

Air Force Job Qualification Standard (AFJQS)  
Protocol  
Special Duty Identifier (SDI) (8A300)

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1. **PURPOSE.** This AFJQS identifies tasks and duty requirements for individuals performing duties with the Protocol Special Duty Identifier (SDI). It provides the minimum training requirement and standardizes on-the-job training (OJT) tasks necessary to successfully manage Air Force Protocol program. This AFJQS serves as a roadmap to develop the Master Training Plan (MTP). This AFJQS will remain in effect until superseded or rescinded.
2. **TASK QUALIFICATION.** Personnel will be qualified to the GO/NO GO standard on this AFJQS. GO means the individual can perform the task without assistance utilizing appropriate instructions or other procedural guidance. Go also means trainee meets local requirements for accuracy and timeliness.
3. **ADDITIONAL DUTY or TASK.** If personnel are assigned an additional duty or task not listed in this AFJQS, the supervisor will develop an AF IMT 797, *Job Qualification Standard Continuation/Command JQS*. The supervisor/trainer will then develop a plan for the member to receive training and become duty position qualified.
4. **TRAINING DOCUMENTATION AND TRAINER/CERTIFIER IDENTIFICATION.** Document training required by this AFJQS in accordance with AFI 36-2670, *Total Force Development*. This AFJQS is approved for use in automated training management system, such as the Integrated Maintenance Database System (IMDS), Training Business Area (TBA), Air Force Training Record (AFTR), Total Force Training Record (TFTR) and myLearning.
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](mailto:usaf.pentagon.af-a1.mbx.af-a1s-workflow@mail.mil).

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

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Protocol Career Field Manager

PART II. AFJQS PROTOCOL TASK LIST					
Task Number	Tasks, Knowledge and Technical References	Start Date	CERTIFICATION		
			Complete Date	Trainee Initials	Trainer Initials
<b>1</b>	<b>PROTOCOL PROGRAM OVERVIEW</b> <b>TR: AFI 34-1201; AFPAM 34-1202; AFECDDSDI 8A300 Protocol; and Local Guidelines</b>				
1.1	Complete Air University MFSS200 Air Force Protocol Fundamentals Course at Maxwell, AFB AL ◇ <i>Schedule through MAJCOM Protocol</i>				
1.2	Comprehend governing Air Force Instructions: AFI 34-1201 and AFPAM 34-1202				
1.3	Describe and understand Protocol Officer Responsibilities				
1.4	Knowledge of local guidelines that affect Protocol Office operations				
<b>2</b>	<b>FLAGS AND PLATES</b> <b>TR: U.S. Code: Title 4; AFI 34-1201; and AFPAM 34-1202</b>				
2.1	Demonstrate and understand US Flag positions and manner of display in conjunction with precedence of other flags on display				
2.2	Knowledge of distinction and use of departmental, organizational, and positional flags				
2.3	Understand use of vehicle plates, protocol, and distinctions				
2.4	Understand purchase or acquirement process for flags, poles and accessories in proper sizes				
<b>3</b>	<b>FUNDING</b> <b>TR: AFI 34-1201; AFMAN 34-1202; AFI 65-603; DoDI 7250.13; DoD 5500.7R; AFMAN 34-201; D3.4.2.v1</b>				
3.1	Understand Operations & Maintenance (O&M) funds and use of Government Purchase Card (GPC)				
3.2	Understand Special Morale & Welfare (SM&W) funds for events, personnel authorized to use funds, and how to distribute funds				
3.3	Understand Official Representation Funds (ORF) program management, request/reconciliation process, authorized uses, and qualifying personnel/ratios				
3.4	Understand Personal Funds handling responsibilities and stewardship, when no Operations and Maintenance and Official Representation Funds are available				
3.4.1	Collect and account for personal funds				
3.4.2	Add new 3.4.2. "Understand limits of ability of DAF employees to obligate US Government in contracts and agreements (e.g., hotel, catering)				
3.5	Coordinate review with Financial Management and legal for fund availability and usage of ORF and SM&W funds				
<b>4</b>	<b>GIFTS AND MEMENTOS</b> <b>TR: AFI34-1201; AFI 65-603; AFI 34-201; AFI 51-506; 10 U.S.C. 2601(g); DoD 5500.7-R, 5 U.S.C. § 2601 (General gift funds) and 2608 (Acceptance</b>				

	<i>of contributions for defense programs, projects, and activities); 5 U.S.C. § 7342 (Receipt and disposition of foreign gifts and decorations).</i>				
4.1	Understand ORF gift locker management, eligible recipients, and maximum spend limits				
4.2	Define value limitations of receiving gifts from DoD employees, Foreign governments, and outside sources				
4.2.1	Know how to research gift cost, obtain legal review and disposition procedures				
4.3	Explain source of purchase (Operations and Maintenance and Official Representation Funds or personal funds), spending limits and occasions				
4.4	Explain Inventory Management; presenting and receiving mementos and gifts				
<b>5</b>	<b>TRANSPORTATION</b> <b>TR: AFI 34-1201; AFPAM 34-1202; AFI 24-301; AFI 24-302</b>				
5.1	Coordinate ground transportation: U-Drive-It (UDI) vehicles and surrey/bus				
5.1.1	Describe vehicle inspections and positioning				
5.2	Explain Military Airlift (Mil Air) categories, service codes, and DV codes				
5.3	Understand Base Operations policies and procedures for receiving and sending DV flights Understand limits of vehicle usage by Permanent Party and TDY Party personnel, Domicile-to-Duty transportation, and use of rental vehicles				
5.4	Explain flight line logistics: access, safety, DV lounge, and red carpet				
5.4.1	Explain Transient Alert (TA)/aircraft parking				
5.4.2	Explain greeting and departure party requirements				
5.4.3	Coordinate luggage detail (if applicable)				
<b>6</b>	<b>TITLES, FORMS OF ADDRESS AND MILITARY ABBREVIATIONS</b> <b>TR: AFI 34-1201</b>				
6.1	Understand Distinguished Visitor (DV) Codes				
6.2	Know military rank abbreviations				
6.3	Locate forms of address for officials, executives, ambassadors, legislators, state government officials and academia				
6.4	Research rank equivalency and abbreviations for foreign DVs and align with U.S. counterparts				
6.5	Explain non-DoD forms of address (e.g. Senators, Governors, Mayors)				
<b>7</b>	<b>PRECEDENCE</b> <b>TR: U.S. Order of Precedence; DoD Order of Precedence Memorandum; USAF Precedence List; AFI 34-1201</b>				
7.1	Interpret U.S. precedence list with elected and appointed senior U.S. officials				
7.2	Comprehend DoD positional and organizational precedence and obtain rosters				
7.3	Understand foreign precedence and obtain rosters from U.S. Department of State				

7.4	Prioritize personnel from multiple levels and precedence lists into one precedence list for a specific event				
7.4.1	Provide seating guidance based on precedence and situational adjustments				
<b>8</b>	<b>CUSTOMS AND COURTESIES</b> <b>TR: AFI 34-1201 and AFI 1-1</b>				
8.1	Understand when salutes are appropriate for both indoor and outdoor occasions				
8.2	Know marks of respect, customs and traditions of Department of Air Force				
8.3	Explain proper terms of address for U.S. and foreign personnel				
8.4	Make proper introductions				
<b>9</b>	<b>FORMS OF DRESS</b> <b>TR: AFI 34-1201; DAFI 36-2903</b>				
9.1	Advise and guide personnel regarding proper military uniforms appropriate for different events/occasions				
9.2	Advise and guide personnel regarding proper civilian attire, comparable to military equivalent appropriate for different events/occasions				
<b>10</b>	<b>ADMINISTRATION</b> <b>TR: AFI 34-1201; AFI 33-322; AFPAM 34-1202; AFH 33-337</b>				
10.1	Prepare support coordination requests for logistical support [e.g. Honor Guard, Band, lodging, transportation, flight line, baggage detail, escorts, security, communication, public affairs, and Entry Access Lists (EAL)]				
10.2	Prepare support products (e.g. welcome letter, table tents, name tags, menu cards, diagrams, seat charts, envelopes, memorandums, and labels)				
10.3	Prepare invitations, programs, scripts and event briefs				
10.4	Prepare professional, pointed, and effective email communications for dissemination to senior leaders				
10.5	Knowledge and file management of historical documents, continuity and After Action Reports (AAR) on Share drives, SharePoint, and Electronic Records Management drive				
10.6	Prepare accurate financial accountability forms, pro-rata sheets for events when personal money is collected and pay vendors on behalf of guests				
10.7	Assemble event coordination product and brief senior leaders on visits, events, and ceremony details and their roles				
<b>11</b>	<b>DISTINGUISHED VISITOR (DV)</b> <b>TR: AFI 34-1201; AFPAM 34-1202</b>				
11.1	Explain DV notification requests, DV Codes, forms and local guidance				
11.2	Develop detailed DV visit working plan containing information needed to execute visit including a contingency plan				
11.3	Develop an itinerary to meet the intent of both DV and Commander; include time consideration for transportation, movement, and transitions; list names				

	of personnel involved (e.g. greeters, escorts and briefers)				
11.4	Coordinate detailed itinerary, scheduling every movement, outline meal plans, and coordinate with agencies				
	Research proper marks of respect, customs of visiting foreign personnel				
11.5	Coordinate personal security detail with Security Forces and/or Office of Special Investigation (OSI) (if applicable)				
11.6	Execute visit plans, make real-time adjustments, interact with DVs and local senior leaders to ensure visit success				
<b>12</b>	<b>CONFERENCES</b> <b>TR: AFI 34-1201</b>				
12.1	Explain and identify Protocol role in guest management and logistics versus Project/Action Officer role developing content/briefing material/schedule				
12.2	Coordinate long-range planning details; site survey and contract, catering contract, transportation reservations, registration process, and lodging room block				
12.3	Manage a detailed database or spreadsheet to include details such as names, RSVP data and meal selections				
12.4	Coordinate short-range planning details; transportation and parking plans, seating charts and products, guest reception, and itinerary				
<b>13</b>	<b>MILITARY CEREMONIES</b> <b>TR: AFI 34-1201; AFI 36-3203; AFI 51-509; AFI 24-301; AFPAM 34-1202; AFMAN 36-2203; AFMAN 36-2806</b>				
13.1	Explain how officiating official or host makes key ceremony decisions and how rank or position can dictate the level of protocol, support and honors				
13.2	Understand how to plan and execute individual or personal ceremonies (e.g. Retirement, Promotion, Awards, Medals, Oath of Office, and Reenlistment)				
13.3	Understand how to plan and execute organizational ceremonies (e.g. Change of Command, Activation, Deactivation, Awards, Groundbreaking, Ribbon Cutting, and Graduations)				
13.4	Familiarization with invitations, physical and electronic ( <a href="https://einvitations.afit.edu">https://einvitations.afit.edu</a> )				
13.5	Communicate, coordinate and organize people, resources and information to effectively brief senior leaders				
<b>14</b>	<b>SOCIAL FUNCTIONS</b> <b>TR: DoDI 1315.09; AFI 34-1201; AFPAM 34-1202</b>				
14.1	Plan full details, both long and short range, for official engagements hosted by senior officials (e.g. dinners, luncheons, receptions, and socials)				
14.2	Provide limited advice and guidance for volunteers who plan unofficial events (e.g. holiday parties, meals at host home, when no DVs attend, etc.)				

14.3	Explain Enlisted Aides role and coordination (if applicable)				
14.4	Explain limits on ability of Executive Enlisted Aides with the conduct of Qualifying Representational Events Officers and Protocol personnel to assist				