

**AFSC 16R4, Staff**  
**AFSC 16R3, Qualified**  
**AFSC 16R1, Entry**

## **PLANNING AND PROGRAMMING**

**1. Specialty Summary.** Develops and writes Air Force, joint services, and combined plans, programs, and policies (numbered Air Force and above). Services multi-functional areas of responsibilities to satisfy mission objectives and does not include duties involving a single functional area such as logistics, operations, finance, and so forth. Related DoD Occupational Group: 220700.

**2. Duties and Responsibilities:**

2.1. Develops and writes Air Force, joint services, and combined plans. Executes planning process based on defense guidance, and HQ USAF, major command, or joint services organization policies, directives, and procedures. Develops assumptions upon which the planning process is constrained. Develops plans that are responsive to Air Force doctrine and war-fighting capability. Coordinates plans between staff agencies to ensure a coherent planning effort.

2.2. Programs resource allocation according to the Planning, Programming, and Budgeting System. Executes programming actions based on guidance provided from major commands, joint activities, or Department of Defense. Analyzes impact of programming decisions on war-fighting capabilities. Coordinates programming actions to facilitate issue resolution and ensure timely completion.

**3. Specialty Qualifications:**

3.1. Knowledge. Knowledge is mandatory of Air Force, joint services, or combined plan development for the planning, programming, and budgeting system, and planning or programming in multi-functional areas.

3.2. Education. For entry into this specialty, an advanced degree is desirable in management, business administration, international affairs, or political science.

3.3. Training. Not used.

3.4. Experience. For award of AFSC 16R3, a minimum of 12 months of experience is mandatory in functions of this specialty.

3.5. Other.

3.5.1. Specialty requires routine access to Tier 5 (T5) information, systems or similar classified environments. For award and retention of AFSCs 16RX, completion of a current T5 Investigation IAW DoDM 5200.02\_AFMAN 16-1405, *Air Force Personnel Security Program*.

**NOTE:** Award of the entry level without a completed T5 Investigation is authorized provided an interim Top Secret security clearance has been granted according to DoDM 5200.02\_AFMAN 16 -1405.