

# AIR FORCE

## QUALIFICATION TRAINING PACKAGE (AFQTP)



for  
READINESS  
(3E9X1)

### MODULE 3

## COMMUNICATIONS AND COMPUTER SECURITY

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## MODULE 3

### COMMUNICATIONS AND COMPUTER SECURITY

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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  
(Colonel William R. Pearson)

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**INTRODUCTION**

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

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

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

*Put this package to use.* We hope you'll find it a valuable tool which aids you in becoming a competent Readiness journeyman/craftsman. These AFQTPs were originally authored by field personnel SMSgt Tom Morris, MSgt Ken Merritt, and SSgt Robert Frank. They were revised, compiled and edited by SRA Frank A. Torres under the direction and guidance of HQ AFCESA/CEOT. If you have any recommendations for improving this document, please contact the Readiness Career Field Manager TSgt Ron Childs at the address below.

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This AFQTP book contains the following sections:

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

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**TRAINER'S GUIDE**

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

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

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

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

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

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*The AFQTP Process is as follows:*

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

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**TRAINEE'S GUIDE**

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

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

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

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

***AFQTP Testing***

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

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

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

**HINT:**

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

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**IMPROVEMENTS/CORRECTIONS LETTER**

MEMORANDUM FOR HQ AFCESA/CEOT

FROM:

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

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

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

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# MODULE 3

## COMMUNICATIONS AND COMPUTER SECURITY

### *AFQTP Completion Verification*

AFQTP	Trainer's Signature	Trainee's Signature	Date Completed
3.4. Observe security precautions involved in communications			

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MODULE 3

AFQTP UNIT 4

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**OBSERVE SECURITY PRECAUTIONS INVOLVED IN  
COMMUNICATIONS**

**(3.4.)**

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## OBSERVE SECURITY PRECAUTIONS INVOLVED IN COMMUNICATIONS

### *Task Training Guide*

<b>STS Reference Number/Title:</b>	3.4., Observe security precautions involved in communications
<b>Training References:</b>	<ul style="list-style-type: none"> <li>• AFI 33-209</li> </ul>
<b>Prerequisites:</b>	<ul style="list-style-type: none"> <li>• Possess as a minimum a, 3E931 AFSC</li> </ul>
<b>Equipment/Tools Required:</b>	<ul style="list-style-type: none"> <li>• STU III unit, Standard telephone, PC computer, Land mobile radios</li> </ul>
<b>Learning Objective:</b>	<ul style="list-style-type: none"> <li>• Trainee should be able to identify security precautions with computers and communicating devices.</li> </ul>
<b>Samples of Behavior:</b>	<ul style="list-style-type: none"> <li>• Trainee should be able to utilize computers and communication devices using security precautions.</li> </ul>
<b>Notes:</b>	
<ul style="list-style-type: none"> <li>• To successfully complete this element follow the steps outlined in applicable AFIs and manuals.</li> <li>• Any security violations will be an automatic failure.</li> </ul>	

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**OBSERVE SECURITY PRECAUTIONS INVOLVED IN COMMUNICATIONS**

**Background:** In the most secured areas (i.e. the Pentagon in Washington D. C.) computer hackers have opened top secret documents and files. During the cold war era our enemies had countless spies, they were everywhere listening to many of our telephone conversations, and intercepting our classified transmissions on computers. How did they do it, well that's classified in itself. Today's technology has advanced so far on ways to snoop on other people through walls, on radios, telephones and computers that we can hardly keep up. Some people try a system of talking around the subject without actually saying the word directly. This has never worked. There will rarely be a time when all our Communication Security (COMSEC) systems are totally secure, so we must try to take all the necessary precautions.

*To perform the task, follow these steps:*

**Step 1: Gather all applicable publications concerning COMSEC (i.e. AFIs, MAJCOM supplements, Wing directives, and Squadron policies).**

**NOTE:**

Use any security checklist from the base communication squadron to help develop your operating instructions.

**Step 2: Determine what types of communication devices you have which may have the potential for a security compromise.**

Here some communication devices the Air Force uses everyday:

- Secure Telephone Unit (STU) III
- Field phones
- Standard office phones
- Fax machines
- Secure Fax machines
- PC computers
- Wing Information Computer System (WICS)
- Global Positioning System (GPS)

**Step 3: Physically secure communication devices that are not being used.**

**NOTE:**

Use vaults, safes, cypher locks on doors to secured areas that classified communication devices are stored.

**Step 4: Use applicable COMSEC forms to sign off after use and for the end of the duty day.**

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**NOTE:**

Use AFI 33-211 to identify needed forms.

**Step 5: Inventory communication devices on a reoccurring basis.****NOTE:**

Equipment custodians are responsible for COMSEC equipment on their CA/CRL.

**Step 6: Insure only authorized personnel use classified communication devices.****NOTE:**

Use personnel authorization listings.

**Step 7: Report violations to supervisor, superintendent, flight commander, squadron commander, security police, OSI, and the base COMSEC monitor.****NOTE:**

Report all violations to the Base COMSEC monitor as soon as they occur.

**Step 8: Have emergency destruction methods available in case of an emergency (i.e., base denial).****NOTE:**

Place destruction instructions in the immediate area of the item to destroy.

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**Review Questions  
for  
Observe Security Precautions Involved in Communications**

Question	Answer
1. What are some of the items that need to be secured?	<ul style="list-style-type: none"> <li>a. Secure fax machine</li> <li>b. Secure telephones unit's III</li> <li>c. PC computer</li> <li>d. All the above</li> </ul>
2. Are specific forms used to inventory COMSEC equipment?	<ul style="list-style-type: none"> <li>a. Yes</li> <li>b. No</li> </ul>
3. COMSEC equipment requires _____ security on a continuous basis?	<ul style="list-style-type: none"> <li>a. Vault</li> <li>b. Safe</li> <li>c. Desk</li> <li>d. Physical</li> </ul>
4. Who reports COMSEC violations?	<ul style="list-style-type: none"> <li>a. Supervisor</li> <li>b. Trainee</li> <li>c. Commander</li> <li>d. Anyone who finds a violation</li> </ul>

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**OBSERVE SECURITY PRECAUTIONS INVOLVED IN COMMUNICATION**

<b>Performance Checklist</b>		
<b>Step</b>	<b>Yes</b>	<b>No</b>
1. Did trainee know where to gather COMSEC information?		
2. Did the trainee identify different types of communication devices?		
3. Did the trainee know where to locate COMSEC Forms?		
4. Did the trainee identify what a COMSEC violation is?		
5. Did the trainee know who to report a violation to?		
6. Did the trainee know when to use emergency destruction methods?		

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

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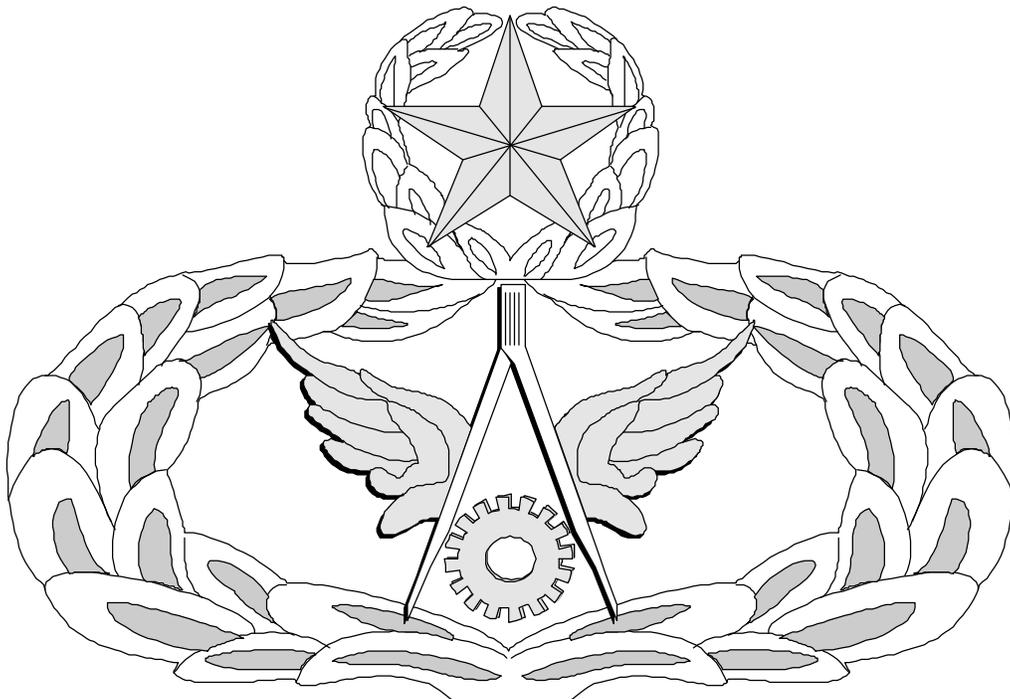
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# Air Force Civil Engineer

## QUALIFICATION TRAINING PACKAGE (QTP)

### REVIEW ANSWER KEY



For  
READINESS

(3E9X1)

MODULE 3

COMMUNICATIONS AND SECURITY

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Key-1

**OBSERVE SECURITY PRECAUTIONS INVOLVED IN COMMUNICATION****(3E9X1-3.4.)**

<b>Question</b>	<b>Answer</b>
1. What are some of the items that need to be secured?	d. All the above
2. Are specific forms used to inventory COMSEC equipment?	a. Yes
3. COMSEC equipment requires _____ security on a continuous basis?	d. Physical.
4. Who reports COMSEC violations?	d. Anyone who finds a violation.

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