

Air Force Job Qualification Standard (AFJQS)  
**Pilot - Form (INH)**

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1. **PURPOSE.** This Air Force Job Qualification Standard (AFJQS) offers a framework of discrete, tangible tasks that measure an Airman's ability to serve as a Noncommissioned Officer in Charge (NCOIC) or Section Chief in the United States Air Force. It will bridge the gap between Professional Military Education (PME) and on the job experience, allowing for individuals stepping into this new role to develop some key skills, knowledge, and abilities prior and during the assumption of responsibilities. Demonstrating proficiency in these hard leadership skills will be required prior to inheriting additional responsibilities levied on new NCOIC and Section Chiefs to fulfill their potential, and grow a more capable force. This document applies to the Total Force, but may be supplemented to capture unique requirements not common across the Total Force, such as unique MAJCOM/Wg/Gp/Sq specific processes. This is a stand-alone product and does not require an accompanying Master Training Listing (MTL) and/or Individual Training Record (ITR).
2. **TASK QUALIFICATION.** All personnel will be qualified to the GO/NO GO standard for all tasks listed in this AFJQS. GO means the individual can perform the task without assistance utilizing appropriate instructions or other procedural guidance. If required training listed in Part II of this instruction is provided through OJT, distance learning (DL), or web-based courses, a supervisor/trainer from that respective functional area will complete the trainer's block to document training completion. Newly appointed NCOICs/Section Chiefs should complete all task qualifications in this AFJQS before being assigned to a Section Chief position. Training must be completed within twelve months, beginning 1 September of the year of promotion. This JQS can be used in conjunction with the Supervisor JQS to ensure the new NCOIC/Section Chief is capable of leading their Airmen and managing their section.
3. **ADDITIONAL DUTY or TASK.** If personnel are assigned an additional duty or task not listed in this AFJQS, the supervisor will develop an AF IMT 797, Job Qualification Standard Continuation/Command JQS. The supervisor/trainer will then develop a plan for the member to receive training.
4. **TRAINING DOCUMENTATION AND TRAINER/CERTIFIER IDENTIFICATION.** Document training required by this AFJQS in accordance with DAFMAN 36-2689, *Training Program*. All trainers authorized to sign off tasks in Part II of this AFJQS will be identified in the identification block of this AFJQS. There are no tasks requiring third-party certification.
5. This AFJQS has been coordinated with all CFMs and applicable SMEs. Overall POC for this AFJQS is A1DL.

This block is for identification purposes only		
<b>Name of Trainee:</b>		
<b>Printed Name (Last, First, Middle)</b>	<b>Initials (Written)</b>	<b>SSAN (last 4)</b>
Printed Names and Written Initials of Training and Certifying Officials		
N/I	N/I	
N/I	N/I	
N/I	N/I	

**PART II. AFJQS NCOIC / SECTION CHIEF TASK LIST**

TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION				
		START DATE	COMPLETE DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS (IF REQUIRED)
<b>1 Understanding Workcenter Manpower/Organization: TR: AFI 38-101, Manpower &amp; Organization, Air Force Doctrine Publication 1</b>						
1.1	Understand Unit Manning Document (UMD) and impacts on work center	Name	Name	Name	Name	Name
1.2	Explain and Understand how to read a UMD	Name	Name	Name	Name	Name
1.3	Understand requirements vs. authorizations vs. assigned	Name	Name	Name	Name	Name
1.4	Understand and Implement Chief of Staff of the Air Force (CSAF) Action Orders	Name	Name	Name	Name	Name
1.5	Explain the Unit Personnel Management Roster (UPMR)	Name	Name	Name	Name	Name
1.6	Understand workcenter Unit Personnel Management Roster	Name	Name	Name	Name	Name
1.7	Explain impacts of UPMR/UMD to mission and unit	Name	Name	Name	Name	Name
1.8	Explain Manning Personnel Appropriation (MPA) days/manning assists	Name	Name	Name	Name	Name
1.9	Understand Base Level Service Delivery Model (BLSDM) reports- alpha, gains, losses roster	Name	Name	Name	Name	Name
<b>2 Air Force System Navigation: TR: MyFSS Articles</b>						
2.1	Navigate MyFSS	Name	Name	Name	Name	Name
2.2	Navigate MyDecs	Name	Name	Name	Name	Name
2.3	Demonstrate how to generate decorations	Name	Name	Name	Name	Name
2.4	Navigate/Explain MyVector	Name	Name	Name	Name	Name
2.5	Navigate MyFitness	Name	Name	Name	Name	Name
2.6	Navigate E-Pubs	Name	Name	Name	Name	Name
2.7	Demonstrate finding Air Force Forms	Name	Name	Name	Name	Name
<b>3 Air Force Fitness Program: TR: DAFMAN 36-2905, DoDI 1308.03, Local Policy</b>						
3.1	Understand the Air Force PT program /CC's Admin Actions	Name	Name	Name	Name	Name
3.2	Explain diagnostic testing	Name	Name	Name	Name	Name
3.3	Explain waist measurement program	Name	Name	Name	Name	Name
<b>4 Professional Military Writing : TR: DAFH 33-337,The Tongue &amp; Quill; DAFMAN 90-161, Publishing Processes and Procedures; DAFI 36-2110, Total Force Assignments</b>						
4.1	Demonstrate how to properly draft an appointment letter	Name	Name	Name	Name	Name
4.2	Demonstrate understanding of email writing	Name	Name	Name	Name	Name
4.3	Explain the Comment Resolution Matrix (CRM) process when reviewing/coordinating on appropriate policy/publication	Name	Name	Name	Name	Name
4.4	Assist workcenter personnel with exceptions to policy (ETP)	Name	Name	Name	Name	Name
4.5	Draft Official Biographies	Name	Name	Name	Name	Name
4.6	Demonstrate understating of email etiquette	Name	Name	Name	Name	Name
<b>5 Deployment Readiness: TR: DoDI 6025.19, Individual Medical Readiness Program; AFI 10-250, Individual Medical Readiness; DAFI 36-2110, Total Force Assignments; DAFMAN 48-108, Physical Evaluation Board Liaison Officer (PEBLO) Functions: Pre-Disability Evaluation System (DES) and Medical Evaluation Board (MEB) Processing; Career Field Education and Training Plans; AFMAN 10-2503, Operations in a Chemical, Biological, Radiological, and Nuclear, (CBRN) Environment</b>						
5.1	Understand Air Force Force Generation (AFFORGEN) cycles	Name	Name	Name	Name	Name
5.2	Explain required Ready Airmen Training (RAT)	Name	Name	Name	Name	Name
5.3	Explain Medical readiness	Name	Name	Name	Name	Name
5.4	Understand medical waivers and impacts on workcenter	Name	Name	Name	Name	Name
5.5	Understand Assignment Limitation Codes (ALC)	Name	Name	Name	Name	Name
5.6	Create CBRND Task Qualification Training (TQT)/exercise plan	Name	Name	Name	Name	Name
<b>6 Scheduling/Standard Operating Procedures (SOP)/Managing Section: TR: DAFI 90-160, Publications and Forms Management; DoDI 1342.19, DAFI 36-2110, Total Force Assignments; DAFMAN 36-2689, Training Program; DAFMAN 16-1405, Air Force Personnel Security Program; Local Policy</b>						
6.1	Develop workcenter calendar/SharePoint site for info sharing and deconfliction	Name	Name	Name	Name	Name
6.2	Assist in the development of an Operating Instruction (OI)/local policy	Name	Name	Name	Name	Name
6.3	Explain the purpose of developing Family Care Plans	Name	Name	Name	Name	Name
6.4	Create shift schedule/job rotation plan	Name	Name	Name	Name	Name
6.5	Develop Master Task Listing (MTL)	Name	Name	Name	Name	Name
6.6	Develop a workcenter immersion for newly assigned personnel (important POCs, leadership vision, schedules, reoccurring responsibilities)	Name	Name	Name	Name	Name
6.7	Develop/Maintain continuity books/Standard Operating Procedures (SOPs)	Name	Name	Name	Name	Name
6.8	Plan/execute workcenter/team building events	Name	Name	Name	Name	Name
6.9	Understand workcenter accountability and recall roster procedures	Name	Name	Name	Name	Name
6.10	Define unprofessional relationships	Name	Name	Name	Name	Name
6.11	Develop Training Task Groups for workcenter	Name	Name	Name	Name	Name
6.12	Initiate Change of Reporting Official (CRO)	Name	Name	Name	Name	Name
6.13	Understand a civilian Position Description (PD)	Name	Name	Name	Name	Name
6.14	Explain security clearance guidelines and the effect on the workcenter	Name	Name	Name	Name	Name

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<b>7 Continuous Evaluation: TR: The Joint Team, The "Purple Book"; AFI 90-301, Inspector General Complaints Resolution; DAFI 90-302 The Inspection System of the Department of the Air Force; Local Policy</b>						
7.1	Develop continuous evaluation procedures and battle rhythm	Name	Name	Name	Name	Name
7.2	Explain Wing Inspector General (IG) playbook/schedule	Name	Name	Name	Name	Name
<b>8 Leave: TR: DAFI 36-3003, Military Leave Program, Local Policy</b>						
8.1	Understand leave policy	Name	Name	Name	Name	Name
8.2	Explain Use or Lose leave	Name	Name	Name	Name	Name
8.3	Understand Emergency leave	Name	Name	Name	Name	Name
8.4	Understand Regular/Special Passes (authorized absence from duty)	Name	Name	Name	Name	Name
<b>9 Awards: TR: AFMAN 36-2806 Awards and Memorialization Program; DAFPD 36-28, Awards Program</b>						
9.1	Understand award schedule and implement recognition plan	Name	Name	Name	Name	Name
9.2	Murder Boards/Grading Packages	Name	Name	Name	Name	Name
<b>10 Assignments: TR: DAFI 36-2110, Total Force Assignments, AFI 40-701, Medical Support to Family Member Relocation &amp; Exceptional Family Member Program (EFMP); DAFI 40-304, Air Force Enlisted Classification Directory (AFECD); AFMAN 36-2100, Military Utilization and Classification; DAFI 36-3211, Military Separations</b>						
10.1	Understand Command sponsorship	Name	Name	Name	Name	Name
10.2	Explain the Exceptional Family Member Program (EFMP)	Name	Name	Name	Name	Name
10.3	Define Expedited Transfers	Name	Name	Name	Name	Name
10.4	Identify members for Developmental Special Duty (DSD) consideration	Name	Name	Name	Name	Name
10.5	Explain Retraining Process	Name	Name	Name	Name	Name
10.6	Explain Report Not Later Than Date (RNLTD)/Report Not Earlier Than Date (RNETD) change requests	Name	Name	Name	Name	Name
10.7	Explain Time on Station (TOS) requirements for PCS eligibility	Name	Name	Name	Name	Name
10.8	Explain special assignments EFMP/Humanitarian Assignments requirements	Name	Name	Name	Name	Name
10.9	Understand Projected Departure Date (PDD) & Port Call Date	Name	Name	Name	Name	Name
10.10	Explain Base of Preference (BOP) requirements	Name	Name	Name	Name	Name
10.11	Understand Join Spouse Codes	Name	Name	Name	Name	Name
10.12	Understand Personnel Processing Codes (PPC)	Name	Name	Name	Name	Name
10.13	Understand PALACE CHASE/Front Programs	Name	Name	Name	Name	Name
10.14	Understand the Air Force Enlisted Classification Directory (AFECD)	Name	Name	Name	Name	Name
<b>11 Budget: TR: DAFI 64-117, Government Purchase Card Program; AFI 65-601 v1, Budget Guidance and Procedures</b>						
11.1	Explain How to purchase basic needs for your section (Office Supplies, Tools, Cold Weather gear)	Name	Name	Name	Name	Name
11.2	Prepare budget recommendations/requests for consideration	Name	Name	Name	Name	Name
11.3	Forecast, Price, and Budget necessary Temporary Duties (TDYs) for section	Name	Name	Name	Name	Name
<b>12 Roles and Responsibilities: TR: AFI 38-101, Manpower &amp; Organization, Then Enlisted Force Structure "The Brown Book"; AFI 36-2113, The First Sergeant; DAFI 36-2670, Total Force Development</b>						
12.1	Understand Career Field Manager (CFM)/Functional Assignment Manager (FAM)/MAJCOM Functional Manager (MFM) functions/responsibilities	Name	Name	Name	Name	Name
12.2	Understand 1st Sergeant Roles & Responsibilities	Name	Name	Name	Name	Name
12.3	Understand the Enlisted Development Team (EDT) process	Name	Name	Name	Name	Name
<b>13 Resources &amp; Programs: TR: AFI 44-172, Mental Health; AFI 51-304, Legal Assistance, Notary, Preventive Law, &amp; Tax Programs; DAFI 36-2670, Total Force Development; AFMAN 44-197, Military Drug Demand Reduction Program; AFI 65-103, Temporary Duty/Special Orders; Military One Source</b>						
13.1	Explain the Unite Program ( <a href="https://www.acc.af.mil/About-Us/The-Bridge/UNITE-PROGRAM/#:~:text=The%20Unite%20program%20empowers%20unit,members%20are%20authorized%20Unite%20funds">https://www.acc.af.mil/About-Us/The-Bridge/UNITE-PROGRAM/#:~:text=The%20Unite%20program%20empowers%20unit,members%20are%20authorized%20Unite%20funds</a> )	Name	Name	Name	Name	Name
13.2	Explain Fraud, Waste, and Abuse (FWA) Program	Name	Name	Name	Name	Name
13.3	Understand the Drug Demand Reduction (DDR) Program	Name	Name	Name	Name	Name
13.4	Understand Suicide Prevention Program and resources	Name	Name	Name	Name	Name
13.5	Promote Mental Health and what options are available for members	Name	Name	Name	Name	Name
13.6	Understand Legal Assistance Program- What services are available to members	Name	Name	Name	Name	Name
13.7	Understand Development Advisor (DA) Roles & Responsibilities	Name	Name	Name	Name	Name
13.8	Understand Enlisted Professional Military Education (EPME) eligibility	Name	Name	Name	Name	Name
13.9	Assist subordinates with navigating Defense Travel System (DTS) and routing procedures (POCs)	Name	Name	Name	Name	Name
13.10	Demonstrate understanding of the Air Force Sponsor program	Name	Name	Name	Name	Name

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<b>14</b>	<b>Promotions: TR: DAFI 36-2406, Officer &amp; Enlisted Evaluations Systems</b>					
14.1	Understand Promotion process (eligibility chart, record verification, etc.)	Name	Name	Name	Name	Name
14.2	Explain Forced Distribution/Enlisted Force Development (EFDP) Process	Name	Name	Name	Name	Name
14.3	Understand Below The Zone (BTZ) Process	Name	Name	Name	Name	Name
<b>15</b>	<b>Reenlistment &amp; Extension: TR: AFI 36-2606, Reenlistment &amp; Extension of Enlistment in the USAF</b>					
15.1	Understand the Selective Retention Bonus (SRB) Program	Name	Name	Name	Name	Name
15.2	Explain the importance of Career Job Reservations (CJR)	Name	Name	Name	Name	Name