

Air Force Job Qualification Standard (AFJQS)
Community Programming & Recreation (3F1X1)

ACCESSIBILITY: Publications and forms are available on the e-publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

1. **PURPOSE.** This AFJQS standardizes Community Programming & Recreation (CP&R) 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 This AFJQS will remain in effect until superseded or rescinded.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 CP&R 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 CP&R positions. For information on the use of APF personnel Nonappropriated Fund Category C activities refer to AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Other Nonappropriated Fund Instrumentalities (NAFIS)*.

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. CP&R guidance and position descriptions are outlined in the CP&R Handbook on the Air Force Services Center portal.

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

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

Attachment:
Air Force Job Qualification Standard

PART II. AFJQS COMMUNITY PROGRAMMING & RECREATION TASK LIST

Task Number	Tasks, Knowledge and Technical References	Critical Task	Start Date	Complete Date	Trainee Initials	Trainer Initials
1	Strategic Capital Improvement Planning TR: AFI 34-101, AFI 32-1022, 34-205, 65-106, AFMAN 34-204, 34-209, 34-201, 34-214					
1.1	Identify Strategic Planning					
1.2	Explain Facility Improvement Requirements (i.e. Amortizing)					
1.3	Describe Fund Sources for Nonappropriated Funds Projects					
1.4	Develop Financial Goals & Objectives					
2	Financial Management TR: AFI 65-106, AFMAN 34-209, 34-201, 34-214					
2.1	Define Appropriated Funds	♦				
2.2	Define Nonappropriated Funds					
2.3	Identify Categories of Funding	♦				
2.4	Define FSS Budgeting Concepts	♦				
2.4.1	Prepare an Income & Expense Budget					
2.4.2	Define GLACs & Cost Centers					
2.4.3	Perform Nonappropriated Fund Transfer Between Cost Centers					
2.4.4	Understand SAIS Overview					
2.4.5	Comprehend NIAD Overview					
2.4.6	Explain MWR Fund Overview					
3	Contracts TR: AFI 64-301 AFMAN 64-302, IBPS Manual					
3.1	Identify Types of Contracts	♦				
3.1.1	Describe Functions of a Contract	♦				
3.2	Define & Prepare Purchase Request	♦				
3.3	Submit a Purchase Request by Utilizing Internet Base Purchasing System (IBPS)					
3.4	Prepare Statement of Work	♦				
4	Protection of Assets TR: AFI 34-201, 34-202, 34-209, AFMAN 23-110, 34-204, 34-209, 34-212					
4.1	Define Internal Control Principles	♦				
4.2	Identify Corrective Actions	♦				
4.3	Comprehend Cash Register/Point of Sales	♦				
4.4	Inventory Maintenance					
5	Marketing TR: AFI 65-106, AFMAN 34-101, 34-201, 64-302					
5.1	Identify Marketing Concepts	♦				
5.1.1	Explain Marketing Planning					
5.1.2	Coordinate Multimedia Publicity Support					
5.1.3	Create Signs & Flyers					
5.1.4	Develop & Execute a Marketing Strategy					
6	Programming & Event Planning TR: AFI 34-101, AFD 34-1, Force Support Activity Standards, R4R Guide					

6.1	Define & Execute Event Planning Objectives for Large Scale Base Events	◆				
6.2	Identify & Execute Event Planning & Programming Objectives for Small Scale Base Events					
6.3	Describe & Execute Event Planning Process	◆				
6.4	Describe Event Planning Steps	◆				
6.5	Define Program Categories & Funding					
6.6	Describe Annual Program Requirements					
6.7	Develop After-Action Reports	◆				
6.8	Execute Community Center Core Programming & Base Wide Events (i.e. Performing Arts, Family Skills, Recreation & Leisure & Personal & Development)					
6.9	Author Monthly Activity Calendar					
6.10	Identify Recharge for Resiliency (R4R) programming					
7	Lounge & Resale Operations TR: AFI 34-101, 34-219					
7.1	Identify Roles, Responsibilities & General Requirements	◆				
7.2	Describe Dram Shop & Theory of Legal Liability	◆				
7.3	Define Drunk & Drugged Driving Program & Bystander Intervention					
7.4	Describe Alcohol De-glamorization Program					
7.5	Identify Purchasing Alcoholic Beverages for Resale Process	◆				
7.6	Perform Resale Operations	◆				
8	Information, Tickets & Travel (ITT) Program TR: AFI 34-101					
8.1	Identify General Trip Programming Information					
8.2	Determine Pricing Procedures					
9	Outdoor Recreation TR: AFI 34-101, AFMAN 48-114					
9.1	Identify Processes for Trips Planning					
9.1.1	Know Procedures for Trip Safety					
9.2	Plan & Execute Trips					
9.3	Operate Resale & Rental Systems					
9.4	Observe Pool Safety & Health Risk					
9.5	Execute Pool Programming					
10	Training Courses					
10.1	Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) course ◆ <i>Locally developed training</i>					
10.2	Initial Customer Service Training ◆ <i>Locally developed course</i>					
10.3	Customer Service Refresher Training ◆ <i>Force Support Learning Management System CBT</i>					
10.4	NAF Internal Controls ◆ <i>Force Support Learning Management System CBT</i>					
10.5	Special Events Program Planning ◆ <i>Force Support Learning Management System CBT</i>					

10.6	NAF Financial Management 101 ◇ <i>Force Support Learning Management System CBT</i>					
10.7	Dram Shop Theory ◇ <i>Force Support Learning Management System CBT</i>					
10.8	Community Programming & Recreation course ◇ <i>Air Force Services Center (AFSVC) course</i>					
10.9	Civilian Supervisor Course ◇ <i>Locally developed training</i> *For supervisors of GS employees					
10.10	NAF Human Resources Course ◇ <i>Air Force Services Center (AFSVC) course</i> *For supervisors of NAF personnel					