



Air Force Job Qualification Standard (AFJQS)
Special Tactics Materiel Management
(2S0X1)

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.

OPR: HAF/A4LR
Certified by: CMSgt Amy E. Moore, HAF/A4LR
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1. PURPOSE. This AFJQS identifies tasks and duty requirements for individuals performing Materiel Management duties within a Special Tactics unit. This AFJQS will be available on the Air Force e-Publishing Site and eventually be migrated into Air Force My Training. This must be used to develop the Master Training Plan (MTP) for Special Tactics Materiel Managers and any Individual Training Records (ITR). This AFJQS will remain in effect until superseded or rescinded.

2. TASK QUALIFICATION. Personnel will be qualified to the GO/NO GO standard for all tasks listed in this AFJQS. GO means the individual can perform/identify the task, without assistance, utilizing appropriate instructions, training references, or other procedural guidance. If the required training listed in Part II of this AFJQS is provided, a supervisor/trainer from the 2S0 functionality will complete the trainer's block to document training completion.

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 their trainees to receive training and become duty position qualified.

4. TRAINING DOCUMENTATION AND TRAINER/CERTIFIER IDENTIFICATION. Document training required by this AFJQS in accordance with DAFMAN 36-2689, *Training Program*. For civilian personnel, document training on Supervisor-Employee-Brief-971.

5. This AFJQS has been coordinated with all applicable CFMs. Overall POC for this AFJQS is HAF/A4LR, DSN 223-5021, AF.A4LR.Workflow@us.af.mil.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

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Materiel Management Career Field Manager

Attachment
Air Force Job Qualification Standard

PART I. AFJQS SPECIAL TACTICS MATERIEL MANAGEMENT TASK LIST							
			CERTIFICATION				
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	START DATE	COMPLETE DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS (IF REQUIRED)
	1	MANAGE USSOCOM EQUIPMENT (Training Reference: AFSOC/A4RM SOCOM DEFENSE PROPERTY ACCOUNTABILITY SYSTEM (DPAS) TRAINING SLIDES/USSOCOM DIRECTIVE 700-2/DODI 5000.64_DAFI23-111)					
	1.1	SOCOM DPAS					
	1.1.1	Complete DPAS Training and Access					
	1.1.2	Pull Asset Inquiry					
	1.1.3	Receive Equipment					
	1.1.4	Return Equipment					
	1.1.5	Update Date-of-Last-Inventory					
	1.1.6	Transfer Equipment					
	1.1.7	Attach Key Supporting Documents					
	1.1.8	SOCOM Property Accountability Training i.e. Block III					
	1.1.9	Inventory Adjustment (Add, Change, Delete)					
	1.2	ROLES AND RESPONSIBILITIES					
	1.2.1	Accountable Property Officer (APO)					
	1.2.2	Accountable Property System of Record Administrator (APSR ADMIN)					
	1.2.3	Property Custodian (PC)					

	1.3	PUBLICATIONS AND FORMS					
	1.3.1	DoDI 5000.64_DAFI23-111					
	1.3.2	USSOCOM D 700-2					
	2	SPECIAL OPERATIONS FORCES EQUIPMENT ADVANCED REQUIREMENTS (SPEAR) (Training Reference: SPEAR BUSINESS RULES/SPEAR USERS MANUAL)					
	2.1	VIRTUAL WAREHOUSE					
	2.1.1	Accessing the Warehouse					
	2.1.2	Virtual Warehouse: Transferring Equipment /Disposal/RTS					
	2.1.3	Virtual Warehouse: Transfer Review Page					
	2.1.4	Virtual Warehouse: Manually Adding (FOB)					
	2.1.5	Virtual Warehouse: Viewing Transfer History					
	2.1.6	Virtual Warehouse: Inventory Record					
	2.1.7	Processing Disposals/Turn-In					
	2.1.8	Clothing Records					
	2.1.9	Catalog/Requisitioning					
	2.1.10	Create Requisition					
	2.2	RECEIPT MANAGEMENT					
	2.2.1.	Search for Requisition					
	2.2.2	Receive Shipped Requisition					
	2.2.3	Delivered, Awaiting Receipt Confirmation Status					
	2.2.4	Issuing Requisitions/Receipt Status					
	2.3	ISSUE REVIEW PAGE					
	2.3.1	Issue/Cancel Items					

	2.4	EQUIPMENT TRANSFER APPROVAL					
	2.4.1	Accept/Disapprove Transfer					
	2.5	SPEAR REPORTS					
	2.5.1	Manage 30/60/90 Day Reports					
	2.5.2	Manage Quarterly Validation					
	2.5.3	Manage Turn-in Directives (Program Manager Office (PMO) Report)					
	2.5.4	Activity Register Report					
	2.5.5	Authority Listing Report					
	2.5.6	Backorder Listing Report					
	2.5.7	Clothing Records Requiring Digital Signature Report					
	2.5.8	Commodity Report					
	2.5.9	Consumable Demand History Report					
	2.5.10	Consumable Inventory Report					
	2.5.11	Delinquent Requisition Report					
	2.5.12	Disposal Report					
	2.5.13	Equipment Issued Report					
	2.5.14	Equipment on Order Report					
	2.5.15	Fielding Report					
	2.5.16	Found on Base (FOB)					
	2.5.17	Bundle Content Report					
	2.5.18	Non-Destructive Inspection (NDI) Reports					
	2.5.19	Service Member Requisition Extract Report					
	2.5.20	Sizing Data Report					
	2.5.21	SPEAR Person Sizes					

	2.5.22	Total for Sustainment Report					
	2.5.23	Unit Readiness Report					
	2.5.24	Unit Readiness Report - Administrator					
	2.6	UNIT MANAGED EQUIPMENT (UME)					
	2.6.1	ADMIN UME MODULE					
	2.6.1.1	Adding Equipment List to UME (Admin) - If Given Access					
	2.6.1.2	Editing UME Information (Admin) - If Given Access					
	2.6.1.3	Adding UME - If Given Access					
	2.6.1.4	UME Virtual Warehouse - Transfer History - If Given Access					
	2.6.1.5	Virtual Warehouse - Transfer UME - If Given Access					
	2.6.2	UME REPORTS					
	2.6.2.1	Unit Managed Equipment Disposal Report - If Given Access					
	2.6.2.2	Unit Managed Equipment Report - If Given Access					
	2.7	SERIALIZATION					
	2.7.1	Capture All Serialized Assets					
	2.8	SCANNERS					
	2.8.1	Programming Scanners					
	2.8.2	Missing/Unreadable Serial Numbers					
	2.9	COMPONENT MANAGEMENT – PERSON SIZES					
	2.9.1	Adding a Service Member					
	2.9.2	Sizes and Overrides					
	2.9.3	Service Member's (SM) Profile					

	2.10	COMPONENT MANAGEMENT – PERSON MEASUREMENT					
	2.10.1	Accessing Person Measurement					
	2.10.2	Updating a Service Member's Measurements					
	2.11	PERSON TRANSFER					
	2.11.1	Transferring a Service Member					
	2.11.2	Accepting/Declining a Service Member Transfer					
	2.12	PUBLICATIONS AND FORMS					
	2.12.1	SPEAR Business Rules					
	2.13	TROUBLE TICKET					
	2.13.1	Submitting a Ticket					
	2.13.2	Viewing Submitted Tickets					
	2.13.3	Trouble Ticket Report - SPEAR Ticket Processor Only					
	2.14	RETURN TO SOFSA					
	2.14.1	Initiating a Return to Special Operations Forces Support Activity (SOFSA) - Virtual Warehouse Managers					
	2.14.2	SOFSA User Accepting an RTS Discrepancy					
	2.15	SERVICE MEMBER LOOK UP					
	2.15.1	Finding a Service Member					
	2.15.2	Inventory Adjustment Approval - If Given Access					
	2.15.3	Clothing Record Adjustment Approval - If Given Access					

	3	USSOCOM FINANCIAL LIABILITY INVESTIGATIONS OF PROPERTY LOSS (FLIPL) (Training Reference: USSOCOM DIRECTIVE 700-24/DOD 7000.14-R)					
	3.1	ROLES AND RESPONSIBILITIES					
	3.1.1	HQ AFSOC/A4RM Role					
	3.1.2	Wing FLIPL Program Manager					
	3.1.3	Financial Liability Officer					
	3.1.4	Responsible Officer					

	3.1.5	Approving Authority					
	3.1.6	Appointing Authority					
	3.2	PUBLICATIONS AND FORMS					
	3.2.1	USSOCOM D 700-24					
	3.2.2	DoD 7000.14-r					
	3.2.3	DD Form 200					
	3.2.4	DD Form 200 Processing Time Segments					
	3.2.5	FLIPL Sharepoint					
	4	JOINT OPERATING STOCKS (JOS) (Training Reference: USSOCOM DIRECTIVE 700-6					
	4.1	ROLES AND RESPONSIBILITIES					
	4.1.1	Purpose of JOS					
	4.1.2	APSR Accountability					
	4.1.3	Property Custodian Role					
	4.2	JOS LIFE CYCLE					
	4.2.1	Requesting JOS Loan					
	4.2.2	JOS Timeline					
	4.2.3	Loan Extensions					
	4.2.4	Disposition					
	4.3	PUBLICATIONS AND FORMS					
	4.3.1	USSOCOM D 700-6					