

Armed Forces Radio and Television Service (AFRTS)

SECTION A: GENERAL

1. This Air Force Job Qualification Standard (AFJQS) standardizes on-the-job training for Airmen assigned to broadcast operations positions within the Armed Forces Radio and Television Service (AFRTS). This document identifies the majority of duties and tasks required to attain qualification. Use this document to plan and record all duty-position related training, and as a basis for preparing a Master Task Listing (MTL) for each functional area. The AFJQS is used by unit training managers, supervisors, trainers, trainees, and other training functions to plan, conduct, and document OJT.
2. Personnel assigned to AFRTS duty positions are trained and qualified to the GO/NO GO level. Go means the individual can perform the task without assistance and meets local requirements for accuracy, timeliness, and correct use of procedures. AF job qualification standards pertain to all organizations that support AFRTS unit task codes (UTCs).
3. Maintain this AFJQS according to AFI 36-2201, volumes 1-6, and AFI 36-2233. Urgent changes are disseminated via message. Enter additional local tasks in the blank areas on the AFJQS or add forms. Submit recommended AFJQS improvements or corrections to SAF/PARF.
4. Review AF e-Publishing, the official source site for Air Force administrative publications and forms (<http://www.e-publishing.af.mil/>), to identify available training materials. Use this AFJQS in conjunction with other applicable JQSs or the Career Field Education and Training Plan (CFETP) and locally assigned tasks to identify work center duty positions. Also, use this AFJQS along with other applicable JQSs and the CFETP to evaluate newly assigned personnel and identify individual training requirements.
5. Tasks listed on the AFJQS were selected according to the Instructional System Development (ISD) process and are the minimum, mandatory AF training requirements. The "X" code in the Core Task column of the AF Form 797 indicates the individual must be trained and certified on that particular task. The "X\*" code identifies tasks that may not be common to all equipment or functions; however, the task must be trained if it is assigned to the individual's duty position. The "—" code indicates training on this task is a local determination while ensuring 100 percent task coverage within the work center. Trainees must accurately perform each assigned task unassisted according to training references (TR) before being certified.

## SECTION B: DOCUMENTATION

1. AFJQS/CFETP tasks are compiled in an automated training management system, such as the Integrated Maintenance Data System (IMDS) Training Business Area (TBA) if available. The system must contain each AFJQS/CFETP title line with appropriate AFJQS/CFETP numbers, titles, and dates. Listed below are AFJQS/CFETP and automated documentation requirements. The alphanumeric AFJQS number is converted to a decimal number for use in IMDS TBA. Alphanumeric numbers were converted by retaining the 200-series number and changing the alpha character to the corresponding number, for instance, -200B becomes -200.2 and -201LB becomes -201.12.2.

a. Load applicable tasks in the automated training system or identify training requirements by circling the task numbers on each individual's AFJQS/CFETP.

b. If task statements contain more than one noun or action verb that precludes certification on the entire task, load/circle the noun or verb to indicate the individual is being trained only on that portion of the task.

c. When training is started on a task, enter the start date in the appropriate place. When training is complete, document training and task certification according to local certification procedures.

2. Use the identification blocks below when the trainer is other than the trainee's immediate supervisor.

TRAINEE'S NAME:	INITIALS:
TRAINER'S NAME, INITIALS, DATE:	
TRAINER'S NAME, INITIALS, DATE:	
TRAINER'S NAME, INITIALS, DATE:	
TRAINER'S NAME, INITIALS, DATE:	

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Director of Public Affairs

### Attachments:

1. AF Form 797
2. Package Information/Instructions

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS						
TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	CORE TASK	CERTIFICATION				
		START DATE	COMPLETEDATE	TRAINEE'SINITIALS	TRAINER'SINITIALS	CERTIFYING OFFICIAL'S INITIALS
1.1. ARMED FORCES RADIO AND TELEVISION SERVICE						
1.1.1. MISSION AND RESPONSIBILITIES						
1.1.1.1 Understand Public Affairs Core competencies. TR: 3N052 CDC Vol 1, pg 1-6 -- 1-8						
1.1.1.2. Understand Public Affairs and Broadcasting Roles and Mission. TR: DoD 5120.20-R, Ch 1; 3N052 CDC Vol 1 pg. 1-8 - 1-11, 1-12 - 1-14.						
1.1.1.3. Understand AFRTS real-world crisis operations plan. TR: DoD 5120.20-R Ch 8; DMA-SA OI 80-01, Ch 6						
1.1.1.4. Understand AFRTS program materials rights and responsibilities. TR: DoD 5120.20-R, Ch 4						
1.1.1.5. Understand the Air Force AFRTS affiliate correspondence policy. TR: DoD 5120.20-R, Ch 3						
1.1.1.6. Understand the process for requesting new AFRTS service. TR: DoD 5120.20-R, Ch 10, AP1, AP2						
1.2.1. AIR FORCE AFRTS AFFILIATE OPERATIONS						
1.2.1.1. Write scripts for broadcast products. TR: 3N052 CDC Vol 1 pg. 5-1 - 5-27						
1.2.1.2. Host a live radio show. TR: 3N052 CDC Vol 2 pg. 1-1 - 1-14; DMA-SA AF-AFRTS Radio Show Philosophy/Standard						

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