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		
Name of Trainee:		
Printed Name (Last, First, Middle)	**Initials (Written)**	**SSAN (last 4)**
Printed Names and Written Initials of Training and Certifying Officials		
Name / Initial	*Name / Initial*	
Name / Initial	*Name / Initial*	
Name / Initial	*Name / Initial*	

Feedback is welcomed and encouraged:

To provide feedback regarding this JQS please visit this link or scan the QR Code above from your device.

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

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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**					
7.1	Develop continuous evaluation procedures and battle rhythm					
7.2	Explain Wing Inspector General (IG) playbook/schedule					
8	**Leave: TR: DAFI 36-3003, Military Leave Program, Local Policy**					
8.1	Understand leave policy					
8.2	Explain Use or Lose leave					
8.3	Understand Emergency leave					
8.4	Understand Regular/Special Passes (authorized absence from duty)					
9	**Awards: TR: AFMAN 36-2806 Awards and Memorialization Program; DAFPD 36-28, Awards Program**					
9.1	Understand award schedule and implement recognition plan					
9.2	Murder Boards/Grading Packages					
10	**Assignments: TR: DAFI 36-2110, Total Force Assignments, AFI 40-701, Medical Support to Family Member Relocation & 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**					
10.1	Understand Command sponsorship					
10.2	Explain the Exceptional Family Member Program (EFMP)					
10.3	Define Expedited Transfers					
10.4	Identify members for Developmental Special Duty (DSD) consideration					
10.5	Explain Retraining Process					
10.6	Explain Report Not Later Than Date (RNLTD)/Report Not Earlier Than Date (RNETD) change requests					
10.7	Explain Time on Station (TOS) requirements for PCS eligibility					
10.8	Explain special assignments EFMP/Humanitarian Assignments requirements					
10.9	Understand Projected Departure Date (PDD) & Port Call Date					
10.10	Explain Base of Preference (BOP) requirements					
10.11	Understand Join Spouse Codes					
10.12	Understand Personnel Processing Codes (PPC)					
10.13	Understand PALACE CHASE/FRONT Programs					
10.14	Understand the Air Force Enlisted Classification Directory (AFECD)					
11	**Budget: TR: DAFI 64-117, Government Purchase Card Program; AFI 65-601 v1, Budget Guidance and Procedures**					
11.1	Explain How to purchase basic needs for your section (Office Supplies, Tools, Cold Weather gear)					
11.2	Prepare budget recommendations/requests for consideration					
11.3	Forecast, Price, and Budget necessary Temporary Duties (TDYs) for section					
12	**Roles and Responsibilities: TR: AFI 38-101, Manpower & Organization, Then Enlisted Force Structure "The Brown Book"; AFI 36-2113, The First Sergeant; DAFI 36-2670, Total Force Development**					
12.1	Understand Career Field Manager (CFM)/Functional Assignment Manager (FAM)/MAJCOM Functional Manager (MFM) functions/responsibilities					
12.2	Understand 1st Sergeant Roles & Responsibilities					
12.3	Understand the Enlisted Development Team (EDT) process					
13	**Resources & Programs: TR: AFI 44-172, Mental Health; AFI 51-304, Legal Assistance, Notary, Preventive Law, & 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; AFI 36-7001 Diversity & Inclusion**					
13.1	Explain the Unite Program (https://www.acc.af.mil/About-Us/The-Bridge/UNITE-PROGRAM/#:~:text=The%20Unite%20program%20empowers%20unit,members%20are%20authorize%20Unite%20funds)					
13.2	Explain Fraud, Waste, and Abuse (FWA) Program					
13.3	Understand the Drug Demand Reduction (DDR) Program					
13.4	Understand Suicide Prevention Program and resources					
13.5	Promote Mental Health and what options are available for members					
13.6	Understand Legal Assistance Program- What services are available to members					
13.7	Understand Development Advisor (DA) Roles & Responsibilities					
13.8	Understand Enlisted Professional Military Education (EPME) eligibility					
13.9	Assist subordinates with navigating Defense Travel System (DTS) and routing procedures (POCs)					
13.10	Demonstrate understanding of the Air Force Sponsor program					
13.11	Explain unconscious bias and develop course of action for potential barriers in workcenter					

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