>
1. Whose responsibility is it to maintain the Events Log?	a. Runners b. DCC commander c. Anyone that wants to do it d. Operations management personnel
2. When should the Events Log be updated?	a. At the beginning of your shift b. As information is reported c. At the end of your shift d. All of the above
3. When does the Events Log become an official document?	a. After your shift b. Beginning of the day c. At the end of the contingency d. After the DCC Commander or Shift NCOIC reviews and signs the form
4. During a contingency, it is not necessary to maintain an accurate account of events.	a. True b. False

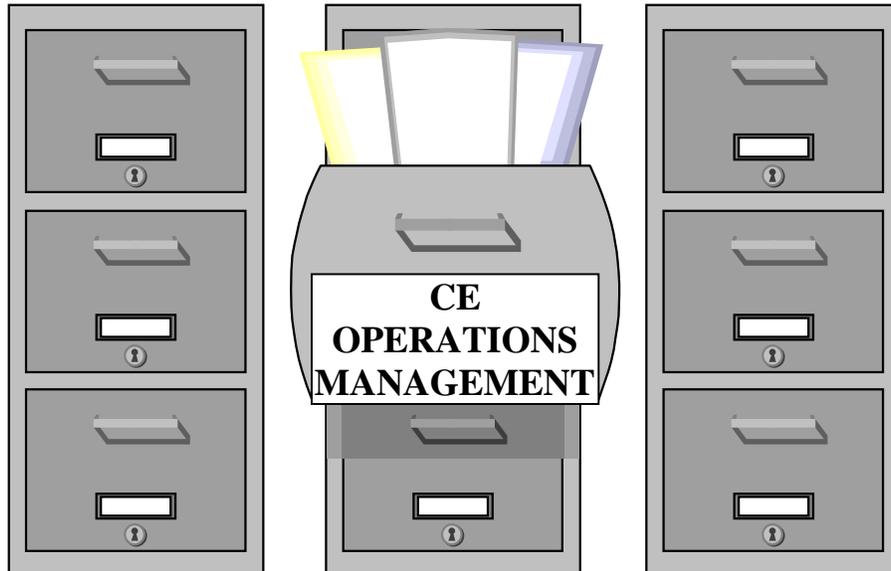
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### MAINTAIN EVENTS LOG

Performance Checklist		
Step	Yes	No
1. Was the trainee able to maintain an Events Log?		
2. Did the trainee correctly log facility damage on the Events Log?		
3. Does the trainee understand the importance of accurately logging information chronologically on the Events Log?		
4. Does the trainee know who signs the Events Log to make it an official document?		

**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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## DAMAGE CONTROL CENTER (DCC)

MODULE 14

AFQTP UNIT 1

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### COORDINATE CONTINGENCIES OR EMERGENCIES WITH APPROPRIATE AGENCIES

(14.1.4.)

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**COORDINATE CONTINGENCIES OR EMERGENCIES WITH  
APPROPRIATE AGENCIES**

*Task Training Guide*

<b>STS Reference Number/Title:</b>	14.1.4. Coordinate Contingencies or Emergencies with Appropriate Agencies
<b>Training References:</b>	<ul style="list-style-type: none"> <li>• General Knowledge</li> <li>• CDC 3E651, Vol. 2</li> </ul>
<b>Prerequisites:</b>	<ul style="list-style-type: none"> <li>• Possess, as a minimum, a 3E631 AFSC</li> </ul>
<b>Equipment/Tools Required:</b>	<ul style="list-style-type: none"> <li>• Current and updated telephone listing</li> </ul>
<b>Learning Objective:</b>	<ul style="list-style-type: none"> <li>• The trainee will become familiar with the agencies that support Civil Engineering during contingency operations.</li> </ul>
<b>Samples of Behavior:</b>	<ul style="list-style-type: none"> <li>• The trainee will know what agencies to coordinate with during contingencies if called upon to do so.</li> </ul>
<b>Notes:</b>	
<ul style="list-style-type: none"> <li>• To successfully complete this element follow the steps outlined in this training package.</li> </ul>	

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## COORDINATE CONTINGENCIES OR EMERGENCIES WITH APPROPRIATE AGENCIES

**Background:** CE personnel must constantly be prepared for any contingency situations. Depending on the type of emergency or contingency faced with, you may be called upon to coordinate with several key agencies. Some of the primary agencies you may be called upon to coordinate with are listed here:

- **Security Police** – Supports CE by setting up secured perimeters. They will also perform functions such as crowd and traffic control. For example: Rerouting traffic due to dangerous road conditions (flood washes away bridge). Before CE can fix the bridge, Security Police must block off the area to keep traffic out.
- **Medical Group** – Treat our sick and wounded and providing a casualty collection point during contingency operations. For example: CE is repairing a bridge that is one of the direct routes used by the ambulance. We would need to notify them to set up an alternate route while repairs are being made.
- **Services** – Provide meals and billeting arrangements. For example: Our craftsmen are repairing the bridge. There is no time to break for lunch. The Operations Management personnel notify Services of the need to provide box lunches for delivery to the workers.
- **Transportation** – Moving troops to their required location is the main job of transportation. The Transportation Squadron is also responsible for keeping our vehicles and equipment running so we can carry out our mission. For example: Transportation would deliver the crane needed to pull the old bridge out of the ditch.
- **Communications** – One of the most important things we need to be able to do during a contingency is to talk to one another. The Communications Squadron provides us with radios and radio networks. They are also responsible for telephone communications. For example: The craftsmen are trying to send radio communications back to the shop supervisor about materials needed to repair a bridge, but they're being cut off by day-to-day radio traffic. We would request the Communications squadron provide another radio frequency so the team could communicate without interruption.
- **Bio-environmental** – Is the water you're drinking and the air you're breathing hazardous to your health? Bio-environmental answers these questions by taking samples of the water and air. For example: CE needs to remove a damaged bridge, but the bridge is thought to have been constructed using asbestos fill material. Before we can go any further, we must contact Bio-environmental to take a sample of the bridge material to determine if a hazard does in fact exist.
- **Contracting** – During a contingency, Contracting would be used to buy or rent materials or equipment. They can also hire contractors to make various repairs. For example: The craftsmen need 5 yards of concrete to repair a bridge. Contracting would be contacted to purchase the concrete and have the contractor deliver it to the appropriate location.

**NOTE:**

Even though the SRC normally coordinates with these agencies during a contingency, it is a good idea to become familiar with these options to know how they fit into contingency recovery operations.

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**Review Questions**  
for  
**Coordinate Contingencies or Emergencies with Appropriate Agencies**

Question	Answer
1. Who normally coordinates contingency operations with appropriate agencies?	a. The SRC b. The DCC c. Customer Service d. Service Call Function
2. Which agency is responsible for vehicle repairs?	a. Services b. Contracting c. Transportation d. Civil Engineering
3. Services is responsible for providing a casualty collection point during contingencies.	a. True b. False
4. What agency would be coordinated with to rent a piece of equipment?	a. Services b. Contracting c. Civil Engineering d. None of the above

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**COORDINATE CONTINGENCIES OR EMERGENCIES WITH  
APPROPRIATE AGENCIES**

<b>Performance Checklist</b>		
<b>Step</b>	<b>Yes</b>	<b>No</b>
1. Does the trainee know who will coordinate contingency operations with appropriate agencies?		
2. Does the trainee know which agency to coordinate with to rent equipment?		
3. Does the trainee know which agency is responsible for vehicle repair?		

**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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## DAMAGE CONTROL CENTER (DCC)

MODULE 14

AFQTP UNIT 1

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### MAINTAIN PERSONNEL ACCOUNTABILITY, DUTY AND STANDBY ROSTERS

(14.1.5.)

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**MAINTAIN PERSONNEL ACCOUNTABILITY, DUTY AND  
STANDBY ROSTERS**

*Task Training Guide*

<b>STS Reference Number/Title:</b>	14.1.5. Maintain Personnel Accountability, Duty and Standby Rosters
<b>Training References:</b>	<ul style="list-style-type: none"> <li>• AFPAM 10-219, Volume 1 and 3</li> </ul>
<b>Prerequisites:</b>	<ul style="list-style-type: none"> <li>• Possess, as a minimum, a 3E631 AFSC</li> </ul>
<b>Equipment/Tools Required:</b>	<ul style="list-style-type: none"> <li>• Team, duty, and standby rosters</li> </ul>
<b>Learning Objective:</b>	<ul style="list-style-type: none"> <li>• Trainee will know how to track personnel and maintain duty and standby rosters.</li> </ul>
<b>Samples of Behavior:</b>	<ul style="list-style-type: none"> <li>• Trainee will maintain and update personnel, duty and standby rosters.</li> </ul>
<b>Notes:</b>	
<ul style="list-style-type: none"> <li>• To successfully complete this element follow the steps outlined in this training package by performing the updates and then answering the review questions.</li> </ul>	

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**MAINTAIN PERSONNEL ACCOUNTABILITY, DUTY AND STANDBY ROSTERS**

**Background:** Whatever the situation, real world or exercise, people are your most valuable resource. Within the DCC you will be required to develop and maintain rosters to determine the where-a-bouts of your people at all times. The Commander’s Support Staff (CSS) supplies the DCC with a list of all personnel in CE, by name, rank, AFSC and cost center assigned. They also provide additional information involving the status of your personnel such as TDYs or leave. You, as the Operations Management person, will add radio call signs, staging areas and other helpful information to these lists.

**NOTE:**

To expedite recovery operations, CE craftsmen are divided into teams or squads, prior to a contingency. Each member’s team assignment is an example of other helpful information to be added to the list.

Given the nature of Civil Engineers involvement in any contingency, it’s not unusual for CE to go to 24-hour operations - so be prepared to split craftsman into day and night shifts. (For this lesson we will refer to day shift as “A-shift” and night shift as “B-shift”.) Immediately after the first Situation Briefing (SIT REP), the Commander will determine if 24-hour operations are warranted. You should already be working with team leaders to evenly divide personnel into shifts with a sufficient number of tradesmen on each shift. Once you have listed the personnel by shift and team, include their staging area on the roster as well (Figure 12). Even after the shifts are assigned, there will always be some tweaking of personnel to get the right balance for each shift. Be sure to stay on top of these changes and keep the roster updated and properly maintained. If deployed, you may want to keep an alpha roster with tent assignments to track where your personnel are billeted.

<b>AIR FIELD LIGHTING TEAM</b>			
<b>Staging area is Bldg 602, 767-1212</b>			
<b>“A” SHIFT (0600 - 1800)</b>		<b>“B” SHIFT (1800 - 0600)</b>	
(3E091)	SMSgt Sivak	(3E072)	MSgt Gambrell
(3E071)	MSgt Miller	(3E071)	TSgt Thief
(3E052)	SSgt Haygood	(3E051)	SSgt Ross
(3E032)	SrA Almeida	(3E051)	SSgt Dempsey
(3E032)	SrA Key	(3E031)	SrA Milne
(3E031)	AMN Fuller		

**Figure 12, Personnel Roster By Team**

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Duty rosters are also maintained in the DCC. If in sustained operations, a duty roster should be created to ensure regular taskings are performed fair and equitably (Figure 13). Some examples of taskings for a duty roster are: Latrine clean-up, Camp litter patrol, Duty Officer/NCO.

<b><u>DUTY OFFICER/NCO ROSTER</u></b>		
<b><u>DATES</u></b>	<b><u>NAME</u></b>	<b><u>PHONE</u></b>
10 Feb. - 17 Feb. 97	SMSgt Sivak	767-9967
17 Feb. - 24 Feb. 97	MSgt Gum	769-4998
24 Feb. - 3 Mar 97	MSgt Miller	768-4225
3 Mar - 10 Mar 97	Lt Carley	767-5109
10 Mar - 17 Mar 97	SMSgt Hunter	769-2221
17 Mar - 24 Mar 97	Capt Hicks	768-5478
24 Mar - 31 Mar 97	MSgt Tucker	769-9812

**Figure 13, Duty Roster**

Another roster that should be contained in the DCC is a standby roster. Standby rosters are used in contingencies the same as in peacetime and that is to have craftsmen readily available for emergency response. The ranking craftsman in each AFS is responsible for developing standby rosters for their people. Ensure the roster contains all the necessary information needed to reach the craftsman as quickly as possible. Then break the standby roster down by team/shift and post within the DCC so the entire staff has access to who is available (Figure 14). The most common work centers utilizing standby rosters are electrical, HVAC, utilities and structures.

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<u>ELECTRICAL – STANDBY ROSTER</u>			
“A”SHIFT			
<u>DATES</u>	<u>NAME</u>	<u>QUARTERS/TENT</u>	<u>PHONE</u>
10 Feb. - 17 Feb. 97	TSgt Thief	Bldg 1021	767-5821
17 Feb. - 24 Feb. 97	SSgt Ross	Tent 1	767-5263
24 Feb. - 3 Mar 97	SSgt Haygood	Tent 2	767-5264
3 Mar - 10 Mar 97	SSgt Dempsey	Tent 1	767-5263
10 Mar - 17 Mar 97	SrA Almeida	Tent 10	767-5296
17 Mar - 24 Mar 97	SrA Key	Tent 2	767-5264
24 Mar - 31 Mar 97	SrA Milne	Tent 10	767-5296
31 Mar - 7 Apr. 97	AMN Fuller	Tent 10	767-5296

**Figure 14, Standby Roster**

*To properly perform this task, follow these steps:*

**Step 1: Maintain personnel accountability (Figure 12)**

- Get personnel information from the CSS
- Create personnel roster
- Perform updates to team rosters as they are provided.
- Ensure rosters at all locations are updated with the same information.

**Step 2: Maintain Duty Roster (Figure 13)**

- Create a duty roster
- Perform updates to duty rosters as they are provided
- Ensure rosters at all locations are updated with the same information

**Step 3: Maintain Standby Roster (Figure 14)**

- Receive standby roster information
- Perform updates to standby rosters as they are provided
- Ensure rosters at all locations are updated with the same information

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**Practice Exercise:** Have trainee perform the following updates using the rosters provided in Figures 12 – 14.

- I.** Using the following information, maintain the personnel roster found in Figure 12:
  - A. MSgt Miller is assigned to “A” shift; he has been placed on quarters for 24 hours.
  - B. SSgt Dempsey has been moved to “A” shift.
  - C. SrA Key, who is on “A” shift, will now be part of the shelter team instead of airfield lighting due to a broken leg.
  
- II.** Using the following information, maintain the duty roster found in Figure 13:
  - A. SMSgt Sivak will replace MSgt Miller as Duty Officer/NCO roster for 15 Feb 97.
  - B. MSgt Gum will switch weeks with SMSgt Sivak on the Duty Officer/NCO roster
  - C. Update the phone number for SMSgt Sivak to 767-5906
  
- III.** Using the following information, maintain the standby roster found in Figure 14:
  - A. Change AMN Fuller’s tent assignment to tent number 4.
  - B. Update TSgt Thief’s phone number to 767-4905.
  - C. Switch SSgt Dempsey with SrA Milne on the roster.

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**Review Questions  
for  
Maintain Personnel Accountability, Duty and Standby Rosters**

Question	Answer
1. What information is normally listed on the personnel roster?	<ul style="list-style-type: none"> <li>a. AFS</li> <li>b. Name</li> <li>c. Shift</li> <li>d. All of the above</li> </ul>
2. What type of roster would you use to rotate cleaning of the camp latrines?	<ul style="list-style-type: none"> <li>a. Duty Roster</li> <li>b. Team Roster</li> <li>c. Standby Roster</li> <li>d. Personnel Roster</li> </ul>
3. Which roster is used in a contingency the same as it is used in peacetime?	<ul style="list-style-type: none"> <li>a. Duty Roster</li> <li>b. Team Roster</li> <li>c. Standby Roster</li> <li>d. Personnel Roster</li> </ul>
4. The DCC is responsible for developing Standby Rosters for each craft.	<ul style="list-style-type: none"> <li>a. True</li> <li>b. False</li> </ul>

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**MAINTAIN PERSONNEL ACCOUNTABILITY, DUTY AND STANDBY ROSTERS**

<b>Performance Checklist</b>		
<b>Step</b>	<b>Yes</b>	<b>No</b>
1. Was personnel accountability properly maintained?		
2. Was a Duty Roster maintained?		
3. Was a Standby Roster properly maintained?		

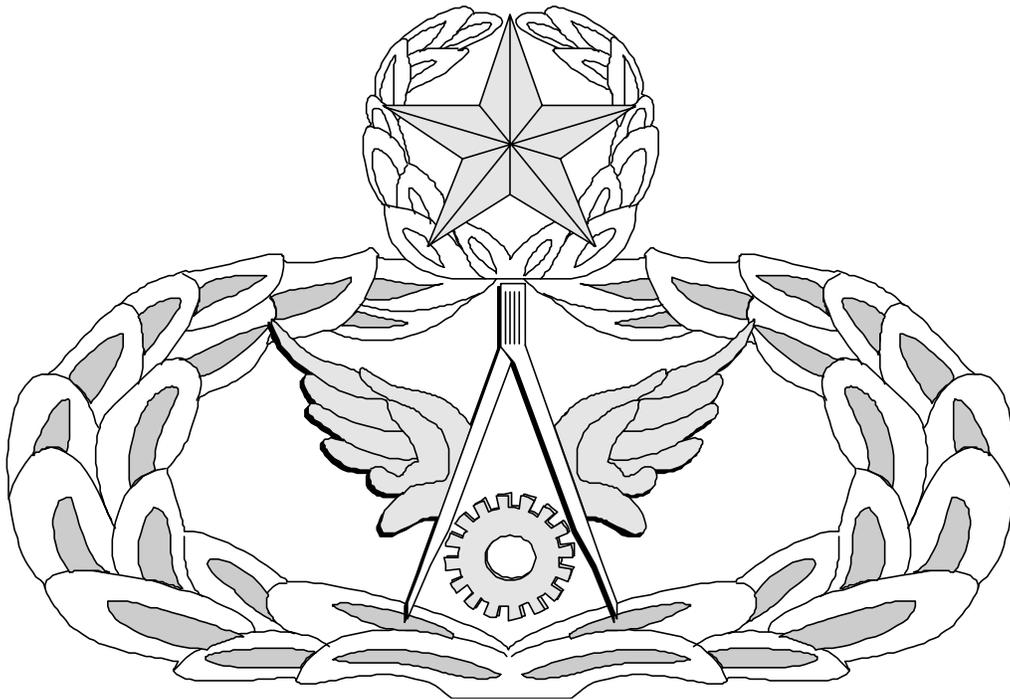
**FEEDBACK:** Trainer should provide both positive and/or negative feedback to the trainee immediately after the task is performed. This will ensure the issue is still fresh in the mind of both the trainee and trainer.

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# Air Force Civil Engineer

## QUALIFICATION TRAINING PACKAGE (QTP)

### REVIEW ANSWER KEY



For  
OPERATIONS MANAGEMENT

(3E6X1)

MODULE 14

AFSC SPECIFIC CONTINGENCY RESPONSIBILITIES

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**Key-1**

**ESTABLISH  
(3E6X1-14.1.3.3.1.)**

<b>Question</b>	<b>Answer</b>
1. The Deputy Chief of Operations can activate the DCC.	d. False
2. What is the primary means of communication during contingency operations?	d. Radios
3. What document is used to track everything that happens during each exercise or real world contingency?	d. Events Log
4. What materials and equipment should you have in the DCC?	d. All of the above

**LOG AND CONTROL DAMAGE REPORTS, INCLUDING SERVICE CALL  
FUNCTIONS  
(3E6X1-14.1.3.3.2.1.)**

<b>Question</b>	<b>Answer</b>
1. CE's emergency recovery teams are responsible for what?	d. All of the above
2. DART team routes are pre-determined and designed to ensure what?	b. To assess damage of the most critical facilities and utilities
3. The primary MOS selection team functions within the DCC, while a backup team is maintained in the SRC.	b. False
4. What is the number one priority after an attack?	d. Get our aircraft in the air
5. What is the only type of work requirement that will be accepted from the outside during a contingency situation?	d. Emergencies that safeguard loss of life

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**DISPATCH CRAFTSMAN, EQUIPMENT, AND MATERIAL  
(3E6X1-14.1.3.3.2.2.)**

<b>Question</b>	<b>Answer</b>
1. What is the most challenging task associated with a contingency situation?	d. Maintaining positive control over personnel and Resources
2. Why is it important to account for every person in a contingency environment?	d. Both b and c
3. If radios are not available to dispatch craftsman, then you may use field phones or send a runner.	a. True
4. Vehicles should be assigned to teams and parked near the team's pre-determined staging area, with the keys kept over the visor so anyone can use it.	b. False
5. Who is responsible for generating a material list for the DCC Commander?	c. Logistics personnel

**OPERATE COMMUNICATIONS NETWORK  
(3E6X1-14.1.3.3.3.)**

<b>Question</b>	<b>Answer</b>
1. What is used to control radio assets during contingency operations?	d. All of the above
2. In a comm.-out situation, runners and field phones may be used to sustain communications.	a. True
3. What is one of the best methods for authenticating messages received via non-secure communications?	c. Sign/countersign
4. Who provides the DCC with a list of pre-designated radio assets for use during contingencies?	c. Unit Radio Monitor
5. When are good COMSEC procedures most important?	d. In any non-secure communications

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**CONTROL VEHICLE RESOURCES  
(3E6X1-14.1.3.3.4.)**

Question	Answer
1. During contingency operations, who controls the Civil Engineer vehicle fleet?	a. The DCC
2. Where should all vehicle status information be entered?	d. On the vehicle status board
3. What information is <b>NOT</b> included in the vehicle control log?	c. All of the above
4. What information does the unit VCO/NCO provide to the DCC for vehicle recall purposes?	d. List of vehicles that become DSS assets
5. Updates to the vehicle status board should only be made at the end of each shift.	b. False
6. What is an acceptable option to consider if the need to temporarily replace a mission essential vehicle should arise?	d. All of the above
7. When in a contingency situation, what can be done to ensure a single action does not disable several vehicle assets at one time?	b. Develop an effective vehicle dispersal plan

**Establish Events Log  
(3E6X1-14.1.3.3.5.1)**

Question	Answer
1. During contingencies, how would you track events?	a. Events Log
2. Who is responsible for creating a locally developed form to be used as an Events Log?	d. Operations Management personnel
3. How long is the Events Log maintained during a contingency?	a. Until the DCC is deactivated

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**Maintain Events Log  
(3E6X1-14.1.3.3.5.2)**

<b>Question</b>	<b>Answer</b>
1. Whose responsibility is it to maintain the events log?	d. Operations Management personnel
2. When should the Events Log be update?	b. As information is reported
3. When does the Events Log become an official document?	d. After the DCC Commander or Shift NCOIC reviews and signs the form
4. During a contingency it is not necessary to maintain an accurate account of events.	b. False

**COORDINATE CONTINGENCIES OR EMERGENCIES WITH APPROPRIATE AGENCIES  
(3E6X1-14.1.4.)**

<b>Question</b>	<b>Answer</b>
1. Who normally coordinates contingency operations with appropriate agencies?	a. The SRC
2. Which agency is responsible for vehicle repairs?	c. Transportation
3. Services is responsible for providing a casualty collection point during contingencies.	b. False
4. What agency would be coordinated with to rent a piece of equipment?	b. Contracting

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**MAINTAIN PERSONNEL ACCOUNTABILITY, DUTY AND STANDBY ROSTERS  
(3E6X1-14.1.5.)**

<b>Question</b>	<b>Answer</b>
1. What information is normally listed on the personnel roster?	d. All of the above
2. What type of roster would you use to rotate cleaning of the camp latrines?	a. Duty Roster
3. Which roster is used in a contingency the same as it is used in peacetime?	c. Standby Roster
4. The DCC is responsible for developing Standby Rosters for each craft.	b. False

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