

SERVICES MISSILE CHEF

AFSC 3M0X1



Basic



Senior



Master

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AIR FORCE JOB QUALIFICATION STANDARD

SERVICES MISSILE CHEF

AFSC 3M0X1

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**AF Job Qualification Standard
AFSC 3M0X1
SERVICES MISSILE CHEF**

SECTION A -- GENERAL INFORMATION

1. Purpose. This Air Force Job Qualification Standard (AFJQS) standardizes Services Missile Chef on-the-job training (OJT). This document identifies the duties and tasks required to attain qualification in a Missile Alert Facility (MAF). 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. Training managers, supervisors, trainers, trainees, and other functions use this AFJQS to plan, conduct, and document OJT.

2. Qualification Standards. Personnel assigned to perform missile chef 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. (**Note:** “Go” level equates to 3c in the proficiency code key). AF Job Qualification Standards pertain to all organizations that support missile chef positions.

3. General Management.

A. This AFJQS will be maintained in the member’s OJT record while performing duties as a missile chef.

B. Trainer and trainees will use this AFJQS in conjunction with the 3M0X1 Career Field Education and Training Plan (CFETP). The CFETP outlines all upgrade training requirements that are required, to include core tasks.

C. Use the AF Form 797, Job Qualification Standard Continuation for additional/locally required tasks specific to duty positions within a MAF. Documentation is accomplished IAW AFI 36-2201, *Air Force Training Program*.

SECTION B -- MISSILE CHEF PROGRESSION AND INFORMATION

4. Position Descriptions. AFGSCI 10-1214, Chapter 2 details all of the duties and responsibilities for those assigned to MAF operations. The following are a few of those positions and their responsibilities.

4.1. Operation Group/Group Chef Superintendent. The Group Chef Superintendent is responsible to the OG/CC for MAF management issues. They will also develop a program to ensure standardized MAF Food Service management within the group to include MAF Chef task requirements listed in this AFJQS, the Command JQS (CJQS), and CFETP.

4.2. Squadron Chef NCOIC. Responsible for the MAF Chefs’ performance. The NCOIC ensures assigned personnel maintain required proficiency by implementing training programs established by the Group Chef Superintendent. They maintain all squadron chef training records and ensure supervisors and trainers document OJT records IAW AFI 36-2201 Chapter 6.

4.3. MAF Chef OJT Instructor. Instructors must meet trainer requirements as outlined in AFI 36-2201, Chapter 6, prior to performing unsupervised instructor duties. Instructors provide initial qualification, recurring and remedial training of management tasks. They also conduct instructor qualification. The instructor will conduct MAF Chef training using this AFJQS and applicable lesson plans. They ensure personnel are trained on required tasks before performing unsupervised duties and sign off on all tasks in trainee’s AFJQS upon completion of training.

4.4. OSS Chef Trainer. The OSS Chef Trainer establishes an initial training program for MAF Chef tasks. They also manage the remedial training program providing specific task training for unqualified or poor evaluation results, deficiencies discovered through the training program, or areas identified by the Squadron Chef NCOIC.

4.5. MAF Chefs. Maintains required proficiency IAW OJT records.

5. Progression.

3M0X1 CAREER PATH - Missile Chef	
	New Accesssions (Tech-Training Graduate)
Day 1-45	Orientation/Initial Training
45 Days - 12 months	Missile Chef Certification Training/CDCs
12-24 months	30 days SVS Core Familiarization (Fitness, Lodging, or Readiness)
AEF Cycle	Home Station Readiness Training
AEF Cycle	Force Support Combat Training
24-36 months	Rotate to FSS or within OG
	Amn-SSgt
Day 1-45	Orientation/Initial Training
45 Days - 12 months	AFSVA Food Ops/AETC Shiftleader Course
12-24 months	30 days SVS Core Familiarization (Fitness, Lodging, or Readiness)
AEF Cycle	Home Station Readiness Training
AEF Cycle	Force Support Combat Training
24-36 months	Rotate to FSS or within OG

SECTION C – ADDITIONAL TRAINING REQUIREMENTS

6. Nuclear Surety Training. IAW AFI 91-101, *Air Force Nuclear Weapons Surety Program*, personnel involved with nuclear weapons, nuclear weapons systems, and radioactive materials are responsible for nuclear surety training. Individuals receive initial nuclear surety training prior to performing duties with nuclear weapons, nuclear weapons systems, or certified critical components, perform nuclear-related duties, or control entry into no-lone zones. Individuals will receive refresher training no later than the end of the 15th month following initial nuclear surety training and every 15 months thereafter.

Refer to AFI 91-101, section 2.17 for specific training topics. Document training on AF Form 1098.

7. Home Station Readiness Training (HSRT). HSRT will be conducted IAW AFI 10-214, *Air Force Prime RIBS Program*. HSRT will be coordinated and conducted with the host base.

8. Other Requirements. MAF Chefs are also required to complete food handlers training (i.e. ServSafe), Self Aid and Buddy Care (SABC) and CPR training. Document training on AF Form 1098.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

DARRELL D. JONES
Lieutenant General, USAF
DCS/Manpower, Personnel, and Services

SECTION D – AFJQS

1. Implementation. This task list will be used for OJT training provided by trainers and supervisors to personnel assigned to MAFs.

2. Purpose. This AFJQS:

2.1. Identifies job performance requirements. Column 1 (Task, Knowledge, and Technical Reference) lists the tasks, knowledge, and technical references (TR) necessary for airmen to perform duties.

2.2. Provides certification for OJT. Column 2 is used to record start and completion dates of task and knowledge training requirements. Column 3 is used for trainee and trainer initials. Use the automated training management system, Air Force Training Record (AFTR), to document technical qualifications.

This Block Is For Identification Purposes Only.		
Name Of Trainee:		
Printed Name (Last, First, Middle Initial)	Initials (Written)	SSN (Last four)
Printed Name Of Trainer, Certifying Official And Written Initials		
N/I	N/I	
N/I	N/I	
N/I	N/I	

Services Missile Chef Job Qualification Standard (JQS)

1. Tasks, Knowledge and Technical References	2. Dates		3. Certification for OJT	
	Start	Complete	Trainee	Trainer

1. MAF Specific Responsibilities TR: AFGSCI 10-1214				
1.1 Dispatch requirements				
1.2 Perform MAF entry procedures				
1.3 Identify MAF duress procedures				
1.4 Identify MAF bomb threat procedures				
1.5 Operate below ground jack box/VHF radios (if applicable)				
1.6 Identify MAF escort requirements				
1.7 Operate LCC elevator				
1.8 Operate tunnel junction/LCEB blast door				
1.9 Perform Post Brief				
2. MAF Emergency Responsibilities TR: AFGSCI 10-1214				
2.1 Perform Emergency Response Support Actions TR: AFMAN 32-4004, Emergency Response Operations; AFD10-8, Homeland Security				
2.2 Use safety equipment applicable to emergency response actions				
2.3 Perform Fire Prevention Procedures TR: AFI 91-302, 32-2001				
3. MAF Kitchen Operations TR: AFI 34-239, AFMAN 34-240; USDA Food Code				
3.1 Menus				
3.2 Display menu items/prices for guests				
3.3 Customer eligibility				
3.4 Thaw meats TR: USDA Food Code				
3.5 Date/Time Labeling Guidelines TR: USDA Food Code				
3.6 Report hazards using USAF Hazard Reporting on AF form 457				
4. MAF Accounting TR: AFI 34-239; AFMAN 34-240, Food Service Accountant's Guide; Air Force Recipe System; Dining Facility & Flight Kitchen Manager's Handbook; HQ AFSVA CoP; CFS Handbook; AFGSCI 10-1214				
4.1 Manual Forms & Reports				
4.1.1 AF Form 27, Food Service Customer Survey (or equivalent)				
4.1.2 AF Form 79, Head Count Record				
4.1.3 AF Form 1305, Receipt for Transfer of Cash and Vouchers				
4.1.4 AFGSC Form 1650a, Ala Carte System Daily Dining Facility Summary				

Services Missile Chef Job Qualification Standard (JQS)

1. Tasks, Knowledge and Technical References	2. Dates		3. Certification for OJT	
	Start	Complete	Trainee	Trainer
4.2 Conduct self-inspection				
4.3 Complete change over checklist				
5. Squadron Chef NCOIC TR: AFGSCI 10-1214				
5.1 Staff orientation				
5.2 Attend Public Health Food Supervisors Safety Course				
5.3 Conduct monthly MAF visit				
5.4 Prepare MAF visit report for Chef Superintendent				
5.5 Review chef paperwork for accuracy				
5.6 AF Form 1119, Monthly Monetary Record				
5.7 AF Form 1254, Register of Cash Collection Sheets				
5.8 Conduct No-Notice Inspections				
5.9 Certify/Re-Certify Chefs				
5.10 Identify Dispatch Requirements				
5.11 Complete AFGSC Form 245, Authenticator Assignment/Entry Authorization Request/Record				
5.12 Complete AFGSC Form 246, Multiple Dispatch/Pre-Dispatch/ Approved Dispatch Notification				
6. Chef Trainer (Squadron or Group) TR: AFGSCI 10-1214				
6.1 Conduct MAF qualification training				
6.2 Conduct remedial training				
6.3 Conduct ancillary training				
6.4 Conduct recurring training				
6.5 Maintain training tracking system				
6.6 Develop training objectives/lesson plans for MAF tasks				
6.7 Develop/distribute AF Form 797s				
7. Evaluations TR: AFGSCI 10-1214				
7.1 Conduct personnel proficiency evaluations				
7.2 Conduct trainer proficiency evaluations				
7.3 Prepare evaluation documentation and procedural deviation letters (PDL)				
7.4 Unqualified (UQ) boards				
8. Protection of Assets TR: AFGSCI 34-2; AFI 34-201, 34-202, 34-204, 34-209, 34-246, 65-106; AFMAN 23-110 and 34-214; AFGSCI 10-1214				
8.1 Perform Change Fund Procedures TR: AFI 34-202; AFMAN 34-212				
8.2 Perform Anti-Robbery Procedures TR: AFI 34-202, AFMAN 34-212				

Services Missile Chef Job Qualification Standard (JQS)

1. Tasks, Knowledge and Technical References	2. Dates		3. Certification for OJT	
	Start	Complete	Trainee	Trainer

8.3 Conduct inventory using AFGSC Form 16, Missile Alert Facility Kitchens (Shift Stock) Control Record (automated)				
8.4 AF Form 3516, Food Service Inventory Transfer Receipt				
9. Security TR: AFI 34-202, AFI 31-101 V1, AFMAN 34-212				
9.1 Security Procedures				