Air Force Job Qualification Standard (AFJQS)
Resource Management (3F1X1)

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1. PURPOSE.   This AFJQS standardizes Resource Management on-the-job training (OJT). This document identifies the duties and tasks required to attain duty-position qualification. Please use this document to plan and record all duty-position related training and as a basis for preparing a Master Task List (MTL). Training managers, supervisors, trainers, trainees, and other functions use this AFJQS to plan, conduct, and document OJT. This AFJQS will remain in effect until superseded or rescinded.

2.   TASK QUALIFICATION. Personnel assigned to perform Resource Management duties are trained and qualified to the "Go" level. "Go" means the individual can perform the task without assistance and meets local requirements for accuracy, timeliness, and correct use of procedures. "Go" level equates to 3c in the proficiency code key for Craftsman (7-level) and 2b for Journeyman (5-level). This AFJQS pertains to all organizations that earn positions such as Resource Management Flight Chief, NCOIC, Technician, and Food Service Accountant.

4.   TRAINING DOCUMENTATION AND TRAINER/CERTIFIER IDENTIFICATION.
Document training required by this AFJQS in accordance with AFI 36-2670, *Total Force Development*. Documentation will be maintained in the member's OJT record. Trainer and trainees will use this AFJQS in conjunction with the 3F1X1 Career Field Education and Training Plan (CFETP). Use the AF Form 797, *Job Qualification Standard Continuation,* for additional/locally required tasks.

5. This AFJQS has been coordinated with all applicable CFMs. Overall POC for this AFJQS is HAF/A1S, DSN 260-1266, usaf.pentagon.af-a1.mbx.af-a1s-workflow@mail.mil.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

MESHELLE I. DYER, CMSgt, USAF
Services Career Field Manager

Attachment:
Air Force Job Qualification Standard

PART II. AFJQS RESOURCE MANAGEMENT TASK LIST						
Task Number	Tasks, Knowledge and Technical References	Critical Task	Start Date	Complete Date	Trainee Initials	Trainer Initials
1	**Financial Planning** **TR: AFI 65-601 V1, AFMAN 34-204, 34-209, 65-106, 23-122**					
1.1	Author 1-Year Financial & Strategic Plan					
1.2	Author 5-Year Financial & Strategic Plan					
1.3	Develop Services Equipment Replacement Plan					
1.4	Establish Facility Improvement Requirements					
1.5	Perform Equipment Custodian Responsibilities					
2	**Financial Management** **TR: AFI 65-106, AFMAN 34-209, 34-201, 34-214**					
2.1	Apply Budgeting Concepts					
2.2	Prepare APF Execution Plans					
2.3	Prepare NAF Execution Plans					
2.4	Identify Unfunded Requirements					
2.5	Identify DoD Fiscal Year Milestones					
3	**Financial Management Systems** **TR: FMBOK; Initial RA Training, DEAMS Local Business Rules, DEAMS Outreach Portal; FMSuite User Guide** **https://fmsuite.af.mil/login;jsessionid=02A0212A67163CCA107EA999A5E8DB23?0**					
3.1	Utilize Defense Enterprise Acquisitions Management System (DEAMS)	♦				
3.1.1	Prepare AF Form 9 (PR)	♦				
3.1.2	Prepare AF Form 4009 (GPC)	♦				
3.1.3	Prepare AF Form 406 (MORD)	♦				
3.1.4	Prepare DD Form 448/DD Form 448-2 (MIPR)	♦				
3.1.5	Prepare Journal Voucher (JV)	♦				
3.1.6	Prepare SF 1081	♦				
3.2.	Utilize Financial Management Suite (FMSUITE)	♦				
3.2.1	Construct Detailed Budget Requests (DBR)	♦				
3.2.2	Execute Upward Obligation Allocation (UOA)	♦				
3.2.3	Execute DAR-Q/Open Documents	♦				
3.2.4	Identify Manager's Internal Control Principles (MICP)	♦				
3.3	Utilize Wide Area Workflow (WAWF)	♦				
3.3.1	Classify Acceptance of Invoices	♦				
3.4	Utilize PowerBI Data Analytic Tool	♦				
3.4.1	Utilize Status of Funds (SOF) Report					
3.5	Utilize Defense Travel System					
3.5.1	Identify Approving Official Responsibilities					
3.5.2	Identify Card Holder Responsibilities					
3.5.3	Utilize Budgeting Tools					
3.5.4	Reconcile Open Travel Documents (Travel ODL)					

No.	Task					
3.6	Establish CitiManager Account					
3.6.1	Identify In-processing Steps					
3.6.2	Conduct Spending Limit Increase					
3.6.3	Determine Mission Critical Tasks					
3.6.4	Prepare Reports					
3.7	Utilize Trackerlite					
3.7.1	Utilize Transportation Accounting Codes (TAC)					
4	**Food Service Accountant** **TR: AFI 25-101, AFMAN 34-240, Food 2.0 Handbook, FAR, DFARS, AFFARS MP 5346.103, 5301.602-2(d)**					
4.1	Apply Accounting Procedures	♦				
4.1.1	Define Automated Facilities					
4.1.2	Define Non-automated Facilities					
4.1.3	Identify Food 2.0 Requirements					
4.1.4	Identify Legacy Requirements					
4.2	Prepare Automated Reports					
4.2.1	Prepare Menu Mix Report					
4.2.2	Prepare Actual/Theoretical Cost					
4.2.3	Prepare Cash Sales Summary					
4.3	Execute Manual Reporting	♦				
4.3.1	Prepare AF Form 1254, *Register of Cash Collection Sheet*	♦				
4.3.2	Prepare AF Form 79, *Headcount Record*	♦				
4.3.3	Prepare AF Form 1119-1, *Field Feeding Monthly Monetary Report*	♦				
4.3.4	Prepare DD Form 1131, *Cash Collection Voucher*	♦				
4.4	Complete Essential Station Messing (ESM) Maintenance	♦				
4.4.1	Prepare ESM monthly report	♦				
4.4.2	Validate ESM Members Eligibility	♦				
4.4.3	Reconcile ESM Report	♦				
4.5	Manage War Reserve Material (WRM)					
4.5.1	Manage Meals Ready-to-Eat (MRE)					
4.5.1.1	Execute Proper MRE Storage	♦				
4.5.1.2	Execute MRE Rotation	♦				
4.5.1.3	Complete MRE Accountability					
4.6	Prepare AF Form 3516, *Food Service Inventory Transfer Receipt*	♦				
4.7	Prepare AF Form 28, *War Reserve Material (WRM) Ration Report*	♦				
4.8	Execute Field Feeding Accounting Procedures	♦				
5	**Private Organizations** **TR: AFI 34-223**					
5.1	Execute Private Organization Requirements					
5.2	Identify Unofficial Activity Requirements					
5.3	Understand Fundraising Limitations					
6	**Training Courses**					

6.1	Customer Experience Training ◊ *Force Support Learning Management System CBT*					
6.2	NAF Internal Controls ◊ *Force Support Learning Management System CBT*					
6.3	Customer Service for Supervisors and Managers ◊ *Force Support Learning Management System CBT*					
6.4	NAF Financial Management ◊ *Force Support Learning Management System CBT*					
6.5	Contracting Officer Representative Refresher ◊ *Force Support Learning Management System CBT*					
6.6	Dram Shop Theory ◊ *Force Support Learning Management System CBT*					
6.7	Resource Protection, Anti-Robbery and Bomb Threat Training ◊ *Force Support Learning Management System CBT*					