

Air Force Job Qualification Standard (AFJQS)
Form (INH)

ACCESSIBILITY: This form is available on the Air University (AU) website at <https://www.airuniversity.af.edu/Foundational-Resources/>.

RELEASABILITY: There are no releasability restrictions on this publication.

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 Supervisor in the United States Air Force. It bridges the gap between Professional Military Education (PME) and on the job experience, allowing for current supervisors to have ownership in the development of all new Airmen (Officer, Civilian, Enlisted) assigned in supervisory roles. Demonstrating proficiency in these hard leadership skills may be required prior to inheriting leadership responsibilities in order for new supervisors 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 List (MTL) and/or Individual Training Plan (ITP).

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 selected Supervisors may complete all task qualifications in this AFJQS before being assigned to a supervisory position. Training should be completed within twelve months, beginning 1 September of the year of promotion. For Senior Airman who have graduated Airman Leadership School, they should also complete all AFJQS tasks before they are assigned to a supervisory role.

3. **ADDITIONAL DUTY or TASK.** If personnel are assigned an additional duty or task not listed in this AFJQS, the supervisor will develop an DAF 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. Overall POC for this AFJQS is A1DI.

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

		CERTIFICATION				
TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	START DATE	COMPLETE DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS (IF REQUIRED)
1	Leading within the Air Force: TR: AFDP 1 - The Air Force, Air Force Core Values “Blue Book,” The Enlisted Force Structure “Brown Book”					
1.1	Explain how Air Force Core Values apply to your work center	Name	Name	Name	Name	Name
1.2	Identify added responsibilities within NCO tier from the Enlisted Force Structure	Name	Name	Name	Name	Name
1.3	Explain importance of AFDP-1 to Airman Culture	Name	Name	Name	Name	Name
2	Unit Mission: TR: Local Policy, Commander’s Intent Memorandum, Local SharePoint, Memorandum of Agreements, etc					
2.1	Explain Unit’s Mission, Vision and Priorities	Name	Name	Name	Name	Name
2.2	Define How Your Role Supports Air Force Mission	Name	Name	Name	Name	Name
2.3	Identify Key Mission Partners/Stakeholders Within the AOR (ex: Supporting Flights/Squadrons within the Group)	Name	Name	Name	Name	Name
2.4	Identify Innovation Priorities and Processes (ex: Innovation Cell, Idea Submission, etc.)	Name	Name	Name	Name	Name
3	Airman Feedback and Performance Evaluation System: TR: AFPD 1-2, Air Force Culture: Commander’s Responsibilities; The Enlisted Force Structure “Brown Book”; DAFI 36-2406, Officer and Enlisted Evaluations Systems; AFH 33-337, Tongue and Quill; AF Form 931/2, Feedback Worksheet; AF Form 724A, Feedback Worksheet (2Lt - Col)					
3.1	Explain the feedback and evaluation processes in MyEval (accessible through MyFSS)	Name	Name	Name	Name	Name
3.2	Assess Airman using Feedback Assessment - include review of past experience	Name	Name	Name	Name	Name
3.3	Check for derogatory paperwork in PIF	Name	Name	Name	Name	Name
3.4	Develop “Getting to Know Your Airman” questions	Name	Name	Name	Name	Name
3.5	Schedule required feedback sessions	Name	Name	Name	Name	Name
3.6	Explain when an initial feedback is due	Name	Name	Name	Name	Name
3.7	Explain when a midterm feedback is due	Name	Name	Name	Name	Name
3.8	Explain when an end of evaluation feedback is due	Name	Name	Name	Name	Name
3.9	Explain when a ratee/rater requested feedback is due	Name	Name	Name	Name	Name
3.10	Demonstrate where to find supporting guidance	Name	Name	Name	Name	Name

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3.11	Explain “Must Promote” and “Promote Now” percentages	Name	Name	Name	Name	Name
3.12	Demonstrate two-way communication	Name	Name	Name	Name	Name
3.13	Develop and articulate clear expectations	Name	Name	Name	Name	Name
3.14	Create expectations as they relate to The Enlisted Force Structure	Name	Name	Name	Name	Name
3.15	Demonstrate how to set SMART goals and objectives (personal and professional)	Name	Name	Name	Name	Name
3.16	Explain the purpose of the Air Force Foundational & Occupational Competencies	Name	Name	Name	Name	Name
3.17	Explain the purpose of the Airman Leadership Qualities (ALQs)	Name	Name	Name	Name	Name
3.18	Enlisted Performance Report: TR: DAFI 36-2406, Officer and Enlisted Evaluation System	Name	Name	Name	Name	Name
3.19.1	Complete: Ratee Identification Data	Name	Name	Name	Name	Name
3.19.2	Complete: Job Description	Name	Name	Name	Name	Name
3.19.3	Complete: Performance in Major Performance Areas / Measured Airmen Qualities	Name	Name	Name	Name	Name
3.19.4	Format narrative statements	Name	Name	Name	Name	Name
3.19.5	Complete signature blocks	Name	Name	Name	Name	Name
3.19.6	Demonstrate proper acronym usage	Name	Name	Name	Name	Name
3.19.7	Explain purpose of referral EPB	Name	Name	Name	Name	Name
3.19.8	Explain non-rated days	Name	Name	Name	Name	Name
4	Air Force Training Program TR: DAFMAN 36-2689, Training Program					
4.1	Explain the Relationship of Training to Career Progression	Name	Name	Name	Name	Name
4.2	Conduct 60 Day Initial Training Evaluation	Name	Name	Name	Name	Name
4.3	Explain Section’s Master Task List & location/how to find	Name	Name	Name	Name	Name
4.4	Identify/Find Career Opportunities	Name	Name	Name	Name	Name
5	Informal Feedback: TR: AFI 1-1, Air Force Standards; AFD 1-2, Air Force Culture: Commander’s Responsibilities: The Enlisted Force Structure, The “Brown Book					
5.1	Identify specific behavior	Name	Name	Name	Name	Name
5.2	Deliver feedback on performance (positive or negative)	Name	Name	Name	Name	Name
5.3	Identify future actions or objectives	Name	Name	Name	Name	Name
5.4	Deliver positive affirmation and support plan	Name	Name	Name	Name	Name
6	Single Unit Retrieval Format (SURF): TR: DAFMAN 36-2604, Service Dates and Dates of Rank; Assignment Management System (AMS) - AFPC Secure website; Virtual Military Personnel Flight website; myPers website					

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6.1	Demonstrate where to find SURF	Name	Name	Name	Name	Name
6.2	Identify PAFSC, CAFSC, and DAFSC	Name	Name	Name	Name	Name
6.3	Identify Date of Rank (DOR)	Name	Name	Name	Name	Name
6.4	Identify Date of Separation (DOS)	Name	Name	Name	Name	Name
6.5	Identify any pending assignments	Name	Name	Name	Name	Name
6.6	Identify Special Experience Indicators (SEIs)	Name	Name	Name	Name	Name
6.7	Identify degrees received	Name	Name	Name	Name	Name
6.8	Identify type and amount of decorations received	Name	Name	Name	Name	Name
6.9	Identify duty title	Name	Name	Name	Name	Name
6.10	Explain how to update or correct discrepancies through MyFSS	Name	Name	Name	Name	Name
7	Supervisor Recognition Actions: TR: DAFPD 36-28, Awards and Decorations Program; AFMAN 36-2806, Awards and Memorialization Program; Local Installation Writing Guide					
7.1	Explain how to identify Airmen motivators (ex: Time off, awards, decorations)	Name	Name	Name	Name	Name
7.2	Identify local leave and time off policy	Name	Name	Name	Name	Name
7.3	Identify local recognition programs (ex: Airman of the Month/Year, Top Performer)	Name	Name	Name	Name	Name
7.4	Prepare AF Form 1206	Name	Name	Name	Name	Name
7.5	Place narrative statements under proper header	Name	Name	Name	Name	Name
7.6	Identify where to find USAF approved acronyms	Name	Name	Name	Name	Name
8	Airmen Support & Response Actions: TR: DAFI 91-204, Safety Investigations & Reports; AFMAN 10-206, Operational Reporting; DAFI 51-201, Administration of Military Justice					
8.1	Identify Local Area Resources Supporting the Wellbeing/Resilience/Recovery of Your Airmen (ex: deployment, financial, & fitness support)	Name	Name	Name	Name	Name
8.1.1	Identify Sensitive Resources/Info (ex: SARC: Restricted vs Unrestricted, ACE, Chaplain)	Name	Name	Name	Name	Name
8.2	Explain the functions of local area resources identified in 8.1	Name	Name	Name	Name	Name
8.3	Explain follow-up care	Name	Name	Name	Name	Name
8.4	Identify appropriate support agencies	Name	Name	Name	Name	Name
8.5	Explain the notification process (ex: Recall Roster, Commander's Notification Criteria (CNC))	Name	Name	Name	Name	Name
8.6	Explain Sponsorship Program TR: DAFI 36-2110 Ch. 7, Total Force Assignments; www.militaryonesource.mil	Name	Name	Name	Name	Name

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8.6.1	Explain your role in supporting the Sponsorship Program	Name	Name	Name	Name	Name
8.6.2	Explain your role in supporting the Key Spouse Program	Name	Name	Name	Name	Name
9	Weighted Airman Promotion System (WAPS): TR: DAFI 36-2502, Airman Promotion/ Demotion Programs; DAFMAN 36-2664, Personnel Assessment Programs, MyFSS					
9.1	Identify where to find eligibility criteria	Name	Name	Name	Name	Name
9.2	Explain how scores are calculated	Name	Name	Name	Name	Name
9.3	Explain how promotion sequence numbers work	Name	Name	Name	Name	Name
9.4	Explain Air Force Supplemental Promotion lists	Name	Name	Name	Name	Name
9.5	Explain what .5 and .9 line numbers mean	Name	Name	Name	Name	Name
9.6	Demonstrate ability to locate and utilize Study Materials	Name	Name	Name	Name	Name
9.7	Testing integrity/disciplinary actions	Name	Name	Name	Name	Name
10	Decorations: TR: DAFMAN 36-2806, Awards and Memorialization Program; DAFPD 36-28, Awards and Decorations Programs					
10.1	Explain when to initiate decorations	Name	Name	Name	Name	Name
10.2	Demonstrate how to initiate through MyFSS	Name	Name	Name	Name	Name
10.3	Demonstrate proper format	Name	Name	Name	Name	Name
10.4	Attach supporting documents	Name	Name	Name	Name	Name
10.5	Demonstrate ability to locate/review ribbon rack (Awards & Decorations)	Name	Name	Name	Name	Name
11	Progressive Discipline Process (PDP): TR: AFI 1-1, Air Force Standards; APD 1-2, Air Force Culture: Commander's Responsibilities; DAFI 36-2907, Adverse Administrative Actions, DAFI 51-202, Non-judicial Punishment					
11.1	Identify types of paperwork	Name	Name	Name	Name	Name
11.2	Explain support resources (First Sergeant, Area Defense Counsel, etc.)	Name	Name	Name	Name	Name
11.3	Explain Unfavorable Information File (UIF), Control Roster, and Non-Judicial Punishment	Name	Name	Name	Name	Name
11.4	Explain purpose of administrative action	Name	Name	Name	Name	Name
11.5	Identify which actions require a UIF	Name	Name	Name	Name	Name
12	Supervisor Administrative Actions: TR: DAFH 33-337, Tongue and Quill; DAFI 36-2907, Adverse Administrative Actions					
12.1	Prepare Memorandum for Record	Name	Name	Name	Name	Name
12.2	Prepare Letter of Admonishment	Name	Name	Name	Name	Name
12.3	Prepare Letter of Counseling	Name	Name	Name	Name	Name
12.4	Prepare Letter of Reprimand	Name	Name	Name	Name	Name
12.5	Prepare an ESSS	Name	Name	Name	Name	Name