

DEPARTMENT OF THE AIR FORCE
Headquarters, United States Air Force
Washington, DC 20330-1030

Air Force Job Qualification Standard
3F1X1 Resource Management
2 April 2026

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

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

RELEASABILITY: There are no releasability restrictions on this publication.

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 This AFJQS will remain in effect until superseded or rescinded.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 Section Chief, NCOIC, Technician, and Food Service Accountant.

3. **TRAINING DOCUMENTATION AND TRAINER/CERTIFIER IDENTIFICATION.** Document training required by this AFJQS in accordance with DAFMAN 36-2689, *Training Program*. 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 DAF Form 797, *Job Qualification Standard Continuation*, for additional/locally required tasks.

4. 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

BOBBY D. DRAYTON, CMSgt, USAF
Services, Protocol and M&FRC NCO
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: DAFI 65-601 V1, AFI 65-601 V2, AFMAN 34-209, AFI 65-106, AFI 65-107, DAFMAN 34-119					
1.1	Understand and be able to advise leadership on 1-Year Financial & Strategic Plan					
1.2	Understand and be able to advise leadership on 5-Year Financial & Strategic Plan					
1.3	Review the Services Equipment Replacement Plan and be able to advise leadership on cycle					
1.4	Understand local Facility Improvement process and be able to advise leadership on requirements					
1.5	Perform Equipment Custodian Responsibilities					
2	Financial Management TR: DAFI 65-601 V1, AFI 65-601 V2, AFI 65-106, AFMAN 34-209, AFMAN 34-201, DAFMAN 65-604					
2.1	Describe Budgeting Concepts					
2.1.1	Describe the Federal Budget System					
2.1.1.1	Describe Formulation Phase					
2.1.1.2	Describe Congressional Phase					
2.1.1.3	Describe Execution Phase					
2.1.2	Comprehend & Execute PPBE Process (Planning, Programming, Budgeting and Execution)					
2.2	APF Financial Planning					
2.2.1	Prepare APF Execution Plans					
2.2.2	Prepare APF Spend Plans					
2.3	NAF Financial Planning					
2.3.1	Prepare NAF Execution Plans					
2.3.2	Prepare NAF Spend Plans					
2.4	Identify Unfunded Requirements					
2.5	Identify DoD Fiscal Year Milestones					
3	Financial Management Systems TR: Initial RA Training, DEAMS Local Business Rules, DEAMS Outreach Portal https://usaf.dps.mil/sites/10194/sitepages/home.aspx; FMSuite User Guide https://fmsuite.cce.af.mil					
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	Describe Manager's Internal Control Program (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)					
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, DAFMAN 34-131, DAF Accountant 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, <i>Register of Cash Collection Sheet</i>	◆				
4.3.2	Prepare AF Form 79, <i>Headcount Record</i>	◆				
4.3.3	Prepare AF Form 1119-1, <i>Field Feeding Monthly Monetary Report</i>	◆				
4.3.4	Prepare DD Form 1131, <i>Cash Collection Voucher</i>	◆				
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, <i>Food Service Inventory Transfer Receipt</i>	◆				
4.7	Prepare AF Form 28, <i>War Reserve Material (WRM) Ration Report</i>	◆				
4.8	Execute Field Feeding Accounting Procedures	◆				
5	Private Organizations TR: DAFI 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 ◇ <i>AFSVC Genius CBT</i>					
6.2	NAF Internal Controls ◇ <i>AFSVC Genius CBT</i>					
6.3	Customer Service for Supervisors and Managers ◇ <i>AFSVC Genius CBT</i>					
6.4	NAF Financial Management ◇ <i>AFSVC Genius CBT</i>					
6.5	Contracting Officer Representative Refresher ◇ <i>AFSVC Genius CBT</i>					
6.6	Dram Shop Theory ◇ <i>AFSVC Genius CBT</i>					
6.7	Resource Protection, Anti-Robbery and Bomb Threat Training ◇ <i>AFSVC Genius CBT</i>					
6.8	CLM 023 AbilityOne Contracting ◇ Defense Acquisition University CBT					
6.9	CLC 046 DoD Sustainable Procurement Program ◇ Defense Acquisition University CBT					
6.10	GSA Section 508 Training (Micro-Purchases & Section 508 Requirements) ◇ Defense Acquisition University CBT					
6.11	ACQ 0030: Overview of Acquisition Ethics ◇ Defense Acquisition University CBT					
6.12	CLG 0010: DoD Government-wide Commercial Purchase Card Overview ◇ Defense Acquisition University CBT					
6.13	FAC 889: Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment ◇ Defense Acquisition University CBT					

6.14	DEAMS Basic Introduction Course ◊MyLearning CBT					
6.15	DEAMS Budget Analyst Resource Advisor ◊MyLearning CBT					
6.16	Basic Fiscal Law ◊MyLearning CBT					
6.17	Money as a Weapons System ◊MyLearning CBT					
6.18	Commanders' Resource Integration System ◊MyLearning CBT					
6.19	FOB105 - FM Body of Knowledge ◊MyLearning CBT					
6.20	FDTA Debt Management Monitor ◊TRAX CBT					
6.21	FDTA Lines of Accounting/Budgets ◊TRAX CBT					
6.22	AO/RO: The DTS Approval Process ◊TRAX CBT					
6.23	DTS Basic ◊TRAX CBT					
6.24	DTS 101: DTS Basic DTS Travel Documents ◊TRAX CBT					
6.25	TDY Travel Policies 101: Programs & Policies ◊TRAX CBT					
6.26	DTA Maintenance Tool ◊TRAX CBT					
6.27	DTA Reports ◊TRAX CBT					