

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					
1.2	Identify added responsibilities within NCO tier from the Enlisted Force Structure					
1.3	Explain importance of AFDP-1 to Airman Culture					
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					
2.2	Define How Your Role Supports Air Force Mission					
2.3	Identify Key Mission Partners/Stakeholders Within the AOR (ex: Supporting Flights/Squadrons within the Group)					
2.4	Identify Innovation Priorities and Processes (ex: Innovation Cell, Idea Submission, etc.)					
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)					
3.2	Assess Airman using Feedback Assessment - include review of past experience					
3.3	Check for derogatory paperwork in PIF					
3.4	Develop “Getting to Know Your Airman” questions					
3.5	Schedule required feedback sessions					
3.6	Explain when an initial feedback is due					
3.7	Explain when a midterm feedback is due					
3.8	Explain when an end of evaluation feedback is due					
3.9	Explain when a ratee/rater requested feedback is due					
3.10	Demonstrate where to find supporting guidance					

		CERTIFICATION				
TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	START DATE	COMPLETE DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS (IF REQUIRED)
3.11	Explain “Must Promote” and “Promote Now” percentages					
3.12	Demonstrate two-way communication					
3.13	Develop and articulate clear expectations					
3.14	Create expectations as they relate to The Enlisted Force Structure					
3.15	Demonstrate how to set SMART goals and objectives (personal and professional)					
3.16	Explain the purpose of the Air Force Foundational & Occupational Competencies					
3.17	Explain the purpose of the Airman Leadership Qualities (ALQs)					
3.18	Enlisted Performance Report: TR: DAFI 36-2406, Officer and Enlisted Evaluation System					
3.19.1	Complete: Ratee Identification Data					
3.19.2	Complete: Job Description					
3.19.3	Complete: Performance in Major Performance Areas / Measured Airmen Qualities					
3.19.4	Format narrative statements					
3.19.5	Complete signature blocks					
3.19.6	Demonstrate proper acronym usage					
3.19.7	Explain purpose of referral EPB					
3.19.8	Explain non-rated days					
4	Air Force Training Program TR: DAFMAN 36-2689, Training Program					
4.1	Explain the Relationship of Training to Career Progression					
4.2	Conduct 60 Day Initial Training Evaluation					
4.3	Explain Section’s Master Task List & location/how to find					
4.4	Identify/Find Career Opportunities					
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					
5.2	Deliver feedback on performance (positive or negative)					
5.3	Identify future actions or objectives					
5.4	Deliver positive affirmation and support plan					
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					

		CERTIFICATION				
TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	START DATE	COMPLETE DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS (IF REQUIRED)
6.1	Demonstrate where to find SURF					
6.2	Identify PAFSC, CAFSC, and DAFSC					
6.3	Identify Date of Rank (DOR)					
6.4	Identify Date of Separation (DOS)					
6.5	Identify any pending assignments					
6.6	Identify Special Experience Indicators (SEIs)					
6.7	Identify degrees received					
6.8	Identify type and amount of decorations received					
6.9	Identify duty title					
6.10	Explain how to update or correct discrepancies through MyFSS					
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)					
7.2	Identify local leave and time off policy					
7.3	Identify local recognition programs (ex: Airman of the Month/Year, Top Performer)					
7.4	Prepare AF Form 1206					
7.5	Place narrative statements under proper header					
7.6	Identify where to find USAF approved acronyms					
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)					
8.1.1	Identify Sensitive Resources/Info (ex: SARC: Restricted vs Unrestricted, ACE, Chaplain)					
8.2	Explain the functions of local area resources identified in 8.1					
8.3	Explain follow-up care					
8.4	Identify appropriate support agencies					
8.5	Explain the notification process (ex: Recall Roster, Commander's Notification Criteria (CNC))					
8.6	Explain Sponsorship Program TR: DAFI 36-2110 Ch. 7, Total Force Assignments; www.militaryonesource.mil					

		CERTIFICATION				
TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	START DATE	COMPLETE DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS (IF REQUIRED)
8.6.1	Explain your role in supporting the Sponsorship Program					
8.6.2	Explain your role in supporting the Key Spouse Program					
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					
9.2	Explain how scores are calculated					
9.3	Explain how promotion sequence numbers work					
9.4	Explain Air Force Supplemental Promotion lists					
9.5	Explain what .5 and .9 line numbers mean					
9.6	Demonstrate ability to locate and utilize Study Materials					
9.7	Testing integrity/disciplinary actions					
10	Decorations: TR: DAFMAN 36-2806, Awards and Memorialization Program; DAFPD 36-28, Awards and Decorations Programs					
10.1	Explain when to initiate decorations					
10.2	Demonstrate how to initiate through MyFSS					
10.3	Demonstrate proper format					
10.4	Attach supporting documents					
10.5	Demonstrate ability to locate/review ribbon rack (Awards & Decorations)					
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					
11.2	Explain support resources (First Sergeant, Area Defense Counsel, etc.)					
11.3	Explain Unfavorable Information File (UIF), Control Roster, and Non-Judicial Punishment					
11.4	Explain purpose of administrative action					
11.5	Identify which actions require a UIF					
12	Supervisor Administrative Actions: TR: DAFH 33-337, Tongue and Quill; DAFI 36-2907, Adverse Administrative Actions					
12.1	Prepare Memorandum for Record					
12.2	Prepare Letter of Admonishment					
12.3	Prepare Letter of Counseling					
12.4	Prepare Letter of Reprimand					
12.5	Prepare an ESSS					