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 Plan (MTP) 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 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 DAFI 36-2670, Total Force Development. 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:**

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<th>Printed Name (Last, First, Middle)</th>
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Printed Names and Written Initials of Training and Certifying Officials
## Part II. AFJQS Supervisor Task List

### Tasks, Knowledge and Technical References

<table>
<thead>
<tr>
<th>TASK NUMBER</th>
<th>TASKS, KNOWLEDGE AND TECHNICAL REFERENCES</th>
<th>CERTIFICATION</th>
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<tbody>
<tr>
<td>1.1-1.3</td>
<td>Explain how Air Force Core Values apply to your work center</td>
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<td>Identify added responsibilities within NCO tier from the Enlisted Force Structure</td>
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<td>Explain importance of AFDP-1 to Airman Culture</td>
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<td>2.1-2.4</td>
<td>Explain Unit's Mission, Vision and Priorities</td>
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<td>Define how your role supports Air Force Mission</td>
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<td>Identify key mission partners/stakeholders within the AOR (i.e. supporting flights/squadrons within the Group)</td>
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<td>Identify innovation priorities and processes (i.e. innovation cell, idea submission, etc.)</td>
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<tr>
<td>3.1-3.10</td>
<td>Explain the feedback and evaluation processes in MyEval (accessible through MyFSS)</td>
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<td>Assess Airman using feedback assessment - include review of past experience</td>
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<td>Check for derogatory paperwork in PIF</td>
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<td>Develop “getting to know your Airman” questions</td>
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<td>Schedule required feedback sessions</td>
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<td>Explain when an initial feedback is due</td>
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<td>Explain when a mid-term feedback is due</td>
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<td>Explain when an end of evaluation feedback is due</td>
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<td>Explain when a ratee/rater requested feedback is due</td>
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<td>Demonstrate where to find supporting guidance</td>
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<td>Explain “Must Promote” and “Promote Now” percentages</td>
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<td>Demonstrate two-way communication</td>
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<td>Develop and articulate clear expectations</td>
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<td>Create expectations as they relate to The Enlisted Force Structure</td>
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<td>Demonstrate how to set SMART goals and objectives (personal and professional)</td>
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<td>Explain the purpose of the Air Force Foundational &amp; Occupational Competencies</td>
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<td>Explain the purpose of the Airman Leadership Qualities (ALQs)</td>
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<td>Enlisted Performance Report: TR: 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)</td>
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<td>4.1-4.3</td>
<td>Explain the relationship of training to career progression</td>
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<td>Conduct 60 Day Initial Training Evaluation</td>
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<td>Explain section's Master Training Plan</td>
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<td>5.1-5.4</td>
<td>Identify specific behavior</td>
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<td>Deliver feedback on performance (positive or negative)</td>
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<td>Identify future actions or objectives</td>
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<td>Deliver positive affirmation and support plan</td>
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<td>6</td>
<td>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</td>
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<td>7</td>
<td>Supervisor Recognition Actions: TR: DAFPD 36-28, Awards and Decorations Program; AFMAN 36-2806, Awards and Memorialization Program; Local Installation Writing Guide</td>
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<td>Airmen Support &amp; Response Actions: TR: DAFI 91-204, Safety Investigations &amp; Reports; AFMAN 10-206, Operational Reporting; DAFI 51-201, Administration of Military Justice</td>
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<td>Weighted Airman Promotion System (WAPS): TR: DAFI 36-2502, Airman Promotion/Demotion Programs; DAFMAN 36-2664, Personnel Assessment Programs</td>
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<td>Decorations: TR: DAFMAN 36-2806, Awards and Memorialization Program; DAFPD 36-28, Awards and Decorations Programs</td>
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<td>Supervisor Administrative Actions: TR: DAFI 33-337, Tongue and Quill; DAFI 36-2907, Adverse Administrative Actions</td>
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