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# Occupational Survey of the Medical Materiel Career Ladder 915X0

By

Joseph E. Morsh  
Wayne B. Archer  
Harry M. Kudrick

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PERSONNEL RESEARCH LABORATORY  
AEROSPACE MEDICAL DIVISION  
AIR FORCE SYSTEMS COMMAND  
Lackland Air Force Base, Texas



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September 1967

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## FOREWORD

This report demonstrates how the electronic computer can be used to make comprehensive and detailed occupational information available to using agencies. The survey reported was one of several conducted by Lifson, Wilson, Ferguson, and Winick, Inc., Dallas, Texas, under Contract No. AF 41(609)-3049.

The computer programs for analyzing the job inventory data were designed by Dr. Raymond E. Christal and were written by Computer Sciences Corporation, Houston, Texas, under Contracts No. AF 41(609)-1982 and AF 41(609)-2387. Sgt S. B. Boyce assisted in preparing control cards for the programs and A1C P. B. Aitken-Cade prepared the tables used in the explanatory text.

The research was carried out under Project 7734, Development of Methods for Describing, Evaluating, and Structuring Air Force Jobs - Task 773401, Development of Methods for Collecting, Analyzing, and Reporting Information Describing Air Force Specialties.

Because volume reproduction of this report is not feasible, distribution is made on a loan basis to qualified users upon request to Personnel Research Laboratory (PROI).

This technical report has been reviewed and is approved.

James H. Ritter, Colonel USAF  
Commander

J. W. Bowles  
Technical Director

#### ABSTRACT

A job inventory covering four specialties in the Medical Materiel Career Ladder, and consisting of 409 tasks grouped under 17 duty categories was administered to 1033 airmen in 17 major air commands. Incumbents of all skill levels completed a background information section and rated on a 7-point scale, the relative time spent on tasks. The airmen also indicated on a 7-point scale how they learned to do the tasks performed, whether from school training or work experience. Job descriptions are presented for 9 groups selected according to background information variables. Included are 4 specialty groups, and 5 groups with differing lengths of military service. Duty and task descriptions are presented for the Medical Materiel Ladder total sample, for 8 major job type clusters, for 2 job type sub-clusters, and for 37 significant job types identified by the automated job clustering program.

A group overlap matrix shows the similarity of groups in terms of time spent on tasks. Summary tables indicate the percentage of members in each group who perform each task. Group difference descriptions are given for selected groups. Distributions of background variables for the total sample, for the four specialty groups, and for eight major job clusters are also shown. A table indicating how tasks were learned is reported for 5-skill level airmen who attended the basic medical materiel course and for those who did not attend the course. In Appendix 1 responses to items in the background information section are presented for every case in the survey. The inventory of duties and tasks used in the survey is included in Appendix 2.

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OCCUPATIONAL SURVEY  
OF THE  
MEDICAL MATERIEL CAREER LADDER  
915XO

I. INTRODUCTION

An occupational survey of the Medical Materiel Career Ladder was conducted during September 1966, by Lifson, Wilson, Ferguson, and Winick, Inc., under a contract monitored by Personnel Research Laboratory. The survey instrument was a job inventory consisting of a background information section and 409 task statements grouped under 17 duty categories.

In completing the inventory, each incumbent supplied identification and biographical data and checked the tasks which were part of his regular job. He then rated the tasks he had checked on two 7-point scales. The first of the scales showed relative time spent on each task compared with other tasks performed. The ratings ranged from 1 (very much below average time), through 4 (about average), to 7 (very much above average time) spent on a task. The second rating scale indicated how the incumbent learned to do the task. A rating of 1 indicated that a task had been learned all from school training, a rating of 2 showed that the task had been learned almost all from school training, and so on up to a rating of 7 which indicated that the task had been learned all from work experience.

II. JOB INVENTORY ADMINISTRATION

The inventory was administered by Test Control Officers in 17 major air commands as follows:

Command	91530	91550	91570	91590	DAFSC not rptd	TOTAL
AAC	2	18	3	1		24
ADC	16	47	28	2	2	95
AFCS	4	5	1	0		10
AFLC	2	12	6	1		21
AFSC	9	47	28	2	1	87
ATC	17	67	35	5	1	125
AU	1	8	2	1		12
CONAC	0	0	2	0		2
HQ COMD	1	5	3	0		9
HQ USAF	0	1	1	0		2
MAC	9	42	22	5		78
PACAF	6	39	14	3		62
SAC	24	121	47	6	4	202
TAC	20	78	78	7		143
USAF	1	3	2	1		7
USAFE	13	87	39	8	1	148
USAFSO	1	2	2	0		5
Not Rptd		1				1
<b>TOTAL</b>	<b>126</b>	<b>583</b>	<b>273</b>	<b>42</b>	<b>9</b>	<b>1033</b>

### III. DEVELOPMENT OF SPECIAL JOB DESCRIPTIONS

Each job inventory completed according to Air Force procedure is, in a sense, the description of an individual's job in that it specifies his work activities and shows how his time is distributed across the tasks listed. Thus each individual in an Air Force occupational survey generates a separate job description.

As a first step in the analysis, the computer converts each individual's relative time spent responses to percent time spent. All of an incumbent's time spent entries are summed. The total obtained is taken as constituting 100 percent of his time spent on the job. Each entry is then divided by the total, and the quotient is multiplied by 100 to give the percent time spent on each task. Any person performing one or more tasks in a duty is said to perform the duty. The percent time spent by an incumbent on each duty is obtained by summing the percentages for all his tasks in that duty.

The computer has been programmed to generate composite job descriptions, made up of tasks performed, for any group of incumbents defined in terms of background variables. In the printout, the tasks are listed in descending order of time spent on them. Job descriptions are also published which show descending order of time spent on duties.

For each group job description, the "percent time perfectly described," or fully accounted for, is computed separately for duties and tasks. These percentages show the extent to which the group job description covers the work of the average individual in the group.

Special group job descriptions were computed for 60 special groups but descriptions for only 9 of these, the 4 specialty groups and 5 groups identified by length of active federal military service, are included in the present report. However, all 60 special groups are included in the overlap matrix (See pages 455 and 464.) and 38 special groups appear in the summary tables which show the percentage of group members who perform each task. (See pages 474, 483, 492, 501, and 510.) The following list gives the title and N for all special groups for whom job descriptions were computed.

GROUP NUMBER	GROUP TITLE	N
SPL001	DAFSC 91530 Apprentice Medical Materiel Specialist	126
SPL002	DAFSC 91550 Medical Materiel Specialist	583
SPL003	DAFSC 91570 Medical Materiel Supervisor	273
SPL004	DAFSC 91590 Medical Materiel Superintendent	42
SPL005	Airmen with 1-12 months AFMS	86
SPL006	Airmen with 13-24 months AFMS	170
SPL007	Airmen with 25-48 months AFMS	212
SPL008	Airmen with 1-48 months AFMS (1st Enlistment)	468
SPL009	Airmen with 49-96 months AFMS (2d Enlistment)	111
SPL010	Airmen with 97-144 months AFMS	99
SPL011	Airmen with 145-192 months AFMS	162
SPL012	Airmen with 193-240 months AFMS	131
SPL013	Airmen with 241 or more months AFMS	58
SPL014	Airmen with 97 or more months AFMS (3d or Later Enlistment)	450
SPL015	91550's with Basic Medical Materiel Course	273
SPL016	91550's without Basic Medical Materiel Course	310
SPL017	91550's who had Directed Duty Assignment	292
SPL018	91550's who did not have Directed Duty Assignment	289
SPL019	All who checked "Warehouse" as a Major Work Area	324
SPL020	All who checked "Linen Control" as a Major Work Area	166
SPL021	All who checked "MEMO" as a Major Work Area	192
SPL022	All who checked "General Supervisory" as a Major Work Area	245
SPL023	"Document Control" but not "Inventory Control" as a Major Work Area	169
SPL024	"Inventory Control" but not "Document Control" as a Major Work Area	78
SPL025	Both "Document Control" and "Inventory Control" as Major Work Area	158
SPL026	Either "Document Control" or "Inventory Control" as Major Work Area	405
SPL027	All who checked "Local Purchase" as a Major Work Area	141
SPL028	91530's in Organization Serving Hospital with 50 Beds or Less	44
SPL029	91550's in Organization Serving Hospital with 50 Beds or Less	192
SPC030	91570's in Organization Serving Hospital with 50 Beds or Less	96

GROUP NUMBER	GROUP TITLE	N
SPC031	91530's in Organization Serving Hospital with 51-200 Beds	34
SPC032	91550's in Organization Serving Hospital with 51-200 Beds	185
SPC033	91570's in Organization Serving Hospital with 51-200 Beds	77
SPC034	91530's in Organization Serving Hospital with 201-500 Beds	26
SPC035	91550's in Organization Serving Hospital with 201-500 Beds	101
SPC036	91570's in Organization Serving Hospital with 201-500 Beds	48
SPC037	91530's in Organization Serving Hospital with 501 Beds or More	9
SPC038	91550's in Organization Serving Hospital with 501 Beds or More	26
SPC039	91570's in Organization Serving Hospital with 501 Beds or More	8
SPC040	91530's in Organization Not Serving a Hospital	11
SPC041	91550's in Organization Not Serving a Hospital	66
SPC042	91570's in Organization Not Serving a Hospital	42
SPC043	91530's Who Find Job Fairly Interesting or Above	73
SPC044	91550's Who Find Job Fairly Interesting or Above	394
SPC045	91570's Who Find Job Fairly Interesting or Above	230
SPC046	91530's Who Find Job So-So or Below	53
SPC047	91550's Who Find Job So-So or Below	188
SPC048	91570's Who Find Job So-So or Below	42
SPC049	91530's--Job Uses Talent/Training Quite Well or Above	35
SPC050	91550's--Job Uses Talent/Training Quite Well or Above	297
SPC051	91570's--Job Uses Talent/Training Quite Well or Above	216
SPC052	91530's--Job Uses Talent/Training Fairly Well or Below	91
SPC053	91550's--Job Uses Talent/Training Fairly Well or Below	284
SPC054	91570's--Job Uses Talent/Training Fairly Well or Below	57
SPC055	91530's with Job at Installation Inside CONUS	97
SPC056	91550's with Job at Installation Inside CONUS	391
SPC057	91570's with Job at Installation Inside CONUS	196
SPC058	91530's with Job at Installation Outside CONUS	26
SPC059	91550's with Job at Installation Outside CONUS	176
SPC060	91570's with Job at Installation Outside CONUS	67

#### IV. SPECIALTY GROUP JOB DESCRIPTIONS

On pages 2 through 46 appear the job descriptions for the four specialties included in the survey of the Medical Materiel Career Ladder.

GROUP NUMBER	DAFSC	SPECIALTY	N
SPC001	91530	Apprentice Medical Materiel Specialist	126
SPC002	91550	Medical Materiel Specialist	583
SPC003	91570	Medical Materiel Supervisor	273
SPC004	91590	Medical Materiel Superintendent	42
		DAFSC not reported	9
		Total	1033

Each job description reported consists of two parts. The first part is a job description in terms of duties performed by the particular group and the second is a job description based on tasks.

The duty job description printout contains the following information:

1. Number of cases surveyed - 1033
2. Number of tasks in the inventory - 409
3. Number of duties in the inventory - 17
4. Number of members in the group
5. Group identification - DAFSC 91530, etc.
6. Percent time on duties perfectly described
7. Percent time on tasks perfectly described

Duties are listed in descending order of time spent on them by members of each group as follows:

1. Percent of members of the group who perform each duty.
2. Average percent time spent on each duty by those members of the group who perform the duty.
3. Average percent time spent on each duty by all members of the group.
4. The cumulative average percent time spent on duties by all members of the group.

The task description printout contains the same preliminary information that appears in the duty job description. Tasks are listed in descending order of time spent on them by members of the group as follows:

1. Percent of members of the group who perform each task.
2. Average percent time spent on each task by those members of the group who perform the task.
3. Average percent time spent on each task by all members of the group. (This is essentially the group job description.)
4. The cumulative average percent time spent on tasks by all members of the group.

The table below summarizes for the four specialty groups the time perfectly described on tasks, that is, the average percent overlap of members with this group job description. This is a measure of group homogeneity. The larger this percentage, the more similar are the jobs of group members.

DAFSC	AV PERCENT OVERLAP	NO. OF TASKS ACCOUNTING FOR		
		50%	70%	100%
91530	23.13	53	116	191
91550	25.48	64	150	239
91570	35.77	110	210	298
91590	50.13	57	114	183

The table also shows the number of tasks accounting for 50 percent, 75 percent, 90 percent, and 100 percent of the work time of the various specialty groups. Thus, half of the work time of Apprentice Medical Materiel Specialists is spent on 53 tasks. All tasks in the inventory are performed by the Medical Materiel Supervisor group and all but two tasks are done by Medical Superintendents.

The following table presents a summary of the average percent time spent by the four specialty groups on each of the 17 duties in the inventory. The Apprentice Medical Materiel Specialists spend almost one third of their time on Duty E, Performing Warehouse Functions. They also spend considerable time (14.46%) on Duty I.

IV. SPECIALTY GROUP DESCRIPTIONS (Continued)

Maintaining linen supplies. The Medical Materiel Specialists spend about one fourth of their time on Duty E, Performing Warehouse Functions. The time of Medical Materiel Supervisors is distributed over all duties but about 30% is spent on two supervisory duties, Duty A, Planning and Organizing (15.50%), and Duty B, Directing and Implementing (14.15%). The time of Medical Materiel Superintendents is also spread over all duties but well over half of their time (63.84%) is spent on the four supervisory duties, Planning and Organizing (24.16%), Directing and Implementing (18.36%), Evaluating (14.61%), and Training (6.71%).

DUTY	AVERAGE PERCENT TIME SPENT		
	91530	91550	91570
A PLANNING AND ORGANIZING	3.66	6.33	15.50
B DIRECTING AND IMPLEMENTING	1.26	3.75	14.15
C EVALUATING	.30	1.07	6.77
D TRAINING	.36	1.49	5.82
E PERFORMING WAREHOUSE FUNCTIONS	31.17	24.52	7.49
F INSPECTING PROPERTY	1.97	2.49	4.04
G MAINTAINING WAR READINESS MATERIEL	1.43	2.04	3.99
H REPORTING AND DISPOSING OF MATERIEL	.51	.86	1.75
I MAINTAINING LINEN SUPPLIES	14.46	8.15	2.73
J INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	3.15	3.93	4.18
K PERFORMING INVENTORY CONTROL OF SUPPLIES	3.43	5.15	5.80
L SUPPORTING INVENTORY CONTROL OF SUPPLIES	4.34	5.15	4.20
M REQUISITIONING MATERIEL	5.08	5.24	3.41
N PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	9.89	10.06	3.12
O PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	5.71	5.97	8.72
P PERFORMING DOCUMENT CONTROL FUNCTIONS	7.61	9.00	4.91
Q PERFORMING LOCAL PURCHASE FUNCTIONS	5.65	4.75	3.35

Beginning on page 454 the group overlap matrix is presented which shows the amount of similarity of the four specialty groups and all the significant job types in terms of percent time spent on tasks.

Beginning on page 474 a group summary table shows the percentage of members in each specialty performing each task.

Beginning on page 564 group difference descriptions are shown for the following pairs of specialties: 91530 vs. 91550, 91550 vs. 91570, 91570 vs. 91590.

Beginning on page 753 the distribution of background variables for the four specialty groups are presented. The variables include grade, primary AFSC, major command, months in duty AFSC, months at present base, months in career field, months active federal military service, method of assignment, courses attended, major work areas where most time is spent, skills and knowledge necessary for job, are skills and knowledge required in medical supply the same as in medical equipment, does your organization operate by manual or mechanized item accounting, hours in week spent on major activities, courses taken, size of hospital served, average typing speed, reenlistment intention, interest in job, utilization of talents and training, hours in week spent working in specialty, hours in week spent in other specialties, hours in week spent in performing military or personal functions, level of education, job location.

V. AFMS GROUP JOB DESCRIPTIONS

On pages 48 through 102, job descriptions are presented for 5 groups with differing lengths of active federal military service (AFMS). The duty and task descriptions for each of these AFMS groups appear in the same format as that for the specialty job descriptions which was explained on page xi.

The table below summarizes for the 5 AFMS groups the time perfectly described on tasks, that is, the average percent overlap of members with their group job description. This is a measure of homogeneity. The larger this percentage, the more similar are the jobs of group members.

GROUP NUMBER	LENGTH OF ACTIVE FEDERAL MILITARY SERVICE (AFMS)	N	AVERAGE PERCENT OVERLAP	NO. OF TASKS ACCOUNTING FOR			
				50% of Time	75% of Time	90% of Time	100% of Time
SPC005	1 - 12 MOS AFMS	86	24.39	46	102	167	344
SPC006	13 - 24 MOS AFMS	170	27.10	64	129	206	394
SPC007	25 - 48 MOS AFMS	212	27.22	62	132	217	404
SPC009	49 - 96 MOS AFMS (Second Enlistment)	111	27.04	104	192	275	407
SPC014	97 or more MOS AFMS (Third Enlistment)	450	31.80	119	221	306	409

The table also shows the number of tasks accounting for 50 percent, 75 percent, 90 percent, and 100 percent of group work time. Low values in these columns indicate that group work time is concentrated on a few tasks. High values show that group work time is divided among a large number of tasks. In general, the longer a man is in service, the more tasks he performs. This is shown rather clearly by the number of tasks accounting for 90 percent of group work time. Thus, 167 tasks account for 90 percent of the work time of the group with 1 - 12 months AFMS, but progressively larger number of tasks account for 90 percent of the work time of more experienced groups.

Beginning on page 464 the group overlap matrix shows the degree of similarity among 56 special groups including 10 AFMS groups. The group summary table beginning on page 483 shows the percentage of AFMS group members who perform each task. The special groups are identified on pages ix and x.

VI. DEVELOPMENT OF JOB TYPE DESCRIPTIONS

In order to identify areas of specialization, an automated job clustering program was utilized to analyze the task data provided by the survey. The computer compared each individual with every other individual in the sample in terms of percent time spent on all tasks performed. The computer located the two persons with the most similar jobs and generated a single job description which accounts for their work time with the least error. In successive stages the computer added other incumbents to this group or formed new groups of incumbents based on the similarity of their jobs. This procedure was continued until all significant job types were identified and described. Task and duty job descriptions are published for each job type differentiated.

Beginning on page 103 descriptions are presented for the Medical Materiel Ladder total sample, for 8 major job type clusters, for 2 job type sub-clusters, and for 37 job types identified by the automated job clustering program.

	<u>Warehouse Job Types</u>	<u>N</u>
GPR171	Warehouse Inventory Specialist	28
GPR286	Warehouse Inventory NCO	30
GPR299	Warehouseman	104
GPR305	Warehouse Linen Control Specialist	27
GPR342	Warehouseman, Packing and Crating	5
GPR359	Receiving and Issue Clerk	13
GPR221	Issue and Delivery Clerk	9

	<u>Linen Control Job Types</u>	<u>N</u>
GPR113	Linen Control Specialist	50
GPR249	Linen Control and Local Purchase Clerk	5
GPR067	Linen Control Supervisor	20

<u>GROUP NUMBER</u>	<u>MAJOR JOB TYPE CLUSTER</u>	<u>N</u>
GPR001	Medical Materiel Ladder Total Sample	1033
GPR025	Warehouse	261
GPR032	Linen Control	81
GPR035	MEMO	118
GPR046	NCOICs	181
GPR041	Stock Records	246
GPR030	Local Purchase	50
GPR023	Document Control	24
GPR017	Machine Room	37

	<u>MEMO Job Types</u>	<u>N</u>
GPR346	MEMO Supervisor	40
GPR252	MEMO Specialist	34
GPR236	MEMO Clerk	18

	<u>NCOIC Job Types</u>	<u>N</u>
GPR230	NCOIC, Medical Materiel	121
GPR337	NCOIC, Medical Equipment Management	12
GPR220	NCOIC, Stock Records	7
GPR217	Management Inspector	6
GPR116	NCOIC, Management Analysis	5
GPR213	NCOIC, Warehouse	6

VI. DEVELOPMENT OF JOB TYPE DESCRIPTIONS (Continued)

<u>Stock Records Job Types</u>		N
GPR105	Stock Records Sub-Cluster I	
GPR264	Stock Records Specialist	66
GPR283	Stock Records Supervisor	54
GPR226	Requisitions Supervisor	6
GPR192	Transaction Register Clerk	6
GPR110	Stock Records Sub-Cluster II	
GPR357	Stock Records Clerk, Type I	34
GPR302	Transaction Cards Clerk	7
GPR268	Warehouse Document Control Clerk	8
GPR287	Single Manager, Inventory Control	12
GPR335	Inventory Control and Requisitioning Clerk	7
GPR122	Document Quality Control Clerk	5
<u>Local Purchase Job Types</u>		
GPR160	Local Purchase Specialist	29
GPR132	Local Purchase Document Control Clerk	5
GPR237	Local Purchase Clerk	8
<u>Document Control Job Types</u>		
GPR279	Document File Clerk	7
GPR271	Requisition File Clerk	7

Machine Room Job Types

	N	
GPR112	Stock Records Clerk, Type II	5
GPR272	Stock Records Clerk, Type III	5
GPR108	Key Punch Operator	6

The duty and task description for each of these job type groups appear in format similar to that for the specialty job descriptions which was explained on page xi. In addition to the information given for the specialty groups, the KPATH range is included in the job type descriptions. The range designation makes it possible, by referring to Appendix 1, to obtain background information about each member of any job type. The KPATH information includes biographical and identification data, present work assignment, courses attended, major work areas in which most time is spent, areas in which the individual has had six months' experience, skills and knowledge needed and desirable in work, hours per week in major activities, and organization and base or installation where the incumbent is stationed. The stage in the grouping process at which the job type was formed is also given, and this "stage number" is later used to identify the job type. For example, the heading lines of the Warehouse Inventory Specialist job description on page 195 shows that the group was formed at "Group Stage 171" in the program and the job type is identified as GPR171 in subsequent reports.

Medical Materiel job types with fewer than five members were not reported but were included with the ungrouped cases. Descriptions of the major job type clusters and sub-clusters, and the job types which comprise them have all been published so that the relationships existing among jobs in the entire career ladder may readily be discerned.

VI. DEVELOPMENT OF JOB TYPE DESCRIPTIONS (Continued)

Beginning on page 454 the group overlap matrix shows the degree of similarity among the four specialty groups, job types, job type sub-clusters, and major job type clusters, in terms of percent time spent on tasks.

Beginning on page 519, five group summary tables show the percentage of job type members who perform each task. The first of these tables, GRSUM 2, includes the major job type clusters and the total sample. GRSUM 3, page 528, covers the warehouse and linen control job types. GRSUM 4, page 537, reports MEMO and NCOIC job types. GRSUM 5, page 546, includes the stock records job types while GRSUM 6, page 555, covers the local purchase, document control, and machine room job types.

Beginning on page 710 group difference descriptions are given for four pairs of job types. Three of the difference descriptions make comparisons of MEMO job types while the fourth compares the two stock records job type sub-clusters.

TABLE	JOB TYPES	PAGE
GPDI4	GPR346 minus GPR252	710
GPDI5	GPR346 minus GPR236	720
GPDI6	GPR252 minus GPR236	729
GPDI18	GPR105 minus GPR110	739

These job type groups are identified on pages xiv and xv.

Beginning on page 768, table VRSNO 2 presents the distributions of background variables for the major job type clusters

and for the total sample. The variables include grade, duty AFSC, command, months in duty AFSC, months at present base, months in career field, months AFMS, method of assignment, courses attended, work areas where most time is spent, work areas where incumbent has had 6 months' experience, training in key punching, skills and knowledge necessary for job, skills and knowledge desirable, similarity of skills and knowledge required in medical supply, use of manual versus mechanized accounts, hours per week spent in various activities, high school courses taken, size of hospital served, average typing speed, reenlistment intent, degree of interest in job, utilization of talents and training, hours per week spent in specialty area in other specialty areas and in military and personal functions, education level, job location.

Beginning on page 818 KPATH printouts have been published for all airmen surveyed in the Medical Materiel career ladder. The cases are arranged so that the members of a particular job type can be identified by means of the KPATH range appearing in each job type description. The KPATH tables are as follows:

TABLE	INFORMATION	PAGE
KPATH1	Background Information I	818
KPATH2	Background Information II	839
KPATH3	Present Work Assignment (Job Title)	860
KPATH4	Courses attended and areas in which most time is spent	881
KPATH5	Areas in which 6 months' Experience, and Skills and Knowledge Used and Desirable	902
KPATH6	Hours per Week in Major Activities, and Courses Taken	923
KPATH7	Organization and Base or Installation	944

VII. JOB TYPE SUMMARIES

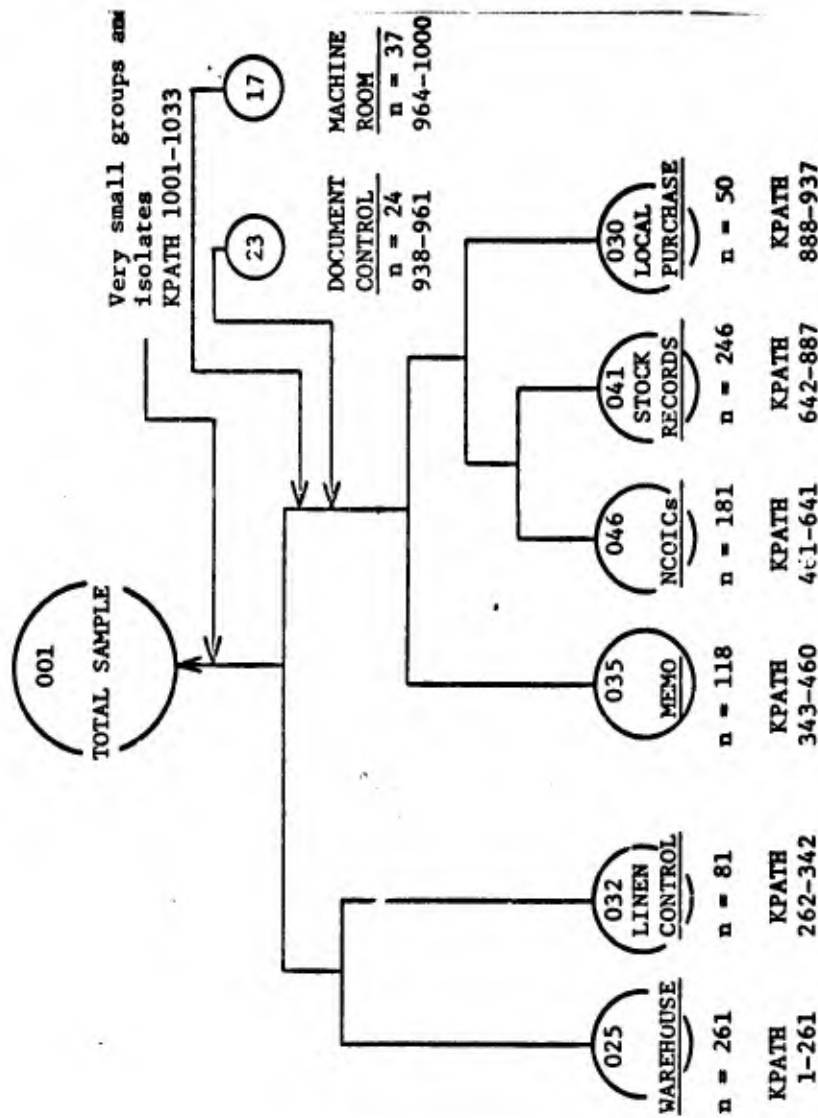
A. Total Sample

The composite job description for all surveyed incumbents, GPR001, is presented beginning on page 103. The diversity of job types within the sample is indicated by the fact that, of the 409 tasks in the inventory, no single task was checked by as many as 50% of the sample. The two tasks checked by the largest numbers of people were "Issue materiel to using activity" and "Unload incoming shipments," which were reported done by 49% and 45% of the survey sample, respectively. All other tasks were checked by fewer than 45% of the sample.

B. Major Job Type Clusters

1. Branch Diagram of Major Clusters. At a late stage in the clustering process, 97% of the surveyed incumbents (998 airmen) were grouped into eight major clusters, as shown in the diagram below. The remaining 3% (35 airmen) held unique jobs and did not fit into any cluster. Cluster titles are based on the job titles reported by group members or on the duties and tasks they perform. Branch lines in the diagram show the order of cluster mergings and thus provide information on the similarities of various clusters. For example, the Warehouse Cluster is shown to be more similar to Linen Control than to any other major cluster.

BRANCH DIAGRAM OF MAJOR JOB TYPE CLUSTERS



VII. JOB TYPE SUMMARIES (Continued)

B. Major Job Type Clusters (Continued)

2. Duty Comparisons of Major Job Type Clusters. The following table compares the eight major job type clusters in terms of per cent time spent on duties. Cell entries are from the third column of the duty description printouts, "Average percent time spent by all members." For simplicity, some related duties, such as the supervisory duties A, B, C, and D, are combined; the duty titles are given in shortened form; and the per cent time values are rounded to the nearest whole number. The highest time-spent values for each job type cluster are circled. The duty description table shows significantly different time-spent patterns for the eight major clusters.

Duty Description Table for Major Job Type Clusters  
Cell entries: Per cent time spent on duties

Duty	Job Type Cluster															
	Warehouse	Linen Control	MEMO	NCOICs	Stock Records	Local Purchase	Document Control	Machine Room	GPR: 025	032	035	046	041	030	023	017
ABCD	Supervisory Duties	8	12	23	56	15	17	8	6							
E	Warehouse	59	12	8	4	6	8	4	3							
F	Functions Inspecting Property	5	1	4	3	2	1	0	0							
G	WRM	4	0	1	6	2	0	0	0							
H	Disposing of Materiel	1	0	2	2	1	1	1	0							
I	Linen Control	6	59	2	1	2	1	0	1							
JKL	Inventory	8	5	8	15	25	14	18	18							
M	Control Duties	2	2	3	2	9	8	13	10							
N	Requisitioning Machine Room and Issuing	2	2	2	1	19	4	3	48							
O	MEMO	1	2	40	3	2	2	2	2							
P	Document Control	2	3	6	3	14	10	49	9							
Q	Local Purchase	3	3	1	3	4	34	2	3							
Total		101	101	100	99	101	100	100	100	100	100	100	100	100	100	100

VII. JOB TYPE SUMMARIES (Continued)

B. Major Job Type Clusters (Continued)

3. Task Comparisons of Major Job Type Clusters.  
 The table at the right compares the major job type clusters in terms of the percentages of members performing the major task of each cluster. In the computed task description for each cluster, the single task performed by the largest number of airmen was identified. The eight tasks thus selected are listed to the left of the table. Cell entries in the table are from the "percent of members performing" column of the job descriptions, and show the percentage of members in each cluster who perform each of the eight tasks. The highest value in each row is circled, to emphasize task differences among the major clusters.

C. Job Types

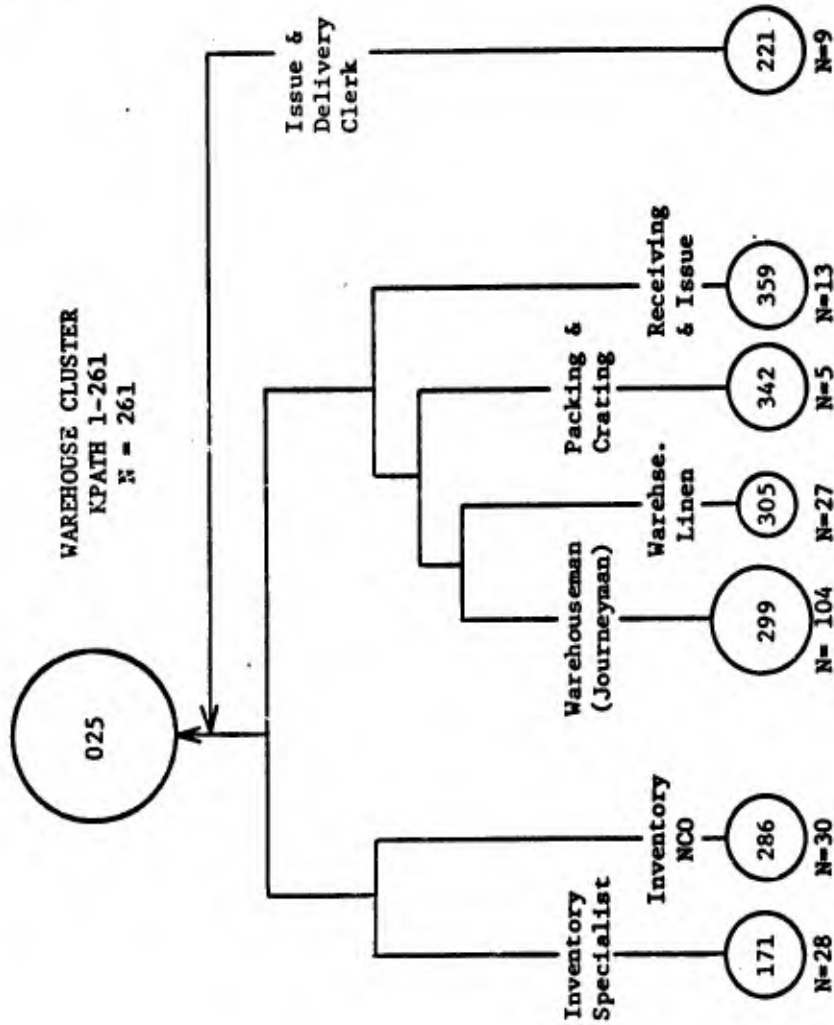
Significant job types were identified within each major cluster by studying computer output records which showed the order of merging and the homogeneity of each group formed; by considering the background characteristics of subgroup members; and by comparing the duty and task descriptions of various groups within the major cluster. Groups with fewer than five members were not considered as significant job types.

The following sections present the branch diagram of each major cluster, and a brief description of each job type. Circled figures in the branch diagrams are group identification ("GPR") numbers.

Task Comparisons of Major Job Type Clusters  
 Cell entries: Percentage of group members performing

Task	025	032	035	046	041	030	023	017
	Warehouse	Linen Control	MEMO	NCICs	Stock Records	Local Purchase	Document Control	Machine Room
	<u>GPR:</u>	<u>G32</u>	<u>035</u>	<u>046</u>	<u>041</u>	<u>030</u>	<u>023</u>	<u>017</u>
E30 Place items in warehouse bins, racks, or bays	93	32	37	16	35	30	8	8
I20 Send linen to laundry and receive from laundry	29	93	8	1	19	12	8	5
O32 Prepare temporary custody receipts (AF Form 1297)	11	15	94	18	21	22	8	0
A2 Analyze workloads and develop improved work methods	14	16	35	91	37	26	4	3
J1 Adjust minor discrepancies on stock record cards	13	5	16	27	87	22	21	30
Q5 Maintain file of local purchase orders .. or similar documents	11	12	8	11	25	94	12	5
P7 File completed documents	13	23	38	12	78	66	88	35
N15 Offset transaction cards behind balance cards	12	4	8	14	83	26	4	70

1. WAREHOUSE JOB TYPES - Subgroups of GPR 025



GRP171. Warehouse Inventory Specialist

Members of this job type are 3- and 5-skill level airmen. Warehouse tasks such as locating, issuing, and delivering stock account for about 1/3 of their work time. Inventorying and inventory control duties account for 17% of their time, and all members perform some machine room and issuing functions. Less than 5% of their time is spent on supervisory duties. Fifty-one task statements account for 50% of group time. KPATH 1-28, N = 28. Job description begins on page 195.

GRP286. Warehouse Inventory NCO

Members of this job type are 5- and 7-skill level airmen. They resemble the Warehouse Inventory Specialists (GPR171) in spending about 1/3 of their time on general warehouse tasks such as locating, issuing, and delivering materiel. However, these airmen spend an average of 22% of their time on supervisory duties; and fewer than half of them perform machine room and issuing functions. Sixty-one tasks account for 50% of group work time. KPATH 29-58, N = 30. Job description begins on page 204.

GRP299. Warehouseman

This is the largest warehouse job type, containing about 40% of the members of the major cluster. Duty E, Performing Warehouse Functions, accounts for 71% of group work time. The principal tasks of the group are issuing, receiving, unloading, rotating, and delivering materiel. Twenty-one tasks account for 50% of group work time. KPATH 63-166, N = 104. Job description begins on page 215.

1. WAREHOUSE JOB TYPES - Subgroups of GPR 025 (Continued)

GRP305. Warehouse Linen Control Specialist

The airmen in this job type spend a larger proportion of time (30%) than do the members of any other Warehouse group on Linen Control duties. Duty E, Performing Warehouse Functions, accounts for 53% of group work time. Their principal tasks include sending and receiving linens to and from the laundry, and carrying out controls to keep the linen clean. Twenty-three tasks account for 50% of group work time. KPATH 167-193, N = 27. Job description begins on page 223.

GRP342. Warehouseman, Packing and Crating

The major tasks of this small group include operating fork lifts, grouping items for packaging, and wrapping, packing, and crating property for shipment or storage. Sixteen tasks account for 50% of group work time. KPATH 194-198, N = 5. Job description begins on page 229.

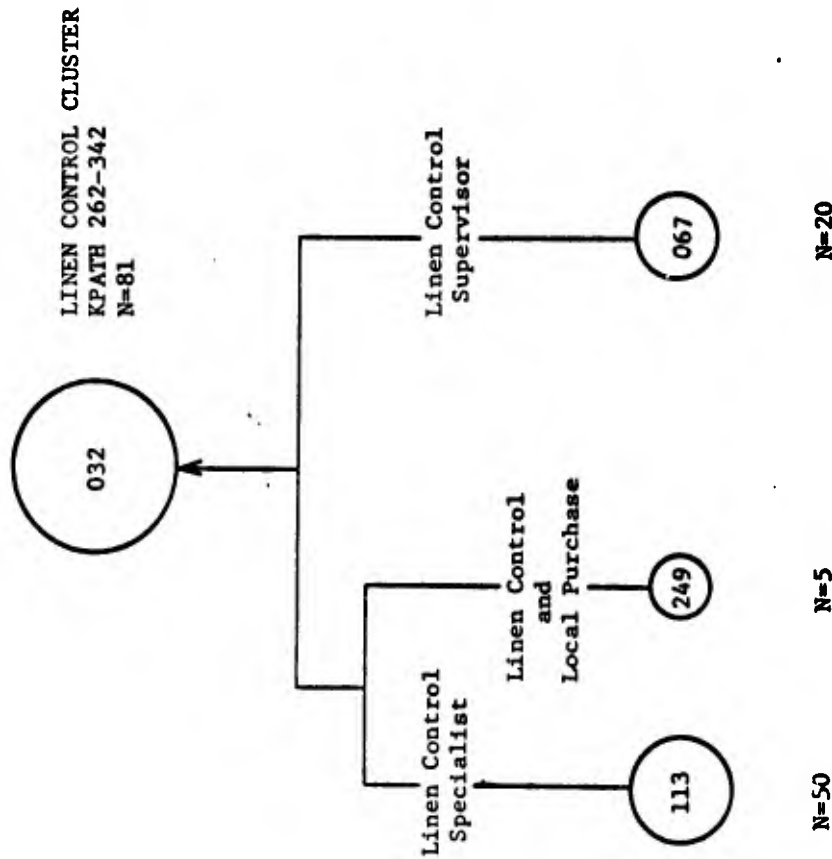
GRP359. Receiving and Issue Clerk

Members of this job type spend practically all of their work time (93%) on duty E, Performing Warehouse Functions. Their principal tasks include locating and issuing materiel, unloading incoming shipments, and making deliveries to using activities. Nine task statements cover more than 50% of group work time. KPATH 210-222, N = 13. Job description begins on page 232.

GRP221. Issue and Delivery Clerk

This job type differs from others in the cluster in that members' work time is highly concentrated on a very small number of tasks. Their principal tasks are locating and pulling stock from storage; operating forklifts; issuing materiel to using agencies; and checking out and driving vehicles to deliver materiel. Five task statements cover 50% of group work time. KPATH 245-253, N = 9. Job description begins on page 235.

2. LINEN CONTROL JOB TYPES - Subgroups of GPR032



GPR113. Linen Control Specialist

This is the largest and most typical of the Linen Control job types, and contains most of the members of the major cluster. Duty I, Maintaining Linen Supply, accounts for 77% of group work time. Principal tasks of the group include picking up and delivering linens to and from laundries and using activities; screening, counting, and marking linens; and filling out linen supply records. Over 50% of group work time is covered by nine task statements. KPATH 262-311, N = 50. Job description begins on page 238.

GRP249. Linen Control and Local Purchase Clerk

The work time of this small group is divided about equally between Linen Control and Local Purchase duties, which together account for 69% of group time. All members of the job type prepare and submit purchase requests to base procurement; maintain files of local purchase orders and related documents; send linen to laundry and receive from laundry; and mark linens and individual clothing items. Twenty-one task statements describe 50% of group time. KPATH 312-316, N = 4. Job description begins on page 243.

GPR067. Linen Control Supervisor

This is the highest-level job type in the Linen Control Cluster. Most members are in grades below Staff Sergeant and only one member holds a grade as high as TSgt. Principal tasks of the group include supervising linen supply activity; preparing and submitting quarterly linen inventory and consumption reports; processing clothing items of hospital personnel; and sending linen to laundry and receiving from laundry. Forty-one task statements are required to describe 50% of group time. KPATH 320-339, N = 20. Job description begins on page 247.

3. MEMO JOB TYPES - Subgroups of GPR035

GRP346. MEMO Supervisor

This is the highest-level job type within the MEMO Cluster. Most members hold a 7-skill level DAFSC. Supervisory duties A, B, C, and D account for 29% of group work time and duty O, Performing MEMO functions, accounts for 42%. Forty-one task statements cover 50% of group work time. KPATH 343-382, N = 40. Job description begins on page 256.

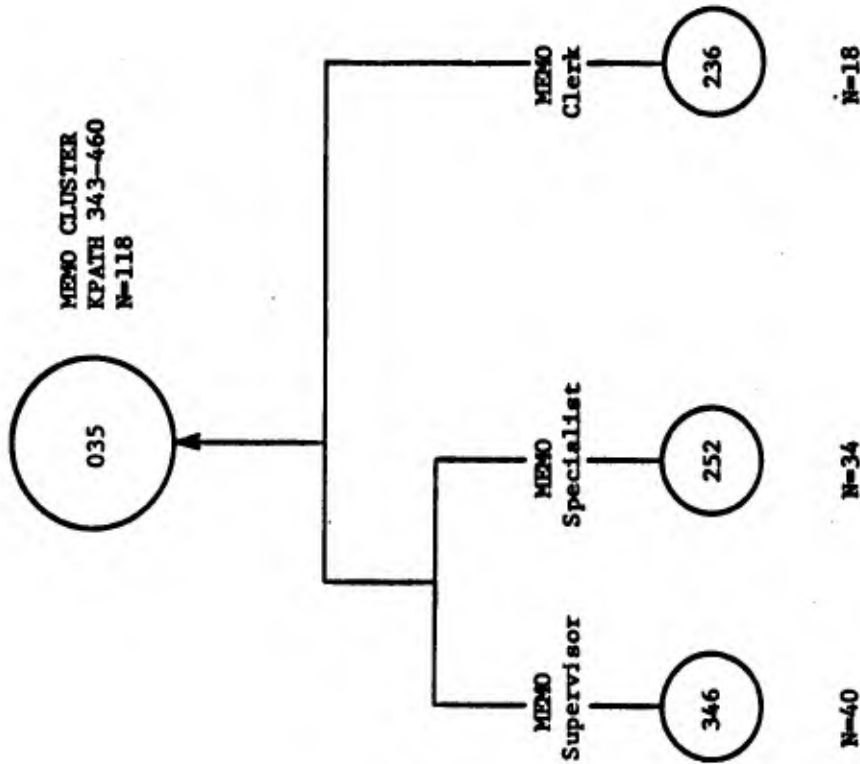
GRP252. MEMO Specialist

Most members of this job type are 5-skill level airmen. Supervisory duties account for 18% of group work time; duty O, Performing MEMO Functions, accounts for 27%; and duty E, Performing Warehouse Functions, accounts for 15%. Members perform many of the same tasks as GPR346, MEMO Supervisor, but they spend more time on lower-level tasks such as issuing and delivering materiel, and unloading incoming shipments. Seventy-nine task statements are required to describe 50% of group time. KPATH 388-421, N = 34. Job description begins on page 265.

GRP236. MEMO Clerk

Most members of this job type are 5-skill level airmen. Supervisory duties account for only 11% of group work time; and duty O, Performing MEMO Functions, accounts for 61%. Of the three MEMO job types, this group spends the most time maintaining MEMO records, registers, and files. Twenty-one task statements cover 50% of group work time. KPATH 427-444, N = 18. Job description begins on page 276.

NOTE: Difference descriptions for the three MEMO job types are given on pages 710, 720, and 729.



4. NCOIC JOB TYPES - Subgroups of GPR046

GRP230. NCOIC Medical Materiel

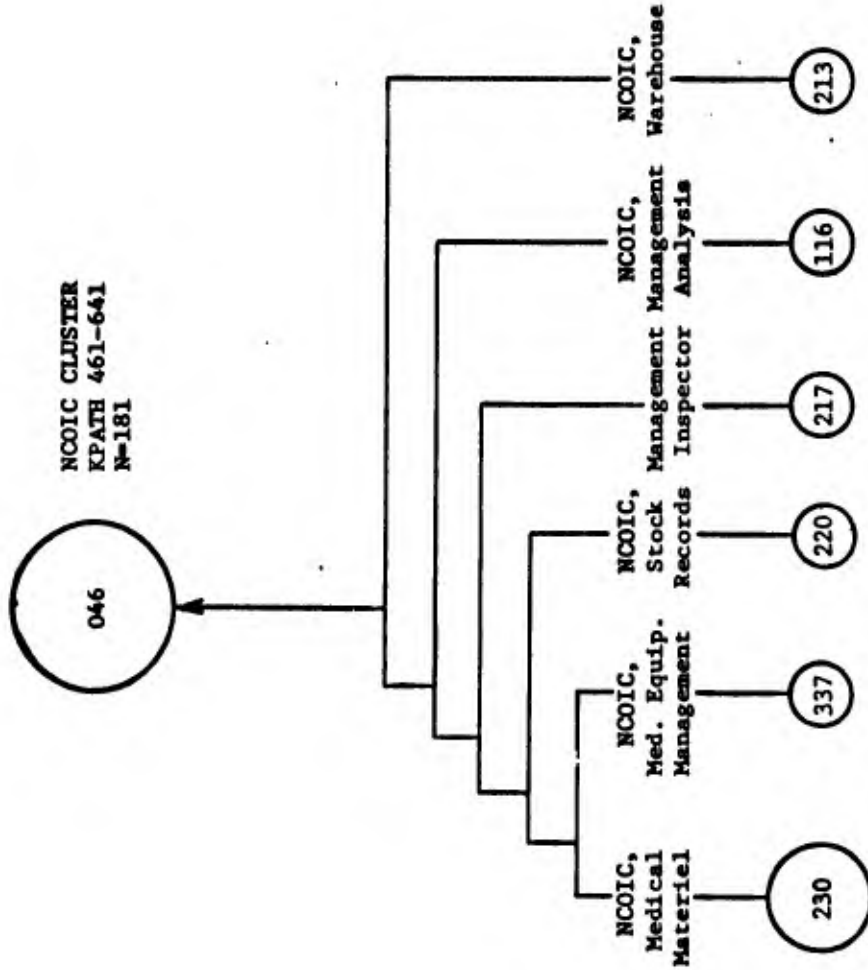
This was the largest NCOIC job type identified. It contains 2/3 of the members of the major cluster, and most of the 9-skill level airmen surveyed. Its members are general supervisors. Supervisory duties A, B, C, and D account for 55% of group work time. The remainder of group time is divided fairly evenly among the other duties in the inventory, with the smallest proportions of time being spent on machine room functions and linen supply. Seventy-three tasks are required to cover 50% of group work time. KPATH 465-585, N = 121. Job description begins on page 282.

GRP337. NCOIC, Medical Equipment Management

Ten members of this job type are 7-skill level airmen and two are at the 5-skill level. They perform many of the same tasks as GPR346 in the MEMO cluster, but their overall job description is more similar to that of GPR230. NCOIC Medical Materiel. Supervisory duties A, B, C, and D account for 47% of group work time, and duty O, Performing MEMO Functions, accounts for 20%. Their most time-consuming single task is supervising the Medical Equipment Management Office. Seventy-six task statements cover 50% of group work time. KPATH 586-597, N = 12. Job description begins on page 293.

GRP220. NCOIC, Stock Records

Five members of this job type are 7-skill level airmen and two are at the 5-skill level. Supervisory duties A, B, C, and D account for 46% of group work time, and Inventory and Document Control duties J, K, and L account for 24%. Their principal tasks are planning, supervising, and reviewing stock records procedures. Forty-two task statements cover 50% of group work time. KPATH 598-604, N = 7. Job description begins on page 303.



N=121      N=12      N=7      N=6      N=6

4. NCOIC JOB TYPES - Subgroups of GPRO46 (Continued)

GRP217. Management Inspector

Members of this small job type are 7- or 9-skill level airmen in various commands. Supervisory duties A, B, C, and D account for 73% of group work time. Their principal tasks include conducting inspections of inventory control, document control, and local purchase work methods; and analyzing the effectiveness of materiel management practices. Thirty-six task statements cover 50% of group work time. KPATH 605-610, N = 6. Job description begins on page 310.

GRP116. NCOIC, Management Analysis

Most members of this job type are 9-skill level airmen. Supervisory duties A, B, C, and D account for 76% of group work time. Their principal tasks include compiling management data and analyzing the effectiveness of materiel management practices. They differ from members of GPR217, Management Inspector, in that fewer of these men conduct inspections themselves; all, however, evaluate the adequacy of inspections. Twenty-one tasks cover 50% of group work time. KPATH 613-617, N = 5. Job description begins on page 315.

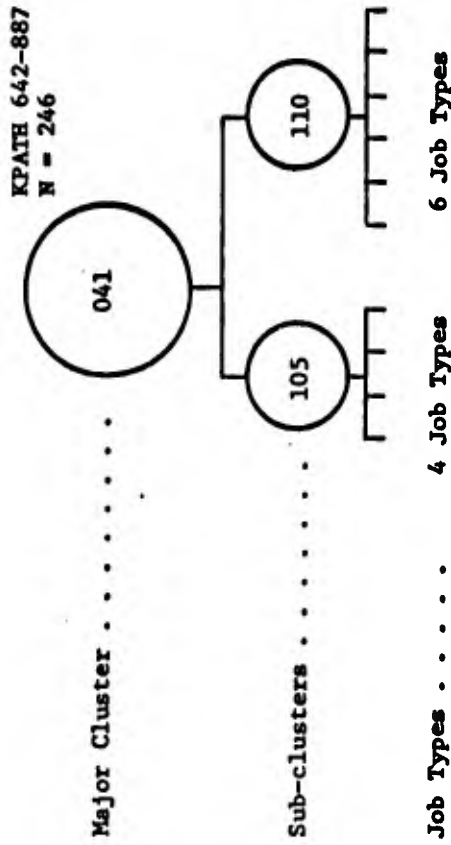
GRP213. NCOIC, Warehouse

Members of this small job type hold 5- and 7-skill level DAFSCs. Supervisory duties A, B, C, and D account for 57% of group time; duty E, Warehouse, accounts for 21%; and duty F, Inspecting and Property, accounts for 9%. Their principal tasks are planning and supervising procedures for storage, delivery, issue, and receipt of materiel. Thirty-two task statements cover 50% of group time. KPATH 619-624, N = 6. Job description begins on page 320.

5. STOCK RECORDS JOB TYPES - Subgroups of GPR041

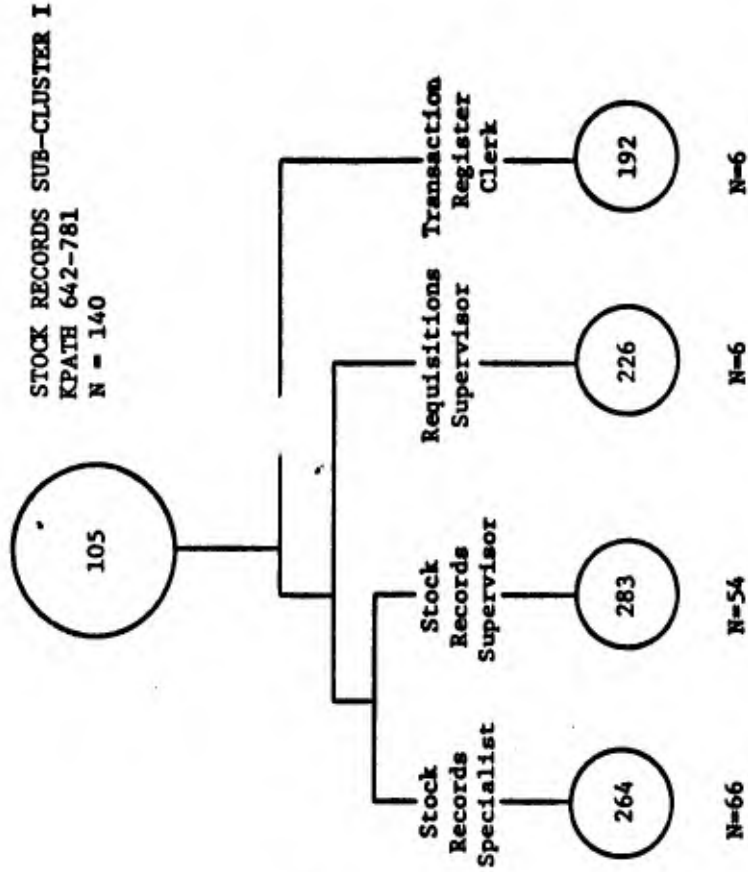
Sub-Cluster I: GPR105

The major STOCK RECORDS Cluster, GPR041, was formed by merging two large "sub-clusters," each of which contained a family of job types, as shown below.



To help make general comparisons between the two groups of job types, separate job descriptions are reported for the two sub-clusters, GPR105 and GPR110. In general, GPR105 contains supervisors and specialists who perform a large number of tasks. GPR110 contains lower-skill level airmen who perform a more limited number of tasks.

Computed job descriptions for groups 105 and 110 begin on pages 325 and 372, respectively. A task difference description for the two sub-clusters is reported beginning on page 739.



GRP264. Stock Records Specialist

This is the largest stock records job type, containing about 1/4 of the airmen in the major cluster. Most members hold DAFSC -50 and perform a wide variety of tasks related to machine room and issuing functions, document control, inventory control, and requisitioning. Seventy-one task statements are required to cover 50% of group work time. KPATH 642-707, N = 66. Job description begins on page 337.

GRP283. Stock Records Supervisor

Most members of this job type are 7-skill level airmen. Their work is basically similar to that of GPR264, Stock Records Specialist, but involves more time spent supervising, and a broader range of tasks. One hundred and thirty-eight task statements are required to cover 50% of group work time. KPATH 710-763, N = 54. Job description begins on page 348.

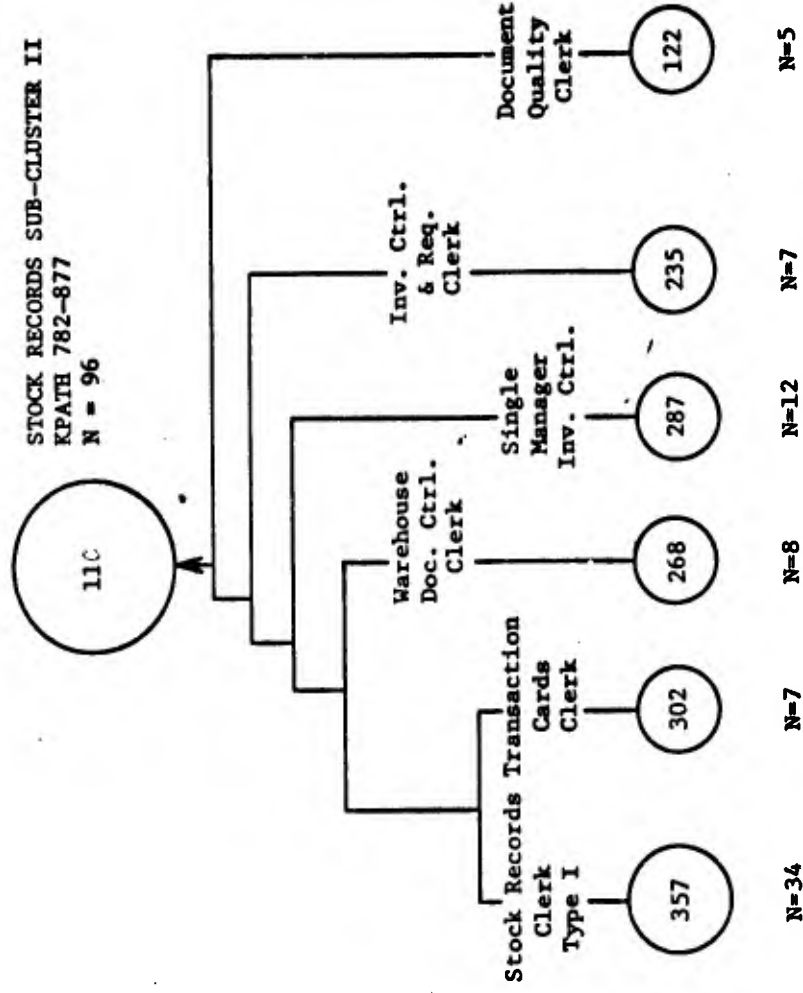
GRP226. Requisitions Supervisor

Most members of this job type are 7-skill level airmen. Their most time-consuming duties include requisitioning, inventory control, and machine room and issuing functions. Supervisory duties account for about 1/4 of group work time. Their major tasks include supervising requisitioning and machine room operations, editing machine listings of requisition requirements, and reviewing error edits from daily transaction registers. Thirty-seven tasks account for 50% of group time. KPATH 767-772, N = 6. Job description begins on page 360.

GRP192. Transaction Register Clerk

All members of this job type are 5-skill level airmen. Their most time-consuming single duty is duty P, Performing Document Control Functions, which accounts for 29% of group work time. Their principal tasks include maintaining supply document registers; assigning and cancelling document numbers; assigning blocks of numbers to transaction categories; and maintaining files of up-dated transaction registers. Thirty-nine tasks account for 50% of group work time. KPATH 776-781, N = 6. Job description begins on page 366.

Sub-Cluster II: GPR110



GRP357. Stock Records Clerk

Most members of this job type are in grades A2C or A3C. Their most time-consuming single duty is duty N, Machine Room and Issuing Functions, which accounts for 30% of group time. Duty P, Document Control, accounts for an additional 24%. Their principal tasks include posting issues to the operating serviceable account; keypunching PCAM cards for medical supply; offsetting transaction cards behind balance cards; and keypunching transaction cards for local purchase items. Thirty-four tasks account for 50% of group work time. KPATH 782-815, N = 34. Job description begins on page 382.

GRP302. Transaction Cards Clerk

All members of this job type are A2Cs or below. Duty N, Performing Machine Room and Issuing Functions, accounts for 43% of group time and duty P, Document Control, accounts for 18%. Principal tasks of the group include receiving transaction cards from data control; offsetting local purchase and adjustment transaction cards behind balance cards; and keypunching PCAM cards for medical supply. Twenty-six tasks account for 50% of group work time. KPATH 816-822, N = 7. Job description begins on page 390.

GRP268. Warehouse Document Control Clerk

Most members of this group are A2Cs. They perform many of the same tasks as other Stock Records job types, such as keypunching PCAM cards for medical supply and preparing requisition cards and transaction cards; but differ from other job types in spending a larger proportion of time on tasks related to the warehouse, such as forwarding issue cards or shopping lists to warehouse, and requesting warehouse to deliver materiel. Fifty-three tasks account for 50% of group work time. KPATH 828-835, N = 8. Job description begins on page 395.

GRP287. Single Manager, Inventory Control

Most members of this job type are 5-skill level airmen. Inventory Control duties J, K, and L account for 38% of group time and duty N, Machine Room and Issuing Functions, accounts for 27%. Major tasks of the group include offsetting transaction cards, forwarding issue cards or shopping lists to warehouse, and posting issues to the operating serviceable account. Thirty-nine tasks account for 50% of group work time. KPATH 838-849, N = 12. Job description begins on page 403.

GRP235. Inventory Control and Requisitioning Clerk

Members of this job type are 5-skill level airmen who spend a larger proportion of time (16%) on duty M, Requisitioning, than do members of other job types in the sub-cluster. Inventory control duties J, K, and L account for 32% of group time and duty N, Machine Room and Issuing, accounts for 38%. Their most time-consuming tasks are preparing requisition cards and transaction cards. Twenty-five tasks account for 50% of group work time. KPATH 853-859, N = 7. Job description begins on page 409.

GPR122. Document Quality Control Clerk

Most members of this job type are 5-skill level airmen. Their major duties are document control and machine room functions, which together account for 63% of group time. Inventory control and requisitioning duties account for an additional 28%. Their principal tasks are making quality control checks of transaction or document registers, and of items such as posting control codes or analysis codes. Twenty tasks account for 50% of group work time. KPATH 869-873, N = 5. Job description begins on page 413.

6. LOCAL PURCHASE JOB TYPES - Subgroups of GPR030

GRP160. Local Purchase Specialist

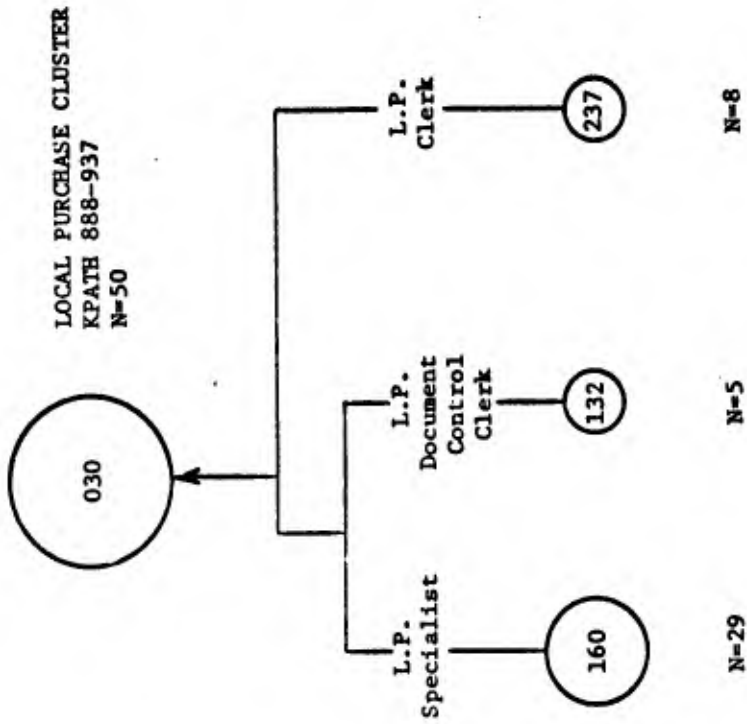
This is the largest Local Purchase job type, containing over half of the members of the major cluster. Its members are 5- and 7-skill level airmen. Duty O, Performing Local Purchase Functions, accounts for 27% of group work time and duty P, Performing Document Control Functions, accounts for 11%. Fifty task statements cover 50% of group time. KPATH 888-916, N = 29. Job description begins on page 417.

GRP132. Local Purchase Document Control Clerk

Most airmen in this job type are at the 5-skill level. Members spend approximately equal amounts of time on duties O and P, Local Purchase and Document Control Functions, which together account for 25% of group work time. Their principal tasks include ordering office supplies, forms, and publications; and maintaining files of local purchase orders, contracts, and other documents. Fifty tasks account for 50% of group work time. KPATH 918-922, N = 5. Job description begins on page 427.

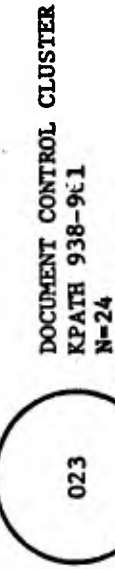
GRP237. Local Purchase Clerk

Members of this job type are 3- and 5-skill level airmen. Duty O, Performing Local Purchase Functions, accounts for 66% of group work time. Thirteen tasks account for 50% of group time. KPATH 923-930, N = 8. Job description begins on page 434.



7. DOCUMENT CONTROL JOB TYPES - Subgroups of GPR023

GRP279. Document File Clerk



Most airmen in this job type are at the 5-skill level. Duty P, Performing Document Control Functions, accounts for 75% of group work time. Their principal tasks include making quality control checks of transaction or document registers; reviewing and filing completed documents; filing correspondence with documents; and making facsimiles of lost documents from suspense copies. Thirteen tasks account for 50% of group work time. KPATH 938-944, N = 7. Job description begins on page 438.

GRP271. Requisition File Clerk

Most airmen in this job type are at the 5-skill level. Duty P, Performing Document Control Functions, accounts for 43% of group work time and duty M, Requisitioning Materiel, accounts for 27%. Their principal tasks include maintaining requisition history file; filing completed documents; and reconciling shipping documents with requisitions. Twenty tasks account for 50% of group work time. KPATH 945-951, N = 7. Job description begins on page 441.

N=7

N=7

8. MACHINE ROOM JOB TYPES - Subgroups of GPR017

GPR112. Stock Records Clerk, Type II

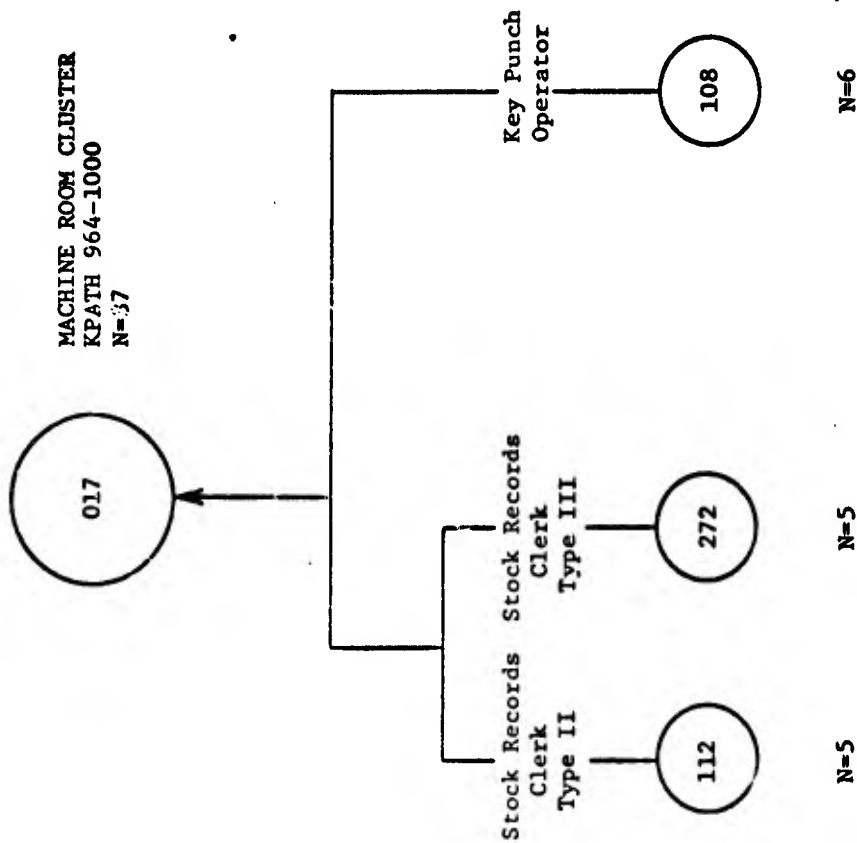
Members of this job type are 3- and 5-skill level airmen whose work time is highly concentrated on stock records cards. All members offset transaction cards behind balance cards; adjust balance cards for suspended items; and keypunch PCAM cards for medical supply. Duty N, Machine Room and Issuing Functions, accounts for 34% of group time; and Inventory Control duties J, K, and L account for 40%. Fifteen task statements cover 50% of group work time. KPATH 966-970, N = 5. Job description begins on page 445.

GRP272. Stock Records Clerk, Type III

This job type is similar in several respects to GPR112, Stock Records Clerk; but its members spend a smaller proportion of time (11%) on Inventory Control duties. Duty N, Machine Room and Issuing, accounts for 62% of group time. All members offset transaction cards behind balance cards; offset adjustment transaction cards; maintain due-in and due-out suspense cards; and prepare input data and read output for stock balances. Fourteen tasks account for 50% of group time. KPATH 974-978, N = 5. Job description begins on page 448.

GPR108. Key Punch Operator

Members of this job type are 3- and 5-skill level airmen whose main job is keypunching. Only three tasks were checked by all members of the group: Keypunch PCAM cards of medical supply; keypunch PCAM cards for medical equipment; and Keypunch transaction cards for local purchase items. Nine tasks account for 50% of group work time. KPATH 994-999, N = 6. Job description begins on page 451.



### VIII. GROUP SIMILARITY ANALYSIS

In order to show to what extent the work performed by one group is similar to the performance of other groups, a program is used which computes and reports a matrix in terms of the percentage of group overlap among all groups identified in the analysis. This table of overlap values provides a condensed picture of the interrelationships among job types and other groups.

The two matrices found on pages 454 through 473 show the percentage of overlap (i.e., similarity) between each group and every other reported group, in terms of average percent time spent on tasks by group members. The groups are designated, across the top and down the left hand column of the matrices, by identification numbers such as SPL001 or GRP359. The group title corresponding to each identification number and the number of members in each group are given on pages ix, x, xiv, and xv. For example, in the first matrix GRP359 identifies the job type entitled "Receiving and Issue Clerk," and SPL004 in the last row of the matrix identifies the Medical Materiel Superintendent group.

The percentage of overlap between any two groups is found in the matrices at the intersection of the row and the column which bear the respective group identification numbers. For example, the upper left-hand corner of the first matrix (MTX001) shows that group GRP 359, Receiving and Issue Clerk, overlaps 100.000 percent with itself - the group is 100 percent similar to itself. However, this same group of Receiving and Issue Clerks overlaps only 2.958 percent with the Stock Records Clerk, Type I job type designated as GRP357. As a rule of thumb, overlap values of more than 50 percent indicate a high degree of similarity, while overlap values of less than 50 percent indicate low similarity between groups.

The first matrix, MTX001, beginning on page 454, shows overlap values among all significant job types, job type sub-clusters, major job type clusters, the total sample (GPR001), and the four specialty groups.

The second matrix, MTX002, beginning on page 464, shows overlap values for the 54 special groups, other than the specialty groups, identified in terms of background variables.

IX. CONSOLIDATION OF GROUP PERFORMANCE BY TASK

The data were also analyzed according to specific tasks performed. Tasks are listed in inventory order in tables which consolidate group information by showing the percentage of group members performing each task.

On pages 474 through 563, ten group summary tables show, for each group reported, the percentage of members who perform each task. Data from the "percent of members performing" column of each job description are here brought together to permit easier comparison across groups.

Tasks are designated in the tables by identification numbers in the DY-TSK column such as A 1, A 2, and A 3, which represent tasks 1, 2, and 3, in Duty A respectively. The task statement corresponding to each identification number may be found in the complete inventory which is reproduced on pages 1160 through 1165.

Groups are designated in the tables by identification numbers such as SPL001 and GPR001. The group title corresponding to each identification number may be found by referring to pages ix, x, xiv, and xv.

TABLE	PERCENT PERFORMING EACH TASK	PAGE
GRSUM1	DAFSC Groups	474
GRSM07	AFMS Groups	483
GRSUM8	Hospital Size (3 and 5-skill level)	492
GRSUM9	Hospital Size (7-skill level)	501
GRSM10	Major Work Areas	510
GRSUM2	Major Job Type Clusters	519
GRSUM3	Job Types	528
GRSUM4	Job Types	537
GRSUM5	Job Types	546
GRSUM6	Job Types	555

## I. GROUP DIFFERENCE ANALYSIS

In certain instances it is important to know in what respects the work performed by groups are dissimilar. Such information may clarify distinctions between specialty or skill-level groups or between groups with differing experience or training. At times, also, job types that have been identified by the automated job clustering program may show superficial similarities until group differences are highlighted.

A computer program has been devised to compute differences, in terms of members performing and in terms of average time spent on each task, between any two groups defined by background variables or identified as job types. All tasks in the inventory are ordered according to the magnitude of the differences in percent performing between the two groups compared. The table begins with the greatest positive difference, proceeds through zero difference, and ends with the greatest negative difference. In the printout, the two groups being compared are designated by group identification numbers and by group titles. The number of members in each group is also given. For example, in group difference table GPDIF1 on page 564 the following information appears.

SPL001 - DAFSC 91530, APR MEDICAL MATERIEL SPECIALIST (N-126)  
SPL002 - DAFSC 91550, MEDICAL MATERIEL SPECIALIST (N-583)

Reading from left to right in the difference description, six columns of numerical data provide information with respect to the two groups being compared as follows:

1. SPL001 PERCENT MEMBERS PERFORMING
2. SiL001 AVERAGE PERCENT TIME BY ALL GROUP MEMBERS
3. SPL002 PERCENT MEMBERS PERFORMING
4. SPL002 AVERAGE PERCENT TIME BY ALL GROUP MEMBERS
5. PERCENT MEMBERS PERFORMING - DIFFERENCE, SPL002 MINUS SPL001
6. AVERAGE PERCENT TIME BY ALL GROUP MEMBERS - DIFFERENCE, SPL002 MINUS SPL001

If a greater percentage of Medical Materiel Specialists (SPL002) than Apprentice Medical Materiel Specialists (SPL001) perform a task, the value in column 5 will be positive. Similarly, if the average percent time spent on a task by Medical Materiel Specialists (SPL002) is greater than the average percent time spent by Apprentice Medical Materiel Specialists (SPL001), then the value in column 6 will be positive. As indicated above the tasks are arranged in descending order of magnitude of the entries in column 5 beginning with the highest negative value.

In the present report 18 group difference descriptions were computed. Three of these report differences between skill-level groups, 11 deal with differences between certain other groups identified in terms of background variables, and four difference descriptions are concerned with job types.

On pages 564 through 748, difference descriptions are presented for the 18 pairs of groups listed on following page.

X. GROUP DIFFERENCE ANALYSIS (Continued)

TABLE NUMBER	GROUPS COMPARED	PAGE	TABLE NUMBER	GROUPS COMPARED	PAGE
GPDIF1	SPL002 DAFSC 91550, Medical Materiel Specialist vs SPL001 DAFSC 91530, Apprentice Medical Materiel Specialist	564	GPDF13	SPC050 297 91550's - job uses talent and tng quite well or above vs SPC053 284 91550's - job uses talent and tng fairly well or below	658
GPDIF2	SPL003 DAFSC 91570, Medical Materiel Supervisor vs SPL002 DAFSC 91550, Medical Materiel Specialist	575	GPDF14	SPC051 216 91570's - job uses talent and tng quite well or above vs SPC054 57 91570's - job uses talent and tng fairly well or below	668
GPDIF3	SPL004 DAFSC 91590, Medical Materiel Superintendent vs SPL003 DAFSC 91570, Medical Materiel Supervisor	586	GPDF15	SPC055 97 91530's with job at installation inside CONUS vs SPC058 26 91530's with job at installation outside CONUS	679
GPDIF7	SPL015 273 91550's with Basic Medical Materiel Course vs SPLS16 310 91550's without Basic Medical Materiel Course	597	GPDF16	SPC056 391 91550's with job at installation inside CONUS vs SPC059 176 91550's with job at installation outside CONUS	689
GPDIF8	SPL017 292 91550's who had Directed Duty Assignment vs SPL018 285 91550's who did not have Directed Duty Assignment	607	GPDF17	SPC057 196 91570's with job at installation inside CONUS vs SPC060 67 91570's with job at installation outside CONUS	699
GPDIF9	SPC043 73 91530's who find job fairly interesting or above vs SPC 046 53 91530's who find job so-so or below	617	GPDIF4	GRP346 MEMO Supervisor vs GRP252 MEMO Specialist	710
GPDIF10	SPC044 394 91550's who find job fairly interesting or above vs SPC047 188 91550's who find job so-so or below	627	GPDIF5	GRP346 MEMO Supervisor vs GRP236 MEMO Clerk	720
GPDIF11	SPC045 230 91570's who find job fairly interesting or above vs SPC048 42 91570's who find job so-so or below	637	GPDIF6	GRP252 MEMO Specialist vs GRP236 MEMO Clerk	729
GPDIF12	SPC049 35 91530's - job uses talent and tng quite well or above vs SPC052 91 91530's - job uses talent and tng fairly well or below	648	GPDF18	GPR105 Stock Records Sub-Cluster I vs GPR110 Stock Records Sub-Cluster II	739

XI. ANALYSIS OF BACKGROUND INFORMATION

The background information collected during an occupational survey may be almost as significant as data concerned with performance of specific duties and tasks. A computer program of considerable flexibility provides the mean, standard deviation, and distribution of responses of any group identified and for any variables specified. The variables used in the present survey may be found in the Background Information section of the inventory which appears on pages xxxviii, xxxix, and xxxx.

Background information was analyzed for 19 groups. Analysis of data for the four specialty groups and for six groups defined in terms of interest and appears in the first table, VRSM01, which begins on page 753. The second table, VRSM02, beginning on page 768, reports the analysis of background data for the major job type clusters and the total sample.

Distributions of background information are shown for the following groups:

TABLE  
GROUP

VRSM01 SPECIALTY GROUPS AND JOB INTEREST GROUPS

SPL001 126 DAFSC 91530 Apprentice Medical Materiel Specialist  
 SPL002 583 DAFSC 91550 Medical Materiel Specialist  
 SPL003 273 DAFSC 91570 Medical Materiel Supervisor  
 SPL004 42 DAFSC 91590 Medical Materiel Superintendent  
 SPC043 73 91530's who find job fairly interesting or above  
 SPC046 53 91530's who find job so-so or below  
 SPC044 394 91550's who find job fairly interesting or above  
 SPC047 188 91550's who find job so-so or below  
 SPC045 230 91570's who find job fairly interesting or above  
 SPC048 42 91570's who find job so-so or below

VRSM02 MAJOR JOB TYPE CLUSTERS

GPR025 Warehouse  
 GPR032 Linen Control  
 GPR035 MEMO  
 GPR046 NCOICs  
 GPR041 Stock Records  
 GPR030 Local Purchase  
 GPR023 Document Control  
 GPR017 Machine Room  
 GPR001 Medical Materiel Total Sample

### XII. ANALYSIS OF KIND OF TRAINING

After they had made relative time spent ratings of each task performed, incumbents rated tasks on a 7-point TRAINING scale to indicate to what extent the task was learned on the job or in school. The scale appeared on each page of the inventory as follows:

#### TRAINING

1. All from school training
2. Almost all from school training
3. Mostly from school training
4. About fifty-fifty school training and work experience
5. Mostly from work experience
6. Almost all from work experience
7. All from work experience

In the present survey this secondary factor was rated by the entire sample. Beginning on page 783, data on two groups are reported, SPC015, 91550's who attended the Basic Medical Materiel Course, and SPCS16, 91550's who did not attend the Basic Medical Materiel Course. In the analysis tasks are listed in inventory order. Shown for each task for each group are the number in the group who performed the task, and the mean and standard deviation of the numeric ratings.

The mean ratings of 5-skill level airmen who had attended the Basic Medical Materiel Course were almost all higher than 5, indicating that tasks were reportedly learned "mostly from work experience." For the 5-skill level airmen who had not attended the course, the mean ratings were consistently above 6, which indicated that tasks were reportedly learned "almost all from work experience."

### XIII. KPATH SEQUENCE DATA

Beginning on page 818 KPATH listings show the background information provided by all surveyed incumbents. "KPATH" is a Fortran word designating the computer program by which the listings are obtained. Seven separate tables, designated from KPATH 1 through KPATH 7, present different kinds of background data. In these lists each individual is identified by a unique KPATH number and a case control number. Since they are listed in sequence, data concerning the members of any job type may readily be obtained. For interpretation of codes used for some of the variables, it is necessary to refer to the Background Information section of the inventory which is reproduced on pages xxxviii-xxxx. The following information is shown in the KPATH tables.

KPATH 1 - Major command, grade, primary AFSC, duty AFSC, number of tasks performed, months in duty AFSC, months at present base, months in present assignment, months in career field, months active federal military service, number supervised, previous AFSC, method of assignment (directed duty, by pass, board action, basic technical course, conversion from obsolete AFSC, retraining, reenlistment).

KPATH 2 - Size of hospital, average typing speed, reenlistment plan, interest in job, utilization of talents and training, hours per week spent in specialty area, hours per week spent in other areas, hours per week spent in military and personal functions, educational level, job location.

KPATH 3 - Present work assignment (job title).

KPATH 4 - Courses attended: basic medical materiel, advanced medical materiel, basic inventory management, basic materiel facilities, disaster training first aid control, supply EDPE, base level management, OJT supervisors, ECI medical supply, ECI organizational supply.

Major work areas in which time is spent: Document control, inventory control, local purchase, MEMO, general supervisory, warehouse, linen control.

XIII. KPATH SEQUENCE DATA (Continued)

KPATH 5 - Six months' experience in area: Document control, inventory control, local purchase, MEMO, general supervisory, warehouse, linen control.

Skills and knowledge needed and desirable: typing, key punching, computer programming, basic principles of supply, inventory management, financial accounting, personnel management, medical terminology.

Skills and knowledge in medical supply and in medical supply same, somewhat similar, different.

KPATH 6 - Use of manual or mechanized accounting.

Hours in average week spent: Driving vehicle, operating fork-lift, key punching, making inventory counts, typing correspondence, typing forms, locating items in stock, labeling shelves and marking items.

Courses taken: Algebra, trigonometry, physics, anatomy, biology, physiology, bookkeeping, general business, chemistry, typing, computer programming.

KPATH 7 - Organization and Base or Installation

BACKGROUND INFORMATION										DATE	CASE CONTROL NUMBER																																																			
PLEASE PRINT INFORMATION REQUESTED AND CHECK APPLICABLE BLANKS										MIDDLE INITIAL	1-4																																																			
LAST NAME										FIRST NAME	5-22																																																			
GRADE	1	2	3	4	5	6	7	8	9	MAJOR COMMAND																																																				
AIR FORCE SERVICE NUMBER	AB	ASC	A3C	A1C	SACT	TSOT	WFOST	SBWST	CHWST	AAC <input type="checkbox"/> A																																																				
AIR FORCE SERVICE NUMBER	NUMBER 28-35				NUMBER 34-39				NUMBER 40-45		AGC <input type="checkbox"/> G																																																			
ORGANIZATION	(CARD 01: 3-49)				PREFIX 34				NUMBER 40-45		ADC <input type="checkbox"/> C																																																			
BASE OR INSTALLATION	(CARD 01: 76-73)				PREFIX 41				NUMBER 46-51		AFAPC <input type="checkbox"/> E																																																			
TOTAL MONTHS AT PRESENT BASE	51-53				TOTAL MONTHS IN PRESENT WORK ASSIGNMENT				54-56		AFCS <input type="checkbox"/> Y																																																			
TOTAL MONTHS IN CAREER FIELD	57-59				TOTAL MONTHS ACTIVE FEDERAL MILITARY SERVICE				60-62		AFCLC <input type="checkbox"/> F																																																			
NUMBER OF SUBORDINATES WHO REPORT TO YOU DIRECTLY	NONE		1-2	3-4	5-6	7-8	9-10	11-12	13-14	15-16	17-18	19-20	21-22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71
PRESENT WORK ASSIGNMENT (JOB TITLE) (CARD 02: 5-73)										IF YOU CROSS-TRAINED INTO YOUR PRESENT AFSC, WHAT WAS YOUR PREVIOUS AFSC?		PREFIX 64		NUMBER 65-69		SUFFIX 70																																														
CHECK BELOW THE METHOD BY WHICH YOU WERE ASSIGNED TO YOUR PRESENT CAREER LADDER:										A DIRECTED DUTY ASSIGNMENT		YES <input type="checkbox"/> 5		NO <input type="checkbox"/> 6		CONVERSION FROM OBSOLETE AFSC IN SAME CAREER FIELD		YES <input type="checkbox"/> 9		NO <input type="checkbox"/> 10		RETRAINING FROM ANOTHER CAREER FIELD		YES <input type="checkbox"/> 11		NO <input type="checkbox"/> 12		REELISTMENT FROM ANOTHER BRANCH OF SERVICE		YES <input type="checkbox"/> 13		NO <input type="checkbox"/> 14		X-REVIEW																												

**BACKGROUND INFORMATION (Continued)**

PLEASE PRINT INFORMATION REQUESTED AND CHECK APPLICABLE BOXES

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CHECK ANY OF THE FOLLOWING COURSES WHICH YOU HAVE ATTENDED:

BASIC MEDICAL MATERIEL COURSE <input type="checkbox"/> 17 ADVANCED MEDICAL MATERIEL COURSE <input type="checkbox"/> 18 BASIC INVENTORY MANAGEMENT COURSE <input type="checkbox"/> 19 BASIC MATERIEL FACILITIES COURSE <input type="checkbox"/> 20 DISASTER TRAINING FIRST AID CONTROL COURSE <input type="checkbox"/> 21	SUPPLY EDUTE COURSE <input type="checkbox"/> 17 BASE LEVEL MANAGEMENT COURSE <input type="checkbox"/> 18 OUT SUPERVISORS COURSE <input type="checkbox"/> 19 ECI MEDICAL SUPPLY COURSE <input type="checkbox"/> 20 ECI ORGANIZATIONAL SUPPLY COURSE <input type="checkbox"/> 21
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CHECK THE MAJOR WORK AREAS BELOW IN WHICH YOU SPEND MOST OF YOUR TIME AT PRESENT:

DOCUMENT CONTROL <input type="checkbox"/> 22 INVENTORY CONTROL <input type="checkbox"/> 23	GENERAL SUPERVISORY <input type="checkbox"/> 24 WAREHOUSE <input type="checkbox"/> 25 LINEN CONTROL <input type="checkbox"/> 26
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CHECK THE MAJOR WORK AREAS BELOW IN WHICH YOU HAVE HAD AT LEAST SIX MONTHS' EXPERIENCE:

DOCUMENT CONTROL <input type="checkbox"/> 27 INVENTORY CONTROL <input type="checkbox"/> 28	GENERAL SUPERVISORY <input type="checkbox"/> 29 WAREHOUSE <input type="checkbox"/> 30 LINEN CONTROL <input type="checkbox"/> 31
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HAVE YOU HAD TRAINING IN KEY PURCHASING?  YES  NO

IN THE FIRST COLUMN OF SQUARES BELOW CHECK THE SKILLS AND KNOWLEDGES YOU HAVE WHICH ARE NECESSARY OR ADEQUATE PERFORMANCE OF YOUR PRESENT JOB. IN THE SECOND COLUMN CHECK THE SKILLS AND KNOWLEDGES YOU DO NOT HAVE BUT WHICH WOULD BE DESIRABLE TO HAVE IN YOUR PRESENT JOB.

TYPING <input type="checkbox"/> 32 KEY PUNCH <input type="checkbox"/> 33 COMPUTER PROGRAMMING <input type="checkbox"/> 34 BASIC PRINCIPLES OF SUPPLY <input type="checkbox"/> 35	INVENTORY MANAGEMENT <input type="checkbox"/> 36 FINANCIAL ACCOUNTING <input type="checkbox"/> 37 PERSONNEL MANAGEMENT <input type="checkbox"/> 38 MEDICAL TECHNOLOGY <input type="checkbox"/> 39
---	--

---

ARE THE SKILLS AND KNOWLEDGES REQUIRED FOR WORKING IN MEDICAL SUPPLY THE SAME AS THOSE REQUIRED IN MEDICAL EQUIPMENT?

YES  40    SOMEWHAT SIMILAR  41    NO  42

---

DOES YOUR ORGANIZATION OPERATE BY MANUAL OR MECHANIZED ITEM ACCOUNTING? (CHECK BOTH IF APPLICABLE.)

MANUAL  43    MECHANIZED  44

---

INDICATE IN THE BOXES BELOW THE NUMBER OF HOURS IN AN AVERAGE 8 HOUR WEEK YOU SPEND ON EACH OF THE FOLLOWING ACTIVITIES:

DRIVING A DELIVERY AND PICK-UP VEHICLE <input type="checkbox"/> 50-59 OPERATING A FORK LIFT <input type="checkbox"/> 60-61 KEY PURCHASING <input type="checkbox"/> 62-63 MAKING INVENTORY COUNTS OF ITEMS <input type="checkbox"/> 64-65	TYPING CORRESPONDENCE <input type="checkbox"/> 66-67 TYPING FORMS <input type="checkbox"/> 68-69 LOCATING ITEMS IN STOCK <input type="checkbox"/> 70-71 LABELING SHELVES AND MARKING ITEMS <input type="checkbox"/> 72-73
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BACKGROUND INFORMATION (Continued)

PLEASE PRINT INFORMATION REQUESTED AND CHECK APPLICABLE BLANKS

CHECK THE FOLLOWING HIGH SCHOOL OR EQUIVALENT COURSES WHICH YOU HAVE TAKEN:

ALGEBRA	<input type="checkbox"/>	5	PHYSIOLOGY	<input type="checkbox"/>	14
TRIGONOMETRY	<input type="checkbox"/>	6	BOOKKEEPING	<input type="checkbox"/>	11
PHYSICS	<input type="checkbox"/>	7	GENERAL BUSINESS	<input type="checkbox"/>	12
ANATOMY	<input type="checkbox"/>	8	CHEMISTRY	<input type="checkbox"/>	13
BIOLOGY	<input checked="" type="checkbox"/>	9	TYPING	<input type="checkbox"/>	12

(CARD 84)

HAVE YOU TAKEN A COURSE IN COMPUTER PROGRAMMING? YES  NO  15

IF YOUR ORGANIZATION IS SERVING A HOSPITAL, INDICATE BELOW THE HOSPITAL SIZE (CHECK "OTHER" IF IT IS NOT SERVING A HOSPITAL):

0-10 BEDS	<input type="checkbox"/>	1	101-200 BEDS	<input type="checkbox"/>	2
11-25 BEDS	<input type="checkbox"/>	2	201-500 BEDS	<input type="checkbox"/>	6
26-50 BEDS	<input type="checkbox"/>	3	501-1000 BEDS	<input type="checkbox"/>	7
51-100 BEDS	<input type="checkbox"/>	4	MORE THAN 1000 BEDS	<input type="checkbox"/>	8
			OTHER	<input type="checkbox"/>	9

YOUR AVERAGE TYPING SPEED (CHECK ONE):

UNDER 15 WPM	<input type="checkbox"/>	1	35-44 WPM	<input type="checkbox"/>	5
15-24 WPM	<input type="checkbox"/>	2	45-54 WPM	<input type="checkbox"/>	6
25-34 WPM	<input type="checkbox"/>	3	55 WPM OR OVER	<input type="checkbox"/>	7

YOUR RESPONSES TO THE FOLLOWING THREE ITEMS WILL BE HELD IN STRICT CONFIDENCE AND WILL BE USED FOR RESEARCH PURPOSES ONLY:

I PLAN TO REENLIST:

YES	<input type="checkbox"/>	1	EXTREMELY DULL	<input type="checkbox"/>	1
UNCERTAIN, PROBABLY YES	<input type="checkbox"/>	2	VERY DULL	<input type="checkbox"/>	2
UNCERTAIN, PROBABLY NO	<input type="checkbox"/>	3	FAIRLY DULL	<input type="checkbox"/>	3
NO	<input type="checkbox"/>	4	SO-SO	<input type="checkbox"/>	4
			FAMILY INTERESTING	<input type="checkbox"/>	5
			VERY INTERESTING	<input type="checkbox"/>	6
			EXTREMELY INTERESTING	<input type="checkbox"/>	7

I FIND MY JOB:

NOT AT ALL	<input type="checkbox"/>	1	VERY WELL	<input type="checkbox"/>	5
VERY LITTLE	<input type="checkbox"/>	2	EXCELLENTLY	<input type="checkbox"/>	6
FAIRLY WELL	<input type="checkbox"/>	3	PERFECTLY	<input type="checkbox"/>	7
QUITE WELL	<input type="checkbox"/>	4			

MY JOB UTILIZES MY TALENTS AND TRAINING:

TELEPHONE EXTENSION AT WHICH YOU CAN BE REACHED:

IN AN AVERAGE DUTY WEEK, HOW MANY HOURS DO YOU SPEND:

A. WORKING IN SPECIALTY AREA	<input type="checkbox"/>	21-22
B. WORKING IN OTHER SPECIALTY AREAS	<input type="checkbox"/>	23-24
C. PERFORMING MILITARY AND PERSONAL FUNCTIONS	<input type="checkbox"/>	25-26

CHECK THE HIGHEST EDUCATION LEVEL YOU HAVE COMPLETED:

6TH GRADE OR BELOW	<input type="checkbox"/>	1
7TH OR 8TH GRADE	<input type="checkbox"/>	2
9TH OR 10TH GRADE	<input type="checkbox"/>	3
11TH OR 12TH GRADE (OR GED EQUIVALENT)	<input type="checkbox"/>	4
ONE OR TWO YEARS OF COLLEGE	<input type="checkbox"/>	5
THREE OR FOUR YEARS OF COLLEGE	<input type="checkbox"/>	6
ONE OR TWO YEARS OF GRADUATE WORK	<input type="checkbox"/>	7

MY JOB IS LOCATED AT AN INSTALLATION WHICH IS:

A. IN THE CONTINENTAL UNITED STATES (ZONE OF THE INTERIOR)	<input type="checkbox"/>	1
B. OUTSIDE THE CONTINENTAL UNITED STATES (INCLUDING ALASKA AND HAWAII)	<input type="checkbox"/>	2

DTPRT-MED MATERIEL INVENTORY

\$JOB            EOTPRM-MED MATERIEL INVENTORY    P 3103    84500 458  
\$SWITCH        S.SU11,S.SLB1

DTPRT-MED MATERIEL INVENTORY

SEXECUTE

BCOEXT

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 126  
AFSC 91530 APPRENTICE MED MATERIEL SPECIALIST

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK

DUTY/TASK TITLE

D-TSK	DUTY/TASK TITLE				
	PERFORMING WAREHOUSE FUNCTIONS	75.40	41.34	31.17	31.17
	MAINTAINING LINEN SUPPLY	38.89	37.17	14.46	45.62
	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	48.41	20.44	9.89	55.52
	PERFORMING DOCUMENT CONTROL FUNCTIONS	50.00	15.22	7.61	63.13
	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	30.16	18.94	5.71	68.64
	PERFORMING LOCAL PURCHASE FUNCTIONS	44.44	12.71	5.65	74.49
	REQUISITIONING MATERIEL	52.38	9.69	5.08	79.57
	SUPPORTING INVENTORY CONTROL OF SUPPLIES	58.73	7.38	4.34	83.90
	PLANNING AND ORGANIZING	47.24	8.10	3.66	87.57
	PERFORMING INVENTORY CONTROL OF SUPPLIES	50.79	6.74	3.43	90.99
	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	57.94	5.44	3.15	94.14
	INSPECTING PROPERTY	38.89	5.07	1.97	96.12
	MAINTAINING WAR READINESS MATERIEL	30.95	4.63	1.43	97.55
	DIRECTING AND IMPLEMENTING	30.95	4.08	1.26	98.81
	REPORTING AND DISPOSING OF MATERIEL	20.63	2.46	0.51	99.32
	TRAINING	14.29	2.53	0.36	99.68
	EVALUATING	11.90	2.53	0.30	99.98

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBR5= 126  
DAFSC 91530 APPRENTICE MED MATERIEL SPECIALIST

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

DUTY/TASK TITLE				
9 DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	46.83	4.45	2.08	2.08
23 MAKE DELIVERIES TO USING ACTIVITY	51.59	4.01	2.07	4.15
18 ISSUE MATERIEL TO USING ACTIVITY	53.97	3.73	2.01	6.16
30 PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	53.17	3.52	1.87	8.03
11 PICK UP LINENS FROM AND DELIVER TO USING ACTIVITY	27.78	5.75	1.60	9.63
42 UNLOAD INCOMING SHIPMENTS	54.76	2.77	1.52	11.14
21 LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	42.86	3.46	1.48	12.63
20 SEND LINEN TO LAUNDRY AND RECEIVE FROM LAUNDRY	28.57	4.95	1.41	14.04
1 CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	40.48	3.35	1.35	15.40
8 ESTIMATE OR COUNT QUANTITIES OF ISSUED AND PICKED UP LINENS	28.57	4.65	1.33	16.72
3 COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	48.41	2.56	1.24	17.96
43 VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	46.03	2.65	1.22	19.18
1 CARRY OUT CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	29.37	4.01	1.18	20.36
37 ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	42.86	2.48	1.06	21.42
7 FILE COMPLETED DOCUMENTS	34.92	3.02	1.05	22.48
10 MARK LINENS AND INDIVIDUAL CLOTHING ITEMS	27.78	3.63	1.01	23.49
17 PROTECT CLEAN LINENS FROM DUST	25.40	3.80	0.97	24.45
15 OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	30.95	3.00	0.93	25.38
9 MAKE PHYSICAL COUNT OF PROPERTY ITEMS	38.89	2.36	0.92	26.30
17 ISSUE DATED ITEMS	42.06	2.14	0.90	27.20
10 EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	38.10	2.29	0.87	28.08
14 IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	39.68	2.14	0.85	28.93
2 COMPLETE LINEN SUPPLY RECORDS (AF FORM 581)	23.02	3.65	0.84	29.77
13 OFFSET ADJUSTMENT TRANSACTION CARDS	29.37	2.86	0.84	30.61
40 SET UP BINS, RACKS, BAYS, OR OTHER STORAGE FACILITIES	38.89	2.12	0.83	31.43
19 SCREEN LINEN TO DETECT DAMAGED OR WORN ITEMS	24.60	3.25	0.80	32.23
16 MAINTAIN PERSONAL CLOTHING AND EQUIPMENT RECORDS	15.87	5.02	0.80	33.03
7 DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	35.71	2.20	0.78	33.82
11 FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DD FORM 1348-1)	33.33	2.34	0.78	34.60
3 FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	29.37	2.55	0.75	35.35
4 ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITY	31.75	2.29	0.73	36.07
28 PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	33.33	2.14	0.71	36.79

16 PROCESS CLOTHING ITEMS OF HOSPITAL PERSONNEL	18.25	3.89	0.71	37.50
9 INVENTORY CONTROLLED LINEN ITEMS	23.02	3.07	0.71	38.20
44 WRAP AND PACK PROPERTY FOR STORAGE	27.78	2.53	0.70	38.91
6 DELIVER OUTSHIPMENTS	27.78	2.51	0.70	39.60
41 TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	34.92	1.96	0.69	40.29
25 RECEIVE, INSPECT, AND STORE LOCAL PURCHASE ITEMS	25.40	2.70	0.68	40.97
2 ASSIGN OR CANCEL DOCUMENT NUMBERS	27.78	2.44	0.68	41.65
14 OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	28.57	2.34	0.67	42.32
15 PREPARE FORMS FOR TURN-IN OF LINEN TO THE LAUNDRY	20.63	3.20	0.56	42.98
18 REPAIR OR REPLACE WORN OR DAMAGED LINENS	23.02	2.85	0.66	43.64
27 PACK OR CRATE ITEMS FOR SHIPPING	34.13	1.91	0.65	44.29
9 MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	30.16	2.13	0.64	44.93
27 REVIEW DOCUMENTS PRIOR TO FILING	25.40	2.37	0.60	45.53
32 PREPARE AND ATTACH SHIPPING TAGS, LABELS, OR DOCUMENTS	30.16	1.93	0.58	46.11
10 PROCESS RECEIPTS FROM LOCAL PURCHASE	26.98	2.15	0.58	46.69
7 KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	23.81	2.43	0.58	47.27
29 PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	26.19	2.20	0.58	47.85
38 SEGREGATE INCOMING SHIPMENTS FOR INSPECTION	29.37	1.96	0.58	48.43
5 MAINTAIN FILE OF LOCAL PURCHASE ORDERS, CONTRACTS, RECEIVING REPORTS, OR SIMILAR DOCUMENTS	16.67	3.41	0.57	49.00
9 PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	19.84	2.83	0.56	49.56
10 MAINTAIN AND ISSUE STOCKS OF NON-MEDICAL SUPPLIES	14.29	3.77	0.54	50.10
8 FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	19.84	2.71	0.54	50.63
21 RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	18.25	2.94	0.54	51.17
4 MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	26.98	1.95	0.53	51.70
5 CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	26.98	1.93	0.52	52.22
31 PLACE LOCATION SYMBOLS ON WAREHOUSE BINS, RACKS, OR BAYS	27.78	1.87	0.52	52.74
11 MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	23.81	2.17	0.52	53.26
15 REVIEW RECEIVING DOCUMENTS	26.98	1.90	0.51	53.77
6 MAINTAIN REQUISITION HISTORY FILE	19.84	2.52	0.50	54.27
8 KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	23.81	2.09	0.50	54.77
12 PREPARE AND FORWARD REQUESTS FOR ISSUE OF LINEN ITEMS	16.67	2.98	0.50	55.26
34 SET UP, MAINTAIN, OR DISPOSE OF FILES	22.22	2.23	0.49	55.76
1 ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	27.78	1.75	0.49	56.24
6 FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	24.60	1.96	0.48	56.72
24 MARK SHIPPING CONTAINERS	26.19	1.80	0.47	57.20
5 DEVISE CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	15.08	3.08	0.46	57.66
22 RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	18.25	2.51	0.46	58.12
19 MAINTAIN SUPPLY DOCUMENT REGISTER	16.67	2.73	0.46	58.57
1 COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	18.25	2.49	0.45	59.03
7 COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	22.22	2.04	0.45	59.48
5 INVENTORY WRM MATERIELS	24.60	1.83	0.45	59.93
15 POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	20.63	2.18	0.45	60.38
7 DYE WORN LINENS	18.25	2.45	0.45	60.83
32 PREPARE TEMPORARY CUSTODY RECEIPTS (AF FORM 1297)	11.90	3.73	0.44	61.27
9 FILE UP-DATED DOCUMENT REGISTERS	17.46	2.44	0.43	61.70
7 FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	18.25	2.28	0.42	62.11
16 PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	18.25	2.26	0.41	62.53

FINCHED QUANTITY REQUESTED CARD DECKS TO DATA	20.63	1.97	0.41	62.94
G INSTALLATION				
PURCHASE DOCUMENTS	17.46	2.31	0.40	63.34
BALANCE CARDS	22.22	1.80	0.40	63.74
PROCESS RECEIVING REPORTS FOR LOCAL PURCHASE	13.49	2.93	0.40	64.13
HANDLING, LOADING, OR STORING OF PROPERTY RELEASED FOR SHIPMENT	19.05	2.07	0.40	64.53
18 PREPARE SALVAGE DOCUMENTS	16.67	2.36	0.39	64.92
27 SCREEN REQUESTS FOR SUPPLIES	19.05	2.06	0.39	65.31
11 RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	19.84	1.96	0.39	65.70
39 SEGREGATE MATERIEL TO BE INVENTORIED	21.43	1.78	0.38	66.08
5 EDIT ISSUE REQUESTS	17.46	2.18	0.38	66.47
21 RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	19.05	1.99	0.38	66.84
15 MAINTAIN MEMO DOCUMENT REGISTER	8.73	4.30	0.38	67.22
3 COMPLETE ENTRIES ON RECEIVING DOCUMENTS	21.43	1.73	0.37	67.59
6 KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	17.46	2.12	0.37	67.96
21 VERIFY UNIT OF ISSUE FOR PROPERTY ITEMS	20.63	1.79	0.37	68.33
12 PREPARE AND SUBMIT EMERGENCY PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	9.52	3.82	0.36	68.70
12 MAKE QUALITY CONTROL CHECK OF SUCH ITEMS AS POSTING CONTROL CODES OR ANALYSES CODES	14.29	2.55	0.36	69.06
29 VALIDATE AND DISTRIBUTE LOCAL PURCHASE RECEIVING DOCUMENTS	12.70	2.82	0.36	69.42
3 COMPUTE LINEN LEVELS FOR USING ACTIVITIES	13.49	2.65	0.36	69.78
8 PREPARE AND MAINTAIN RECORDS OR DOCUMENTS FOR NON-MEDICAL MATERIEL	17.46	2.03	0.35	70.13
11 INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	18.25	1.92	0.35	70.48
9 MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	14.29	2.44	0.35	70.83
14 PREPARE AND SUBMIT LOCAL PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	9.52	3.55	0.34	71.17
36 RECEIVE, ISSUE, OR PACKAGE SECURITY ITEMS	18.25	1.84	0.34	71.50
5 MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	14.29	2.32	0.33	71.84
4 COORDINATE NEGOTIATIONS FOR THE LAUNDERING OF LINENS	9.52	3.47	0.33	72.17
25 PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	11.90	2.77	0.33	72.50
13 INSPECT ITEMS IN STORAGE FOR SIGNS OF CORROSION, DECAY, OR DETERIORATION.	19.05	1.73	0.33	72.83
26 OPERATE FORK LIFT FOR MATERIEL HANDLING	11.90	2.76	0.33	73.15
1 ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	15.08	2.17	0.33	73.48
13 ROTATE WRM	19.05	1.69	0.32	73.80
13 GROUP PROPERTY ITEMS FOR PACKAGING	16.67	1.84	0.31	74.11
28 REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	15.08	1.95	0.29	74.41
25 MONITOR TEMPERATURE, HUMIDITY, OR DUST CONDITIONS WITHIN STORAGE FACILITY	15.08	1.93	0.29	74.70
3 CODE AND EDIT SOURCE DOCUMENTS	14.29	2.02	0.29	74.98
8 MAINTAIN LIBRARY OF GSA CATALOGUES, VENDORS' CATALOGUES, AND OTHER PROCUREMENT DATA	8.73	3.24	0.28	75.27
20 PREPARE PCAM DAILY UTILIZATION REPORT	11.90	2.38	0.28	75.55
1 CHECK ACCURACY OF DEPOT REQUISITIONS	14.29	1.97	0.28	75.83
13 MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	13.49	2.07	0.28	76.11

34 PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	21.43	1.27	0.27	76.38
11 MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS	7.94	3.38	0.27	76.65
12 INSPECT CONTAINERS AND LABELS OF CORROSIVE, VOLATILE, COMBUSTIBLE, OR POISONOUS MATERIALS	18.25	1.47	0.27	76.92
30 PREPARE REQUESTS FOR CHANGES IN ALLOWANCES AND AUTHORIZATIONS (AF FORM 601A)	7.14	3.69	0.26	77.18
5 DISTRIBUTE COPIES OF ISSUE REQUESTS	15.08	1.67	0.25	77.43
13 PREPARE AND SUBMIT QUARTERLY LINEN INVENTORY AND CONSUMPTION REPORT	12.70	1.95	0.25	77.68
19 PREPARE INPUT DATA AND READ OUTPUT FOR STOCK BALANCES	13.49	1.83	0.25	77.93
3 EDI MACHINE LISTING OF REQUISITION REQUIREMENTS	12.70	1.92	0.24	78.17
2 CLEAN AND DRY PROPERTY ITEMS	17.46	1.38	0.24	78.41
1 ADJUST BALANCE CARDS FOR SUSPENDED ITEMS	15.08	1.58	0.24	78.65
25 REQUEST WAREHOUSE TO DELIVER MATERIEL	11.11	2.13	0.24	78.89
8 MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	12.70	1.84	0.23	79.12
12 MAINTAIN CUSTODY/RECEIPT LOCATOR LISTINGS BY ACCOUNT	7.94	2.95	0.23	79.36
26 RECORD TRANSACTIONS ON TRANSACTION REGISTER	13.49	1.73	0.23	79.59
13 RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	15.87	1.42	0.23	79.82
20 LIST COMPONENT PART SHORTAGES	12.70	1.78	0.23	80.04
18 PREPARE INPUT DATA AND READ OUTPUT FOR DOCUMENTATION OF TRANSACTIONS	9.52	2.36	0.23	80.27
17 PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (DD FORM 1348)	11.11	2.01	0.22	80.49
26 SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	11.11	2.00	0.22	80.71
1 ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	10.32	2.15	0.22	80.93
2 DETERMINE REQUISITION PRIORITIES	9.52	2.33	0.22	81.16
17 PREPARE INPUT DATA AND READ OUTPUT FOR DECREASE AND INCREASE TRANSACTIONS	11.90	1.85	0.22	81.38
34 RECEIVE AND DISTRIBUTE CUSTODIAN REQUEST/RECEIPT (AF FORM 601B)	7.94	2.75	0.22	81.59
1 ASSIGN NON-MIMS VOUCHER NUMBERS TO TRANSACTIONS	11.90	1.82	0.22	81.81
5 DISPOSE OF INACTIVE DOCUMENTS	11.11	1.95	0.22	82.03
22 MAINTAIN AND SEARCH STOCK LOCATOR FILE OR AIR FORCE LOCATOR CARDS	10.32	2.08	0.21	82.24
1 ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	14.29	1.44	0.21	82.45
28 SUBMIT SUGGESTED SOURCES OF LOCAL PURCHASE ITEMS TO BASE PURCHASING AND CONTRACT OFFICE (P + C)	7.14	2.83	0.20	82.65
15 REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	15.08	1.33	0.20	82.85
12 NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	13.49	1.48	0.20	83.05
28 PREPARE EQUIPMENT AUTHORIZATION CHANGE INFORMATION FOR PCAM CARDS	4.76	4.06	0.19	83.24
13 REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	9.52	1.99	0.19	83.43
14 REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC BIOLOGICALS AND REAGENTS	10.32	1.83	0.19	83.62
12 FORWARD OR RECEIVE EQUIPMENT ITEMS FOR USER TESTS	10.32	1.83	0.19	83.81
12 MAINTAIN SUPPLY OF BLANK PCAM CARDS	14.29	1.32	0.19	84.00
24 RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	11.11	1.67	0.19	84.19
14 ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	15.08	1.22	0.18	84.37
8 POSITION MMPNC OR SCATA MATERIEL	11.11	1.64	0.18	84.55
14 MAINTAIN HISTORY FILE OF PCAM CARDS ON EQUIPMENT	7.14	2.53	0.18	84.73
29 VERIFY UNIT COSTS OF PROPERTY ITEMS	14.29	1.26	0.18	84.91

A	13 ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE EQUIPMENT ACTIVITY	7.14	2.48	0.18	85.09
F	16 INSPECT TURN-IN ITEMS	10.32	1.72	0.18	85.27
K	7 EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	11.90	1.47	0.18	85.44
B	22 SUPERVISE STORAGE AND RECEIPT OF MATERIEL	7.14	2.44	0.17	85.62
J	14 REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	13.49	1.27	0.17	85.79
P	17 MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS	8.73	1.95	0.17	85.96
J	8 MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	11.11	1.53	0.17	86.13
J	16 REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	13.49	1.26	0.17	86.30
K	2 COMPUTE FILL RATES	8.73	1.94	0.17	86.47
D	21 PREPARE AND FORWARD E-AID DUE-IN CARD TO BASE DATA SERVICES (AF FORM 815)	7.14	2.35	0.17	86.64
N	23 SELECT DATA ELEMENTS FOR RECORDING TRANSACTIONS	8.73	1.92	0.17	86.80
Q	23 RECEIVE AND DISTRIBUTE CORRESPONDENCE PERTINENT TO LOCAL PURCHASE	7.14	2.32	0.17	86.97
A	28 PLAN SPACE LAYOUTS FOR SUPPLIES OR EQUIPMENT	7.94	2.03	0.16	87.13
D	5 COORDINATE THE RELOCATION OF PROPERTY BETWEEN PROPERTY CUSTODIANS	7.14	2.25	0.16	87.29
A	26 PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	7.94	2.01	0.16	87.45
J	4 CONDUCT INVENTORIES OF LOCAL PURCHASE ITEMS	9.52	1.64	0.16	87.61
P	25 RECORD BASIC IDENTIFYING DATA ON DOCUMENTS	7.94	1.96	0.16	87.76
F	9 IDENTIFY WAR READINESS MATERIEL TO PREVENT UNAUTHORIZED MOVEMENT OR USE	11.90	1.30	0.16	87.92
N	5 FORWARD SHOPPING DECKS TO BASE DATA PROCESSING INSTALLATION	9.52	1.63	0.15	88.07
I	14 PREPARE AND SUBMIT REPORTS OF SURVEY	3.97	3.89	0.15	88.23
J	2 CALCULATE THE INVENTORY BALANCE	11.11	1.38	0.15	88.38
K	9 FILL OUT FORMS FOR CONDEMNED ITEMS	10.32	1.47	0.15	88.53
P	18 MAINTAIN LOCAL PROCUREMENT DOCUMENT REGISTER	7.14	2.12	0.15	88.68
J	7 INSPECT RECEIPTS AND ISSUES FOR PROCESSING PRIOR TO INVENTORY	11.90	1.23	0.15	88.83
D	13 PREPARE AND SUBMIT LIST OF DELINQUENT LOCAL PURCHASE ORDERS TO BASE PROCUREMENT ACTIVITY	5.56	2.60	0.14	88.97
C	11 EVALUATE EFFECTIVENESS OF THE LINEN SUPPLY ACTIVITY	5.56	2.56	0.14	89.12
L	22 SCREEN REQUESTS FOR LOCAL PURCHASE	7.94	1.79	0.14	89.26
A	4 ASSIGN ISSUE PRIORITIES	7.94	1.79	0.14	89.40
H	3 DETERMINE THE METHOD OF DESTRUCTION FOR DIFFERENT TYPES OF MEDICAL SUPPLIES	7.94	1.78	0.14	89.54
D	17 PREPARE REPORT OF LOCAL PURCHASES	3.97	3.54	0.14	89.68
L	13 NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	10.32	1.36	0.14	89.82
A	14 ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	8.73	1.59	0.14	89.96
J	10 PERFORM PRE-INVENTORY SURVEY	9.52	1.44	0.14	90.10
A	1 ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	8.73	1.57	0.14	90.23
L	24 TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	7.14	1.87	0.13	90.37
D	9 MAINTAIN AND DISTRIBUTE THE CONSOLIDATED LISTING (CL)	5.56	2.36	0.13	90.50
L	4 COMPUTE THE QUANTITY ON HAND OF SUSPENDED ITEMS	8.73	1.49	0.13	90.63
D	25 PREPARE DOCUMENTS FOR NON-MEDICAL EQUIPMENT TRANSACTIONS	7.14	1.81	0.13	90.76
D	22 PURCHASE SMALL DOLLAR VALUE ITEMS	5.56	2.31	0.13	90.89
D	6 GIVE INFORMAL TRAINING TO INDIVIDUALS	10.32	1.24	0.13	91.02
A	22 PLAN PROCEDURES FOR MAINTAINING SUPPLY STOCK RECORDS	8.73	1.47	0.13	91.14
K	26 SCREEN, COMPUTE, AND POST STOCK LEVELS	10.32	1.23	0.13	91.27
D	13 MAINTAIN FILE OF AUTHORIZATIONS, INCREASES, OR DECREASES TO THE CONSOLIDATED LISTING	6.35	1.99	0.13	91.40

O	20	PREPARE AND FORWARD E-AID CUSTODY/RECEIPT CARD TO BASE DATA PROCESSING INSTALLATION (AF FORM 814)	5.56	2.28	0.13	91.52
G	6	MAKE SURVEYS TO IMPROVE ACCURACY OF WRM LOCATOR FILES	5.56	2.26	0.13	91.65
L	23	SEPARATE STOCK RECORD CARDS FOR NON-STOCK LISTED ITEMS	10.32	1.22	0.13	91.77
A	33	SELECT PROCUREMENT SOURCES (CP OR LP) FOR ISSUE REQUESTS	6.35	1.96	0.12	91.90
O	40	SEARCH EQUIPMENT ALLOWANCE PUBLICATIONS FOR BASIS OF ISSUE AND ALLOWANCES	7.14	1.72	0.12	92.02
P	23	PREPARE DOCUMENTS TO BE DESTROYED OR RETIRED	7.14	1.70	0.12	92.14
E	15	INSPECT AND INVENTORY STOCK STORED IN HOSPITAL FOR AIR EVACUATION PROGRAM	7.94	1.52	0.12	92.26
B	17	SUPERVISE PHYSICAL ISSUING OF MATERIEL	6.35	1.88	0.12	92.38
A	5	COMPUTE ECONOMIC ORDER QUANTITIES (EOQS)	6.35	1.88	0.12	92.50
D	7	INDOCTRINATE NEWLY ASSIGNED PERSONNEL	8.73	1.35	0.12	92.62
A	20	PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	5.56	2.06	0.11	92.74
P	14	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS AT USING ACTIVITY	5.56	2.06	0.11	92.85
P	16	MAINTAIN FILE OF PROPERTY ACCOUNTS	5.56	2.02	0.11	92.96
O	19	POST AUTHORIZATION CHANGES TO THE CONSOLIDATED LISTING	5.56	2.00	0.11	93.07
J	11	PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	8.73	1.25	0.11	93.18
E	4	CONDITION CODE SUPPLY ITEMS	8.73	1.24	0.11	93.29
A	6	COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	6.35	1.68	0.11	93.40
N	10	MAINTAIN NEWLY-STOCKLISTED ITEM PCAM CARD FILE	7.14	1.48	0.11	93.50
Q	10	PREPARE AND DISTRIBUTE SOURCE DOCUMENTS INVOLVING PAYMENT TO VENDORS	3.97	2.56	0.10	93.60
B	12	SUPERVISE LINEN SUPPLY ACTIVITY	3.97	2.50	0.10	93.70
Q	24	RECEIVE AND PROCESS REQUESTS FOR ITEMS TO BE PURCHASED WITH PETTY CASH FUNDS	2.38	4.09	0.10	93.80
M	16	TYPE MATERIEL SOURCE DOCUMENTS	4.76	2.01	0.10	93.90
K	17	PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	6.35	1.49	0.09	93.99
B	10	SUPERVISE DELIVERY AND TRANSFER OF MATERIEL	4.76	1.98	0.09	94.09
A	21	PLAN PROCEDURES FOR MAINTAINING E-AID CARDS	3.17	2.92	0.09	94.18
I	6	DRAFT AND SUBMIT LINEN SUPPLY BUDGET ESTIMATES	3.97	2.34	0.09	94.27
H	5	PREPARE DESTRUCTION DOCUMENTS FOR AND DESTROY MEDICAL EXCESS	8.73	1.02	0.09	94.36
F	7	IDENTIFY ITEMS TO BE TRANSFERRED	6.35	1.41	0.09	94.45
A	27	PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	6.35	1.39	0.09	94.54
O	31	PREPARE STOCK OR PRICE CHANGE VOUCHERS FOR EQUIPMENT	5.56	1.57	0.09	94.62
H	8	REVIEW EXCESS EQUIPMENT OR SUPPLY TURN-IN DOCUMENTS AND DETERMINE EXCESS OR SALVAGE ACTION	3.97	2.17	0.09	94.71
G	7	MONITOR THE INSPECTION AND ROTATION OF MMPNC PHASE I KITS	4.76	1.77	0.08	94.80
F	14	INSPECT PROPERTY FOR REPAIRS OR REPLACEMENTS	5.56	1.47	0.08	94.88
F	3	DESIGNATE ITEMS FOR DISPOSAL	7.14	1.11	0.08	94.96
K	8	ESTABLISH MINIMUM STOCK LEVELS	6.35	1.25	0.08	95.04
K	13	POST RECEIPTS AND ISSUES OF SECURITY ITEMS TO VAULT RECORD CARDS	4.76	1.64	0.08	95.11
G	10	PREPARE REQUISITIONS FOR WRM	7.14	1.06	0.08	95.19
D	8	INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	6.35	1.19	0.08	95.26
K	6	EDIT OUTGOING OR INCOMING EXCESS REPORTS	7.14	1.05	0.07	95.34
A	2	ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHDDDS	6.35	1.18	0.07	95.41
A	8	DEVELOP STANDARD OPERATING PROCEDURE (SOP) FOR EMERGENCY SUPPLY SITUATIONS	4.76	1.54	0.07	95.49

1	COORDINATE WITH OTHER AGENCIES TO DETERMINE WHICH LOCAL PURCHASE ITEMS SHOULD BE STOCKLISTED	2.38	3.02	0.07	95.56
14	POST STOCK SUSPENSION NOTICES	7.94	0.89	0.07	95.63
19	LIST EXPENDABLE ITEMS CONSUMED IN THE MEDICAL SUPPLY OPERATION	6.35	1.11	0.07	95.70
37	REVIEW EQUIPMENT STOCK STATUS REPORT FOR DISCREPANCIES	3.97	1.76	0.07	95.77
23	SUPERVISE THE DISPOSAL AND SALVAGE OF MATERIEL	4.76	1.46	0.07	95.84
37	WRITE JOB DESCRIPTION	2.38	2.91	0.07	95.91
12	RECONCILE AFMMFO LETTERS WITH WRM WORKSHEET	5.56	1.24	0.07	95.98
7	DETERMINE NEED FOR CONTRACT MAINTENANCE OF EQUIPMENT	5.56	1.22	0.07	96.05
33	PREPARE TRANSFER DOCUMENTS FOR PROPERTY TRANSFERRED BETWEEN BASE MEMOS	3.17	2.13	0.07	96.11
39	ROUTE TURN-IN OF EQUIPMENT FOR INSPECTION AND CONDITION CODING	4.76	1.40	0.07	96.18
24	PREPARE FACSIMILES OF LOST DOCUMENTS FROM SUSPENSE COPIES	6.35	1.02	0.06	96.25
23	PLAN PROCEDURES FOR MAKING INVENTORY ADJUSTMENTS	3.97	1.57	0.06	96.31
15	MAINTAIN FILE OF BASE ERROR AND/OR CORRECTION SHEETS (AF FORM 150)	2.38	2.51	0.06	96.37
5	MONITOR EXCESS ITEMS PROGRAM	3.17	1.88	0.06	96.43
29	PREPARE EQUIPMENT REPLACEMENT BUDGETARY LIST	3.17	1.87	0.06	96.49
27	SET LEVELS AND REQUIREMENT CODES FOR NON-STOCKLISTED ITEMS	3.17	1.83	0.06	96.54
9	MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	5.56	1.04	0.06	96.60
17	PREPARE INSPECTION REPORTS	3.17	1.78	0.06	96.66
6	PREPARE DOCUMENTS FOR THE TRANSFER OF EXCESS REQUIRED NON-MEDICAL ITEMS TO BASE SUPPLY	6.35	0.86	0.05	96.71
15	INSPECT STORED PROPERTY TO SEE THAT LOAD LIMITS AND SECURITY CONDITIONS ARE MET	3.97	1.38	0.05	96.77
16	PREPARE REPORTS OF DISCREPANCY IN SHIPMENT FROM COMMERCIAL VENDORS	2.38	2.27	0.05	96.82
27	PREPARE DROPPAGE ALLOWANCE DOCUMENTS FOR NON-MEDICAL EQUIPMENT	3.17	1.70	0.05	96.88
12	OPEN NEW MEMO ACCOUNTS	4.76	1.13	0.05	96.93
1	ADVISE BASE SUPPLY OFFICER OF EXCESS NON-MEDICAL ITEMS	4.76	1.12	0.05	96.98
3	EDIT OUTPUT FOR DUE-IN AND DUE-OUT DATA OF USING ACTIVITIES	3.17	1.67	0.05	97.04
2	ARRANGE FOR WITNESSES TO OBSERVE THE DESTRUCTION OF MEDICAL SECURITY ITEMS	4.76	1.11	0.05	97.09
18	PREPARE SHIPPING DOCUMENTS FOR LOCAL PURCHASE CREDIT ITEMS BEING RETURNED TO VENDOR	1.59	3.25	0.05	97.14
2	COMPARE QUANTITY AND CONDITION OF EQUIPMENT ITEMS WITH VOUCHER LISTINGS	3.17	1.62	0.05	97.19
7	POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (OA)	5.56	0.92	0.05	97.24
20	SUPERVISE REQUISITIONING OF MATERIEL	3.97	1.28	0.05	97.29
3	COMPUTE DROPPAGE ALLOWANCES FOR NON-MEDICAL EQUIPMENT ITEMS	3.97	1.26	0.05	97.34
26	PREPARE DOCUMENTS FOR OFF-BASE REPAIR OF EQUIPMENT	2.38	2.07	0.05	97.39
8	FORWARD TEMPORARY CUSTODY RECEIPTS FOR THE LOAN OF PROPERTY TO PATIENTS	3.97	1.24	0.05	97.44
10	ESTABLISH INVENTORY CUT-OFF DOCUMENT NUMBERS	4.76	1.03	0.05	97.49
35	SUBMIT AUTHORIZATION CHANGES TO MEDICAL EQUIPMENT REVIEW AUTHORIZATION ACTIVITY	3.17	1.53	0.05	97.54
10	INITIATE ISSUE REQUESTS FOR ITEMS NEEDED TO COMPLETE ASSEMBLIES	3.97	1.22	0.05	97.59
35	PROCESS PROPERTY ACCOMPANYING PATIENTS	6.35	0.75	0.05	97.64
12	RECORD FUND OBLIGATIONS	5.56	0.85	0.05	97.68

P	21	MONITOR THE FLOW OF DOCUMENTS BETWEEN PROCESSING POINTS	3.97	1.19	0.05	97.73
F	20	VERIFY SECURITY CLASSIFICATION OF PROPERTY ITEMS	3.17	1.45	0.05	97.78
A	36	SUBMIT REQUESTS FOR STOCKLISTING OF NON-STOCKLISTED ITEMS TO SUB-COMMAND OR COMMAND	2.38	1.91	0.05	97.82
B	6	MONITOR THE MEDICAL INVENTORY MANAGEMENT SYSTEM (MIMS)	2.38	1.86	0.04	97.87
K	22	RECONCILE THE DOLLAR VALUE OF INVENTORY CATEGORIES WITH THE DOLLAR VALUE OF ACCOUNTING OFFICE RECORDS	3.17	1.39	0.04	97.91
J	3	COMPUTE INVENTORY ACCURACY PERCENTAGES	4.76	0.91	0.04	97.95
F	2	CONDUCT SPECIAL-SUBJECT INSPECTIONS	3.17	1.35	0.04	98.00
B	9	SUPERVISE CONTROL OF MATERIEL DOCUMENTS	2.38	1.79	0.04	98.04
B	25	SUPERVISE THE MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO)	1.59	2.68	0.04	98.08
L	16	POST RETURNS TO VENDORS	4.76	0.89	0.04	98.12
K	11	MAINTAIN DATE-OF-AVAILABILITY LIST OF NEWLY STOCKLISTED MATERIEL	4.76	0.88	0.04	98.17
F	4	DETERMINE CAUSE OF UNSERVICEABLE CONDITION OF PROPERTY	3.97	1.01	0.04	98.21
G	1	COMPUTE ASSETS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	3.97	0.99	0.04	98.25
A	24	PLAN PROCEDURES FOR THE ADMINISTRATION OF THE STOCK RECORD ACCOUNT	3.17	1.23	0.04	98.28
O	35	REPORT DISCREPANCIES IN STOCK STATUS REPORT TO STOCK RECORDS SECTION FOR PREPARATION OF NEW REPORT	3.17	1.23	0.04	98.32
J	5	COORDINATE WITH BASE DATA PROCESSING INSTALLATION FOR PREPARATION OF INVENTORY COUNT LISTINGS	3.97	0.98	0.04	98.36
F	6	ENTER RE-INSPECTION DATES ON PROPERTY ITEMS	3.17	1.19	0.04	98.40
B	26	SUPERVISE THE STOCK RECORD ACCOUNT	2.38	1.56	0.04	98.44
L	19	PREPARE FORMS TO SUSPEND UNSUITABLE MATERIEL FROM ISSUE	3.97	0.89	0.04	98.47
O	22	PREPARE AND FORWARD EQUIPMENT AUTHORIZATION INVENTORY DATA TO BASE DATA PROCESSING INSTALLATION	3.97	0.88	0.03	98.51
A	19	PLAN PROCEDURES AND SEQUENCES FOR TAKING INVENTORIES	3.17	1.09	0.03	98.54
A	17	PLAN AND SCHEDULE INSPECTIONS OF PROPERTY ASSIGNED TO USING ACTIVITY	2.38	1.44	0.03	98.58
L	11	MONITOR PRIORITY STATUS OF REQUISITIONS	2.38	1.43	0.03	98.61
C	14	EVALUATE MEDICAL MATERIEL COMPLAINTS OR SUGGESTIONS FOR CORRECTIVE ACTION	3.17	1.07	0.03	98.64
B	19	SUPERVISE PROPERTY INSPECTIONS	2.38	1.42	0.03	98.68
P	6	DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	2.38	1.40	0.03	98.71
Q	21	PROVIDE FUND CITATION AND AUTHORIZATION FOR CASH PURCHASE	1.59	2.06	0.03	98.74
P	22	PREPARE CERTIFICATES OF LOST DOCUMENTS	3.17	1.01	0.03	98.78
F	8	IDENTIFY PARTS OF COMPLETE ASSEMBLIES	3.17	0.99	0.03	98.81
P	20	MONITOR MEMO DOCUMENT REGISTER	1.59	1.98	0.03	98.84
L	10	MAKE ENTRIES ON STOCK LOCATOR CARDS TO SHOW CHANGES IN LOCATION OF PROPERTY ITEMS	2.38	1.30	0.03	98.87
O	24	PREPARE BASE INVENTORY ADJUSTMENT DOCUMENT	2.38	1.27	0.03	98.90
C	9	DETERMINE NEED FOR EXTRA INVENTORIES	3.97	0.73	0.03	98.93
B	13	SUPERVISE LOCAL PURCHASE ACTIVITIES	0.79	3.60	0.03	98.96
K	20	PREPARE AND DISTRIBUTE DOCUMENTS FOR PROPERTY FOUND ON BASE	3.97	0.72	0.03	98.99
O	36	REVIEW AND FORWARD REQUESTS FOR TEMPORARY LOAN OF EQUIPMENT	2.38	1.20	0.03	99.01
B	11	SUPERVISE EQUIPMENT AUTHORIZATION AND SUPPORT FUNCTIONS	2.38	1.18	0.03	99.04
G	3	COMPUTE PEACETIME OPERATING STOCKS (POS) REQUIREMENTS	3.17	0.87	0.03	99.07
B	4	IMPLEMENT CONTROLS AND FOLLOW-UP FOR NEW PROCEDURES	2.38	1.15	0.03	99.10
F	1	CONDUCT FOLLOW-UP INSPECTIONS	3.17	0.82	0.03	99.12
L	18	PREPARE AND DISTRIBUTE THE STOCK STATUS REPORT	2.38	1.07	0.03	99.15
Q	2	EDIT MACHINE-COMPUTED REQUIREMENTS LISTING OF NON-STOCKLISTED ITEMS	1.59	1.55	0.02	99.17

J	6	ESTABLISH AND POST NOTICES OF INVENTORY DEADLINE DATES	1.59	1.53	0.02	99.20
A	11	ESTABLISH WORK SCHEDULES	3.17	0.76	0.02	99.22
C	8	CONDUCT INSPECTIONS OF WAREHOUSE WORK METHODS	2.38	1.00	0.02	99.25
K	21	PROCESS AND REPORT MEDICAL MATERIEL COMPLAINTS	3.17	0.74	0.02	99.27
L	20	PREPARE INVENTORY CONTROL RECORDS FOR ACCEPTABLE TURN-INS	3.17	0.73	0.02	99.29
Q	19	PROCESS AND FORWARD EXEMPTIONS TO THE BUY AMERICAN ACT TO BASE PROCUREMENT ACTIVITY	0.79	2.90	0.02	99.32
O	18	NOTIFY WAREHOUSE TO FORWARD EQUIPMENT FOR USER TESTS	2.38	0.96	0.02	99.34
K	16	PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENT (DD FORM 6)	2.38	0.93	0.02	99.36
G	2	COMPUTE GROSS WARTIME MATERIEL REQUIREMENTS (GWMR)	2.38	0.91	0.02	99.38
D	13	PREPARE LESSON PLANS	2.38	0.91	0.02	99.40
O	38	REVIEW REPORTS OF INVENTORY FINDINGS FROM PROPERTY	2.38	0.90	0.02	99.42
B	21	SUPERVISE SPECIAL PROJECT AND SPECIAL DUTY ACTIVITIES	1.59	1.30	0.02	99.45
H	7	PREPARE DOCUMENTS FOR THE TURN-IN OF OUT-DATED X-RAY FILM	3.97	0.52	0.02	99.47
O	4	CONDUCT UTILIZATION SURVEYS TO VALIDATE EQUIPMENT REQUIREMENTS	2.38	0.86	0.02	99.49
A	16	ORGANIZE PROCEDURES FOR BASE PROCUREMENT OF LOCAL PURCHASE MATERIEL	0.79	2.53	0.02	99.51
C	12	EVALUATE EQUIPMENT AUTHORIZATION AND SUPPORT ACTIVITIES	2.38	0.84	0.02	99.53
B	8	SUPERVISE CIVILIAN PERSONNEL	1.59	1.15	0.02	99.54
B	7	SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	1.59	1.15	0.02	99.56
L	2	AUDIT AND FORWARD THE QUARTERLY MIMS REPORT	1.59	1.05	0.02	99.58
A	9	DEVELOP STANDARD OPERATING PROCEDURE FOR REPAIR OF UNSERVICEABLE AND DAMAGED EQUIPMENT	2.38	0.70	0.02	99.60
F	5	DETERMINE INTERCHANGEABILITY OF ITEMS	1.59	1.00	0.02	99.61
F	11	INITIATE STOCK CHANGE DOCUMENTS FOR UNIDENTIFIED ITEMS	1.59	0.92	0.01	99.63
A	32	RECOMMEND CHANGES IN TECHNICAL ORDERS, MANUALS, HANDBOOKS, OR OPERATING PROCEDURES	1.59	0.90	0.01	99.64
O	6	COORDINATE WITH THE MERAAB FOR EQUIPMENT PURCHASES AND PURCHASE PRIORITIES	1.59	0.89	0.01	99.66
B	3	DIRECT STORAGE, ISSUE, AND SAFEGUARDING OF SECURITY ITEMS	1.59	0.89	0.01	99.67
O	17	MAKE REPORTS OF SURVEY FOR IRRECONCILABLE EQUIPMENT SHORTAGES	1.59	0.88	0.01	99.68
K	3	DETERMINE REQUISITION TRANSMISSION METHODS	1.59	0.85	0.01	99.70
G	4	COMPUTE REQUIREMENTS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	1.59	0.85	0.01	99.71
A	29	PLAN TECHNIQUES FOR HANDLING MECHANIZED ACCOUNTS	0.79	1.50	0.01	99.72
L	12	NOTIFY AFMMFO OF ITEMS SUSPENDED	0.79	1.45	0.01	99.73
L	11	PREPARE THE MATERIEL OPERATIONAL READINESS REPORT (MORR)	0.79	1.45	0.01	99.75
D	16	ROTATE DUTY ASSIGNMENTS OF INDIVIDUALS FOR CROSS-TRAINING	0.79	1.45	0.01	99.76
C	1	ANALYZE EFFECTIVENESS OF MATERIEL MANAGEMENT PRACTICES	0.79	1.45	0.01	99.77
B	18	SUPERVISE PREPARATION OF OFFICIAL CORRESPONDENCE	0.79	1.45	0.01	99.78
K	15	PREPARE AND SUBMIT QUARTERLY FEEDER REPORTS	0.79	1.42	0.01	99.79
K	23	RECONCILE THE SECURITY RECORD CARD BALANCES WITH STOCK RECORD CARD BALANCES	1.59	0.71	0.01	99.80
B	24	SUPERVISE THE FURNISHING OF MEDICAL MATERIEL TRANSACTION DOCUMENTS TO BAFO	1.59	0.70	0.01	99.81
A	18	PLAN CONTROLS OVER WRM SUPPLIES AND EQUIPMENT	0.79	1.35	0.01	99.82
B	14	SUPERVISE MACHINE ROOM OPERATIONS	0.79	1.30	0.01	99.83
G	9	POST GWMR LEVELS AND COMPOSITION	1.59	0.64	0.01	99.84
H	4	PREPARE AND SUBMIT REPORTS OF EXCESS PROPERTY TO AFMMFO (SFS 120, 120A)	0.79	1.23	0.01	99.85
A	15	ORGANIZE MAINTENANCE SUPPORT FUNCTIONS	0.79	1.23	0.01	99.86

E	33	PREPARE BASE WAREHOUSE LOCATION CHANGE NOTICES (AF FORM 136)	0.79	1.22	0.01	99.87
C	3	COMPLETE PERSONEL PERFORMANCE REPORTS	1.59	0.60	0.01	99.88
C	2	COMPILE MANAGEMENT DATA FOR USE IN EVALUATION OF SUPPLY PROGRAM	0.79	1.12	0.01	99.89
Q	15	PREPARE LETTER RECOMMENDING STOCKLISTING OF NON-STOCKLISTED ITEMS	0.79	1.08	0.01	99.90
O	23	PREPARE AND SUBMIT STATEMENTS OF CHARGES OR OTHER VOLUNTARY PAYMENT DOCUMENTS FOR EQUIPMENT	0.79	1.06	0.01	99.91
K	28	TYPE AND DISTRIBUTE CATALOG OF MEDICAL NON-STOCKLISTED ITEMS	0.79	1.00	0.01	99.92
F	18	PREPARE STATEMENT OF FACTS FOR PROPERTY DAMAGED OR DESTROYED FOR REASONS OTHER THAN FAIR WEAR AND TEAR	0.79	0.99	0.01	99.92
D	1	ADAPT AND MAINTAIN TRAINING AIDS	0.79	0.83	0.01	99.93
P	10	INSPECT CHARGE-OUT RECORDS (AF FORM 614) TO INSURE RETURN OF LOANED DOCUMENTS	0.79	0.72	0.01	99.94
C	17	SCHEDULE LEAVES OR PASSES	0.79	0.72	0.01	99.94
C	16	MAKE RECOMMENDATIONS FOR PERSONNEL ACTIONS	0.79	0.72	0.01	99.95
C	13	EVALUATE INVENTORY ADJUSTMENTS	0.79	0.72	0.01	99.95
A	3	APPOINT INVENTORY SUPERVISOR OR TEAMS	0.79	0.72	0.01	99.96
C	5	CONDUCT INSPECTIONS OF INVENTORY CONTROL WORK METHODS	0.79	0.70	0.01	99.97
K	10	INVESTIGATE DISCREPANCIES ENCOUNTERED IN THE INVENTORY OF SECURITY ITEMS	0.79	0.68	0.01	99.97
K	19	PREPARE SCHEDULE FOR STAGGERED SUBMISSION OF REQUESTS	0.79	0.65	0.01	99.98
E	8	DRAFT STORAGE AND OCCUPANCY REPORTS	0.79	0.49	0.00	99.98

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 583  
DAFSC 91550 MEDICAL MATERIEL SPECIALIST

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE	:	:	:	:
E	PERFORMING WAREHOUSE FUNCTIONS	77.02	31.84	24.52	24.52
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	59.52	16.90	10.06	34.58
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	62.61	14.37	9.00	43.58
I	MAINTAINING LINEN SUPPLY	32.93	24.75	8.15	51.73
A	PLANNING AND ORGANIZING	69.98	9.04	6.33	58.06
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	42.37	14.10	5.97	64.03
M	REQUISITIONING MATERIEL	62.26	8.42	5.24	69.28
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	69.81	7.38	5.15	74.43
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	68.27	7.54	5.15	79.58
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	53.86	8.82	4.75	84.33
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	67.75	5.80	3.93	88.26
B	DIRECTING AND IMPLEMENTING	52.83	7.09	3.75	92.00
F	INSPECTING PROPERTY	50.60	4.93	2.49	94.50
G	MAINTAINING WAR READINESS MATERIEL	52.14	3.91	2.04	96.54
D	TRAINING	39.45	3.78	1.49	98.03
C	EVALUATING	31.05	3.45	1.07	99.10
H	REPORTING AND DISPOSING OF MATERIEL	41.34	2.09	0.86	99.96

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1039, TASKS= 409, DUTIES= 17, MBRS= 583  
DAFSC 91550 MEDICAL MATERIEL SPECIALIST

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....					
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....					
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....					
PERCENT OF MEMBERS PERFORMING.....					
D-TSK	DUTY/TASK TITLE				
E	18 ISSUE MATERIEL TO USING ACTIVITY	55.40	2.53	1.40	1.40
E	21 LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	50.60	2.57	1.30	2.70
E	9 DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	47.51	2.66	1.26	3.96
E	23 MAKE DELIVERIES TO USING ACTIVITY	50.77	2.40	1.22	5.18
E	42 UNLOAD INCOMING SHIPMENTS	53.34	2.20	1.17	6.35
E	30 PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	49.40	2.24	1.11	7.46
E	3 COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	47.34	1.96	0.93	8.39
E	43 VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	47.51	1.84	0.87	9.26
E	17 ISSUE DATED ITEMS	44.08	1.92	0.84	10.11
N	7 KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	35.51	2.34	0.83	10.94
E	14 IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	44.77	1.84	0.82	11.76
E	1 CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	40.14	2.00	0.80	12.56
E	41 TAKE ACTION ON STOCK AS DIRECTED BY AFMMFD	48.20	1.62	0.78	13.34
I	20 SEND LINEN TO LAUNDRY AND RECEIVE FROM LAUNDRY	26.42	2.95	0.78	14.12
E	37 ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	40.82	1.88	0.77	14.89
I	8 ESTIMATE OR COUNT QUANTITIES OF ISSUED AND PICKED UP LINENS	24.19	3.16	0.77	15.65
P	7 FILE COMPLETED DOCUMENTS	44.77	1.69	0.76	16.41
E	5 CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	36.71	2.01	0.74	17.15
N	15 OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	35.16	2.01	0.71	17.85
E	7 DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	41.34	1.66	0.69	18.54
E	11 FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DD FORM 1348-1)	39.97	1.71	0.68	19.22
P	2 ASSIGN OR CANCEL DOCUMENT NUMBERS	46.14	1.47	0.68	19.90
E	6 DELIVER OUTSHIPMENTS	35.68	1.89	0.67	20.57
E	10 EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	39.11	1.71	0.67	21.24
I	11 PICK UP LINENS FROM AND DELIVER TO USING ACTIVITY	20.58	3.19	0.66	21.90
J	9 MAKE PHYSICAL COUNT OF PROPERTY ITEMS	43.05	1.52	0.65	22.55
A	34 SET UP, MAINTAIN, OR DISPOSE OF FILES	37.91	1.66	0.63	23.18
N	8 KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	32.59	1.87	0.61	23.79
I	1 CARRY OUT CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	23.84	2.55	0.61	24.40
N	3 FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	37.05	1.63	0.60	25.00
K	5 EDIT ISSUE REQUESTS	36.19	1.66	0.60	25.60
E	27 PACK OR CRATE ITEMS FOR SHIPPING	35.68	1.68	0.60	26.20
E	40 SET UP BINS, RACKS, BAYS, OR OTHER STORAGE FACILITIES	37.39	1.52	0.57	26.76

E	38	SEGREGATE INCOMING SHIPMENTS FOR INSPECTION	33.45	1.67	0.56	27.32
I	10	MARK LINENS AND INDIVIDUAL CLOTHING ITEMS	23.16	2.37	0.55	27.87
L	15	POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	31.22	1.75	0.54	28.42
N	9	MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	38.25	1.42	0.54	28.96
E	28	PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	36.54	1.48	0.54	29.50
P	13	MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	27.62	1.93	0.53	30.03
N	13	OFFSET ADJUSTMENT TRANSACTION CARDS	33.10	1.60	0.53	30.56
M	9	PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	33.79	1.53	0.52	31.08
P	19	MAINTAIN SUPPLY DOCUMENT REGISTER	32.59	1.59	0.52	31.60
A	25	PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	31.05	1.67	0.52	32.12
M	15	REVIEW RECEIVING DOCUMENTS	36.71	1.41	0.52	32.63
E	32	PREPARE AND ATTACH SHIPPING TAGS, LABELS, OR DOCUMENTS	36.36	1.39	0.51	33.14
P	27	REVIEW DOCUMENTS PRIOR TO FILING	34.99	1.44	0.50	33.64
I	2	COMPLETE LINEN SUPPLY RECORDS (AF FORM 581)	21.10	2.37	0.50	34.14
N	4	FORWARD PUNCHED QUANTITY REQUESTED CARD DECKS TO DATA PROCESSING INSTALLATION	32.25	1.55	0.50	34.64
G	5	INVENTORY WRM MATERIELS	35.85	1.39	0.50	35.14
I	19	SCREEN LINEN TO DETECT DAMAGED OR WORN ITEMS	21.10	2.34	0.49	35.63
N	14	OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	31.56	1.55	0.49	36.12
M	10	PROCESS RECEIPTS FROM LOCAL PURCHASE	33.10	1.45	0.48	36.60
P	12	MAKE QUALITY CONTROL CHECK OF SUCH ITEMS AS POSTING CONTROL CODES OR ANALYSES CODES	26.76	1.78	0.48	37.08
A	7	COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	36.54	1.30	0.48	37.56
J	1	ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	37.74	1.26	0.48	38.03
E	29	PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	36.36	1.30	0.47	38.51
I	17	PROTECT CLEAN LINENS FROM DUST	20.58	2.27	0.47	38.97
P	3	CODE AND EDIT SOURCE DOCUMENTS	30.87	1.51	0.46	39.44
E	24	MARK SHIPPING CONTAINERS	29.99	1.60	0.46	39.90
N	22	RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	31.90	1.45	0.46	40.36
P	8	FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	33.45	1.37	0.46	40.82
K	27	SCREEN REQUESTS FOR SUPPLIES	33.96	1.34	0.45	41.28
D	6	GIVE INFORMAL TRAINING TO INDIVIDUALS	32.42	1.39	0.45	41.73
Q	4	ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITY	31.56	1.42	0.45	42.18
N	1	CHECK ACCURACY OF DEPOT REQUISITIONS	33.45	1.33	0.44	42.62
M	16	PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	27.27	1.61	0.44	43.06
M	4	MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	32.76	1.33	0.43	43.49
Q	25	RECEIVE, INSPECT, AND STORE LOCAL PURCHASE ITEMS	26.24	1.65	0.43	43.93
E	44	WRAP AND PACK PROPERTY FOR STORAGE	28.64	1.49	0.43	44.35
P	9	FILE UP-DATED DOCUMENT REGISTERS	31.90	1.34	0.43	44.78
N	1	COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	28.64	1.49	0.43	45.20
N	6	KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	27.44	1.55	0.42	45.63
M	11	RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	30.87	1.36	0.42	46.05
I	16	PROCESS CLOTHING ITEMS OF HOSPITAL PERSONNEL	16.81	2.48	0.42	46.46
K	18	PREPARE SALVAGE DOCUMENTS	35.33	1.17	0.41	46.88
E	31	PLACE LOCATION SYMBOLS ON WAREHOUSE BINS, RACKS, OR BAYS	27.27	1.47	0.40	47.28
N	2	FILE ZERO BALANCE CARDS	31.39	1.27	0.40	47.68

P	11	INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	28.99	1.37	0.40	48.08
M	6	MAINTAIN REQUISITION HISTORY FILE	29.67	1.31	0.39	48.47
B	1	ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	30.36	1.27	0.39	48.85
N	12	MAINTAIN SUPPLY OF BLANK PCAM CARDS	28.82	1.33	0.38	49.23
L	6	FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	31.22	1.21	0.38	49.61
I	9	INVENTORY CONTROLLED LINEN ITEMS	18.70	2.03	0.38	49.99
G	13	ROTATE WRM	27.96	1.35	0.38	50.37
N	20	PREPARE PCAM DAILY UTILIZATION REPORT	23.33	1.60	0.37	50.74
P	28	REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	27.44	1.35	0.37	51.11
L	3	COMPLETE ENTRIES ON RECEIVING DOCUMENTS	29.85	1.24	0.37	51.48
O	10	MAINTAIN AND ISSUE STOCKS OF NON-MEDICAL SUPPLIES	21.96	1.64	0.36	51.84
I	18	REPAIR OR REPLACE WORN OR DAMAGED LINENS	19.21	1.88	0.36	52.20
I	15	PREPARE FORMS FOR TURN-IN OF LINEN TO THE LAUNDRY	16.47	2.19	0.36	52.56
N	17	PREPARE INPUT DATA AND READ OUTPUT FOR DECREASE AND INCREASE TRANSACTIONS	26.59	1.34	0.36	52.92
N	11	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	28.99	1.22	0.35	53.27
E	39	SEGREGATE MATERIEL TO BE INVENTORIED	24.87	1.42	0.35	53.63
E	26	OPERATE FORK LIFT FOR MATERIEL HANDLING	13.21	2.67	0.35	53.98
P	17	MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS	25.90	1.33	0.34	54.33
L	14	ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	24.70	1.39	0.34	54.67
E	16	INSPECT HANDLING, LOADING, OR STORING OF PROPERTY RELEASED FOR SHIPMENT	20.75	1.64	0.34	55.01
A	28	PLAN SPACE LAYOUTS FOR SUPPLIES OR EQUIPMENT	22.81	1.47	0.34	55.35
N	5	FORWARD SHOPPING DECKS TO BASE DATA PROCESSING INSTALLATION	24.87	1.34	0.33	55.68
I	5	DEVISE CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	16.64	2.01	0.33	56.01
E	13	GROUP PROPERTY ITEMS FOR PACKAGING	21.44	1.56	0.33	56.35
Q	5	MAINTAIN FILE OF LOCAL PURCHASE ORDERS, CONTRACTS, RECEIVING REPORTS, OR SIMILAR DOCUMENTS	18.87	1.76	0.33	56.68
P	1	ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	24.36	1.36	0.33	57.01
Q	26	SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	22.64	1.45	0.33	57.34
N	19	PREPARE INPUT DATA AND READ OUTPUT FOR STOCK BALANCES	25.56	1.28	0.33	57.67
A	26	PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	27.27	1.20	0.33	57.99
N	21	RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	25.73	1.26	0.32	58.32
P	26	RECORD TRANSACTIONS ON TRANSACTION REGISTER	23.33	1.37	0.32	58.64
J	15	REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	29.16	1.09	0.32	58.96
M	3	EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	25.04	1.26	0.32	59.27
I	12	PREPARE AND FORWARD REQUESTS FOR ISSUE OF LINEN ITEMS	16.47	1.92	0.32	59.59
P	4	CODE LOCAL PURCHASE DOCUMENTS	24.53	1.28	0.31	59.90
L	5	DISTRIBUTE COPIES OF ISSUE REQUESTS	24.87	1.25	0.31	60.21
L	7	FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	24.19	1.28	0.31	60.52
O	32	PREPARE TEMPORARY CUSTODY RECEIPTS (AF FORM 1297)	24.36	1.27	0.31	60.83
N	18	PREPARE INPUT DATA AND READ OUTPUT FOR DOCUMENTATION OF TRANSACTIONS	24.87	1.23	0.31	61.14
Q	11	PREPARE AND PROCESS RECEIVING REPORTS FOR LOCAL PURCHASE ITEMS	21.27	1.42	0.30	61.44
M	5	MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	25.73	1.17	0.30	61.74
I	7	DYE WORN LINENS	16.47	1.82	0.30	62.04
F	21	VERIFY UNIT OF ISSUE FOR PROPERTY ITEMS	26.76	1.12	0.30	62.34

K	7	EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	24.53	1.21	0.30	62.63
M	8	PREPARE AND MAINTAIN RECORDS OR DOCUMENTS FOR NON-MEDICAL MATERIEL	22.13	1.31	0.29	62.92
J	13	RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	27.27	1.05	0.29	63.21
B	7	SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	20.75	1.38	0.29	63.50
J	14	REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	26.76	1.06	0.28	63.78
Q	29	VALIDATE AND DISTRIBUTE LOCAL PURCHASE RECEIVING DOCUMENTS	18.01	1.58	0.28	64.07
A	20	PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	22.98	1.23	0.28	64.35
Q	9	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	23.84	1.18	0.28	64.63
P	5	DISPOSE OF INACTIVE DOCUMENTS	25.90	1.09	0.28	64.91
O	16	MAINTAIN PERSONAL CLOTHING AND EQUIPMENT RECORDS	20.41	1.37	0.28	65.19
K	24	RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	25.21	1.11	0.28	65.47
B	17	SUPERVISE PHYSICAL ISSUING OF MATERIEL	17.50	1.58	0.28	65.75
L	1	ADJUST BALANCE CARDS FOR SUSPENDED ITEMS	25.56	1.08	0.27	66.02
K	1	ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	24.70	1.10	0.27	66.29
J	16	REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	26.93	1.00	0.27	66.56
K	29	VERIFY UNIT COSTS OF PROPERTY ITEMS	25.21	1.06	0.27	66.83
O	34	RECEIVE AND DISTRIBUTE CUSTODIAN REQUEST/RECEIPT (AF FORM 601B)	16.30	1.64	0.27	67.10
E	36	RECEIVE, ISSUE, OR PACKAGE SECURITY ITEMS	19.04	1.39	0.26	67.36
B	22	SUPERVISE STORAGE AND RECEIPT OF MATERIEL	18.52	1.42	0.26	67.63
O	11	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS	15.78	1.66	0.26	67.89
J	2	CALCULATE THE INVENTORY BALANCE	26.07	1.00	0.26	68.15
F	13	INSPECT ITEMS IN STORAGE FOR SIGNS OF CORROSION, DECAY, OR DETERIORATION	23.16	1.12	0.26	68.41
I	3	COMPUTE LINEN LEVELS FOR USING ACTIVITIES	14.92	1.72	0.26	68.67
O	1	ASSIGN NON-MIMS VOUCHER NUMBERS TO TRANSACTIONS	21.78	1.17	0.25	68.92
L	21	RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	19.73	1.28	0.25	69.17
G	8	POSITION MMPNC OR SCATA MATERIEL	19.04	1.32	0.25	69.43
O	12	MAINTAIN CUSTODY/RECEIPT LOCATOR LISTINGS BY ACCOUNT	14.07	1.78	0.25	69.68
F	16	INSPECT TURN-IN ITEMS	22.81	1.10	0.25	69.93
O	30	PREPARE REQUESTS FOR CHANGES IN ALLOWANCES AND AUTHORIZATIONS (AF FORM 601A)	14.41	1.72	0.25	70.17
M	2	DETERMINE REQUISITION PRIORITIES	23.84	1.04	0.25	70.42
L	24	TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	20.93	1.18	0.25	70.67
A	22	PLAN PROCEDURES FOR MAINTAINING SUPPLY STOCK RECORDS	21.10	1.16	0.25	70.91
E	25	MONITOR TEMPERATURE, HUMIDITY, OR DUST CONDITIONS WITHIN STORAGE FACILITY	18.01	1.36	0.24	71.16
L	17	PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (DD FORM 1348)	23.16	1.04	0.24	71.40
L	9	MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	20.07	1.20	0.24	71.64
A	1	ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	24.19	0.99	0.24	71.88
I	13	PREPARE AND SUBMIT QUARTERLY LINEN INVENTORY AND CONSUMPTION REPORT	14.41	1.66	0.24	72.12
K	25	REQUEST WAREHOUSE TO DELIVER MATERIEL	21.78	1.09	0.24	72.35
I	4	COORDINATE NEGOTIATIONS FOR THE LAUNDERING OF LINENS	13.21	1.79	0.24	72.59
O	9	MAINTAIN AND DISTRIBUTE THE CONSOLIDATED LISTING (CL)	14.41	1.64	0.24	72.83
A	2	ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	21.27	1.10	0.23	73.06
L	8	MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	17.84	1.30	0.23	73.29
O	5	COORDINATE THE RELOCATION OF PROPERTY BETWEEN PROPERTY CUSTODIANS	15.09	1.52	0.23	73.52
Q	8	MAINTAIN LIBRARY OF GSA CATALOGUES, VENDORS' CATALOGUES, AND OTHER PROCUREMENT DATA	16.47	1.38	0.23	73.75

O	13	MAINTAIN FILE OF AUTHORIZATIONS, INCREASES, OR DECREASES TO THE CONSOLIDATED LISTING	13.72	1.65	0.23	73.98
J	11	PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	21.78	1.04	0.23	74.20
P	6	DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	20.24	1.08	0.22	74.42
K	8	ESTABLISH MINIMUM STOCK LEVELS	21.96	0.99	0.22	74.64
K	26	SCREEN, COMPUTE, AND POST STOCK LEVELS	21.61	1.01	0.22	74.86
A	33	SELECT PROCUREMENT SOURCES (CP OR LP) FOR ISSUE REQUESTS	18.16	1.20	0.22	75.07
N	23	SELECT DATA ELEMENTS FOR RECORDING TRANSACTIONS	19.55	1.11	0.22	75.29
E	34	PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	22.13	0.96	0.21	75.50
B	20	SUPERVISE REQUISITIONING OF MATERIEL	18.35	1.16	0.21	75.72
M	12	RECORD FUND OBLIGATIONS	16.47	1.28	0.21	75.93
B	10	SUPERVISE DELIVERY AND TRANSFER OF MATERIEL	17.67	1.20	0.21	76.14
O	40	SEARCH EQUIPMENT ALLOWANCE PUBLICATIONS FOR BASIS OF ISSUE AND ALLOWANCES	14.41	1.46	0.21	76.35
K	12	NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	23.33	0.90	0.21	76.56
Q	28	SUBMIT SUGGESTED SOURCES OF LOCAL PURCHASE ITEMS TO BASE PURCHASING AND CONTRACT OFFICE (P + C)	12.35	1.70	0.21	76.77
Q	14	PREPARE AND SUBMIT LOCAL PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	12.86	1.62	0.21	76.98
F	12	INSPECT CONTAINERS AND LABELS OF CORROSIVE, VOLATILE, COMBUSTIBLE, OR POISONOUS MATERIALS	17.84	1.16	0.21	77.18
L	13	NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	22.47	0.92	0.21	77.39
H	5	PREPARE DESTRUCTION DOCUMENTS FOR AND DESTROY MEDICAL EXCESS	22.13	0.93	0.21	77.60
B	9	SUPERVISE CONTROL OF MATERIEL DOCUMENTS	17.84	1.15	0.21	77.80
P	16	MAINTAIN FILE OF PROPERTY ACCOUNTS	17.50	1.17	0.21	78.01
J	8	MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	19.21	1.06	0.20	78.21
O	15	MAINTAIN MEMO DOCUMENT REGISTER	14.41	1.38	0.20	78.41
D	7	INDOCTRINATE NEWLY ASSIGNED PERSONNEL	18.70	1.05	0.20	78.60
P	21	MONITOR THE FLOW OF DOCUMENTS BETWEEN PROCESSING POINTS	18.52	1.06	0.20	78.80
K	9	FILL OUT FORMS FOR CONDEMNED ITEMS	20.24	0.96	0.20	79.00
J	7	INSPECT RECEIPTS AND ISSUES FOR PROCESSING PRIOR TO INVENTORY	21.44	0.91	0.19	79.19
P	25	RECORD BASIC IDENTIFYING DATA ON DOCUMENTS	18.18	1.07	0.19	79.38
M	7	POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (OA)	18.52	1.05	0.19	79.58
A	4	ASSIGN ISSUE PRIORITIES	20.75	0.93	0.19	79.77
E	2	CLEAN AND DRY PROPERTY ITEMS	14.92	1.29	0.19	79.96
O	25	PREPARE DOCUMENTS FOR NON-MEDICAL EQUIPMENT TRANSACTIONS	14.92	1.26	0.19	80.15
A	14	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	15.27	1.22	0.19	80.34
A	6	COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	20.93	0.89	0.19	80.52
F	9	IDENTIFY WAR READINESS MATERIEL TO PREVENT UNAUTHORIZED MOVEMENT OR USE	18.70	0.99	0.19	80.71
A	35	SUBMIT AUTHORIZATION CHANGES TO MEDICAL EQUIPMENT REVIEW AUTHORIZATION ACTIVITY	11.15	1.65	0.18	80.89
K	6	EDIT OUTGOING OR INCOMING EXCESS REPORTS	19.04	0.96	0.18	81.08
D	8	INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	17.32	1.05	0.18	81.26
K	11	MAINTAIN DATE-OF-AVAILABILITY LIST OF NEWLY STOCKLISTED MATERIEL	18.18	1.00	0.18	81.44
M	14	REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC BIOLOGICALS AND REAGENTS	20.41	0.88	0.18	81.62

J	10 PERFORM PRE-INVENTORY SURVEY	19.04	0.94	0.18	81.80
P	23 PREPARE DOCUMENTS TO BE DESTROYED OR RETIRED	18.18	0.98	0.18	81.98
B	12 SUPERVISE LINEN SUPPLY ACTIVITY	9.95	1.78	0.18	82.15
A	27 PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	17.50	1.01	0.18	82.33
A	5 COMPUTE ECONOMIC ORDER QUANTITIES (EOQS)	18.87	0.93	0.18	82.51
F	3 DESIGNATE ITEMS FOR DISPOSAL	16.98	1.03	0.18	82.68
O	19 POST AUTHORIZATION CHANGES TO THE CONSOLIDATED LISTING	13.04	1.34	0.17	82.86
L	22 SCREEN REQUESTS FOR LOCAL PURCHASE	15.61	1.11	0.17	83.03
A	23 PLAN PROCEDURES FOR MAKING INVENTORY ADJUSTMENTS	19.55	0.88	0.17	83.20
E	12 FORWARD OR RECEIVE EQUIPMENT ITEMS FOR USER TESTS	13.38	1.28	0.17	83.37
B	23 SUPERVISE THE DISPOSAL AND SALVAGE OF MATERIEL	16.12	1.06	0.17	83.54
J	4 CONDUCT INVENTORIES OF LOCAL PURCHASE ITEMS	18.18	0.93	0.17	83.71
K	2 COMPUTE FILL RATES	19.21	0.88	0.17	83.88
B	15 SUPERVISE MEDICAL MATERIEL SPECIALISTS (91550)	12.18	1.37	0.17	84.05
P	18 MAINTAIN LOCAL PROCUREMENT DOCUMENT REGISTER	13.21	1.26	0.17	84.21
L	23 SEPARATE STOCK RECORD CARDS FOR NON-STOCK LISTED ITEMS	17.84	0.93	0.17	84.38
A	21 PLAN PROCEDURES FOR MAINTAINING E-AID CARDS	10.98	1.49	0.16	84.54
Q	23 RECEIVE AND DISTRIBUTE CORRESPONDENCE PERTINENT TO LOCAL PURCHASE	12.18	1.34	0.16	84.71
J	5 COORDINATE WITH BASE DATA PROCESSING INSTALLATION FOR PREPARATION OF INVENTORY COUNT LISTINGS	18.70	0.86	0.16	84.87
M	13 REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	16.98	0.94	0.16	85.03
Q	24 RECEIVE AND PROCESS REQUESTS FOR ITEMS TO BE PURCHASED WITH PETTY CASH FUNDS	9.26	1.71	0.16	85.19
L	11 MONITOR PRIORITY STATUS OF REQUISITIONS	16.81	0.93	0.16	85.34
J	3 COMPUTE INVENTORY ACCURACY PERCENTAGES	18.35	0.85	0.16	85.50
E	22 MAINTAIN AND SEARCH STOCK LOCATOR FILE OR AIR FORCE LOCATOR CARDS	10.98	1.41	0.15	85.65
D	31 PREPARE STOCK OR PRICE CHANGE VOUCHERS FOR EQUIPMENT	14.75	1.04	0.15	85.81
D	20 PREPARE AND FORWARD E-AID CUSTODY/RECEIPT CARD TO BASE DATA PROCESSING INSTALLATION (AF FORM 814)	13.55	1.13	0.15	85.96
Q	12 PREPARE AND SUBMIT EMERGENCY PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	13.72	1.11	0.15	86.11
K	14 POST STOCK SUSPENSION NOTICES	16.47	0.92	0.15	86.26
P	20 MONITOR MEMO DOCUMENT REGISTER	12.52	1.19	0.15	86.41
D	14 MAINTAIN HISTORY FILE OF PCAM CARDS ON EQUIPMENT	13.21	1.11	0.15	86.56
D	28 PREPARE EQUIPMENT AUTHORIZATION CHANGE INFORMATION FOR PCAM CARDS	10.81	1.34	0.14	86.70
A	16 TYPE MATERIEL SOURCE DOCUMENTS	15.44	0.94	0.14	86.85
M	3 DETERMINE THE METHOD OF DESTRUCTION FOR DIFFERENT TYPES OF MEDICAL SUPPLIES	17.15	0.84	0.14	86.99
K	17 PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	17.67	0.81	0.14	87.13
D	22 PREPARE AND FORWARD EQUIPMENT AUTHORIZATION INVENTORY DATA TO BASE DATA PROCESSING INSTALLATION	12.69	1.12	0.14	87.28
D	21 PREPARE AND FORWARD E-AID DUE-IN CARD TO BASE DATA SERVICES (AF FORM 815)	13.38	1.06	0.14	87.42
M	22 PURCHASE SMALL DOLLAR VALUE ITEMS	8.58	1.62	0.14	87.56
F	15 INSPECT STORED PROPERTY TO SEE THAT LOAD LIMITS AND SECURITY CONDITIONS ARE MET	13.38	1.04	0.14	87.70
J	14 SUPERVISE MACHINE ROOM OPERATIONS	10.12	1.35	0.14	87.83
M	6 MAKE SURVEYS TO INSURE ACCURACY OF WRM LOCATOR FILES	10.12	1.33	0.13	87.97
	7 DETERMINE NEED FOR CONTRACT MAINTENANCE OF EQUIPMENT	11.64	1.15	0.13	88.10

Q	10 PREPARE AND DISTRIBUTE SOURCE DOCUMENTS INVOLVING PAYMENT TO VENDORS	8.92	1.48	0.13	88.23
P	14 MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS AT USING ACTIVITY	12.52	1.05	0.13	88.36
P	24 PREPARE FACSIMILES OF LOST DOCUMENTS FROM SUSPENSE COPIES	14.75	0.89	0.13	88.50
A	11 ESTABLISH WORK SCHEDULES	12.86	1.02	0.13	88.63
B	24 SUPERVISE THE FURNISHING OF MEDICAL MATERIEL TRANSACTION DOCUMENTS TO BAFO	13.89	0.94	0.13	88.76
L	19 PREPARE FORMS TO SUSPEND UNSUITABLE MATERIEL FROM ISSUE	15.27	0.86	0.13	88.89
L	4 COMPUTE THE QUANTITY ON HAND OF SUSPENDED ITEMS	15.44	0.84	0.13	89.02
Q	3 EDIT OUTPUT FOR DUE-IN AND DUE-OUT DATA OF USING ACTIVITIES	12.69	1.01	0.13	89.15
A	13 ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE EQUIPMENT ACTIVITY	10.46	1.22	0.13	89.28
N	10 MAINTAIN NEWLY-STOCKLISTED ITEM PCAM CARD FILE	12.86	0.97	0.12	89.40
Q	27 SET LEVELS AND REQUIREMENT CODES FOR NON-STOCKLISTED ITEMS	12.18	1.01	0.12	89.52
L	12 NOTIFY AFMMFO OF ITEMS SUSPENDED	14.75	0.82	0.12	89.64
K	3 DETERMINE REQUISITION TRANSMISSION METHODS	15.61	0.78	0.12	89.76
Q	17 PREPARE REPORT OF LOCAL PURCHASES	10.81	1.12	0.12	89.89
E	4 CONDITION CODE SUPPLY ITEMS	12.86	0.93	0.12	90.00
F	14 INSPECT PROPERTY FOR REPAIRS OR REPLACEMENTS	12.35	0.96	0.12	90.12
O	39 ROUTE TURN-IN OF EQUIPMENT FOR INSPECTION AND CONDITION CODING	10.98	1.07	0.12	90.24
D	2 CONDUCT OJT PROGRAMS	12.01	0.98	0.12	90.36
B	3 DIRECT STORAGE, ISSUE, AND SAFEGUARDING OF SECURITY ITEMS	9.26	1.26	0.12	90.48
A	16 ORGANIZE PROCEDURES FOR BASE PROCUREMENT OF LOCAL PURCHASE MATERIEL	9.09	1.29	0.12	90.59
K	20 PREPARE AND DISTRIBUTE DOCUMENTS FOR PROPERTY FOUND ON BASE	14.07	0.83	0.12	90.71
F	7 IDENTIFY ITEMS TO BE TRANSFERRED	14.07	0.82	0.12	90.82
P	15 MAINTAIN FILE OF BASE ERROR AND/OR CORRECTION SHEETS (AF FORM 150)	7.89	1.47	0.12	90.94
H	6 PREPARE DOCUMENTS FOR THE TRANSFER OF EXCESS REQUIRED NON-MEDICAL ITEMS TO BASE SUPPLY	13.72	0.84	0.12	91.06
E	20 LIST COMPONENT PART SHORTAGES	12.01	0.95	0.11	91.17
A	19 PLAN PROCEDURES AND SEQUENCES FOR TAKING INVENTORIES	14.92	0.76	0.11	91.28
O	2 COMPARE QUANTITY AND CONDITION OF EQUIPMENT ITEMS WITH VOUCHER LISTINGS	11.49	0.99	0.11	91.40
Q	2 EDIT MACHINE-COMPUTED REQUIREMENTS LISTING OF NON-STOCKLISTED ITEMS	10.29	1.10	0.11	91.51
E	15 INSPECT AND INVENTORY STOCK STORED IN HOSPITAL FOR AIR EVACUATION PROGRAM	10.81	1.04	0.11	91.62
G	12 RECONCILE AFMMFO LETTERS WITH WRM WORKSHEET	11.84	0.95	0.11	91.74
G	10 PREPARE REQUISITIONS FOR WRM	17.84	0.62	0.11	91.85
E	19 LIST EXPENDABLE ITEMS CONSUMED IN THE MEDICAL SUPPLY OPERATION	11.66	0.93	0.11	91.96
O	26 PREPARE DOCUMENTS FOR OFF-BASE REPAIR OF EQUIPMENT	10.29	1.05	0.11	92.06
G	7 MONITOR THE INSPECTION AND ROTATION OF MMPNC PHASE I KITS	10.63	1.01	0.11	92.17
J	5 MONITOR EXCESS ITEMS PROGRAM	12.86	0.83	0.11	92.28
E	35 PROCESS PROPERTY ACCOMPANYING PATIENTS	13.21	0.80	0.11	92.38
H	4 PREPARE AND SUBMIT REPORTS OF EXCESS PROPERTY TO AFMMFO (SFS 120, 120A)	13.04	0.79	0.10	92.49
O	33 PREPARE TRANSFER DOCUMENTS FOR PROPERTY TRANSFERRED BETWEEN BASE MEMOS	11.15	0.93	0.10	92.59
A	10 ESTABLISH INVENTORY CUT-OFF DOCUMENT NUMBERS	14.75	0.70	0.10	92.69

B	6	MONITOR THE MEDICAL INVENTORY MANAGEMENT SYSTEM (MIMS)	11.32	0.89	0.10	92.79
F	10	INITIATE ISSUE REQUESTS FOR ITEMS NEEDED TO COMPLETE ASSEMBLIES	9.61	1.05	0.10	92.89
D	12	PREPARE, ADMINISTER, OR SCORE TESTS	9.43	1.06	0.10	92.99
G	3	COMPUTE PEACETIME OPERATING STOCKS (POS) REQUIREMENTS	13.89	0.72	0.10	93.09
C	11	EVALUATE EFFECTIVENESS OF THE LINEN SUPPLY ACTIVITY	7.55	1.31	0.10	93.19
H	8	REVIEW EXCESS EQUIPMENT OR SUPPLY TURN-IN DOCUMENTS AND DETERMINE EXCESS OR SALVAGE ACTION	14.24	0.68	0.10	93.29
F	2	CONDUCT SPECIAL-SUBJECT INSPECTIONS	6.86	1.40	0.10	93.39
G	1	COMPUTE ASSETS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	11.49	0.83	0.10	93.48
C	15	EVALUATE REQUESTS FOR LOCAL PURCHASE	8.92	1.06	0.09	93.58
I	6	DRAFT AND SUBMIT LINEN SUPPLY BUDGET ESTIMATES	7.55	1.24	0.09	93.67
C	8	CONDUCT INSPECTIONS OF WAREHOUSE WORK METHODS	10.12	0.93	0.09	93.76
C	3	COMPLETE PERSONEL PERFORMANCE REPORTS	9.09	1.02	0.09	93.86
B	8	SUPERVISE CIVILIAN PERSONNEL	8.40	1.10	0.09	93.95
B	26	SUPERVISE THE STOCK RECORD ACCOUNT	7.89	1.16	0.09	94.04
B	21	SUPERVISE SPECIAL PROJECT AND SPECIAL DUTY ACTIVITIES	8.58	1.07	0.09	94.13
B	25	SUPERVISE THE MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO)	7.72	1.17	0.09	94.22
O	29	PREPARE EQUIPMENT REPLACEMENT BUDGETARY LIST	6.69	1.34	0.09	94.31
D	4	COUNSEL INDIVIDUALS ON TRAINING PROGRESS	10.46	0.86	0.09	94.40
Q	13	PREPARE AND SUBMIT LIST OF DELINQUENT LOCAL PURCHASE ORDERS TO BASE PROCUREMENT ACTIVITY	8.40	1.04	0.09	94.49
O	38	REVIEW REPORTS OF INVENTORY FINDINGS FROM PROPERTY	8.58	1.02	0.09	94.58
F	8	IDENTIFY PARTS OF COMPLETE ASSEMBLIES	8.06	1.08	0.09	94.67
F	4	DETERMINE CAUSE OF UNSERVICEABLE CONDITION OF PROPERTY	11.15	0.78	0.09	94.75
A	19	PLAN CONTROLS OVER WRM SUPPLIES AND EQUIPMENT	9.95	0.86	0.09	94.84
C	9	DETERMINE NEED FOR EXTRA INVENTORIES	11.49	0.75	0.09	94.92
H	2	ARRANGE FOR WITNESSES TO OBSERVE THE DESTRUCTION OF MEDICAL SECURITY ITEMS	9.95	0.84	0.08	95.01
A	29	PLAN TECHNIQUES FOR HANDLING MECHANIZED ACCOUNTS	8.40	0.99	0.08	95.09
Q	1	COORDINATE WITH OTHER AGENCIES TO DETERMINE WHICH LOCAL PURCHASE ITEMS SHOULD BE STOCKLISTED	8.23	1.00	0.08	95.17
B	4	IMPLEMENT CONTROLS AND FOLLOW-UP FOR NEW PROCEDURES	9.78	0.84	0.08	95.26
Q	21	PROVIDE FUND CITATION AND AUTHORIZATION FOR CASH PURCHASE	6.17	1.31	0.08	95.34
G	2	COMPUTE GROSS WARTIME MATERIEL REQUIREMENTS (GWMR)	11.15	0.72	0.08	95.42
A	17	PLAN AND SCHEDULE INSPECTIONS OF PROPERTY ASSIGNED TO USING ACTIVITY	8.92	0.90	0.08	95.50
B	13	SUPERVISE LOCAL PURCHASE ACTIVITIES	6.52	1.23	0.08	95.58
L	18	PREPARE AND DISTRIBUTE THE STOCK STATUS REPORT	10.81	0.74	0.08	95.66
C	13	EVALUATE INVENTORY ADJUSTMENTS	9.26	0.85	0.08	95.74
A	8	DEVELOP STANDARD OPERATING PROCEDURE (SOP) FOR EMERGENCY SUPPLY SITUATIONS	7.72	0.99	0.08	95.81
C	4	CONDUCT INSPECTIONS OF DOCUMENT CONTROL WORK METHODS	9.61	0.80	0.08	95.89
O	6	COORDINATE WITH THE MERAAB FOR EQUIPMENT PURCHASES AND PURCHASE PRIORITIES	6.69	1.15	0.08	95.97
G	9	POST GWMR LEVELS AND COMPOSITION	10.29	0.74	0.08	96.04
A	12	OPEN NEW MEMO ACCOUNTS	9.09	0.84	0.08	96.12
A	24	PLAN PROCEDURES FOR THE ADMINISTRATION OF THE STOCK RECORD ACCOUNT	10.12	0.75	0.08	96.19
B	19	SUPERVISE PROPERTY INSPECTIONS	8.06	0.94	0.08	96.27
H	1	ADVISE BASE SUPPLY OFFICER OF EXCESS NON-MEDICAL ITEMS	10.63	0.70	0.07	96.34
P	22	PREPARE CERTIFICATES OF LOST DOCUMENTS	8.92	0.82	0.07	96.42

L	10 MAKE ENTRIES ON STOCK LOCATOR CARDS TO SHOW CHANGES IN LOCATION OF PROPERTY ITEMS	6.00	1.21	0.07	96.49
F	18 PREPARE STATEMENT OF FACTS FOR PROPERTY DAMAGED OR DESTROYED FOR REASONS OTHER THAN FAIR WEAR AND TEAR	9.61	0.74	0.07	96.56
D	8 FORWARD TEMPORARY CUSTODY RECEIPTS FOR THE LOAN OF PROPERTY TO PATIENTS	9.78	0.72	0.07	96.63
B	18 SUPERVISE PREPARATION OF OFFICIAL CORRESPONDENCE	7.03	0.97	0.07	96.70
A	9 DEVELOP STANDARD OPERATING PROCEDURE FOR REPAIR OF UNSERVICEABLE AND DAMAGED EQUIPMENT	7.72	0.88	0.07	96.77
Q	16 PREPARE REPORTS OF DISCREPANCY IN SHIPMENT FROM COMMERCIAL VENDORS	6.52	1.04	0.07	96.84
L	16 POST RETURNS TO VENDORS	8.58	0.78	0.07	96.90
A	36 SUBMIT REQUESTS FOR STOCKLISTING OF NON-STOCKLISTED ITEMS TO SUB-COMMAND OR COMMAND	6.17	1.07	0.07	96.97
D	24 PREPARE BASE INVENTORY ADJUSTMENT DOCUMENT	8.92	0.74	0.07	97.03
O	36 REVIEW AND FORWARD REQUESTS FOR TEMPORARY LOAN OF EQUIPMENT	8.58	0.77	0.07	97.10
F	1 CONDUCT FOLLOW-UP INSPECTIONS	7.89	0.83	0.07	97.17
D	14 PREPARE TRAINING RECORDS OR CHARTS	7.38	0.88	0.07	97.23
P	10 INSPECT CHARGE-OUT RECORDS (AF FORM 614) TO INSURE RETURN OF LOANED DOCUMENTS	6.35	1.02	0.06	97.30
O	37 REVIEW EQUIPMENT STOCK STATUS REPORT FOR DISCREPANCIES	8.23	0.77	0.06	97.36
J	6 ESTABLISH AND POST NOTICES OF INVENTORY DEADLINE DATES	9.95	0.63	0.06	97.42
G	4 COMPUTE REQUIREMENTS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	8.92	0.70	0.06	97.48
F	11 INITIATE STOCK CHANGE DOCUMENTS FOR UNIDENTIFIED ITEMS	10.29	0.60	0.06	97.55
L	20 PREPARE INVENTORY CONTROL RECORDS FOR ACCEPTABLE TURN-INS	9.95	0.62	0.06	97.61
C	6 CONDUCT INSPECTIONS OF LOCAL PURCHASE WORK METHODS	7.03	0.87	0.06	97.67
K	16 PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENT (DD FORM 6)	9.78	0.62	0.06	97.73
A	37 WRITE JOB DESCRIPTION	7.38	0.81	0.06	97.79
C	2 COMPILE MANAGEMENT DATA FOR USE IN EVALUATION OF SUPPLY PROGRAM	7.72	0.77	0.06	97.85
C	14 EVALUATE MEDICAL MATERIEL COMPLAINTS OR SUGGESTIONS FOR CORRECTIVE ACTION	8.92	0.66	0.06	97.91
B	27 SUPERVISE WRM ACTIVITIES	6.52	0.90	0.06	97.96
K	21 PROCESS AND REPORT MEDICAL MATERIEL COMPLAINTS	9.09	0.64	0.06	98.02
C	5 CONDUCT INSPECTIONS OF INVENTORY CONTROL WORK METHODS	8.06	0.72	0.06	98.08
Q	18 PREPARE SHIPPING DOCUMENTS FOR LOCAL PURCHASE CREDIT ITEMS BEING RETURNED TO VENDOR	7.03	0.79	0.06	98.14
K	22 RECONCILE THE DOLLAR VALUE OF INVENTORY CATEGORIES WITH THE DOLLAR VALUE OF ACCOUNTING OFFICE RECORDS	7.89	0.70	0.05	98.19
B	11 SUPERVISE EQUIPMENT AUTHORIZATION AND SUPPORT FUNCTIONS	6.00	0.91	0.05	98.25
E	33 PREPARE BASE WAREHOUSE LOCATION CHANGE NOTICES (AF FORM 136)	2.74	1.89	0.05	98.30
K	23 RECONCILE THE SECURITY RECORD CARD BALANCES WITH STOCK RECORD CARD BALANCES	7.72	0.67	0.05	98.35
D	27 PREPARE DROPPAGE ALLOWANCE DOCUMENTS FOR NON-MEDICAL EQUIPMENT	5.32	0.95	0.05	98.40
D	1 ADAPT AND MAINTAIN TRAINING AIDS	6.69	0.73	0.05	98.45
F	5 DETERMINE INTERCHANGEABILITY OF ITEMS	8.40	0.58	0.05	98.50
D	3 COMPUTE DROPPAGE ALLOWANCES FOR NON-MEDICAL EQUIPMENT ITEMS	6.00	0.80	0.05	98.55
D	18 NOTIFY WAREHOUSE TO FORWARD EQUIPMENT FOR USER TESTS	5.83	0.82	0.05	98.59
K	15 PREPARE AND SUBMIT QUARTERLY FEEDER REPORTS	6.69	0.72	0.05	98.64
L	2 AUDIT AND FORWARD THE QUARTERLY MIMS REPORT	7.38	0.65	0.05	98.69

A	32	RECOMMEND CHANGES IN TECHNICAL ORDERS, MANUALS, HANDBOOKS; OR OPERATING PROCEDURES	7.55	0.63	0.05	98.74
D	17	MAKE REPORTS OF SURVEY FOR IRRECONCILABLE EQUIPMENT SHORTAGES	6.17	0.76	0.05	98.78
F	6	ENTER RE-INSPECTION DATES ON PROPERTY ITEMS	6.00	0.78	0.05	98.83
D	13	PREPARE LESSON PLANS	5.83	0.79	0.05	98.88
Q	15	PREPARE LETTER RECOMMENDING STOCKLISTING OF NON-STOCKLISTED ITEMS	4.97	0.91	0.05	98.92
F	20	VERIFY SECURITY CLASSIFICATION OF PROPERTY ITEMS	6.00	0.75	0.04	98.97
C	1	ANALYZE EFFECTIVENESS OF MATERIEL MANAGEMENT PRACTICES	5.66	0.79	0.04	99.01
D	4	CONDUCT UTILIZATION SURVEYS TO VALIDATE EQUIPMENT REQUIREMENTS	5.83	0.75	0.04	99.06
C	12	EVALUATE EQUIPMENT AUTHORIZATION AND SUPPORT ACTIVITIES	5.32	0.80	0.04	99.10
I	14	PREPARE AND SUBMIT REPORTS OF SURVEY	4.12	1.00	0.04	99.14
H	7	PREPARE DOCUMENTS FOR THE TURN-IN OF OUT-DATED X-RAY FILM	7.38	0.55	0.04	99.18
D	15	RECOMMEND INDIVIDUALS FOR SPECIALTY KNOWLEDGE TESTING	5.15	0.78	0.04	99.22
D	11	PLAN IMPROVED TRAINING METHODS	4.97	0.79	0.04	99.26
D	23	PREPARE AND SUBMIT STATEMENTS OF CHARGES OR OTHER VOLUNTARY PAYMENT DOCUMENTS FOR EQUIPMENT	4.80	0.79	0.04	99.30
K	10	INVESTIGATE DISCREPANCIES ENCOUNTERED IN THE INVENTORY OF SECURITY ITEMS	6.52	0.58	0.04	99.34
K	13	POST RECEIPTS AND ISSUES OF SECURITY ITEMS TO VAULT RECORD CARDS	3.60	1.04	0.04	99.37
C	17	SCHEDULE LEAVES OR PASSES	5.83	0.63	0.04	99.41
K	19	PREPARE SCHEDULE FOR STAGGERED SUBMISSION OF REQUESTS	7.03	0.50	0.04	99.44
C	10	EVALUATE ADEQUACY OF INSPECTIONS	4.80	0.66	0.03	99.48
G	11	PREPARE THE MATERIEL OPERATIONAL READINESS REPORT (MORR)	4.80	0.64	0.03	99.51
D	16	MAKE RECOMMENDATIONS FOR PERSONNEL ACTIONS	4.46	0.69	0.03	99.54
C	10	PLAN AND CONDUCT FORMAL CLASSROOM TRAINING	3.09	0.94	0.03	99.57
A	30	PREPARE REPORTS FOR STAFF CONFERENCES	4.12	0.70	0.03	99.59
K	4	DETERMINE TYPE OF STORAGE REQUIRED FOR SECURITY ITEMS	3.95	0.72	0.03	99.62
E	8	DRAFT STORAGE AND OCCUPANCY REPORTS	3.26	0.86	0.03	99.65
C	7	CONDUCT INSPECTIONS OF THE HANDLING OF SECURITY ITEMS	2.92	0.90	0.03	99.68
A	3	APPOINT INVENTORY SUPERVISOR OR TEAMS	3.26	0.79	0.03	99.70
J	12	PREPARE REPORTS OF SURVEY FOR UNACCEPTABLE ADJUSTMENTS (DD FORM 200)	5.66	0.45	0.03	99.73
D	35	REPORT DISCREPANCIES IN STOCK STATUS REPORT TO STOCK RECORDS SECTION FOR PREPARATION OF NEW REPORT	4.46	0.56	0.02	99.75
D	3	COORDINATE PROCEDURES FOR RESERVIST TRAINING	3.43	0.67	0.02	99.78
F	17	PREPARE INSPECTION REPORTS	3.60	0.62	0.02	99.80
D	5	DETERMINE NEED FOR INDIVIDUAL OR GROUP TRAINING	3.95	0.55	0.02	99.82
D	16	ROTATE DUTY ASSIGNMENTS OF INDIVIDUALS FOR CROSS-TRAINING	2.92	0.71	0.02	99.84
D	20	PROCURE NARCOTICS	3.26	0.62	0.02	99.86
D	9	INSTRUCT PERSONNEL IN STORAGE OF CLASSIFIED DOCUMENTS	2.06	0.72	0.01	99.88
Q	19	PROCESS AND FORWARD EXEMPTIONS TO THE BUY AMERICAN ACT TO BASE PROCUREMENT ACTIVITY	2.23	0.61	0.01	99.89
F	19	VERIFY LABELS AND INSTRUCTIONS FOR HANDLING RADIOACTIVE MATERIALS	1.72	0.79	0.01	99.90
A	15	ORGANIZE MAINTENANCE SUPPORT FUNCTIONS	2.06	0.64	0.01	99.92
D	2	BRIEF PERSONNEL ON MOBILITY PLAN	1.72	0.76	0.01	99.93
K	28	TYPE AND DISTRIBUTE CATALOG OF MECHANICAL NON-STOCKLISTED ITEMS	2.57	0.44	0.01	99.94
D	17	SELECT INDIVIDUALS FOR FORMAL TRAINING	1.03	0.73	0.01	99.95

Q	6	MAINTAIN FUND FOR COD PURCHASES	0.86	0.69	0.01	99.95
Q	7	MAINTAIN IMPREST FUND FOR SMALL DOLLAR VALUE ITEM PURCHASES	0.86	0.61	0.01	99.96
A	31	PREPARE UNIT MANNING DOCUMENT (UMD) CHANGE REQUESTS	0.51	0.72	0.00	99.96

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 273  
DAFSC 91570 MEDICAL MATERIEL SUPERVISOR

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
A	PLANNING AND ORGANIZING	97.44	15.91	15.50	15.50
B	DIRECTING AND IMPLEMENTING	97.44	14.52	14.15	29.65
Q	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	60.07	14.52	8.72	38.38
E	PERFORMING WAREHOUSE FUNCTIONS	73.63	10.18	7.49	45.87
C	EVALUATING	92.67	7.31	6.77	52.64
D	TRAINING	82.05	7.09	5.82	58.46
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	82.42	7.04	5.80	64.26
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	71.79	6.83	4.91	69.17
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	81.68	5.14	4.20	73.37
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	78.75	5.31	4.18	77.55
F	INSPECTING PROPERTY	71.43	5.66	4.04	81.59
G	MAINTAINING WAR READINESS MATERIEL	71.06	5.61	3.99	85.58
M	REQUISITIONING MATERIEL	70.33	4.84	3.41	88.99
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	65.20	5.13	3.35	92.33
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	52.75	5.92	3.12	95.45
I	MAINTAINING LINEN SUPPLY	38.83	7.03	2.73	98.18
H	REPORTING AND DISPOSING OF MATERIEL	75.46	2.32	1.75	99.94

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBS= 273  
DAFSC 91570 MEDICAL MATERIEL SUPERVISOR

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
		.	.	.	.
B	15 SUPERVISE MEDICAL MATERIEL SPECIALISTS (91550)	73.26	1.25	0.91	0.91
B	7 SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	64.47	1.28	0.83	1.74
A	2 ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	71.06	1.15	0.82	2.56
A	11 ESTABLISH WORK SCHEDULES	68.13	1.15	0.78	3.34
A	25 PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	68.13	1.09	0.74	4.08
C	3 COMPLETE PERSONEL PERFORMANCE REPORTS	70.33	1.01	0.71	4.79
B	20 SUPERVISE REQUISITIONING OF MATERIEL	65.20	1.06	0.69	5.48
A	7 COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	67.03	1.00	0.67	6.15
A	26 PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	66.30	0.98	0.65	6.80
B	9 SUPERVISE CONTROL OF MATERIEL DOCUMENTS	64.84	1.00	0.65	7.45
D	6 GIVE INFORMAL TRAINING TO INDIVIDUALS	66.30	0.97	0.64	8.10
B	25 SUPERVISE THE MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO)	41.76	1.54	0.64	8.74
B	6 MONITOR THE MEDICAL INVENTORY MANAGEMENT SYSTEM (MIMS)	51.65	1.21	0.63	9.37
B	22 SUPERVISE STORAGE AND RECEIPT OF MATERIEL	59.34	1.06	0.63	9.99
D	2 CONDUCT OJT PROGRAMS	57.51	1.06	0.61	10.60
A	1 ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	67.03	0.89	0.60	11.20
B	8 SUPERVISE CIVILIAN PERSONNEL	49.08	1.20	0.59	11.79
A	34 SET UP, MAINTAIN, OR DISPOSE OF FILES	60.81	0.96	0.58	12.37
D	8 INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	54.21	1.04	0.56	12.94
B	10 SUPERVISE DELIVERY AND TRANSFER OF MATERIEL	59.71	0.94	0.56	13.50
A	20 PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	62.27	0.89	0.55	14.05
B	1 ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	64.84	0.85	0.55	14.60
B	23 SUPERVISE THE DISPOSAL AND SALVAGE OF MATERIEL	60.07	0.91	0.55	15.15
B	21 SUPERVISE SPECIAL PROJECT AND SPECIAL DUTY ACTIVITIES	53.48	1.00	0.53	15.68
B	26 SUPERVISE THE STOCK RECORD ACCOUNT	46.89	1.13	0.53	16.21
B	17 SUPERVISE PHYSICAL ISSUING OF MATERIEL	52.75	0.99	0.52	16.73
D	4 COUNSEL INDIVIDUALS ON TRAINING PROGRESS	58.24	0.89	0.52	17.25
A	19 PLAN PROCEDURES AND SEQUENCES FORTAKING INVENTORIES	65.57	0.79	0.52	17.77
A	35 SUBMIT AUTHORIZATION CHANGES TO MEDICAL EQUIPMENT REVIEW AUTHORIZATION ACTIVITY	37.36	1.37	0.51	18.28
B	5 MONITOR EXCESS ITEMS PROGRAM	57.88	0.88	0.51	18.79
C	1 ANALYZE EFFECTIVENESS OF MATERIEL MANAGEMENT PRACTICES	47.25	1.07	0.51	19.30
A	27 PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	54.95	0.90	0.50	19.79
B	27 SUPERVISE WRM ACTIVITIES	47.25	1.05	0.49	20.29
A	6 COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	51.28	0.96	0.49	20.78
A	18 PLAN CONTROLS OVER WRM SUPPLIES AND EQUIPMENT	48.72	1.00	0.49	21.26

B	18 SUPERVISE PREPARATION OF OFFICIAL CORRESPONDENCE	51.28	0.94	0.48	21.75
D	7 INDOCTRINATE NEWLY ASSIGNED PERSONNEL	60.81	0.78	0.48	22.22
B	13 SUPERVISE LOCAL PURCHASE ACTIVITIES	45.42	1.04	0.47	22.70
A	28 PLAN SPACE LAYOUTS FOR SUPPLIES OR EQUIPMENT	55.68	0.85	0.47	23.17
C	17 SCHEDULE LEAVES OR PASSES	58.97	0.79	0.47	23.63
C	15 EVALUATE REQUESTS FOR LOCAL PURCHASE	49.45	0.94	0.46	24.10
J	9 MAKE PHYSICAL COUNT OF PROPERTY ITEMS	43.59	1.05	0.46	24.55
A	14 ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	51.28	0.89	0.46	25.01
A	24 PLAN PROCEDURES FOR THE ADMINISTRATION OF THE STOCK RECORD ACCOUNT	47.25	0.96	0.46	25.47
B	12 SUPERVISE LINEN SUPPLY ACTIVITY	36.26	1.22	0.44	25.91
A	23 PLAN PROCEDURES FOR MAKING INVENTORY ADJUSTMENTS	60.81	0.73	0.44	26.35
A	22 PLAN PROCEDURES FOR MAINTAINING SUPPLY STOCK RECORDS	51.65	0.84	0.44	26.78
B	24 SUPERVISE THE FURNISHING OF MEDICAL MATERIEL TRANSACTION DOCUMENTS TO BAFO	50.55	0.86	0.44	27.22
B	19 SUPERVISE PROPERTY INSPECTIONS	43.96	0.99	0.44	27.65
C	8 CONDUCT INSPECTIONS OF WAREHOUSE WORK METHODS	49.82	0.87	0.43	28.09
G	1 COMPUTE ASSETS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	45.79	0.92	0.42	28.51
A	4 ASSIGN ISSUE PRIORITIES	56.04	0.75	0.42	28.93
A	16 ORGANIZE PROCEDURES FOR BASE PROCUREMENT OF LOCAL PURCHASE MATERIEL	43.22	0.97	0.42	29.35
P	13 MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	33.70	1.23	0.42	29.77
C	4 CONDUCT INSPECTIONS OF DOCUMENT CONTROL WORK METHODS	50.92	0.81	0.41	30.18
A	5 COMPUTE ECONOMIC ORDER QUANTITIES (EOQS)	46.52	0.87	0.41	30.59
J	27 SCREEN REQUESTS FOR SUPPLIES	44.69	0.91	0.40	30.99
K	16 REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	54.58	0.73	0.40	31.39
B	14 SUPERVISE MACHINE ROOM OPERATIONS	38.83	1.02	0.39	31.79
G	4 COMPUTE REQUIREMENTS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	42.86	0.92	0.39	32.18
B	11 SUPERVISE EQUIPMENT AUTHORIZATION AND SUPPORT FUNCTIONS	39.19	1.00	0.39	32.57
C	9 DETERMINE NEED FOR EXTRA INVENTORIES	53.48	0.73	0.39	32.96
E	41 TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	44.69	0.87	0.39	33.35
C	2 COMPILE MANAGEMENT DATA FOR USE IN EVALUATION OF SUPPLY PROGRAM	37.36	1.04	0.39	33.74
K	5 EDIT ISSUE REQUESTS	45.05	0.86	0.39	34.12
J	15 REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	52.38	0.73	0.38	34.51
C	11 EVALUATE EFFECTIVENESS OF THE LINEN SUPPLY ACTIVITY	35.90	1.07	0.38	34.89
E	18 ISSUE MATERIEL TO USING ACTIVITY	37.36	1.02	0.38	35.27
G	2 COMPUTE GROSS WARTIME MATERIEL REQUIREMENTS (GWMR)	43.59	0.87	0.38	35.65
A	29 PLAN TECHNIQUES FOR HANDLING MECHANIZED ACCOUNTS	39.19	0.96	0.38	36.03
L	22 SCREEN REQUESTS FOR LOCAL PURCHASE	42.86	0.88	0.38	36.40
C	12 EVALUATE EQUIPMENT AUTHORIZATION AND SUPPORT ACTIVITIES	35.90	1.05	0.38	36.78
C	5 CONDUCT INSPECTIONS OF INVENTORY CONTROL WORK METHODS	47.99	0.78	0.37	37.15
D	9 MAINTAIN AND DISTRIBUTE THE CONSOLIDATED LISTING (CL)	26.37	1.40	0.37	37.52
A	21 PLAN PROCEDURES FOR MAINTAINING E-AID CARDS	37.73	0.98	0.37	37.89
J	14 REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	51.65	0.71	0.37	38.26
D	32 PREPARE TEMPORARY CUSTODY RECEIPTS (AF FORM 1297)	32.23	1.14	0.37	38.63
H	7 MONITOR THE INSPECTION AND ROTATION OF MMPNC PHASE I KITS	38.83	0.95	0.37	39.00
H	8 REVIEW EXCESS EQUIPMENT OR SUPPLY TURN-IN DOCUMENTS AND DETERMINE EXCESS OR SALVAGE ACTION	49.08	0.75	0.37	39.36

B	4	IMPLEMENT CONTROLS AND FOLLOW-UP FOR NEW PROCEDURES	43.96	0.83	0.36	39.73
A	13	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE EQUIPMENT ACTIVITY	39.56	0.92	0.36	40.09
B	16	SUPERVISE MEDICAL MATERIEL SUPERVISORS (91570)	29.30	1.24	0.36	40.45
D	40	SEARCH EQUIPMENT ALLOWANCE PUBLICATIONS FOR BASIS OF ISSUE AND ALLOWANCES	33.70	1.07	0.36	40.82
D	15	RECOMMEND INDIVIDUALS FOR SPECIALTY KNOWLEDGE TESTING	48.72	0.74	0.36	41.18
B	3	DIRECT STORAGE, ISSUE, AND SAFEGUARDING OF SECURITY ITEMS	42.12	0.85	0.36	41.54
G	5	INVENTORY WRM MATERIELS	42.49	0.85	0.36	41.90
A	33	SELECT PROCUREMENT SOURCES (CP OR LP) FOR ISSUE REQUESTS	44.32	0.81	0.36	42.25
D	34	RECEIVE AND DISTRIBUTE CUSTODIAN REQUEST/RECEIPT (AF FORM 601B)	27.11	1.32	0.36	42.61
C	13	EVALUATE INVENTORY ADJUSTMENTS	49.45	0.71	0.35	42.96
A	37	WRITE JOB DESCRIPTION	48.72	0.72	0.35	43.32
C	6	CONDUCT INSPECTIONS OF LOCAL PURCHASE WORK METHODS	44.69	0.79	0.35	43.67
D	12	PREPARE, ADMINISTER, OR SCORE TESTS	42.12	0.83	0.35	44.02
C	14	EVALUATE MEDICAL MATERIEL COMPLAINTS OR SUGGESTIONS FOR CORRECTIVE ACTION	48.72	0.72	0.35	44.37
G	3	COMPUTE PEACETIME OPERATING STOCKS (POS) REQUIREMENTS	42.12	0.83	0.35	44.72
O	13	MAINTAIN FILE OF AUTHORIZATIONS, INCREASES, OR DECREASES TO THE CONSOLIDATED LISTING	25.27	1.38	0.35	45.07
O	5	COORDINATE THE RELOCATION OF PROPERTY BETWEEN PROPERTY CUSTODIANS	31.87	1.09	0.35	45.41
D	16	ROTATE DUTY ASSIGNMENTS OF INDIVIDUALS FOR CROSS-TRAINING	39.19	0.86	0.34	45.75
O	12	MAINTAIN CUSTODY/RECEIPT LOCATOR LISTINGS BY ACCOUNT	24.54	1.38	0.34	46.09
G	11	PREPARE THE MATERIEL OPERATIONAL READINESS REPORT (MORR)	38.10	0.88	0.34	46.43
M	2	DETERMINE REQUISITION PRIORITIES	45.05	0.75	0.34	46.76
F	3	DESIGNATE ITEMS FOR DISPOSAL	43.22	0.78	0.34	47.10
E	5	CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	39.19	0.84	0.33	47.43
M	15	REVIEW RECEIVING DOCUMENTS	40.66	0.81	0.33	47.76
C	16	MAKE RECOMMENDATIONS FOR PERSONNEL ACTIONS	45.42	0.73	0.33	48.09
P	28	REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	26.74	1.23	0.33	48.42
F	16	INSPECT TURN-IN ITEMS	39.19	0.83	0.32	48.74
H	3	DETERMINE THE METHOD OF DESTRUCTION FOR DIFFERENT TYPES OF MEDICAL SUPPLIES	48.35	0.67	0.32	49.07
D	17	POST AUTHORIZATION CHANGES TO THE CONSOLIDATED LISTING	24.54	1.32	0.32	49.39
O	30	PREPARE REQUESTS FOR CHANGES IN ALLOWANCES AND AUTHORIZATIONS (AF FORM 601A)	24.54	1.32	0.32	49.71
K	26	SCREEN, COMPUTE, AND POST STOCK LEVELS	35.16	0.92	0.32	50.04
K	6	EDIT OUTGOING OR INCOMING EXCESS REPORTS	47.99	0.67	0.32	50.36
M	3	EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	35.53	0.90	0.32	50.68
D	5	DETERMINE NEED FOR INDIVIDUAL OR GROUP TRAINING	40.29	0.80	0.32	51.00
Q	26	SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	39.19	0.81	0.32	51.32
K	8	ESTABLISH MINIMUM STOCK LEVELS	38.46	0.83	0.32	51.64
A	8	DEVELOP STANDARD OPERATING PROCEDURE (SOP) FOR EMERGENCY SUPPLY SITUATIONS	43.59	0.7	0.32	51.96
P	12	MAKE QUALITY CONTROL CHECK OF SUCH ITEMS AS POSTING CONTROL CODES OR ANALYSES CODES	34.07	0.92	0.31	52.27
F	9	IDENTIFY WAR READINESS MATERIEL TO PREVENT UNAUTHORIZED MOVEMENT OR USE	39.56	0.78	0.31	52.58
J	3	COMPUTE INVENTORY ACCURACY PERCENTAGES	44.32	0.69	0.31	52.89

G	8	POSITION MMPNC OR SCATA MATERIEL	38.10	0.78	0.30	53.18
K	18	PREPARE SALVAGE DOCUMENTS	36.63	0.81	0.30	53.48
O	11	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS	26.37	1.11	0.29	53.77
A	3	APPOINT INVENTORY SUPERVISOR OR TEAMS	41.39	0.70	0.29	54.06
J	5	COORDINATE WITH BASE DATA PROCESSING INSTALLATION FOR PREPARATION OF INVENTORY COUNT LISTINGS	42.86	0.67	0.29	54.35
E	30	PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	30.77	0.93	0.29	54.64
K	7	EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	36.63	0.78	0.29	54.92
O	7	DETERMINE NEED FOR CONTRACT MAINTENANCE OF EQUIPMENT	32.23	0.87	0.28	55.20
F	1	CONDUCT FOLLOW-UP INSPECTIONS	32.97	0.85	0.28	55.49
E	7	DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	30.77	0.91	0.28	55.77
D	14	PREPARE TRAINING RECORDS OR CHARTS	35.53	0.79	0.28	56.04
P	11	INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	24.91	1.12	0.28	56.32
M	1	CHECK ACCURACY OF DEPOT REQUISITIONS	34.43	0.81	0.28	56.60
O	16	MAINTAIN PERSONAL CLOTHING AND EQUIPMENT RECORDS	24.18	1.15	0.28	56.88
J	10	PERFORM PRE-INVENTORY SURVEY	38.10	0.73	0.28	57.16
D	13	PREPARE LESSON PLANS	35.53	0.77	0.27	57.43
E	28	PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	32.23	0.85	0.27	57.71
F	7	IDENTIFY ITEMS TO BE TRANSFERRED	33.70	0.81	0.27	57.98
G	13	ROTATE WRM	34.07	0.80	0.27	58.25
L	24	TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	35.53	0.76	0.27	58.52
J	13	RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	38.83	0.68	0.26	58.78
L	11	MONITOR PRIORITY STATUS OF REQUISITIONS	36.26	0.73	0.26	59.05
L	21	RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	33.33	0.79	0.26	59.31
F	21	VERIFY UNIT OF ISSUE FOR PROPERTY ITEMS	35.90	0.73	0.26	59.57
D	1	ADAPT AND MAINTAIN TRAINING AIDS	30.77	0.84	0.26	59.83
O	11	PLAN IMPROVED TRAINING METHODS	32.60	0.80	0.26	60.09
E	3	COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	32.23	0.80	0.26	60.35
L	18	PREPARE AND DISTRIBUTE THE STOCK STATUS REPORT	37.00	0.70	0.26	60.61
O	15	MAINTAIN MEMO DOCUMENT REGISTER	22.34	1.16	0.26	60.87
O	10	MAINTAIN AND ISSUE STOCKS OF NON-MEDICAL SUPPLIES	24.54	1.05	0.26	61.12
E	21	LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	27.11	0.95	0.26	61.38
A	17	PLAN AND SCHEDULE INSPECTIONS OF PROPERTY ASSIGNED TO USING ACTIVITY	32.60	0.78	0.26	61.64
C	10	EVALUATE ADEQUACY OF INSPECTIONS	34.43	0.74	0.25	61.89
J	6	ESTABLISH AND POST NOTICES OF INVENTORY DEADLINE DATES	40.29	0.63	0.25	62.14
H	2	ARRANGE FOR WITNESSES TO OBSERVE THE DESTRUCTION OF MEDICAL SECURITY ITEMS	39.93	0.63	0.25	62.40
P	20	MONITOR MEMO DOCUMENT REGISTER	28.21	0.89	0.25	62.65
F	14	INSPECT PROPERTY FOR REPAIRS OR REPLACEMENTS	29.30	0.85	0.25	62.90
O	38	REVIEW REPORTS OF INVENTORY FINDINGS FROM PROPERTY	27.84	0.89	0.25	63.15
K	22	RECONCILE THE DOLLAR VALUE OF INVENTORY CATEGORIES WITH THE DOLLAR VALUE OF ACCOUNTING OFFICE RECORDS	35.16	0.70	0.25	63.39
A	10	ESTABLISH INVENTORY CUT-OFF DOCUMENT NUMBERS	44.69	0.55	0.25	63.64
O	20	PREPARE AND FORWARD E-AID CUSTODY/RECEIPT CARD TO BASE DATA PROCESSING INSTALLATION (AF FORM 814)	21.98	1.12	0.25	63.89
L	2	AUDIT AND FORWARD THE QUARTERLY MIMS REPORT	35.90	0.68	0.25	64.13
M	10	PROCESS RECEIPTS FROM LOCAL PURCHASE	30.77	0.80	0.24	64.38

P	21	MONITOR THE FLOW OF DOCUMENTS BETWEEN PROCESSING POINTS	30.40	0.80	0.24	64.62
O	28	PREPARE EQUIPMENT AUTHORIZATION CHANGE INFORMATION FOR PCAM CARDS	20.88	1.17	0.24	64.87
L	14	ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	29.30	0.83	0.24	65.11
F	15	INSPECT STORED PROPERTY TO SEE THAT LOAD LIMITS AND SECURITY CONDITIONS ARE MET	31.14	0.77	0.24	65.35
H	1	ADVISE BASE SUPPLY OFFICER OF EXCESS NON-MEDICAL ITEMS	38.83	0.61	0.24	65.59
O	21	PREPARE AND FORWARD E-AID DUE-IN CARD TO BASE DATA SERVCES (AF FORM 815)	21.61	1.10	0.24	65.83
N	9	MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	24.54	0.97	0.24	66.06
A	12	OPEN NEW MEMO ACCOUNTS	29.30	0.81	0.24	66.30
E	42	UNLOAD INCOMING SHIPMENTS	28.94	0.82	0.24	66.54
I	5	DEVISE CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	22.71	1.04	0.24	66.78
F	13	INSPECT ITEMS IN STORAGE FOR SIGNS OF CORROSION, DECAY, OR DETERIORATION	34.07	0.69	0.24	67.01
L	9	MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	32.60	0.72	0.24	67.25
P	27	REVIEW DOCUMENTS PRIOR TO FILING	27.84	0.85	0.24	67.48
E	37	ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	25.64	0.91	0.23	67.72
P	19	MAINTAIN SUPPLY DOCUMENT REGISTER	23.44	0.99	0.23	67.95
M	4	MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	27.84	0.83	0.23	68.18
L	13	NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	35.16	0.66	0.23	68.41
F	4	DETERMINE CAUSE OF UNSERVICEABLE CONDITION OF PROPERTY	35.53	0.65	0.23	68.64
M	8	PREPARE AND MAINTAIN RECORDS OR DOCUMENTS FOR NON-MEDICAL MATERIEL	25.64	0.89	0.23	68.87
C	7	CONDUCT INSPECTIONS OF THE HANDLING OF SECURITY ITEMS	29.67	0.77	0.23	69.10
E	43	VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	29.67	0.77	0.23	69.33
K	2	COMPUTE FILL RATES	36.26	0.63	0.23	69.56
G	12	RECONCILE AFMMFO LETTERS WITH WRM WORKSHEET	34.07	0.67	0.23	69.79
I	13	PREPARE AND SUBMIT QUARTERLY LINEN INVENTORY AND CONSUMPTION REPORT	21.98	1.03	0.23	70.01
K	3	DETERMINE REQUISITION TRANSMISSION METHODS	37.36	0.60	0.22	70.24
K	17	PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	36.26	0.62	0.22	70.46
O	22	PREPARE AND FORWARD EQUIPMENT AUTHORIZATION INVENTORY DATA TO BASE DATA PROCESSING INSTALLATION	20.88	1.05	0.22	70.68
P	6	DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	31.14	0.71	0.22	70.90
M	7	POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (OA)	24.91	0.86	0.22	71.12
H	4	PREPARE AND SUBMIT REPORTS OF EXCESS PROPERTY TO AFMMFO (SFS 120, 120A)	32.60	0.66	0.22	71.33
O	25	PREPARE DOCUMENTS FOR NON-MEDICAL EQUIPMENT TRANSACTIONS	21.61	0.99	0.21	71.55
J	1	ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	32.23	0.66	0.21	71.76
I	1	CARRY OUT CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	17.22	1.23	0.21	71.97
K	21	PROCESS AND REPORT MEDICAL MATERIEL COMPLAINTS	35.16	0.60	0.21	72.18
E	10	EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	30.40	0.69	0.21	72.39
G	6	MAKE SURVEYS TO INSURE ACCURACY OF WRM LOCATOR FILES	26.74	0.79	0.21	72.60
G	9	POST GWMR LEVELS AND COMPOSITION	28.21	0.74	0.21	72.81
K	9	FILL OUT FORMS FOR CONDEMNED ITEMS	27.11	0.77	0.21	73.02
N	6	KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	23.81	0.87	0.21	73.23
A	9	DEVELOP STANDARD OPERATING PROCEDURE FOR REPAIR OF UNSERVICEABLE AND DAMAGED EQUIPMENT	30.04	0.69	0.21	73.44

Q	23	RECEIVE AND DISTRIBUTE CORRESPONDENCE PERTINENT TO LOCAL PURCHASE	27.11	0.76	0.21	73.64
P	23	PREPARE DOCUMENTS TO BE DESTROYED OR RETIRED	24.54	0.84	0.21	73.85
J	7	INSPECT RECEIPTS AND ISSUES FOR PROCESSING PRIOR TO INVENTORY	32.97	0.63	0.21	74.05
E	14	IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	28.21	0.73	0.21	74.26
E	11	FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DD FORM 1348-1)	24.18	0.84	0.20	74.46
E	34	PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	33.33	0.61	0.20	74.67
O	4	CONDUCT UTILIZATION SURVEYS TO VALIDATE EQUIPMENT REQUIREMENTS	24.91	0.81	0.20	74.87
O	1	ASSIGN NON-MIMS VOUCHER NUMBERS TO TRANSACTIONS	22.71	0.89	0.20	75.07
O	14	MAINTAIN HISTORY FILE OF PCAM CARDS ON EQUIPMENT	19.78	1.01	0.20	75.27
P	7	FILE COMPLETED DOCUMENTS	25.27	0.79	0.20	75.47
P	3	CODE AND EDIT SOURCE DOCUMENTS	28.57	0.70	0.20	75.67
N	15	OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	22.71	0.88	0.20	75.87
L	3	COMPLETE ENTRIES ON RECEIVING DOCUMENTS	24.91	0.80	0.20	76.07
E	23	MAKE DELIVERIES TO USING ACTIVITY	24.91	0.80	0.20	76.27
J	2	CALCULATE THE INVENTORY BALANCE	32.23	0.62	0.20	76.47
B	2	BRIEF PERSONNEL ON MOBILITY PLANS	32.97	0.60	0.20	76.67
A	36	SUBMIT REQUESTS FOR STOCKLISTING OF NON-STOCKLISTED ITEMS TO SUB-COMMAND OR COMMAND	27.47	0.72	0.20	76.87
M	9	PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	23.81	0.82	0.20	77.06
E	36	RECEIVE, ISSUE, OR PACKAGE SECURITY ITEMS	25.64	0.76	0.20	77.26
F	2	CONDUCT SPECIAL-SUBJECT INSPECTIONS	28.94	0.67	0.19	77.45
Q	4	ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITY	23.44	0.83	0.19	77.65
I	3	COMPUTE LINEN LEVELS FOR USING ACTIVITIES	17.58	1.10	0.19	77.84
M	12	RECORD FUND OBLIGATIONS	24.91	0.78	0.19	78.03
E	40	SET UP BINS, RACKS, BAYS, OR OTHER STORAGE FACILITIES	22.71	0.85	0.19	78.23
O	33	PREPARE TRANSFER DOCUMENTS FOR PROPERTY TRANSFERRED BETWEEN BASE MEMOS	20.15	0.96	0.19	78.42
L	12	NOTIFY AFHMFO OF ITEMS SUSPENDED	32.60	0.59	0.19	78.61
L	7	FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	21.98	0.87	0.19	78.80
A	32	RECOMMEND CHANGES IN TECHNICAL ORDERS, MANUALS, HANDBOOKS, OR OPERATING PROCEDURES	29.30	0.65	0.19	78.99
I	20	SEND LINEN TO LAUNDRY AND RECEIVE FROM LAUNDRY	10.62	1.78	0.19	79.18
O	39	ROUTE TURN-IN OF EQUIPMENT FOR INSPECTION AND CONDITION CODING	23.08	0.82	0.19	79.37
K	15	PREPARE AND SUBMIT QUARTERLY FEEDER REPORTS	29.67	0.62	0.18	79.56
P	8	FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	26.37	0.69	0.18	79.74
E	17	ISSUE DATED ITEMS	23.08	0.79	0.18	79.92
K	29	VERIFY UNIT COSTS OF PROPERTY ITEMS	28.94	0.63	0.18	80.10
E	4	CONDITION CODE SUPPLY ITEMS	29.67	0.60	0.18	80.28
D	3	COORDINATE PROCEDURES FOR RESERVIST TRAINING	21.98	0.81	0.18	80.46
I	4	COORDINATE NEGOTIATIONS FOR THE LAUNDERING OF LINENS	22.34	0.80	0.18	80.64
I	9	INVENTORY CONTROLLED LINEN ITEMS	17.58	1.02	0.18	80.82
E	9	DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	23.81	0.75	0.18	81.00
M	5	PREPARE DESTRUCTION DOCUMENTS FOR AND DESTROY MEDICAL EXCESS	29.30	0.60	0.18	81.17
K	12	NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	29.30	0.60	0.18	81.35
J	4	CONDUCT INVENTORIES OF LOCAL PURCHASE ITEMS	27.11	0.65	0.18	81.53

I	18	REPAIR OR REPLACE WORN OR DAMAGED LINENS	11.36	1.53	0.17	81.70
K	23	RECONCILE THE SECURITY RECORD CARD BALANCES WITH STOCK RECORD CARD BALANCES	26.74	0.64	0.17	81.87
M	5	MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	23.81	0.72	0.17	82.04
Q	27	SET LEVELS AND REQUIREMENT CODES FOR NON-STOCKLISTED ITEMS	25.27	0.68	0.17	82.22
J	8	MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	28.21	0.60	0.17	82.39
Q	25	RECEIVE, INSPECT, AND STORE LOCAL PURCHASE ITEMS	22.71	0.75	0.17	82.56
E	16	INSPECT HANDLING, LOADING, OR STORING OF PROPERTY RELEASED FOR SHIPMENT	25.64	0.66	0.17	82.72
N	13	OFFSET ADJUSTMENT TRANSACTION CARDS	21.61	0.78	0.17	82.89
Q	2	EDIT MACHINE-COMPUTED REQUIREMENTS LISTING OF NON-STOCKLISTED ITEMS	24.18	0.69	0.17	83.06
M	6	MAINTAIN REQUISITION HISTORY FILE	22.71	0.73	0.17	83.23
Q	29	VALIDATE AND DISTRIBUTE LOCAL PURCHASE RECEIVING DOCUMENTS	20.51	0.81	0.17	83.39
D	37	REVIEW EQUIPMENT STOCK STATUS REPORT FOR DISCREPANCIES	24.54	0.67	0.17	83.56
K	25	REQUEST WAREHOUSE TO DELIVER MATERIEL	27.11	0.61	0.17	83.72
G	10	PREPARE REQUISITIONS FOR WRM	30.40	0.54	0.16	83.89
N	7	KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	25.27	0.65	0.16	84.05
D	10	PLAN AND CONDUCT FORMAL CLASSROOM TRAINING	17.58	0.93	0.16	84.21
Q	3	EDIT OUTPUT FOR DUE-IN AND DUE-OUT DATA OF USING ACTIVITIES	21.98	0.74	0.16	84.38
M	11	RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	24.18	0.67	0.16	84.54
F	10	INITIATE ISSUE REQUESTS FOR ITEMS NEEDED TO COMPLETE ASSEMBLIES	22.34	0.72	0.16	84.70
Q	1	COORDINATE WITH OTHER AGENCIES TO DETERMINE WHICH LOCAL PURCHASE ITEMS SHOULD BE STOCKLISTED	24.18	0.66	0.16	84.86
N	17	PREPARE INPUT DATA AND READ OUTPUT FOR DECREASE AND INCREASE TRANSACTIONS	21.61	0.74	0.16	85.02
Q	17	PREPARE REPORT OF LOCAL PURCHASES	22.71	0.70	0.16	85.18
P	4	CODE LOCAL PURCHASE DOCUMENTS	22.34	0.71	0.16	85.34
Q	28	SUBMIT SUGGESTED SOURCES OF LOCAL PURCHASE ITEMS TO BASE PURCHASING AND CONTRACT OFFICE (P + C)	19.78	0.80	0.16	85.49
O	31	PREPARE STOCK OR PRICE CHANGE VOUCHERS FOR EQUIPMENT	20.15	0.78	0.16	85.65
E	32	PREPARE AND ATTACH SHIPPING TAGS, LABELS, OR DOCUMENTS	22.34	0.70	0.16	85.81
O	29	PREPARE EQUIPMENT REPLACEMENT BUDGETARY LIST	22.71	0.69	0.16	85.96
P	16	MAINTAIN FILE OF PROPERTY ACCOUNTS	22.34	0.70	0.16	86.12
N	14	OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	18.32	0.85	0.15	86.27
P	14	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS AT USING ACTIVITY	21.98	0.70	0.15	86.43
E	38	SEGREGATE INCOMING SHIPMENTS FOR INSPECTION	18.32	0.84	0.15	86.58
L	15	POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	18.68	0.82	0.15	86.74
A	30	PREPARE REPORTS FOR STAFF CONFERENCES	20.15	0.75	0.15	86.89
L	17	PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (DD FORM 1348)	22.71	0.67	0.15	87.04
I	6	DRAFT AND SUBMIT LINEN SUPPLY BUDGET ESTIMATES	20.51	0.74	0.15	87.19
N	16	PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	24.18	0.62	0.15	87.34
O	6	COORDINATE WITH THE MERAAB FOR EQUIPMENT PURCHASES AND PURCHASE PRIORITIES	20.51	0.73	0.15	87.49
Q	8	MAINTAIN LIBRARY OF GSA CATALOGUES, VENDORS' CATALOGUES, AND OTHER PROCUREMENT DATA	20.88	0.71	0.15	87.64
K	10	INVESTIGATE DISCREPANCIES ENCOUNTERED IN THE INVENTORY OF SECURITY ITEMS	27.11	0.55	0.15	87.79

E	31	PLACE LOCATION SYMBOLS ON WAREHOUSE BINS, RACKS, OR BAYS	14.65	1.01	0.15	87.93
H	6	PREPARE DOCUMENTS FOR THE TRANSFER OF EXCESS REQUIRED NON-MEDICAL ITEMS TO BASE SUPPLY	23.44	0.63	0.15	88.08
O	2	COMPARE QUANTITY AND CONDITION OF EQUIPMENT ITEMS WITH VOUCHER LISTINGS	17.22	0.85	0.15	88.23
N	19	PREPARE INPUT DATA AND READ OUTPUT FOR STOCK BALANCES	19.41	0.74	0.14	88.37
Q	11	PREPARE AND PROCESS RECEIVING REPORTS FOR LOCAL PURCHASE ITEMS	18.68	0.77	0.14	88.52
K	1	ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	22.71	0.63	0.14	88.66
K	4	DETERMINE TYPE OF STORAGE REQUIRED FOR SECURITY ITEMS	23.81	0.60	0.14	88.80
E	39	SEGREGATE MATERIEL TO BE INVENTORIED	18.68	0.76	0.14	88.94
E	6	DELIVER OUTSHIPMENTS	19.41	0.73	0.14	89.09
L	5	DISTRIBUTE COPIES OF ISSUE REQUESTS	19.05	0.74	0.14	89.23
E	25	MONITOR TEMPERATURE, HUMIDITY, OR DUST CONDITIONS WITHIN STORAGE FACILITY	22.34	0.63	0.14	89.37
F	20	VERIFY SECURITY CLASSIFICATION OF PROPERTY ITEMS	23.81	0.59	0.14	89.51
N	3	FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	20.88	0.66	0.14	89.65
P	17	MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS	19.41	0.71	0.14	89.78
P	2	ASSIGN OR CANCEL DOCUMENT NUMBERS	26.74	0.51	0.14	89.92
J	11	PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	24.18	0.57	0.14	90.06
F	18	PREPARE STATEMENT OF FACTS FOR PROPERTY DAMAGED OR DESTROYED FOR REASONS OTHER THAN FAIR WEAR AND TEAR	26.74	0.51	0.14	90.19
K	24	RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	24.91	0.55	0.14	90.33
L	19	PREPARE FORMS TO SUSPEND UNSUITABLE MATERIEL FROM ISSUE	24.18	0.56	0.14	90.47
N	18	PREPARE INPUT DATA AND READ OUTPUT FOR DOCUMENTATION OF TRANSACTIONS	19.05	0.71	0.14	90.60
D	17	SELECT INDIVIDUALS FOR FORMAL TRAINING	22.34	0.60	0.13	90.74
E	27	PACK OR CRATE ITEMS FOR SHIPPING	19.78	0.68	0.13	90.87
Q	5	MAINTAIN FILE OF LOCAL PURCHASE ORDERS, CONTRACTS, RECEIVING REPORTS, OR SIMILAR DOCUMENTS	16.48	0.81	0.13	91.01
E	19	LIST EXPENDABLE ITEMS CONSUMED IN THE MEDICAL SUPPLY OPERATION	22.34	0.60	0.13	91.14
N	11	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	17.95	0.73	0.13	91.27
L	6	FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	17.22	0.76	0.13	91.40
L	1	ADJUST BALANCE CARDS FOR SUSPENDED ITEMS	20.88	0.62	0.13	91.53
K	11	MAINTAIN DATE-OF-AVAILABILITY LIST OF NEWLY STOCKLISTED MATERIEL	22.71	0.57	0.13	91.66
O	17	MAKE REPORTS OF SURVEY FOR IRRECONCILABLE EQUIPMENT SHORTAGES	18.32	0.71	0.13	91.79
F	12	INSPECT CONTAINERS AND LABELS OF CORROSIVE, VOLATILE, COMBUSTIBLE, OR POISONOUS MATERIALS	23.81	0.54	0.13	91.92
K	13	POST RECEIPTS AND ISSUES OF SECURITY ITEMS TO VAULT RECORD CARDS	16.48	0.78	0.13	92.05
I	2	COMPLETE LINEN SUPPLY RECORDS (AF FORM 581)	13.55	0.94	0.13	92.17
N	8	KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	17.58	0.72	0.13	92.30
I	17	PROTECT CLEAN LINENS FROM DUST	8.06	1.57	0.13	92.43
N	22	RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	21.25	0.60	0.13	92.55
P	1	ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	22.71	0.55	0.13	92.68
E	29	PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	17.58	0.71	0.12	92.80
O	36	REVIEW AND FORWARD REQUESTS FOR TEMPORARY LOAN OF EQUIPMENT	20.51	0.60	0.12	92.93
N	12	MAINTAIN SUPPLY OF BLANK PCAM CARDS	19.41	0.63	0.12	93.05
F	17	PREPARE INSPECTION REPORTS	18.68	0.65	0.12	93.17

M	14	REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC BIOLOGICALS AND REAGENTS	20.15	0.60	0.12	93.29
E	1	CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	17.58	0.69	0.12	93.41
P	5	DISPOSE OF INACTIVE DOCUMENTS	23.08	0.52	0.12	93.53
K	14	POST STOCK SUSPENSION NOTICES	20.15	0.59	0.12	93.65
F	5	DETERMINE INTERCHANGEABILITY OF ITEMS	22.71	0.52	0.12	93.77
Q	12	PREPARE AND SUBMIT EMERGENCY PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	15.75	0.73	0.12	93.89
I	16	PROCESS CLOTHING ITEMS OF HOSPITAL PERSONNEL	11.36	1.01	0.11	94.00
O	26	PREPARE DOCUMENTS FOR OFF-BASE REPAIR OF EQUIPMENT	17.58	0.65	0.11	94.12
P	9	FILE UP-DATED DOCUMENT REGISTERS	19.41	0.58	0.11	94.23
N	1	COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	16.12	0.69	0.11	94.34
M	13	REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	19.41	0.57	0.11	94.45
F	8	IDENTIFY PARTS OF COMPLETE ASSEMBLIES	17.58	0.62	0.11	94.56
N	4	FORWARD PUNCHED QUANTITY REQUESTED CARD DECKS TO DATA PROCESSING INSTALLATION	17.95	0.61	0.11	94.67
E	24	MARK SHIPPING CONTAINERS	17.95	0.61	0.11	94.78
E	44	WRAP AND PACK PROPERTY FOR STORAGE	16.12	0.67	0.11	94.89
N	2	FILE ZERO BALANCE CARDS	14.29	0.76	0.11	95.00
N	23	SELECT DATA ELEMENTS FOR RECORDING TRANSACTIONS	17.95	0.60	0.11	95.10
N	21	RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	17.22	0.62	0.11	95.21
Q	14	PREPARE AND SUBMIT LOCAL PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	13.19	0.80	0.11	95.32
O	8	FORWARD TEMPORARY CUSTODY RECEIPTS FOR THE LOAN OF PROPERTY TO PATIENTS	15.38	0.69	0.11	95.42
O	23	PREPARE AND SUBMIT STATEMENTS OF CHARGES OR OTHER VOLUNTARY PAYMENT DOCUMENTS FOR EQUIPMENT	16.85	0.63	0.11	95.53
O	24	PREPARE BASE INVENTORY ADJUSTMENT DOCUMENT	16.48	0.64	0.10	95.63
I	19	SCREEN LINEN TO DETECT DAMAGED OR WORN ITEMS	10.26	1.02	0.10	95.74
K	16	PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENT (DD FORM 6)	20.89	0.50	0.10	95.84
I	15	PREPARE FORMS FOR TURN-IN OF LINEN TO THE LAUNDRY	8.42	1.23	0.10	95.95
A	15	ORGANIZE MAINTENANCE SUPPORT FUNCTIONS	16.12	0.64	0.10	96.05
M	16	TYPE MATERIEL SOURCE DOCUMENTS	16.48	0.60	0.10	96.15
I	12	PREPARE AND FORWARD REQUESTS FOR ISSUE OF LINEN ITEMS	10.99	0.90	0.10	96.25
O	3	COMPUTE DROPPAGE ALLOWANCES FOR NON-MEDICAL EQUIPMENT ITEMS	16.85	0.58	0.10	96.34
F	11	INITIATE STOCK CHANGE DOCUMENTS FOR UNIDENTIFIED ITEMS	21.25	0.46	0.10	96.44
P	18	MAINTAIN LOCAL PROCUREMENT DOCUMENT REGISTER	13.92	0.70	0.10	96.54
L	8	MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	13.19	0.74	0.10	96.64
O	35	REPORT DISCREPANCIES IN STOCK STATUS REPORT TO STOCK RECORDS SECTION FOR PREPARATION OF NEW REPORT	15.75	0.61	0.10	96.73
E	13	GROUP PROPERTY ITEMS FOR PACKAGING	13.92	0.68	0.10	96.83
Q	9	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	14.29	0.66	0.09	96.92
N	20	PREPARE PCAM DAILY UTILIZATION REPORT	16.12	0.56	0.09	97.01
L	23	SEPARATE STOCK RECORD CARDS FOR NON-STOCK LISTED ITEMS	16.48	0.55	0.09	97.10
Q	24	RECEIVE AND PROCESS REQUESTS FOR ITEMS TO BE PURCHASED WITH PETTY CASH FUNDS	13.19	0.68	0.09	97.19
O	18	NOTIFY WAREHOUSE TO FORWARD EQUIPMENT FOR USER TESTS	13.55	0.66	0.09	97.28
K	20	PREPARE AND DISTRIBUTE DOCUMENTS FOR PROPERTY FOUND ON BASE	20.51	0.43	0.09	97.37
E	20	LIST COMPONENT PART SHORTAGES	13.55	0.64	0.09	97.46
P	26	RECORD TRANSACTIONS ON TRANSACTION REGISTER	14.65	0.59	0.09	97.54
Q	10	PREPARE AND DISTRIBUTE SOURCE DOCUMENTS INVOLVING PAYMENT TO VENDORS	11.72	0.73	0.09	97.63

Q	15	PREPARE LETTER RECOMMENDING STOCKLISTING OF NON-STOCKLISTED ITEMS	15.75	0.54	0.08	97.71
D	9	INSTRUCT PERSONNEL IN STORAGE OF CLASSIFIED DOCUMENTS	16.12	0.52	0.08	97.80
P	25	RECORD BASIC IDENTIFYING DATA ON DOCUMENTS	14.29	0.58	0.08	97.88
P	22	PREPARE CERTIFICATES OF LOST DOCUMENTS	12.82	0.64	0.08	97.96
J	12	PREPARE REPORTS OF SURVEY FOR UNACCEPTABLE ADJUSTMENTS (DD FORM 200)	18.68	0.44	0.08	98.04
O	27	PREPARE DROPPAGE ALLOWANCE DOCUMENTS FOR NON-MEDICAL EQUIPMENT	14.65	0.55	0.08	98.12
I	14	PREPARE AND SUBMIT REPORTS OF SURVEY	13.19	0.61	0.08	98.20
F	6	ENTER RE-INSPECTION DATES ON PROPERTY ITEMS	14.29	0.54	0.08	98.28
E	35	PROCESS PROPERTY ACCOMPANYING PATIENTS	16.12	0.48	0.08	98.36
A	31	PREPARE UNIT MANNING DOCUMENT (UMD) CHANGE REQUESTS	13.55	0.55	0.07	98.43
E	15	INSPECT AND INVENTORY STOCK STORED IN HOSPITAL FOR AIR EVACUATION PROGRAM	12.09	0.57	0.07	98.50
I	7	DYE WORN LINENS	8.06	0.84	0.07	98.57
N	5	FORWARD SHOPPING DECKS TO BASE DATA PROCESSING INSTALLATION	13.19	0.51	0.07	98.63
E	12	FORWARD OR RECEIVE EQUIPMENT ITEMS FOR USER TESTS	10.26	0.65	0.07	98.70
K	19	PREPARE SCHEDULE FOR STAGGERED SUBMISSION OF REQUESTS	14.29	0.47	0.07	98.77
L	4	COMPUTE THE QUANTITY ON HAND OF SUSPENDED ITEMS	13.55	0.49	0.07	98.83
Q	16	PREPARE REPORTS OF DISCREPANCY IN SHIPMENT FROM COMMERCIAL VENDORS	12.82	0.51	0.07	98.90
I	8	ESTIMATE OR COUNT QUANTITIES OF ISSUED AND PICKED UP LINENS	6.96	0.94	0.07	98.96
P	10	INSPECT CHARGE-OUT RECORDS (AF FORM 614) TO INSURE RETURN OF LOANED DOCUMENTS	14.29	0.45	0.06	99.03
E	8	DRAFT STORAGE AND OCCUPANCY REPORTS	12.09	0.57	0.06	99.09
E	22	MAINTAIN AND SEARCH STOCK LOCATOR FILE OR AIR FORCE LOCATOR CARDS	8.42	0.67	0.06	99.15
I	10	MARK LINENS AND INDIVIDUAL CLOTHING ITEMS	6.59	0.83	0.06	99.20
L	20	PREPARE INVENTORY CONTROL RECORDS FOR ACCEPTABLE TURN-INS	13.19	0.39	0.05	99.25
E	26	OPERATE FORK LIFT FOR MATERIEL HANDLING	8.06	0.64	0.05	99.30
Q	21	PROVIDE FUND CITATION AND AUTHORIZATION FOR CASH PURCHASE	9.16	0.55	0.05	99.35
N	10	MAINTAIN NEWLY-STOCKLISTED ITEM PCAM CARD FILE	8.06	0.60	0.05	99.40
L	16	POST RETURNS TO VENDORS	10.26	0.46	0.05	99.45
I	11	PICK UP LINENS FROM AND DELIVER TO USING ACTIVITY	5.13	0.91	0.05	99.50
P	24	PREPARE FACSIMILES OF LOST DOCUMENTS FROM SUSPENSE COPIES	12.09	0.37	0.04	99.54
Q	22	PURCHASE SMALL DOLLAR VALUE ITEMS	7.33	0.61	0.04	99.59
Q	13	PREPARE AND SUBMIT LIST OF DELINQUENT LOCAL PURCHASE ORDERS TO BASE PROCUREMENT ACTIVITY	7.33	0.60	0.04	99.63
L	10	MAKE ENTRIES ON STOCK LOCATOR CARDS TO SHOW CHANGES IN LOCATION OF PROPERTY ITEMS	7.33	0.53	0.04	99.67
P	15	MAINTAIN FILE OF BASE ERROR AND/OR CORRECTION SHEETS (AF FORM 150)	7.69	0.50	0.04	99.71
K	28	TYPE AND DISTRIBUTE CATALOG OF MEDICAL NON-STOCKLISTED ITEMS	7.69	0.46	0.04	99.74
Q	20	PROCURE NARCOTICS	6.96	0.48	0.03	99.78
H	7	PREPARE DOCUMENTS FOR THE TURN-IN OF OUT-DATED X-RAY FILM	10.26	0.32	0.03	99.81
Q	18	PREPARE SHIPPING DOCUMENTS FOR LOCAL PURCHASE CREDIT ITEMS BEING RETURNED TO VENDOR	8.42	0.39	0.03	99.84
E	2	CLEAN AND DRY PROPERTY ITEMS	5.49	0.50	0.03	99.87
Q	19	PROCESS AND FORWARD EXEMPTIONS TO THE BUY AMERICAN ACT TO BASE PROCUREMENT ACTIVITY	4.76	0.43	0.02	99.89
F	19	VERIFY LABELS AND INSTRUCTIONS FOR HANDLING RADIOACTIVE MATERIALS	4.40	0.44	0.02	99.91

E	33 PREPARE BASE WAREHOUSE LOCATION CHANGE NOTICES (AF FORM 136)	2.56	0.40	0.01	99.92
Q	7 MAINTAIN IMPREST FUND FOR SMALL DOLLAR VALUE ITEM PURCHASES	1.47	0.68	0.01	99.93
Q	6 MAINTAIN FUND FOR COD PURCHASES	1.47	0.68	0.01	99.94

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRS= 42  
DAFSC 91590 MEDICAL MATERIEL SUPERINTENDENT

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
 AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
 AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
 PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
A	PLANNING AND ORGANIZING	100.00	24.16	24.16	24.16
B	DIRECTING AND IMPLEMENTING	95.24	19.27	18.36	42.52
C	EVALUATING	95.24	15.34	14.61	57.13
D	TRAINING	88.10	7.62	6.71	63.84
G	MAINTAINING WAR READINESS MATERIEL	85.71	6.31	5.41	69.25
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	83.33	5.36	4.46	73.72
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	71.43	5.06	3.62	77.33
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	85.71	4.19	3.59	80.92
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	90.48	3.92	3.54	84.46
E	PERFORMING WAREHOUSE FUNCTIONS	57.14	5.94	3.40	87.86
F	INSPECTING PROPERTY	64.29	4.91	3.16	91.02
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	69.05	3.14	2.16	93.19
H	REPORTING AND DISPOSING OF MATERIEL	80.95	2.25	1.82	95.00
M	REQUISITIONING MATERIEL	66.67	2.56	1.71	96.71
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	52.38	2.99	1.57	98.28
I	MAINTAINING LINEN SUPPLY	42.86	2.40	1.03	99.31
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	19.05	3.31	0.63	99.94

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 42  
DAFSC 91590 MEDICAL MATERIEL SUPERINTENDENT

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
B	16 SUPERVISE MEDICAL MATERIEL SUPERVISORS (91570)	90.48	1.74	1.57	1.57
C	1 ANALYZE EFFECTIVENESS OF MATERIEL MANAGEMENT PRACTICES	92.86	1.67	1.55	3.12
A	24 PLAN PROCEDURES FOR THE ADMINISTRATION OF THE STOCK RECORD ACCOUNT	92.86	1.60	1.49	4.61
A	2 ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	95.24	1.52	1.44	6.05
B	18 SUPERVISE PREPARATION OF OFFICIAL CORRESPONDENCE	92.86	1.52	1.41	7.46
B	26 SUPERVISE THE STOCK RECORD ACCOUNT	76.19	1.71	1.30	8.77
A	18 PLAN CONTROLS OVER WRM SUPPLIES AND EQUIPMENT	90.48	1.32	1.20	9.96
A	11 ESTABLISH WORK SCHEDULES	88.10	1.34	1.18	11.15
B	6 MONITOR THE MEDICAL INVENTORY MANAGEMENT SYSTEM (MIMS)	80.95	1.45	1.17	12.32
C	2 COMPILE MANAGEMENT DATA FOR USE IN EVALUATION OF SUPPLY PROGRAM	78.57	1.47	1.16	13.48
C	3 COMPLETE PERSONEL PERFORMANCE REPORTS	90.48	1.18	1.07	14.55
B	27 SUPERVISE WRM ACTIVITIES	60.95	1.28	1.04	15.59
B	8 SUPERVISE CIVILIAN PERSONNEL	83.33	1.24	1.04	16.62
B	4 IMPLEMENT CONTROLS AND FOLLOW-UP FOR NEW PROCEDURES	80.95	1.24	1.00	17.63
C	8 CONDUCT INSPECTIONS OF WAREHOUSE WORK METHODS	85.71	1.16	0.99	18.62
A	30 PREPARE REPORTS FOR STAFF CONFERENCES	78.57	1.19	0.93	19.55
C	6 CONDUCT INSPECTIONS OF LOCAL PURCHASE WORK METHODS	80.95	1.12	0.91	20.46
C	15 EVALUATE REQUESTS FOR LOCAL PURCHASE	73.81	1.22	0.90	21.36
B	25 SUPERVISE THE MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO)	64.29	1.38	0.89	22.25
C	4 CONDUCT INSPECTIONS OF DOCUMENT CONTROL WORK METHODS	85.71	1.03	0.89	23.13
C	14 EVALUATE MEDICAL MATERIEL COMPLAINTS OR SUGGESTIONS FOR CORRECTIVE ACTION	83.33	1.06	0.88	24.01
A	26 PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	78.57	1.09	0.85	24.87
A	1 ANALYZE INVNTORY FINDINGS AND PREPARE INVENTORY SUMMARY	83.33	1.01	0.84	25.71
A	8 DEVELOP STANDARD OPERATING PROCEDURE (SOP) FOR EMERGENCY SUPPLY SITUATIONS	88.10	0.96	0.84	26.56
B	21 SUPERVISE SPECIAL PROJECT AND SPECIAL DUTY ACTIVITIES	71.43	1.17	0.84	27.39
A	3 APPOINT INVENTORY SUPERVISOR OR TEAMS	90.48	0.91	0.83	28.22
A	29 PLAN TECHNIQUES FOR HANDLING MECHANIZED ACCOUNTS	69.05	1.19	0.82	29.04
C	16 MAKE RECOMMENDATIONS FOR PERSONNEL ACTIONS	85.71	0.96	0.82	29.86
C	17 SCHEDULE LEAVES OR PASSES	88.10	0.91	0.80	30.67
G	2 COMPUTE GROSS WARTIME MATERIEL REQUIREMENTS (GWMR)	73.81	1.08	0.80	31.46
A	20 PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	76.19	1.04	0.79	32.25
D	16 ROTATE DUTY ASSIGNMENTS OF INDIVIDUALS FOR CROSS-TRAINING	71.43	1.10	0.79	33.04
A	16 ORGANIZE PROCEDURES FOR BASE PROCUREMENT OF LOCAL PURCHASE MATERIEL	71.43	1.07	0.76	33.80
G	11 PREPARE THE MATERIEL OPERATIONAL READINESS REPORT (MORR)	71.43	1.06	0.76	34.56
D	7 INDOCTRINATE NEWLY ASSIGNED PERSONNEL	78.57	0.96	0.75	35.32

A	25	PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	76.19	0.98	0.75	36.06
G	4	COMPUTE REQUIREMENTS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	69.05	1.07	0.74	36.81
C	5	CONDUCT INSPECTIONS OF INVENTORY CONTROL WORK METHODS	78.57	0.93	0.73	37.54
D	8	INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	76.19	0.95	0.72	38.26
C	10	EVALUATE ADEQUACY OF INSPECTIONS	76.19	0.95	0.72	38.98
B	5	MONITOR EXCESS ITEMS PROGRAM	73.81	0.97	0.72	39.70
G	1	COMPUTE ASSETS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	69.05	1.02	0.70	40.40
C	7	CONDUCT INSPECTIONS OF THE HANDLING OF SECURITY ITEMS	64.29	1.09	0.70	41.11
A	19	PLAN PROCEDURES AND SEQUENCES FOR TAKING INVENTORIES	83.33	0.82	0.69	41.79
A	28	PLAN SPACE LAYOUTS FOR SUPPLIES OR EQUIPMENT	71.43	0.95	0.68	42.47
L	22	SCREEN REQUESTS FOR LOCAL PURCHASE	64.29	1.06	0.68	43.15
A	31	PREPARE UNIT MANNING DOCUMENT (UMD) CHANGE REQUESTS	71.43	0.95	0.68	43.83
A	22	PLAN PROCEDURES FOR MAINTAINING SUPPLY STOCK RECORDS	66.67	1.01	0.67	44.50
B	2	BRIEF PERSONNEL ON MOBILITY PLANS	71.43	0.93	0.66	45.17
J	14	REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	76.19	0.86	0.65	45.82
C	11	EVALUATE EFFECTIVENESS OF THE LINEN SUPPLY ACTIVITY	64.29	1.01	0.65	46.47
B	15	SUPERVISE MEDICAL MATERIEL SPECIALISTS (91550)	54.76	1.18	0.65	47.12
L	21	RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	50.00	1.29	0.64	47.76
B	11	SUPERVISE EQUIPMENT AUTHORIZATION AND SUPPORT FUNCTIONS	61.90	1.02	0.63	48.39
C	13	EVALUATE INVENTORY ADJUSTMENTS	76.19	0.83	0.63	49.02
A	37	WRITE JOB DESCRIPTION	76.19	0.83	0.63	49.65
A	5	COMPUTE ECONOMIC ORDER QUANTITIES (EOQS)	54.76	1.15	0.63	50.28
C	12	EVALUATE EQUIPMENT AUTHORIZATION AND SUPPORT ACTIVITIES	69.05	0.90	0.62	50.91
B	13	SUPERVISE LOCAL PURCHASE ACTIVITIES	59.52	1.03	0.61	51.52
D	4	COUNSEL INDIVIDUALS ON TRAINING PROGRESS	71.43	0.85	0.61	52.12
A	6	COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	61.90	0.98	0.61	52.73
A	32	RECOMMEND CHANGES IN TECHNICAL ORDERS, MANUALS, HANDBOOKS, OR OPERATING PROCEDURES	66.67	0.90	0.60	53.33
A	27	PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	71.43	0.84	0.60	53.93
C	9	DETERMINE NEED FOR EXTRA INVENTORIES	76.19	0.77	0.59	54.52
A	7	COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	64.29	0.87	0.56	55.08
G	7	MONITOR THE INSPECTION AND ROTATION OF MMPNC PHASE I KITS	47.62	1.17	0.56	55.63
D	5	DETERMINE NEED FOR INDIVIDUAL OR GROUP TRAINING	66.67	0.83	0.55	56.18
J	15	REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	66.67	0.82	0.55	56.73
A	23	PLAN PROCEDURES FOR MAKING INVENTORY ADJUSTMENTS	69.05	0.79	0.54	57.27
J	16	REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	64.29	0.84	0.54	57.81
B	20	SUPERVISE REQUISITIONING OF MATERIEL	57.14	0.94	0.54	58.35
H	8	REVIEW EXCESS EQUIPMENT OR SUPPLY TURN-IN DOCUMENTS AND DETERMINE EXCESS OR SALVAGE ACTION	57.14	0.91	0.52	58.87
K	6	EDIT OUTGOING OR INCOMING EXCESS REPORTS	57.14	0.87	0.50	59.36
L	2	AUDIT AND FORWARD THE QUARTERLY MIMS REPORT	52.38	0.95	0.50	59.86
B	3	DIRECT STORAGE, ISSUE, AND SAFEGUARDING OF SECURITY ITEMS	54.76	0.90	0.49	60.35
J	9	SUPERVISE CONTROL OF MATERIEL DOCUMENTS	54.76	0.88	0.48	60.84
B	12	SUPERVISE LINEN SUPPLY ACTIVITY	52.38	0.92	0.48	61.32
A	14	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	54.76	0.85	0.46	61.78
B	19	SUPERVISE PROPERTY INSPECTIONS	50.00	0.89	0.45	62.23

G	3	COMPUTE PEACETIME OPERATING STOCKS (POS) REQUIREMENTS	50.00	0.88	0.44	62.67
B	22	SUPERVISE STORAGE AND RECEIPT OF MATERIEL	52.38	0.83	0.43	63.10
D	15	RECOMMEND INDIVIDUALS FOR SPECIALTY KNOWLEDGE TESTING	54.76	0.79	0.43	63.54
O	37	REVIEW EQUIPMENT STOCK STATUS REPORT FOR DISCREPANCIES	50.00	0.85	0.42	63.96
A	34	SET UP, MAINTAIN, OR DISPOSE OF FILES	52.38	0.81	0.42	64.39
D	2	CONDUCT OJT PROGRAMS	47.62	0.89	0.42	64.81
A	9	DEVELOP STANDARD OPERATING PROCEDURE FOR REPAIR OF UNSERVICEABLE AND DAMAGED EQUIPMENT	54.76	0.76	0.41	65.22
A	35	SUBMIT AUTHORIZATION CHANGES TO MEDICAL EQUIPMENT REVIEW AUTHORIZATION ACTIVITY	50.00	0.82	0.41	65.63
M	2	DETERMINE REQUISITION PRIORITIES	54.76	0.73	0.40	66.03
B	23	SUPERVISE THE DISPOSAL AND SALVAGE OF MATERIEL	57.14	0.69	0.40	66.43
K	21	PROCESS AND REPORT MEDICAL MATERIEL COMPLAINTS	45.24	0.87	0.39	66.82
A	21	PLAN PROCEDURES FOR MAINTAINING E-AID CARDS	52.38	0.73	0.38	67.21
D	11	PLAN IMPROVED TRAINING METHODS	45.24	0.83	0.38	67.58
H	17	SELECT INDIVIDUALS FOR FORMAL TRAINING	59.52	0.63	0.37	67.96
E	1	ADVISE BASE SUPPLY OFFICER OF EXCESS NON-MEDICAL ITEMS	47.62	0.79	0.37	68.33
H	5	CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	28.57	1.31	0.37	68.70
A	33	SELECT PROCUREMENT SOURCES (CP OR LP) FOR ISSUE REQUESTS	45.24	0.83	0.37	69.06
Q	26	SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	33.33	1.11	0.37	69.45
H	2	ARRANGE FOR WITNESSES TO OBSERVE THE DESTRUCTION OF MEDICAL SECURITY ITEMS	54.76	0.67	0.37	69.82
D	3	COORDINATE PROCEDURES FOR RESERVIST TRAINING	42.86	0.83	0.36	70.17
A	4	ASSIGN ISSUE PRIORITIES	50.00	0.71	0.35	70.53
G	5	INVENTORY WRM MATERIELS	26.19	1.35	0.35	70.88
O	38	REVIEW REPORTS OF INVENTORY FINDINGS FROM PROPERTY	45.24	0.78	0.35	71.23
B	7	SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	40.48	0.86	0.35	71.58
J	3	COMPUTE INVENTORY ACCURACY PERCENTAGES	45.24	0.76	0.35	71.93
K	10	INVESTIGATE DISCREPANCIES ENCOUNTERED IN THE INVENTORY OF SECURITY ITEMS	52.38	0.66	0.34	72.27
A	13	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE EQUIPMENT ACTIVITY	42.86	0.80	0.34	72.61
E	36	RECEIVE, ISSUE, OR PACKAGE SECURITY ITEMS	38.10	0.89	0.34	72.95
A	36	SUBMIT REQUESTS FOR STOCKLISTING OF NON-STOCKLISTED ITEMS TO SUB-COMMAND OR COMMAND	50.00	0.67	0.34	73.29
F	2	CONDUCT SPECIAL-SUBJECT INSPECTIONS	47.62	0.69	0.33	73.61
B	1	ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	54.76	0.60	0.33	73.94
G	8	POSITION MMPNC OR SCATA MATERIEL	38.10	0.85	0.32	74.26
D	6	GIVE INFORMAL TRAINING TO INDIVIDUALS	50.00	0.64	0.32	74.58
E	9	DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	16.67	1.89	0.31	74.90
F	1	CONDUCT FOLLOW-UP INSPECTIONS	45.24	0.69	0.31	75.21
A	15	ORGANIZE MAINTENANCE SUPPORT FUNCTIONS	40.48	0.76	0.31	75.52
K	3	DETERMINE REQUISITION TRANSMISSION METHODS	40.48	0.74	0.30	75.82
K	4	DETERMINE TYPE OF STORAGE REQUIRED FOR SECURITY ITEMS	42.86	0.68	0.29	76.11
D	40	SEARCH EQUIPMENT ALLOWANCE PUBLICATIONS FOR BASIS OF ISSUE AND ALLOWANCES	35.71	0.82	0.29	76.40
J	9	MAKE PHYSICAL COUNT OF PROPERTY ITEMS	26.19	1.11	0.29	76.69
I	6	DRAFT AND SUBMIT LINEN SUPPLY BUDGET ESTIMATES	30.95	0.93	0.29	76.98
J	1	COORDINATE WITH OTHER AGENCIES TO DETERMINE WHICH LOCAL PURCHASE ITEMS SHOULD BE STOCKLISTED	45.24	0.63	0.28	77.27
A	17	PLAN AND SCHEDULE INSPECTIONS OF PROPERTY ASSIGNED TO USING ACTIVITY	38.10	0.74	0.28	77.55

L	11	MONITOR PRIORITY STATUS OF REQUISITIONS	42.86	0.65	0.28	77.83
H	3	DETERMINE THE METHOD OF DESTRUCTION FOR DIFFERENT TYPES OF MEDICAL SUPPLIES	45.24	0.62	0.28	78.11
J	6	ESTABLISH AND POST NOTICES OF INVENTORY DEADLINE DATES	40.48	0.69	0.28	78.39
O	4	CONDUCT UTILIZATION SURVEYS TO VALIDATE EQUIPMENT REQUIREMENTS	33.33	0.83	0.28	78.66
K	8	ESTABLISH MINIMUM STOCK LEVELS	33.33	0.82	0.27	78.93
F	4	DETERMINE CAUSE OF UNSERVICEABLE CONDITION OF PROPERTY	47.62	0.57	0.27	79.20
F	13	INSPECT ITEMS IN STORAGE FOR SIGNS OF CORROSION, DECAY, OR DETERIORATION	42.86	0.61	0.26	79.47
B	24	SUPERVISE THE FURNISHING OF MEDICAL MATERIEL TRANSACTION DOCUMENTS TO BAFO	42.86	0.60	0.26	79.73
A	10	ESTABLISH INVENTORY CUT-OFF DOCUMENT NUMBERS	40.48	0.64	0.26	79.98
O	7	DETERMINE NEED FOR CONTRACT MAINTENANCE OF EQUIPMENT	40.48	0.62	0.25	80.24
K	13	POST RECEIPTS AND ISSUES OF SECURITY ITEMS TO VAULT RECORD CARDS	28.57	0.88	0.25	80.49
I	4	COORDINATE NEGOTIATIONS FOR THE LAUNDERING OF LINENS	33.33	0.75	0.25	80.74
E	6	DELIVER OUTSHIPMENTS	4.76	5.19	0.25	80.98
K	26	SCREEN, COMPUTE, AND POST STOCK LEVELS	23.81	1.03	0.25	81.23
D	12	PREPARE, ADMINISTER, OR SCORE TESTS	33.33	0.73	0.24	81.47
P	6	DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	23.81	1.02	0.24	81.72
F	15	INSPECT STORED PROPERTY TO SEE THAT LOAD LIMITS AND SECURITY CONDITIONS ARE MET	38.10	0.62	0.24	81.95
F	9	IDENTIFY WAR READINESS MATERIEL TO PREVENT UNAUTHORIZED MOVEMENT OR USE	30.95	0.76	0.24	82.19
F	3	DESIGNATE ITEMS FOR DISPOSAL	45.24	0.52	0.24	82.43
J	10	PERFORM PRE-INVENTORY SURVEY	28.57	0.83	0.24	82.66
L	14	ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	16.67	1.41	0.24	82.90
B	10	SUPERVISE DELIVERY AND TRANSFER OF MATERIEL	40.48	0.57	0.23	83.13
M	3	EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	35.71	0.64	0.23	83.35
O	6	COORDINATE WITH THE MERAAB FOR EQUIPMENT PURCHASES AND PURCHASE PRIORITIES	28.57	0.79	0.23	83.58
Q	27	SET LEVELS AND REQUIREMENT CODES FOR NON-STOCKLISTED ITEMS	26.19	0.86	0.23	83.81
K	27	SCREEN REQUESTS FOR SUPPLIES	26.19	0.85	0.22	84.03
G	12	RECONCILE AFMMFO LETTERS WITH WRM WORKSHEET	30.95	0.71	0.22	84.25
M	15	REVIEW RECEIVING DOCUMENTS	33.33	0.64	0.21	84.46
G	6	MAKE SURVEYS TO INSURE ACCURACY OF WRM LOCATOR FILES	28.57	0.73	0.21	84.67
J	5	COORDINATE WITH BASE DATA PROCESSING INSTALLATION FOR PREPARATION OF INVENTORY COUNT LISTINGS	33.33	0.61	0.20	84.87
G	9	POST GWMR LEVELS AND COMPOSITION	23.81	0.84	0.20	85.07
B	14	SUPERVISE MACHINE ROOM OPERATIONS	35.71	0.56	0.20	85.27
P	21	MONITOR THE FLOW OF DOCUMENTS BETWEEN PROCESSING POINTS	33.33	0.59	0.20	85.47
E	7	DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	9.52	2.06	0.20	85.66
L	18	PREPARE AND DISTRIBUTE THE STOCK STATUS REPORT	26.19	0.75	0.20	85.86
K	23	RECONCILE THE SECURITY RECORD CARD BALANCES WITH STOCK RECORD CARD BALANCES	30.95	0.61	0.19	86.05
A	12	OPEN NEW MEMO ACCOUNTS	26.19	0.71	0.19	86.24
M	9	PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	7.14	2.59	0.19	86.42
B	17	SUPERVISE PHYSICAL ISSUING OF MATERIEL	35.71	0.51	0.18	86.60
K	5	EDIT ISSUE REQUESTS	33.33	0.55	0.18	86.79
E	23	MAKE DELIVERIES TO USING ACTIVITY	7.14	2.55	0.18	86.97

H	4	PREPARE AND SUBMIT REPORTS OF EXCESS PROPERTY TO AFMMFO (SFS 120, 120A)	21.43	0.84	0.18	87.15
E	4	CONDITION CODE SUPPLY ITEMS	28.57	0.63	0.18	87.33
D	14	PREPARE TRAINING RECORDS OR CHARTS	28.57	0.61	0.18	87.50
L	9	MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	16.67	1.05	0.17	87.68
D	10	PLAN AND CONDUCT FORMAL CLASSROOM TRAINING	26.19	0.66	0.17	87.85
L	24	TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	23.81	0.70	0.17	88.02
K	7	EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	33.33	0.49	0.16	88.18
M	1	CHECK ACCURACY OF DEPOT REQUISITIONS	28.57	0.57	0.16	88.35
F	14	INSPECT PROPERTY FOR REPAIRS OR REPLACEMENTS	28.57	0.56	0.16	88.50
K	15	PREPARE AND SUBMIT QUARTERLY FEEDER REPORTS	23.81	0.64	0.15	88.66
I	5	DEVISE CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	21.43	0.71	0.15	88.81
O	13	MAINTAIN FILE OF AUTHORIZATIONS, INCREASES, OR DECREASES TO THE CONSOLIDATED LISTING	14.29	1.06	0.15	86.96
P	20	MONITOR MEMO DOCUMENT REGISTER	28.57	0.52	0.15	89.11
Q	17	PREPARE REPORT OF LOCAL PURCHASES	14.29	1.04	0.15	89.26
D	13	PREPARE LESSON PLANS	26.19	0.56	0.15	89.40
F	20	VERIFY SECURITY CLASSIFICATION OF PROPERTY ITEMS	28.57	0.50	0.14	89.55
F	5	DETERMINE INTERCHANGEABILITY OF ITEMS	33.33	0.42	0.14	89.69
K	2	COMPUTE FILL RATES	26.19	0.53	0.14	89.83
F	18	PREPARE STATEMENT OF FACTS FOR PROPERTY DAMAGED OR DESTROYED FOR REASONS OTHER THAN FAIR WEAR AND TEAR	28.57	0.48	0.14	89.96
D	1	ADAPT AND MAINTAIN TRAINING AIDS	28.57	0.48	0.14	90.10
D	9	INSTRUCT PERSONNEL IN STORAGE OF CLASSIFIED DOCUMENTS	26.19	0.51	0.13	90.24
L	12	NOTIFY AFMMFO OF ITEMS SUSPENDED	23.81	0.54	0.13	90.36
M	8	PREPARE AND MAINTAIN RECORDS OR DOCUMENTS FOR NON-MEDICAL MATERIEL	9.52	1.33	0.13	90.49
O	9	MAINTAIN AND DISTRIBUTE THE CONSOLIDATED LISTING (CL)	14.29	0.89	0.13	90.62
F	16	INSPECT TURN-IN ITEMS	26.19	0.48	0.13	90.74
Q	28	SUBMIT SUGGESTED SOURCES OF LOCAL PURCHASE ITEMS TO BASE PURCHASING AND CONTRACT OFFICE (P + C)	19.05	0.66	0.13	90.87
Q	8	MAINTAIN LIBRARY OF GSA CATALOGUES, VENDORS' CATALOGUES, AND OTHER PROCUREMENT DATA	11.90	1.03	0.12	90.99
E	8	DRAFT STORAGE AND OCCUPANCY REPORTS	23.81	0.52	0.12	91.11
O	36	REVIEW AND FORWARD REQUESTS FOR TEMPORARY LOAN OF EQUIPMENT	30.95	0.39	0.12	91.24
O	5	COORDINATE THE RELOCATION OF PROPERTY BETWEEN PROPERTY CUSTODIANS	23.81	0.51	0.12	91.36
P	12	MAKE QUALITY CONTROL CHECK OF SUCH ITEMS AS POSTING CONTROL CODES OR ANALYSES CODES	21.43	0.56	0.12	91.48
O	29	PREPARE EQUIPMENT REPLACEMENT BUDGETARY LIST	19.05	0.63	0.12	91.60
E	25	MONITOR TEMPERATURE, HUMIDITY, OR DUST CONDITIONS WITHIN STORAGE FACILITY	19.05	0.63	0.12	91.72
K	22	RECONCILE THE DOLLAR VALUE OF INVENTORY CATEGORIES WITH THE DOLLAR VALUE OF ACCOUNTING OFFICE RECORDS	21.43	0.55	0.12	91.84
P	13	MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	23.81	0.48	0.11	91.95
J	2	CALCULATE THE INVENTORY BALANCE	21.43	0.53	0.11	92.06
O	35	REPORT DISCREPANCIES IN STOCK STATUS REPORT TO STOCK RECORDS SECTION FOR PREPARATION OF NEW REPORT	11.90	0.93	0.11	92.17
Q	3	EDIT OUTPUT FOR DUE-IN AND DUE-OUT DATA OF USING ACTIVITIES	19.05	0.56	0.11	92.28
E	16	INSPECT HANDLING, LOADING, OR STORING OF PROPERTY RELEASED FOR SHIPMENT	23.81	0.45	0.11	92.39

E	41	TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	23.81	0.45	0.11	92.49
F	17	PREPARE INSPECTION REPORTS	16.67	0.64	0.11	92.60
O	19	POST AUTHORIZATION CHANGES TO THE CONSOLIDATED LISTING	9.52	1.09	0.10	92.71
E	30	PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	9.52	1.09	0.10	92.81
E	14	IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	19.05	0.53	0.10	92.91
Q	2	EDIT MACHINE-COMPUTED REQUIREMENTS LISTING OF NON-STOCKLISTED ITEMS	16.67	0.60	0.10	93.01
Q	15	PREPARE LETTER RECOMMENDING STOCKLISTING OF NON-STOCKLISTED ITEMS	21.43	0.46	0.10	93.11
L	5	DISTRIBUTE COPIES OF ISSUE REQUESTS	11.90	0.79	0.09	93.20
K	11	MAINTAIN DATE-OF-AVAILABILITY LIST OF NEWLY STOCKLISTED MATERIEL	14.29	0.66	0.09	93.30
F	12	INSPECT CONTAINERS AND LABELS OF CORROSIVE, VOLATILE, COMBUSTIBLE, OR POISONOUS MATERIALS	19.05	0.49	0.09	93.39
I	13	PREPARE AND SUBMIT QUARTERLY LINEN INVENTORY AND CONSUMPTION REPORT	11.90	0.78	0.09	93.48
O	11	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS	14.29	0.63	0.09	93.57
J	7	INSPECT RECEIPTS AND ISSUES FOR PROCESSING PRIOR TO INVENTORY	16.67	0.54	0.09	93.66
F	10	INITIATE ISSUE REQUESTS FOR ITEMS NEEDED TO COMPLETE ASSEMBLIES	16.67	0.53	0.09	93.75
L	13	NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	16.67	0.52	0.09	93.84
H	5	PREPARE DESTRUCTION DOCUMENTS FOR AND DESTROY MEDICAL EXCESS	16.67	0.51	0.09	93.92
M	12	RECORD FUND OBLIGATIONS	14.29	0.60	0.09	94.01
K	17	PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	19.05	0.43	0.08	94.09
J	12	PREPARE REPORTS OF SURVEY FOR UNACCEPTABLE ADJUSTMENTS (DD FORM 200)	16.67	0.47	0.08	94.17
K	18	PREPARE SALVAGE DOCUMENTS	16.67	0.47	0.08	94.25
Q	23	RECEIVE AND DISTRIBUTE CORRESPONDENCE PERTINENT TO LOCAL PURCHASE	16.67	0.46	0.08	94.32
P	18	MAINTAIN LOCAL PROCUREMENT DOCUMENT REGISTER	7.14	1.06	0.08	94.40
E	10	EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	19.05	0.40	0.08	94.48
E	2	CLEAN AND DRY PROPERTY ITEMS	4.76	1.57	0.07	94.55
F	7	IDENTIFY ITEMS TO BE TRANSFERRED	16.67	0.44	0.07	94.62
I	9	INVENTORY CONTROLLED LINEN ITEMS	7.14	1.02	0.07	94.70
J	13	RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	16.67	0.43	0.07	94.77
E	18	ISSUE MATERIEL TO USING ACTIVITY	14.29	0.49	0.07	94.84
O	39	ROUTE TURN-IN OF EQUIPMENT FOR INSPECTION AND CONDITION CODING	14.29	0.47	0.07	94.91
F	8	IDENTIFY PARTS OF COMPLETE ASSEMBLIES	14.29	0.46	0.07	94.97
K	16	PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENT (DD FORM 6)	14.29	0.45	0.06	95.04
I	3	COMPUTE LINEN LEVELS FOR USING ACTIVITIES	11.90	0.54	0.06	95.10
G	10	PREPARE REQUISITIONS FOR WRM	11.90	0.53	0.06	95.16
P	27	REVIEW DOCUMENTS PRIOR TO FILING	16.67	0.38	0.06	95.23
E	28	PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	14.29	0.44	0.06	95.29
P	11	INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	16.67	0.37	0.06	95.35
K	25	REQUEST WAREHOUSE TO DELIVER MATERIEL	11.90	0.51	0.06	95.41
M	7	POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (OA)	9.52	0.63	0.06	95.47

Q	19	PROCESS AND FORWARD EXEMPTIONS TO THE BUY AMERICAN ACT TO BASE PROCUREMENT ACTIVITY	9.52	0.59	0.06	95.53
K	29	VERIFY UNIT COSTS OF PROPERTY ITEMS	11.90	0.46	0.06	95.58
F	21	VERIFY UNIT OF ISSUE FOR PROPERTY ITEMS	11.90	0.46	0.05	95.64
Q	25	RECEIVE, INSPECT, AND STORE LOCAL PURCHASE ITEMS	14.29	0.38	0.05	95.69
P	28	REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	14.29	0.37	0.05	95.74
O	32	PREPARE TEMPORARY CUSTODY RECEIPTS (AF FORM 1297)	11.90	0.45	0.05	95.80
O	3	COMPUTE DROPPAGE ALLOWANCES FOR NON-MEDICAL EQUIPMENT ITEMS	11.90	0.45	0.05	95.85
P	10	INSPECT CHARGE-OUT RECORDS (AF FORM 614) TO INSURE RETURN OF LOANED DOCUMENTS	16.67	0.32	0.05	95.90
O	17	MAKE REPORTS OF SURVEY FOR IRRECONCILABLE EQUIPMENT SHORTAGES	11.90	0.45	0.05	95.96
K	19	PREPARE SCHEDULE FOR STAGGERED SUBMISSION OF REQUESTS	11.90	0.44	0.05	96.01
E	1	CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	11.90	0.44	0.05	96.06
Q	29	VALIDATE AND DISTRIBUTE LOCAL PURCHASE RECEIVING DOCUMENTS	11.90	0.43	0.05	96.11
E	34	PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	11.90	0.42	0.05	96.16
P	14	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS AT USING ACTIVITY	11.90	0.41	0.05	96.21
O	1	ASSIGN NON-MIMS VOUCHER NUMBERS TO TRANSACTIONS	11.90	0.41	0.05	96.26
F	19	VERIFY LABELS AND INSTRUCTIONS FOR HANDLING RADIOACTIVE MATERIALS	11.90	0.40	0.05	96.31
P	23	PREPARE DOCUMENTS TO BE DESTROYED OR RETIRED	9.52	0.48	0.05	96.35
P	3	CODE AND EDIT SOURCE DOCUMENTS	11.90	0.38	0.05	96.40
E	43	VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	14.29	0.32	0.05	96.45
Q	24	RECEIVE AND PROCESS REQUESTS FOR ITEMS TO BE PURCHASED WITH PETTY CASH FUNDS	9.52	0.47	0.05	96.49
K	12	NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	14.29	0.32	0.05	96.54
Q	5	MAINTAIN FILE OF LOCAL PURCHASE ORDERS, CONTRACTS, RECEIVING REPORTS, OR SIMILAR DOCUMENTS	7.14	0.62	0.04	96.58
L	3	COMPLETE ENTRIES ON RECEIVING DOCUMENTS	11.90	0.37	0.04	96.62
O	30	PREPARE REQUESTS FOR CHANGES IN ALLOWANCES AND AUTHORIZATIONS (AF FORM 601A)	11.90	0.37	0.04	96.67
N	16	PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	14.29	0.30	0.04	96.71
G	13	ROTATE WRM	11.90	0.36	0.04	96.75
K	20	PREPARE AND DISTRIBUTE DOCUMENTS FOR PROPERTY FOUND ON BASE	11.90	0.35	0.04	96.80
N	15	OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	11.90	0.35	0.04	96.84
L	6	FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	11.90	0.35	0.04	96.88
O	18	NOTIFY WAREHOUSE TO FORWARD EQUIPMENT FOR USER TESTS	9.52	0.44	0.04	96.92
J	4	CONDUCT INVENTORIES OF LOCAL PURCHASE ITEMS	11.90	0.33	0.04	96.96
L	17	PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (DD FORM 1348)	9.52	0.41	0.04	97.00
L	15	POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	9.52	0.41	0.04	97.04
P	16	MAINTAIN FILE OF PROPERTY ACCOUNTS	9.52	0.41	0.04	97.08
O	12	MAINTAIN CUSTODY/RECEIPT LOCATOR LISTINGS BY ACCOUNT	9.52	0.41	0.04	97.12
M	11	RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	9.52	0.41	0.04	97.16
M	4	MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	9.52	0.41	0.04	97.20
E	12	FORWARD OR RECEIVE EQUIPMENT ITEMS FOR USER TESTS	9.52	0.41	0.04	97.23
E	3	COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	7.14	0.54	0.04	97.27
N	14	OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	11.90	0.32	0.04	97.31

E	11 FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DD FORM 1348-1)	9.52	0.40	0.04	97.35
E	38 SEGREGATE INCOMING SHIPMENTS FOR INSPECTION	7.14	0.53	0.04	97.39
E	37 ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	7.14	0.53	0.04	97.42
J	8 MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	11.90	0.32	0.04	97.46
O	34 RECEIVE AND DISTRIBUTE CUSTODIAN REQUEST/RECEIPT (AF FORM 601B)	9.52	0.39	0.04	97.50
O	2 COMPARE QUANTITY AND CONDITION OF EQUIPMENT ITEMS WITH VOUCHER LISTINGS	9.52	0.39	0.04	97.54
N	9 MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	9.52	0.39	0.04	97.57
M	13 REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	9.52	0.39	0.04	97.61
K	9 FILL OUT FORMS FOR CONDEMNED ITEMS	9.52	0.38	0.04	97.65
J	1 ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	11.90	0.30	0.04	97.68
M	10 PROCESS RECEIPTS FROM LOCAL PURCHASE	9.52	0.37	0.04	97.72
E	21 LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	7.14	0.49	0.04	97.75
N	22 RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	9.52	0.37	0.03	97.79
L	23 SEPARATE STOCK RECORD CARDS FOR NON-STOCK LISTED ITEMS	9.52	0.36	0.03	97.82
L	19 PREPARE FORMS TO SUSPEND UNSUITABLE MATERIEL FROM ISSUE	9.52	0.36	0.03	97.86
E	15 INSPECT AND INVENTORY STOCK STORED IN HOSPITAL FOR AIR EVACUATION PROGRAM	9.52	0.35	0.03	97.89
N	4 FORWARD PUNCHED QUANTITY REQUESTED CARD DECKS TO DATA PROCESSING INSTALLATION	9.52	0.33	0.03	97.92
N	13 OFFSET ADJUSTMENT TRANSACTION CARDS	9.52	0.33	0.03	97.95
E	26 OPERATE FORK LIFT FOR MATERIEL HANDLING	4.76	0.66	0.03	97.98
P	7 FILE COMPLETED DOCUMENTS	9.52	0.33	0.03	98.02
N	21 RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	9.52	0.32	0.03	98.05
E	42 UNLOAD INCOMING SHIPMENTS	9.52	0.32	0.03	98.08
O	33 PREPARE TRANSFER DOCUMENTS FOR PROPERTY TRANSFERRED BETWEEN BASE MEMOS	9.52	0.32	0.03	98.11
O	28 PREPARE EQUIPMENT AUTHORIZATION CHANGE INFORMATION FOR PCAM CARDS	9.52	0.32	0.03	98.14
N	12 MAINTAIN SUPPLY OF BLANK PCAM CARDS	9.52	0.32	0.03	98.17
M	14 REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC BIOLOGICALS AND REAGENTS	9.52	0.32	0.03	98.20
K	24 RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	9.52	0.32	0.03	98.23
J	11 PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	9.52	0.32	0.03	98.26
P	4 CODE LOCAL PURCHASE DOCUMENTS	9.52	0.31	0.03	98.29
Q	20 PROCURE NARCOTICS	9.52	0.31	0.03	98.32
N	1 COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	9.52	0.30	0.03	98.35
N	8 KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	9.52	0.30	0.03	98.37
F	11 INITIATE STOCK CHANGE DOCUMENTS FOR UNIDENTIFIED ITEMS	9.52	0.29	0.03	98.40
O	22 PREPARE AND FORWARD EQUIPMENT AUTHORIZATION INVENTORY DATA TO BASE DATA PROCESSING INSTALLATION	7.14	0.38	0.03	98.43
O	21 PREPARE AND FORWARD E-AID DUE-IN CARD TO BASE DATA SERVICES (AF FORM 815)	7.14	0.38	0.03	98.46
O	20 PREPARE AND FORWARD E-AID CUSTODY/RECEIPT CARD TO BASE DATA PROCESSING INSTALLATION (AF FORM 814)	7.14	0.38	0.03	98.48
O	15 MAINTAIN MEMO DOCUMENT REGISTER	7.14	0.38	0.03	98.51
N	11 MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	7.14	0.38	0.03	98.54
N	5 FORWARD SHOPPING DECKS TO BASE DATA PROCESSING INSTALLATION	7.14	0.38	0.03	98.56

N	2	FILE ZERO BALANCE CARDS	7.14	0.38	0.03	98.59
M	6	MAINTAIN REQUISITION HISTORY FILE	7.14	0.38	0.03	98.62
M	5	MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	7.14	0.38	0.03	98.65
L	8	MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	7.14	0.38	0.03	98.67
L	1	ADJUST BALANCE CARDS FOR SUSPENDED ITEMS	7.14	0.38	0.03	98.70
O	27	PREPARE DROPPAGE ALLOWANCE DOCUMENTS FOR NON-MEDICAL EQUIPMENT	9.52	0.28	0.03	98.73
O	10	MAINTAIN AND ISSUE STOCKS OF NON-MEDICAL SUPPLIES	9.52	0.28	0.03	98.75
O	8	FORWARD TEMPORARY CUSTODY RECEIPTS FOR THE LOAN OF PROPERTY TO PATIENTS	9.52	0.28	0.03	98.78
Q	16	PREPARE REPORTS OF DISCREPANCY IN SHIPMENT FROM COMMERCIAL VENDORS	9.52	0.28	0.03	98.81
E	19	LIST EXPENDABLE ITEMS CONSUMED IN THE MEDICAL SUPPLY OPERATION	9.52	0.26	0.03	98.83
N	6	KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	9.52	0.26	0.02	98.86
Q	11	PREPARE AND PROCESS RECEIVING REPORTS FOR LOCAL PURCHASE ITEMS	7.14	0.34	0.02	98.88
P	25	RECORD BASIC IDENTIFYING DATA ON DOCUMENTS	7.14	0.34	0.02	98.91
P	22	PREPARE CERTIFICATES OF LOST DOCUMENTS	7.14	0.34	0.02	98.93
P	2	ASSIGN OR CANCEL DOCUMENT NUMBERS	7.14	0.34	0.02	98.95
N	3	FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	9.52	0.25	0.02	98.98
Q	22	PURCHASE SMALL DOLLAR VALUE ITEMS	7.14	0.33	0.02	99.00
Q	18	PREPARE SHIPPING DOCUMENTS FOR LOCAL PURCHASE CREDIT ITEMS BEING RETURNED TO VENDOR	7.14	0.32	0.02	99.03
P	5	DISPOSE OF INACTIVE DOCUMENTS	7.14	0.32	0.02	99.05
N	10	MAINTAIN NEWLY-STOCKLISTED ITEM PCAM CARD FILE	7.14	0.32	0.02	99.07
K	28	TYPE AND DISTRIBUTE CATALOG OF MEDICAL NON-STOCKLISTED ITEMS	7.14	0.32	0.02	99.10
K	1	ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	7.14	0.32	0.02	99.12
Q	12	PREPARE AND SUBMIT EMERGENCY PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	7.14	0.30	0.02	99.14
E	17	ISSUE DATED ITEMS	7.14	0.30	0.02	99.16
Q	21	PROVIDE FUND CITATION AND AUTHORIZATION FOR CASH PURCHASE	7.14	0.29	0.02	99.18
Q	4	ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITY	7.14	0.29	0.02	99.20
P	26	RECORD TRANSACTIONS ON TRANSACTION REGISTER	7.14	0.29	0.02	99.22
L	7	FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	7.14	0.29	0.02	99.24
O	31	PREPARE STOCK OR PRICE CHANGE VOUCHERS FOR EQUIPMENT	7.14	0.28	0.02	99.26
O	25	PREPARE DOCUMENTS FOR NON-MEDICAL EQUIPMENT TRANSACTIONS	7.14	0.28	0.02	99.28
O	14	MAINTAIN HISTORY FILE OF PCAM CARDS ON EQUIPMENT	7.14	0.28	0.02	99.30
L	20	PREPARE INVENTORY CONTROL RECORDS FOR ACCEPTABLE TURN-INS	7.14	0.28	0.02	99.32
O	23	PREPARE AND SUBMIT STATEMENTS OF CHARGES OR OTHER VOLUNTARY PAYMENT DOCUMENTS FOR EQUIPMENT	9.52	0.20	0.02	99.34
I	1	CARRY OUT CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	4.76	0.37	0.02	99.36
O	24	PREPARE BASE INVENTORY ADJUSTMENT DOCUMENT	7.14	0.25	0.02	99.38
N	20	PREPARE PCAM DAILY UTILIZATION REPORT	7.14	0.25	0.02	99.40
N	19	PREPARE INPUT DATA AND READ OUTPUT FOR STOCK BALANCES	7.14	0.25	0.02	99.41
N	18	PREPARE INPUT DATA AND READ OUTPUT FOR DOCUMENTATION OF TRANSACTIONS	7.14	0.25	0.02	99.43
N	17	PREPARE INPUT DATA AND READ OUTPUT FOR DECREASE AND INCREASE TRANSACTIONS	7.14	0.25	0.02	99.45
N	7	KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	7.14	0.25	0.02	99.47

L	4 COMPUTE THE QUANTITY ON HAND OF SUSPENDED ITEMS	7.14	0.23	0.02	99.48
O	16 MAINTAIN PERSONAL CLOTHING AND EQUIPMENT RECORDS	7.14	0.23	0.02	99.50
I	12 PREPARE AND FORWARD REQUESTS FOR ISSUE OF LINEN ITEMS	4.76	0.29	0.01	99.51
E	32 PREPARE AND ATTACH SHIPPING TAGS, LABELS, OR DOCUMENTS	7.14	0.19	0.01	99.53
E	27 PACK OR CRATE ITEMS FOR SHIPPING	7.14	0.19	0.01	99.54
Q	14 PREPARE AND SUBMIT LOCAL PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	4.76	0.27	0.01	99.55
Q	13 PREPARE AND SUBMIT LIST OF DELINQUENT LOCAL PURCHASE ORDERS TO BASE PROCUREMENT ACTIVITY	4.76	0.27	0.01	99.57
Q	10 PREPARE AND DISTRIBUTE SOURCE DOCUMENTS INVOLVING PAYMENT TO VENDORS	4.76	0.27	0.01	99.58
Q	9 MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	4.76	0.27	0.01	99.59
P	24 PREPARE FACSIMILES OF LOST DOCUMENTS FROM SUSPENSE COPIES	4.76	0.27	0.01	99.60
P	19 MAINTAIN SUPPLY DOCUMENT REGISTER	4.76	0.27	0.01	99.62
P	17 MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS	4.76	0.27	0.01	99.63
P	9 FILE UP-DATED DOCUMENT REGISTERS	4.76	0.27	0.01	99.64
P	8 FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	4.76	0.27	0.01	99.65
P	1 ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	4.76	0.27	0.01	99.67
O	26 PREPARE DOCUMENTS FOR OFF-BASE REPAIR OF EQUIPMENT	4.76	0.27	0.01	99.68
N	23 SELECT DATA ELEMENTS FOR RECORDING TRANSACTIONS	4.76	0.27	0.01	99.69
M	16 TYPE MATERIEL SOURCE DOCUMENTS	4.76	0.27	0.01	99.71
L	16 POST RETURNS TO VENDORS	4.76	0.27	0.01	99.72
L	10 MAKE ENTRIES ON STOCK LOCATOR CARDS TO SHOW CHANGES IN LOCATION OF PROPERTY ITEMS	4.76	0.27	0.01	99.73
K	14 POST STOCK SUSPENSION NOTICES	4.76	0.27	0.01	99.74
E	20 LIST COMPONENT PART SHORTAGES	4.76	0.27	0.01	99.76
F	6 ENTER RE-INSPECTION DATES ON PROPERTY ITEMS	4.76	0.22	0.01	99.77
I	19 SCREEN LINEN TO DETECT DAMAGED OR WORN ITEMS	4.76	0.21	0.01	99.78
I	14 PREPARE AND SUBMIT REPORTS OF SURVEY	4.76	0.21	0.01	99.79
E	44 WRAP AND PACK PROPERTY FOR STORAGE	4.76	0.21	0.01	99.80
E	40 SET UP BINS, RACKS, BAYS, OR OTHER STORAGE FACILITIES	4.76	0.21	0.01	99.81
E	29 PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	4.76	0.21	0.01	99.82
E	24 MARK SHIPPING CONTAINERS	4.76	0.21	0.01	99.83
Q	7 MAINTAIN IMPREST FUND FOR SMALL DOLLAR VALUE ITEM PURCHASES	2.38	0.24	0.01	99.83
Q	6 MAINTAIN FUND FOR COD PURCHASES	2.38	0.24	0.01	99.84
I	20 SEND LINEN TO LAUNDRY AND RECEIVE FROM LAUNDRY	2.38	0.24	0.01	99.84
I	18 REPAIR OR REPLACE WORN OR DAMAGED LINENS	2.38	0.24	0.01	99.85
I	17 PROTECT CLEAN LINENS FROM DUST	2.38	0.24	0.01	99.85
I	16 PROCESS CLOTHING ITEMS OF HOSPITAL PERSONNEL	2.38	0.24	0.01	99.86
I	15 PREPARE FORMS FOR TURN-IN OF LINEN TO THE LAUNDRY	2.38	0.24	0.01	99.87
I	11 PICK UP LINENS FROM AND DELIVER TO USING ACTIVITY	2.38	0.24	0.01	99.87
I	10 MARK LINENS AND INDIVIDUAL CLOTHING ITEMS	2.38	0.24	0.01	99.88
I	8 ESTIMATE OR COUNT QUANTITIES OF ISSUED AND PICKED UP LINENS	2.38	0.24	0.01	99.88
I	7 DYE WORN LINENS	2.38	0.24	0.01	99.89
I	2 COMPLETE LINEN SUPPLY RECORDS (AF FORM 581)	2.38	0.24	0.01	99.90
H	7 PREPARE DOCUMENTS FOR THE TURN-IN OF OUT-DATED X-RAY FILM	2.38	0.24	0.01	99.90
H	6 PREPARE DOCUMENTS FOR THE TRANSFER OF EXCESS REQUIRED NON-MEDICAL ITEMS TO BASE SUPPLY	2.38	0.24	0.01	99.91
E	39 SEGREGATE MATERIEL TO BE INVENTORIED	2.38	0.24	0.01	99.91
E	35 PROCESS PROPERTY ACCOMPANYING PATIENTS	2.38	0.24	0.01	99.92
E	31 PLACE LOCATION SYMBOLS ON WAREHOUSE BINS, RACKS, OR BAYS	2.38	0.24	0.01	99.92
E	22 MAINTAIN AND SEARCH STOCK LOCATOR FILE OR AIR FORCE LOCATOR CARDS	2.38	0.24	0.01	99.93

E 13 GROUP PROPERTY ITEMS FOR PACKAGING

2.38 0.24 0.01 99.94

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 86  
AIRMEN WITH 1-12 MONTHS ACT FED MIL SVC

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE	:	:	:	:
E	PERFORMING WAREHOUSE FUNCTIONS	72.09	47.05	33.92	33.92
I	MAINTAINING LINEN SUPPLY	37.21	38.15	14.20	48.12
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	52.33	23.97	12.54	60.66
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	50.00	15.62	7.81	68.47
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	56.98	8.92	5.08	73.55
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	41.86	11.42	4.78	78.33
M	REQUISITIONING MATERIEL	52.33	8.61	4.51	82.84
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	51.16	6.83	3.49	86.33
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	55.81	6.15	3.43	89.77
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	19.77	14.11	2.79	92.56
A	PLANNING AND ORGANIZING	48.84	5.24	2.56	95.12
F	INSPECTING PROPERTY	36.05	4.95	1.79	96.90
G	MAINTAINING WAR READINESS MATERIEL	31.40	3.87	1.21	98.12
B	DIRECTING AND IMPLEMENTING	23.26	4.18	0.97	99.09
H	REPORTING AND DISPOSING OF MATERIEL	19.77	1.93	0.38	99.47
D	TRAINING	10.47	2.76	0.29	99.76
C	EVALUATING	8.14	2.73	0.22	99.98

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 86  
AIRMEN WITH 1-12 MONTHS ACT FED MIL SVC

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
E	18 ISSUE MATERIEL TO USING ACTIVITY	55.81	4.07	2.27	2.27
E	30 PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	54.65	3.94	2.15	4.42
E	21 LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	54.65	3.82	2.09	6.51
E	23 MAKE DELIVERIES TO USING ACTIVITY	54.65	3.70	2.02	8.53
I	20 SEND LINEN TO LAUNDRY AND RECEIVE FROM LAUNDRY	27.91	6.68	1.87	10.39
E	42 UNLOAD INCOMING SHIPMENTS	54.65	3.28	1.79	12.19
I	11 PICK UP LINENS FROM AND DELIVER TO USING ACTIVITY	27.91	6.14	1.71	13.90
E	9 DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	37.21	4.27	1.59	15.49
E	43 VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	50.00	3.14	1.57	17.06
E	3 COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	50.00	2.90	1.45	18.51
I	8 ESTIMATE OR COUNT QUANTITIES OF ISSUED AND PICKED UP LINENS	23.26	5.86	1.36	19.87
I	1 CARRY OUT CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	24.42	5.27	1.29	21.16
N	15 OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	34.88	3.62	1.26	22.42
E	37 ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	45.35	2.54	1.15	23.57
I	10 MARK LINENS AND INDIVIDUAL CLOTHING ITEMS	27.91	4.12	1.15	24.72
E	17 ISSUE DATED ITEMS	45.35	2.42	1.10	25.82
E	14 IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	44.19	2.45	1.08	26.90
E	40 SET UP BINS, RACKS, BAYS, OR OTHER STORAGE FACILITIES	40.70	2.63	1.07	27.97
N	13 OFFSET ADJUSTMENT TRANSACTION CARDS	33.72	3.16	1.06	29.03
E	1 CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	30.23	3.33	1.01	30.04
J	9 MAKE PHYSICAL COUNT OF PROPERTY ITEMS	40.70	2.47	1.01	31.05
P	7 FILE COMPLETED DOCUMENTS	33.72	2.94	0.99	32.04
N	3 FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	36.05	2.74	0.99	33.02
E	10 EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	38.37	2.55	0.98	34.00
I	17 PROTECT CLEAN LINENS FROM DUST	18.60	4.99	0.93	34.93
E	41 TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	41.86	2.05	0.86	35.79
E	11 FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DD FORM 1348-1)	32.56	2.56	0.84	36.62
E	44 WRAP AND PACK PROPERTY FOR STORAGE	27.91	2.99	0.83	37.46
I	16 PROCESS CLOTHING ITEMS OF HOSPITAL PERSONNEL	12.79	6.25	0.80	38.26
I	19 SCREEN LINEN TO DETECT DAMAGED OR WORN ITEMS	18.60	4.21	0.78	39.04
P	2 ASSIGN OR CANCEL DOCUMENT NUMBERS	32.56	2.39	0.78	39.82
E	6 DELIVER OUTSHIPMENTS	27.91	2.77	0.77	40.59
L	15 POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	27.91	2.69	0.75	41.34
I	2 COMPLETE LINEN SUPPLY RECORDS (AF FORM 581)	18.60	4.03	0.75	42.09

27	PACK OR CRATE ITEMS FOR SHIPPING	31.40	2.28	0.71	42.81
9	MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	30.23	2.32	0.70	43.51
7	KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	30.23	2.32	0.70	44.21
2	FILE ZERO BALANCE CARDS	31.40	2.15	0.67	44.88
6	FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	27.91	2.40	0.67	45.55
22	RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	23.26	2.80	0.65	46.20
38	SEGREGATE INCOMING SHIPMENTS FOR INSPECTION	29.07	2.23	0.65	46.85
32	PREPARE AND ATTACH SHIPPING TAGS, LABELS, OR DOCUMENTS	29.07	2.22	0.65	47.50
14	OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	29.07	2.19	0.64	48.14
27	REVIEW DOCUMENTS PRIOR TO FILING	23.26	2.73	0.64	48.77
28	PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	29.07	2.16	0.63	49.40
4	FORWARD PUNCHED QUANTITY REQUESTED CARD DECKS TO DATA PROCESSING INSTALLATION	27.91	2.24	0.62	50.02
5	CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	27.91	2.19	0.61	50.63
15	PREPARE FORMS FOR TURN-IN OF LINEN TO THE LAUNDRY	16.28	3.74	0.61	51.24
4	ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITY	27.91	2.17	0.61	51.85
1	COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	20.93	2.83	0.59	52.44
18	REPAIR OR REPLACE WORN OR DAMAGED LINENS	15.12	3.90	0.59	53.03
24	MARK SHIPPING CONTAINERS	25.58	2.29	0.59	53.62
6	MAINTAIN REQUISITION HISTORY FILE	26.74	2.18	0.58	54.20
31	PLACE LOCATION SYMBOLS ON WAREHOUSE BINS, RACKS, OR BAYS	27.91	2.07	0.58	54.77
15	REVIEW RECEIVING DOCUMENTS	27.91	2.04	0.57	55.35
13	GROUP PROPERTY ITEMS FOR PACKAGING	17.44	3.24	0.56	55.91
1	ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	30.23	1.85	0.56	56.47
9	INVENTORY CONTROLLED LINEN ITEMS	17.44	3.21	0.56	57.03
34	SET UP, MAINTAIN, OR DISPOSE OF FILES	25.58	2.18	0.56	57.59
25	RECEIVE, INSPECT, AND STORE LOCAL PURCHASE ITEMS	24.42	2.26	0.55	58.14
8	KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	27.91	1.97	0.55	58.69
10	PROCESS RECEIPTS FROM LOCAL PURCHASE	25.58	2.10	0.54	59.23
4	MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	26.74	1.95	0.52	59.75
19	MAINTAIN SUPPLY DOCUMENT REGISTER	17.44	2.93	0.51	60.26
11	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	26.74	1.91	0.51	60.77
7	DYE WORN LINENS	16.28	3.00	0.49	61.26
29	PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	25.58	1.87	0.48	61.73
5	EDIT ISSUE REQUESTS	19.77	2.32	0.46	62.19
21	VERIFY UNIT OF ISSUE FOR PROPERTY ITEMS	22.09	2.07	0.46	62.65
9	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	22.09	2.02	0.45	63.10
3	COMPLETE ENTRIES ON RECEIVING DOCUMENTS	19.77	2.23	0.44	63.54
5	DEVISE CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	10.47	4.07	0.43	63.96
3	PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	19.77	2.15	0.43	64.39
3	CODE AND EDIT SOURCE DOCUMENTS	17.44	2.43	0.42	64.81
39	SEGREGATE MATERIEL TO BE INVENTORIED	24.42	1.73	0.42	65.23
4	CODE LOCAL PURCHASE DOCUMENTS	19.77	2.12	0.42	65.65
21	RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	16.28	2.57	0.42	66.07
12	MAINTAIN SUPPLY OF BLANK PCAM CARDS	20.93	1.98	0.41	66.48
5	INVENTORY WRM MATERIELS	23.26	1.77	0.41	66.90

E	7 DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	23.26	1.76	0.41	67.30
L	7 FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	18.60	2.16	0.40	67.71
N	18 PREPARE INPUT DAT. AND READ OUTPUT FOR DOCUMENTATION OF TRANSACTIONS	17.44	2.30	0.40	68.11
Q	5 MAINTAIN FILE OF LOCAL PURCHASE ORDERS, CONTRACTS, RECEIVING REPORTS, OR SIMILAR DOCUMENTS	13.95	2.81	0.39	68.50
P	28 REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	18.60	2.09	0.39	68.89
P	12 MAKE QUALITY CONTROL CHECK OF SUCH ITEMS AS POSTING CONTROL CODES OR ANALYSES CODES	13.95	2.76	0.38	69.27
K	27 SCREEN REQUESTS FOR SUPPLIES	19.77	1.90	0.38	69.65
Q	11 PREPARE AND PROCESS RECEIVING REPORTS FOR LOCAL PURCHASE ITEMS	11.63	3.20	0.37	70.02
N	17 PREPARE INPUT DATA AND READ OUTPUT FOR DECREASE AND INCREASE TRANSACTIONS	18.60	1.99	0.37	70.39
N	6 KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	16.28	2.26	0.37	70.76
K	18 PREPARE SALVAGE DOCUMENTS	17.44	2.08	0.36	71.12
M	8 PREPARE AND MAINTAIN RECORDS OR DOCUMENTS FOR NON-MEDICAL MATERIEL	15.12	2.37	0.36	71.48
P	1 ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	15.12	2.36	0.36	71.84
P	8 FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	18.60	1.90	0.35	72.19
I	12 PREPARE AND FORWARD REQUESTS FOR ISSUE OF LINEN ITEMS	10.47	3.37	0.35	72.54
L	1 ADJUST BALANCE CARDS FOR SUSPENDED ITEMS	18.60	1.87	0.35	72.89
N	16 PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	17.44	1.95	0.34	73.23
E	16 INSPECT HANDLING, LOADING, OR STORING OF PROPERTY RELEASED FOR SHIPMENT	12.79	2.66	0.34	73.57
G	13 ROTATE WRM	18.60	1.82	0.34	73.91
E	22 MAINTAIN AND SEARCH STOCK LOCATOR FILE OR AIR FORCE LOCATOR CARDS	13.95	2.38	0.33	74.24
M	11 RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	17.44	1.90	0.33	74.57
E	26 OPERATE FORK LIFT FOR MATERIEL HANDLING	10.47	3.12	0.33	74.90
A	7 COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	16.28	1.97	0.32	75.22
K	25 REQUEST WAREHOUSE TO DELIVER MATERIEL	18.60	1.72	0.32	75.54
Q	26 SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	13.95	2.18	0.30	75.85
F	13 INSPECT ITEMS IN STORAGE FOR SIGNS OF CORROSION, DECAY, OR DETERIORATION	16.28	1.84	0.30	76.15
J	15 REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	17.44	1.72	0.30	76.45
N	19 PREPARE INPUT DATA AND READ OUTPUT FOR STOCK BALANCES	16.28	1.87	0.30	76.74
P	9 FILE UP-DATED DOCUMENT REGISTERS	17.44	1.70	0.30	77.04
F	12 INSPECT CONTAINERS AND LABELS OF CORROSIVE, VOLATILE, COMBUSTIBLE, OR POISONOUS MATERIALS	16.28	1.80	0.29	77.33
J	14 REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	16.28	1.80	0.29	77.63
N	20 PREPARE PCAM DAILY UTILIZATION REPORT	10.47	2.80	0.29	77.92
E	2 CLEAN AND DRY PROPERTY ITEMS	13.95	2.05	0.29	78.21
P	13 MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	11.63	2.44	0.28	78.49
K	29 VERIFY UNIT COSTS OF PROPERTY ITEMS	16.28	1.74	0.28	78.77
O	10 MAINTAIN AND ISSUE STOCKS OF NON-MEDICAL SUPPLIES	9.30	3.03	0.28	79.05
Q	14 PREPARE AND SUBMIT LOCAL PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	6.98	4.04	0.28	79.34
I	4 COORDINATE NEGOTIATIONS FOR THE LAUNDERING OF LINENS	5.81	4.83	0.28	79.62

L	8	MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	12.79	2.17	0.28	79.89
E	36	RECEIVE, ISSUE, OR PACKAGE SECURITY ITEMS	15.12	1.81	0.27	80.17
Q	29	VALIDATE AND DISTRIBUTE LOCAL PURCHASE RECEIVING DOCUMENTS	11.63	2.35	0.27	80.44
M	1	CHECK ACCURACY OF DEPOT REQUISITIONS	16.28	1.68	0.27	80.71
Q	12	PREPARE AND SUBMIT EMERGENCY PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	6.98	3.91	0.27	80.99
K	24	RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	17.44	1.54	0.27	81.25
L	21	RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	16.28	1.62	0.26	81.52
E	12	FORWARD OR RECEIVE EQUIPMENT ITEMS FOR USER TESTS	11.63	2.26	0.26	81.78
N	23	SELECT DATA ELEMENTS FOR RECORDING TRANSACTIONS	13.95	1.86	0.26	82.04
P	17	MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS	11.63	2.21	0.26	82.30
E	25	MONITOR TEMPERATURE, HUMIDITY, OR DUST CONDITIONS WITHIN STORAGE FACILITY	12.79	1.98	0.25	82.55
E	34	PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	16.28	1.53	0.25	82.80
O	16	MAINTAIN PERSONAL CLOTHING AND EQUIPMENT RECORDS	6.98	3.57	0.25	83.05
N	5	FORWARD SHOPPING DECKS TO BASE DATA PROCESSING INSTALLATION	15.12	1.59	0.24	83.29
P	5	DISPOSE OF INACTIVE DOCUMENTS	13.95	1.72	0.24	83.53
P	25	RECORD BASIC IDENTIFYING DATA ON DOCUMENTS	11.63	1.96	0.23	83.76
L	13	NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	13.95	1.60	0.22	83.98
O	32	PREPARE TEMPORARY CUSTODY RECEIPTS (AF FORM 1297)	9.30	2.41	0.22	84.20
A	25	PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	6.98	3.18	0.22	84.43
E	20	LIST COMPONENT PART SHORTAGES	10.47	2.09	0.22	84.65
L	14	ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	16.28	1.34	0.22	84.86
P	26	RECORD TRANSACTIONS ON TRANSACTION REGISTER	11.63	1.85	0.21	85.08
J	13	RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	17.44	1.22	0.21	85.29
P	11	INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	13.95	1.49	0.21	85.50
M	5	MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	15.12	1.36	0.21	85.70
O	1	ASSIGN NON-MIMS VOUCHER NUMBERS TO TRANSACTIONS	8.14	2.44	0.20	85.90
B	22	SUPERVISE STORAGE AND RECEIPT OF MATERIEL	6.98	2.82	0.20	86.10
P	16	MAINTAIN FILE OF PROPERTY ACCOUNTS	6.98	2.80	0.20	86.29
K	2	COMPUTE FILL RATES	6.98	2.79	0.19	86.49
Q	28	SUBMIT SUGGESTED SOURCES OF LOCAL PURCHASE ITEMS TO BASE PURCHASING AND CONTRACT OFFICE (P + C)	6.98	2.76	0.19	86.68
L	5	DISTRIBUTE COPIES OF ISSUE REQUESTS	12.79	1.50	0.19	86.87
L	17	PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (DD FORM 1348)	10.47	1.83	0.19	87.07
L	22	SCREEN REQUESTS FOR LOCAL PURCHASE	9.30	2.00	0.19	87.25
N	10	MAINTAIN NEWLY-STOCKLISTED ITEM PCAM CARD FILE	10.47	1.76	0.18	87.44
P	18	MAINTAIN LOCAL PROCUREMENT DOCUMENT REGISTER	8.14	2.24	0.18	87.62
A	14	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	8.14	2.17	0.18	87.79
B	10	SUPERVISE DELIVERY AND TRANSFER OF MATERIEL	3.49	5.05	0.18	87.97
L	4	COMPUTE THE QUANTITY ON HAND OF SUSPENDED ITEMS	11.63	1.49	0.17	88.14
K	1	ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	11.63	1.49	0.17	88.32
J	2	CALCULATE THE INVENTORY BALANCE	13.95	1.20	0.17	88.48
B	1	ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	10.47	1.57	0.16	88.65
K	14	POST STOCK SUSPENSION NOTICES	16.28	1.01	0.16	88.81
Q	8	MAINTAIN LIBRARY OF GSA CATALOGUES, VENDORS' CATALOGUES, AND OTHER PROCUREMENT DATA	8.14	1.99	0.16	88.97
F	14	INSPECT PROPERTY FOR REPAIRS OR REPLACEMENTS	5.81	2.79	0.16	89.14

L	23 SEPARATE STOCK RECORD CARDS FOR NON-STOCK LISTED ITEMS	13.95	1.14	0.16	89.30
J	7 INSPECT RECEIPTS AND ISSUES FOR PROCESSING PRIOR TO INVENTORY	12.79	1.23	0.16	89.45
J	4 CONDUCT INVENTORIES OF LOCAL PURCHASE ITEMS	10.47	1.50	0.16	89.61
K	7 EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	9.30	1.68	0.16	89.77
Q	23 RECEIVE AND DISTRIBUTE CORRESPONDENCE PERTINENT TO LOCAL PURCHASE	8.14	1.89	0.15	89.92
G	8 POSITION MMPNC OR SCATA MATERIEL	9.30	1.59	0.15	90.07
J	10 PERFORM PRE-INVENTORY SURVEY	9.30	1.56	0.15	90.21
P	23 PREPARE DOCUMENTS TO BE DESTROYED OR RETIRED	8.14	1.78	0.15	90.36
L	24 TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	8.14	1.77	0.14	90.50
D	6 GIVE INFORMAL TRAINING TO INDIVIDUALS	9.30	1.51	0.14	90.64
J	8 MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	10.47	1.34	0.14	90.78
J	16 REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	12.79	1.09	0.14	90.92
M	3 EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	11.63	1.20	0.14	91.06
E	33 PREPARE BASE WAREHOUSE LOCATION CHANGE NOTICES (AF FORM 136)	3.49	3.95	0.14	91.20
E	15 INSPECT AND INVENTORY STOCK STORED IN HOSPITAL FOR AIR EVACUATION PROGRAM	8.14	1.67	0.14	91.34
Q	17 PREPARE REPORT OF LOCAL PURCHASES	3.49	3.79	0.13	91.47
O	34 RECEIVE AND DISTRIBUTE CUSTODIAN REQUEST/RECEIPT (AF FORM 601B)	5.81	2.27	0.13	91.60
H	3 DETERMINE THE METHOD OF DESTRUCTION FOR DIFFERENT TYPES OF MEDICAL SUPPLIES	6.98	1.87	0.13	91.73
Q	13 PREPARE AND SUBMIT LIST OF DELINQUENT LOCAL PURCHASE ORDERS TO BASE PROCUREMENT ACTIVITY	5.81	2.24	0.13	91.86
M	16 TYPE MATERIEL SOURCE DOCUMENTS	5.81	2.22	0.13	91.99
I	3 COMPUTE LINEN LEVELS FOR USING ACTIVITIES	5.81	2.22	0.13	92.12
A	26 PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	5.81	2.20	0.13	92.25
O	15 MAINTAIN MEMO DOCUMENT REGISTER	4.65	2.73	0.13	92.38
K	26 SCREEN, COMPUTE, AND POST STOCK LEVELS	10.47	1.18	0.12	92.50
B	3 DIRECT STORAGE, ISSUE, AND SAFEGUARDING OF SECURITY ITEMS	3.49	3.46	0.12	92.62
A	28 PLAN SPACE LAYOUTS FOR SUPPLIES OR EQUIPMENT	6.98	1.72	0.12	92.74
A	33 SELECT PROCUREMENT SOURCES (CP OR LP) FOR ISSUE REQUESTS	4.45	2.49	0.12	92.86
A	4 ASSIGN ISSUE PRIORITIES	5.81	1.99	0.12	92.97
P	15 MAINTAIN FILE OF BASE ERROR AND/OR CORRECTION SHEETS (AF FORM 150)	5.81	1.98	0.12	93.09
M	13 REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	9.30	1.24	0.12	93.20
O	14 MAINTAIN HISTORY FILE OF PCAM CARDS ON EQUIPMENT	5.81	1.95	0.11	93.32
E	4 CONDITION CODE SUPPLY ITEMS	5.81	1.93	0.11	93.43
C	11 EVALUATE EFFECTIVENESS OF THE LINEN SUPPLY ACTIVITY	2.33	4.76	0.11	93.54
H	5 PREPARE DESTRUCTION DOCUMENTS FOR AND DESTROY MEDICAL EXCESS	9.30	1.15	0.11	93.64
B	17 SUPERVISE PHYSICAL ISSUING OF MATERIEL	4.65	2.29	0.11	93.75
O	12 MAINTAIN CUSTODY/RECEIPT LOCATOR LISTINGS BY ACCOUNT	3.49	3.05	0.11	93.86
O	11 MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS	3.49	2.99	0.10	93.96
K	9 FILL OUT FORMS FOR CONDEMNED ITEMS	9.30	1.12	0.10	94.07
O	25 PREPARE DOCUMENTS FOR NON-MEDICAL EQUIPMENT TRANSACTIONS	4.65	2.22	0.10	94.17
O	5 COORDINATE THE RELOCATION OF PROPERTY BETWEEN PROPERTY CUSTODIANS	3.49	2.95	0.10	94.27
O	28 PREPARE EQUIPMENT AUTHORIZATION CHANGE INFORMATION FOR PCAM CARDS	2.33	4.31	0.10	94.37
F	15 INSPECT STORED PROPERTY TO SEE THAT LOAD LIMITS AND SECURITY CONDITIONS ARE MET	4.65	2.11	0.10	94.47

Q	1	COORDINATE WITH OTHER AGENCIES TO DETERMINE WHICH LOCAL PURCHASE ITEMS SHOULD BE STOCKLISTED	3.49	2.78	0.10	94.57
G	6	MAKE SURVEYS TO INSURE ACCURACY OF WRM LOCATOR FILES	3.49	2.74	0.10	94.66
M	2	DETERMINE REQUISITION PRIORITIES	3.49	2.74	0.10	94.76
J	11	PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	9.30	1.02	0.10	94.85
O	21	PREPARE AND FORWARD E-AID DUE-IN CARD TO BASE DATA SERVICES (AF FORM 915)	4.65	2.01	0.09	94.95
M	7	POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (OA)	6.98	1.32	0.09	95.04
F	16	INSPECT TURN-IN ITEMS	5.81	1.52	0.09	95.13
O	30	PREPARE REQUESTS FOR CHANGES IN ALLOWANCES AND AUTHORIZATIONS (AF FORM 601A)	4.65	1.89	0.09	95.22
M	14	REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC BIOLOGICALS AND REAGENTS	9.30	0.94	0.09	95.30
D	7	INDOCTRINATE NEWLY ASSIGNED PERSONNEL	5.81	1.49	0.09	95.39
Q	24	RECEIVE AND PROCESS REQUESTS FOR ITEMS TO BE PURCHASED WITH PETTY CASH FUNDS	2.33	3.70	0.09	95.48
E	19	LIST EXPENDABLE ITEMS CONSUMED IN THE MEDICAL SUPPLY OPERATION	5.81	1.45	0.08	95.56
I	13	PREPARE AND SUBMIT QUARTERLY LINEN INVENTORY AND CONSUMPTION REPORT	5.81	1.44	0.08	95.64
L	9	MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	8.14	1.01	0.08	95.73
Q	3	EDIT OUTPUT FOR DUE-IN AND DUE-OUT DATA OF USING ACTIVITIES	5.81	1.40	0.08	95.81
K	8	ESTABLISH MINIMUM STOCK LEVELS	5.81	1.33	0.08	95.88
O	33	PREPARE TRANSFER DOCUMENTS FOR PROPERTY TRANSFERRED BETWEEN BASE MEMOS	2.33	3.24	0.08	95.96
K	12	NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	8.14	0.91	0.07	96.03
A	8	DEVELOP STANDARD OPERATING PROCEDURE (SOP) FOR EMERGENCY SUPPLY SITUATIONS	3.49	2.11	0.07	96.11
O	20	PREPARE AND FORWARD E-AID CUSTODY/RECEIPT CARD TO BASE DATA PROCESSING INSTALLATION (AF FORM 814)	2.33	3.12	0.07	96.18
L	10	MAKE ENTRIES ON STOCK LOCATOR CARDS TO SHOW CHANGES IN LOCATION OF PROPERTY ITEMS	4.65	1.54	0.07	96.25
F	9	IDENTIFY WAR READINESS MATERIEL TO PREVENT UNAUTHORIZED MOVEMENT OR USE	6.98	1.02	0.07	96.32
A	2	ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	3.49	2.04	0.07	96.39
A	5	COMPUTE ECONOMIC ORDER QUANTITIES (EOQS)	4.65	1.52	0.07	96.46
O	31	PREPARE STOCK OR PRICE CHANGE VOUCHERS FOR EQUIPMENT	3.49	2.02	0.07	96.54
F	20	VERIFY SECURITY CLASSIFICATION OF PROPERTY ITEMS	3.49	2.01	0.07	96.61
O	40	SEARCH EQUIPMENT ALLOWANCE PUBLICATIONS FOR BASIS OF ISSUE AND ALLOWANCES	3.49	2.00	0.07	96.68
A	1	ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	6.98	0.99	0.07	96.74
L	19	PREPARE FORMS TO SUSPEND UNSUITABLE MATERIEL FROM ISSUE	8.14	0.84	0.07	96.81
G	10	PREPARE REQUISITIONS FOR WRM	5.81	1.17	0.07	96.88
Q	2	EDIT MACHINE-COMPUTED REQUIREMENTS LISTING OF NON-STOCKLISTED ITEMS	4.65	1.44	0.07	96.95
F	4	DETERMINE CAUSE OF UNSERVICEABLE CONDITION OF PROPERTY	5.81	1.10	0.06	97.01
O	39	ROUTE TURN-IN OF EQUIPMENT FOR INSPECTION AND CONDITION CODING	3.49	1.73	0.06	97.07
A	20	PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	3.49	1.71	0.06	97.13
L	16	POST RETURNS TO VENDORS	5.81	1.00	0.06	97.19
A	13	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE EQUIPMENT ACTIVITY	4.65	1.25	0.06	97.25
K	11	MAINTAIN DATE-OF-AVAILABILITY LIST OF NEWLY STOCKLISTED MATERIEL	6.98	0.83	0.06	97.31

P	24	PREPARE FACSIMILES OF LOST DOCUMENTS FROM SUSPENSE COPIES	5.81	0.98	0.06	97.36
Q	18	PREPARE SHIPPING DOCUMENTS FOR LOCAL PURCHASE CREDIT ITEMS BEING RETURNED TO VENDOR	2.33	2.44	0.06	97.42
P	14	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS AT USING ACTIVITY	2.33	2.40	0.06	97.48
F	3	DESIGNATE ITEMS FOR DISPOSAL	5.81	0.95	0.06	97.53
P	6	DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	6.98	0.75	0.05	97.58
O	19	POST AUTHORIZATION CHANGES TO THE CONSOLIDATED LISTING	2.33	2.22	0.05	97.63
A	10	ESTABLISH INVENTORY CUT-OFF DOCUMENT NUMBERS	4.65	1.10	0.05	97.69
O	2	COMPARE QUANTITY AND CONDITION OF EQUIPMENT ITEMS WITH VOUCHER LISTINGS	2.33	2.16	0.05	97.74
K	3	DETERMINE REQUISITION TRANSMISSION METHODS	3.49	1.44	0.05	97.79
D	8	INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	3.49	1.39	0.05	97.83
O	27	REVIEW EQUIPMENT STOCK STATUS REPORT FOR DISCREPANCIES	2.33	2.07	0.05	97.88
K	17	PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	6.98	0.68	0.05	97.93
A	6	COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	4.65	1.00	0.05	97.98
G	3	COMPUTE PEACETIME OPERATING STOCKS (POS) REQUIREMENTS	4.65	0.99	0.05	98.02
J	5	COORDINATE WITH BASE DATA PROCESSING INSTALLATION FOR PREPARATION OF INVENTORY COUNT LISTINGS	4.65	0.99	0.05	98.07
K	22	RECONCILE THE DOLLAR VALUE OF INVENTORY CATEGORIES WITH THE DOLLAR VALUE OF ACCOUNTING OFFICE RECORDS	3.49	1.30	0.05	98.11
H	6	PREPARE DOCUMENTS FOR THE TRANSFER OF EXCESS REQUIRED NON-MEDICAL ITEMS TO BASE SUPPLY	4.65	0.96	0.04	98.16
L	11	MONITOR PRIORITY STATUS OF REQUISITIONS	2.33	1.88	0.04	98.20
L	18	PREPARE AND DISTRIBUTE THE STOCK STATUS REPORT	4.65	0.94	0.04	98.25
Q	22	PURCHASE SMALL DOLLAR VALUE ITEMS	1.16	3.70	0.04	98.29
M	12	RECORD FUND OBLIGATIONS	3.49	1.21	0.04	98.33
F	6	ENTER RE-INSPECTION DATES ON PROPERTY ITEMS	3.49	1.19	0.04	98.37
Q	27	SET LEVELS AND REQUIREMENT CODES FOR NON-STOCKLISTED ITEMS	2.33	1.72	0.04	98.41
B	20	SUPERVISE REQUISITIONING OF MATERIEL	2.33	1.71	0.04	98.45
O	13	MAINTAIN FILE OF AUTHORIZATIONS, INCREASES, OR DECREASES TO THE CONSOLIDATED LISTING	2.33	1.70	0.04	98.49
G	12	RECONCILE AFMMFO LETTERS WITH WRM WORKSHEET	2.33	1.65	0.04	98.53
A	22	PLAN PROCEDURES FOR MAINTAINING SUPPLY STOCK RECORDS	2.33	1.65	0.04	98.57
K	6	EDIT OUTGOING OR INCOMING EXCESS REPORTS	3.49	1.10	0.04	98.61
L	20	PREPARE INVENTORY CONTROL RECORDS FOR ACCEPTABLE TURN-INS	5.81	0.65	0.04	98.65
H	2	ARRANGE FOR WITNESSES TO OBSERVE THE DESTRUCTION OF MEDICAL SECURITY ITEMS	2.33	1.62	0.04	98.68
C	15	EVALUATE REQUESTS FOR LOCAL PURCHASE	2.33	1.61	0.04	98.72
Q	10	PREPARE AND DISTRIBUTE SOURCE DOCUMENTS INVOLVING PAYMENT TO VENDORS	2.33	1.57	0.04	98.76
F	1	CONDUCT FOLLOW-UP INSPECTIONS	2.33	1.52	0.04	98.79
B	12	SUPERVISE LINEN SUPPLY ACTIVITY	1.16	3.00	0.03	98.83
A	37	WRITE JOB DESCRIPTION	1.16	3.00	0.03	98.86
I	6	DRAFT AND SUBMIT LINEN SUPPLY BUDGET ESTIMATES	2.33	1.49	0.03	98.90
K	20	PREPARE AND DISTRIBUTE DOCUMENTS FOR PROPERTY FOUND ON BASE	4.65	0.72	0.03	98.93
O	35	REPORT DISCREPANCIES IN STOCK STATUS REPORT TO STOCK RECORDS SECTION FOR PREPARATION OF NEW REPORT	2.33	1.44	0.03	98.96
A	35	SUBMIT AUTHORIZATION CHANGES TO MEDICAL EQUIPMENT REVIEW AUTHORIZATION ACTIVITY	2.33	1.33	0.03	98.99
A	23	PLAN PROCEDURES FOR MAKING INVENTORY ADJUSTMENTS	1.16	2.60	0.03	99.03

A	19	PLAN PROCEDURES AND SEQUENCES FOR TAKING INVENTORIES	1.16	2.38	0.03	99.05
O	8	FORWARD TEMPORARY CUSTODY RECEIPTS FOR THE LOAN OF PROPERTY TO PATIENTS	3.49	0.79	0.03	99.08
A	21	PLAN PROCEDURES FOR MAINTAINING E-AID CARDS	2.33	1.18	0.03	99.11
L	2	AUDIT AND FORWARD THE QUARTERLY MIMS REPORT	2.33	1.16	0.03	99.13
P	22	PREPARE CERTIFICATES OF LOST DOCUMENTS	2.33	1.13	0.03	99.16
A	32	RECOMMEND CHANGES IN TECHNICAL ORDERS, MANUALS, HANDBOOKS, OR OPERATING PROCEDURES	2.33	1.09	0.03	99.19
O	24	PREPARE BASE INVENTORY ADJUSTMENT DOCUMENT	1.16	2.17	0.03	99.21
B	26	SUPERVISE THE STOCK RECORD ACCOUNT	1.16	2.14	0.02	99.24
O	36	REVIEW AND FORWARD REQUESTS FOR TEMPORARY LOAN OF EQUIPMENT	2.33	1.06	0.02	99.26
K	16	PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENT (DD FORM 6)	4.65	0.51	0.02	99.28
B	6	MONITOR THE MEDICAL INVENTORY MANAGEMENT SYSTEM (MIMS)	3.49	0.67	0.02	99.31
G	2	COMPUTE GROSS WARTIME MATERIEL REQUIREMENTS (GWMR)	2.33	1.00	0.02	99.33
C	9	DETERMINE NEED FOR EXTRA INVENTORIES	3.49	0.63	0.02	99.35
H	4	PREPARE AND SUBMIT REPORTS OF EXCESS PROPERTY TO AFMMFO (SFS 120, 120A)	3.49	0.62	0.02	99.37
H	8	REVIEW EXCESS EQUIPMENT OR SUPPLY TURN-IN DOCUMENTS AND DETERMINE EXCESS OR SALVAGE ACTION	2.33	0.93	0.02	99.40
G	1	COMPUTE ASSETS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	2.33	0.91	0.02	99.42
F	2	CONDUCT SPECIAL-SUBJECT INSPECTIONS	2.33	0.90	0.02	99.44
G	9	POST GWMR LEVELS AND COMPOSITION	2.33	0.89	0.02	99.46
C	14	EVALUATE MEDICAL MATERIEL COMPLAINTS OR SUGGESTIONS FOR CORRECTIVE ACTION	1.16	1.72	0.02	99.48
B	19	SUPERVISE PROPERTY INSPECTIONS	1.16	1.72	0.02	99.50
O	18	NOTIFY WAREHOUSE TO FORWARD EQUIPMENT FOR USER TESTS	3.49	0.55	0.02	99.52
H	1	ADVISE BASE SUPPLY OFFICER OF EXCESS NON-MEDICAL ITEMS	2.33	0.82	0.02	99.54
B	9	SUPERVISE CONTROL OF MATERIEL DOCUMENTS	1.16	1.43	0.02	99.55
K	15	PREPARE AND SUBMIT QUARTERLY FEEDER REPORTS	1.16	1.42	0.02	99.57
K	13	POST RECEIPTS AND ISSUES OF SECURITY ITEMS TO VAULT RECORD CARDS	1.16	1.36	0.02	99.59
K	21	PROCESS AND REPORT MEDICAL MATERIEL COMPLAINTS	3.49	0.44	0.02	99.60
A	24	PLAN PROCEDURES FOR THE ADMINISTRATION OF THE STOCK RECORD ACCOUNT	1.16	1.30	0.02	99.62
B	23	SUPERVISE THE DISPOSAL AND SALVAGE OF MATERIEL	1.16	1.29	0.01	99.63
A	17	PLAN AND SCHEDULE INSPECTIONS OF PROPERTY ASSIGNED TO USING ACTIVITY	1.16	1.29	0.01	99.65
F	10	INITIATE ISSUE REQUESTS FOR ITEMS NEEDED TO COMPLETE ASSEMBLIES	1.16	1.28	0.01	99.66
E	13	SUPERVISE LOCAL PURCHASE ACTIVITIES	1.16	1.27	0.01	99.68
O	7	DETERMINE NEED FOR CONTRACT MAINTENANCE OF EQUIPMENT	1.16	1.23	0.01	99.69
O	6	COORDINATE WITH THE MERAAB FOR EQUIPMENT PURCHASES AND PURCHASE PRIORITIES	1.16	1.23	0.01	99.71
F	7	IDENTIFY ITEMS TO BE TRANSFERRED	1.16	1.23	0.01	99.72
C	12	EVALUATE EQUIPMENT AUTHORIZATION AND SUPPORT ACTIVITIES	1.16	1.23	0.01	99.73
A	27	PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	1.16	1.23	0.01	99.75
A	15	ORGANIZE MAINTENANCE SUPPORT FUNCTIONS	1.16	1.23	0.01	99.76
K	10	INVESTIGATE DISCREPANCIES ENCOUNTERED IN THE INVENTORY OF SECURITY ITEMS	1.16	1.19	0.01	99.78
D	13	PREPARE LESSON PLANS	1.16	1.17	0.01	99.79
O	22	PREPARE AND FORWARD EQUIPMENT AUTHORIZATION INVENTORY DATA TO BASE DATA PROCESSING INSTALLATION	2.33	0.53	0.01	99.80

O	3	COMPUTE DROPPAGE ALLOWANCES FOR NON-MEDICAL EQUIPMENT ITEMS	1.16	1.05	0.01	99.81
A	12	OPEN NEW MEMO ACCOUNTS	1.16	1.05	0.01	99.83
J	12	PREPARE REPORTS OF SURVEY FOR UNACCEPTABLE ADJUSTMENTS (DD FORM 200)	2.33	0.49	0.01	99.84
B	24	SUPERVISE THE FURNISHING OF MEDICAL MATERIEL TRANSACTION DOCUMENTS TO BAFO	1.16	0.91	0.01	99.85
O	27	PREPARE DROPPAGE ALLOWANCE DOCUMENTS FOR NON-MEDICAL EQUIPMENT	1.16	0.88	0.01	99.86
O	9	MAINTAIN AND DISTRIBUTE THE CONSOLIDATED LISTING (CL)	1.16	0.88	0.01	99.87
O	4	CONDUCT UTILIZATION SURVEYS TO VALIDATE EQUIPMENT REQUIREMENTS	1.16	0.88	0.01	99.88
C	8	CONDUCT INSPECTIONS OF WAREHOUSE WORK METHODS	1.16	0.86	0.01	99.89
A	16	ORGANIZE PROCEDURES FOR BASE PROCUREMENT OF LOCAL PURCHASE MATERIEL	1.16	0.72	0.01	99.90
P	21	MONITOR THE FLOW OF DOCUMENTS BETWEEN PROCESSING POINTS	1.16	0.72	0.01	99.91
O	17	MAKE REPORTS OF SURVEY FOR IRRECONCILABLE EQUIPMENT SHORTAGES	1.16	0.70	0.01	99.91
C	5	CONDUCT INSPECTIONS OF INVENTORY CONTROL WORK METHODS	1.16	0.70	0.01	99.92
A	9	DEVELOP STANDARD OPERATING PROCEDURE FOR REPAIR OF UNSERVICEABLE AND DAMAGED EQUIPMENT	1.16	0.70	0.01	99.93
E	35	PROCESS PROPERTY ACCOMPANYING PATIENTS	1.16	0.67	0.01	99.94
L	12	NOTIFY AFMMFO OF ITEMS SUSPENDED	2.33	0.32	0.01	99.95
B	5	MONITOR EXCESS ITEMS PROGRAM	1.16	0.62	0.01	99.95
E	8	DRAFT STORAGE AND OCCUPANCY REPORTS	1.16	0.49	0.01	99.96
I	14	PREPARE AND SUBMIT REPORTS OF SURVEY	1.16	0.39	0.00	99.96
O	26	PREPARE DOCUMENTS FOR OFF-BASE REPAIR OF EQUIPMENT	1.16	0.36	0.00	99.97
K	23	RECONCILE THE SECURITY RECORD CARD BALANCES WITH STOCK RECORD CARD BALANCES	1.16	0.25	0.00	99.97
J	3	COMPUTE INVENTORY ACCURACY PERCENTAGES	1.16	0.25	0.00	99.97
G	4	COMPUTE REQUIREMENTS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	1.16	0.25	0.00	99.98
Q	16	PREPARE REPORTS OF DISCREPANCY IN SHIPMENT FROM COMMERCIAL VENDORS	1.16	0.18	0.00	99.98
P	20	MONITOR MEMO DOCUMENT REGISTER	1.16	0.18	0.00	99.98

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBR= 170  
AIRMEN WITH 13-24 MONTHS ACT FED MIL SVC

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
E	PERFORMING WAREHOUSE FUNCTIONS	81.18	34.53	28.03	28.03
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	62.35	19.47	12.14	40.17
I	MAINTAINING LINEN SUPPLY	41.76	23.37	9.76	49.93
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	61.18	14.99	9.17	59.10
M	REQUISITIONING MATERIEL	60.59	9.69	5.87	64.98
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	68.82	8.24	5.67	70.65
A	PLANNING AND ORGANIZING	61.76	7.99	4.93	75.58
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	44.71	10.96	4.90	80.48
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	62.94	7.47	4.70	85.18
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	38.82	11.87	4.61	89.79
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	68.24	5.16	3.52	93.32
F	INSPECTING PROPERTY	44.71	4.71	2.11	95.43
G	MAINTAINING WAR READINESS MATERIEL	45.29	3.77	1.71	97.13
B	DIRECTING AND IMPLEMENTING	37.06	4.01	1.48	98.62
D	TRAINING	23.53	2.25	0.53	99.15
H	REPORTING AND DISPOSING OF MATERIEL	25.29	1.79	0.45	99.60
C	EVALUATING	14.12	2.61	0.37	99.97

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRS= 170  
AIRMEN WITH 13-24 MONTHS ACT FED MIL SVC

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
E	23 MAKE DELIVERIES TO USING ACTIVITY	58.24	3.29	1.92	1.92
E	9 DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	43.53	3.86	1.68	3.60
E	18 ISSUE MATERIEL TO USING ACTIVITY	58.82	2.80	1.65	5.25
E	42 UNLOAD INCOMING SHIPMENTS	58.82	2.43	1.43	6.68
E	30 PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	56.47	2.52	1.42	8.10
E	21 LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	53.53	2.45	1.31	9.41
E	1 CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	41.18	3.14	1.29	10.70
N	7 KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	41.76	2.62	1.10	11.80
P	7 FILE COMPLETED DOCUMENTS	50.59	2.08	1.05	12.85
E	3 COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	52.35	2.00	1.05	13.90
E	17 ISSUE DATED ITEMS	48.82	2.06	1.01	14.90
I	8 ESTIMATE OR COUNT QUANTITIES OF ISSUED AND PICKED UP LINENS	32.94	3.05	1.00	15.90
I	11 PICK UP LINENS FROM AND DELIVER TO USING ACTIVITY	31.76	2.99	0.95	16.85
E	43 VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	50.59	1.86	0.94	17.79
N	8 KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	35.88	2.57	0.92	18.72
E	37 ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	45.29	2.01	0.91	19.63
E	14 IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	48.82	1.76	0.86	20.49
E	41 TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	47.06	1.82	0.86	21.34
E	10 EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	47.06	1.78	0.84	22.18
E	11 FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DD FORM 1348-1)	45.88	1.78	0.82	23.00
N	15 OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	41.18	1.96	0.81	23.81
I	1 CARRY OUT CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	31.18	2.54	0.79	24.60
I	20 SEND LINEN TO LAUNDRY AND RECEIVE FROM LAUNDRY	34.71	2.22	0.77	25.37
E	7 DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	42.35	1.79	0.76	26.13
N	3 FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	42.35	1.77	0.75	26.88
J	9 MAKE PHYSICAL COUNT OF PROPERTY ITEMS	42.35	1.76	0.75	27.62
A	34 SET UP, MAINTAIN, OR DISPOSE OF FILES	35.88	2.05	0.74	28.36
E	6 DELIVER OUTSHIPMENTS	37.06	1.95	0.72	29.08
I	10 MARK LINENS AND INDIVIDUAL CLOTHING ITEMS	30.00	2.40	0.72	29.80
P	2 ASSIGN OR CANCEL DOCUMENT NUMBERS	47.06	1.53	0.72	30.52
A	25 PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	27.06	2.58	0.70	31.22
E	29 PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	42.94	1.59	0.68	31.90

M	9 PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	34.12	1.93	0.66	32.56
E	38 SEGREGATE INCOMING SHIPMENTS FOR INSPECTION	35.88	1.83	0.66	33.22
L	15 POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	34.71	1.89	0.66	33.87
I	2 COMPLETE LINEN SUPPLY RECORDS (AF FORM 581)	25.29	2.56	0.65	34.52
N	16 PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	29.41	2.19	0.65	35.17
N	13 OFFSET ADJUSTMENT TRANSACTION CARDS	37.06	1.72	0.64	35.81
N	9 MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	40.59	1.52	0.62	36.42
I	17 PROTECT CLEAN LINENS FROM DUST	27.06	2.27	0.61	37.04
E	28 PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	33.53	1.75	0.59	37.62
O	10 MAINTAIN AND ISSUE STOCKS OF NON-MEDICAL SUPPLIES	21.18	2.76	0.59	38.21
N	12 MAINTAIN SUPPLY OF BLANK PCAM CARDS	31.76	1.82	0.58	38.79
N	14 OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	33.53	1.72	0.58	39.36
O	16 MAINTAIN PERSONAL CLOTHING AND EQUIPMENT RECORDS	21.18	2.70	0.57	39.94
M	10 PROCESS RECEIPTS FROM LOCAL PURCHASE	32.35	1.74	0.56	40.50
J	1 ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	37.06	1.50	0.56	41.05
Q	25 RECEIVE, INSPECT, AND STORE LOCAL PURCHASE ITEMS	27.06	2.04	0.55	41.60
P	27 REVIEW DOCUMENTS PRIOR TO FILING	33.53	1.64	0.55	42.15
E	31 PLACE LOCATION SYMBOLS ON WAREHOUSE BINS, RACKS, OR BAYS	34.71	1.58	0.55	42.70
P	19 MAINTAIN SUPPLY DOCUMENT REGISTER	28.82	1.89	0.55	43.25
I	19 SCREEN LINEN TO DETECT DAMAGED OR WORN ITEMS	25.88	2.10	0.54	43.79
P	8 FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	30.00	1.80	0.54	44.33
M	15 REVIEW RECEIVING DOCUMENTS	34.12	1.58	0.54	44.87
M	4 MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	34.12	1.57	0.54	45.41
M	11 RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	29.41	1.82	0.54	45.94
K	27 SCREEN REQUESTS FOR SUPPLIES	30.59	1.75	0.54	46.48
N	1 COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	34.12	1.57	0.53	47.01
Q	4 ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITY	28.82	1.85	0.53	47.55
G	5 INVENTORY WRM MATERIELS	34.12	1.53	0.52	48.07
P	9 FILE UP-DATED DOCUMENT REGISTERS	30.59	1.69	0.52	48.58
M	6 MAINTAIN REQUISITION HISTORY FILE	31.18	1.66	0.52	49.10
M	1 CHECK ACCURACY OF DEPOT REQUISITIONS	32.35	1.57	0.51	49.61
N	6 KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	27.06	1.88	0.51	50.12
L	21 RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	20.59	2.42	0.50	50.61
K	5 EDIT ISSUE REQUESTS	28.24	1.76	0.50	51.11
N	4 FORWARD PUNCHED QUANTITY REQUESTED CARD DECKS TO DATA PROCESSING INSTALLATION	31.76	1.54	0.49	51.60
E	27 PACK OR CRATE ITEMS FOR SHIPPING	37.06	1.31	0.49	52.09
E	24 MARK SHIPPING CONTAINERS	32.94	1.47	0.48	52.57
E	5 CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	31.76	1.50	0.48	53.05
P	11 INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	28.24	1.69	0.48	53.52
E	40 SET UP BINS, RACKS, BAYS, OR OTHER STORAGE FACILITIES	34.71	1.36	0.47	54.00
P	13 MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	25.29	1.85	0.47	54.46
E	44 WRAP AND PACK PROPERTY FOR STORAGE	30.59	1.53	0.47	54.93
Q	5 MAINTAIN FILE OF LOCAL PURCHASE ORDERS, CONTRACTS, RECEIVING REPORTS, OR SIMILAR DOCUMENTS	18.82	2.47	0.47	55.39
P	3 CODE AND EDIT SOURCE DOCUMENTS	30.00	1.54	0.46	55.86
N	11 MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	30.59	1.51	0.46	56.32
N	22 RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	30.59	1.50	0.46	56.78

O	32	PREPARE TEMPORARY CUSTODY RECEIPTS (AF FORM 1297)	20.00	2.28	0.46	57.24
I	16	PROCESS CLOTHING ITEMS OF HOSPITAL PERSONNEL	20.00	2.28	0.46	57.69
L	5	DISTRIBUTE COPIES OF ISSUE REQUESTS	27.06	1.68	0.46	58.15
L	6	FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	32.35	1.40	0.45	58.60
E	32	PREPARE AND ATTACH SHIPPING TAGS, LABELS, OR DOCUMENTS	34.71	1.31	0.45	59.05
N	2	FILE ZERO BALANCE CARDS	32.94	1.37	0.45	59.51
I	9	INVENTORY CONTROLLED LINEN ITEMS	21.18	2.12	0.45	59.95
I	18	REPAIR OR REPLACE WORN OR DAMAGED LINENS	23.53	1.86	0.44	60.39
L	3	COMPLETE ENTRIES ON RECEIVING DOCUMENTS	28.24	1.55	0.44	60.83
A	7	COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	28.24	1.48	0.42	61.25
N	20	PREPARE PCAM DAILY UTILIZATION REPORT	23.53	1.73	0.41	61.66
G	13	ROTATE WRM	26.47	1.50	0.40	62.05
N	17	PREPARE INPUT DATA AND READ OUTPUT FOR DECREASE AND INCREASE TRANSACTIONS	28.24	1.39	0.39	62.45
L	7	FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	25.88	1.51	0.39	62.84
A	28	PLAN SPACE LAYOUTS FOR SUPPLIES OR EQUIPMENT	17.65	2.21	0.39	63.23
K	18	PREPARE SALVAGE DOCUMENTS	23.53	1.65	0.39	63.62
N	19	PREPARE INPUT DATA AND READ OUTPUT FOR STOCK BALANCES	28.24	1.38	0.39	64.00
I	5	DEVISE CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	19.41	1.97	0.38	64.39
Q	29	VALIDATE AND DISTRIBUTE LOCAL PURCHASE RECEIVING DOCUMENTS	16.47	2.28	0.38	64.76
P	17	MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS	23.53	1.60	0.38	65.14
P	12	MAKE QUALITY CONTROL CHECK OF SUCH ITEMS AS POSTING CONTROL CODES OR ANALYSES CODES	24.12	1.56	0.38	65.51
I	15	PREPARE FORMS FOR TURN-IN OF LINEN TO THE LAUNDRY	20.00	1.87	0.37	65.89
P	26	REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	25.88	1.42	0.37	66.26
L	8	MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	24.12	1.51	0.36	66.62
E	16	INSPECT HANDLING, LOADING, OR STORING OF PROPERTY RELEASED FOR SHIPMENT	21.18	1.70	0.36	66.98
M	5	MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	21.76	1.64	0.36	67.34
E	39	SEGREGATE MATERIEL TO BE INVENTORIED	23.53	1.51	0.36	67.69
I	7	DYE WORN LINENS	20.00	1.75	0.35	68.04
N	21	RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	25.88	1.34	0.35	68.39
L	14	ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	22.94	1.46	0.34	68.73
M	3	EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	21.18	1.56	0.33	69.06
Q	11	PREPARE AND PROCESS RECEIVING REPORTS FOR LOCAL PURCHASE ITEMS	17.06	1.94	0.33	69.39
I	3	COMPUTE LINEN LEVELS FOR USING ACTIVITIES	18.82	1.75	0.33	69.72
F	21	VERIFY UNIT OF ISSUE FOR PROPERTY ITEMS	23.53	1.40	0.33	70.05
K	7	EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	22.35	1.46	0.33	70.37
N	5	FORWARD SHOPPING DECKS TO BASE DATA PROCESSING INSTALLATION	22.94	1.40	0.32	70.69
P	4	CODE LOCAL PURCHASE DOCUMENTS	24.71	1.30	0.32	71.02
F	13	INSPECT ITEMS IN STORAGE FOR SIGNS OF CORROSION, DECAY, OR DETERIORATION	21.76	1.46	0.32	71.33
P	1	ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	24.12	1.31	0.32	71.65
N	18	PREPARE INPUT DATA AND READ OUTPUT FOR DOCUMENTATION OF TRANSACTIONS	24.12	1.31	0.32	71.97
I	12	PREPARE AND FORWARD REQUESTS FOR ISSUE OF LINEN ITEMS	17.65	1.78	0.31	72.28
P	26	RECORD TRANSACTIONS ON TRANSACTION REGISTER	21.18	1.46	0.31	72.59
Q	9	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	20.59	1.46	0.30	72.89

K	12	NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	25.29	1.19	0.30	73.19
J	15	REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	23.53	1.23	0.29	73.48
M	8	PREPARE AND MAINTAIN RECORDS OR DOCUMENTS FOR NON-MEDICAL MATERIEL	20.00	1.44	0.29	73.77
K	1	ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	19.41	1.44	0.28	74.05
E	13	GROUP PROPERTY ITEMS FOR PACKAGING	20.59	1.33	0.27	74.32
E	2	CLEAN AND DRY PROPERTY ITEMS	21.18	1.29	0.27	74.60
B	1	ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	18.82	1.44	0.27	74.87
L	17	PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (DD FORM 1348)	21.76	1.24	0.27	75.14
E	36	RECEIVE, ISSUE, OR PACKAGE SECURITY ITEMS	21.18	1.27	0.27	75.41
O	15	MAINTAIN MEMO DOCUMENT REGISTER	7.65	3.50	0.27	75.68
J	2	CALCULATE THE INVENTORY BALANCE	22.35	1.15	0.26	75.93
E	25	MONITOR TEMPERATURE, HUMIDITY, OR DUST CONDITIONS WITHIN STORAGE FACILITY	15.88	1.61	0.26	76.19
E	26	OPERATE FORK LIFT FOR MATERIEL HANDLING	11.18	2.23	0.25	76.44
P	5	DISPOSE OF INACTIVE DOCUMENTS	21.76	1.13	0.25	76.68
L	24	TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	18.24	1.34	0.24	76.93
L	1	ADJUST BALANCE CARDS FOR SUSPENDED ITEMS	21.18	1.12	0.24	77.17
N	23	SELECT DATA ELEMENTS FOR RECORDING TRANSACTIONS	17.65	1.34	0.24	77.40
Q	14	PREPARE AND SUBMIT LOCAL PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	10.00	2.36	0.24	77.64
K	9	FILL OUT FORMS FOR CONDEMNED ITEMS	17.65	1.33	0.24	77.87
L	23	SEPARATE STOCK RECORD CARDS FOR NON-STOCK LISTED ITEMS	20.00	1.17	0.23	78.11
Q	8	MAINTAIN LIBRARY OF GSA CATALOGUES, VENDORS' CATALOGUES, AND OTHER PROCUREMENT DATA	11.18	2.09	0.23	78.34
K	24	RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	20.59	1.13	0.23	78.57
O	11	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS	9.41	2.48	0.23	78.81
M	2	DETERMINE REQUISITION PRIORITIES	18.24	1.27	0.23	79.04
D	6	GIVE INFORMAL TRAINING TO INDIVIDUALS	19.41	1.19	0.23	79.27
K	29	VERIFY UNIT COSTS OF PROPERTY ITEMS	18.24	1.27	0.23	79.50
I	13	PREPARE AND SUBMIT QUARTERLY LINEN INVENTORY AND CONSUMPTION REPORT	14.12	1.63	0.23	79.73
I	4	COORDINATE NEGOTIATIONS FOR THE LAUNDERING OF LINENS	12.35	1.85	0.23	79.96
J	16	REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	20.59	1.11	0.23	80.19
A	20	PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	15.29	1.45	0.22	80.41
Q	26	SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	13.53	1.64	0.22	80.63
J	14	REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	18.82	1.15	0.22	80.85
O	30	PREPARE REQUESTS FOR CHANGES IN ALLOWANCES AND AUTHORIZATIONS (AF FORM 601A)	8.82	2.43	0.21	81.06
E	22	MAINTAIN AND SEARCH STOCK LOCATOR FILE OR AIR FORCE LOCATOR CARDS	14.12	1.52	0.21	81.28
K	25	REQUEST WAREHOUSE TO DELIVER MATERIEL	17.06	1.22	0.21	81.48
O	34	RECEIVE AND DISTRIBUTE CUSTODIAN REQUEST/RECEIPT (AF FORM 601B)	10.59	1.96	0.21	81.69
G	8	POSITION MMPNC OR SCATA MATERIEL	14.71	1.41	0.21	81.90
M	13	REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	15.29	1.35	0.21	82.11
Q	12	PREPARE AND SUBMIT EMERGENCY PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	10.00	2.05	0.20	82.31
F	12	INSPECT CONTAINERS AND LABELS OF CORROSIVE, VOLATILE, COMBUSTIBLE, OR POISONOUS MATERIALS	16.47	1.21	0.20	82.51
E	20	LIST COMPONENT PART SHORTAGES	15.29	1.29	0.20	82.71

N	10	MAINTAIN NEWLY-STOCKLISTED ITEM PCAM CARD FILE	14.71	1.34	0.20	82.91
P	16	MAINTAIN FILE OF PROPERTY ACCOUNTS	15.29	1.29	0.20	83.10
K	26	SCREEN, COMPUTE, AND POST STOCK LEVELS	17.06	1.13	0.19	83.30
F	16	INSPECT TURN-IN ITEMS	13.53	1.42	0.19	83.49
M	14	REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC BIOLOGICALS AND REAGENTS	14.71	1.29	0.19	83.68
J	8	MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	14.71	1.29	0.19	83.87
P	25	RECORD BASIC IDENTIFYING DATA ON DOCUMENTS	16.47	1.15	0.19	84.06
O	12	MAINTAIN CUSTODY/RECEIPT LOCATOR LISTINGS BY ACCOUNT	7.65	2.47	0.19	84.25
A	26	PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	15.88	1.18	0.19	84.43
L	13	NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	18.24	1.02	0.19	84.62
Q	22	PURCHASE SMALL DOLLAR VALUE ITEMS	7.65	2.37	0.18	84.80
J	7	INSPECT RECEIPTS AND ISSUES FOR PROCESSING PRIOR TO INVENTORY	17.65	1.03	0.18	84.98
A	22	PLAN PROCEDURES FOR MAINTAINING SUPPLY STOCK RECORDS	17.06	1.06	0.18	85.16
Q	10	PREPARE AND DISTRIBUTE SOURCE DOCUMENTS INVOLVING PAYMENT TO VENDORS	7.06	2.55	0.18	85.34
J	13	RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	18.82	0.95	0.18	85.52
A	1	ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	15.29	1.13	0.17	85.69
L	9	MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	13.53	1.27	0.17	85.87
E	34	PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	18.82	0.90	0.17	86.03
K	8	ESTABLISH MINIMUM STOCK LEVELS	15.88	1.07	0.17	86.20
O	9	MAINTAIN AND DISTRIBUTE THE CONSOLIDATED LISTING (CL)	7.65	2.19	0.17	86.37
P	21	MONITOR THE FLOW OF DOCUMENTS BETWEEN PROCESSING POINTS	15.29	1.09	0.17	86.54
A	4	ASSIGN ISSUE PRIORITIES	12.35	1.33	0.16	86.70
D	7	INDOCTRINATE NEWLY ASSIGNED PERSONNEL	12.35	1.32	0.16	86.87
Q	28	SUBMIT SUGGESTED SOURCES OF LOCAL PURCHASE ITEMS TO BASE PURCHASING AND CONTRACT OFFICE (P + C)	8.82	1.84	0.16	87.03
E	12	FORWARD OR RECEIVE EQUIPMENT ITEMS FOR USER TESTS	12.94	1.25	0.16	87.19
O	14	MAINTAIN HISTORY FILE OF PCAM CARDS ON EQUIPMENT	11.76	1.36	0.16	87.35
K	17	PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	12.35	1.28	0.16	87.51
F	9	IDENTIFY WAR READINESS MATERIEL TO PREVENT UNAUTHORIZED MOVEMENT OR USE	14.71	1.05	0.15	87.66
B	17	SUPERVISE PHYSICAL ISSUING OF MATERIEL	8.24	1.88	0.15	87.82
A	5	COMPUTE ECONOMIC ORDER QUANTITIES (EQQS)	13.53	1.14	0.15	87.97
P	23	PREPARE DOCUMENTS TO BE DESTROYED OR RETIRED	15.29	1.01	0.15	88.13
K	6	EDIT OUTGOING OR INCOMING EXCESS REPORTS	11.76	1.30	0.15	88.28
M	7	POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (OA)	13.53	1.13	0.15	88.43
J	11	PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	14.12	1.08	0.15	88.58
O	1	ASSIGN NON-MIMS VOUCHER NUMBERS TO TRANSACTIONS	13.53	1.11	0.15	88.73
P	14	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS AT USING ACTIVITY	9.41	1.59	0.15	88.88
Q	23	RECEIVE AND DISTRIBUTE CORRESPONDENCE PERTINENT TO LOCAL PURCHASE	7.65	1.92	0.15	89.03
J	10	PERFORM PRE-INVENTORY SURVEY	12.94	1.11	0.14	89.18
K	11	MAINTAIN DATE-OF-AVAILABILITY LIST OF NEWLY STOCKLISTED MATERIEL	11.18	1.28	0.14	89.32
J	4	CONDUCT INVENTORIES OF LOCAL PURCHASE ITEMS	12.35	1.15	0.14	89.46
H	5	PREPARE DESTRUCTION DOCUMENTS FOR AND DESTROY MEDICAL EXCESS	14.71	0.97	0.14	89.60
F	7	IDENTIFY ITEMS TO BE TRANSFERRED	11.18	1.25	0.14	89.74
K	2	COMPUTE FILL RATES	14.12	0.99	0.14	89.88

L	4	COMPUTE THE QUANTITY ON HAND OF SUSPENDED ITEMS	14.12	0.97	0.14	90.02
P	18	MAINTAIN LOCAL PROCUREMENT DOCUMENT REGISTER	10.00	1.36	0.14	90.16
P	6	DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	12.35	1.09	0.13	90.29
O	5	COORDINATE THE RELOCATION OF PROPERTY BETWEEN PROPERTY CUSTODIANS	7.65	1.74	0.13	90.42
B	22	SUPERVISE STORAGE AND RECEIPT OF MATERIEL	8.82	1.48	0.13	90.55
M	16	TYPE MATERIEL SOURCE DOCUMENTS	11.76	1.09	0.13	90.68
Q	17	PREPARE REPORT OF LOCAL PURCHASES	8.24	1.56	0.13	90.81
M	12	RECORD FUND OBLIGATIONS	9.41	1.37	0.13	90.94
O	13	MAINTAIN FILE OF AUTHORIZATIONS, INCREASES, OR DECREASES TO THE CONSOLIDATED LISTING	7.06	1.80	0.13	91.07
P	24	PREPARE FACSIMILES OF LOST DOCUMENTS FROM SUSPENSE COPIES	13.53	0.94	0.13	91.20
O	28	PREPARE EQUIPMENT AUTHORIZATION CHANGE INFORMATION FOR PCAM CARDS	5.29	2.22	0.12	91.31
E	15	INSPECT AND INVENTORY STOCK STORED IN HOSPITAL FOR AIR EVACUATION PROGRAM	11.76	0.99	0.12	91.43
L	11	MONITOR PRIORITY STATUS OF REQUISITIONS	11.76	0.97	0.11	91.54
A	6	COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	10.00	1.09	0.11	91.65
A	27	PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	8.82	1.23	0.11	91.76
B	10	SUPERVISE DELIVERY AND TRANSFER OF MATERIEL	7.06	1.53	0.11	91.87
K	20	PREPARE AND DISTRIBUTE DOCUMENTS FOR PROPERTY FOUND ON BASE	7.06	1.50	0.11	91.97
J	5	COORDINATE WITH BASE DATA PROCESSING INSTALLATION FOR PREPARATION OF INVENTORY COUNT LISTINGS	11.76	0.88	0.10	92.08
A	23	PLAN PROCEDURES FOR MAKING INVENTORY ADJUSTMENTS	11.18	0.92	0.10	92.18
L	22	SCREEN REQUESTS FOR LOCAL PURCHASE	8.82	1.16	0.10	92.28
E	4	CONDITION CODE SUPPLY ITEMS	9.41	1.07	0.10	92.38
A	16	ORGANIZE PROCEDURES FOR BASE PROCUREMENT OF LOCAL PURCHASE MATERIEL	3.53	2.86	0.10	92.48
A	13	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE EQUIPMENT ACTIVITY	3.53	2.84	0.10	92.59
F	3	DESIGNATE ITEMS FOR DISPOSAL	10.00	0.98	0.10	92.68
A	14	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	8.82	1.08	0.10	92.78
I	6	DRAFT AND SUBMIT LINEN SUPPLY BUDGET ESTIMATES	5.88	1.62	0.10	92.87
F	15	INSPECT STORED PROPERTY TO SEE THAT LOAD LIMITS AND SECURITY CONDITIONS ARE MET	7.06	1.34	0.09	92.97
F	14	INSPECT PROPERTY FOR REPAIRS OR REPLACEMENTS	8.82	1.07	0.09	93.06
L	10	MAKE ENTRIES ON STOCK LOCATOR CARDS TO SHOW CHANGES IN LOCATION OF PROPERTY ITEMS	6.47	1.44	0.09	93.16
G	12	RECONCILE AFMMFO LETTERS WITH WRM WORKSHEET	10.00	0.93	0.09	93.25
J	3	COMPUTE INVENTORY ACCURACY PERCENTAGES	11.18	0.83	0.09	93.34
Q	24	RECEIVE AND PROCESS REQUESTS FOR ITEMS TO BE PURCHASED WITH PETTY CASH FUNDS	4.12	2.24	0.09	93.43
O	25	PREPARE DOCUMENTS FOR NON-MEDICAL EQUIPMENT TRANSACTIONS	7.06	1.30	0.09	93.53
A	21	PLAN PROCEDURES FOR MAINTAINING E-AID CARDS	4.12	2.22	0.09	93.62
K	3	DETERMINE REQUISITION TRANSMISSION METHODS	9.41	0.97	0.09	93.71
G	10	PREPARE REQUISITIONS FOR WRM	14.12	0.65	0.09	93.80
O	26	PREPARE DOCUMENTS FOR OFF-BASE REPAIR OF EQUIPMENT	6.47	1.40	0.09	93.89
Q	13	PREPARE AND SUBMIT LIST OF DELINQUENT LOCAL PURCHASE ORDERS TO BASE PROCUREMENT ACTIVITY	5.88	1.53	0.09	93.98
L	12	NOTIFY AFMMFO OF ITEMS SUSPENDED	7.65	1.17	0.09	94.07

E	19	LIST EXPENDABLE ITEMS CONSUMED IN THE MEDICAL SUPPLY OPERATION	10.00	0.88	0.09	94.16
Q	3	EDIT OUTPUT FOR DUE-IN AND DUE-OUT DATA OF USING ACTIVITIES	7.65	1.14	0.09	94.24
A	8	DEVELOP STANDARD OPERATING PROCEDURE (SOP) FOR EMERGENCY SUPPLY SITUATIONS	5.29	1.64	0.09	94.33
A	2	ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	8.82	0.98	0.09	94.42
B	20	SUPERVISE REQUISITIONING OF MATERIEL	6.47	1.33	0.09	94.50
G	7	MONITOR THE INSPECTION AND ROTATION OF MMPNC PHASE I KITS	8.24	1.03	0.08	94.59
K	14	POST STOCK SUSPENSION NOTICES	8.24	1.01	0.08	94.67
P	15	MAINTAIN FILE OF BASE ERROR AND/OR CORRECTION SHEETS (AF FORM 150)	4.12	2.02	0.08	94.75
O	20	PREPARE AND FORWARD E-AID CUSTODY/RECEIPT CARD TO BASE DATA PROCESSING INSTALLATION (AF FORM 814)	7.65	1.08	0.08	94.84
O	19	POST AUTHORIZATION CHANGES TO THE CONSOLIDATED LISTING	5.29	1.56	0.08	94.92
E	35	PROCESS PROPERTY ACCOMPANYING PATIENTS	8.82	0.93	0.08	95.00
O	21	PREPARE AND FORWARD E-AID DUE-IN CARD TO BASE DATA SERVICES (AF FORM 815)	7.06	1.15	0.08	95.08
P	20	MONITOR MEMO DOCUMENT REGISTER	5.88	1.38	0.08	95.16
A	9	DEVELOP STANDARD OPERATING PROCEDURE FOR REPAIR OF UNSERVICEABLE AND DAMAGED EQUIPMENT	3.53	2.29	0.08	95.25
A	10	ESTABLISH INVENTORY CUT-OFF DOCUMENT NUMBERS	8.82	0.91	0.08	95.32
G	3	COMPUTE PEACETIME OPERATING STOCKS (POS) REQUIREMENTS	7.06	1.11	0.08	95.40
D	8	INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	8.24	0.95	0.08	95.48
B	6	MONITOR THE MEDICAL INVENTORY MANAGEMENT SYSTEM (MIMS)	4.12	1.88	0.08	95.56
A	24	PLAN PROCEDURES FOR THE ADMINISTRATION OF THE STOCK RECORD ACCOUNT	7.06	1.06	0.07	95.63
H	4	PREPARE AND SUBMIT REPORTS OF EXCESS PROPERTY TO AFMMFO (SFS 120, 120A)	6.47	1.12	0.07	95.71
C	11	EVALUATE EFFECTIVENESS OF THE LINEN SUPPLY ACTIVITY	5.29	1.37	0.07	95.78
B	12	SUPERVISE LINEN SUPPLY ACTIVITY	5.88	1.21	0.07	95.85
G	1	COMPUTE ASSETS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	5.88	1.21	0.07	95.92
A	36	SUBMIT REQUESTS FOR STOCKLISTING OF NON-STOCKLISTED ITEMS TO SUB-COMMAND OR COMMAND	4.71	1.51	0.07	95.99
O	7	DETERMINE NEED FOR CONTRACT MAINTENANCE OF EQUIPMENT	6.47	1.09	0.07	96.06
I	14	PREPARE AND SUBMIT REPORTS OF SURVEY	3.53	1.96	0.07	96.13
K	13	POST RECEIPTS AND ISSUES OF SECURITY ITEMS TO VAULT RECORD CARDS	4.71	1.46	0.07	96.20
G	6	MAKE SURVEYS TO INSURE ACCURACY OF WRM LOCATOR FILES	6.47	1.06	0.07	96.27
P	10	INSPECT CHARGE-OUT RECORDS (AF FORM 614) TO INSURE RETURN OF LOANED DOCUMENTS	4.71	1.46	0.07	96.34
B	5	MONITOR EXCESS ITEMS PROGRAM	5.29	1.28	0.07	96.41
H	8	REVIEW EXCESS EQUIPMENT OR SUPPLY TURN-IN DOCUMENTS AND DETERMINE EXCESS OR SALVAGE ACTION	4.71	1.42	0.07	96.47
O	2	COMPARE QUANTITY AND CONDITION OF EQUIPMENT ITEMS WITH VOUCHER LISTINGS	5.29	1.24	0.07	96.54
H	3	DETERMINE THE METHOD OF DESTRUCTION FOR DIFFERENT TYPES OF MEDICAL SUPPLIES	5.88	1.07	0.06	96.60
Q	1	COORDINATE WITH OTHER AGENCIES TO DETERMINE WHICH LOCAL PURCHASE ITEMS SHOULD BE STOCKLISTED	5.88	1.04	0.06	96.66
O	27	SET LEVELS AND EQUIREMENT CODES FOR NON-STOCKLISTED ITEMS	5.88	1.03	0.06	96.72
Q	16	PREPARE REPORTS OF DISCREPANCY IN SHIPMENT FROM COMMERCIAL VENDORS	4.12	1.46	0.06	96.78

B	23	SUPERVISE THE DISPOSAL AND SALVAGE OF MATERIEL	5.29	1.13	0.06	96.84
B	9	SUPERVISE CONTROL OF MATERIEL DOCUMENTS	5.88	1.02	0.06	96.90
Q	2	EDIT MACHINE-COMPUTED REQUIREMENTS LISTING OF NON-STOCKLISTED ITEMS	5.29	1.13	0.06	96.96
E	33	PREPARE BASE WAREHOUSE LOCATION CHANGE NOTICES (AF FORM 136)	2.35	2.53	0.06	97.02
O	31	PREPARE STOCK OR PRICE CHANGE VOUCHERS FOR EQUIPMENT	8.24	0.71	0.06	97.08
A	33	SELECT PROCUREMENT SOURCES (CP OR LP) FOR ISSUE REQUESTS	5.29	1.10	0.06	97.14
O	8	FORWARD TEMPORARY CUSTODY RECEIPTS FOR THE LOAN OF PROPERTY TO PATIENTS	5.88	0.98	0.06	97.20
B	7	SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	5.29	1.07	0.06	97.25
A	12	OPEN NEW MEMO ACCOUNTS	4.12	1.37	0.06	97.31
F	8	IDENTIFY PARTS OF COMPLETE ASSEMBLIES	5.88	0.95	0.06	97.37
B	24	SUPERVISE THE FURNISHING OF MEDICAL MATERIEL TRANSACTION DOCUMENTS TO BAFO	3.53	1.55	0.05	97.42
F	20	VERIFY SECURITY CLASSIFICATION OF PROPERTY ITEMS	5.29	1.02	0.05	97.48
A	29	PLAN TECHNIQUES FOR HANDLING MECHANIZED ACCOUNTS	5.29	1.02	0.05	97.53
B	14	SUPERVISE MACHINE ROOM OPERATIONS	3.53	1.53	0.05	97.58
C	15	EVALUATE REQUESTS FOR LOCAL PURCHASE	3.53	1.52	0.05	97.64
F	10	INITIATE ISSUE REQUESTS FOR ITEMS NEEDED TO COMPLETE ASSEMBLIES	6.47	0.83	0.05	97.69
A	35	SUBMIT AUTHORIZATION CHANGES TO MEDICAL EQUIPMENT REVIEW AUTHORIZATION ACTIVITY	3.53	1.49	0.05	97.74
F	1	CONDUCT FOLLOW-UP INSPECTIONS	6.47	0.81	0.05	97.80
F	2	CONDUCT SPECIAL-SUBJECT INSPECTIONS	5.88	0.89	0.05	97.85
L	16	POST RETURNS TO VENDORS	4.12	1.27	0.05	97.90
F	11	INITIATE STOCK CHANGE DOCUMENTS FOR UNIDENTIFIED ITEMS	5.29	0.96	0.05	97.95
A	17	PLAN AND SCHEDULE INSPECTIONS OF PROPERTY ASSIGNED TO USING ACTIVITY	4.12	1.19	0.05	98.00
A	19	PLAN PROCEDURES AND SEQUENCES FOR TAKING INVENTORIES	5.88	0.82	0.05	98.05
B	26	SUPERVISE THE STOCK RECORD ACCOUNT	4.12	1.17	0.05	98.10
F	17	PREPARE INSPECTION REPORTS	4.71	0.99	0.05	98.14
O	40	SEARCH EQUIPMENT ALLOWANCE PUBLICATIONS FOR BASIS OF ISSUE AND ALLOWANCES	3.53	1.32	0.05	98.19
L	18	PREPARE AND DISTRIBUTE THE STOCK STATUS REPORT	5.29	0.88	0.05	98.24
Q	21	PROVIDE FUND CITATION AND AUTHORIZATION FOR CASH PURCHASE	4.71	0.94	0.04	98.28
O	37	REVIEW EQUIPMENT STOCK STATUS REPORT FOR DISCREPANCIES	3.53	1.23	0.04	98.32
P	22	PREPARE CERTIFICATES OF LOST DOCUMENTS	5.29	0.81	0.04	98.37
G	9	POST GMMR LEVELS AND COMPOSITION	5.29	0.80	0.04	98.41
C	13	EVALUATE INVENTORY ADJUSTMENTS	4.12	1.01	0.04	98.45
O	22	PREPARE AND FORWARD EQUIPMENT AUTHORIZATION INVENTORY DATA TO BASE DATA PROCESSING INSTALLATION	4.71	0.87	0.04	98.49
L	20	PREPARE INVENTORY CONTROL RECORDS FOR ACCEPTABLE TURN-INS	6.47	0.63	0.04	98.53
J	6	ESTABLISH AND POST NOTICES OF INVENTORY DEADLINE DATES	4.71	0.83	0.04	98.57
O	33	PREPARE TRANSFER DOCUMENTS FOR PROPERTY TRANSFERRED BETWEEN BASE MEMOS	4.12	0.93	0.04	98.61
Q	18	PREPARE SHIPPING DOCUMENTS FOR LOCAL PURCHASE CREDIT ITEMS BEING RETURNED TO VENDOR	3.53	1.08	0.04	98.65
F	18	PREPARE STATEMENT OF FACTS FOR PROPERTY DAMAGED OR DESTROYED FOR REASONS OTHER THAN FAIR WEAR AND TEAR	4.12	0.92	0.04	98.68
C	14	EVALUATE MEDICAL MATERIEL COMPLAINTS OR SUGGESTIONS FOR CORRECTIVE ACTION	3.53	1.07	0.04	98.72
L	19	PREPARE FORMS TO SUSPEND UNSUITABLE MATERIEL FROM ISSUE	6.47	0.58	0.04	98.76

H	6 PREPARE DOCUMENTS FOR THE TRANSFER OF EXCESS REQUIRED NON-MEDICAL ITEMS TO BASE SUPPLY	5.29	0.70	0.04	98.80
B	13 SUPERVISE LOCAL PURCHASE ACTIVITIES	2.35	1.55	0.04	98.83
O	39 ROUTE TURN-IN OF EQUIPMENT FOR INSPECTION AND CONDITION CODING	3.53	0.99	0.04	98.87
C	9 DETERMINE NEED FOR EXTRA INVENTORIES	3.53	0.99	0.03	98.90
A	11 ESTABLISH WORK SCHEDULES	4.71	0.73	0.03	98.94
O	24 PREPARE BASE INVENTORY ADJUSTMENT DOCUMENT	5.29	0.63	0.03	98.97
B	3 DIRECT STORAGE, ISSUE, AND SAFEGUARDING OF SECURITY ITEMS	2.35	1.42	0.03	99.00
K	16 PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENT (DD FORM 6)	5.88	0.57	0.03	99.04
H	7 PREPARE DOCUMENTS FOR THE TURN-IN OF OUT-DATED X-RAY FILM	6.47	0.51	0.03	99.07
A	32 RECOMMEND CHANGES IN TECHNICAL ORDERS, MANUALS, HANDBOOKS, OR OPERATING PROCEDURES	2.94	1.09	0.03	99.10
B	8 SUPERVISE CIVILIAN PERSONNEL	2.94	1.06	0.03	99.13
K	10 INVESTIGATE DISCREPANCIES ENCOUNTERED IN THE INVENTORY OF SECURITY ITEMS	4.12	0.73	0.03	99.16
B	21 SUPERVISE SPECIAL PROJECT AND SPECIAL DUTY ACTIVITIES	2.35	1.26	0.03	99.19
E	8 DRAFT STORAGE AND OCCUPANCY REPORTS	2.35	1.23	0.03	99.22
G	2 COMPUTE GROSS WARTIME MATERIEL REQUIREMENTS (GWMR)	4.12	0.70	0.03	99.25
O	36 REVIEW AND FORWARD REQUESTS FOR TEMPORARY LOAN OF EQUIPMENT	2.94	0.97	0.03	99.28
F	19 VERIFY LABELS AND INSTRUCTIONS FOR HANDLING RADIOACTIVE MATERIALS	1.76	1.60	0.03	99.31
Q	15 PREPARE LETTER RECOMMENDING STOCKLISTING OF NON-STOCKLISTED ITEMS	2.35	1.17	0.03	99.34
H	2 ARRANGE FOR WITNESSES TO OBSERVE THE DESTRUCTION OF MEDICAL SECURITY ITEMS	2.94	0.93	0.03	99.36
C	4 CONDUCT INSPECTIONS OF DOCUMENT CONTROL WORK METHODS	3.53	0.75	0.03	99.39
L	2 AUDIT AND FORWARD THE QUARTERLY MIMS REPORT	4.12	0.64	0.03	99.42
Q	19 PROCESS AND FORWARD EXEMPTIONS TO THE BUY AMERICAN ACT TO BASE PROCUREMENT ACTIVITY	2.35	1.09	0.03	99.44
C	1 ANALYZE EFFECTIVENESS OF MATERIEL MANAGEMENT PRACTICES	1.76	1.44	0.03	99.47
K	19 PREPARE SCHEDULE FOR STAGGERED SUBMISSION OF REQUESTS	2.94	0.82	0.02	99.49
K	22 RECONCILE THE DOLLAR VALUE OF INVENTORY CATEGORIES WITH THE DOLLAR VALUE OF ACCOUNTING OFFICE RECORDS	2.94	0.80	0.02	99.51
O	18 NOTIFY WAREHOUSE TO FORWARD EQUIPMENT FOR USER TESTS	2.35	0.91	0.02	99.54
C	2 COMPILE MANAGEMENT DATA FOR USE IN EVALUATION OF SUPPLY PROGRAM	2.94	0.70	0.02	99.56
A	18 PLAN CONTROLS OVER WRM SUPPLIES AND EQUIPMENT	2.35	0.84	0.02	99.58
O	6 COORDINATE WITH THE MERAAB FOR EQUIPMENT PURCHASES AND PURCHASE PRIORITIES	1.18	1.65	0.02	99.60
F	4 DETERMINE CAUSE OF UNSERVICEABLE CONDITION OF PROPERTY	4.71	0.41	0.02	99.61
G	4 COMPUTE REQUIREMENTS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	2.94	0.65	0.02	99.63
F	6 ENTER RE-INSPECTION DATES ON PROPERTY ITEMS	2.94	0.64	0.02	99.65
K	23 RECONCILE THE SECURITY RECORD CARD BALANCES WITH STOCK RECORD CARD BALANCES	2.94	0.63	0.02	99.67
B	4 IMPLEMENT CONTROLS AND FOLLOW-UP FOR NEW PROCEDURES	2.94	0.63	0.02	99.69
F	5 DETERMINE INTERCHANGEABILITY OF ITEMS	2.94	0.60	0.02	99.71
C	16 MAKE RECOMMENDATIONS FOR PERSONNEL ACTIONS	1.18	1.39	0.02	99.72
O	3 COMPUTE DROPPAGE ALLOWANCES FOR NON-MEDICAL EQUIPMENT ITEMS	1.18	1.38	0.02	99.74
D	1 ADAPT AND MAINTAIN TRAINING AIDS	2.35	0.66	0.02	99.76
B	25 SUPERVISE THE MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO)	0.59	2.47	0.01	99.77
C	6 CONDUCT INSPECTIONS OF LOCAL PURCHASE WORK METHODS	2.35	0.60	0.01	99.78

K	21	PROCESS AND REPORT MEDICAL MATERIEL COMPLAINTS	3.53	0.37	0.01	99.80
K	28	TYPE AND DISTRIBUTE CATALOG OF MEDICAL NON-STOCKLISTED ITEMS	1.76	0.69	0.01	99.81
M	1	ADVISE BASE SUPPLY OFFICER OF EXCESS NON-MEDICAL ITEMS	2.35	0.50	0.01	99.82
C	8	CONDUCT INSPECTIONS OF WAREHOUSE WORK METHODS	2.94	0.33	0.01	99.83
D	4	COUNSEL INDIVIDUALS ON TRAINING PROGRESS	2.35	0.41	0.01	99.84
D	2	CONDUCT OJT PROGRAMS	1.76	0.54	0.01	99.85
K	15	PREPARE AND SUBMIT QUARTERLY FEEDER REPORTS	1.76	0.52	0.01	99.86
O	38	REVIEW REPORTS OF INVENTORY FINDINGS FROM PROPERTY	1.76	0.49	0.01	99.87
A	30	PREPARE REPORTS FOR STAFF CONFERENCES	1.18	0.71	0.01	99.88
C	5	CONDUCT INSPECTIONS OF INVENTORY CONTROL WORK METHODS	2.35	0.34	0.01	99.88
B	19	SUPERVISE PROPERTY INSPECTIONS	1.76	0.43	0.01	99.89
J	12	PREPARE REPORTS OF SURVEY FOR UNACCEPTABLE ADJUSTMENTS (DD FORM 200)	1.76	0.42	0.01	99.90
O	4	CONDUCT UTILIZATION SURVEYS TO VALIDATE EQUIPMENT REQUIREMENTS	0.59	1.17	0.01	99.91
D	3	COORDINATE PROCEDURES FOR RESERVIST TRAINING	1.76	0.37	0.01	99.91
G	11	PREPARE THE MATERIEL OPERATIONAL READINESS REPORT (MORR)	1.18	0.50	0.01	99.92
A	3	APPOINT INVENTORY SUPERVISOR OR TEAMS	0.59	0.84	0.00	99.92
D	9	INSTRUCT PERSONNEL IN STORAGE OF CLASSIFIED DOCUMENTS	1.18	0.41	0.00	99.93
B	11	SUPERVISE EQUIPMENT AUTHORIZATION AND SUPPORT FUNCTIONS	0.59	0.80	0.00	99.93
O	35	REPORT DISCREPANCIES IN STOCK STATUS REPORT TO STOCK RECORDS SECTION FOR PREPARATION OF NEW REPORT	1.18	0.39	0.00	99.94
B	2	BRIEF PERSONNEL ON MOBILITY PLANS	1.18	0.38	0.00	99.94
D	13	PREPARE LESSON PLANS	1.18	0.25	0.00	99.95
D	11	PLAN IMPROVED TRAINING METHODS	1.18	0.25	0.00	99.95
C	12	EVALUATE EQUIPMENT AUTHORIZATION AND SUPPORT ACTIVITIES	0.59	0.49	0.00	99.95
C	7	CONDUCT INSPECTIONS OF THE HANDLING OF SECURITY ITEMS	0.59	0.49	0.00	99.95
B	27	SUPERVISE WRM ACTIVITIES	0.59	0.49	0.00	99.96
D	14	PREPARE TRAINING RECORDS OR CHARTS	0.59	0.34	0.00	99.96
O	12	PREPARE, ADMINISTER, OR SCORE TESTS	0.59	0.34	0.00	99.96
A	37	WRITE JOB DESCRIPTION	1.18	0.17	0.00	99.96
O	27	PREPARE DROPPAGE ALLOWANCE DOCUMENTS FOR NON-MEDICAL EQUIPMENT	0.59	0.29	0.00	99.96
O	29	PREPARE EQUIPMENT REPLACEMENT BUDGETARY LIST	0.59	0.24	0.00	99.97
B	15	SUPERVISE MEDICAL MATERIEL SPECIALISTS (91550)	0.59	0.22	0.00	99.97
D	5	DETERMINE NEED FOR INDIVIDUAL OR GROUP TRAINING	0.59	0.16	0.00	99.97
C	17	SCHEDULE LEAVES OR PASSES	0.59	0.16	0.00	99.97
C	10	EVALUATE ADEQUACY OF INSPECTIONS	0.59	0.16	0.00	99.97

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 212  
AIRMEN WITH 25-48 MONTHS ACT FED MIL SVC

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE	:	:	:	:
E	PERFORMING WAREHOUSE FUNCTIONS	81.60	39.18	31.97	31.97
I	MAINTAINING LINEN SUPPLY	35.85	30.66	10.99	42.96
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	54.25	19.50	10.58	53.54
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	56.13	14.64	8.22	61.76
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	66.04	7.10	4.69	66.45
M	REQUISITIONING MATERIEL	57.55	7.96	4.58	71.02
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	37.26	11.84	4.41	75.44
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	53.77	7.63	4.10	79.54
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	63.21	6.36	4.02	83.56
A	PLANNING AND ORGANIZING	58.02	6.53	3.79	87.35
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	66.04	5.33	3.52	90.87
B	DIRECTING AND IMPLEMENTING	42.45	5.60	2.38	93.25
F	INSPECTING PROPERTY	47.64	4.80	2.29	95.54
G	MAINTAINING WAR READINESS MATERIEL	50.00	4.18	2.09	97.62
D	TRAINING	32.08	3.19	1.02	98.65
H	REPORTING AND DISPOSING OF MATERIEL	35.85	2.39	0.86	99.51
C	EVALUATING	20.75	2.23	0.46	99.97

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 212  
AIRMEN WITH 25-48 MONTHS ACT FED MIL SVC

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
E	9 DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	60.38	3.31	2.00	2.00
E	18 ISSUE MATERIEL TO USING ACTIVITY	61.32	2.81	1.72	3.72
E	21 LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	56.13	3.02	1.69	5.41
E	23 MAKE DELIVERIES TO USING ACTIVITY	57.08	2.50	1.43	6.84
E	30 PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	57.55	2.46	1.41	8.26
E	42 UNLOAD INCOMING SHIPMENTS	60.85	2.31	1.40	9.66
E	3 COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	54.72	2.22	1.21	10.87
E	14 IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	49.06	2.30	1.13	12.00
I	20 SEND LINEN TO LAUNDRY AND RECEIVE FROM LAUNDRY	29.25	3.84	1.12	13.12
E	17 ISSUE DATED ITEMS	54.72	2.04	1.12	14.24
E	1 CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	52.36	2.13	1.11	15.35
E	43 VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	53.77	2.03	1.09	16.44
I	8 ESTIMATE OR COUNT QUANTITIES OF ISSUED AND PICKED UP LINENS	29.25	3.45	1.01	17.45
E	7 DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	47.17	2.07	0.98	18.43
E	27 PACK OR CRATE ITEMS FOR SHIPPING	43.87	2.20	0.97	19.40
N	7 KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	32.55	2.96	0.96	20.36
E	6 DELIVER OUTSHIPMENTS	41.98	2.27	0.95	21.31
E	37 ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	47.17	1.93	0.91	22.22
E	41 TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	51.42	1.71	0.88	23.10
E	5 CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	37.26	2.36	0.88	23.98
I	11 PICK UP LINENS FROM AND DELIVER TO USING ACTIVITY	23.58	3.69	0.87	24.85
E	11 FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DD FORM 1348-1)	47.17	1.82	0.86	25.70
I	1 CARRY OUT CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	27.36	2.97	0.81	26.52
N	15 OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	31.60	2.55	0.80	27.32
E	10 EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	39.62	1.97	0.78	28.10
P	7 FILE COMPLETED DOCUMENTS	40.57	1.86	0.76	28.86
E	28 PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	42.92	1.71	0.74	29.60
I	19 SCREEN LINEN TO DETECT DAMAGED OR WORN ITEMS	26.42	2.76	0.73	30.32
E	38 SEGREGATE INCOMING SHIPMENTS FOR INSPECTION	41.04	1.77	0.73	31.05
E	40 SET UP BINS, RACKS, BAYS, OR OTHER STORAGE FACILITIES	43.87	1.63	0.71	31.77
G	5 INVENTORY WRM MATERIELS	35.38	1.96	0.69	32.46
P	2 ASSIGN OR CANCEL DOCUMENT NUMBERS	41.04	1.68	0.69	33.15

I	10 MARK LINENS AND INDIVIDUAL CLOTHING ITEMS	26.42	2.59	0.69	33.83
E	24 MARK SHIPPING CONTAINERS	36.79	1.79	0.66	34.50
E	32 PREPARE AND ATTACH SHIPPING TAGS, LABELS, OR DOCUMENTS	41.98	1.55	0.65	35.15
I	17 PROTECT CLEAN LINENS FROM DUST	24.53	2.65	0.65	35.80
N	3 FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	35.85	1.81	0.65	36.45
I	2 COMPLETE LINEN SUPPLY RECORDS (AF FORM 581)	24.53	2.57	0.63	37.08
J	9 MAKE PHYSICAL COUNT OF PROPERTY ITEMS	41.04	1.53	0.63	37.70
E	26 OPERATE FORK LIFT FOR MATERIEL HANDLING	17.92	3.41	0.61	38.32
N	8 KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	32.55	1.88	0.61	38.93
M	9 PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	33.49	1.82	0.61	39.54
E	44 WRAP AND PACK PROPERTY FOR STORAGE	34.91	1.74	0.61	40.14
P	13 MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	22.17	2.70	0.60	40.74
N	14 OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	30.19	1.97	0.60	41.34
I	15 PREPARE FORMS FOR TURN-IN OF LINEN TO THE LAUNDRY	19.81	2.91	0.58	41.92
I	16 PROCESS CLOTHING ITEMS OF HOSPITAL PERSONNEL	20.28	2.74	0.56	42.47
N	9 MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	35.85	1.54	0.55	43.02
E	29 PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	38.68	1.42	0.55	43.57
N	22 RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	29.72	1.84	0.55	44.12
N	13 OFFSET ADJUSTMENT TRANSACTION CARDS	29.25	1.85	0.54	44.66
P	12 MAKE QUALITY CONTROL CHECK OF SUCH ITEMS AS POSTING CONTROL CODES OR ANALYSES CODES	20.28	2.63	0.53	45.19
Q	4 ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITY	33.49	1.56	0.52	45.72
N	4 FORWARD PUNCHED QUANTITY REQUESTED CARD DECKS TO DATA PROCESSING INSTALLATION	28.77	1.82	0.52	46.24
P	19 MAINTAIN SUPPLY DOCUMENT REGISTER	29.25	1.75	0.51	46.75
I	9 INVENTORY CONTROLLED LINEN ITEMS	21.70	2.36	0.51	47.27
L	15 POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	28.30	1.77	0.50	47.77
Q	25 RECEIVE, INSPECT, AND STORE LOCAL PURCHASE ITEMS	25.47	1.97	0.50	48.27
G	13 ROTATE WRM	30.66	1.63	0.50	48.77
E	39 SEGREGATE MATERIEL TO BE INVENTORIED	29.72	1.65	0.49	49.26
A	34 SET UP, MAINTAIN, OR DISPOSE OF FILES	32.08	1.52	0.49	49.75
P	8 FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	29.72	1.62	0.48	50.23
M	10 PROCESS RECEIPTS FROM LOCAL PURCHASE	31.60	1.52	0.48	50.71
J	1 ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	34.43	1.39	0.48	51.19
E	31 PLACE LOCATION SYMBOLS ON WAREHOUSE BINS, RACKS, OR BAYS	30.66	1.56	0.48	51.67
K	5 EDIT ISSUE REQUESTS	27.36	1.74	0.48	52.14
M	15 REVIEW RECEIVING DOCUMENTS	31.60	1.50	0.47	52.62
K	18 PREPARE SALVAGE DOCUMENTS	35.85	1.30	0.47	53.08
I	18 REPAIR OR REPLACE WORN OR DAMAGED LINENS	23.11	2.02	0.47	53.55
D	6 GIVE INFORMAL TRAINING TO INDIVIDUALS	26.42	1.76	0.46	54.01
I	5 DEVISE CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	17.45	2.64	0.46	54.47
I	12 PREPARE AND FORWARD REQUESTS FOR ISSUE OF LINEN ITEMS	19.34	2.34	0.45	54.93
E	13 GROUP PROPERTY ITEMS FOR PACKAGING	27.36	1.65	0.45	55.38
P	27 REVIEW DOCUMENTS PRIOR TO FILING	27.83	1.61	0.45	55.83
N	16 PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	25.47	1.76	0.45	56.27
E	16 INSPECT HANDLING, LOADING, OR STORING OF PROPERTY RELEASED FOR SHIPMENT	22.17	1.98	0.44	56.71
N	20 PREPARE PCAM DAILY UTILIZATION REPORT	22.64	1.94	0.44	57.15

E	36	RECEIVE, ISSUE, OR PACKAGE SECURITY ITEMS	25.94	1.67	0.43	57.59
P	3	CODE AND EDIT SOURCE DOCUMENTS	23.58	1.81	0.43	58.01
N	21	RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	28.30	1.48	0.42	58.43
N	1	COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	25.00	1.66	0.42	58.85
N	6	KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	21.70	1.88	0.41	59.26
N	11	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	28.77	1.41	0.41	59.66
N	2	FILE ZERO BALANCE CARDS	29.72	1.37	0.41	60.07
P	9	FILE UP-DATED DOCUMENT REGISTERS	27.83	1.45	0.40	60.47
K	27	SCREEN REQUESTS FOR SUPPLIES	27.36	1.41	0.39	60.86
A	7	COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	27.36	1.41	0.39	61.24
M	6	MAINTAIN REQUISITION HISTORY FILE	26.42	1.42	0.37	61.62
L	6	FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	30.66	1.21	0.37	61.99
M	11	RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	27.83	1.33	0.37	62.36
M	4	MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	26.42	1.39	0.37	62.73
L	3	COMPLETE ENTRIES ON RECEIVING DOCUMENTS	28.77	1.28	0.37	63.10
M	1	CHECK ACCURACY OF DEPOT REQUISITIONS	25.94	1.37	0.35	63.45
I	7	DYE WORN LINENS	19.34	1.83	0.35	63.80
N	19	PREPARE INPUT DATA AND READ OUTPUT FOR STOCK BALANCES	23.11	1.50	0.35	64.15
I	3	COMPUTE LINEN LEVELS FOR USING ACTIVITIES	15.57	2.15	0.33	64.48
P	1	ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	21.70	1.54	0.33	64.82
N	5	FORWARD SHOPPING DECKS TO BASE DATA PROCESSING INSTALLATION	22.64	1.46	0.33	65.15
G	8	POSITION MMPNC OR SCATA MATERIEL	19.81	1.67	0.33	65.48
P	11	INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	23.58	1.39	0.33	65.81
N	17	PREPARE INPUT DATA AND READ OUTPUT FOR DECREASE AND INCREASE TRANSACTIONS	22.17	1.47	0.33	66.13
I	4	COORDINATE NEGOTIATIONS FOR THE LAUNDERING OF LINENS	13.21	2.47	0.33	66.46
J	13	RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	25.47	1.26	0.32	66.78
P	28	REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	21.70	1.46	0.32	67.09
B	1	ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	22.64	1.35	0.31	67.40
P	4	CODE LOCAL PURCHASE DOCUMENTS	20.75	1.47	0.31	67.71
J	15	REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	25.47	1.19	0.30	68.01
E	25	MONITOR TEMPERATURE, HUMIDITY, OR DUST CONDITIONS WITHIN STORAGE FACILITY	21.23	1.42	0.30	68.31
N	18	PREPARE INPUT DATA AND READ OUTPUT FOR DOCUMENTATION OF TRANSACTIONS	21.70	1.38	0.30	68.61
Q	9	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	23.11	1.28	0.30	68.91
F	13	INSPECT ITEMS IN STORAGE FOR SIGNS OF CORROSION, DECAY, OR DETERIORATION	24.53	1.20	0.29	69.20
L	7	FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	22.17	1.33	0.29	69.50
E	34	PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	25.00	1.18	0.29	69.79
A	25	PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	21.23	1.39	0.29	70.09
O	1	ASSIGN NON-MIMS VOUCHER NUMBERS TO TRANSACTIONS	22.17	1.32	0.29	70.38
F	21	VERIFY UNIT OF ISSUE FOR PROPERTY ITEMS	23.58	1.24	0.29	70.67
L	14	ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	22.17	1.30	0.29	70.96
L	5	DISTRIBUTE COPIES OF ISSUE REQUESTS	23.58	1.22	0.29	71.25
I	13	PREPARE AND SUBMIT QUARTERLY LINEN INVENTORY AND CONSUMPTION REPORT	15.57	1.82	0.28	71.53
Q	11	PREPARE AND PROCESS RECEIVING REPORTS FOR LOCAL PURCHASE ITEMS	18.40	1.53	0.28	71.81

17	PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (DD FORM 1348)	21.70	1.30	0.28	72.09
10	MAINTAIN AND ISSUE STOCKS OF NON-MEDICAL SUPPLIES	18.87	1.49	0.29	72.37
1	ADJUST BALANCE CARDS FOR SUSPENDED ITEMS	25.47	1.09	0.28	72.65
2	CLEAN AND DRY PROPERTY ITEMS	20.28	1.36	0.28	72.93
17	MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS	20.28	1.35	0.27	73.20
26	RECORD TRANSACTIONS ON TRANSACTION REGISTER	18.87	1.45	0.27	73.48
12	MAINTAIN SUPPLY OF BLANK PCAM CARDS	23.58	1.16	0.27	73.75
21	RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	18.87	1.41	0.27	74.02
5	MAINTAIN FILE OF LOCAL PURCHASE ORDERS, CONTRACTS, RECEIVING REPORTS, OR SIMILAR DOCUMENTS	16.04	1.66	0.27	74.28
5	MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	20.75	1.25	0.26	74.54
12	INSPECT CONTAINERS AND LABELS OF CORROSIVE, VOLATILE, COMBUSTIBLE, OR POISONOUS MATERIALS	21.23	1.22	0.26	74.80
8	PREPARE AND MAINTAIN RECORDS OR DOCUMENTS FOR NON-MEDICAL MATERIEL	18.87	1.36	0.26	75.06
16	REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	22.17	1.14	0.25	75.31
16	MAINTAIN PERSONAL CLOTHING AND EQUIPMENT RECORDS	16.04	1.56	0.25	75.55
1	ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	20.75	1.21	0.25	75.81
5	DISPOSE OF INACTIVE DOCUMENTS	20.75	1.20	0.25	76.06
22	SUPERVISE STORAGE AND RECEIPT OF MATERIEL	12.74	1.94	0.25	76.31
25	REQUEST WAREHOUSE TO DELIVER MATERIEL	16.51	1.49	0.25	76.56
8	MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	18.87	1.29	0.24	76.80
14	REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	21.23	1.13	0.24	77.04
34	RECEIVE AND DISTRIBUTE CUSTODIAN REQUEST/RECEIPT (AF FORM 6018)	10.85	2.18	0.24	77.27
17	SUPERVISE PHYSICAL ISSUING OF MATERIEL	11.79	1.95	0.23	77.50
26	SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	17.45	1.31	0.23	77.73
7	EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	16.98	1.34	0.23	77.96
12	FORWARD OR RECEIVE EQUIPMENT ITEMS FOR USER TESTS	14.62	1.55	0.23	78.19
28	PLAN SPACE LAYOUTS FOR SUPPLIES OR EQUIPMENT	15.57	1.44	0.22	78.41
3	EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	17.92	1.24	0.22	78.63
29	VALIDATE AND DISTRIBUTE LOCAL PURCHASE RECEIVING DOCUMENTS	13.68	1.62	0.22	78.86
16	INSPECT TURN-IN ITEMS	18.87	1.16	0.22	79.07
5	PREPARE DESTRUCTION DOCUMENTS FOR AND DESTROY MEDICAL EXCESS	19.81	1.10	0.22	79.29
2	CALCULATE THE INVENTORY BALANCE	18.87	1.15	0.22	79.51
24	RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	19.81	1.09	0.22	79.73
10	PERFORM PRE-INVENTORY SURVEY	20.28	1.04	0.21	79.94
26	PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	17.92	1.12	0.20	80.14
12	SUPERVISE LINEN SUPPLY ACTIVITY	8.49	2.36	0.20	80.34
11	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS	10.38	1.93	0.20	80.54
24	TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	16.04	1.23	0.20	80.74
12	NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	19.34	1.00	0.19	80.93
32	PREPARE TEMPORARY CUSTODY RECEIPTS (AF FORM 1297)	16.51	1.18	0.19	81.13
13	NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	19.34	1.00	0.19	81.32
29	VERIFY UNIT COSTS OF PROPERTY ITEMS	17.92	1.06	0.19	81.51
12	MAINTAIN CUSTODY/RECEIPT LOCATOR LISTINGS BY ACCOUNT	8.96	2.11	0.19	81.70
9	MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	16.04	1.17	0.19	81.89
9	IDENTIFY WAR READINESS MATERIEL TO PREVENT UNAUTHORIZED MOVEMENT OR USE	15.57	1.20	0.19	82.07

N	23	SELECT DATA ELEMENTS FOR RECORDING TRANSACTIONS	16.51	1.13	0.19	82.26
A	22	PLAN PROCEDURES FOR MAINTAINING SUPPLY STOCK RECORDS	14.15	1.31	0.19	82.45
O	25	PREPARE DOCUMENTS FOR NON-MEDICAL EQUIPMENT TRANSACTIONS	11.32	1.64	0.19	82.63
H	3	DETERMINE THE METHOD OF DESTRUCTION FOR DIFFERENT TYPES OF MEDICAL SUPPLIES	16.04	1.15	0.18	82.81
O	13	MAINTAIN FILE OF AUTHORIZATIONS, INCREASES, OR DECREASES TO THE CONSOLIDATED LISTING	8.49	2.14	0.18	83.00
M	2	DETERMINE REQUISITION PRIORITIES	16.51	1.09	0.18	83.18
O	5	COORDINATE THE RELOCATION OF PROPERTY BETWEEN PROPERTY CUSTODIANS	8.96	2.01	0.18	83.36
B	7	SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	13.21	1.33	0.18	83.53
Q	14	PREPARE AND SUBMIT LOCAL PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	9.43	1.84	0.17	83.71
J	7	INSPECT RECEIPTS AND ISSUES FOR PROCESSING PRIOR TO INVENTORY	16.98	1.02	0.17	83.88
O	9	MAINTAIN AND DISTRIBUTE THE CONSOLIDATED LISTING (CL)	8.49	2.03	0.17	84.05
A	20	PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	14.62	1.17	0.17	84.22
F	3	DESIGNATE ITEMS FOR DISPOSAL	12.74	1.35	0.17	84.40
P	23	PREPARE DOCUMENTS TO BE DESTROYED OR RETIRED	13.68	1.22	0.17	84.56
E	22	MAINTAIN AND SEARCH STOCK LOCATOR FILE OR AIR FORCE LOCATOR CARDS	10.85	1.53	0.17	84.73
Q	8	MAINTAIN LIBRARY OF GSA CATALOGUES, VENDORS' CATALOGUES, AND OTHER PROCUREMENT DATA	14.15	1.17	0.17	84.89
D	7	INDOCTRINATE NEWLY ASSIGNED PERSONNEL	14.15	1.16	0.16	85.06
A	1	ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	16.04	1.02	0.16	85.22
M	14	REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC BIOLOGICALS AND REAGENTS	17.45	0.91	0.16	85.38
K	8	ESTABLISH MINIMUM STOCK LEVELS	15.57	1.00	0.16	85.53
K	14	POST STOCK SUSPENSION NOTICES	16.51	0.92	0.15	85.69
K	2	COMPUTE FILL RATES	15.57	0.98	0.15	85.84
P	6	DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	13.68	1.11	0.15	85.99
O	15	MAINTAIN MEMO DOCUMENT REGISTER	10.38	1.43	0.15	86.14
O	30	PREPARE REQUESTS FOR CHANGES IN ALLOWANCES AND AUTHORIZATIONS (AF FORM 601A)	7.55	1.96	0.15	86.29
J	8	MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	14.15	1.04	0.15	86.43
Q	28	SUBMIT SUGGESTED SOURCES OF LOCAL PURCHASE ITEMS TO BASE PURCHASING AND CONTRACT OFFICE (P + C)	8.02	1.82	0.15	86.58
J	4	CONDUCT INVENTORIES OF LOCAL PURCHASE ITEMS	14.62	1.00	0.15	86.73
P	18	MAINTAIN LOCAL PROCUREMENT DOCUMENT REGISTER	9.43	1.53	0.14	86.87
P	25	RECORD BASIC IDENTIFYING DATA ON DOCUMENTS	11.79	1.22	0.14	87.02
L	19	PREPARE FORMS TO SUSPEND UNSUITABLE MATERIEL FROM ISSUE	14.62	0.96	0.14	87.16
J	11	PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	16.04	0.88	0.14	87.30
A	6	COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	14.62	0.96	0.14	87.44
M	12	RECORD FUND OBLIGATIONS	12.26	1.14	0.14	87.58
M	7	POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (OA)	13.68	1.02	0.14	87.72
F	15	INSPECT STORED PROPERTY TO SEE THAT LOAD LIMITS AND SECURITY CONDITIONS ARE MET	12.74	1.09	0.14	87.86
Q	12	PREPARE AND SUBMIT EMERGENCY PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	9.91	1.40	0.14	87.99
K	26	SCREEN, COMPUTE, AND POST STOCK LEVELS	14.62	0.94	0.14	88.13
J	3	COMPUTE INVENTORY ACCURACY PERCENTAGES	12.74	1.08	0.14	88.27
K	9	FILL OUT FORMS FOR CONDEMNED ITEMS	14.15	0.96	0.14	88.40

Q	23	RECEIVE AND DISTRIBUTE CORRESPONDENCE PERTINENT TO LOCAL PURCHASE	9.91	1.35	0.13	88.54
E	19	LIST EXPENDABLE ITEMS CONSUMED IN THE MEDICAL SUPPLY OPERATION	11.79	1.13	0.13	88.67
A	33	SELECT PROCUREMENT SOURCES (CP OR LP) FOR ISSUE REQUESTS	11.32	1.17	0.13	88.80
Q	22	PURCHASE SMALL DOLLAR VALUE ITEMS	8.96	1.46	0.13	88.93
A	4	ASSIGN ISSUE PRIORITIES	13.21	0.95	0.13	89.06
P	21	MONITOR THE FLOW OF DOCUMENTS BETWEEN PROCESSING POINTS	9.43	1.32	0.12	89.18
L	16	MAINTAIN FILE OF PROPERTY ACCOUNTS	10.38	1.20	0.12	89.31
B	4	COMPUTE THE QUANTITY ON HAND OF SUSPENDED ITEMS	14.15	0.88	0.12	89.43
D	10	SUPERVISE DELIVERY AND TRANSFER OF MATERIEL	9.91	1.25	0.12	89.56
D	8	INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	11.79	1.04	0.12	89.68
E	15	INSPECT AND INVENTORY STOCK STORED IN HOSPITAL FOR AIR EVACUATION PROGRAM	8.96	1.36	0.12	89.80
L	22	SCREEN REQUESTS FOR LOCAL PURCHASE	11.32	1.08	0.12	89.92
A	2	ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	11.79	1.01	0.12	90.04
G	7	MONITOR THE INSPECTION AND ROTATION OF MMPNC PHASE I KITS	9.91	1.19	0.12	90.16
Q	10	PREPARE AND DISTRIBUTE SOURCE DOCUMENTS INVOLVING PAYMENT TO VENDORS	7.55	1.56	0.12	90.28
Q	24	RECEIVE AND PROCESS REQUESTS FOR ITEMS TO BE PURCHASED WITH PETTY CASH FUNDS	7.08	1.66	0.12	90.40
O	7	DETERMINE NEED FOR CONTRACT MAINTENANCE OF EQUIPMENT	7.08	1.63	0.12	90.51
G	12	RECONCILE AFMMFO LETTERS WITH WRM WORKSHEET	7.55	1.52	0.11	90.63
B	23	SUPERVISE THE DISPOSAL AND SALVAGE OF MATERIEL	8.96	1.28	0.11	90.74
O	19	POST AUTHORIZATION CHANGES TO THE CONSOLIDATED LISTING	8.02	1.42	0.11	90.85
E	35	PROCESS PROPERTY ACCOMPANYING PATIENTS	13.68	0.83	0.11	90.97
F	8	IDENTIFY PARTS OF COMPLETE ASSEMBLIES	5.66	2.00	0.11	91.08
B	9	SUPERVISE CONTROL OF MATERIEL DOCUMENTS	8.96	1.25	0.11	91.19
E	4	CONDITION CODE SUPPLY ITEMS	11.32	0.98	0.11	91.30
H	2	ARRANGE FOR WITNESSES TO OBSERVE THE DESTRUCTION OF MEDICAL SECURITY ITEMS	11.79	0.94	0.11	91.41
L	12	NOTIFY AFMMFO OF ITEMS SUSPENDED	12.74	0.86	0.11	91.52
P	24	PREPARE FACSIMILES OF LOST DOCUMENTS FROM SUSPENSE COPIES	10.38	1.04	0.11	91.63
K	11	MAINTAIN DATE-OF-AVAILABILITY LIST OF NEWLY STOCKLISTED MATERIEL	12.26	0.88	0.11	91.74
B	14	SUPERVISE MACHINE ROOM OPERATIONS	5.19	2.08	0.11	91.85
O	40	SEARCH EQUIPMENT ALLOWANCE PUBLICATIONS FOR BASIS OF ISSUE AND ALLOWANCES	7.55	1.41	0.11	91.96
O	28	PREPARE EQUIPMENT AUTHORIZATION CHANGE INFORMATION FOR PCAM CARDS	6.60	1.58	0.10	92.06
A	5	COMPUTE ECONOMIC ORDER QUANTITIES (EQQS)	11.32	0.92	0.10	92.16
K	17	PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	14.15	0.73	0.10	92.27
E	20	LIST COMPONENT PART SHORTAGES	11.32	0.89	0.10	92.37
M	16	TYPE MATERIEL SOURCE DOCUMENTS	10.85	0.92	0.10	92.47
S	20	SUPERVISE REQUISITIONING OF MATERIEL	8.02	1.25	0.10	92.57
D	39	ROUTE TURN-IN OF EQUIPMENT FOR INSPECTION AND CONDITION CODING	7.08	1.41	0.10	92.67
H	6	PREPARE DOCUMENTS FOR THE TRANSFER OF EXCESS REQUIRED NON-MEDICAL ITEMS TO BASE SUPPLY	11.32	0.88	0.10	92.77
K	6	EDIT OUTGOING OR INCOMING EXCESS REPORTS	9.91	1.00	0.10	92.86
O	14	MAINTAIN HISTORY FILE OF PCAM CARDS ON EQUIPMENT	7.55	1.29	0.10	92.96
O	22	PREPARE AND FORWARD EQUIPMENT AUTHORIZATION INVENTORY DATA TO BASE DATA PROCESSING INSTALLATION	7.55	1.27	0.10	93.06

D	21	PREPARE AND FORWARD E-AID DUE-IN CARD TO BASE DATA SERVICES (AF FORM 815)	8.02	1.16	0.09	93.15
A	23	PLAN PROCEDURES FOR MAKING INVENTORY ADJUSTMENTS	11.32	0.81	0.09	93.24
M	13	REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	11.79	0.78	0.09	93.33
J	5	COORDINATE WITH BASE DATA PROCESSING INSTALLATION FOR PREPARATION OF INVENTORY COUNT LISTINGS	11.79	0.78	0.09	93.43
L	23	SEPARATE STOCK RECORD CARDS FOR NON-STOCK LISTED ITEMS	12.74	0.72	0.09	93.52
O	31	PREPARE STOCK OR PRICE CHANGE VOUCHERS FOR EQUIPMENT	9.91	0.92	0.09	93.61
D	2	COMPARE QUANTITY AND CONDITION OF EQUIPMENT ITEMS WITH VOUCHER LISTINGS	8.02	1.13	0.09	93.70
A	16	ORGANIZE PROCEDURES FOR BASE PROCUREMENT OF LOCAL PURCHASE MATERIEL	4.72	1.91	0.09	93.79
Q	3	EDIT OUTPUT FOR DUE-IN AND DUE-OUT DATA OF USING ACTIVITIES	9.43	0.94	0.09	93.88
P	15	MAINTAIN FILE OF BASE ERROR AND/OR CORRECTION SHEETS (AF FORM 150)	5.19	1.70	0.09	93.97
A	27	PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	11.32	0.77	0.09	94.05
D	20	PREPARE AND FORWARD E-AID CUSTODY/RECEIPT CARD TO BASE DATA PROCESSING INSTALLATION (AF FORM 814)	8.02	1.08	0.09	94.14
D	29	PREPARE EQUIPMENT REPLACEMENT BUDGETARY LIST	2.83	3.03	0.09	94.23
N	10	MAINTAIN NEWLY-STOCKLISTED ITEM PCAM CARD FILE	9.91	0.86	0.09	94.31
Q	27	SET LEVELS AND REQUIREMENT CODES FOR NON-STOCKLISTED ITEMS	7.08	1.19	0.08	94.40
I	6	DRAFT AND SUBMIT LINEN SUPPLY BUDGET ESTIMATES	6.60	1.27	0.08	94.48
F	4	DETERMINE CAUSE OF UNSERVICEABLE CONDITION OF PROPERTY	8.49	0.98	0.08	94.56
C	11	EVALUATE EFFECTIVENESS OF THE LINEN SUPPLY ACTIVITY	5.66	1.42	0.08	94.64
B	21	SUPERVISE SPECIAL PROJECT AND SPECIAL DUTY ACTIVITIES	3.77	2.12	0.08	94.72
G	10	PREPARE REQUISITIONS FOR WRM	11.79	0.67	0.08	94.80
Q	13	PREPARE AND SUBMIT LIST OF DELINQUENT LOCAL PURCHASE ORDERS TO BASE PROCUREMENT ACTIVITY	6.13	1.27	0.08	94.88
G	6	MAKE SURVEYS TO INSURE ACCURACY OF WRM LOCATOR FILES	7.08	1.08	0.08	94.96
I	14	PREPARE AND SUBMIT REPORTS OF SURVEY	3.77	2.02	0.08	95.03
Q	16	PREPARE REPORTS OF DISCREPANCY IN SHIPMENT FROM COMMERCIAL VENDORS	5.19	1.45	0.08	95.11
L	11	MONITOR PRIORITY STATUS OF REQUISITIONS	8.96	0.83	0.07	95.18
L	10	MAKE ENTRIES ON STOCK LOCATOR CARDS TO SHOW CHANGES IN LOCATION OF PROPERTY ITEMS	5.19	1.43	0.07	95.26
A	14	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	8.96	0.82	0.07	95.33
H	1	ADVISE BASE SUPPLY OFFICER OF EXCESS NON-MEDICAL ITEMS	7.55	0.97	0.07	95.40
F	14	INSPECT PROPERTY FOR REPAIRS OR REPLACEMENTS	7.55	0.96	0.07	95.47
A	35	SUBMIT AUTHORIZATION CHANGES TO MEDICAL EQUIPMENT REVIEW AUTHORIZATION ACTIVITY	4.25	1.70	0.07	95.55
P	22	PREPARE CERTIFICATES OF LOST DOCUMENTS	6.13	1.17	0.07	95.62
F	10	INITIATE ISSUE REQUESTS FOR ITEMS NEEDED TO COMPLETE ASSEMBLIES	5.66	1.27	0.07	95.69
P	14	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS AT USING ACTIVITY	7.08	1.00	0.07	95.76
H	4	PREPARE AND SUBMIT REPORTS OF EXCESS PROPERTY TO AFMMFO (SFS 120, 120A)	7.55	0.88	0.07	95.83
F	7	IDENTIFY ITEMS TO BE TRANSFERRED	8.49	0.78	0.07	95.89
P	20	MONITOR MEMO DOCUMENT REGISTER	6.13	1.07	0.07	95.96
D	12	PREPARE, ADMINISTER, OR SCORE TESTS	5.19	1.26	0.07	96.02
F	2	CONDUCT SPECIAL-SUBJECT INSPECTIONS	5.66	1.14	0.06	96.09

Q	17	PREPARE REPORT OF LOCAL PURCHASES	6.13	1.05	0.06	96.15
B	8	SUPERVISE CIVILIAN PERSONNEL	5.19	1.22	0.06	96.22
A	11	ESTABLISH WORK SCHEDULES	6.60	0.95	0.06	96.28
O	26	PREPARE DOCUMENTS FOR OFF-BASE REPAIR OF EQUIPMENT	5.19	1.21	0.06	96.34
H	7	PREPARE DOCUMENTS FOR THE TURN-IN OF OUT-DATED X-RAY FILM	9.43	0.66	0.06	96.40
L	16	POST RETURNS TO VENDORS	7.08	0.86	0.06	96.46
L	20	PREPARE INVENTORY CONTROL RECORDS FOR ACCEPTABLE TURN-INS	8.02	0.76	0.06	96.52
O	33	PREPARE TRANSFER DOCUMENTS FOR PROPERTY TRANSFERRED BETWEEN BASE MEMOS	6.60	0.91	0.06	96.58
B	24	SUPERVISE THE FURNISHING OF MEDICAL MATERIEL TRANSACTION DOCUMENTS TO BAFO	6.13	0.98	0.06	96.64
B	6	MONITOR THE MEDICAL INVENTORY MANAGEMENT SYSTEM (MIMS)	5.66	1.04	0.06	96.70
B	15	SUPERVISE MEDICAL MATERIEL SPECIALISTS (91550)	2.36	2.46	0.06	96.76
K	3	DETERMINE REQUISITION TRANSMISSION METHODS	8.49	0.68	0.06	96.82
Q	18	PREPARE SHIPPING DOCUMENTS FOR LOCAL PURCHASE CREDIT ITEMS BEING RETURNED TO VENDOR	6.13	0.93	0.06	96.88
B	3	DIRECT STORAGE, ISSUE, AND SAFEGUARDING OF SECURITY ITEMS	4.72	1.20	0.06	96.93
C	8	CONDUCT INSPECTIONS OF WAREHOUSE WORK METHODS	5.19	1.07	0.06	96.99
C	9	DETERMINE NEED FOR EXTRA INVENTORIES	7.08	0.78	0.06	97.04
O	38	REVIEW REPORTS OF INVENTORY FINDINGS FROM PROPERTY	5.19	1.05	0.05	97.10
F	6	ENTER RE-INSPECTION DATES ON PROPERTY ITEMS	5.66	0.96	0.05	97.15
B	26	SUPERVISE THE STOCK RECORD ACCOUNT	4.72	1.14	0.05	97.21
C	15	EVALUATE REQUESTS FOR LOCAL PURCHASE	3.77	1.42	0.05	97.26
A	24	PLAN PROCEDURES FOR THE ADMINISTRATION OF THE STOCK RECORD ACCOUNT	6.13	0.87	0.05	97.31
F	18	PREPARE STATEMENT OF FACTS FOR PROPERTY DAMAGED OR DESTROYED FOR REASONS OTHER THAN FAIR WEAR AND TEAR	5.66	0.94	0.05	97.37
O	6	COORDINATE WITH THE MERAAB FOR EQUIPMENT PURCHASES AND PURCHASE PRIORITIES	3.77	1.39	0.05	97.42
B	5	MONITOR EXCESS ITEMS PROGRAM	5.66	0.93	0.05	97.47
A	13	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE EQUIPMENT ACTIVITY	5.19	0.99	0.05	97.52
K	20	PREPARE AND DISTRIBUTE DOCUMENTS FOR PROPERTY FOUND ON BASE	8.49	0.60	0.05	97.57
A	10	ESTABLISH INVENTORY CUT-OFF DOCUMENT NUMBERS	7.55	0.66	0.05	97.62
Q	21	PROVIDE FUND CITATION AND AUTHORIZATION FOR CASH PURCHASE	3.77	1.32	0.05	97.67
Q	2	EDIT MACHINE-COMPUTED REQUIREMENTS LISTING OF NON-STOCKLISTED ITEMS	5.66	0.88	0.05	97.72
F	1	CONDUCT FOLLOW-UP INSPECTIONS	4.72	1.05	0.05	97.77
A	18	PLAN CONTROLS OVER WRM SUPPLIES AND EQUIPMENT	3.30	1.48	0.05	97.82
Q	15	PREPARE LETTER RECOMMENDING STOCKLISTING OF NON-STOCKLISTED ITEMS	4.25	1.14	0.05	97.87
L	18	PREPARE AND DISTRIBUTE THE STOCK STATUS REPORT	6.60	0.72	0.05	97.92
G	9	POST GWMR LEVELS AND COMPOSITION	6.60	0.72	0.05	97.97
A	37	WRITE JOB DESCRIPTION	3.30	1.44	0.05	98.01
O	36	REVIEW AND FORWARD REQUESTS FOR TEMPORARY LOAN OF EQUIPMENT	5.19	0.90	0.05	98.06
H	8	REVIEW EXCESS EQUIPMENT OR SUPPLY TURN-IN DOCUMENTS AND DETERMINE EXCESS OR SALVAGE ACTION	6.13	0.73	0.05	98.10
O	8	FORWARD TEMPORARY CUSTODY RECEIPTS FOR THE LOAN OF PROPERTY TO PATIENTS	7.08	0.64	0.04	98.15
D	2	CONDUCT OJT PROGRAMS	3.30	1.35	0.04	98.19
A	21	PLAN PROCEDURES FOR MAINTAINING E-AID CARDS	3.77	1.16	0.04	98.24
A	19	PLAN PROCEDURES AND SEQUENCES FOR TAKING INVENTORIES	7.55	0.58	0.04	98.28
D	13	PREPARE LESSON PLANS	2.36	1.81	0.04	98.32

A	17	PLAN AND SCHEDULE INSPECTIONS OF PROPERTY ASSIGNED TO USING ACTIVITY	4.25	1.01	0.04	98.37
K	16	PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENT (DG FORM 6)	6.60	0.64	0.04	98.41
G	3	COMPUTE PEACETIME OPERATING STOCKS (POS) REQUIREMENTS	7.55	0.55	0.04	98.45
B	4	IMPLEMENT CONTROLS AND FOLLOW-UP FOR NEW PROCEDURES	3.77	1.02	0.04	98.49
G	1	COMPUTE ASSETS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	4.25	0.88	0.04	98.53
O	27	PREPARE DROPPAGE ALLOWANCE DOCUMENTS FOR NON-MEDICAL EQUIPMENT	2.83	1.29	0.04	98.56
O	35	REPORT DISCREPANCIES IN STOCK STATUS REPORT TO STOCK RECORDS SECTION FOR PREPARATION OF NEW REPORT	5.19	0.68	0.04	98.60
A	29	PLAN TECHNIQUES FOR HANDLING MECHANIZED ACCOUNTS	3.77	0.93	0.04	98.63
O	37	REVIEW EQUIPMENT STOCK STATUS REPORT FOR DISCREPANCIES	5.66	0.62	0.04	98.67
B	25	SUPERVISE THE MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO)	2.36	1.43	0.03	98.70
A	32	RECOMMEND CHANGES IN TECHNICAL ORDERS, MANUALS, HANDBOOKS, OR OPERATING PROCEDURES	4.72	0.72	0.03	98.74
K	22	RECONCILE THE DOLLAR VALUE OF INVENTORY CATEGORIES WITH THE DOLLAR VALUE OF ACCOUNTING OFFICE RECORDS	4.72	0.71	0.03	98.77
K	23	RECONCILE THE SECURITY RECORD CARD BALANCES WITH STOCK RECORD CARD BALANCES	5.19	0.64	0.03	98.80
O	17	MAKE REPORTS OF SURVEY FOR IRRECONCILABLE EQUIPMENT SHORTAGES	2.83	1.16	0.03	98.84
O	1	COORDINATE WITH OTHER AGENCIES TO DETERMINE WHICH LOCAL PURCHASE ITEMS SHOULD BE STOCKLISTED	3.77	0.87	0.03	98.87
O	18	NOTIFY WAREHOUSE TO FORWARD EQUIPMENT FOR USER TESTS	2.83	1.11	0.03	98.90
C	14	EVALUATE MEDICAL MATERIEL COMPLAINTS OR SUGGESTIONS FOR CORRECTIVE ACTION	4.25	0.74	0.03	98.93
B	19	SUPERVISE PROPERTY INSPECTIONS	3.77	0.81	0.03	98.96
E	8	DRAFT STORAGE AND OCCUPANCY REPORTS	1.89	1.62	0.03	98.99
G	2	COMPUTE GROSS WARTIME MATERIEL REQUIREMENTS (GWMR)	5.66	0.54	0.03	99.02
O	24	PREPARE BASE INVENTORY ADJUSTMENT DOCUMENT	4.25	0.67	0.03	99.05
A	8	DEVELOP STANDARD OPERATING PROCEDURE (SOP) FOR EMERGENCY SUPPLY SITUATIONS	4.72	0.60	0.03	99.08
A	36	SUBMIT REQUESTS FOR STOCKLISTING OF NON-STOCKLISTED ITEMS TO SUB-COMMAND OR COMMAND	2.83	0.98	0.03	99.11
F	20	VERIFY SECURITY CLASSIFICATION OF PROPERTY ITEMS	4.25	0.65	0.03	99.13
D	4	COUNSEL INDIVIDUALS ON TRAINING PROGRESS	3.30	0.82	0.03	99.16
C	4	CONDUCT INSPECTIONS OF DOCUMENT CONTROL WORK METHODS	2.83	0.95	0.03	99.19
A	9	DEVELOP STANDARD OPERATING PROCEDURE FOR REPAIR OF UNSERVICEABLE AND DAMAGED EQUIPMENT	3.30	0.79	0.03	99.21
P	10	INSPECT CHARGE-OUT RECORDS (AF FORM 614) TO INSURE RETURN OF LOANED DOCUMENTS	2.83	0.92	0.03	99.24
J	6	ESTABLISH AND POST NOTICES OF INVENTORY DEADLINE DATES	4.25	0.61	0.03	99.27
C	6	CONDUCT INSPECTIONS OF LOCAL PURCHASE WORK METHODS	1.89	1.37	0.03	99.29
E	33	PREPARE BASE WAREHOUSE LOCATION CHANGE NOTICES (AF FORM 136)	1.89	1.37	0.03	99.32
D	1	ADAPT AND MAINTAIN TRAINING AIDS	4.25	0.60	0.03	99.34
C	3	COMPLETE PERSONEL PERFORMANCE REPORTS	1.89	1.34	0.03	99.37
K	21	PROCESS AND REPORT MEDICAL MATERIEL COMPLAINTS	3.30	0.75	0.02	99.39
C	13	EVALUATE INVENTORY ADJUSTMENTS	2.83	0.85	0.02	99.42
D	14	PREPARE TRAINING RECORDS OR CHARTS	2.36	1.01	0.02	99.44
A	12	OPEN NEW MEMO ACCOUNTS	3.77	0.61	0.02	99.46
Q	20	PROCURE NARCOTICS	2.36	0.97	0.02	99.49

L	2	AUDIT AND FORWARD THE QUARTERLY MIMS REPORT	2.83	0.79	0.02	99.51
F	5	DETERMINE INTERCHANGEABILITY OF ITEMS	3.77	0.59	0.02	99.53
F	11	INITIATE STOCK CHANGE DOCUMENTS FOR UNIDENTIFIED ITEMS	4.77	0.47	0.02	99.55
O	3	COMPUTE DROPPAGE ALLOWANCES FOR NON-MEDICAL EQUIPMENT ITEM	0.96	0.92	0.02	99.58
K	15	PREPARE AND SUBMIT QUARTERLY FEEDER REPORTS	2.36	0.86	0.02	99.60
U	23	PREPARE AND SUBMIT STATEMENTS OF CHARGES OR OTHER VOLUNTARY PAYMENT DOCUMENTS FOR EQUIPMENT	2.36	0.86	0.02	99.62
G	4	COMPUTE REQUIREMENTS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	3.30	0.59	0.02	99.64
B	12	SUPERVISE EQUIPMENT AUTHORIZATION AND SUPPORT FUNCTIONS	1.89	0.97	0.02	99.65
K	13	POST RECEIPTS AND ISSUES OF SECURITY ITEMS TO VAULT RECORD CARDS	1.89	0.94	0.02	99.67
B	13	SUPERVISE LOCAL PURCHASE ACTIVITIES	0.94	1.87	0.02	99.69
C	16	MAKE RECOMMENDATIONS FOR PERSONNEL ACTIONS	1.89	0.93	0.02	99.71
F	17	PREPARE INSPECTION REPORTS	2.36	0.69	0.02	99.72
B	18	SUPERVISE PREPARATION OF OFFICIAL CORRESPONDENCE	1.89	0.86	0.02	99.74
C	2	COMPILE MANAGEMENT DATA FOR USE IN EVALUATION OF SUPPLY PROGRAM	2.36	0.66	0.02	99.76
K	10	INVESTIGATE DISCREPANCIES ENCOUNTERED IN THE INVENTORY OF SECURITY ITEMS	3.30	0.46	0.02	99.77
C	10	EVALUATE ADEQUACY OF INSPECTIONS	1.89	0.80	0.02	99.79
D	11	PLAN IMPROVED TRAINING METHODS	1.89	0.72	0.01	99.80
K	19	PREPARE SCHEDULE FOR STAGGERED SUBMISSION OF REQUESTS	3.30	0.39	0.01	99.81
A	30	PREPARE REPORTS FOR STAFF CONFERENCES	1.89	0.67	0.01	99.82
B	2	BRIEF PERSONNEL ON MOBILITY PLANS	0.94	1.32	0.01	99.84
C	12	EVALUATE EQUIPMENT AUTHORIZATION AND SUPPORT ACTIVITIES	1.42	0.82	0.01	99.85
D	15	RECOMMEND INDIVIDUALS FOR SPECIALTY KNOWLEDGE TESTING	0.94	1.05	0.01	99.86
D	9	INSTRUCT PERSONNEL IN STORAGE OF CLASSIFIED DOCUMENTS	0.47	2.07	0.01	99.87
C	1	ANALYZE EFFECTIVENESS OF MATERIEL MANAGEMENT PRACTICES	1.89	0.50	0.01	99.88
B	27	SUPERVISE WRM ACTIVITIES	1.89	0.49	0.01	99.89
K	28	TYPE AND DISTRIBUTE CATALOG OF MEDICAL NON-STOCKLISTED ITEMS	2.36	0.38	0.01	99.90
O	4	CONDUCT UTILIZATION SURVEYS TO VALIDATE EQUIPMENT REQUIREMENTS	0.94	0.91	0.01	99.90
F	19	VERIFY LABELS AND INSTRUCTIONS FOR HANDLING RADIOACTIVE MATERIALS	0.94	0.87	0.01	99.91
D	10	PLAN AND CONDUCT FORMAL CLASSROOM TRAINING	0.94	0.78	0.01	99.92
C	5	CONDUCT INSPECTIONS OF INVENTORY CONTROL WORK METHODS	0.94	0.77	0.01	99.93
A	15	ORGANIZE MAINTENANCE SUPPORT FUNCTIONS	0.94	0.72	0.01	99.93
K	4	DETERMINE TYPE OF STORAGE REQUIRED FOR SECURITY ITEMS	1.42	0.47	0.01	99.94
J	12	PREPARE REPORTS OF SURVEY FOR UNACCEPTABLE ADJUSTMENTS (DD FORM 200)	1.89	0.29	0.01	99.95
C	7	CONDUCT INSPECTIONS OF THE HANDLING OF SECURITY ITEMS	0.94	0.56	0.01	99.95
Q	19	PROCESS AND FORWARD EXEMPTIONS TO THE BUY AMERICAN ACT TO BASE PROCUREMENT ACTIVITY	0.47	1.00	0.00	99.96
C	17	SCHEDULE LEAVES OR PASSES	1.42	0.25	0.00	99.96
D	5	DETERMINE NEED FOR INDIVIDUAL OR GROUP TRAINING	1.42	0.18	0.00	99.96
Q	6	MAINTAIN FUND FOR COD PURCHASES	0.47	0.46	0.00	99.96
Q	7	MAINTAIN IMPREST FUND FOR SMALL DOLLAR VALUE ITEM PURCHASES	0.47	0.34	0.00	99.97
D	3	COORDINATE PROCEDURES FOR RESERVIST TRAINING	0.47	0.30	0.00	99.97
A	3	APPOINT INVENTORY SUPERVISOR OR TEAMS	0.47	0.28	0.00	99.97

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 111  
AMN SERVING 2ND ENLISTMENT (49-96 MOS AFMS)

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
E	PERFORMING WAREHOUSE FUNCTIONS	67.57	19.96	13.49	13.49
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	67.57	15.76	10.65	24.14
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	63.06	15.28	9.63	33.77
A	PLANNING AND ORGANIZING	78.38	12.01	9.42	43.19
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	47.75	14.79	7.06	50.25
M	REQUISITIONING MATERIEL	69.37	10.09	7.00	57.25
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	74.77	8.95	6.69	63.94
I	MAINTAINING LINEN SUPPLY	22.52	26.05	5.87	69.81
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	72.97	7.64	5.58	75.38
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	58.56	9.13	5.35	80.73
B	DIRECTING AND IMPLEMENTING	65.77	7.83	5.15	85.88
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	66.67	7.34	4.90	90.78
F	INSPECTING PROPERTY	55.86	5.01	2.80	93.58
D	TRAINING	54.05	4.44	2.40	95.98
G	MAINTAINING WAR READINESS MATERIEL	50.45	3.31	1.67	97.64
C	EVALUATING	40.54	3.26	1.32	98.96
H	REPORTING AND DISPOSING OF MATERIEL	53.15	1.86	0.99	99.95

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBS= 111  
AMN SERVING 2ND ENLISTMENT (49-96 MOS AFMS)

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
		:	:	:	:
E	9 DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	44.14	1.88	0.83	0.83
K	5 EDIT ISSUE REQUESTS	47.75	1.55	0.74	1.57
E	5 CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	35.14	2.06	0.72	2.29
N	15 OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	43.24	1.65	0.71	3.01
N	7 KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	40.54	1.75	0.71	3.72
E	18 ISSUE MATERIEL TO USING ACTIVITY	42.34	1.67	0.71	4.43
A	34 SET UP, MAINTAIN, OR DISPOSE OF FILES	44.14	1.60	0.71	5.13
A	7 COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	53.15	1.31	0.70	5.83
J	9 MAKE PHYSICAL COUNT OF PROPERTY ITEMS	40.54	1.71	0.69	6.52
P	7 FILE COMPLETED DOCUMENTS	46.85	1.47	0.69	7.21
P	2 ASSIGN OR CANCEL DOCUMENT NUMBERS	50.45	1.35	0.68	7.89
I	8 ESTIMATE OR COUNT QUANTITIES OF ISSUED AND PICKED UP LINENS	14.41	4.56	0.66	8.55
M	15 REVIEW RECEIVING DOCUMENTS	48.65	1.28	0.62	9.17
M	9 PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	39.64	1.55	0.62	9.79
N	13 OFFSET ADJUSTMENT TRANSACTION CARDS	41.44	1.46	0.61	10.39
E	7 DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	36.04	1.68	0.60	11.00
A	25 PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	38.74	1.54	0.60	11.59
N	3 FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	38.74	1.49	0.56	12.17
E	3 COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	40.54	1.40	0.57	12.74
M	3 EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	38.74	1.46	0.56	13.30
E	42 UNLOAD INCOMING SHIPMENTS	38.74	1.43	0.56	13.86
M	1 CHECK ACCURACY OF DEPOT REQUISITIONS	45.05	1.23	0.55	14.41
J	1 ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	48.65	1.14	0.55	14.97
P	3 CODE AND EDIT SOURCE DOCUMENTS	39.64	1.39	0.55	15.52
P	8 FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	43.24	1.27	0.55	16.06
E	21 LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	37.84	1.45	0.55	16.61
P	27 REVIEW DOCUMENTS PRIOR TO FILING	43.24	1.26	0.55	17.16
N	9 MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	43.24	1.26	0.55	17.70
E	30 PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	36.04	1.51	0.55	18.25
M	10 PROCESS RECEIPTS FROM LOCAL PURCHASE	40.54	1.33	0.54	18.79
P	12 MAKE QUALITY CONTROL CHECK OF SUCH ITEMS AS POSTING CONTROL CODES OR ANALYSES CODES	36.94	1.44	0.53	19.32
N	4 FORWARD PUNCHED QUANTITY REQUESTED CARD DECKS TO DATA PROCESSING INSTALLATION	39.64	1.33	0.53	19.85
N	14 OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	40.54	1.28	0.52	20.37

D	6 GIVE INFORMAL TRAINING TO INDIVIDUALS	44.14	1.17	0.52	20.89
I	11 PICK UP LINENS FROM AND DELIVER TO USING ACTIVITY	9.91	5.21	0.52	21.40
M	4 MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	43.24	1.19	0.51	21.92
A	26 PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	42.34	1.20	0.51	22.43
N	8 KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	35.14	1.44	0.51	22.93
P	13 MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER, R DOCUMENT REGISTER	36.94	1.37	0.51	23.44
P	19 MAINTAIN SUPPLY DOCUMENT REGISTER	40.54	1.24	0.50	23.74
P	28 REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	38.74	1.29	0.50	24.44
E	41 TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	36.04	1.37	0.49	24.94
M	11 RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	39.64	1.25	0.49	25.43
E	23 MAKE DELIVERIES TO USING ACTIVITY	36.94	1.33	0.49	25.92
A	22 PLAN PROCEDURES FOR MAINTAINING SUPPLY STOCK RECORDS	33.33	1.46	0.49	26.41
N	1 COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	33.33	1.45	0.48	26.90
K	27 SCREEN REQUESTS FOR SUPPLIES	41.44	1.17	0.48	27.38
L	15 POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	32.43	1.44	0.47	27.85
B	7 SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	35.14	1.32	0.46	28.31
I	20 SEND LINEN TO LAUNDRY AND RECEIVE FROM LAUNDRY	17.12	2.66	0.46	28.77
P	4 CODE LOCAL PURCHASE DOCUMENTS	31.53	1.45	0.46	29.22
M	2 DETERMINE REQUISITION PRIORITIES	39.64	1.15	0.46	29.68
P	11 INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	36.04	1.25	0.45	30.13
A	21 PLAN PROCEDURES FOR MAINTAINING E-AID CARDS	19.82	2.25	0.45	30.58
Q	8 MAINTAIN LIBRARY OF GSA CATALOGUES, VENDORS' CATALOGUES, AND OTHER PROCUREMENT DATA	18.92	2.36	0.45	31.02
E	6 DELIVER OUTSHIPMENTS	27.93	1.59	0.44	31.46
P	9 FILE UP-DATED DOCUMENT REGISTERS	35.14	1.25	0.44	31.90
N	6 KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	36.04	1.21	0.44	32.34
E	1 CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	31.53	1.38	0.44	32.78
B	1 ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	38.74	1.12	0.43	33.21
M	5 MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	38.74	1.11	0.43	33.64
E	37 ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	27.03	1.58	0.43	34.07
E	17 ISSUE DATED ITEMS	28.83	1.47	0.42	34.49
Q	26 SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	24.32	1.74	0.42	34.92
P	1 ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	31.53	1.33	0.42	35.34
P	5 DISPOSE OF INACTIVE DOCUMENTS	36.94	1.13	0.42	35.75
M	6 MAINTAIN REQUISITION HISTORY FILE	36.94	1.13	0.42	36.17
P	26 RECORD TRANSACTIONS ON TRANSACTION REGISTER	32.43	1.28	0.42	36.59
K	24 RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	34.23	1.21	0.41	37.00
M	8 PREPARE AND MAINTAIN RECORDS OR DOCUMENTS FOR NON-MEDICAL MATERIEL	32.43	1.27	0.41	37.41
L	5 DISTRIBUTE COPIES OF ISSUE REQUESTS	33.33	1.21	0.40	37.81
K	18 PREPARE SALVAGE DOCUMENTS	42.34	0.96	0.40	38.22
N	17 PREPARE INPUT DATA AND READ OUTPUT FOR DECREASE AND INCREASE TRANSACTIONS	31.53	1.27	0.40	38.62
K	7 EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	36.04	1.11	0.40	39.02
J	14 REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	39.64	1.00	0.40	39.42
A	23 PLAN PROCEDURES FOR MAKING INVENTORY ADJUSTMENTS	34.23	1.15	0.39	39.81
I	10 MARK LINENS AND INDIVIDUAL CLOTHING ITEMS	13.51	2.92	0.39	40.21
N	22 RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	33.33	1.18	0.39	40.60

E	11	FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DD FORM 1348-1)	27.93	1.40	0.39	40.99
E	43	VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	30.63	1.27	0.39	41.38
L	1	ADJUST BALANCE CARDS FOR SUSPENDED ITEMS	35.14	1.10	0.39	41.77
N	16	PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	29.73	1.30	0.39	42.15
O	10	MAINTAIN AND ISSUE STOCKS OF NON-MEDICAL SUPPLIES	25.23	1.53	0.38	42.54
N	2	FILE ZERO BALANCE CARDS	34.23	1.12	0.38	42.92
Q	4	ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITIES	32.43	1.15	0.37	43.29
P	17	MAINTAIN FILE OF UP-DATED TRANSACTION RECEIPTS	34.23	1.08	0.37	43.66
L	9	MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	27.03	1.37	0.37	44.03
I	2	COMPLETE LINEN SUPPLY RECORDS (AF FORM 581)	14.41	2.56	0.37	44.40
K	26	SCREEN, COMPUTE, AND POST STOCK LEVELS	37.84	0.97	0.37	44.77
A	2	ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	33.33	1.10	0.37	45.14
A	20	PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	32.43	1.13	0.37	45.51
B	17	SUPERVISE PHYSICAL ISSUING OF MATERIEL	24.32	1.50	0.36	45.87
N	5	FORWARD SHOPPING DECKS TO BASE DATA PROCESSING INSTALLATION	27.93	1.30	0.36	46.23
J	15	REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	38.74	0.93	0.36	46.59
I	1	CARRY OUT CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	16.22	2.23	0.36	46.96
B	9	SUPERVISE CONTROL OF MATERIEL DOCUMENTS	31.53	1.14	0.36	47.32
A	27	PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	30.63	1.18	0.36	47.68
L	7	FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	26.13	1.36	0.36	48.03
A	1	ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	35.14	0.99	0.35	48.38
O	34	RECEIVE AND DISTRIBUTE CUSTODIAN REQUEST/RECEIPT (AF FORM 601B)	22.52	1.55	0.35	48.73
L	6	FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	33.33	1.04	0.35	49.08
J	5	COORDINATE WITH BASE DATA PROCESSING INSTALLATION FOR PREPARATION OF INVENTORY COUNT LISTINGS	32.43	1.07	0.35	49.42
P	6	DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	31.53	1.09	0.34	49.77
E	28	PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	30.63	1.12	0.34	50.11
A	33	SELECT PROCUREMENT SOURCES (CP OR LP) FOR ISSUE REQUESTS	27.93	1.23	0.34	50.45
E	40	SET UP BINS, RACKS, BAYS, OR OTHER STORAGE FACILITIES	27.03	1.27	0.34	50.80
B	20	SUPERVISE REQUISITIONING OF MATERIEL	30.63	1.11	0.34	51.14
Q	5	MAINTAIN FILE OF LOCAL PURCHASE ORDERS, CONTRACTS, RECEIVING REPORTS, OR SIMILAR DOCUMENTS	20.72	1.63	0.34	51.48
A	5	COMPUTE ECONOMIC ORDER QUANTITIES (EOQS)	34.23	0.99	0.34	51.81
E	32	PREPARE AND ATTACH SHIPPING TAGS, LABELS, OR DOCUMENTS	30.63	1.10	0.34	52.15
M	14	REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC BIOLOGICALS AND REAGENTS	31.53	1.06	0.34	52.49
E	14	IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	32.43	1.03	0.33	52.82
Q	28	SUBMIT SUGGESTED SOURCES OF LOCAL PURCHASE ITEMS TO BASE PURCHASING AND CONTRACT OFFICE (P + C)	17.12	1.95	0.33	53.15
N	20	PREPARE PCAM DAILY UTILIZATION REPORT	27.93	1.17	0.33	53.48
E	10	EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	30.63	1.07	0.33	53.81
J	16	REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	37.84	0.86	0.33	54.14
N	21	RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	30.63	1.06	0.32	54.46
J	2	CALCULATE THE INVENTORY BALANCE	36.94	0.87	0.32	54.78
K	29	VERIFY UNIT COSTS OF PROPERTY ITEMS	35.14	0.91	0.32	55.10

M	12 RECORD FUND OBLIGATIONS	23.42	1.36	0.32	55.42
J	13 RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	36.04	0.88	0.32	55.74
O	32 PREPARE TEMPORARY CUSTODY RECEIPTS (AF FORM 1297)	29.73	1.06	0.32	56.05
A	6 COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	34.23	0.92	0.31	56.37
L	14 ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	24.32	1.29	0.31	56.68
I	19 SCREEN LINEN TO DETECT DAMAGED OR WORN ITEMS	12.61	2.46	0.31	56.99
J	11 PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	34.23	0.91	0.31	57.30
I	17 PROTECT CLEAN LINENS FROM DUST	13.51	2.27	0.31	57.61
O	30 PREPARE REQUESTS FOR CHANGES IN ALLOWANCES AND AUTHORIZATIONS (AF FORM 601A)	20.72	1.48	0.31	57.92
Q	11 PREPARE AND PROCESS RECEIVING REPORTS FOR LOCAL PURCHASE ITEMS	26.13	1.17	0.30	58.22
Q	29 VALIDATE AND DISTRIBUTE LOCAL PURCHASE RECEIVING DOCUMENTS	20.72	1.46	0.30	58.52
L	24 TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	26.13	1.16	0.30	58.83
O	13 MAINTAIN FILE OF AUTHORIZATIONS, INCREASES, OR DECREASES TO THE CONSOLIDATED LISTING	19.82	1.52	0.30	59.13
K	6 EDIT OUTGOING OR INCOMING EXCESS REPORTS	36.94	0.81	0.30	59.43
I	16 PROCESS CLOTHING ITEMS OF HOSPITAL PERSONNEL	11.71	2.55	0.30	59.72
N	11 MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	28.83	1.03	0.30	60.02
O	40 SEARCH EQUIPMENT ALLOWANCE PUBLICATIONS FOR BASIS OF ISSUE AND ALLOWANCES	19.82	1.49	0.30	60.32
L	3 COMPLETE ENTRIES ON RECEIVING DOCUMENTS	33.33	0.88	0.29	60.61
N	19 PREPARE INPUT DATA AND READ OUTPUT FOR STOCK BALANCES	27.03	1.09	0.29	60.91
K	1 ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	29.73	0.99	0.29	61.20
I	9 INVENTORY CONTROLLED LINEN ITEMS	13.51	2.17	0.29	61.49
O	15 MAINTAIN MEMO DOCUMENT REGISTER	20.72	1.41	0.29	61.78
P	21 MONITOR THE FLOW OF DOCUMENTS BETWEEN PROCESSING POINTS	30.63	0.95	0.29	62.08
N	18 PREPARE INPUT DATA AND READ OUTPUT FOR DOCUMENTATION OF TRANSACTIONS	27.93	1.03	0.29	62.37
I	18 REPAIR OR REPLACE WORN OR DAMAGED LINENS	13.51	2.11	0.29	62.65
A	4 ASSIGN ISSUE PRIORITIES	35.14	0.81	0.28	62.94
O	16 MAINTAIN PERSONAL CLOTHING AND EQUIPMENT RECORDS	21.62	1.31	0.28	63.22
A	14 ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	24.32	1.16	0.28	63.50
P	25 RECORD BASIC IDENTIFYING DATA ON DOCUMENTS	27.03	1.04	0.28	63.78
K	8 ESTABLISH MINIMUM STOCK LEVELS	35.14	0.80	0.28	64.06
B	22 SUPERVISE STORAGE AND RECEIPT OF MATERIEL	26.13	1.07	0.28	64.34
D	2 CONDUCT OJT PROGRAMS	28.83	0.97	0.28	64.62
M	7 POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (OA)	26.13	1.06	0.28	64.90
O	12 PREPARE, ADMINISTER, OR SCORE TESTS	24.32	1.14	0.28	65.18
E	27 PACK OR CRATE ITEMS FOR SHIPPING	23.42	1.18	0.28	65.45
A	35 SUBMIT AUTHORIZATION CHANGES TO MEDICAL EQUIPMENT REVIEW AUTHORIZATION ACTIVITY	15.32	1.79	0.27	65.73
P	24 PREPARE FACSIMILES OF LOST DOCUMENTS FROM SUSPENSE COPIES	25.23	1.08	0.27	66.00
Q	25 RECEIVE, INSPECT, AND STORE LOCAL PURCHASE ITEMS	23.42	1.16	0.27	66.27
E	29 PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	26.13	1.03	0.27	66.54
Q	9 MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	24.32	1.10	0.27	66.81
K	2 COMPUTE FILL RATES	32.43	0.83	0.27	67.08
J	8 MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	27.93	0.96	0.27	67.35
F	2 CONDUCT SPECIAL-SUBJECT INSPECTIONS	10.81	2.44	0.26	67.61
E	38 SEGREGATE INCOMING SHIPMENTS FOR INSPECTION	23.42	1.13	0.26	67.87

F	16	INSPECT TURN-IN ITEMS	26.13	1.01	0.26	68.14
M	13	REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	23.42	1.13	0.26	66.40
P	16	MAINTAIN FILE OF PROPERTY ACCOUNTS	26.13	1.01	0.26	68.67
G	5	INVENTORY WRM MATERIELS	27.93	0.94	0.26	68.93
P	20	MONITOR MEMO DOCUMENT REGISTER	18.02	1.46	0.26	69.19
N	12	MAINTAIN SUPPLY OF BLANK PCAM CARDS	29.73	0.88	0.26	69.45
A	28	PLAN SPACE LAYOUTS FOR SUPPLIES OR EQUIPMENT	28.83	0.91	0.26	69.71
O	9	MAINTAIN AND DISTRIBUTE THE CONSOLIDATED LISTING (CL)	19.82	1.31	0.26	69.97
F	21	VERIFY UNIT OF ISSUE FOR PROPERTY ITEMS	29.73	0.87	0.26	70.23
L	17	PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (DD FORM 1348)	29.73	0.86	0.26	70.49
O	11	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS	20.72	1.23	0.26	70.74
J	7	INSPECT RECEIPTS AND ISSUES FOR PROCESSING PRIOR TO INVENTORY	33.33	0.76	0.25	71.00
Q	24	RECEIVE AND PROCESS REQUESTS FOR ITEMS TO BE PURCHASED WITH PETTY CASH FUNDS	9.01	2.80	0.25	71.25
B	15	SUPERVISE MEDICAL MATERIEL SPECIALISTS (91550)	16.22	1.54	0.25	71.50
K	11	MAINTAIN DATE-OF-AVAILABILITY LIST OF NEWLY STOCKLISTED MATERIEL	26.13	0.95	0.25	71.75
K	12	NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	28.83	0.86	0.25	72.00
E	16	INSPECT HANDLING, LOADING, OR STORING OF PROPERTY RELEASED FOR SHIPMENT	18.92	1.31	0.25	72.25
I	12	PREPARE AND FORWARD REQUESTS FOR ISSUE OF LINEN ITEMS	12.61	1.97	0.25	72.49
L	11	MONITOR PRIORITY STATUS OF REQUISITIONS	25.23	0.98	0.25	72.74
O	5	COORDINATE THE RELOCATION OF PROPERTY BETWEEN PROPERTY CUSTODIANS	19.82	1.24	0.25	72.99
K	25	REQUEST WAREHOUSE TO DELIVER MATERIEL	29.73	0.83	0.25	73.23
H	5	PREPARE DESTRUCTION DOCUMENTS FOR AND DESTROY MEDICAL EXCESS	27.93	0.87	0.24	73.48
I	15	PREPARE FORMS FOR TURN-IN OF LINEN TO THE LAUNDRY	10.81	2.24	0.24	73.72
L	13	NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	25.23	0.95	0.24	73.96
A	13	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE EQUIPMENT ACTIVITY	18.92	1.27	0.24	74.20
I	7	DYE WORN LINENS	9.91	2.42	0.24	74.44
B	12	SUPERVISE LINEN SUPPLY ACTIVITY	11.71	2.05	0.24	74.68
L	22	SCREEN REQUESTS FOR LOCAL PURCHASE	19.82	1.20	0.24	74.92
E	24	MARK SHIPPING CONTAINERS	17.12	1.38	0.24	75.15
O	31	PREPARE STOCK OR PRICE CHANGE VOUCHERS FOR EQUIPMENT	20.72	1.12	0.23	75.38
P	18	MAINTAIN LOCAL PROCUREMENT DOCUMENT REGISTER	19.82	1.16	0.23	75.61
L	21	RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	22.52	1.01	0.23	75.84
P	23	PREPARE DOCUMENTS TO BE DESTROYED OR RETIRED	26.13	0.87	0.23	76.07
O	19	POST AUTHORIZATION CHANGES TO THE CONSOLIDATED LISTING	18.92	1.19	0.22	76.29
B	23	SUPERVISE THE DISPOSAL AND SALVAGE OF MATERIEL	22.52	0.99	0.22	76.51
K	9	FILL OUT FORMS FOR CONDEMNED ITEMS	27.93	0.79	0.22	76.74
I	13	PREPARE AND SUBMIT QUARTERLY LINEN INVENTORY AND CONSUMPTION REPORT	12.61	1.75	0.22	76.96
D	7	INDOCTRINATE NEWLY ASSIGNED PERSONNEL	23.42	0.93	0.22	77.17
O	25	PREPARE DOCUMENTS FOR NON-MEDICAL EQUIPMENT TRANSACTIONS	19.82	1.10	0.22	77.39
Q	23	RECEIVE AND DISTRIBUTE CORRESPONDENCE PERTINENT TO LOCAL PURCHASE	13.51	1.62	0.22	77.61
F	9	IDENTIFY WAR READINESS MATERIEL TO PREVENT UNAUTHORIZED MOVEMENT OR USE	24.32	0.90	0.22	77.83
O	1	ASSIGN NON-MIMS VOUCHER NUMBERS TO TRANSACTIONS	26.13	0.83	0.22	78.05

J	3	COMPUTE INVENTORY ACCURACY PERCENTAGES	29.73	0.73	0.22	78.26
F	13	INSPECT ITEMS IN STORAGE FOR SIGNS OF CORROSION, DECAY, OR DETERIORATION	23.42	0.92	0.22	78.48
D	12	MAINTAIN CUSTODY/RECEIPT LOCATOR LISTINGS BY ACCOUNT	18.02	1.19	0.21	78.69
G	13	ROTATE WRM	19.82	1.07	0.21	78.90
N	23	SELECT DATA ELEMENTS FOR RECORDING TRANSACTIONS	19.82	1.05	0.21	79.11
O	21	PREPARE AND FORWARD E-AID DUE-IN CARD TO BASE DATA SERVICES (AF FORM 815)	18.92	1.10	0.21	79.32
B	10	SUPERVISE DELIVERY AND TRANSFER OF MATERIEL	24.32	0.85	0.21	79.53
O	28	PREPARE EQUIPMENT AUTHORIZATION CHANGE INFORMATION FOR PCAM CARDS	15.32	1.32	0.20	79.73
B	5	MONITOR EXCESS ITEMS PROGRAM	26.13	0.77	0.20	79.93
L	19	PREPARE FORMS TO SUSPEND UNSUITABLE MATERIEL FROM ISSUE	21.62	0.93	0.20	80.13
E	44	WRAP AND PACK PROPERTY FOR STORAGE	19.82	1.00	0.20	80.33
B	14	SUPERVISE MACHINE ROOM OPERATIONS	18.02	1.09	0.20	80.53
Q	14	PREPARE AND SUBMIT LOCAL PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	14.41	1.36	0.20	80.72
K	17	PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	22.52	0.87	0.20	80.92
J	4	CONDUCT INVENTORIES OF LOCAL PURCHASE ITEMS	21.62	0.89	0.19	81.11
A	29	PLAN TECHNIQUES FOR HANDLING MECHANIZED ACCOUNTS	15.32	1.24	0.19	81.30
I	5	DEVISE CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	13.51	1.40	0.19	81.49
B	24	SUPERVISE THE FURNISHING OF MEDICAL MATERIEL TRANSACTION DOCUMENTS TO BAFO	23.42	0.80	0.19	81.68
O	20	PREPARE AND FORWARD E-AID CUSTODY/RECEIPT CARD TO BASE DATA PROCESSING INSTALLATION (AF FORM 814)	18.92	0.98	0.19	81.86
M	16	TYPE MATERIEL SOURCE DOCUMENTS	21.62	0.84	0.18	82.05
D	4	COUNSEL INDIVIDUALS ON TRAINING PROGRESS	19.82	0.92	0.18	82.23
F	3	DESIGNATE ITEMS FOR DISPOSAL	21.62	0.84	0.18	82.41
K	20	PREPARE AND DISTRIBUTE DOCUMENTS FOR PROPERTY FOUND ON BASE	22.52	0.80	0.18	82.59
Q	21	PROVIDE FUND CITATION AND AUTHORIZATION FOR CASH PURCHASE	8.11	2.22	0.18	82.77
L	23	SEPARATE STOCK RECORD CARDS FOR NON-STOCK LISTED ITEMS	19.82	0.90	0.18	82.95
D	8	INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	24.32	0.73	0.18	83.13
L	12	NOTIFY AFMMFO OF ITEMS SUSPENDED	20.72	0.86	0.18	83.31
K	3	DETERMINE REQUISITION TRANSMISSION METHODS	27.93	0.63	0.18	83.48
Q	2	EDIT MACHINE-COMPUTED REQUIREMENTS LISTING OF NON-STOCKLISTED ITEMS	12.61	1.40	0.18	83.66
E	26	OPERATE FORK LIFT FOR MATERIEL HANDLING	8.11	2.15	0.17	83.83
L	4	COMPUTE THE QUANTITY ON HAND OF SUSPENDED ITEMS	22.52	0.77	0.17	84.00
I	4	COORDINATE NEGOTIATIONS FOR THE LAUNDERING OF LINENS	11.71	1.47	0.17	84.18
Q	27	SET LEVELS AND REQUIREMENT CODES FOR NON-STOCKLISTED ITEMS	19.82	0.87	0.17	84.35
G	8	POSITION MMPNC OR SCATA MATERIEL	16.22	1.05	0.17	84.52
J	10	PREPARE REQUISITIONS FOR WRM	27.03	0.63	0.17	84.69
F	12	INSPECT CONTAINERS AND LABELS OF CORROSIVE, VOLATILE, COMBUSTIBLE, OR POISONOUS MATERIALS	14.41	1.18	0.17	84.86
O	22	PREPARE AND FORWARD EQUIPMENT AUTHORIZATION INVENTORY DATA TO BASE DATA PROCESSING INSTALLATION	18.92	0.89	0.17	85.03
E	13	GROUP PROPERTY ITEMS FOR PACKAGING	16.22	1.03	0.17	85.19
H	4	PREPARE AND SUBMIT REPORTS OF EXCESS PROPERTY TO AFMMFO (SFS 120, 120A)	22.52	0.74	0.17	85.36
Q	12	PREPARE AND SUBMIT EMERGENCY PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	16.22	1.03	0.17	85.53

J	10	PERFORM PRE-INVENTORY SURVEY	21.62	0.77	0.17	85.69
Q	3	EDIT OUTPUT FOR DUE-IN AND DUE-OUT DATA OF USING ACTIVITIES	15.32	1.08	0.16	85.86
H	8	REVIEW EXCESS EQUIPMENT OR SUPPLY TURN-IN DOCUMENTS AND DETERMINE EXCESS OR SALVAGE ACTION	27.03	0.61	0.16	86.02
F	7	IDENTIFY ITEMS TO BE TRANSFERRED	21.62	0.76	0.16	86.19
E	31	PLACE LOCATION SYMBOLS ON WAREHOUSE BINS, RACKS, OR BAYS	14.41	1.13	0.16	86.35
B	18	SUPERVISE PREPARATION OF OFFICIAL CORRESPONDENCE	12.61	1.29	0.16	86.51
A	11	ESTABLISH WORK SCHEDULES	16.22	0.99	0.16	86.67
Q	17	PREPARE REPORT OF LOCAL PURCHASES	10.81	1.48	0.16	86.83
K	14	POST STOCK SUSPENSION NOTICES	15.32	1.02	0.16	86.99
K	21	PROCESS AND REPORT MEDICAL MATERIEL COMPLAINTS	17.12	0.91	0.16	87.15
D	14	PREPARE TRAINING RECORDS OR CHARTS	18.02	0.86	0.15	87.30
E	34	PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	23.42	0.66	0.15	87.45
A	19	PLAN PROCEDURES AND SEQUENCES FOR TAKING INVENTORIES	21.62	0.71	0.15	87.61
E	39	SEGREGATE MATERIEL TO BE INVENTORIED	15.32	0.97	0.15	87.76
I	3	COMPUTE LINEN LEVELS FOR USING ACTIVITIES	11.71	1.27	0.15	87.90
A	10	ESTABLISH INVENTORY CUT-OFF DOCUMENT NUMBERS	24.32	0.60	0.15	88.05
A	24	PLAN PROCEDURES FOR THE ADMINISTRATION OF THE STOCK RECORD ACCOUNT	19.82	0.74	0.15	88.20
E	25	MONITOR TEMPERATURE, HUMIDITY, OR DUST CONDITIONS WITHIN STORAGE FACILITY	13.51	1.08	0.15	88.34
E	35	PROCESS PROPERTY ACCOMPANYING PATIENTS	18.92	0.77	0.15	88.49
B	25	SUPERVISE THE MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO)	13.51	1.07	0.14	88.63
B	26	SUPERVISE THE STOCK RECORD ACCOUNT	14.41	0.99	0.14	88.78
C	11	EVALUATE EFFECTIVENESS OF THE LINEN SUPPLY ACTIVITY	9.01	1.58	0.14	88.92
O	14	MAINTAIN HISTORY FILE OF PCAM CARDS ON EQUIPMENT	14.41	0.98	0.14	89.06
F	10	INITIATE ISSUE REQUESTS FOR ITEMS NEEDED TO COMPLETE ASSEMBLIES	13.51	1.04	0.14	89.20
H	3	DETERMINE THE METHOD OF DESTRUCTION FOR DIFFERENT TYPES OF MEDICAL SUPPLIES	21.62	0.65	0.14	89.34
O	26	PREPARE DOCUMENTS FOR OFF-BASE REPAIR OF EQUIPMENT	14.41	0.95	0.14	89.48
A	36	SUBMIT REQUESTS FOR STOCKLISTING OF NON-STOCKLISTED ITEMS TO SUB-COMMAND OR COMMAND	9.01	1.51	0.14	89.61
C	13	EVALUATE INVENTORY ADJUSTMENTS	18.92	0.70	0.13	89.75
P	15	MAINTAIN FILE OF BASE ERROR AND/OR CORRECTION SHEETS (AF FORM 150)	9.91	1.32	0.13	89.88
F	14	INSPLCT PROPERTY FOR REPAIRS OR REPLACEMENTS	17.12	0.77	0.13	90.01
U	39	ROUTE TURN-IN OF EQUIPMENT FOR INSPECTION AND CONDITION CODING	14.41	0.90	0.13	90.14
G	6	MAKE SURVEYS TO INSURE ACCURACY OF WRM LOCATOR FILES	10.81	1.20	0.13	90.27
O	7	DETERMINE NEED FOR CONTRACT MAINTENANCE OF EQUIPMENT	14.41	0.90	0.13	90.40
O	29	PREPARE EQUIPMENT REPLACEMENT BUDGETARY LIST	11.71	1.10	0.13	90.53
E	4	CONDITION CODE SUPPLY ITEMS	18.92	0.68	0.13	90.65
A	16	ORGANIZE PROCEDURES FOR BASE PROCUREMENT OF LOCAL PURCHASE MATERIEL	11.71	1.09	0.13	90.78
P	14	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS AT USING ACTIVITY	16.22	0.78	0.13	90.91
G	7	MONITOR THE INSPECTION AND ROTATION OF MMPNC PHASE I KITS	10.81	1.17	0.13	91.03
J	6	ESTABLISH AND POST NOTICES OF INVENTORY DEADLINE DATES	18.92	0.67	0.13	91.16
B	8	SUPERVISE CIVILIAN PERSONNEL	9.91	1.26	0.13	91.29
C	8	CONDUCT INSPECTIONS OF WAREHOUSE WORK METHODS	16.22	0.77	0.13	91.41
Q	10	PREPARE AND DISTRIBUTE SOURCE DOCUMENTS INVOLVING PAYMENT TO VENDORS	10.81	1.15	0.12	91.54

A	12	OPEN NEW MEMO ACCOUNTS	17.12	0.72	0.12	91.66
B	6	MONITOR THE MEDICAL INVENTORY MANAGEMENT SYSTEM (MIMS)	18.92	0.65	0.12	91.78
B	21	SUPERVISE SPECIAL PROJECT AND SPECIAL DUTY ACTIVITIES	16.22	0.75	0.12	91.90
D	33	PREPARE TRANSFER DOCUMENTS FOR PROPERTY TRANSFERRED BETWEEN BASE MEMOS	15.32	0.79	0.12	92.03
I	6	DRAFT AND SUBMIT LINEN SUPPLY BUDGET ESTIMATES	9.91	1.22	0.12	92.15
B	13	SUPERVISE LOCAL PURCHASE ACTIVITIES	7.21	1.67	0.12	92.27
G	3	COMPUTE PEACETIME OPERATING STOCKS (POS) REQUIREMENTS	22.52	0.52	0.12	92.38
P	22	PREPARE CERTIFICATES OF LOST DOCUMENTS	15.32	0.77	0.12	92.50
B	11	SUPERVISE EQUIPMENT AUTHORIZATION AND SUPPORT FUNCTIONS	12.61	0.91	0.11	92.62
L	8	MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	12.61	0.91	0.11	92.73
D	2	COMPARE QUANTITY AND CONDITION OF EQUIPMENT ITEMS WITH VOUCHER LISTINGS	16.22	0.70	0.11	92.85
H	6	PREPARE DOCUMENTS FOR THE TRANSFER OF EXCESS REQUIRED NON-MEDICAL ITEMS TO BASE SUPPLY	18.02	0.62	0.11	92.96
F	15	INSPECT STORED PROPERTY TO SEE THAT LOAD LIMITS AND SECURITY CONDITIONS ARE MET	14.41	0.77	0.11	93.07
D	38	REVIEW REPORTS OF INVENTORY FINDINGS FROM PROPERTY	11.71	0.91	0.11	93.18
F	8	IDENTIFY PARTS OF COMPLETE ASSEMBLIES	11.71	0.91	0.11	93.28
F	1	CONDUCT FOLLOW-UP INSPECTIONS	15.32	0.69	0.11	93.39
D	3	COMPUTE DROPPAGE ALLOWANCES FOR NON-MEDICAL EQUIPMENT ITEMS	11.71	0.90	0.11	93.49
Q	22	PURCHASE SMALL DOLLAR VALUE ITEMS	8.11	1.29	0.10	93.60
F	4	DETERMINE CAUSE OF UNSERVICEABLE CONDITION OF PROPERTY	15.32	0.68	0.10	93.70
C	5	CONDUCT INSPECTIONS OF INVENTORY CONTROL WORK METHODS	16.22	0.64	0.10	93.81
C	4	CONDUCT INSPECTIONS OF DOCUMENT CONTROL WORK METHODS	18.02	0.58	0.10	93.91
K	22	RECONCILE THE DOLLAR VALUE OF INVENTORY CATEGORIES WITH THE DOLLAR VALUE OF ACCOUNTING OFFICE RECORDS	14.41	0.72	0.10	94.01
L	18	PREPARE AND DISTRIBUTE THE STOCK STATUS REPORT	18.02	0.57	0.10	94.12
D	1	ADAPT AND MAINTAIN TRAINING AIDS	12.61	0.81	0.10	94.22
H	1	ADVISE BASE SUPPLY OFFICER OF EXCESS NON-MEDICAL ITEMS	16.22	0.63	0.10	94.32
K	15	PREPARE AND SUBMIT QUARTERLY FEEDER REPORTS	15.32	0.67	0.10	94.42
G	2	COMPUTE GROSS WARTIME MATERIEL REQUIREMENTS (GWMR)	18.02	0.56	0.10	94.52
G	12	RECONCILE AFMMFO LETTERS WITH WRM WORKSHEET	16.22	0.62	0.10	94.63
E	12	FORWARD OR RECEIVE EQUIPMENT ITEMS FOR USER TESTS	11.71	0.85	0.10	94.72
D	27	PREPARE DROPPAGE ALLOWANCE DOCUMENTS FOR NON-MEDICAL EQUIPMENT	10.81	0.92	0.10	94.82
K	16	PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENT (DD FORM 6)	15.32	0.64	0.10	94.92
A	8	DEVELOP STANDARD OPERATING PROCEDURE (SOP) FOR EMERGENCY SUPPLY SITUATIONS	9.01	1.09	0.10	95.02
F	18	PREPARE STATEMENT OF FACTS FOR PROPERTY DAMAGED OR DESTROYED FOR REASONS OTHER THAN FAIR WEAR AND TEAR	16.22	0.60	0.10	95.12
C	1	ANALYZE EFFECTIVENESS OF MATERIEL MANAGEMENT PRACTICES	11.71	0.82	0.10	95.21
A	17	PLAN AND SCHEDULE INSPECTIONS OF PROPERTY ASSIGNED TO USING ACTIVITY	13.51	0.70	0.09	95.31
C	6	CONDUCT INSPECTIONS OF LOCAL PURCHASE WORK METHODS	10.81	0.86	0.09	95.40
B	27	SUPERVISE WRM ACTIVITIES	11.71	0.79	0.09	95.49
D	8	FORWARD TEMPORARY CUSTODY RECEIPTS FOR THE LOAN OF PROPERTY TO PATIENTS	13.51	0.68	0.09	95.59
B	19	SUPERVISE PROPERTY INSPECTIONS	11.71	0.78	0.09	95.68
K	23	RECONCILE THE SECURITY RECORD CARD BALANCES WITH STOCK RECORD CARD BALANCES	14.41	0.63	0.09	95.77
G	1	COMPUTE ASSETS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNG, SCATA, OR BW/CW	18.02	0.51	0.09	95.86

O	24	PREPARE BASE INVENTORY ADJUSTMENT DOCUMENT	11.71	0.77	0.09	95.95
Q	1	COORDINATE WITH OTHER AGENCIES TO DETERMINE WHICH LOCAL PURCHASE ITEMS SHOULD BE STOCKLISTED	7.21	1.25	0.09	96.04
C	14	EVALUATE MEDICAL MATERIEL COMPLAINTS OR SUGGESTIONS FOR CORRECTIVE ACTION	15.32	0.58	0.09	96.13
F	11	INITIATE STOCK CHANGE DOCUMENTS FOR UNIDENTIFIED ITEMS	18.92	0.47	0.09	96.22
E	20	LIST COMPONENT PART SHORTAGES	10.81	0.80	0.09	96.30
D	13	PREPARE LESSON PLANS	15.32	0.56	0.09	96.39
D	11	PLAN IMPROVED TRAINING METHODS	10.81	0.79	0.09	96.48
B	4	IMPLEMENT CONTROLS AND FOLLOW-UP FOR NEW PROCEDURES	14.41	0.59	0.09	96.56
U	23	PREPARE AND SUBMIT STATEMENTS OF CHARGES OR OTHER VOLUNTARY PAYMENT DOCUMENTS FOR EQUIPMENT	9.91	0.86	0.09	96.65
G	7	POST GWMR LEVELS AND COMPOSITION	13.51	0.63	0.08	96.73
P	10	INSPECT CHARGE-OUT RECORDS (AF FORM 614) TO INSURE RETURN OF LOANED DOCUMENTS	6.31	1.30	0.08	96.81
C	12	EVALUATE EQUIPMENT AUTHORIZATION AND SUPPORT ACTIVITIES	10.81	0.75	0.08	96.89
B	3	DIRECT STORAGE, ISSUE, AND SAFEGUARDING OF SECURITY ITEMS	9.91	0.79	0.08	96.97
O	36	REVIEW AND FORWARD REQUESTS FOR TEMPORARY LOAN OF EQUIPMENT	12.61	0.60	0.08	97.05
K	19	PREPARE SCHEDULE FOR STAGGERED SUBMISSION OF REQUESTS	16.22	0.47	0.08	97.12
N	10	MAINTAIN NEWLY-STOCKLISTED ITEM PCAM CARD FILE	12.61	0.60	0.08	97.20
Q	16	PREPARE REPORTS OF DISCREPANCY IN SHIPMENT FROM COMMERCIAL VENDORS	6.31	1.14	0.07	97.27
G	4	COMPUTE REQUIREMENTS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR HW/CW	14.41	0.50	0.07	97.34
D	10	PLAN AND CONDUCT FORMAL CLASSROOM TRAINING	9.01	0.79	0.07	97.41
D	15	RECOMMEND INDIVIDUALS FOR SPECIALTY KNOWLEDGE TESTING	9.01	0.77	0.07	97.48
O	37	REVIEW EQUIPMENT STOCK STATUS REPORT FOR DISCREPANCIES	10.81	0.63	0.07	97.55
E	22	MAINTAIN AND SEARCH STOCK LOCATOR FILE OR AIR FORCE LOCATOR CARDS	8.11	0.84	0.07	97.62
E	15	INSPECT AND INVENTORY STOCK STORED IN HOSPITAL FOR AIR EVACUATION PROGRAM	7.21	0.94	0.07	97.69
Q	13	PREPARE AND SUBMIT LIST OF DELINQUENT LOCAL PURCHASE ORDERS TO BASE PROCUREMENT ACTIVITY	6.31	1.08	0.07	97.76
L	2	AUDIT AND FORWARD THE QUARTERLY MIMS REPORT	10.81	0.63	0.07	97.82
A	37	WRITE JOB DESCRIPTION	9.91	0.67	0.07	97.89
A	32	RECOMMEND CHANGES IN TECHNICAL ORDERS, MANUALS, HANDBOOKS, OR OPERATING PROCEDURES	10.81	0.62	0.07	97.96
D	5	DETERMINE NEED FOR INDIVIDUAL OR GROUP TRAINING	9.91	0.67	0.07	98.02
O	18	NOTIFY WAREHOUSE TO FORWARD EQUIPMENT FOR USER TESTS	9.01	0.73	0.07	98.09
A	9	DEVELOP STANDARD OPERATING PROCEDURE FOR REPAIR OF UNSERVICEABLE AND DAMAGED EQUIPMENT	8.11	0.81	0.07	98.16
C	9	DETERMINE NEED FOR EXTRA INVENTORIES	9.91	0.66	0.07	98.22
O	17	MAKE REPORTS OF SURVEY FOR IRRECONCILABLE EQUIPMENT SHORTAGES	10.81	0.60	0.06	98.29
A	30	PREPARE REPORTS FOR STAFF CONFERENCES	9.01	0.72	0.06	98.35
C	15	EVALUATE REQUESTS FOR LOCAL PURCHASE	9.01	0.71	0.06	98.41
C	2	COMPILE MANAGEMENT DATA FOR USE IN EVALUATION OF SUPPLY PROGRAM	14.41	0.44	0.06	98.48
F	5	DETERMINE INTERCHANGEABILITY OF ITEMS	14.41	0.44	0.06	98.54
Q	18	PREPARE SHIPPING DOCUMENTS FOR LOCAL PURCHASE CREDIT ITEMS BEING RETURNED TO VENDOR	7.21	0.89	0.06	98.61
E	2	CLEAN AND DRY PROPERTY ITEMS	8.11	0.77	0.06	98.67
O	4	CONDUCT UTILIZATION SURVEYS TO VALIDATE EQUIPMENT REQUIREMENTS	9.91	0.62	0.06	98.73

A	18 PLAN CONTROLS OVER WRM SUPPLIES AND EQUIPMENT	9.01	0.68	0.06	98.79
L	20 PREPARE INVENTORY CONTROL RECORDS FOR ACCEPTABLE TURN-INS	14.41	0.39	0.06	98.85
E	19 LIST EXPENDABLE ITEMS CONSUMED IN THE MEDICAL SUPPLY OPERATION	9.01	0.63	0.06	98.91
F	6 ENTER RE-INSPECTION DATES ON PROPERTY ITEMS	7.21	0.74	0.05	98.96
O	6 COORDINATE WITH THE MERAAB FOR EQUIPMENT PURCHASES AND PURCHASE PRIORITIES	8.11	0.63	0.05	99.01
H	2 ARRANGE FOR WITNESSES TO OBSERVE THE DESTRUCTION OF MEDICAL SECURITY ITEMS	10.81	0.46	0.05	99.06
C	10 EVALUATE ADEQUACY OF INSPECTIONS	5.41	0.85	0.05	99.11
E	36 RECEIVE, ISSUE, OR PACKAGE SECURITY ITEMS	5.41	0.85	0.05	99.15
J	12 PREPARE REPORTS OF SURVEY FOR UNACCEPTABLE ADJUSTMENTS (DD FORM 200)	10.81	0.42	0.04	99.20
A	3 APPOINT INVENTORY SUPERVISOR OR TEAMS	3.60	1.24	0.04	99.24
K	10 INVESTIGATE DISCREPANCIES ENCOUNTERED IN THE INVENTORY OF SECURITY ITEMS	9.91	0.43	0.04	99.28
Q	15 PREPARE LETTER RECOMMENDING STOCKLISTING OF NON-STOCKLISTED ITEMS	4.50	0.91	0.04	99.33
A	15 ORGANIZE MAINTENANCE SUPPORT FUNCTIONS	4.50	0.86	0.04	99.36
D	3 COORDINATE PROCEDURES FOR RESERVIST TRAINING	6.31	0.60	0.04	99.40
K	4 DETERMINE TYPE OF STORAGE REQUIRED FOR SECURITY ITEMS	7.21	0.51	0.04	99.44
C	16 MAKE RECOMMENDATIONS FOR PERSONNEL ACTIONS	5.41	0.67	0.04	99.47
F	17 PREPARE INSPECTION REPORTS	6.31	0.58	0.04	99.51
C	17 SCHEDULE LEAVES OR PASSES	6.31	0.56	0.04	99.55
I	14 PREPARE AND SUBMIT REPORTS OF SURVEY	5.41	0.65	0.04	99.58
L	16 POST RETURNS TO VENDORS	9.01	0.37	0.03	99.61
K	13 POST RECEIPTS AND ISSUES OF SECURITY ITEMS TO VAULT RECORD CARDS	4.50	0.68	0.03	99.65
O	35 REPORT DISCREPANCIES IN STOCK STATUS REPORT TO STOCK RECORDS SECTION FOR PREPARATION OF NEW REPORT	5.41	0.56	0.03	99.68
D	9 INSTRUCT PERSONNEL IN STORAGE OF CLASSIFIED DOCUMENTS	2.70	1.10	0.03	99.71
G	11 PREPARE THE MATERIEL OPERATIONAL READINESS REPORT (MORR)	5.41	0.53	0.03	99.73
C	3 COMPLETE PERSONEL PERFORMANCE REPORTS	6.31	0.42	0.03	99.76
D	17 SELECT INDIVIDUALS FOR FORMAL TRAINING	2.70	0.96	0.03	99.79
L	10 MAKE ENTRIES ON STOCK LOCATOR CARDS TO SHOW CHANGES IN LOCATION OF PROPERTY ITEMS	3.60	0.58	0.02	99.81
Q	20 PROCURE NARCOTICS	3.60	0.57	0.02	99.83
F	20 VERIFY SECURITY CLASSIFICATION OF PROPERTY ITEMS	4.50	0.39	0.02	99.85
D	16 ROTATE DUTY ASSIGNMENTS OF INDIVIDUALS FOR CROSS-TRAINING	3.60	0.47	0.02	99.86
C	7 CONDUCT INSPECTIONS OF THE HANDLING OF SECURITY ITEMS	3.60	0.46	0.02	99.88
A	31 PREPARE UNIT MANNING DOCUMENT (UMO) CHANGE REQUESTS	0.90	1.51	0.01	99.89
Q	6 MAINTAIN FUND FOR COD PURCHASES	0.90	1.24	0.01	99.90
H	7 PREPARE DOCUMENTS FOR THE TURN-IN OF OUT-DATED X-RAY FILM	3.60	0.29	0.01	99.91
E	8 DRAFT STORAGE AND OCCUPANCY REPORTS	2.70	0.36	0.01	99.92
F	19 VERIFY LABELS AND INSTRUCTIONS FOR HANDLING RADIOACTIVE MATERIALS	2.70	0.34	0.01	99.93
K	28 TYPE AND DISTRIBUTE CATALOG OF MEDICAL NON-STOCKLISTED ITEMS	1.80	0.44	0.01	99.94
E	33 PREPARE BASE WAREHOUSE LOCATION CHANGE NOTICES (AF FORM 136)	0.90	0.77	0.01	99.95
Q	19 PROCESS AND FORWARD EXEMPTIONS TO THE BUY AMERICAN ACT TO BASE PROCCUREMENT ACTIVITY	0.90	0.48	0.00	99.95
B	2 BRIEF PERSONNEL ON MOBILITY PLANS	0.90	0.21	0.00	99.95

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1039, TASKS= 409, DUTIES= 17, MBRs= 450  
AMN SERVING 3RD OR LATER ENLIST (97+ MOS AFMS)

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE	:	:	:	:
A	PLANNING AND ORGANIZING	93.33	15.61	14.57	14.57
B	DIRECTING AND IMPLEMENTING	91.56	13.56	12.50	27.08
E	PERFORMING WAREHOUSE FUNCTIONS	72.44	14.36	10.41	37.48
J	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	58.89	15.00	8.83	46.32
C	EVALUATING	82.67	7.56	6.25	52.57
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	78.89	7.08	5.58	58.15
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	68.22	8.14	5.55	63.70
D	TRAINING	74.67	6.56	4.90	68.60
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	79.78	5.15	4.11	72.71
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	76.00	5.28	4.01	76.72
O	PERFORMING LOCAL PURCHASE FUNCTIONS	64.67	6.16	3.98	70.70
G	MAINTAINING WAR READINESS MATERIEL	69.11	5.41	3.74	84.44
F	INSPECTING PROPERTY	67.11	5.48	3.68	88.12
M	REQUISITIONING MATERIEL	67.56	5.20	3.52	91.64
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	50.22	6.80	3.41	95.05
I	MAINTAINING LINEN SUPPLY	36.00	9.10	3.28	98.33
H	REPORTING AND DISPOSING OF MATERIEL	70.22	2.30	1.62	99.94

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS PSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MTRS= 450  
AMN SERVING 3RD OR LATER ENLIST (97+ MOS AFMS)

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
A	2 ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	64.22	1.20	0.77	0.77
B	15 SUPERVISE MEDICAL MATERIEL SPECIALISTS (91550)	60.44	1.24	0.75	1.51
A	25 PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	62.22	1.14	0.71	2.22
B	7 SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	54.00	1.29	0.70	2.92
A	11 ESTABLISH WORK SCHEDULES	58.89	1.16	0.68	3.60
C	3 COMPLETE PERSONEL PERFORMANCE REPORTS	61.56	1.04	0.64	4.24
A	7 COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	61.11	1.03	0.63	4.87
A	26 PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	59.78	1.06	0.63	5.50
B	20 SUPERVISE REQUISITIONING OF MATERIEL	56.44	1.06	0.60	6.10
E	18 ISSUE MATERIEL TO USING ACTIVITY	39.56	1.50	0.59	6.69
D	6 GIVE INFORMAL TRAINING TO INDIVIDUALS	58.22	1.02	0.59	7.28
A	34 SET UP, MAINTAIN, OR DISPOSE OF FILES	53.33	1.06	0.57	7.85
B	4 SUPERVISE CONTROL OF MATERIEL DOCUMENTS	54.67	1.02	0.56	8.41
B	22 SUPERVISE STORAGE AND RECEIPT OF MATERIEL	51.11	1.09	0.55	8.96
B	25 SUPERVISE THE MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO)	37.78	1.46	0.55	9.52
A	20 PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	55.78	0.98	0.55	10.06
A	1 ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	59.11	0.93	0.55	10.61
B	6 MONITOR THE MEDICAL INVENTORY MANAGEMENT SYSTEM (MIMS)	45.11	1.21	0.55	11.16
B	1 ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	59.33	0.91	0.54	11.70
D	8 INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	49.33	1.07	0.55	12.23
B	8 SUPERVISE CIVILIAN PERSONNEL	43.11	1.17	0.51	12.74
A	28 PLAN SPACE LAYOUTS FOR SUPPLIES OR EQUIPMENT	51.11	0.98	0.50	13.24
B	26 SUPERVISE THE STOCK RECORD ACCOUNT	39.33	1.26	0.49	13.73
B	10 SUPERVISE DELIVERY AND TRANSFER OF MATERIEL	51.11	0.95	0.48	14.22
B	23 SUPERVISE THE DISPOSAL AND SALVAGE OF MATERIEL	52.89	0.91	0.48	14.70
C	1 ANALYZE EFFECTIVENESS OF MATERIEL MANAGEMENT PRACTICES	40.89	1.17	0.48	15.16
A	18 PLAN CONTROLS OVER WRM SUPPLIES AND EQUIPMENT	46.89	1.02	0.48	15.66
A	35 SUBMIT AUTHORIZATION CHANGES TO MEDICAL EQUIPMENT REVIEW AUTHORIZATION ACTIVITY	35.56	1.34	0.48	16.13
B	18 SUPERVISE PREPARATION OF OFFICIAL CORRESPONDENCE	46.00	1.03	0.47	16.61
D	2 CONDUCT CJT PROGRAMS	46.00	1.02	0.47	17.08
J	9 MAKE PHYSICAL COUNT OF PROPERTY ITEMS	42.67	1.09	0.47	17.54
B	17 SUPERVISE PHYSICAL ISSUING OF MATERIEL	45.56	1.02	0.46	18.01
E	21 LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	29.33	1.57	0.46	18.47
E	5 CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	38.67	1.19	0.46	18.93
A	19 PLAN PROCEDURES AND SEQUENCES FOR TAKING INVENTORIES	57.11	0.80	0.46	19.38
K	5 EDIT ISSUE REQUESTS	43.56	1.05	0.46	19.84

H	21 SUPERVISE SPECIAL PROJECT AND SPECIAL DUTY ACTIVITIES	44.44	1.01	0.45	20.29
	41 TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	43.56	1.03	0.45	20.74
H	27 SUPERVISE WRM ACTIVITIES	41.11	1.09	0.45	21.19
A	27 PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	48.89	0.91	0.45	21.63
A	24 PLAN PROCEDURES FOR THE ADMINISTRATION OF THE STOCK RECORD ACCOUNT	41.33	1.07	0.44	22.08
D	7 INDOCTRINATE NEWLY ASSIGNED PERSONNEL	53.11	0.83	0.44	22.52
A	6 COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	46.22	0.94	0.44	22.95
H	5 MONITOR EXCESS ITEMS PROGRAM	48.89	0.88	0.43	23.38
A	14 ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	44.00	0.98	0.43	23.81
C	8 CONDUCT INSPECTIONS OF WAREHOUSE WORK METHODS	44.67	0.96	0.43	24.24
D	4 COUNSEL INDIVIDUALS ON TRAINING PROGRESS	48.67	0.88	0.43	24.67
E	42 UNLOAD INCOMING SHIPMENTS	32.44	1.31	0.43	25.10
E	30 PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	31.56	1.34	0.42	25.52
E	23 MAKE DELIVERIES TO USING ACTIVITY	28.67	1.47	0.42	25.94
C	15 EVALUATE REQUESTS FOR LOCAL PURCHASE	43.11	0.98	0.42	26.36
B	13 SUPERVISE LOCAL PURCHASE ACTIVITIES	39.11	1.04	0.41	26.77
A	22 PLAN PROCEDURES FOR MAINTAINING SUPPLY STOCK RECORDS	46.22	0.87	0.40	27.17
P	13 MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	31.33	1.28	0.40	27.57
O	40 SEARCH EQUIPMENT ALLOWANCE PUBLICATIONS FOR BASIS OF ISSUE AND ALLOWANCES	34.22	1.16	0.40	27.97
C	17 SCHEDULE LEAVES OR PASSES	49.56	0.80	0.40	28.37
C	2 COMPILE MANAGEMENT DATA FOR USE IN EVALUATION OF SUPPLY PROGRAM	34.67	1.13	0.39	28.76
G	1 COMPUTE ASSETS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	41.78	0.93	0.39	29.15
K	27 SCREEN REQUESTS FOR SUPPLIES	40.67	0.95	0.39	29.54
B	4 IMPLEMENT CONTROLS AND FOLLOW-UP FOR NEW PROCEDURES	41.78	0.92	0.39	29.92
B	12 SUPERVISE LINEN SUPPLY ACTIVITY	32.00	1.20	0.39	30.31
A	33 SELECT PROCUREMENT SOURCES (CP OR LP) FOR ISSUE REQUESTS	42.22	0.91	0.38	30.69
C	4 CONDUCT INSPECTIONS OF DOCUMENT CONTROL WORK METHODS	44.44	0.86	0.38	31.08
E	43 VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	33.33	1.14	0.38	31.46
J	16 REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	48.44	0.78	0.38	31.84
A	23 PLAN PROCEDURES FOR MAKING INVENTORY ADJUSTMENTS	52.22	0.72	0.38	32.21
A	16 ORGANIZE PROCEDURES FOR BASE PROCUREMENT OF LOCAL PURCHASE MATERIEL	38.67	0.97	0.37	32.59
B	19 SUPERVISE PROPERTY INSPECTIONS	37.56	0.99	0.37	32.96
F	37 ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	27.33	1.35	0.37	33.33
B	16 SUPERVISE MEDICAL MATERIEL SUPERVISORS (91570)	26.22	1.40	0.37	33.70
B	24 SUPERVISE THE FURNISHING OF MEDICAL MATERIEL TRANSACTION DOCUMENTS TO 6AFO	43.56	0.84	0.37	34.07
O	9 MAINTAIN AND DISTRIBUTE THE CONSOLIDATED LISTING (CL)	25.56	1.43	0.37	34.43
L	22 SCREEN REQUESTS FOR LOCAL PURCHASE	39.33	0.93	0.37	34.80
A	4 ASSIGN ISSUE PRIORITIES	47.33	0.77	0.36	35.16
O	32 PREPARE TEMPORARY CUSTODY RECEIPTS (AF FORM 1297)	31.33	1.16	0.36	35.53
Q	26 SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	37.78	0.96	0.36	35.89
O	12 MAINTAIN CUSTODY/RECEIPT LOCATOR LISTINGS BY ACCOUNT	24.00	1.51	0.36	36.25
A	5 COMPUTE ECONOMIC ORDER QUANTITIES (EOQS)	40.22	0.90	0.36	36.62

G	2	COMPUTE GROSS WARTIME MATERIEL REQUIREMENTS (GMMR)	39.78	0.91	0.36	36.92
J	14	REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	47.78	0.76	0.36	47.34
G	4	COMPUTE REQUIREMENTS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	38.67	0.73	0.36	37.70
G	5	INVENTORY WRM MATERIELS	42.33	0.87	0.36	38.06
J	15	REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	46.89	0.76	0.36	38.42
C	9	DETERMINE NEED FOR EXTRA INVENTORIES	48.44	0.75	0.35	38.77
U	30	PREPARE REQUESTS FOR CHANGES IN ALLOWANCES AND AUTHORIZATIONS (AF FORM 601A)	23.78	1.48	0.35	39.13
F	3	COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	31.11	1.13	0.35	39.48
O	5	COORDINATE THE RELOCATION OF PROPERTY BETWEEN PROPERTY CUSTODIANS	37.67	1.14	0.35	39.82
M	15	REVIEW RECEIVING DOCUMENTS	38.00	0.91	0.35	40.17
B	3	DIRECT STORAGE, ISSUE, AND SAFEGUARDING OF SECURITY ITEMS	37.33	0.92	0.34	40.51
A	29	PLAN TECHNIQUES FOR HANDLING MECHANIZED ACCOUNTS	34.22	0.99	0.34	40.85
A	13	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE EQUIPMENT ACTIVITY	34.89	0.97	0.34	41.19
C	5	CONDUCT INSPECTIONS OF INVENTORY CONTROL WORK METHODS	41.78	0.81	0.34	41.53
O	13	MAINTAIN FILE OF AUTHORIZATIONS, INCREASES, OR DECREASES TO THE CONSOLIDATED LISTING	24.22	1.39	0.34	41.87
B	11	SUPERVISE EQUIPMENT AUTHORIZATION AND SUPPORT FUNCTIONS	34.22	0.99	0.34	42.20
C	6	CONDUCT INSPECTIONS OF LOCAL PURCHASE WORK METHODS	39.56	0.85	0.34	42.54
C	11	EVALUATE EFFECTIVENESS OF THE LINEN SUPPLY ACTIVITY	32.00	1.05	0.34	42.88
A	21	PLAN PROCEDURES FOR MAINTAINING E-AID CARDS	34.67	0.96	0.33	43.21
H	8	REVIEW EXCESS EQUIPMENT OR SUPPLY TURN-IN DOCUMENTS AND DETERMINE EXCESS OR SALVAGE ACTION	43.56	0.76	0.33	43.55
U	11	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS	25.78	1.29	0.33	43.88
F	7	DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	31.78	1.04	0.33	44.21
C	14	EVALUATE MEDICAL MATERIEL COMPLAINTS OR SUGGESTIONS FOR CORRECTIVE ACTION	42.89	0.76	0.33	44.54
A	37	WRITE JOB DESCRIPTION	42.67	0.76	0.32	44.86
O	34	RECEIVE AND DISTRIBUTE CUSTODIAN REQUEST/RECEIPT (AF FORM 601B)	24.89	1.30	0.32	45.18
P	12	MAKE QUALITY CONTROL CHECK OF SUCH ITEMS AS POSTING CONTROL CODES OR ANALYSES CODES	30.89	1.05	0.32	45.51
F	16	INSPECT TURN-IN ITEMS	37.33	0.87	0.32	45.83
F	28	PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	32.44	1.00	0.32	46.15
C	12	EVALUATE EQUIPMENT AUTHORIZATION AND SUPPORT ACTIVITIES	32.67	0.99	0.32	46.48
G	7	MONITOR THE INSPECTION AND ROTATION OF MMPNC PHASE I KITS	33.33	0.97	0.32	46.80
C	13	EVALUATE INVENTORY ADJUSTMENTS	42.44	0.75	0.32	47.12
B	14	SUPERVISE MACHINE ROOM OPERATIONS	32.44	0.99	0.32	47.44
F	14	IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	31.11	1.02	0.32	47.76
K	6	EDIT OUTGOING OR INCOMING EXCESS REPORTS	42.89	0.74	0.32	48.07
M	2	DETERMINE REQUISITION PRIORITIES	40.89	0.77	0.32	48.39
E	10	EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	31.33	1.01	0.31	48.71
U	19	POST AUTHORIZATION CHANGES TO THE CONSOLIDATED LISTING	23.33	1.34	0.31	49.02
A	8	DEVELOP STANDARD OPERATING PROCEDURE (SOP) FOR EMERGENCY SUPPLY SITUATIONS	39.56	0.79	0.31	49.33

G	11 PREPARE THE MATERIEL OPERATIONAL READINESS REPORT (MORR)	34.89	0.89	0.31	49.64
G	3 COMPUTE PEACETIME OPERATING STOCKS (POS) REQUIREMENTS	36.89	0.83	0.31	49.95
D	16 ROTATE DUTY ASSIGNMENTS OF INDIVIDUALS FOR CROSS-TRAINING	33.78	0.90	0.31	50.25
P	11 INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	25.78	1.18	0.30	50.55
F	3 DESIGNATE ITEMS FOR DISPOSAL	38.67	0.78	0.30	50.86
O	16 MAINTAIN PERSONAL CLOTHING AND EQUIPMENT RECORDS	23.78	1.26	0.30	51.16
M	3 EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	32.89	0.91	0.30	51.46
P	27 REVIEW DOCUMENTS PRIOR TO FILING	30.22	0.98	0.30	51.75
K	8 ESTABLISH MINIMUM STOCK LEVELS	33.78	0.88	0.30	52.05
K	18 PREPARE SALVAGE DOCUMENTS	34.67	0.86	0.30	52.35
C	16 MAKE RECOMMENDATIONS FOR PERSONNEL ACTIONS	39.33	0.75	0.30	52.64
M	1 CHECK ACCURACY OF DEPOT REQUISITIONS	32.67	0.90	0.29	52.94
F	9 IDENTIFY WAR READINESS MATERIEL TO PREVENT UNAUTHORIZED MOVEMENT OR USE	35.33	0.83	0.29	53.23
E	11 FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DD FORM 1348-1)	24.89	1.17	0.29	53.52
D	15 RECOMMEND INDIVIDUALS FOR SPECIALTY KNOWLEDGE TESTING	39.11	0.74	0.29	53.81
P	7 FILE COMPLETED DOCUMENTS	28.00	1.04	0.29	54.10
E	40 SET UP BINS, RACKS, BAYS, OR OTHER STORAGE FACILITIES	26.22	1.10	0.29	54.39
L	14 ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	27.78	1.03	0.29	54.67
G	8 POSITION MMPNC OR SCATA MATERIEL	34.22	0.83	0.29	54.96
H	3 DETERMINE THE METHOD OF DESTRUCTION FOR DIFFERENT TYPES OF MEDICAL SUPPLIES	42.22	0.68	0.29	55.25
P	28 REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	24.44	1.17	0.28	55.53
E	9 DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	28.44	1.00	0.28	55.81
K	26 SCREEN, COMPUTE, AND POST STOCK LEVELS	30.00	0.94	0.28	56.10
J	3 COMPUTE INVENTORY ACCURACY PERCENTAGES	39.11	0.72	0.28	56.38
L	21 RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	30.44	0.91	0.28	56.66
P	19 MAINTAIN SUPPLY DOCUMENT REGISTER	23.78	1.16	0.28	56.93
A	3 APPOINT INVENTORY SUPERVISOR OR TEAMS	36.89	0.75	0.28	57.21
O	10 MAINTAIN AND ISSUE STOCKS OF NON-MEDICAL SUPPLIES	23.33	1.18	0.28	57.48
O	7 DETERMINE NEED FOR CONTRACT MAINTENANCE OF EQUIPMENT	30.67	0.89	0.27	57.76
N	9 MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	25.56	1.06	0.27	58.03
D	12 PREPARE, ADMINISTER, OR SCORE TESTS	32.67	0.82	0.27	58.30
M	10 PROCESS RECEIPTS FROM LOCAL PURCHASE	28.00	0.95	0.27	58.56
J	13 RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	34.00	0.78	0.27	58.83
K	7 EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	33.56	0.79	0.27	59.09
G	13 ROTATE WRM	31.56	0.83	0.26	59.36
E	17 ISSUE DATED ITEMS	24.22	1.08	0.26	59.62
Q	4 ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITY	25.33	1.03	0.26	59.88
D	5 DETERMINE NEED FOR INDIVIDUAL OR GROUP TRAINING	32.89	0.78	0.26	60.14
Q	25 RECEIVE, INSPECT, AND STORE LOCAL PURCHASE ITEMS	24.22	1.05	0.25	60.39
D	15 MAINTAIN MEMO DOCUMENT REGISTER	21.56	1.17	0.25	60.64
D	20 PREPARE AND FORWARD E-AID CUSTODY/RECEIPT CARD TO BASE DATA PROCESSING INSTALLATION (AF FORM 814)	21.33	1.17	0.25	60.89
L	24 TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	30.67	0.82	0.25	61.14
M	4 MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	26.67	0.93	0.25	61.39
L	11 MONITOR PRIORITY STATUS OF REQUISITIONS	33.11	0.75	0.25	61.64
G	6 MAKE SURVEYS TO INSURE ACCURACY OF WRM LOCATOR FILES	24.67	1.00	0.25	61.88
D	38 REVIEW REPORTS OF INVENTORY FINDINGS FROM PROPERTY	26.89	0.91	0.25	62.13

F	13	INSPECT ITEMS IN STORAGE FOR SIGNS OF CORROSION, DECAY, OR DETERIORATION	32.67	0.75	0.25	62.77
C	10	EVALUATE ADEQUACY OF INSPECTIONS	32.00	0.77	0.25	62.62
P	21	MONITOR THE FLOW OF DOCUMENTS BETWEEN PROCESSING POINTS	28.89	0.84	0.24	62.86
E	32	PREPARE AND ATTACH SHIPPING TAGS, LABELS, OR DOCUMENTS	24.44	1.00	0.24	63.11
P	2	ASSIGN OR CANCEL DOCUMENT NUMBERS	26.67	0.85	0.24	63.35
F	21	VERIFY UNIT OF ISSUE FOR PROPERTY ITEMS	32.44	0.74	0.24	63.59
P	20	MONITOR MEMO DOCUMENT REGISTER	26.67	0.90	0.24	63.83
J	10	PERFORM PRE-INVENTORY SURVEY	31.78	0.75	0.24	64.07
J	5	COORDINATE WITH BASE DATA PROCESSING INSTALLATION FOR PREPARATION OF INVENTORY COUNT LISTINGS	36.00	0.66	0.24	64.31
P	6	DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	28.00	0.84	0.24	64.54
A	17	PLAN AND SCHEDULE INSPECTIONS OF PROPERTY ASSIGNED TO USING ACTIVITY	28.89	0.80	0.23	64.78
O	21	PREPARE AND FORWARD E-AID DUE-IN CARD TO BASE DATA SERVICES (AF FORM 815)	21.11	1.10	0.23	65.01
M	8	PREPARE AND MAINTAIN RECORDS OR DOCUMENTS FOR NON-MEDICAL MATERIEL	22.89	1.01	0.23	65.24
O	1	ASSIGN NON-MIMS VOUCHER NUMBERS TO TRANSACTIONS	23.11	1.00	0.23	65.77
C	7	CONDUCT INSPECTIONS OF THE HANDLING OF SECURITY ITEMS	26.22	0.88	0.23	65.70
I	13	PREPARE AND SUBMIT QUARTERLY LINEN INVENTORY AND CONSUMPTION REPORT	19.56	1.18	0.23	65.93
O	28	PREPARE EQUIPMENT AUTHORIZATION CHANGE INFORMATION FOR PCAM CARDS	19.78	1.17	0.23	66.16
H	2	ARRANGE FOR WITNESSES TO OBSERVE THE DESTRUCTION OF MEDICAL SECURITY ITEMS	34.00	0.67	0.23	66.39
P	8	FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	26.22	0.87	0.23	66.62
E	36	RECEIVE, ISSUE, OR PACKAGE SECURITY ITEMS	25.33	0.90	0.23	66.85
L	9	MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	28.22	0.80	0.23	67.08
I	5	DEVISE CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	20.44	1.11	0.23	67.30
I	20	SEND LINEN TO LAUNDRY AND RECEIVE FROM LAUNDRY	12.00	1.88	0.23	67.53
A	10	ESTABLISH INVENTORY CUT-OFF DOCUMENT NUMBERS	37.78	0.60	0.22	67.75
M	1	ADVISE BASE SUPPLY OFFICER OF EXCESS NON-MEDICAL ITEMS	34.67	0.65	0.22	67.98
P	3	CODE AND EDIT SOURCE DOCUMENTS	27.33	0.82	0.22	68.20
Q	5	MAINTAIN FILE OF LOCAL PURCHASE ORDERS, CONTRACTS, RECEIVING REPORTS, OR SIMILAR DOCUMENTS	17.78	1.26	0.22	68.43
I	1	CARRY OUT CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	16.22	1.38	0.22	68.65
O	22	PREPARE AND FORWARD EQUIPMENT AUTHORIZATION INVENTORY DATA TO BASE DATA PROCESSING INSTALLATION	20.44	1.09	0.22	68.87
O	14	PREPARE TRAINING RECORDS OR CHARTS	28.44	0.78	0.22	69.09
L	2	AUDIT AND FORWARD THE QUARTERLY MIMS REPORT	31.11	0.71	0.22	69.32
F	1	CONDUCT FOLLOW-UP INSPECTIONS	27.33	0.81	0.22	69.54
O	25	PREPARE DOCUMENTS FOR NON-MEDICAL EQUIPMENT TRANSACTIONS	21.56	1.01	0.22	69.76
F	7	IDENTIFY ITEMS TO BE TRANSFERRED	28.44	0.77	0.22	69.97
N	6	KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	23.33	0.93	0.22	70.19
F	15	INSPECT STORED PROPERTY TO SEE THAT LOAD LIMITS AND SECURITY CONDITIONS ARE MET	28.44	0.76	0.22	70.41
O	11	PLAN IMPROVED TRAINING METHODS	26.89	0.81	0.22	70.63
E	38	SEGREGATE INCOMING SHIPMENTS FOR INSPECTION	19.33	1.11	0.21	70.84
L	18	PREPARE AND DISTRIBUTE THE STOCK STATUS REPORT	29.56	0.72	0.21	71.05
L	3	COMPLETE ENTRIES ON RECEIVING DOCUMENTS	24.67	0.87	0.21	71.27

F	14	INSPECT PROPERTY FOR REPAIRS OR REPLACEMENTS	26.22	0.81	0.21	71.48
J	6	ESTABLISH AND POST NOTICES OF INVENTORY DEADLINE DATES	33.78	0.63	0.21	71.69
M	12	RECORD FUND OBLIGATIONS	23.56	0.90	0.21	71.90
I	9	INVENTORY CONTROLLED LINEN ITEMS	16.89	1.25	0.21	72.11
K	3	DETERMINE REQUISITION TRANSMISSION METHODS	32.00	0.66	0.21	72.32
I	3	COMPUTE LINEN LEVELS FOR USING ACTIVITIES	16.22	1.29	0.21	72.53
E	4	DELIVER OUTSHIPMENTS	20.89	1.00	0.21	72.74
F	4	DETERMINE CAUSE OF UNSERVICEABLE CONDITION OF PROPERTY	31.56	0.65	0.21	72.95
J	1	ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	29.33	0.70	0.21	73.15
A	12	OPEN NEW MEMO ACCOUNTS	25.33	0.81	0.20	73.36
K	29	VERIFY UNIT COSTS OF PROPERTY ITEMS	28.67	0.71	0.20	73.56
G	12	RECONCILE AFMMFO LETTERS WITH WRM WORKSHEET	28.89	0.70	0.20	73.76
M	9	PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	22.44	0.90	0.20	73.97
N	15	OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	21.56	0.94	0.20	74.17
E	27	PACK OR CRATE ITEMS FOR SHIPPING	22.44	0.90	0.20	74.37
K	9	FILL OUT FORMS FOR CONDEMNED ITEMS	24.89	0.81	0.20	74.57
D	13	PREPARE LESSON PLANS	26.89	0.75	0.20	74.77
Q	29	VALIDATE AND DISTRIBUTE LOCAL PURCHASE RECEIVING DOCUMENTS	20.44	0.98	0.20	74.97
J	2	CALCULATE THE INVENTORY BALANCE	29.33	0.68	0.20	75.17
E	16	INSPECT HANDLING, LOADING, OR STORING OF PROPERTY RELEASED FOR SHIPMENT	24.89	0.80	0.20	75.37
A	9	DEVELOP STANDARD OPERATING PROCEDURE FOR REPAIR OF UNSERVICEABLE AND DAMAGED EQUIPMENT	29.33	0.68	0.20	75.57
P	9	FILE UP-DATED DOCUMENT REGISTERS	22.00	0.90	0.20	75.77
O	14	MAINTAIN HISTORY FILE OF PCAM CARDS ON EQUIPMENT	18.89	1.05	0.20	75.97
I	4	COORDINATE NEGOTIATIONS FOR THE LAUNDERING OF LINENS	22.00	0.89	0.20	76.16
M	11	RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	24.00	0.82	0.20	76.36
M	5	MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	22.44	0.87	0.20	76.56
D	1	ADAPT AND MAINTAIN TRAINING AIDS	24.67	0.79	0.19	76.75
B	2	BRIEF PERSONNEL ON MOBILITY PLANS	28.00	0.69	0.19	76.94
E	34	PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	28.44	0.68	0.19	77.13
K	17	PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	30.89	0.62	0.19	77.33
L	15	POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	19.11	1.00	0.19	77.52
L	13	NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	30.00	0.64	0.19	77.71
M	7	POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (OA)	22.22	0.86	0.19	77.90
J	11	PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	23.33	0.82	0.19	78.09
A	30	PREPARE REPORTS FOR STAFF CONFERENCES	21.33	0.89	0.19	78.28
Q	28	SUBMIT SUGGESTED SOURCES OF LOCAL PURCHASE ITEMS TO BASE PURCHASING AND CONTRACT OFFICE (P + C)	19.78	0.96	0.19	78.47
K	2	COMPUTE FILL RATES	30.00	0.64	0.19	78.66
Q	11	PREPARE AND PROCESS RECEIVING REPORTS FOR LOCAL PURCHASE ITEMS	19.56	0.97	0.19	78.85
K	21	PROCESS AND REPORT MEDICAL MATERIEL COMPLAINTS	30.44	0.62	0.19	79.04
A	32	RECOMMEND CHANGES IN TECHNICAL ORDERS, MANUALS, HANDBOOKS, OR OPERATING PROCEDURES	28.00	0.68	0.19	79.23
Q	23	RECEIVE AND DISTRIBUTE CORRESPONDENCE PERTINENT TO LOCAL PURCHASE	23.33	0.81	0.19	79.42
O	39	ROUTE TURN-IN OF EQUIPMENT FOR INSPECTION AND CONDITION CODING	22.22	0.84	0.19	79.61
K	22	RECONCILE THE DOLLAR VALUE OF INVENTORY CATEGORIES WITH THE DOLLAR VALUE OF ACCOUNTING OFFICE RECORDS	27.33	0.69	0.19	79.80

E	29	PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	20.00	0.94	0.19	79.98
E	1	CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	21.78	0.86	0.19	80.17
L	7	FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	20.22	0.93	0.19	80.36
Q	27	SET LEVELS AND REQUIREMENT CODES FOR NON-STOCKLISTED ITEMS	23.56	0.79	0.19	80.54
O	4	CONDUCT UTILIZATION SURVEYS TO VALIDATE EQUIPMENT REQUIREMENTS	23.33	0.80	0.19	80.73
G	9	POST GWMR LEVELS AND COMPOSITION	24.67	0.75	0.19	80.92
J	7	INSPECT RECEIPTS AND ISSUES FOR PROCESSING PRIOR TO INVENTORY	28.00	0.66	0.19	81.10
O	33	PREPARE TRANSFER DOCUMENTS FOR PROPERTY TRANSFERRED BETWEEN BASE MEMOS	19.56	0.94	0.18	81.29
O	37	REVIEW EQUIPMENT STOCK STATUS REPORT FOR DISCREPANCIES	24.67	0.75	0.18	81.47
J	8	MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	25.56	0.72	0.18	81.65
I	18	REPAIR OR REPLACE WORN OR DAMAGED LINENS	12.00	1.52	0.18	81.84
O	31	PREPARE STOCK OR PRICE CHANGE VOUCHERS FOR EQUIPMENT	20.00	0.91	0.18	82.02
H	4	PREPARE AND SUBMIT REPORTS OF EXCESS PROPERTY TO AFMMFO (SFS 120, 120A)	27.11	0.67	0.18	82.20
N	13	OFFSET ADJUSTMENT TRANSACTION CARDS	20.89	0.86	0.18	82.38
P	23	PREPARE DOCUMENTS TO BE DESTROYED OR RETIRED	21.33	0.84	0.18	82.56
A	36	SUBMIT REQUESTS FOR STOCKLISTING OF NON-STOCKLISTED ITEMS TO SUB-COMMAND OR COMMAND	25.11	0.70	0.18	82.73
I	2	COMPLETE LINEN SUPPLY RECORDS (AF FORM 581)	13.56	1.30	0.18	82.91
E	39	SEGREGATE MATERIEL TO BE INVENTORIED	18.89	0.93	0.18	83.09
J	4	CONDUCT INVENTORIES OF LOCAL PURCHASE ITEMS	25.33	0.69	0.17	83.26
E	31	PLACE LOCATION SYMBOLS ON WAREHOUSE BINS, RACKS, OR BAYS	15.78	1.10	0.17	83.43
E	4	CONDITION CODE SUPPLY ITEMS	26.00	0.67	0.17	83.61
Q	8	MAINTAIN LIBRARY OF GSA CATALOGUES, VENDORS' CATALOGUES, AND OTHER PROCUREMENT DATA	20.89	0.82	0.17	83.78
Q	1	COORDINATE WITH OTHER AGENCIES TO DETERMINE WHICH LOCAL PURCHASE ITEMS SHOULD BE STOCKLISTED	24.00	0.71	0.17	83.95
H	5	PREPARE DESTRUCTION DOCUMENTS FOR AND DESTROY MEDICAL EXCESS	27.33	0.63	0.17	84.12
N	14	OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	18.67	0.92	0.17	84.29
E	25	MONITOR TEMPERATURE, HUMIDITY, OR DUST CONDITIONS WITHIN STORAGE FACILITY	21.11	0.81	0.17	84.46
O	6	COORDINATE WITH THE MERAAB FOR EQUIPMENT PURCHASES AND PURCHASE PRIORITIES	20.00	0.85	0.17	84.63
K	1	ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	22.44	0.76	0.17	84.90
P	14	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS AT USING ACTIVITY	20.89	0.81	0.17	84.97
F	2	CONDUCT SPECIAL-SUBJECT INSPECTIONS	24.44	0.69	0.17	85.14
P	17	MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS	19.11	0.87	0.17	85.31
M	6	MAINTAIN REQUISITION HISTORY FILE	20.22	0.82	0.17	85.47
N	16	PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	22.67	0.73	0.16	85.64
N	7	KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	21.78	0.76	0.16	85.80
K	25	REQUEST WAREHOUSE TO DELIVER MATERIEL	24.22	0.68	0.16	85.97
O	29	PREPARE EQUIPMENT REPLACEMENT BUDGETARY LIST	20.67	0.80	0.16	86.13
P	4	CODE LOCAL PURCHASE DOCUMENTS	20.44	0.80	0.16	86.30
Q	2	EDIT MACHINE-COMPUTED REQUIREMENTS LISTING OF NON-STOCKLISTED ITEMS	21.56	0.75	0.16	86.46
Q	17	PREPARE REPORT OF LOCAL PURCHASES	20.67	0.78	0.16	86.62
F	10	INITIATE ISSUE REQUESTS FOR ITEMS NEEDED TO COMPLETE ASSEMBLIES	20.44	0.79	0.16	86.78

P	16	MAINTAIN FILE OF PROPERTY ACCOUNTS	20.22	0.79	0.16	86.94
D	3	COORDINATE PROCEDURES FOR RESERVIST TRAINING	19.56	0.82	0.16	87.10
L	12	NOTIFY AFMMFC OF ITEMS SUSPENDED	27.11	0.59	0.16	87.26
I	17	PROTECT CLEAN LINENS FROM DUST	10.00	1.59	0.16	87.42
H	6	PREPARE DOCUMENTS FOR THE TRANSFER OF EXCESS REQUIRED NON-MEDICAL ITEMS TO BASE SUPPLY	21.78	0.73	0.16	87.58
P	1	ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	20.44	0.77	0.16	87.73
N	3	FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	20.44	0.77	0.16	87.89
K	12	NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	26.00	0.61	0.16	88.05
Q	3	EDIT OUTPUT FOR DUE-IN AND DUE-OUT DATA OF USING ACTIVITIES	20.22	0.78	0.16	88.21
I	19	SCREEN LINEN TO DETECT DAMAGED OR WORN ITEMS	12.22	1.28	0.16	88.36
Q	14	PREPARE AND SUBMIT LOCAL PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	14.67	1.06	0.16	88.52
K	11	MAINTAIN DATE-OF-AVAILABILITY LIST OF NEWLY STOCKLISTED MATERIEL	22.00	0.70	0.15	88.67
I	6	DRAFT AND SUBMIT LINEN SUPPLY BUDGET ESTIMATES	18.00	0.85	0.15	88.83
N	22	RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	22.00	0.70	0.15	88.98
K	24	RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	23.11	0.66	0.15	89.13
E	24	MARK SHIPPING CONTAINERS	17.78	0.85	0.15	89.28
K	15	PREPARE AND SUBMIT QUARTERLY FEEDER REPORTS	23.56	0.64	0.15	89.44
L	6	FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	18.67	0.81	0.15	89.59
O	2	COMPARE QUANTITY AND CONDITION OF EQUIPMENT ITEMS WITH VOUCHER LISTINGS	17.11	0.87	0.15	89.74
N	4	FORWARD PUNCHED QUANTITY REQUESTED CARD DECKS TO DATA PROCESSING INSTALLATION	18.67	0.79	0.15	89.88
P	5	DISPOSE OF INACTIVE DOCUMENTS	21.78	0.68	0.15	90.03
K	23	RECONCILE THE SECURITY RECORD CARD BALANCES WITH STOCK RECORD CARD BALANCES	22.44	0.66	0.15	90.18
N	17	PREPARE INPUT DATA AND READ OUTPUT FOR DECREASE AND INCREASE TRANSACTIONS	19.11	0.77	0.15	90.33
I	16	PROCESS CLOTHING ITEMS OF HOSPITAL PERSONNEL	11.56	1.28	0.15	90.47
E	44	WRAP AND PACK PROPERTY FOR STORAGE	17.11	0.86	0.15	90.62
N	11	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	18.22	0.81	0.15	90.77
P	26	RECORD TRANSACTIONS ON TRANSACTION REGISTER	16.89	0.87	0.15	90.91
N	19	PREPARE INPUT DATA AND READ OUTPUT FOR STOCK BALANCES	18.22	0.80	0.15	91.06
G	10	PREPARE REQUISITIONS FOR WRM	26.22	0.55	0.14	91.20
I	12	PREPARE AND FORWARD REQUESTS FOR ISSUE OF LINEN ITEMS	12.00	1.20	0.14	91.35
F	12	INSPECT CONTAINERS AND LABELS OF CORROSIVE, VOLATILE, COMBUSTIBLE, OR POISONOUS MATERIALS	22.22	0.64	0.14	91.49
K	10	INVESTIGATE DISCREPANCIES ENCOUNTERED IN THE INVENTORY OF SECURITY ITEMS	24.22	0.58	0.14	91.63
N	8	KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	17.56	0.80	0.14	91.77
K	4	DETERMINE TYPE OF STORAGE REQUIRED FOR SECURITY ITEMS	21.33	0.65	0.14	91.91
L	17	PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (DD FORM 1348)	20.00	0.68	0.14	92.05
Q	12	PREPARE AND SUBMIT EMERGENCY PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	17.11	0.79	0.14	92.18
N	18	PREPARE INPUT DATA AND READ OUTPUT FOR DOCUMENTATION OF TRANSACTIONS	17.56	0.77	0.13	92.32
N	12	MAINTAIN SUPPLY OF BLANK PCAM CARDS	19.56	0.68	0.13	92.45
D	10	PLAN AND CONDUCT FORMAL CLASSROOM TRAINING	14.67	0.90	0.13	92.58
L	5	DISTRIBUTE COPIES OF ISSUE REQUESTS	17.56	0.74	0.13	92.71

K	13	POST RECEIPTS AND ISSUES OF SECURITY ITEMS TO VAULT RECORD CARDS	14.89	0.86	0.13	92.84
O	26	PREPARE DOCUMENTS FOR OFF-BASE REPAIR OF EQUIPMENT	16.67	0.77	0.13	92.97
F	18	PREPARE STATEMENT OF FACTS FOR PROPERTY DAMAGED OR DESTROYED FOR REASONS OTHER THAN FAIR WEAR AND TEAR	23.56	0.53	0.13	93.09
Q	24	RECEIVE AND PROCESS REQUESTS FOR ITEMS TO BE PURCHASED WITH PETTY CASH FUNDS	14.00	0.89	0.12	93.22
I	15	PREPARE FORMS FOR TURN-IN OF LINEN TO THE LAUNDRY	9.56	1.28	0.12	93.34
L	1	ADJUST BALANCE CARDS FOR SUSPENDED ITEMS	18.67	0.65	0.12	93.46
L	19	PREPARE FORMS TO SUSPEND UNSUITABLE MATERIEL FROM ISSUE	20.22	0.60	0.12	93.58
F	5	DETERMINE INTERCHANGEABILITY OF ITEMS	22.22	0.55	0.12	93.70
D	17	SELECT INDIVIDUALS FOR FORMAL TRAINING	20.00	0.61	0.12	93.83
M	13	REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	18.44	0.65	0.12	93.95
I	8	ESTIMATE OR COUNT QUANTITIES OF ISSUED AND PICKED UP LINENS	9.11	1.32	0.12	94.07
O	36	REVIEW AND FORWARD REQUESTS FOR TEMPORARY LOAN OF EQUIPMENT	20.00	0.60	0.12	94.19
N	1	COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	16.00	0.75	0.12	94.31
N	20	PREPARE PCAM DAILY UTILIZATION REPORT	15.56	0.77	0.12	94.43
E	13	GROUP PROPERTY ITEMS FOR PACKAGING	13.33	0.90	0.12	94.55
F	20	VERIFY SECURITY CLASSIFICATION OF PROPERTY ITEMS	20.22	0.59	0.12	94.67
I	10	MARK LINENS AND INDIVIDUAL CLOTHING ITEMS	9.56	1.23	0.12	94.78
N	23	SELECT DATA ELEMENTS FOR RECORDING TRANSACTIONS	17.11	0.68	0.12	94.90
E	19	LIST EXPENDABLE ITEMS CONSUMED IN THE MEDICAL SUPPLY OPERATION	18.44	0.63	0.12	95.02
M	14	REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC BIOLOGICALS AND REAGENTS	19.11	0.61	0.12	95.13
N	2	FILE ZERO BALANCE CARDS	15.33	0.75	0.12	95.25
K	14	POST STOCK SUSPENSION NOTICES	18.44	0.63	0.12	95.36
M	16	TYPE MATERIEL SOURCE DOCUMENTS	15.78	0.73	0.11	95.48
Q	9	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	14.89	0.77	0.11	95.59
O	17	MAKE REPORTS OF SURVEY FOR IRRECONCILABLE EQUIPMENT SHORTAGES	16.67	0.68	0.11	95.71
P	18	MAINTAIN LOCAL PROCUREMENT DOCUMENT REGISTER	13.56	0.84	0.11	95.82
A	31	PREPARE UNIT MANNING DOCUMENT (UMD) CHANGE REQUESTS	15.56	0.71	0.11	95.93
L	23	SEPARATE STOCK RECORD CARDS FOR NON-STOCK LISTED ITEMS	16.22	0.67	0.11	96.04
O	24	PREPARE BASE INVENTORY ADJUSTMENT DOCUMENT	15.78	0.67	0.11	96.14
N	5	FORWARD SHOPPING DECKS TO BASE DATA PROCESSING INSTALLATION	14.22	0.74	0.11	96.25
N	21	RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	16.00	0.65	0.10	96.35
I	11	PICK UP LINENS FROM AND DELIVER TO USING ACTIVITY	6.89	1.50	0.10	96.46
K	20	PREPARE AND DISTRIBUTE DOCUMENTS FOR PROPERTY FOUND ON BASE	20.00	0.51	0.10	96.56
I	7	DYE WORN LINENS	9.33	1.09	0.10	96.66
P	25	RECORD BASIC IDENTIFYING DATA ON DOCUMENTS	14.89	0.68	0.10	96.76
O	8	FORWARD TEMPORARY CUSTODY RECEIPTS FOR THE LOAN OF PROPERTY TO PATIENTS	14.67	0.69	0.10	96.86
A	15	ORGANIZE MAINTENANCE SUPPORT FUNCTIONS	14.89	0.66	0.10	96.96
E	26	OPERATE FORK LIFT FOR MATERIEL HANDLING	9.11	1.04	0.09	97.06
O	3	COMPUTE DROPPAGE ALLOWANCES FOR NON-MEDICAL EQUIPMENT ITEMS	15.33	0.62	0.09	97.15
F	17	PREPARE INSPECTION REPORTS	14.00	0.67	0.09	97.25
F	11	INITIATE STOCK CHANGE DOCUMENTS FOR UNIDENTIFIED ITEMS	18.89	0.49	0.09	97.34
K	16	PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENT (DD FORM 6)	17.56	0.53	0.09	97.43
F	8	IDENTIFY PARTS OF COMPLETE ASSEMBLIES	15.78	0.59	0.09	97.53
L	8	MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	11.56	0.79	0.09	97.62
Q	10	PREPARE AND DISTRIBUTE SOURCE DOCUMENTS INVOLVING PAYMENT TO VENDORS	10.89	0.83	0.09	97.71

O	27	PREPARE DROPPAGE ALLOWANCE DOCUMENTS FOR NON-MEDICAL EQUIPMENT	12.89	0.67	0.09	97.79
O	23	PREPARE AND SUBMIT STATEMENTS OF CHARGES OR OTHER VOLUNTARY PAYMENT DOCUMENTS FOR EQUIPMENT	14.00	0.60	0.08	97.88
Q	22	PURCHASE SMALL DOLLAR VALUE ITEMS	8.44	0.98	0.01	97.96
O	18	NOTIFY WAREHOUSE TO FORWARD EQUIPMENT FOR USER TESTS	12.00	0.69	0.08	98.04
E	12	FORWARD OR RECEIVE EQUIPMENT ITEMS FOR USER TESTS	10.67	0.77	0.08	98.13
E	20	LIST COMPONENT PART SHORTAGES	12.44	0.65	0.08	98.21
O	35	REPORT DISCREPANCIES IN STOCK STATUS REPORT TO STOCK RECORDS SECTION FOR PREPARATION OF NEW REPORT	12.89	0.62	0.08	98.29
E	15	INSPECT AND INVENTORY STOCK STORED IN HOSPITAL FOR AIR EVACUATION PROGRAM	12.00	0.66	0.08	98.37
Q	15	PREPARE LETTER RECOMMENDING STOCKLISTING OF NON-STOCKLISTED ITEMS	14.22	0.55	0.08	98.45
P	10	INSPECT CHARGE-OUT RECORDS (AF FORM 614) TO INSURE RETURN OF LOANED DOCUMENTS	14.22	0.54	0.08	98.52
E	35	PROCESS PROPERTY ACCOMPANYING PATIENTS	14.67	0.52	0.08	98.60
P	22	PREPARE CERTIFICATES OF LOST DOCUMENTS	11.56	0.61	0.07	98.67
I	14	PREPARE AND SUBMIT REPORTS OF SURVEY	10.00	0.70	0.07	98.74
J	12	PREPARE REPORTS OF SURVEY FOR UNACCEPTABLE ADJUSTMENTS (DD FORM 200)	15.56	0.45	0.07	98.81
D	9	INSTRUCT PERSONNEL IN STORAGE OF CLASSIFIED DOCUMENTS	13.56	0.51	0.07	98.88
Q	13	PREPARE AND SUBMIT LIST OF DELINQUENT LOCAL PURCHASE ORDERS TO BASE PROCUREMENT ACTIVITY	9.33	0.73	0.07	98.95
F	6	ENTER RE-INSPECTION DATES ON PROPERTY ITEMS	11.78	0.57	0.07	99.01
Q	16	PREPARE REPORTS OF DISCREPANCY IN SHIPMENT FROM COMMERCIAL VENDORS	11.78	0.57	0.07	99.08
Q	21	PROVIDE FUND CITATION AND AUTHORIZATION FOR CASH PURCHASE	9.33	0.69	0.06	99.14
P	15	MAINTAIN FILE OF BASE ERROR AND/OR CORRECTION SHEETS (AF FORM 150)	7.78	0.79	0.06	99.21
L	16	POST RETURNS TO VENDORS	10.89	0.56	0.06	99.27
L	4	COMPUTE THE QUANTITY ON HAND OF SUSPENDED ITEMS	11.56	0.53	0.06	99.33
K	19	PREPARE SCHEDULE FOR STAGGERED SUBMISSION OF REQUESTS	12.44	0.47	0.06	99.39
E	8	DRAFT STORAGE AND OCCUPANCY REPORTS	11.11	0.50	0.06	99.44
E	22	MAINTAIN AND SEARCH STOCK LOCATOR FILE OR AIR FORCE LOCATOR CARDS	7.33	0.76	0.06	99.50
L	20	PREPARE INVENTORY CONTROL RECORDS FOR ACCEPTABLE TURN-INS	11.78	0.47	0.06	99.55
N	10	MAINTAIN NEWLY-STOCKLISTED ITEM PCAM CARD FILE	8.67	0.61	0.05	99.61
P	24	PREPARE FACSIMILES OF LOST DOCUMENTS FROM SUSPENSE COPIES	11.56	0.38	0.04	99.65
Q	18	PREPARE SHIPPING DOCUMENTS FOR LOCAL PURCHASE CREDIT ITEMS BEING RETURNED TO VENDOR	8.67	0.45	0.04	99.69
L	10	MAKE ENTRIES ON STOCK LOCATOR CARDS TO SHOW CHANGES IN LOCATION OF PROPERTY ITEMS	6.67	0.58	0.04	99.73
E	2	CLEAN AND DRY PROPERTY ITEMS	6.00	0.63	0.04	99.77
H	7	PREPARE DOCUMENTS FOR THE TURN-IN OF OUT-DATED X-RAY FILM	9.33	0.37	0.03	99.80
Q	20	PROCURE NARCOTICS	7.33	0.45	0.03	99.83
K	28	TYPE AND DISTRIBUTE CATALOG OF MEDICAL NON-STOCKLISTED ITEMS	6.67	0.45	0.03	99.86
Q	19	PROCESS AND FORWARD EXEMPTIONS TO THE BUY AMERICAN ACT TO BASE PROCUREMENT ACTIVITY	5.78	0.51	0.03	99.89
F	19	VERIFY LABELS AND INSTRUCTIONS FOR HANDLING RADIOACTIVE MATERIALS	4.22	0.40	0.02	99.91
E	33	PREPARE BASL WAREHOUSE LOCATION CHANGE NOTICES (AF FORM 136)	2.67	0.51	0.01	99.92

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Q	7 MAINTAIN IMPREST FUND FOR SMALL DOLLAR VALUE ITEM PURCHASES	1.78	0.63	0.01	99.94
Q	6 MAINTAIN FUND FOR COD PURCHASES	1.56	0.58	0.01	99.94

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs=1033  
KPATH ORDER FROM 1 TO 1033 GROUP STAGE= 1

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
E	PERFORMING WAREHOUSE FUNCTIONS	75.31	26.66	20.08	20.08
A	PLANNING AND ORGANIZING	75.51	12.16	9.18	29.25
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	54.70	14.18	7.75	37.01
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	63.02	11.80	7.43	44.44
I	MAINTAINING LINEN SUPPLY	35.82	20.05	7.18	51.62
B	DIRECTING AND IMPLEMENTING	63.89	10.68	6.82	58.45
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	46.76	14.02	6.56	65.00
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	70.28	7.20	5.06	70.06
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	72.41	6.52	4.72	74.78
M	REQUISITIONING MATERIEL	63.21	7.25	4.58	79.37
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	56.44	7.75	4.37	83.74
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	70.09	5.53	3.87	87.61
C	EVALUATING	47.73	6.37	3.04	90.65
F	INSPECTING PROPERTY	55.47	5.19	2.88	93.53
D	TRAINING	49.66	5.46	2.71	96.24
G	MAINTAINING WAR READINESS MATERIEL	55.95	4.68	2.62	98.86
H	REPORTING AND DISPOSING OF MATERIEL	49.47	2.21	1.09	99.96

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MTRS=1033  
KPATH ORDER FROM 1 TO 1033 GROUP STAGE= 1

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS..... .  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.... .  
PERCENT OF MEMBERS PERFORMING..... .  
D-TSK DUTY/TASK TITLE . . . . .

E	18	ISSUE MATERIEL TO USING ACTIVITY	49.08	2.35	1.16	1.16
E	9	DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	40.08	2.59	1.04	2.19
E	23	MAKE DELIVERIES TO USING ACTIVITY	42.50	2.39	1.02	3.21
E	21	LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	41.92	2.38	1.00	4.21
E	30	PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	43.56	2.18	0.95	5.16
E	42	UNLOAD INCOMING SHIPMENTS	45.30	2.04	0.92	6.09
E	3	COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	42.11	1.80	0.76	6.84
E	43	VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	41.53	1.73	0.72	7.56
I	20	SEND LINEN TO LAUNDRY AND RECEIVE FROM LAUNDRY	21.39	3.11	0.67	8.23
E	1	CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	33.11	1.98	0.66	8.88
E	17	ISSUE DATED ITEMS	36.88	1.76	0.65	9.53
E	37	ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	36.01	1.79	0.64	10.18
E	41	TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	44.82	1.43	0.64	10.82
E	14	IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	39.01	1.64	0.64	11.46
J	9	MAKE PHYSICAL COUNT OF PROPERTY ITEMS	41.92	1.47	0.62	12.08
I	8	ESTIMATE OR COUNT QUANTITIES OF ISSUED AND PICKED UP LINENS	19.17	3.21	0.62	12.69
P	7	FILE COMPLETED DOCUMENTS	36.88	1.66	0.61	13.31
A	34	SET UP, MAINTAIN, OR DISPOSE OF FILES	42.69	1.38	0.59	13.90
E	5	CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	36.01	1.63	0.59	14.49
N	7	KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	30.11	1.95	0.59	15.07
I	11	PICK UP LINENS FROM AND DELIVER TO USING ACTIVITY	16.65	3.50	0.58	15.66
E	7	DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	36.69	1.56	0.57	16.23
N	15	OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	30.20	1.88	0.57	16.80
A	25	PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	40.66	1.39	0.57	17.36
E	10	EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	36.11	1.53	0.55	17.91
E	11	FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DD FORM 1348-1)	33.86	1.62	0.55	18.46
I	1	CARRY OUT CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	21.88	2.48	0.54	19.01
A	7	COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	44.05	1.20	0.53	19.53
E	6	DELIVER OUTSHIPMENTS	29.33	1.77	0.52	20.05
P	2	ASSIGN OR CANCEL DOCUMENT NUMBERS	37.08	1.37	0.51	20.56
K	5	EDIT ISSUE REQUESTS	36.01	1.38	0.50	21.06
E	40	SET UP BINS, RACKS, BAYS, OR OTHER STORAGE FACILITIES	32.53	1.48	0.48	21.54

E	28 PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	34.37	1.40	0.48	22.02
N	3 FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	30.59	1.54	0.47	22.49
D	6 GIVE INFORMAL TRAINING TO INDIVIDUALS	39.50	1.16	0.46	22.95
E	27 PACK OR CRATE ITEMS FOR SHIPPING	30.11	1.51	0.46	23.40
M	15 REVIEW RECEIVING DOCUMENTS	36.40	1.25	0.45	23.86
P	13 MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	27.40	1.65	0.45	24.31
I	10 MARK LINENS AND INDIVIDUAL CLOTHING ITEMS	18.49	2.45	0.45	24.76
N	9 MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	32.43	1.39	0.45	25.22
N	13 OFFSET ADJUSTMENT TRANSACTION CARDS	28.46	1.57	0.45	25.66
G	5 INVENTORY WRM MATERIELS	35.91	1.25	0.45	26.11
N	8 KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	26.43	1.66	0.44	26.55
E	38 SEGREGATE INCOMING SHIPMENTS FOR INSPECTION	27.88	1.56	0.44	26.99
P	27 REVIEW DOCUMENTS PRIOR TO FILING	31.17	1.37	0.43	27.41
M	9 PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	28.27	1.50	0.42	27.83
K	27 SCREEN REQUESTS FOR SUPPLIES	34.56	1.22	0.42	28.26
A	2 ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	35.82	1.17	0.42	28.68
I	17 PROTECT CLEAN LINENS FROM DUST	17.04	2.46	0.42	29.10
I	2 COMPLETE LINEN SUPPLY RECORDS (AF FORM 581)	18.49	2.26	0.42	29.51
A	26 PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	37.46	1.10	0.41	29.93
P	19 MAINTAIN SUPPLY DOCUMENT REGISTER	27.01	1.53	0.41	30.34
M	10 PROCESS RECEIPTS FROM LOCAL PURCHASE	30.54	1.34	0.41	30.75
I	19 SCREEN LINEN TO DETECT DAMAGED OR WORN ITEMS	18.10	2.27	0.41	31.16
E	32 PREPARE AND ATTACH SHIPPING TAGS, LABELS, OR DOCUMENTS	30.88	1.32	0.41	31.57
L	15 POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	25.65	1.59	0.41	31.98
B	1 ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	38.72	1.05	0.41	32.38
P	12 MAKE QUALITY CONTROL CHECK OF SUCH ITEMS AS POSTING CONTROL CODES OR ANALYSES CODES	26.82	1.50	0.40	32.78
N	14 OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	26.62	1.50	0.40	33.18
Q	4 ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITY	28.56	1.40	0.40	33.58
B	7 SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	30.88	1.29	0.40	33.98
J	1 ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	33.98	1.14	0.39	34.37
Q	25 RECEIVE, INSPECT, AND STORE LOCAL PURCHASE ITEMS	24.88	1.53	0.38	34.75
E	29 PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	28.94	1.31	0.38	35.13
P	8 FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	28.75	1.31	0.38	35.51
M	4 MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	29.72	1.26	0.37	35.88
A	28 PLAN SPACE LAYOUTS FOR SUPPLIES OR EQUIPMENT	32.04	1.15	0.37	36.25
M	1 CHECK ACCURACY OF DEPOT REQUISITIONS	31.17	1.18	0.37	36.61
K	18 PREPARE SALVAGE DOCUMENTS	32.53	1.12	0.36	36.98
B	15 SUPERVISE MEDICAL MATERIEL SPECIALISTS (91550)	28.65	1.27	0.36	37.34
N	4 FORWARD PUNCHED QUANTITY REQUESTED CARD DECKS TO DATA PROCESSING INSTALLATION	25.94	1.39	0.36	37.70
E	44 WRAP AND PACK PROPERTY FOR STORAGE	24.30	1.49	0.36	38.07
B	22 SUPERVISE STORAGE AND RECEIPT OF MATERIEL	29.72	1.21	0.36	38.43
E	24 MARK SHIPPING CONTAINERS	24.88	1.44	0.36	38.78
P	3 CODE AND EDIT SOURCE DOCUMENTS	27.49	1.30	0.36	39.14
A	20 PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	33.59	1.06	0.36	39.50
I	9 INVENTORY CONTROLLED LINEN ITEMS	18.49	1.92	0.35	39.85
I	16 PROCESS CLOTHING ITEMS OF HOSPITAL PERSONNEL	15.00	2.36	0.35	40.21

N	22	RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	26.33	1.34	0.35	40.56
P	11	INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	25.94	1.33	0.35	40.90
A	1	ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	36.01	0.96	0.35	41.25
N	6	KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	24.59	1.39	0.34	41.59
O	10	MAINTAIN AND ISSUE STOCKS OF NON-MEDICAL SUPPLIES	21.20	1.61	0.34	41.93
N	16	PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	24.69	1.38	0.34	42.27
P	28	REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	25.17	1.34	0.34	42.61
I	18	REPAIR OR REPLACE WORN OR DAMAGED LINENS	16.94	1.98	0.33	42.94
B	20	SUPERVISE REQUISITIONING OF MATERIEL	30.78	1.09	0.33	43.28
A	11	ESTABLISH WORK SCHEDULES	29.53	1.13	0.33	43.61
G	13	ROTATE WRM	28.07	1.19	0.33	43.94
M	11	RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	26.82	1.23	0.33	44.27
E	31	PLACE LOCATION SYMBOLS ON WAREHOUSE BINS, RACKS, OR BAYS	22.94	1.44	0.33	44.61
U	16	MAINTAIN PERSONAL CLOTHING AND EQUIPMENT RECORDS	20.33	1.63	0.33	44.94
J	15	REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	35.14	0.94	0.33	45.27
M	6	MAINTAIN REQUISITION HISTORY FILE	25.75	1.28	0.33	45.60
O	32	PREPARE TEMPORARY CUSTODY RECEIPTS (AF FORM 1297)	24.49	1.34	0.33	45.92
N	1	COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	23.14	1.42	0.33	46.25
P	9	FILE UP-DATED DOCUMENT REGISTERS	25.65	1.27	0.33	46.58
B	17	SUPERVISE PHYSICAL ISSUING OF MATERIEL	26.62	1.21	0.32	46.90
B	9	SUPERVISE CONTROL OF MATERIEL DOCUMENTS	30.11	1.05	0.32	47.22
I	5	DEVISE CONTRCLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	18.20	1.73	0.31	47.53
U	26	SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	26.14	1.20	0.31	47.84
I	15	PREPARE FORMS FOR TURN-IN OF LINEN TO THE LAUNDRY	14.23	2.20	0.31	48.16
L	6	FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	25.75	1.21	0.31	48.47
L	3	COMPLETE ENTRIES ON RECEIVING DOCUMENTS	26.62	1.17	0.31	48.78
J	14	REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	33.88	0.91	0.31	49.09
N	2	FILE ZERO BALANCE CARDS	24.59	1.25	0.31	49.39
L	21	RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	24.30	1.25	0.30	49.70
M	3	EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	26.72	1.14	0.30	50.00
J	16	REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	34.17	0.88	0.30	50.30
A	22	PLAN PROCEDURES FOR MAINTAINING SUPPLY STOCK RECORDS	29.72	1.01	0.30	50.60
N	11	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	24.30	1.23	0.30	50.90
U	5	MAINTAIN FILE OF LOCAL PURCHASE ORDERS, CONTRACTS, RECEIVING REPORTS, OR SIMILAR DOCUMENTS	17.62	1.69	0.30	51.20
E	16	INSPECT HANDLING, LOADING, OR STORING OF PROPERTY RELEASED FOR SHIPMENT	22.07	1.32	0.29	51.49
D	8	INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	28.17	1.04	0.29	51.78
L	14	ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	24.49	1.19	0.29	52.07
B	10	SUPERVISE DELIVERY AND TRANSFER OF MATERIEL	28.36	1.03	0.29	52.37
E	39	SEGREGATE MATERIEL TO BE INVENTORIED	21.97	1.31	0.29	52.65
F	21	VERIFY UNIT OF ISSUE FOR PROPERTY ITEMS	27.98	1.02	0.29	52.94
C	3	COMPLETE PERSONEL PERFORMANCE REPORTS	27.88	1.03	0.29	53.23
O	7	INDOCTRINATE NEWLY ASSIGNED PERSONNEL	31.07	0.91	0.28	53.51
B	6	MONITOR THE MEDICAL INVENTORY MANAGEMENT SYSTEM (MIMS)	23.91	1.18	0.28	53.79
L	7	FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	22.07	1.27	0.28	54.07
M	8	PREPARE AND MAINTAIN RECORDS OR DOCUMENTS FOR NON-MEDICAL MATERIEL	21.97	1.25	0.28	54.35

O	34	RECEIVE AND DISTRIBUTE CUSTODIAN REQUEST/RECEIPT (AF FORM 6018)	27.91	1.53	0.27	54.62
A	6	COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	28.85	0.95	0.27	54.89
N	12	MAINTAIN SUPPLY OF BLANK PCAM CARDS	23.72	1.16	0.27	55.17
M	2	DETERMINE REQUISITION PRIORITIES	28.94	0.94	0.27	55.44
K	7	EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	26.43	1.03	0.27	55.71
P	4	CODE LOCAL PURCHASE DOCUMENTS	22.36	1.21	0.27	55.98
N	17	PREPARE INPUT DATA AND READ OUTPUT FOR DECREASE AND INCREASE TRANSACTIONS	22.56	1.20	0.27	56.26
A	27	PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	28.46	0.95	0.27	56.53
N	20	PREPARE PCAM DAILY UTILIZATION REPORT	19.26	1.40	0.27	56.79
I	12	PREPARE AND FORWARD REQUESTS FOR ISSUE OF LINEN ITEMS	14.62	1.84	0.27	57.06
B	23	SUPERVISE THE DISPOSAL AND SALVAGE OF MATERIEL	28.27	0.95	0.27	57.33
F	13	INSPECT ITEMS IN STORAGE FOR SIGNS OF CORROSION, DECAY, OR DETERIORATION	26.72	1.00	0.27	57.60
B	25	SUPERVISE THE MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO)	18.49	1.44	0.27	57.87
P	1	ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	22.07	1.20	0.27	58.13
A	35	SUBMIT AUTHORIZATION CHANGES TO MEDICAL EQUIPMENT REVIEW AUTHORIZATION ACTIVITY	18.88	1.40	0.26	58.40
A	14	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	25.75	1.02	0.26	58.66
J	13	RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	28.46	0.92	0.26	58.92
O	11	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS	17.62	1.49	0.26	59.19
O	12	MAINTAIN CUSTODY/RECEIPT LOCATOR LISTINGS BY ACCOUNT	15.97	1.64	0.26	59.45
M	5	MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	23.14	1.13	0.26	59.71
O	30	PREPARE REQUESTS FOR CHANGES IN ALLOWANCES AND AUTHORIZATIONS (AF FORM 601A)	16.17	1.62	0.26	59.97
E	36	RECEIVE, ISSUE, OR PACKAGE SECURITY ITEMS	21.68	1.20	0.26	60.23
Q	11	PREPARE AND PROCESS RECEIVING REPORTS FOR LOCAL PURCHASE ITEMS	18.97	1.36	0.26	60.49
N	21	RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	21.78	1.19	0.26	60.75
G	8	POSITION MMPNC OR SCATA MATERIEL	23.91	1.07	0.26	61.00
E	13	GROUP PROPERTY ITEMS FOR PACKAGING	18.10	1.41	0.25	61.26
F	16	INSPECT TURN-IN ITEMS	25.75	0.99	0.25	61.51
N	19	PREPARE INPUT DATA AND READ OUTPUT FOR STOCK BALANCES	21.59	1.18	0.25	61.77
E	26	OPERATE FORK LIFT FOR MATERIEL HANDLING	11.23	2.26	0.25	62.02
B	8	SUPERVISE CIVILIAN PERSONNEL	21.49	1.18	0.25	62.28
O	9	MAINTAIN AND DISTRIBUTE THE CONSOLIDATED LISTING (CL)	16.55	1.53	0.25	62.53
P	17	MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS	21.10	1.20	0.25	62.78
A	4	ASSIGN ISSUE PRIORITIES	29.72	0.85	0.25	63.03
B	26	SUPERVISE THE STOCK RECORD ACCOUNT	20.43	1.23	0.25	63.29
L	5	DISTRIBUTE COPIES OF ISSUE REQUESTS	21.68	1.16	0.25	63.54
B	12	SUPERVISE LINEN SUPPLY ACTIVITY	18.10	1.39	0.25	63.79
Q	29	VALIDATE AND DISTRIBUTE LOCAL PURCHASE RECEIVING DOCUMENTS	17.72	1.42	0.25	64.04
A	33	SELECT PROCUREMENT SOURCES (CP OR LP) FOR ISSUE REQUESTS	24.98	1.00	0.25	64.29
A	5	COMPLETE ECONOMIC ORDER QUANTITIES (EOQS)	26.23	0.95	0.25	64.54
I	3	COMPUTE LINEN LEVELS FOR USING ACTIVITIES	15.39	1.61	0.25	64.79
O	5	COORDINATE THE RELOCATION OF PROPERTY BETWEEN PROPERTY CUSTODIANS	18.97	1.30	0.25	65.03

A	23	PLAN PROCEDURES FOR MAKING INVENTORY ADJUSTMENTS	30.78	0.80	0.25	65.28
D	2	CONDUCT OJT PROGRAMS	24.10	1.02	0.25	65.52
O	13	MAINTAIN FILE OF AUTHORIZATIONS, INCREASES, OR DECREASES TO THE CONSOLIDATED LISTING	15.97	1.52	0.24	65.77
I	7	DYE WORN LINENS	13.94	1.74	0.24	66.01
L	22	SCREEN REQUESTS FOR LOCAL PURCHASE	23.81	1.02	0.24	66.25
O	40	SEARCH EQUIPMENT ALLOWANCE PUBLICATIONS FOR BASIS OF ISSUE AND ALLOWANCES	19.65	1.23	0.24	66.49
L	24	TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	23.23	1.02	0.24	66.73
N	18	PREPARE INPUT DATA AND READ OUTPUT FOR DOCUMENTATION OF TRANSACTIONS	20.52	1.15	0.24	66.97
K	26	SCREEN, COMPUTE, AND POST STOCK LEVELS	23.91	0.98	0.23	67.20
A	19	PLAN PROCEDURES AND SEQUENCES FOR TAKING INVENTORIES	29.82	0.79	0.23	67.44
P	26	RECORD TRANSACTIONS ON TRANSACTION REGISTER	19.26	1.22	0.23	67.67
A	24	PLAN PROCEDURES FOR THE ADMINISTRATION OF THE STOCK RECORD ACCOUNT	22.65	1.03	0.23	67.90
B	5	MONITOR EXCESS ITEMS PROGRAM	26.23	0.88	0.23	68.13
I	4	COORDINATE NEGOTIATIONS FOR THE LAUNDERING OF LINENS	16.07	1.44	0.23	68.37
B	21	SUPERVISE SPECIAL PROJECT AND SPECIAL DUTY ACTIVITIES	22.27	1.03	0.23	68.60
I	13	PREPARE AND SUBMIT QUARTERLY LINEN INVENTORY AND CONSUMPTION REPORT	16.07	1.43	0.23	68.83
K	8	ESTABLISH MINIMUM STOCK LEVELS	24.88	0.92	0.23	69.06
O	15	MAINTAIN MEMO DOCUMENT REGISTER	15.59	1.46	0.23	69.28
A	18	PLAN CONTROLS OVER WRM SUPPLIES AND EQUIPMENT	22.46	1.02	0.23	69.51
Q	9	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	19.17	1.18	0.23	69.74
B	18	SUPERVISE PREPARATION OF OFFICIAL CORRESPONDENCE	21.78	1.04	0.23	69.96
N	5	FORWARD SHOPPING DECKS TO BASE DATA PROCESSING INSTALLATION	18.97	1.19	0.23	70.19
O	1	ASSIGN NON-MIMS VOUCHER NUMBERS TO TRANSACTIONS	20.43	1.11	0.23	70.42
K	29	VERIFY UNIT COSTS OF PROPERTY ITEMS	24.39	0.92	0.22	70.64
C	1	ANALYZE EFFECTIVENESS OF MATERIEL MANAGEMENT PRACTICES	19.75	1.14	0.22	70.87
J	2	CALCULATE THE INVENTORY BALANCE	25.56	0.88	0.22	71.09
P	5	DISPOSE OF INACTIVE DOCUMENTS	22.56	0.98	0.22	71.31
F	9	IDENTIFY WAR READINESS MATERIEL TO PREVENT UNAUTHORIZED MOVEMENT OR USE	24.20	0.91	0.22	71.53
A	21	PLAN PROCEDURES FOR MAINTAINING E-AID CARDS	18.97	1.16	0.22	71.75
L	1	ADJUST BALANCE CARDS FOR SUSPENDED ITEMS	22.17	0.99	0.22	71.97
K	6	EDIT OUTGOING OR INCOMING EXCESS REPORTS	26.91	0.81	0.22	72.19
K	1	ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	21.59	1.01	0.22	72.41
K	24	RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	22.75	0.96	0.22	72.63
E	25	MONITOR TEMPERATURE, HUMIDITY, OR DUST CONDITIONS WITHIN STORAGE FACILITY	18.78	1.15	0.22	72.85
C	8	CONDUCT INSPECTIONS OF WAREHOUSE WORK METHODS	22.85	0.94	0.21	73.06
D	4	COUNSEL INDIVIDUALS ON TRAINING PROGRESS	24.39	0.87	0.21	73.27
C	15	EVALUATE REQUESTS FOR LOCAL PURCHASE	21.30	1.00	0.21	73.49
L	9	MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	21.49	0.99	0.21	73.70
A	16	ORGANIZE PROCEDURES FOR BASE PROCUREMENT OF LOCAL PURCHASE MATERIEL	19.75	1.08	0.21	73.91
E	34	PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	24.59	0.85	0.21	74.12
K	25	REQUEST WAREHOUSE TO DELIVER MATERIEL	21.49	0.98	0.21	74.33
Q	8	MAINTAIN LIBRARY OF GSA CATALOGUES, VENDORS' CATALOGUES, AND OTHER PROCUREMENT DATA	16.65	1.26	0.21	74.54
F	3	DESIGNATE ITEMS FOR DISPOSAL	24.01	0.87	0.21	74.75
B	27	SUPERVISE WRM ACTIVITIES	19.65	1.06	0.21	74.96

A	13	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE EQUIPMENT ACTIVITY	19.26	1.07	0.21	75.16
L	17	PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (OD FORM 1348)	20.91	0.98	0.21	75.37
O	19	POST AUTHORIZATION CHANGES TO THE CONSOLIDATED LISTING	15.10	1.35	0.20	75.57
B	24	SUPERVISE THE FURNISHING OF MEDICAL MATERIEL TRANSACTION DOCUMENTS TO BAFO	23.43	0.86	0.20	75.77
C	11	EVALUATE EFFECTIVENESS OF THE LINEN SUPPLY ACTIVITY	17.23	1.17	0.20	75.97
G	1	COMPUTE ASSETS OF WRM SHREDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR SW/CW	22.17	0.91	0.20	76.18
B	13	SUPERVISE LOCAL PURCHASE ACTIVITIES	18.49	1.09	0.20	76.38
J	10	PERFORM PRE-INVENTORY SURVEY	23.23	0.86	0.20	76.58
P	6	DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	21.10	0.94	0.20	76.78
L	13	NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	24.01	0.83	0.20	76.97
H	3	DETERMINE THE METHOD OF DESTRUCTION FOR DIFFERENT TYPES OF MEDICAL SUPPLIES	25.56	0.78	0.20	77.17
Q	28	SUBMIT SUGGESTED SOURCES OF LOCAL PURCHASE ITEMS TO BASE PURCHASING AND CONTRACT OFFICE (P + C)	14.23	1.35	0.19	77.36
K	12	NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	23.33	0.82	0.19	77.56
P		MONITOR THE FLOW OF DOCUMENTS BETWEEN PROCESSING POINTS	20.52	0.94	0.19	77.75
G	7	MONITOR THE INSPECTION AND ROTATION OF MMPNC PHASE I KITS	19.07	1.01	0.19	77.94
B	14	SUPERVISE MACHINE ROOM OPERATIONS	17.72	1.08	0.19	78.13
F	12	INSPECT CONTAINERS AND LABELS OF CORROSIVE, VOLATILE, COMBUSTIBLE, OR POISONOUS MATERIALS	19.65	0.97	0.19	78.32
J	3	COMPUTE INVENTORY ACCURACY PERCENTAGES	24.78	0.76	0.19	78.51
C	4	CONDUCT INSPECTIONS OF DOCUMENT CONTROL WORK METHODS	22.46	0.84	0.19	78.70
B	4	IMPLEMENT CONTROLS AND FOLLOW-UP FOR NEW PROCEDURES	21.01	0.89	0.19	78.89
Q	14	PREPARE AND SUBMIT LOCAL PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	12.20	1.54	0.19	79.08
K	9	FILL OUT FORMS FOR CONDEMNED ITEMS	20.43	0.91	0.19	79.26
L	8	MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	15.39	1.21	0.19	79.45
J	7	INSPECT RECEIPTS AND ISSUES FOR PROCESSING PRIOR TO INVENTORY	23.23	0.80	0.19	79.64
H	8	REVIEW EXCESS EQUIPMENT OR SUPPLY TURN-IN DOCUMENTS AND DETERMINE EXCESS OR SALVAGE ACTION	24.10	0.77	0.18	79.82
B	3	DIRECT STORAGE, ISSUE, AND SAFEGUARDING OF SECURITY ITEMS	18.97	0.97	0.18	80.01
C	2	COMPILE MANAGEMENT DATA FOR USE IN EVALUATION OF SUPPLY PROGRAM	17.62	1.05	0.18	80.19
A	29	PLAN TECHNIQUES FOR HANDLING MECHANIZED ACCDUNTS	18.20	1.01	0.18	80.37
K	2	COMPUTE FILL RATES	22.75	0.81	0.18	80.56
J	8	MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	20.43	0.90	0.18	80.74
G	2	COMPUTE GROSS WARTIME MATERIEL REQUIREMENTS (GWMR)	21.30	0.85	0.18	80.92
B	19	SUPERVISE PROPERTY INSPECTIONS	18.78	0.97	0.18	81.10
O	25	PREPARE DOCUMENTS FOR NON-MEDICAL EQUIPMENT TRANSACTIONS	15.49	1.17	0.18	81.28
J	5	COORDINATE WITH BASE DATA PROCESSING INSTALLATION FOR PREPARATION OF INVENTORY COUNT LISTINGS	23.91	0.76	0.18	81.47
C	9	DETERMINE NEED FOR EXTRA INVENTORIES	24.49	0.74	0.18	81.65
M	12	RECORD FUND OBLIGATIONS	17.23	1.05	0.18	81.83
J	11	PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	20.33	0.88	0.18	82.00
H	5	PREPARE DESTRUCTION DOCUMENTS FOR AND DESTROY MEDICAL EXCESS	22.17	0.80	0.18	82.18
C	17	SCHEDULE LEAVES OR PASSES	22.75	0.78	0.18	82.36
M	7	POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (OA)	18.20	0.96	0.17	82.54

P	23	PREPARE DOCUMENTS TO BE DESTROYED OR RETIRED	18.20	0.96	0.17	82.71
L	11	MONITOR PRIORITY STATUS OF REQUISITIONS	21.20	0.82	0.17	82.88
P	16	MAINTAIN FILE OF PROPERTY ACCOUNTS	16.94	1.02	0.17	83.06
N	23	SELECT DATA ELEMENTS FOR RECORDING TRANSACTIONS	17.13	1.01	0.17	83.23
G	4	COMPUTE REQUIREMENTS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	19.65	0.88	0.17	83.40
A	8	DEVELOP STANDARD OPERATING PROCEDURE (SOP) FOR EMERGENCY SUPPLY SITUATIONS	20.33	0.85	0.17	83.57
O	28	PREPARE EQUIPMENT AUTHORIZATION CHANGE INFORMATION FOR PCAM CARDS	12.78	1.35	0.17	83.75
G	3	COMPUTE PEACETIME OPERATING STOCKS (POS) REQUIREMENTS	21.59	0.79	0.17	83.92
Q	23	RECEIVE AND DISTRIBUTE CORRESPONDENCE PERTINENT TO LOCAL PURCHASE	15.68	1.09	0.17	84.09
O	7	DETERMINE NEED FOR CONTRACT MAINTENANCE OF EQUIPMENT	17.62	0.96	0.17	84.26
O	20	PREPARE AND FORWARD E-AID CUSTODY/RECEIPT CARD TO BASE DATA PROCESSING INSTALLATION (AF FORM 814)	14.62	1.15	0.17	84.42
C	14	EVALUATE MEDICAL MATERIEL COMPLAINTS OR SUGGESTIONS FOR CORRECTIVE ACTION	21.88	0.76	0.17	84.59
O	21	PREPARE AND FORWARD E-AID DUE-IN CARD TO BASE DATA SERVICES (AF FORM 815)	14.62	1.13	0.17	84.76
C	13	EVALUATE INVENTORY ADJUSTMENTS	21.78	0.76	0.17	84.92
B	11	SUPERVISE EQUIPMENT AUTHORIZATION AND SUPPORT FUNCTIONS	16.84	0.98	0.17	85.09
C	6	CONDUCT INSPECTIONS OF LOCAL PURCHASE WORK METHODS	19.17	0.86	0.16	85.25
J	4	CONDUCT INVENTORIES OF LOCAL PURCHASE ITEMS	19.26	0.85	0.16	85.42
Q	12	PREPARE AND SUBMIT EMERGENCY PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	13.55	1.20	0.16	85.58
C	5	CONDUCT INSPECTIONS OF INVENTORY CONTROL WORK METHODS	20.62	0.79	0.16	85.74
P	20	MONITOR MEMO DOCUMENT REGISTER	16.07	1.01	0.16	85.90
A	37	WRITE JOB DESCRIPTION	20.62	0.78	0.16	86.06
D	12	PREPARE, ADMINISTER, OR SCORE TESTS	18.01	0.89	0.16	86.22
B	16	SUPERVISE MEDICAL MATERIEL SUPERVISORS (91570)	11.42	1.40	0.16	86.38
O	14	MAINTAIN HISTORY FILE OF PCAM CARDS ON EQUIPMENT	13.94	1.14	0.16	86.54
F	15	INSPECT STORED PROPERTY TO SEE THAT LOAD LIMITS AND SECURITY CONDITIONS ARE MET	18.10	0.88	0.16	86.70
M	14	REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC BIOLOGICALS AND REAGENTS	18.59	0.85	0.16	86.86
G	6	MAKE SURVEYS TO INSURE ACCURACY OF WRM LOCATOR FILES	14.71	1.06	0.16	87.02
K	17	PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	21.34	0.73	0.16	87.17
P	25	RECORD BASIC IDENTIFYING DATA ON DOCUMENTS	15.59	0.99	0.15	87.33
C	12	EVALUATE EQUIPMENT AUTHORIZATION AND SUPPORT ACTIVITIES	15.88	0.96	0.15	87.48
F	7	IDENTIFY ITEMS TO BE TRANSFERRED	18.49	0.82	0.15	87.63
F	14	INSPECT PROPERTY FOR REPAIRS OR REPLACEMENTS	16.75	0.90	0.15	87.78
E	2	CLEAN AND DRY PROPERTY ITEMS	12.39	1.20	0.15	87.93
K	11	MAINTAIN DATE-OF-AVAILABILITY LIST OF NEWLY STOCKLISTED MATERIEL	17.42	0.84	0.15	88.08
O	22	PREPARE AND FORWARD EQUIPMENT AUTHORIZATION INVENTORY DATA TO BASE DATA PROCESSING INSTALLATION	13.65	1.06	0.14	88.22
M	13	REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	18.36	0.88	0.14	88.37
K	3	DETERMINE REQUISITION TRANSMISSION METHODS	20.62	0.69	0.14	88.51
P	18	MAINTAIN LOCAL PROCUREMENT DOCUMENT REGISTER	12.39	1.15	0.14	88.65
A	10	ESTABLISH INVENTORY CUT-OFF DOCUMENT NUMBERS	22.56	0.63	0.14	88.79
E	12	FORWARD OR RECEIVE EQUIPMENT ITEMS FOR USER TESTS	12.10	1.17	0.14	88.93
G	12	RECONCILE AFMMFO LETTERS WITH WRM WORKSHEET	17.72	0.80	0.14	89.07

O	31	PREPARE STOCK OR PRICE CHANGE VOUCHERS FOR EQUIPMENT	14.81	0.95	0.14	89.21
G	11	PREPARE THE MATERIEL OPERATIONAL READINESS REPORT (MORR)	15.97	0.87	0.14	89.35
C	16	MAKE RECOMMENDATIONS FOR PERSONNEL ACTIONS	18.30	0.76	0.14	89.49
E	4	CONDITION CODE SUPPLY ITEMS	17.81	0.77	0.14	89.63
L	23	SEPARATE STOCK RECORD CARDS FOR NON-STOCK LISTED ITEMS	16.26	0.84	0.14	89.77
D	15	RECOMMEND INDIVIDUALS FOR SPECIALTY KNOWLEDGE TESTING	18.20	0.75	0.14	89.90
H	2	ARRANGE FOR WITNESSES TO OBSERVE THE DESTRUCTION OF MEDICAL SECURITY ITEMS	19.07	0.71	0.14	90.04
D	16	ROTATE DUTY ASSIGNMENTS OF INDIVIDUALS FOR CROSS-TRAINING	15.10	0.89	0.13	90.17
Q	17	PREPARE REPORT OF LOCAL PURCHASES	13.17	1.01	0.13	90.31
O	38	REVIEW REPORTS OF INVENTORY FINDINGS FROM PROPERTY	14.42	0.92	0.13	90.44
P	14	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS AT USING ACTIVITY	14.13	0.93	0.13	90.57
A	17	PLAN AND SCHEDULE INSPECTIONS OF PROPERTY ASSIGNED TO USING ACTIVITY	15.78	0.83	0.13	90.70
Q	27	SET LEVELS AND REQUIREMENT CODES FOR NON-STOCKLISTED ITEMS	15.10	0.87	0.13	90.83
F	1	CONDUCT FOLLOW-UP INSPECTIONS	15.78	0.82	0.13	90.96
E	22	MAINTAIN AND SEARCH STOCK LOCATOR FILE OR AIR FORCE LOCATOR CARDS	9.87	1.31	0.13	91.09
O	24	RECEIVE AND PROCESS REQUESTS FOR ITEMS TO BE PURCHASED WITH PETTY CASH FUNDS	9.49	1.35	0.13	91.22
O	39	ROUTE TURN-IN OF EQUIPMENT FOR INSPECTION AND CONDITION CODING	13.65	0.94	0.13	91.35
H	1	ADVISE BASE SUPPLY OFFICER OF EXCESS NON-MEDICAL ITEMS	18.97	0.67	0.13	91.48
F	4	DETERMINE CAUSE OF UNSERVICEABLE CONDITION OF PROPERTY	18.39	0.69	0.13	91.60
Q	3	EDIT OUTPUT FOR DUE-IN AND DUE-OUT DATA OF USING ACTIVITIES	14.23	0.89	0.13	91.73
L	12	NOTIFY AFMMFO OF ITEMS SUSPENDED	18.10	0.70	0.13	91.86
A	3	APPOINT INVENTORY SUPERVISOR OR TEAMS	16.65	0.76	0.13	91.93
K	14	POST STOCK SUSPENSION NOTICES	15.78	0.80	0.13	92.11
L	18	PREPARE AND DISTRIBUTE THE STOCK STATUS REPORT	17.42	0.72	0.13	92.23
F	2	CONDUCT SPECIAL-SUBJECT INSPECTIONS	14.13	0.89	0.13	92.36
H	4	PREPARE AND SUBMIT REPORTS OF EXCESS PROPERTY TO AFMMFO (SFS 120, 120A)	17.13	0.73	0.12	92.48
M	16	TYPE MATERIEL SOURCE DOCUMENTS	13.94	0.88	0.12	92.61
A	12	OPEN NEW MEMO ACCOUNTS	14.71	0.82	0.12	92.73
D	5	DETERMINE NEED FOR INDIVIDUAL OR GROUP TRAINING	15.78	0.76	0.12	92.85
O	33	PREPARE TRANSFER DOCUMENTS FOR PROPERTY TRANSFERRED BETWEEN BASE MEMOS	12.49	0.95	0.12	92.97
D	14	PREPARE TRAINING RECORDS OR CHARTS	14.91	0.80	0.12	93.08
G	10	PREPARE REQUISITIONS FOR WRM	19.65	0.60	0.12	93.20
J	6	ESTABLISH AND POST NOTICES OF INVENTORY DEADLINE DATES	18.39	0.64	0.12	93.32
I	6	DRAFT AND SUBMIT LINEN SUPPLY BUDGET ESTIMATES	11.52	1.01	0.12	93.44
E	20	LIST COMPONENT PART SHORTAGES	12.29	0.94	0.12	93.55
Q	2	EDIT MACHINE-COMPUTED REQUIREMENTS LISTING OF NON-STOCKLISTED ITEMS	13.26	0.87	0.12	93.67
L	19	PREPARE FORMS TO SUSPEND UNSUITABLE MATERIEL FROM ISSUE	15.88	0.73	0.12	93.78
L	2	AUDIT AND FORWARD THE QUARTERLY MIMS REPORT	16.17	0.71	0.12	93.90
C	10	EVALUATE ADEQUACY OF INSPECTIONS	15.00	0.77	0.11	94.01
A	9	DEVELOP STANDARD OPERATING PROCEDURE FOR REPAIR OF UNSERVICEABLE AND DAMAGED EQUIPMENT	15.00	0.75	0.11	94.13
O	2	COMPARE QUANTITY AND CONDITION OF EQUIPMENT ITEMS WITH VOUCHER LISTINGS	12.00	0.93	0.11	94.24
H	6	PREPARE DOCUMENTS FOR THE TRANSFER OF EXCESS REQUIRED NON-MEDICAL ITEMS TO BASE SUPPLY	15.00	0.74	0.11	94.35

Q	10	PREPARE AND DISTRIBUTE SOURCE DOCUMENTS INVOLVING PAYMENT TO VENDORS	8.91	1.24	0.11	94.46
Q	1	COORDINATE WITH OTHER AGENCIES TO DETERMINE WHICH LOCAL PURCHASE ITEMS SHOULD BE STOCKLISTED	13.36	0.82	0.11	94.57
F	10	INITIATE ISSUE REQUESTS FOR ITEMS NEEDED TO COMPLETE ASSEMBLIES	12.68	0.87	0.11	94.68
A	36	SUBMIT REQUESTS FOR STOCKLISTING OF NON-STOCKLISTED ITEMS TO SUB-COMMAND OR COMMAND	13.36	0.82	0.11	94.79
G	9	POST GWMR LEVELS AND COMPOSITION	14.62	0.74	0.11	94.90
Q	22	PURCHASE SMALL DOLLAR VALUE ITEMS	7.84	1.38	0.11	95.01
K	21	PROCESS AND REPORT MEDICAL MATERIEL COMPLAINTS	16.65	0.65	0.11	95.11
L	4	COMPUTE THE QUANTITY ON HAND OF SUSPENDED ITEMS	13.65	0.79	0.11	95.22
D	13	PREPARE LESSON PLANS	14.13	0.76	0.11	95.33
K	22	RECONCILE THE DOLLAR VALUE OF INVENTORY CATEGORIES WITH THE DOLLAR VALUE OF ACCOUNTING OFFICE RECORDS	15.20	0.71	0.11	95.44
D	11	PLAN IMPROVED TRAINING METHODS	13.46	0.79	0.11	95.54
O	37	REVIEW EQUIPMENT STOCK STATUS REPORT FOR DISCREPANCIES	13.84	0.77	0.11	95.65
E	19	LIST EXPENDABLE ITEMS CONSUMED IN THE MEDICAL SUPPLY OPERATION	13.65	0.78	0.11	95.76
O	29	PREPARE EQUIPMENT REPLACEMENT BUDGETARY LIST	11.04	0.95	0.10	95.86
C	7	CONDUCT INSPECTIONS OF THE HANDLING OF SECURITY ITEMS	12.10	0.86	0.10	95.96
A	32	RECOMMEND CHANGES IN TECHNICAL ORDERS, MANUALS, HANDBOOKS, OR OPERATING PROCEDURES	15.00	0.69	0.10	96.07
D	1	ADAPT AND MAINTAIN TRAINING AIDS	13.36	0.77	0.10	96.17
O	26	PREPARE DOCUMENTS FOR OFF-BASE REPAIR OF EQUIPMENT	11.13	0.89	0.10	96.27
E	15	INSPECT AND INVENTORY STOCK STORED IN HOSPITAL FOR AIR EVACUATION PROGRAM	10.65	0.92	0.10	96.37
P	24	PREPARE FACSIMILES OF LOST DOCUMENTS FROM SUSPENSE COPIES	12.68	0.77	0.10	96.47
N	10	MAINTAIN NEWLY-STOCKLISTED ITEM PCAM CARD FILE	10.55	0.92	0.10	96.56
O	6	COORDINATE WITH THE MERAAB FOR EQUIPMENT PURCHASES AND PURCHASE PRIORITIES	10.65	0.89	0.09	96.66
K	20	PREPARE AND DISTRIBUTE DOCUMENTS FOR PROPERTY FOUND ON BASE	14.42	0.66	0.09	96.75
A	30	PREPARE REPORTS FOR STAFF CONFERENCES	10.84	0.87	0.09	96.85
O	4	CONDUCT UTILIZATION SURVEYS TO VALIDATE EQUIPMENT REQUIREMENTS	11.71	0.79	0.09	96.94
B	2	BRIEF PERSONNEL ON MOBILITY PLANS	12.68	0.69	0.09	97.03
E	35	PROCESS PROPERTY ACCOMPANYING PATIENTS	12.78	0.68	0.09	97.11
F	8	IDENTIFY PARTS OF COMPLETE ASSEMBLIES	10.36	0.83	0.09	97.20
K	23	RECONCILE THE SECURITY RECORD CARD BALANCES WITH STOCK RECORD CARD BALANCES	12.97	0.65	0.08	97.28
K	15	PREPARE AND SUBMIT QUARTERLY FEEDER REPORTS	12.78	0.66	0.08	97.37
F	18	PREPARE STATEMENT OF FACTS FOR PROPERTY DAMAGED OR DESTROYED FOR REASONS OTHER THAN FAIR WEAR AND TEAR	13.94	0.60	0.08	97.45
P	15	MAINTAIN FILE OF BASE ERROR AND/OR CORRECTION SHEETS (AF FORM 150)	6.78	1.22	0.08	97.53
Q	13	PREPARE AND SUBMIT LIST OF DELINQUENT LOCAL PURCHASE ORDERS TO BASE PROCUREMENT ACTIVITY	7.55	1.05	0.08	97.61
O	36	REVIEW AND FORWARD REQUESTS FOR TEMPORARY LOAN OF EQUIPMENT	11.91	0.66	0.08	97.69
K	13	POST RECEIPTS AND ISSUES OF SECURITY ITEMS TO VAULT RECORD CARDS	8.23	0.92	0.08	97.77
O	8	FORWARD TEMPORARY CUSTODY RECEIPTS FOR THE LOAN OF PROPERTY TO PATIENTS	10.55	0.71	0.08	97.84
K	10	INVESTIGATE DISCREPANCIES ENCOUNTERED IN THE INVENTORY OF SECURITY ITEMS	13.07	0.57	0.08	97.92

D	3	COORDINATE PROCEDURES FOR RESERVIST TRAINING	9.58	0.78	0.07	97.99
F	20	VERIFY SECURITY CLASSIFICATION OF PROPERTY ITEMS	11.33	0.66	0.07	98.06
O	24	PREPARE BASE INVENTORY ADJUSTMENT DOCUMENT	10.07	0.69	0.07	98.13
P	22	PREPARE CERTIFICATES OF LOST DOCUMENTS	9.10	0.75	0.07	98.20
K	16	PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENT (DD FORM 6)	12.00	0.56	0.07	98.27
F	5	DETERMINE INTERCHANGEABILITY OF ITEMS	12.49	0.54	0.07	98.34
D	10	PLAN AND CONDUCT FORMAL CLASSROOM TRAINING	7.55	0.89	0.07	98.40
K	4	DETERMINE TYPE OF STORAGE REQUIRED FOR SECURITY ITEMS	10.36	0.64	0.07	98.47
O	17	MAKE REPORTS OF SURVEY FOR IRRECONCILABLE EQUIPMENT SHORTAGES	9.20	0.71	0.07	98.54
Q	21	PROVIDE FUND CITATION AND AUTHORIZATION FOR CASH PURCHASE	6.49	1.00	0.06	98.60
F	11	INITIATE STOCK CHANGE DOCUMENTS FOR UNIDENTIFIED ITEMS	12.20	0.53	0.06	98.66
I	14	PREPARE AND SUBMIT REPORTS OF SURVEY	6.58	0.97	0.06	98.73
Q	16	PREPARE REPORTS OF DISCREPANCY IN SHIPMENT FROM COMMERCIAL VENDORS	7.74	0.82	0.06	98.79
O	3	COMPUTE DROPPAGE ALLOWANCES FOR NON-MEDICAL EQUIPMENT ITEMS	8.81	0.69	0.06	98.85
P	10	INSPECT CHARGE-OUT RECORDS (AF FORM 614) TO INSURE RETURN OF LOANED DOCUMENTS	8.23	0.71	0.06	98.91
O	27	PREPARE DROPPAGE ALLOWANCE DOCUMENTS FOR NON-MEDICAL EQUIPMENT	7.65	0.75	0.06	98.97
L	10	MAKE ENTRIES ON STOCK LOCATOR CARDS TO SHOW CHANGES IN LOCATION OF PROPERTY ITEMS	5.91	0.95	0.06	99.03
L	16	POST RETURNS TO VENDORS	8.33	0.67	0.06	99.08
F	17	PREPARE INSPECTION REPORTS	8.03	0.70	0.06	99.14
D	17	SELECT INDIVIDUALS FOR FORMAL TRAINING	9.00	0.62	0.06	99.19
O	18	NOTIFY WAREHOUSE TO FORWARD EQUIPMENT FOR USER TESTS	7.55	0.73	0.06	99.25
Q	15	PREPARE LETTER RECOMMENDING STOCKLISTING OF NON-STOCKLISTED ITEMS	7.94	0.67	0.05	99.30
F	6	ENTER RE-INSPECTION DATA FOR PROPERTY ITEMS	7.84	0.67	0.05	99.35
L	20	PREPARE INVENTORY CONTROL RECORDS FOR ACCEPTABLE TURN-INS	9.87	0.53	0.05	99.41
O	23	PREPARE AND SUBMIT STATEMENTS OF CHARGES OR OTHER VOLUNTARY PAYMENT DOCUMENTS FOR EQUIPMENT	7.74	0.67	0.05	99.46
A	15	ORGANIZE MAINTENANCE SUPPORT FUNCTIONS	7.26	0.69	0.05	99.51
A	31	PREPARE UNIT MANNING DOCUMENT (UMD) CHANGE REQUESTS	6.87	0.72	0.05	99.56
O	35	REPORT DISCREPANCIES IN STOCK STATUS REPORT TO STOCK RECORDS SECTION FOR PREPARATION OF NEW REPORT	7.65	0.64	0.05	99.61
Q	18	PREPARE SHIPPING DOCUMENTS FOR LOCAL PURCHASE CREDIT ITEMS BEING RETURNED TO VENDOR	6.68	0.71	0.05	99.65
K	19	PREPARE SCHEDULE FOR STAGGERED SUBMISSION OF REQUESTS	8.33	0.48	0.04	99.69
J	12	PREPARE REPORTS OF SURVEY FOR UNACCEPTABLE ADJUSTMENTS (DD FORM 200)	8.91	0.44	0.04	99.73
E	8	DRAFT STORAGE AND OCCUPANCY REPORTS	6.10	0.61	0.04	99.77
D	9	INSTRUCT PERSONNEL IN STORAGE OF CLASSIFIED DOCUMENTS	6.49	0.55	0.04	99.81
H	7	PREPARE DOCUMENTS FOR THE TURN-IN OF OUT-DATED X-RAY FILM	7.45	0.46	0.03	99.84
E	33	PREPARE BASE WAREHOUSE LOCATION CHANGE NOTICES (AF FORM 136)	2.32	1.43	0.03	99.87
Q	20	PROCURE NARCOTICS	4.07	0.53	0.02	99.89
Q	19	PROCESS AND FORWARD EXEMPTIONS TO THE BUY AMERICAN ACT TO BASE PROCUREMENT ACTIVITY	3.10	0.59	0.02	99.91
K	28	TYPE AND DISTRIBUTE CATALOG OF MEDICAL NON-STOCKLISTED ITEMS	3.87	0.46	0.02	99.93
F	19	VERIFY LABELS AND INSTRUCTIONS FOR HANDLING RADIOACTIVE MATERIALS	2.61	0.56	0.01	99.95

Q	6	MAINTAIN FUND FOR COD PURCHASES	0.97	0.64	0.01	99.95
Q	7	MAINTAIN IMPREST FUND FOR SMALL DOLLAR VALUE ITEM PURCHASES	0.97	0.60	0.01	99.96

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 261  
KPATH ORDER FROM 1 TO 261 GROUP STAGE= 25

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE	:	:	:	:
E	PERFORMING WAREHOUSE FUNCTIONS	99.62	58.81	58.59	58.59
I	MAINTAINING LINEN SUPPLY	35.63	17.65	6.29	64.88
F	INSPECTING PROPERTY	67.05	7.28	4.88	69.76
G	MAINTAINING WAR READINESS MATERIEL	64.37	5.56	3.58	73.34
B	DIRECTING AND IMPLEMENTING	43.68	7.47	3.26	76.60
A	PLANNING AND ORGANIZING	52.87	5.96	3.15	79.76
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	59.39	4.83	2.87	82.63
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	63.60	4.49	2.86	85.48
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	51.72	5.37	2.78	88.26
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	31.80	7.31	2.32	90.58
M	REQUISITIONING MATERIEL	42.15	4.85	2.05	92.63
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	48.66	4.05	1.97	94.60
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	27.20	5.71	1.55	96.16
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	27.97	5.25	1.47	97.63
C	EVALUATING	21.84	3.61	0.79	98.42
D	TRAINING	27.97	2.80	0.78	99.20
H	REPORTING AND DISPOSING OF MATERIEL	29.50	2.62	0.77	99.97

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRS= 261  
KPATH ORDER FROM 1 TO 261 GROUP STAGE= 25

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
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		.	.	.	.
		.	.	.	.
E 18	ISSUE MATERIEL TO USING ACTIVITY	91.19	3.61	3.29	3.29
E 21	LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	89.27	3.68	3.28	6.57
E 30	PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	93.49	3.14	2.94	9.51
E 23	MAKE DELIVERIES TO USING ACTIVITY	86.97	3.27	2.84	12.35
E 42	UNLOAD INCOMING SHIPMENTS	90.04	3.05	2.75	15.10
E 3	COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	83.14	2.67	2.22	17.32
E 43	VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	84.29	2.63	2.22	19.54
E 9	DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	68.20	3.16	2.16	21.70
E 37	ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	85.06	2.45	2.09	23.78
E 17	ISSUE DATED ITEMS	85.06	2.44	2.08	25.86
E 14	IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	83.91	2.22	1.87	27.73
E 11	FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DD FORM 1348-1)	75.48	2.29	1.73	29.46
E 5	CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	70.50	2.44	1.72	31.18
E 10	EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	75.86	2.26	1.71	32.89
E 41	TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	80.46	2.11	1.69	34.59
E 6	DELIVER OUTSHIPMENTS	68.97	2.43	1.68	36.26
E 27	PACK OR CRATE ITEMS FOR SHIPPING	73.56	2.02	1.49	37.75
E 38	SEGREGATE INCOMING SHIPMENTS FOR INSPECTION	70.11	2.11	1.48	39.23
E 40	SET UP BINS, RACKS, BAYS, OR OTHER STORAGE FACILITIES	73.18	1.99	1.45	40.68
E 1	CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	61.30	2.35	1.44	42.12
E 28	PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	72.80	1.97	1.43	43.55
E 32	PREPARE AND ATTACH SHIPPING TAGS, LABELS, OR DOCUMENTS	68.20	1.87	1.27	44.83
E 7	DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	68.97	1.83	1.26	46.09
E 24	MARK SHIPPING CONTAINERS	64.75	1.87	1.21	47.30
J 9	MAKE PHYSICAL COUNT OF PROPERTY ITEMS	54.79	2.19	1.20	48.50
E 44	WRAP AND PACK PROPERTY FOR STORAGE	59.39	1.91	1.14	49.64
E 31	PLACE LOCATION SYMBOLS ON WAREHOUSE BINS, RACKS, OR BAYS	58.24	1.87	1.09	50.72
E 29	PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	58.62	1.78	1.04	51.77
G 5	INVENTORY WRM MATERIELS	54.79	1.90	1.04	52.81
G 13	ROTATE WRM	52.87	1.81	0.95	53.76
Q 25	RECEIVE, INSPECT, AND STORE LOCAL PURCHASE ITEMS	41.00	2.27	0.93	54.70
E 16	INSPECT HANDLING, LOADING, OR STORING OF PROPERTY RELEASED FOR SHIPMENT	46.36	1.94	0.90	55.60

E	39	SEGREGATE MATERIEL TO BE INVENTORIED	49.81	1.78	0.89	56.48
E	13	GROUP PROPERTY ITEMS FOR PACKAGING	47.89	1.84	0.88	57.36
E	26	OPERATE FORK LIFT FOR MATERIEL HANDLING	26.44	3.25	0.86	58.22
Q	4	ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITY	41.00	1.85	0.76	58.98
F	13	INSPECT ITEMS IN STORAGE FOR SIGNS OF CORROSION, DECAY, OR DETERIORATION	45.59	1.54	0.70	59.68
E	36	RECEIVE, ISSUE, OR PACKAGE SECURITY ITEMS	38.70	1.79	0.69	60.37
E	25	MONITOR TEMPERATURE, HUMIDITY, OR DUST CONDITIONS WITHIN STORAGE FACILITY	38.70	1.72	0.66	61.04
A	25	PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	33.72	1.84	0.62	61.66
F	21	VERIFY UNIT OF ISSUE FOR PROPERTY ITEMS	37.55	1.62	0.61	62.26
I	20	SEND LINEN TO LAUNDRY AND RECEIVE FROM LAUNDRY	28.74	2.10	0.60	62.87
F	12	INSPECT CONTAINERS AND LABELS OF CORROSIVE, VOLATILE, COMBUSTIBLE, OR POISONOUS MATERIALS	41.76	1.42	0.59	63.46
A	28	PLAN SPACE LAYOUTS FOR SUPPLIES OR EQUIPMENT	34.48	1.62	0.56	64.02
B	22	SUPERVISE STORAGE AND RECEIPT OF MATERIEL	26.82	1.96	0.53	64.55
B	17	SUPERVISE PHYSICAL ISSUING OF MATERIEL	24.90	2.11	0.53	65.07
I	1	CARRY OUT CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	28.35	1.83	0.52	65.59
I	8	ESTIMATE OR COUNT QUANTITIES OF ISSUED AND PICKED UP LINENS	26.05	1.96	0.51	66.10
E	2	CLEAN AND DRY PROPERTY ITEMS	32.57	1.53	0.50	66.60
G	8	POSITION MMPNC OR SCATA MATERIEL	29.89	1.59	0.48	67.07
E	34	PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	32.57	1.41	0.46	67.53
F	16	INSPECT TURN-IN ITEMS	29.89	1.50	0.45	67.98
I	11	PICK UP LINENS FROM AND DELIVER TO USING ACTIVITY	22.61	1.98	0.45	68.43
E	12	FORWARD OR RECEIVE EQUIPMENT ITEMS FOR USER TESTS	27.20	1.63	0.44	68.87
F	9	IDENTIFY WAR READINESS MATERIEL TO PREVENT UNAUTHORIZED MOVEMENT OR USE	29.89	1.47	0.44	69.31
I	10	MARK LINENS AND INDIVIDUAL CLOTHING ITEMS	24.90	1.70	0.42	69.73
L	3	COMPLETE ENTRIES ON RECEIVING DOCUMENTS	24.14	1.75	0.42	70.15
O	10	MAINTAIN AND ISSUE STOCKS OF NON-MEDICAL SUPPLIES	18.01	2.28	0.41	70.57
I	2	COMPLETE LINEN SUPPLY RECORDS (AF FORM 581)	23.37	1.71	0.40	70.96
L	7	FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	22.22	1.73	0.38	71.35
I	19	SCREEN LINEN TO DETECT DAMAGED OR WORN ITEMS	23.75	1.61	0.38	71.73
K	18	PREPARE SALVAGE DOCUMENTS	24.14	1.57	0.38	72.11
I	17	PROTECT CLEAN LINENS FROM DUST	22.61	1.64	0.37	72.48
E	20	LIST COMPONENT PART SHORTAGES	26.44	1.36	0.36	72.84
B	10	SUPERVISE DELIVERY AND TRANSFER OF MATERIEL	20.31	1.71	0.35	73.19
L	21	RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	20.31	1.67	0.34	73.53
I	18	REPAIR OR REPLACE WORN OR DAMAGED LINENS	21.84	1.54	0.34	73.86
J	10	PERFORM PRE-INVENTORY SURVEY	25.29	1.33	0.34	74.20
M	15	REVIEW RECEIVING DOCUMENTS	18.77	1.77	0.33	74.53
I	15	PREPARE FORMS FOR TURN-IN OF LINEN TO THE LAUNDRY	19.16	1.72	0.33	74.86
E	22	MAINTAIN AND SEARCH STOCK LOCATOR FILE OR AIR FORCE LOCATOR CARDS	17.62	1.86	0.33	75.19
F	15	INSPECT STORED PROPERTY TO SEE THAT LOAD LIMITS AND SECURITY CONDITIONS ARE MET	25.67	1.27	0.32	75.51
I	9	INVENTORY CONTROLLED LINEN ITEMS	21.07	1.48	0.31	75.82
N	9	MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	18.77	1.64	0.31	76.13
D	6	GIVE INFORMAL TRAINING TO INDIVIDUALS	21.07	1.39	0.29	76.42
H	3	DETERMINE THE METHOD OF DESTRUCTION FOR DIFFERENT TYPES OF MEDICAL SUPPLIES	21.07	1.33	0.28	76.71

I	5	DEVISE CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	18.39	1.47	0.27	76.98
E	19	LIST EXPENDABLE ITEMS CONSUMED IN THE MEDICAL SUPPLY OPERATION	22.61	1.18	0.27	77.24
M	1	CHECK ACCURACY OF DEPOT REQUISITIONS	14.94	1.76	0.26	77.50
G	7	MONITOR THE INSPECTION AND ROTATION OF MMPNC PHASE I KITS	13.79	1.87	0.26	77.76
B	1	ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICABLE MATERIEL	21.46	1.20	0.26	78.02
L	14	ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	15.33	1.67	0.26	78.27
F	4	CONDITION CODE SUPPLY ITEMS	21.46	1.19	0.25	78.53
A	34	SET UP, MAINTAIN, OR DISPOSE OF FILES	16.48	1.54	0.25	78.78
L	8	MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	15.33	1.62	0.25	79.03
I	7	DYE WORN LINENS	18.01	1.36	0.24	79.28
E	15	INSPECT AND INVENTORY STOCK STORED IN HOSPITAL FOR AIR EVACUATION PROGRAM	18.77	1.28	0.24	79.52
A	7	COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	16.48	1.45	0.24	79.76
J	4	CONDUCT INVENTORIES OF LOCAL PURCHASE ITEMS	16.86	1.38	0.23	79.99
M	4	MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	14.94	1.55	0.23	80.22
I	16	PROCESS CLOTHING ITEMS OF HOSPITAL PERSONNEL	15.71	1.47	0.23	80.45
F	3	DESIGNATE ITEMS FOR DISPOSAL	16.48	1.40	0.23	80.68
M	10	PROCESS RECEIPTS FROM LOCAL PURCHASE	15.71	1.46	0.23	80.91
O	16	MAINTAIN PERSONAL CLOTHING AND EQUIPMENT RECORDS	12.64	1.79	0.23	81.13
P	7	FILE COMPLETED DOCUMENTS	13.41	1.62	0.22	81.35
G	6	MAKE SURVEYS TO INSURE ACCURACY OF WRM LOCATOR FILES	10.73	2.00	0.21	81.57
I	3	COMPUTE LINEN LEVELS FOR USING ACTIVITIES	15.71	1.36	0.21	81.78
I	12	PREPARE AND FORWARD REQUESTS FOR ISSUE OF LINEN ITEMS	15.33	1.38	0.21	81.99
K	12	NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	19.16	1.10	0.21	82.20
N	7	KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	13.41	1.56	0.21	82.41
I	13	PREPARE AND SUBMIT QUARTERLY LINEN INVENTORY AND CONSUMPTION REPORT	14.18	1.48	0.21	82.62
B	23	SUPERVISE THE DISPOSAL AND SALVAGE OF MATERIEL	16.86	1.19	0.20	82.82
B	3	DIRECT STORAGE, ISSUE, AND SAFEGUARDING OF SECURITY ITEMS	11.11	1.77	0.20	83.02
O	32	PREPARE TEMPORARY CUSTODY RECEIPTS (AF FORM 1297)	11.49	1.71	0.20	83.22
C	8	CONDUCT INSPECTIONS OF WAREHOUSE WORK METHODS	14.18	1.39	0.20	83.41
F	2	CONDUCT SPECIAL-SUBJECT INSPECTIONS	9.96	1.95	0.19	83.61
F	7	IDENTIFY ITEMS TO BE TRANSFERRED	15.71	1.23	0.19	83.80
Q	5	MAINTAIN FILE OF LOCAL PURCHASE ORDERS, CONTRACTS, RECEIVING REPORTS, OR SIMILAR DOCUMENTS	10.73	1.79	0.19	83.99
M	9	PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	10.73	1.74	0.19	84.18
F	10	INITIATE ISSUE REQUESTS FOR ITEMS NEEDED TO COMPLETE ASSEMBLIES	13.03	1.43	0.19	84.37
P	2	ASSIGN OR CANCEL DOCUMENT NUMBERS	13.41	1.39	0.19	84.55
N	15	OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	12.26	1.48	0.18	84.73
K	27	SCREEN REQUESTS FOR SUPPLIES	13.41	1.31	0.18	84.91
J	13	RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	14.56	1.19	0.17	85.08
G	12	RECONCILE AFMMFO LETTERS WITH WRM WORKSHEET	11.88	1.45	0.17	85.26
J	1	ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	13.41	1.28	0.17	85.43
B	7	SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	14.56	1.16	0.17	85.60
K	5	EDIT ISSUE REQUESTS	12.64	1.33	0.17	85.76
H	2	ARRANGE FOR WITNESSES TO OBSERVE THE DESTRUCTION OF MEDICAL SECURITY ITEMS	14.56	1.14	0.17	85.93

D	7	INDOCTRINATE NEWLY ASSIGNED PERSONNEL	14.56	1.14	0.17	86.10
F	14	INSPECT PROPERTY FOR REPAIRS OR REPLACEMENTS	13.41	1.21	0.16	86.26
M	11	RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	11.49	1.40	0.16	86.42
I	4	COORDINATE NEGOTIATIONS FOR THE LAUNDERING OF LINENS	11.11	1.44	0.16	86.58
A	2	ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	14.18	1.11	0.16	86.74
M	8	PREPARE AND MAINTAIN RECORDS OR DOCUMENTS FOR NON-MEDICAL MATERIEL	6.90	2.23	0.15	86.89
A	1	ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	13.41	1.12	0.15	87.04
N	3	FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	11.88	1.25	0.15	87.19
B	15	SUPERVISE MEDICAL MATERIEL SPECIALISTS (91550)	9.96	1.48	0.15	87.34
B	12	SUPERVISE LINEN SUPPLY ACTIVITY	10.34	1.42	0.15	87.48
Q	29	VALIDATE AND DISTRIBUTE LOCAL PURCHASE RECEIVING DOCUMENTS	8.05	1.80	0.15	87.63
B	27	SUPERVISE WRM ACTIVITIES	7.66	1.89	0.14	87.77
L	13	NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	14.18	1.02	0.14	87.92
F	8	IDENTIFY PARTS OF COMPLETE ASSEMBLIES	12.26	1.15	0.14	88.06
P	19	MAINTAIN SUPPLY DOCUMENT REGISTER	8.05	1.74	0.14	88.20
J	16	REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	12.26	1.14	0.14	88.34
E	35	PROCESS PROPERTY ACCOMPANYING PATIENTS	14.94	0.93	0.14	88.48
K	9	FILL OUT FORMS FOR CONDEMNED ITEMS	10.34	1.33	0.14	88.61
J	7	INSPECT RECEIPTS AND ISSUES FOR PROCESSING PRIOR TO INVENTORY	12.26	1.12	0.14	88.75
M	6	MAINTAIN REQUISITION HISTORY FILE	8.81	1.55	0.14	88.89
A	18	PLAN CONTROLS OVER WRM SUPPLIES AND EQUIPMENT	8.43	1.62	0.14	89.02
H	5	PREPARE DESTRUCTION DOCUMENTS FOR AND DESTROY MEDICAL EXCESS	9.58	1.42	0.14	89.16
L	17	PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (DD FORM 1348)	11.11	1.18	0.13	89.29
N	21	RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	9.20	1.39	0.13	89.42
L	5	DISTRIBUTE COPIES OF ISSUE REQUESTS	9.96	1.28	0.13	89.55
L	24	TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	8.81	1.44	0.13	89.67
N	13	OFFSET ADJUSTMENT TRANSACTION CARDS	9.58	1.32	0.13	89.80
F	20	VERIFY SECURITY CLASSIFICATION OF PROPERTY ITEMS	11.49	1.07	0.12	89.92
N	14	OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	8.81	1.39	0.12	90.04
N	22	RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	7.66	1.57	0.12	90.16
Q	11	PREPARE AND PROCESS RECEIVING REPORTS FOR LOCAL PURCHASE ITEMS	9.58	1.25	0.12	90.28
L	4	COMPUTE THE QUANTITY ON HAND OF SUSPENDED ITEMS	9.58	1.24	0.12	90.40
G	1	COMPUTE ASSETS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	6.51	1.79	0.12	90.52
E	33	PREPARE BASE WAREHOUSE LOCATION CHANGE NOTICES (AF FORM 136)	5.36	2.16	0.12	90.64
Q	8	MAINTAIN LIBRARY OF GSA CATALOGUES, VENDORS' CATALOGUES, AND OTHER PROCUREMENT DATA	6.90	1.67	0.12	90.75
A	19	PLAN PROCEDURES AND SEQUENCES FOR TAKING INVENTORIES	10.73	1.06	0.11	90.86
F	1	CONDUCT FOLLOW-UP INSPECTIONS	11.11	1.02	0.11	90.98
F	4	DETERMINE CAUSE OF UNSERVICEABLE CONDITION OF PROPERTY	11.11	0.97	0.11	91.09
N	4	FORWARD PUNCHED QUANTITY REQUESTED CARD DECKS TO DATA PROCESSING INSTALLATION	7.66	1.40	0.11	91.19
N	1	COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	9.58	1.12	0.11	91.30
P	8	FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	8.43	1.27	0.11	91.41

K	17	PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	10.34	1.02	0.11	91.51
K	25	REQUEST WAREHOUSE TO DELIVER MATERIEL	8.43	1.21	0.10	91.61
J	2	CALCULATE THE INVENTORY BALANCE	9.20	1.11	0.10	91.72
L	6	FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	8.43	1.21	0.10	91.82
J	8	MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	8.43	1.20	0.10	91.92
B	21	SUPERVISE SPECIAL PROJECT AND SPECIAL DUTY ACTIVITIES	8.81	1.14	0.10	92.02
C	11	EVALUATE EFFECTIVENESS OF THE LINEN SUPPLY ACTIVITY	8.43	1.16	0.10	92.12
L	15	POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	6.90	1.41	0.10	92.22
F	6	ENTER RE-INSPECTION DATES ON PROPERTY ITEMS	9.96	0.97	0.10	92.31
A	4	ASSIGN ISSUE PRIORITIES	9.20	1.04	0.10	92.41
Q	26	SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	9.20	1.03	0.09	92.50
M	2	DETERMINE REQUISITION PRIORITIES	7.28	1.29	0.09	92.60
A	26	PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	8.81	1.06	0.09	92.69
N	5	FORWARD SHOPPING DECKS TO BASE DATA PROCESSING INSTALLATION	6.13	1.52	0.09	92.78
M	5	MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	4.98	1.87	0.09	92.88
A	11	ESTABLISH WORK SCHEDULES	9.58	0.97	0.09	92.97
N	12	MAINTAIN SUPPLY OF BLANK PCAM CARDS	7.28	1.24	0.09	93.06
K	29	VERIFY UNIT COSTS OF PROPERTY ITEMS	8.43	1.07	0.09	93.15
N	6	KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	6.13	1.46	0.09	93.24
N	16	PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	6.51	1.34	0.09	93.33
N	8	KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	6.51	1.33	0.09	93.41
L	9	MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	5.75	1.49	0.09	93.50
D	8	INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	9.58	0.89	0.08	93.58
I	6	DRAFT AND SUBMIT LINEN SUPPLY BUDGET ESTIMATES	5.75	1.41	0.08	93.66
J	15	REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	7.28	1.11	0.08	93.75
P	13	MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	3.45	2.35	0.08	93.83
N	2	FILE ZERO BALANCE CARDS	7.28	1.11	0.08	93.91
P	1	ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	6.51	1.24	0.08	93.99
C	9	DETERMINE NEED FOR EXTRA INVENTORIES	8.81	0.88	0.08	94.07
B	19	SUPERVISE PROPERTY INSPECTIONS	6.13	1.25	0.08	94.14
N	11	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	5.36	1.39	0.07	94.22
P	9	FILE UP-DATED DOCUMENT REGISTERS	6.13	1.18	0.07	94.29
G	10	PREPARE REQUISITIONS FOR WRM	7.28	0.99	0.07	94.36
B	9	SUPERVISE CONTROL OF MATERIEL DOCUMENTS	7.66	0.93	0.07	94.43
F	18	PREPARE STATEMENT OF FACTS FOR PROPERTY DAMAGED OR DESTROYED FOR REASONS OTHER THAN FAIR WEAR AND TEAR	8.05	0.87	0.07	94.50
K	8	ESTABLISH MINIMUM STOCK LEVELS	4.60	1.49	0.07	94.57
O	1	ASSIGN NON-MIMS VOUCHER NUMBERS TO TRANSACTIONS	5.75	1.19	0.07	94.64
Q	9	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	4.21	1.62	0.07	94.71
H	8	REVIEW EXCESS EQUIPMENT OR SUPPLY TURN-IN DOCUMENTS AND DETERMINE EXCESS OR SALVAGE ACTION	6.13	1.10	0.07	94.77
G	2	COMPUTE GROSS WARTIME MATERIEL REQUIREMENTS (GWMR)	4.98	1.35	0.07	94.84
J	14	REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	6.13	1.09	0.07	94.91
P	27	REVIEW DOCUMENTS PRIOR TO FILING	5.75	1.17	0.07	94.98
O	7	DETERMINE NEED FOR CONTRACT MAINTENANCE OF EQUIPMENT	4.98	1.34	0.07	95.04
Q	12	PREPARE AND SUBMIT EMERGENCY PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	4.60	1.42	0.07	95.11
P	26	RECORD TRANSACTIONS ON TRANSACTION REGISTER	4.60	1.41	0.06	95.17
Q	23	RECEIVE AND DISTRIBUTE CORRESPONDENCE PERTINENT TO LOCAL PURCHASE	5.36	1.18	0.06	95.24

B	8 SUPERVISE CIVILIAN PERSONNEL	6.90	0.91	0.06	95.30
G	4 COMPUTE REQUIREMENTS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	3.45	1.80	0.06	95.36
B	4 IMPLEMENT CONTROLS AND FOLLOW-UP FOR NEW PROCEDURES	6.51	0.95	0.06	95.42
A	27 PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	7.66	0.81	0.06	95.48
G	9 POST GWMR LEVELS AND COMPOSITION	4.21	1.45	0.06	95.55
C	3 COMPLETE PERSONEL PERFORMANCE REPORTS	7.66	0.79	0.06	95.61
G	3 COMPUTE PEACETIME OPERATING STOCKS (POS) REQUIREMENTS	4.60	1.31	0.06	95.67
Q	22 PURCHASE SMALL DOLLAR VALUE ITEMS	4.98	1.20	0.06	95.73
A	14 ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	6.51	0.90	0.06	95.78
B	5 MONITOR EXCESS ITEMS PROGRAM	6.13	0.96	0.06	95.84
N	20 PREPARE PCAM DAILY UTILIZATION REPORT	4.21	1.37	0.06	95.90
P	4 CODE LOCAL PURCHASE DOCUMENTS	3.45	1.66	0.06	95.96
O	34 RECEIVE AND DISTRIBUTE CUSTODIAN REQUEST/RECEIPT (AF FORM 601B)	4.21	1.36	0.06	96.02
K	16 PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENT (DD FORM 6)	6.51	0.88	0.06	96.07
L	22 SCREEN REQUESTS FOR LOCAL PURCHASE	5.36	1.05	0.06	96.13
K	24 RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	4.21	1.31	0.06	96.18
P	28 REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	4.60	1.19	0.05	96.24
K	7 EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	5.36	1.00	0.05	96.29
L	10 MAKE ENTRIES ON STOCK LOCATOR CARDS TO SHOW CHANGES IN LOCATION OF PROPERTY ITEMS	5.75	0.92	0.05	96.35
P	3 CODE AND EDIT SOURCE DOCUMENTS	4.98	1.05	0.05	96.40
H	6 PREPARE DOCUMENTS FOR THE TRANSFER OF EXCESS REQUIRED NON-MEDICAL ITEMS TO BASE SUPPLY	4.60	1.12	0.05	96.45
O	11 MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS	4.60	1.11	0.05	96.50
H	1 ADVISE BASE SUPPLY OFFICER OF EXCESS NON-MEDICAL ITEMS	5.36	0.93	0.05	96.55
A	23 PLAN PROCEDURES FOR MAKING INVENTORY ADJUSTMENTS	6.51	0.76	0.05	96.60
P	11 INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	4.60	1.07	0.05	96.65
D	2 CONDUCT OJT PROGRAMS	5.36	0.92	0.05	96.70
A	20 PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	6.51	0.75	0.05	96.75
A	10 ESTABLISH INVENTORY CUT-OFF DOCUMENT NUMBERS	4.21	1.16	0.05	96.80
J	11 PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	4.21	1.15	0.05	96.85
O	2 COMPARE QUANTITY AND CONDITION OF EQUIPMENT ITEMS WITH VOUCHER LISTINGS	3.83	1.19	0.05	96.89
K	14 POST STOCK SUSPENSION NOTICES	4.98	0.91	0.05	96.94
P	12 MAKE QUALITY CONTROL CHECK OF SUCH ITEMS AS POSTING CONTROL CODES OR ANALYSES CODES	2.68	1.67	0.04	96.98
P	18 MAINTAIN LOCAL PROCUREMENT DOCUMENT REGISTER	3.07	1.44	0.04	97.02
K	13 POST RECEIPTS AND ISSUES OF SECURITY ITEMS TO VAULT RECORD CARDS	3.83	1.10	0.04	97.07
F	11 INITIATE STOCK CHANGE DOCUMENTS FOR UNIDENTIFIED ITEMS	5.75	0.72	0.04	97.11
A	22 PLAN PROCEDURES FOR MAINTAINING SUPPLY STOCK RECORDS	4.98	0.83	0.04	97.15
K	26 SCREEN, COMPUTE, AND POST STOCK LEVELS	3.45	1.17	0.04	97.19
L	12 NOTIFY AFMMFO OF ITEMS SUSPENDED	3.07	1.30	0.04	97.23
E	8 DRAFT STORAGE AND OCCUPANCY REPORTS	3.83	1.04	0.04	97.27
K	4 DETERMINE TYPE OF STORAGE REQUIRED FOR SECURITY ITEMS	5.36	0.74	0.04	97.31
C	16 MAKE RECOMMENDATIONS FOR PERSONNEL ACTIONS	4.60	0.86	0.04	97.35
P	16 MAINTAIN FILE OF PROPERTY ACCOUNTS	4.60	0.86	0.04	97.39
C	10 EVALUATE ADEQUACY OF INSPECTIONS	4.21	0.93	0.04	97.43

K	6	EDIT OUTGOING OR INCOMING EXCESS REPORTS	5.75	0.68	0.04	97.47
O	15	MAINTAIN MEMO DOCUMENT REGISTER	3.83	1.02	0.04	97.51
F	19	VERIFY LABELS AND INSTRUCTIONS FOR HANDLING RADIOACTIVE MATERIALS	4.21	0.92	0.04	97.55
F	17	PREPARE INSPECTION REPORTS	3.83	1.01	0.04	97.58
J	3	COMPUTE INVENTORY ACCURACY PERCENTAGES	4.21	0.90	0.04	97.62
C	15	EVALUATE REQUESTS FOR LOCAL PURCHASE	3.45	1.08	0.04	97.66
O	40	SEARCH EQUIPMENT ALLOWANCE PUBLICATIONS FOR BASIS OF ISSUE AND ALLOWANCES	3.45	1.05	0.04	97.70
O	5	COORDINATE THE RELOCATION OF PROPERTY BETWEEN PROPERTY CUSTODIANS	3.45	1.05	0.04	97.73
D	4	COUNSEL INDIVIDUALS ON TRAINING PROGRESS	4.98	0.72	0.04	97.77
L	19	PREPARE FORMS TO SUSPEND UNSUITABLE MATERIEL FROM ISSUE	3.45	1.04	0.04	97.80
F	5	DETERMINE INTERCHANGEABILITY OF ITEMS	4.60	0.76	0.03	97.84
I	14	PREPARE AND SUBMIT REPORTS OF SURVEY	3.83	0.90	0.03	97.87
B	20	SUPERVISE REQUISITIONING OF MATERIEL	3.83	0.88	0.03	97.91
C	7	CONDUCT INSPECTIONS OF THE HANDLING OF SECURITY ITEMS	3.83	0.88	0.03	97.94
A	8	DEVELOP STANDARD OPERATING PROCEDURE (SOP) FOR EMERGENCY SUPPLY SITUATIONS	4.60	0.72	0.03	97.97
N	19	PREPARE INPUT DATA AND READ OUTPUT FOR STOCK BALANCES	3.07	1.07	0.03	98.01
M	7	POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (OA)	2.68	1.21	0.03	98.04
A	17	PLAN AND SCHEDULE INSPECTIONS OF PROPERTY ASSIGNED TO USING ACTIVITY	3.45	0.92	0.03	98.07
L	1	ADJUST BALANCE CARDS FOR SUSPENDED ITEMS	2.30	1.38	0.03	98.10
A	5	COMPUTE ECONOMIC ORDER QUANTITIES (EOQS)	4.21	0.74	0.03	98.13
A	37	WRITE JOB DESCRIPTION	4.21	0.71	0.03	98.16
C	14	EVALUATE MEDICAL MATERIEL COMPLAINTS OR SUGGESTIONS FOR CORRECTIVE ACTION	3.83	0.78	0.03	98.19
P	6	DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	3.07	0.95	0.03	98.22
M	12	RECORD FUND OBLIGATIONS	1.55	1.89	0.03	98.25
O	30	PREPARE REQUESTS FOR CHANGES IN ALLOWANCES AND AUTHORIZATIONS (AF FORM 601A)	2.68	1.08	0.03	98.28
Q	16	PREPARE REPORTS OF DISCREPANCY IN SHIPMENT FROM COMMERCIAL VENDORS	2.30	1.25	0.03	98.31
P	17	MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS	3.07	0.93	0.03	98.34
K	3	DETERMINE REQUISITION TRANSMISSION METHODS	3.07	0.93	0.03	98.37
C	1	ANALYZE EFFECTIVENESS OF MATERIEL MANAGEMENT PRACTICES	3.07	0.93	0.03	98.39
B	2	BRIEF PERSONNEL ON MOBILITY PLANS	3.45	0.82	0.03	98.42
C	6	CONDUCT INSPECTIONS OF LOCAL PURCHASE WORK METHODS	3.83	0.74	0.03	98.45
M	14	REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC BIOLOGICALS AND REAGENTS	2.30	1.22	0.03	98.48
M	13	REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	3.07	0.91	0.03	98.51
C	17	SCHEDULE LEAVES OR PASSES	4.98	0.56	0.03	98.54
O	25	PREPARE DOCUMENTS FOR NON-MEDICAL EQUIPMENT TRANSACTIONS	2.30	1.20	0.03	98.56
L	11	MONITOR PRIORITY STATUS OF REQUISITIONS	2.68	1.00	0.03	98.59
N	17	PREPARE INPUT DATA AND READ OUTPUT FOR DECREASE AND INCREASE TRANSACTIONS	2.68	0.99	0.03	98.62
Q	14	PREPARE AND SUBMIT LOCAL PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	3.83	0.69	0.03	98.64
A	33	SELECT PROCUREMENT SOURCES (CP OR LP) FOR ISSUE REQUESTS	4.21	0.62	0.03	98.67
A	16	ORGANIZE PROCEDURES FOR BASE PROCUREMENT OF LOCAL PURCHASE MATERIEL	3.83	0.68	0.03	98.69
A	13	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE EQUIPMENT ACTIVITY	3.83	0.68	0.03	98.72

M	3	EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	2.68	0.96	0.03	98.75
O	26	PREPARE DOCUMENTS FOR OFF-BASE REPAIR OF EQUIPMENT	1.92	1.33	0.03	98.77
C	13	EVALUATE INVENTORY ADJUSTMENTS	4.21	0.60	0.03	98.80
G	11	PREPARE THE MATERIEL OPERATIONAL READINESS REPORT (MORR)	2.30	1.08	0.02	98.82
K	1	ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	2.30	1.04	0.02	98.85
Q	3	EDIT OUTPUT FOR DUE-IN AND DUE-OUT DATA OF USING ACTIVITIES	3.07	0.76	0.02	98.87
M	16	TYPE MATERIEL SOURCE DOCUMENTS	2.30	1.01	0.02	98.89
O	8	FORWARD TEMPORARY CUSTODY RECEIPTS FOR THE LOAN OF PROPERTY TO PATIENTS	3.83	0.60	0.02	98.92
P	23	PREPARE DOCUMENTS TO BE DESTROYED OR RETIRED	2.30	1.00	0.02	98.94
A	9	DEVELOP STANDARD OPERATING PROCEDURE FOR REPAIR OF UNSERVICEABLE AND DAMAGED EQUIPMENT	3.83	0.59	0.02	98.96
D	11	PLAN IMPROVED TRAINING METHODS	3.07	0.73	0.02	98.98
C	2	COMPILE MANAGEMENT DATA FOR USE IN EVALUATION OF SUPPLY PROGRAM	1.53	1.45	0.02	99.01
P	25	RECORD BASIC IDENTIFYING DATA ON DOCUMENTS	2.68	0.82	0.02	99.03
C	5	CONDUCT INSPECTIONS OF INVENTORY CONTROL WORK METHODS	4.60	0.48	0.02	99.05
A	3	APPOINT INVENTORY SUPERVISOR OR TEAMS	3.83	0.57	0.02	99.07
P	5	DISPOSE OF INACTIVE DOCUMENTS	3.45	0.63	0.02	99.09
B	6	MONITOR THE MEDICAL INVENTORY MANAGEMENT SYSTEM (MIMS)	3.07	0.69	0.02	99.11
B	18	SUPERVISE PREPARATION OF OFFICIAL CORRESPONDENCE	3.07	0.69	0.02	99.14
K	11	MAINTAIN DATE-OF-AVAILABILITY LIST OF NEWLY STOCKLISTED MATERIEL	2.30	0.91	0.02	99.16
D	5	DETERMINE NEED FOR INDIVIDUAL OR GROUP TRAINING	2.68	0.76	0.02	99.18
N	18	PREPARE INPUT DATA AND READ OUTPUT FOR DOCUMENTATION OF TRANSACTIONS	1.92	1.05	0.02	99.20
Q	18	PREPARE SHIPPING DOCUMENTS FOR LOCAL PURCHASE CREDIT ITEMS BEING RETURNED TO VENDOR	2.30	0.86	0.02	99.22
K	2	COMPUTE FILL RATES	2.68	0.73	0.02	99.24
D	15	RECOMMEND INDIVIDUALS FOR SPECIALTY KNOWLEDGE TESTING	2.68	0.67	0.02	99.25
O	36	REVIEW AND FORWARD REQUESTS FOR TEMPORARY LOAN OF EQUIPMENT	2.30	0.78	0.02	99.27
K	10	INVESTIGATE DISCREPANCIES ENCOUNTERED IN THE INVENTORY OF SECURITY ITEMS	2.30	0.76	0.02	99.29
A	32	RECOMMEND CHANGES IN TECHNICAL ORDERS, MANUALS, HANDBOOKS, OR OPERATING PROCEDURES	2.30	0.74	0.02	99.31
J	5	COORDINATE WITH BASE DATA PROCESSING INSTALLATION FOR PREPARATION OF INVENTORY COUNT LISTINGS	2.30	0.73	0.02	99.32
C	4	CONDUCT INSPECTIONS OF DOCUMENT CONTROL WORK METHODS	2.68	0.63	0.02	99.34
N	23	SELECT DATA ELEMENTS FOR RECORDING TRANSACTIONS	1.53	1.09	0.02	99.36
H	7	PREPARE DOCUMENTS FOR THE TURN-IN OF OUT-DATED X-RAY FILM	3.07	0.54	0.02	99.37
D	1	ADAPT AND MAINTAIN TRAINING AIDS	2.68	0.61	0.02	99.39
K	21	PROCESS AND REPORT MEDICAL MATERIEL COMPLAINTS	3.07	0.53	0.02	99.41
Q	10	PREPARE AND DISTRIBUTE SOURCE DOCUMENTS INVOLVING PAYMENT TO VENDORS	1.92	0.84	0.02	99.42
B	13	SUPERVISE LOCAL PURCHASE ACTIVITIES	2.30	0.69	0.02	99.44
D	3	COORDINATE PROCEDURES FOR RESERVIST TRAINING	2.68	0.59	0.02	99.45
P	21	MONITOR THE FLOW OF DOCUMENTS BETWEEN PROCESSING POINTS	2.68	0.59	0.02	99.47
P	20	MONITOR MEMO DOCUMENT REGISTER	1.92	0.81	0.02	99.49
O	12	MAINTAIN CUSTODY/RECEIPT LOCATOR LISTINGS BY ACCOUNT	1.53	1.01	0.02	99.50
P	22	PREPARE CERTIFICATES OF LOST DOCUMENTS	1.15	1.31	0.02	99.52
L	23	SEPARATE STOCK RECORD CARDS FOR NON-STOCK LISTED ITEMS	1.53	0.95	0.01	99.53
K	23	RECONCILE THE SECURITY RECORD CARD BALANCES WITH STOCK RECORD CARD BALANCES	1.92	0.73	0.01	99.54

D	12	PREPARE, ADMINISTER, OR SCORE TESTS	2.30	0.60	0.01	99.56
L	16	POST RETURNS TO VENDORS	1.15	1.20	0.01	99.57
B	26	SUPERVISE THE STOCK RECORD ACCOUNT	1.15	1.20	0.01	99.59
B	24	SUPERVISE THE FURNISHING OF MEDICAL MATERIEL TRANSACTION DOCUMENTS TO BAFO	2.30	0.60	0.01	99.60
D	14	PREPARE TRAINING RECORDS OR CHARTS	1.92	0.70	0.01	99.61
A	24	PLAN PROCEDURES FOR THE ADMINISTRATION OF THE STOCK RECORD ACCOUNT	1.92	0.70	0.01	99.63
K	20	PREPARE AND DISTRIBUTE DOCUMENTS FOR PROPERTY FOUND ON BASE	3.83	0.34	0.01	99.64
O	13	MAINTAIN FILE OF AUTHORIZATIONS, INCREASES, OR DECREASES TO THE CONSOLIDATED LISTING	1.92	0.63	0.01	99.65
P	14	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS AT USING ACTIVITY	1.53	0.77	0.01	99.66
Q	28	SUBMIT SUGGESTED SOURCES OF LOCAL PURCHASE ITEMS TO BASE PURCHASING AND CONTRACT OFFICE (P + C)	2.30	0.49	0.01	99.67
O	33	PREPARE TRANSFER DOCUMENTS FOR PROPERTY TRANSFERRED BETWEEN BASE MEMOS	1.92	0.58	0.01	99.69
A	35	SUBMIT AUTHORIZATION CHANGES TO MEDICAL EQUIPMENT REVIEW AUTHORIZATION ACTIVITY	2.30	0.48	0.01	99.70
D	16	ROTATE DUTY ASSIGNMENTS OF INDIVIDUALS FOR CROSS-TRAINING	1.53	0.72	0.01	99.71
O	19	POST AUTHORIZATION CHANGES TO THE CONSOLIDATED LISTING	1.92	0.53	0.01	99.72
Q	24	RECEIVE AND PROCESS REQUESTS FOR ITEMS TO BE PURCHASED WITH PETTY CASH FUNDS	1.92	0.53	0.01	99.73
L	20	PREPARE INVENTORY CONTROL RECORDS FOR ACCEPTABLE TURN-INS	1.53	0.65	0.01	99.74
Q	13	PREPARE AND SUBMIT LIST OF DELINQUENT LOCAL PURCHASE ORDERS TO BASE PROCUREMENT ACTIVITY	1.15	0.84	0.01	99.75
O	31	PREPARE STOCK OR PRICE CHANGE VOUCHERS FOR EQUIPMENT	1.15	0.84	0.01	99.76
N	10	MAINTAIN NEWLY-STOCKLISTED ITEM PCAM CARD FILE	0.77	1.26	0.01	99.77
Q	17	PREPARE REPORT OF LOCAL PURCHASES	1.15	0.82	0.01	99.78
O	4	CONDUCT UTILIZATION SURVEYS TO VALIDATE EQUIPMENT REQUIREMENTS	1.15	0.82	0.01	99.79
B	11	SUPERVISE EQUIPMENT AUTHORIZATION AND SUPPORT FUNCTIONS	0.77	1.19	0.01	99.79
P	24	PREPARE FACSIMILES OF LOST DOCUMENTS FROM SUSPENSE COPIES	1.15	0.78	0.01	99.80
A	29	PLAN TECHNIQUES FOR HANDLING MECHANIZED ACCOUNTS	1.15	0.77	0.01	99.81
D	9	INSTRUCT PERSONNEL IN STORAGE OF CLASSIFIED DOCUMENTS	1.15	0.75	0.01	99.82
D	13	PREPARE LESSON PLANS	1.53	0.51	0.01	99.83
A	21	PLAN PROCEDURES FOR MAINTAINING E-AID CARDS	1.53	0.50	0.01	99.84
J	6	ESTABLISH AND POST NOTICES OF INVENTORY DEADLINE DATES	1.92	0.40	0.01	99.84
C	12	EVALUATE EQUIPMENT AUTHORIZATION AND SUPPORT ACTIVITIES	1.53	0.45	0.01	99.85
B	25	SUPERVISE THE MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO)	1.15	0.60	0.01	99.86
Q	27	SET LEVELS AND REQUIREMENT CODES FOR NON-STOCKLISTED ITEMS	1.15	0.56	0.01	99.86
A	12	OPEN NEW MEMO ACCOUNTS	0.77	0.83	0.01	99.87
O	9	MAINTAIN AND DISTRIBUTE THE CONSOLIDATED LISTING (CL)	1.15	0.55	0.01	99.88
H	4	PREPARE AND SUBMIT REPORTS OF EXCESS PROPERTY TO AFMMFO (SFS 120, 120A)	1.15	0.53	0.01	99.88
O	38	REVIEW REPORTS OF INVENTORY FINDINGS FROM PROPERTY	1.15	0.52	0.01	99.89
A	6	COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	1.15	0.50	0.01	99.90
A	36	SUBMIT REQUESTS FOR STOCKLISTING OF NON-STOCKLISTED ITEMS TO SUB-COMMAND OR COMMAND	0.77	0.61	0.00	99.90
A	15	ORGANIZE MAINTENANCE SUPPORT FUNCTIONS	1.53	0.28	0.00	99.90
O	37	REVIEW EQUIPMENT STOCK STATUS REPORT FOR DISCREPANCIES	0.77	0.54	0.00	99.91
O	22	PREPARE AND FORWARD EQUIPMENT AUTHORIZATION INVENTORY DATA TO BASE DATA PROCESSING INSTALLATION	0.77	0.54	0.00	99.91

O	21	PREPARE AND FORWARD E-AID DUE-IN CARD TO BASE DATA SERVICES (AF FORM 815)	0.77	0.54	0.00	99.92
O	20	PREPARE AND FORWARD E-AID CUSTODY/RECEIPT CARD TO BASE DATA PROCESSING INSTALLATION (AF FORM 814)	0.77	0.54	0.00	99.92
B	14	SUPERVISE MACHINE ROOM OPERATIONS	0.77	0.53	0.00	99.92
D	10	PLAN AND CONDUCT FORMAL CLASSROOM TRAINING	0.38	1.04	0.00	99.93
O	39	ROUTE TURN-IN OF EQUIPMENT FOR INSPECTION AND CONDITION CODING	1.15	0.33	0.00	99.93
P	10	INSPECT CHARGE-OUT RECORDS (AF FORM 614) TO INSURE RETURN OF LOANED DOCUMENTS	0.77	0.49	0.00	99.94
K	19	PREPARE SCHEDULE FOR STAGGERED SUBMISSION OF REQUESTS	0.77	0.45	0.00	99.94
L	2	AUDIT AND FORWARD THE QUARTERLY MIMS REPORT	0.77	0.44	0.00	99.94
O	17	MAKE REPORTS OF SURVEY FOR IRRECONCILABLE EQUIPMENT SHORTAGES	0.77	0.41	0.00	99.95
A	31	PREPARE UNIT MANNING DOCUMENT (UMD) CHANGE REQUESTS	0.38	0.64	0.00	99.95
D	17	SELECT INDIVIDUALS FOR FORMAL TRAINING	0.38	0.60	0.00	99.95
J	12	PREPARE REPORTS OF SURVEY FOR UNACCEPTABLE ADJUSTMENTS (DD FORM 200)	0.77	0.30	0.00	99.95
K	22	RECONCILE THE DOLLAR VALUE OF INVENTORY CATEGORIES WITH THE DOLLAR VALUE OF ACCOUNTING OFFICE RECORDS	0.77	0.29	0.00	99.96
Q	1	COORDINATE WITH OTHER AGENCIES TO DETERMINE WHICH LOCAL PURCHASE ITEMS SHOULD BE STOCKLISTED	0.77	0.27	0.00	99.96
Q	19	PROCESS AND FORWARD EXEMPTIONS TO THE BUY AMERICAN ACT TO BASE PROCUREMENT ACTIVITY	0.38	0.54	0.00	99.96
O	24	PREPARE BASE INVENTORY ADJUSTMENT DOCUMENT	0.77	0.26	0.00	99.96
K	15	PREPARE AND SUBMIT QUARTERLY FEEDER REPORTS	0.77	0.24	0.00	99.96
Q	21	PROVIDE FUND CITATION AND AUTHORIZATION FOR CASH PURCHASE	0.38	0.33	0.00	99.96
Q	2	EDIT MACHINE-COMPUTED REQUIREMENTS LISTING OF NON-STOCKLISTED ITEMS	0.38	0.15	0.00	99.97
P	15	MAINTAIN FILE OF BASE ERROR AND/OR CORRECTION SHEETS (AF FORM 150)	0.38	0.15	0.00	99.97
O	35	REPORT DISCREPANCIES IN STOCK STATUS REPORT TO STOCK RECORDS SECTION FOR PREPARATION OF NEW REPORT	0.38	0.15	0.00	99.97
O	29	PREPARE EQUIPMENT REPLACEMENT BUDGETARY LIST	0.38	0.15	0.00	99.97
O	28	PREPARE EQUIPMENT AUTHORIZATION CHANGE INFORMATION FOR PCAM CARDS	0.38	0.15	0.00	99.97
O	27	PREPARE DROPPAGE ALLOWANCE DOCUMENTS FOR NON-MEDICAL EQUIPMENT	0.38	0.15	0.00	99.97
O	23	PREPARE AND SUBMIT STATEMENTS OF CHARGES OR OTHER VOLUNTARY PAYMENT DOCUMENTS FOR EQUIPMENT	0.38	0.15	0.00	99.97
O	18	NOTIFY WAREHOUSE TO FORWARD EQUIPMENT FOR USER TESTS	0.38	0.15	0.00	99.97
O	14	MAINTAIN HISTORY FILE OF PCAM CARDS ON EQUIPMENT	0.38	0.15	0.00	99.97
D	6	COORDINATE WITH THE MERAAB FOR EQUIPMENT PURCHASES AND PURCHASE PRIORITIES	0.38	0.15	0.00	99.97
O	3	COMPUTE DROPPAGE ALLOWANCES FOR NON-MEDICAL EQUIPMENT ITEMS	0.38	0.15	0.00	99.97
L	18	PREPARE AND DISTRIBUTE THE STOCK STATUS REPORT	0.38	0.15	0.00	99.97

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRS= 81  
KPATH ORDER FROM 262 TO 342 GROUP STAGE= 32

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
I	MAINTAINING LINEN SUPPLY	100.00	59.02	59.02	59.02
E	PERFORMING WAREHOUSE FUNCTIONS	56.79	21.37	12.14	71.16
A	PLANNING AND ORGANIZING	49.38	10.40	5.14	76.29
B	DIRECTING AND IMPLEMENTING	50.62	8.96	4.53	80.83
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	17.28	16.83	2.91	83.73
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	34.57	8.23	2.85	86.58
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	24.69	8.35	2.06	88.64
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	28.40	6.12	1.74	90.30
M	REQUISITIONING MATERIEL	29.63	5.73	1.70	92.08
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	18.52	8.62	1.60	93.67
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	33.33	4.32	1.44	95.11
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	28.40	4.72	1.34	96.45
C	EVALUATING	27.16	4.31	1.17	97.62
F	INSPECTING PROPERTY	25.93	4.40	1.14	98.76
D	TRAINING	17.28	4.52	0.78	99.55
G	MAINTAINING WAR READINESS MATERIEL	14.81	2.44	0.36	99.91
H	REPORTING AND DISPOSING OF MATERIEL	6.17	1.23	0.08	99.98

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 81  
KPATH ORDER FROM 262 TO 342 GROUP STAGE= 32

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE					
I	20 SEND LINEN TO LAUNDRY AND	IVE FROM LAUNDRY	92.59	6.16	5.71	5.71
I	8 ESTIMATE OR COUNT QUANTIT	ISSUED AND PICKED UP LINENS	86.42	6.55	5.66	11.37
I	11 PICK UP LINENS FROM AND DEL	TO USING ACTIVITY	77.78	7.06	5.49	16.86
I	1 CARRY OUT CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN		86.42	5.20	4.49	21.35
I	10 MARK LINENS AND INDIVIDUAL CLOTHING ITEMS		87.65	4.50	3.95	25.30
I	17 PROTECT CLEAN LINENS FROM DUST		80.25	4.61	3.70	28.99
I	2 COMPLETE LINEN SUPPLY RECORDS (AF FORM 501)		75.31	4.55	3.43	32.42
I	19 SCREEN LINEN TO DETECT DAMAGED OR WORN ITEMS		79.01	4.31	3.41	35.85
I	16 PROCESS CLOTHING ITEMS OF HOSPITAL PERSONNEL		66.67	4.84	3.22	39.05
I	9 INVENTORY CONTROLLED LINEN ITEMS		71.60	3.87	2.77	41.83
I	15 PREPARE FORMS FOR TURN-IN OF LINEN TO THE LAUNDRY		60.49	4.26	2.58	44.40
I	18 REPAIR OR REPLACE WORN OR DAMAGED LINENS		70.37	3.63	2.56	46.96
I	12 PREPARE AND FORWARD REQUESTS FOR ISSUE OF LINEN ITEMS		61.73	3.71	2.29	49.25
I	5 DEVISE CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN		55.56	3.89	2.16	51.41
I	7 DYE WORN LINENS		55.56	3.48	1.93	53.35
I	3 COMPUTE LINEN LEVELS FOR USING ACTIVITIES		54.32	3.16	1.72	55.06
I	4 COORDINATE NEGOTIATIONS FOR THE LAUNDERING OF LINENS		45.68	3.54	1.62	56.68
E	23 MAKE DELIVERIES TO USING ACTIVITY		29.63	4.85	1.44	58.12
I	13 PREPARE AND SUBMIT QUARTERLY LINEN INVENTORY AND CONSUMPTION REPORT		49.38	2.90	1.43	59.55
E	9 DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN		34.57	3.57	1.24	60.78
B	12 SUPERVISE LINEN SUPPLY ACTIVITY		30.86	3.44	1.06	61.85
E	1 CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY		29.63	2.99	0.89	62.73
E	18 ISSUE MATERIEL TO USING ACTIVITY		32.10	2.64	0.85	63.58
E	30 PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS		32.10	2.43	0.78	64.36
E	42 UNLOAD INCOMING SHIPMENTS		28.40	2.71	0.77	65.13
B	1 ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL		32.10	2.32	0.74	65.87
C	11 EVALUATE EFFECTIVENESS OF THE LINEN SUPPLY ACTIVITY		22.22	3.26	0.73	66.60
A	34 SET UP, MAINTAIN, OR DISPOSE OF FILES		32.10	2.04	0.66	67.25
E	40 SET UP BINS, RACKS, BAYS, OR OTHER STORAGE FACILITIES		22.22	2.40	0.53	67.79
K	18 PREPARE SALVAGE DOCUMENTS		24.69	2.04	0.50	68.29
E	7 DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY		20.99	2.25	0.47	68.76
I	14 PREPARE AND SUBMIT REPORTS OF SURVEY		16.05	2.90	0.46	69.23
P	7 FILE COMPLETED DOCUMENTS		23.46	1.91	0.45	69.68
I	6 DRAFT AND SUBMIT LINEN SUPPLY BUDGET ESTIMATES		17.26	2.58	0.45	70.12
J	9 MAKE PHYSICAL COUNT OF PROPERTY ITEMS		18.52	2.39	0.44	70.56
A	7 COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY		14.81	2.81	0.42	70.98

A	2	ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	16.05	2.52	0.40	71.38
B	22	SUPERVISE STORAGE AND RECEIPT OF MATERIEL	14.81	2.61	0.39	71.77
L	14	ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	14.81	2.58	0.38	72.15
E	5	CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	18.52	2.03	0.38	72.53
O	32	PREPARE TEMPORARY CUSTODY RECEIPTS (AF FORM 1297)	14.81	2.53	0.37	72.90
A	25	PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	23.46	1.58	0.37	73.27
E	21	LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	20.99	1.70	0.36	73.63
E	44	WRAP AND PACK PROPERTY FOR STORAGE	13.58	2.62	0.36	73.99
O	16	MAINTAIN PERSONAL CLOTHING AND EQUIPMENT RECORDS	13.58	2.56	0.35	74.34
B	17	SUPERVISE PHYSICAL ISSUING OF MATERIEL	13.58	2.56	0.35	74.68
P	2	ASSIGN OR CANCEL DOCUMENT NUMBERS	16.05	2.16	0.35	75.03
A	1	ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	17.28	1.93	0.33	75.36
E	3	COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	18.52	1.72	0.32	75.68
E	37	ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	16.05	1.98	0.32	76.00
P	19	MAINTAIN SUPPLY DOCUMENT REGISTER	13.58	2.34	0.32	76.32
A	26	PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	18.52	1.69	0.31	76.63
E	43	VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	19.75	1.57	0.31	76.94
B	7	SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	11.11	2.63	0.29	77.23
A	11	ESTABLISH WORK SCHEDULES	13.58	2.14	0.29	77.52
F	3	DESIGNATE ITEMS FOR DISPOSAL	16.05	1.77	0.28	77.81
E	29	PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	16.05	1.72	0.28	78.09
Q	5	MAINTAIN FILE OF LOCAL PURCHASE ORDERS, CONTRACTS, RECEIVING REPORTS, OR SIMILAR DOCUMENTS	12.35	2.20	0.27	78.36
B	8	SUPERVISE CIVILIAN PERSONNEL	11.11	2.36	0.26	78.62
Q	4	ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITY	12.35	2.11	0.26	78.88
Q	14	PREPARE AND SUBMIT LOCAL PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	9.88	2.54	0.25	79.13
B	23	SUPERVISE THE DISPOSAL AND SALVAGE OF MATERIEL	12.35	2.00	0.25	79.38
E	31	PLACE LOCATION SYMBOLS ON WAREHOUSE BINS, RACKS, OR BAYS	11.11	2.22	0.25	79.62
Q	28	SUBMIT SUGGESTED SOURCES OF LOCAL PURCHASE ITEMS TO BASE PURCHASING AND CONTRACT OFFICE (P + C)	9.88	2.46	0.24	79.87
D	6	GIVE INFORMAL TRAINING TO INDIVIDUALS	12.35	1.96	0.24	80.11
B	15	SUPERVISE MEDICAL MATERIEL SPECIALISTS (91550)	6.17	3.84	0.24	80.35
P	8	FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	12.35	1.84	0.23	80.57
A	28	PLAN SPACE LAYOUTS FOR SUPPLIES OR EQUIPMENT	12.35	1.76	0.22	80.79
J	2	CALCULATE THE INVENTORY BALANCE	7.41	2.91	0.22	81.01
E	28	PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	17.28	1.24	0.21	81.22
P	27	REVIEW DOCUMENTS PRIOR TO FILING	11.11	1.90	0.21	81.43
M	4	MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	9.88	2.13	0.21	81.64
Q	11	PREPARE AND PROCESS RECEIVING REPORTS FOR LOCAL PURCHASE ITEMS	9.88	2.12	0.21	81.85
Q	12	PREPARE AND SUBMIT EMERGENCY PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	11.11	1.83	0.20	82.05
Q	25	RECEIVE, INSPECT, AND STORE LOCAL PURCHASE ITEMS	9.88	2.04	0.20	82.26
E	27	PACK OR CRATE ITEMS FOR SHIPPING	14.81	1.36	0.20	82.46
M	15	REVIEW RECEIVING DOCUMENTS	11.11	1.81	0.20	82.66
L	9	MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	7.41	2.65	0.20	82.85
L	24	TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	8.64	2.24	0.19	83.05

E	6 DELIVER OUTSHIPMENTS	8.64	2.21	0.19	83.24
N	9 MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	9.88	1.93	0.19	83.43
L	21 RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	9.88	1.92	0.19	83.62
E	32 PREPARE AND ATTACH SHIPPING TAGS, LABELS, OR DOCUMENTS	13.58	1.40	0.19	83.81
Q	8 MAINTAIN LIBRARY OF GSA CATALOGUES, VENDORS' CATALOGUES, AND OTHER PROCUREMENT DATA	8.64	2.14	0.18	83.99
M	16 TYPE MATERIEL SOURCE DOCUMENTS	6.17	2.95	0.18	84.18
A	23 PLAN PROCEDURES FOR MAKING INVENTORY ADJUSTMENTS	12.35	1.46	0.18	84.36
M	9 PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	7.41	2.42	0.18	84.53
F	14 INSPECT PROPERTY FOR REPAIRS OR REPLACEMENTS	9.88	1.81	0.18	84.71
E	39 SEGREGATE MATERIEL TO BE INVENTORIED	9.88	1.75	0.17	84.89
Q	13 PREPARE AND SUBMIT LIST OF DELINQUENT LOCAL PURCHASE ORDERS TO BASE PROCUREMENT ACTIVITY	7.41	2.33	0.17	85.06
E	24 MARK SHIPPING CONTAINERS	7.41	2.30	0.17	85.23
E	10 EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	14.81	1.15	0.17	85.40
G	5 INVENTORY WRM MATERIELS	11.11	1.53	0.17	85.57
Q	29 VALIDATE AND DISTRIBUTE LOCAL PURCHASE RECEIVING DOCUMENTS	7.41	2.29	0.17	85.74
N	3 FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	8.64	1.96	0.17	85.91
B	6 MONITOR THE MEDICAL INVENTORY MANAGEMENT SYSTEM (MIMS)	6.17	2.70	0.17	86.07
M	10 PROCESS RECEIPTS FROM LOCAL PURCHASE	8.64	1.92	0.17	86.24
L	15 POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	6.17	2.62	0.16	86.40
F	16 INSPECT TURN-IN ITEMS	9.88	1.63	0.16	86.56
E	14 IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	14.81	1.09	0.16	86.72
D	10 MAINTAIN AND ISSUE STOCKS OF NON-MEDICAL SUPPLIES	9.88	1.62	0.16	86.88
M	5 MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	7.41	2.15	0.16	87.04
Q	26 SEARCH CATALOGUES R FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	7.41	2.13	0.16	87.20
P	9 FILE UP-DATED DOCUMENT REGISTERS	9.88	1.59	0.16	87.36
K	25 REQUEST WAREHOUSE TO DELIVER MATERIEL	6.17	2.49	0.15	87.51
E	41 TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	9.88	1.55	0.15	87.67
A	14 ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	7.41	2.01	0.15	87.81
P	11 INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	6.17	2.40	0.15	87.96
E	16 INSPECT HANDLING, LOADING, OR STORING OF PROPERTY RELEASED FOR SHIPMENT	4.94	2.96	0.15	88.11
E	11 FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DD FORM 1348-1)	11.11	1.32	0.15	88.25
E	17 ISSUE DATED ITEMS	9.88	1.46	0.14	88.40
A	22 PLAN PROCEDURES FOR MAINTAINING SUPPLY STOCK RECORDS	9.88	1.46	0.14	88.54
B	20 SUPERVISE REQUISITIONING OF MATERIEL	6.17	2.23	0.14	88.68
C	9 DETERMINE NEED FOR EXTRA INVENTORIES	7.41	1.84	0.14	88.82
Q	23 RECEIVE AND DISTRIBUTE CORRESPONDENCE PERTINENT TO LOCAL PURCHASE	6.17	2.16	0.13	88.95
A	20 PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	6.17	2.08	0.13	89.08
A	8 DEVELOP STANDARD OPERATING PROCEDURE (SOP) FOR EMERGENCY SUPPLY SITUATIONS	6.17	2.08	0.13	89.21
O	12 MAINTAIN CUSTODY/RECEIPT LOCATOR LISTINGS BY ACCOUNT	6.17	2.07	0.13	89.33
J	1 ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	4.94	2.59	0.13	89.46
J	3 COMPUTE INVENTORY ACCURACY PERCENTAGES	4.94	2.56	0.13	89.59

P	1	ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	7.41	1.69	0.13	89.71
A	6	COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	6.17	2.02	0.12	89.84
B	19	SUPERVISE PROPERTY INSPECTIONS	7.41	1.66	0.12	89.96
A	19	PLAN PROCEDURES AND SEQUENCES FOR TAKING INVENTORIES	9.88	1.24	0.12	90.09
A	17	PLAN AND SCHEDULE INSPECTIONS OF PROPERTY ASSIGNED TO USING ACTIVITY	8.64	1.41	0.12	90.21
F	4	DETERMINE CAUSE OF UNSERVICEABLE CONDITION OF PROPERTY	8.64	1.37	0.12	90.32
M	13	REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	3.70	3.19	0.12	90.44
K	9	FILL OUT FORMS FOR CONDEMNED ITEMS	8.64	1.35	0.12	90.56
A	37	WRITE JOB DESCRIPTION	3.70	3.14	0.12	90.66
A	5	COMPUTE ECONOMIC ORDER QUANTITIES (EOQS)	7.41	1.55	0.12	90.79
D	40	SEARCH EQUIPMENT ALLOWANCE PUBLICATIONS FOR BASIS OF ISSUE AND ALLOWANCES	3.70	3.07	0.11	90.90
J	13	RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	3.70	3.05	0.11	91.02
F	21	VERIFY UNIT OF ISSUE FOR PROPERTY ITEMS	7.41	1.51	0.11	91.13
M	8	PREPARE AND MAINTAIN RECORDS OR DOCUMENTS FOR NON-MEDICAL MATERIEL	3.70	3.02	0.11	91.24
B	10	SUPERVISE DELIVERY AND TRANSFER OF MATERIEL	7.41	1.46	0.11	91.35
K	8	ESTABLISH MINIMUM STOCK LEVELS	6.17	1.74	0.11	91.46
N	8	KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	7.41	1.44	0.11	91.56
D	7	INDOCTRINATE NEWLY ASSIGNED PERSONNEL	6.17	1.71	0.11	91.67
E	35	PROCESS PROPERTY ACCOMPANYING PATIENTS	8.64	1.20	0.10	91.77
P	4	CODE LOCAL PURCHASE DOCUMENTS	6.17	1.68	0.10	91.88
P	18	MAINTAIN LOCAL PROCUREMENT DOCUMENT REGISTER	6.17	1.65	0.10	91.98
K	27	SCREEN REQUESTS FOR SUPPLIES	7.41	1.38	0.10	92.08
B	21	SUPERVISE SPECIAL PROJECT AND SPECIAL DUTY ACTIVITIES	4.94	2.05	0.10	92.18
B	18	SUPERVISE PREPARATION OF OFFICIAL CORRESPONDENCE	4.94	1.99	0.10	92.28
A	27	PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	8.64	1.12	0.10	92.38
L	22	SCREEN REQUESTS FOR LOCAL PURCHASE	3.70	2.55	0.09	92.47
A	35	SUBMIT AUTHORIZATION CHANGES TO MEDICAL EQUIPMENT REVIEW AUTHORIZATION ACTIVITY	3.70	2.47	0.09	92.56
Q	17	PREPARE REPORT OF LOCAL PURCHASES	3.70	2.46	0.09	92.65
O	15	MAINTAIN MEMO DOCUMENT REGISTER	4.94	1.82	0.09	92.74
O	11	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS	4.94	1.80	0.09	92.83
O	13	MAINTAIN FILE OF AUTHORIZATIONS, INCREASES, OR DECREASES TO THE CONSOLIDATED LISTING	3.70	2.39	0.09	92.92
N	11	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	6.17	1.43	0.09	93.01
O	30	PREPARE REQUESTS FOR CHANGES IN ALLOWANCES AND AUTHORIZATIONS (AF FORM 601A)	4.94	1.77	0.09	93.10
K	12	NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	8.64	1.01	0.09	93.18
P	26	RECORD TRANSACTIONS ON TRANSACTION REGISTER	4.94	1.76	0.09	93.27
O	5	COORDINATE THE RELOCATION OF PROPERTY BETWEEN PROPERTY CUSTODIANS	7.41	1.17	0.09	93.36
B	9	SUPERVISE CONTROL OF MATERIEL DOCUMENTS	2.47	3.50	0.09	93.44
M	1	CHECK ACCURACY OF DEPOT REQUISITIONS	7.41	1.15	0.08	93.53
M	6	MAINTAIN REQUISITION HISTORY FILE	4.94	1.71	0.08	93.61
F	13	INSPECT ITEMS IN STORAGE FOR SIGNS OF CORROSION, DECAY, OR DETERIORATION	6.17	1.36	0.08	93.70
Q	18	PREPARE SHIPPING DOCUMENTS FOR LOCAL PURCHASE CREDIT ITEMS BEING RETURNED TO VENDOR	2.47	3.36	0.08	93.78

L	17	PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (DD FORM 1348)	4.94	1.68	0.08	93.86
A	13	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE EQUIPMENT ACTIVITY	4.94	1.67	0.08	93.95
N	1	COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	4.94	1.67	0.08	94.03
P	25	RECORD BASIC IDENTIFYING DATA ON DOCUMENTS	4.94	1.65	0.08	94.11
N	13	OFFSET ADJUSTMENT TRANSACTION CARDS	4.94	1.62	0.08	94.19
C	14	EVALUATE MEDICAL MATERIEL COMPLAINTS OR SUGGESTIONS FOR CORRECTIVE ACTION	4.94	1.62	0.08	94.27
N	6	KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	6.17	1.27	0.08	94.35
D	2	CONDUCT OJT PROGRAMS	6.17	1.25	0.08	94.43
N	14	OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	4.94	1.55	0.08	94.50
N	4	FORWARD PUNCHED QUANTITY REQUESTED CARD DECKS TO DATA PROCESSING INSTALLATION	4.94	1.55	0.08	94.58
A	10	ESTABLISH INVENTORY CUT-OFF DOCUMENT NUMBERS	3.70	2.06	0.08	94.66
E	15	INSPECT AND INVENTORY STOCK STORED IN HOSPITAL FOR AIR EVACUATION PROGRAM	6.17	1.21	0.07	94.73
E	38	SEGREGATE INCOMING SHIPMENTS FOR INSPECTION	6.17	1.16	0.07	94.80
E	36	RECEIVE, ISSUE, OR PACKAGE SECURITY ITEMS	3.70	1.91	0.07	94.87
N	16	PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	4.94	1.43	0.07	94.94
N	2	FILE ZERO BALANCE CARDS	4.94	1.42	0.07	95.01
J	4	CONDUCT INVENTORIES OF LOCAL PURCHASE ITEMS	3.70	1.87	0.07	95.08
K	24	RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	6.17	1.11	0.07	95.15
P	6	DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	4.94	1.36	0.07	95.22
A	4	ASSIGN ISSUE PRIORITIES	4.94	1.36	0.07	95.29
A	33	SELECT PROCUREMENT SOURCES (CP OR LP) FOR ISSUE REQUESTS	4.94	1.35	0.07	95.35
C	3	COMPLETE PERSONEL PERFORMANCE REPORTS	3.70	1.74	0.06	95.42
E	2	CLEAN AND DRY PROPERTY ITEMS	4.94	1.29	0.06	95.48
D	8	INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	4.94	1.29	0.06	95.55
Q	24	RECEIVE AND PROCESS REQUESTS FOR ITEMS TO BE PURCHASED WITH PETTY CASH FUNDS	3.70	1.71	0.06	95.61
Q	16	PREPARE REPORTS OF DISCREPANCY IN SHIPMENT FROM COMMERCIAL VENDORS	3.70	1.71	0.06	95.67
J	10	PERFORM PRE-INVENTORY SURVEY	3.70	1.71	0.06	95.74
N	15	OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	3.70	1.68	0.06	95.80
N	10	MAINTAIN NEWLY-STOCKLISTED ITEM PCAM CARD FILE	3.70	1.68	0.06	95.86
D	12	PREPARE, ADMINISTER, OR SCORE TESTS	6.17	1.00	0.06	95.92
P	5	DISPOSE OF INACTIVE DOCUMENTS	6.17	0.99	0.06	95.98
L	13	NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	3.70	1.65	0.06	96.04
M	12	RECORD FUND OBLIGATIONS	4.94	1.20	0.06	96.10
A	24	PLAN PROCEDURES FOR THE ADMINISTRATION OF THE STOCK RECORD ACCOUNT	3.70	1.59	0.06	96.16
G	8	POSITION MMPNC OR SCATA MATERIEL	4.94	1.19	0.06	96.22
D	1	ASSIGN NON-MIMS VOUCHER NUMBERS TO TRANSACTIONS	6.17	0.94	0.06	96.28
F	17	PREPARE INSPECTION REPORTS	3.70	1.57	0.06	96.34
N	7	KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	4.94	1.17	0.06	96.39
P	16	MAINTAIN FILE OF PROPERTY ACCOUNTS	4.94	1.16	0.06	96.45
K	5	EDIT ISSUE REQUESTS	3.70	1.48	0.05	96.51
D	7	DETERMINE NEED FOR CONTRACT MAINTENANCE OF EQUIPMENT	4.94	1.08	0.05	96.56
P	14	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS AT USING ACTIVITY	3.70	1.39	0.05	96.61

K	29	VERIFY UNIT COSTS OF PROPERTY ITEMS	2.47	2.03	0.05	96.66
C	13	EVALUATE INVENTORY ADJUSTMENTS	2.47	1.97	0.05	96.71
E	22	MAINTAIN AND SEARCH STOCK LOCATOR FILE OR AIR FORCE LOCATOR CARDS	2.47	1.95	0.05	96.76
M	11	RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	3.70	1.29	0.05	96.81
P	23	PREPARE DOCUMENTS TO BE DESTROYED OR RETIRED	2.47	1.93	0.05	96.85
P	17	MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS	2.47	1.88	0.05	96.90
Q	1	COORDINATE WITH OTHER AGENCIES TO DETERMINE WHICH LOCAL PURCHASE ITEMS SHOULD BE STOCKLISTED	2.47	1.85	0.05	96.95
L	3	COMPLETE ENTRIES ON RECEIVING DOCUMENTS	3.70	1.21	0.04	96.99
N	23	SELECT DATA ELEMENTS FOR RECORDING TRANSACTIONS	3.70	1.20	0.04	97.04
N	22	RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	3.70	1.20	0.04	97.08
N	21	RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	3.70	1.20	0.04	97.12
J	11	PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	4.94	0.89	0.04	97.17
A	3	APPOINT INVENTORY SUPERVISOR OR TEAMS	3.70	1.19	0.04	97.21
J	15	REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	2.47	1.78	0.04	97.26
D	4	COUNSEL INDIVIDUALS ON TRAINING PROGRESS	3.70	1.18	0.04	97.30
K	1	ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	2.47	1.76	0.04	97.34
P	3	CODE AND EDIT SOURCE DOCUMENTS	3.70	1.17	0.04	97.39
F	7	IDENTIFY ITEMS TO BE TRANSFERRED	2.47	1.75	0.04	97.43
C	17	SCHEDULE LEAVES OR PASSES	3.70	1.11	0.04	97.47
A	32	RECOMMEND CHANGES IN TECHNICAL ORDERS, MANUALS, HANDBOOKS, OR OPERATING PROCEDURES	3.70	1.09	0.04	97.51
N	12	MAINTAIN SUPPLY OF BLANK PCAM CARDS	2.47	1.63	0.04	97.55
E	26	OPERATE FORK LIFT FOR MATERIEL HANDLING	2.47	1.62	0.04	97.59
N	19	PREPARE INPUT DATA AND READ OUTPUT FOR STOCK BALANCES	2.47	1.61	0.04	97.63
L	7	FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	3.70	1.07	0.04	97.67
B	3	DIRECT STORAGE, ISSUE, AND SAFEGUARDING OF SECURITY ITEMS	2.47	1.58	0.04	97.71
Q	2	EDIT MACHINE-COMPUTED REQUIREMENTS LISTING OF NON-STOCKLISTED ITEMS	1.23	3.12	0.04	97.75
L	18	PREPARE AND DISTRIBUTE THE STOCK STATUS REPORT	2.47	1.53	0.04	97.79
A	29	PLAN TECHNIQUES FOR HANDLING MECHANIZED ACCOUNTS	2.47	1.47	0.04	97.82
O	29	PREPARE EQUIPMENT REPLACEMENT BUDGETARY LIST	1.23	2.92	0.04	97.86
O	27	PREPARE DROPPAGE ALLOWANCE DOCUMENTS FOR NON-MEDICAL EQUIPMENT	1.23	2.82	0.03	97.89
D	13	PREPARE LESSON PLANS	2.47	1.37	0.03	97.93
D	11	PLAN IMPROVED TRAINING METHODS	2.47	1.37	0.03	97.96
D	14	PREPARE TRAINING RECORDS OR CHARTS	2.47	1.36	0.03	97.99
G	13	ROTATE WRM	4.94	0.67	0.03	98.03
B	4	IMPLEMENT CONTROLS AND FOLLOW-UP FOR NEW PROCEDURES	2.47	1.33	0.03	98.06
M	2	DETERMINE REQUISITION PRIORITIES	2.47	1.29	0.03	98.09
N	5	FORWARD SHOPPING DECKS TO BASE DATA PROCESSING INSTALLATION	2.47	1.27	0.03	98.12
O	34	RECEIVE AND DISTRIBUTE CUSTODIAN REQUEST/RECEIPT (AF FORM 601B)	3.70	0.84	0.03	98.16
L	10	MAKE ENTRIES ON STOCK LOCATOR CARDS TO SHOW CHANGES IN LOCATION OF PROPERTY ITEMS	1.23	2.50	0.03	98.19
P	20	MONITOR MEMO DOCUMENT REGISTER	2.47	1.24	0.03	98.22
J	16	REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	1.23	2.46	0.03	98.25
J	14	REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	1.23	2.46	0.03	98.28
O	17	MAKE REPORTS OF SURVEY FOR IRRECONCILABLE EQUIPMENT SHORTAGES	1.23	2.44	0.03	98.31

M	14	REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC BIOLOGICALS AND REAGENTS	1.23	2.44	0.03	98.34
C	1	ANALYZE EFFECTIVENESS OF MATERIEL MANAGEMENT PRACTICES	1.23	2.44	0.03	98.37
N	18	PREPARE INPUT DATA AND READ OUTPUT FOR DOCUMENTATION OF TRANSACTIONS	2.47	1.21	0.03	98.40
K	17	PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	4.94	0.59	0.03	98.43
N	20	PREPARE PCAM DAILY UTILIZATION REPORT	3.70	0.76	0.03	98.45
A	9	DEVELOP STANDARD OPERATING PROCEDURE FOR REPAIR OF UNSERVICABLE AND DAMAGED EQUIPMENT	2.47	1.13	0.03	98.48
P	13	MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	2.47	1.13	0.03	98.51
L	5	DISTRIBUTE COPIES OF ISSUE REQUESTS	2.47	1.13	0.03	98.54
A	30	PREPARE REPORTS FOR STAFF CONFERENCES	2.47	1.10	0.03	98.57
D	17	SELECT INDIVIDUALS FOR FORMAL TRAINING	1.23	2.15	0.03	98.59
D	15	RECOMMEND INDIVIDUALS FOR SPECIALTY KNOWLEDGE TESTING	1.23	2.15	0.03	98.62
D	5	DETERMINE NEED FOR INDIVIDUAL OR GROUP TRAINING	1.23	2.15	0.03	98.65
H	3	DETERMINE THE METHOD OF DESTRUCTION FOR DIFFERENT TYPES OF MEDICAL SUPPLIES	2.47	1.06	0.03	98.67
O	31	PREPARE STOCK OR PRICE CHANGE VOUCHERS FOR EQUIPMENT	2.47	1.06	0.03	98.70
E	13	GROUP PROPERTY ITEMS FOR PACKAGING	2.47	1.03	0.03	98.72
O	14	MAINTAIN HISTORY FILE OF PCAM CARDS ON EQUIPMENT	2.47	1.02	0.03	98.75
L	11	MONITOR PRIORITY STATUS OF REQUISITIONS	1.23	2.03	0.03	98.77
K	21	PROCESS AND REPORT MEDICAL MATERIEL COMPLAINTS	1.23	2.03	0.03	98.80
O	39	ROUTE TURN-IN OF EQUIPMENT FOR INSPECTION AND CONDITION CODING	2.47	1.01	0.02	98.82
Q	9	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	2.47	1.00	0.02	98.85
E	4	CONDITION CODE SUPPLY ITEMS	2.47	0.98	0.02	98.87
M	7	POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (OA)	2.47	0.96	0.02	98.90
A	12	OPEN NEW MEMO ACCOUNTS	2.47	0.96	0.02	98.92
B	26	SUPERVISE THE STOCK RECORD ACCOUNT	1.23	1.89	0.02	98.94
F	15	INSPECT STORED PROPERTY TO SEE THAT LOAD LIMITS AND SECURITY CONDITIONS ARE MET	1.23	1.87	0.02	98.97
A	15	ORGANIZE MAINTENANCE SUPPORT FUNCTIONS	2.47	0.92	0.02	98.99
O	19	POST AUTHORIZATION CHANGES TO THE CONSOLIDATED LISTING	2.47	0.91	0.02	99.01
L	23	SEPARATE STOCK RECORD CARDS FOR NON-STOCK LISTED ITEMS	2.47	0.91	0.02	99.03
E	34	PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	3.70	0.60	0.02	99.06
G	10	PREPARE REQUISITIONS FOR WRM	2.47	0.90	0.02	99.08
N	17	PREPARE INPUT DATA AND READ OUTPUT FOR DECREASE AND INCREASE TRANSACTIONS	1.23	1.78	0.02	99.10
G	9	POST GWMR LEVELS AND COMPOSITION	1.23	1.78	0.02	99.12
L	6	FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	2.47	0.89	0.02	99.14
O	21	PREPARE AND FORWARD E-AID DUE-IN CARD TO BASE DATA SERVICES (AF FORM 813)	3.70	0.59	0.02	99.17
O	20	PREPARE AND FORWARD E-AID CUSTODY/RECEIPT CARD TO BASE DATA PROCESSING INSTALLATION (AF FORM 814)	3.70	0.59	0.02	99.19
H	6	PREPARE DOCUMENTS FOR THE TRANSFER OF EXCESS REQUIRED NON-MEDICAL ITEMS TO BASE SUPPLY	1.23	1.74	0.02	99.21
L	1	ADJUST BALANCE CARDS FOR SUSPENDED ITEMS	2.47	0.85	0.02	99.23
A	18	PLAN CONTROLS OVER WRM SUPPLIES AND EQUIPMENT	1.23	1.69	0.02	99.25
H	5	PREPARE DESTRUCTION DOCUMENTS FOR AND DESTROY MEDICAL EXCESS	1.23	1.67	0.02	99.27
F	11	INITIATE STOCK CHANGE DOCUMENTS FOR UNIDENTIFIED ITEMS	1.23	1.67	0.02	99.29
L	12	NOTIFY AFMMFO OF ITEMS SUSPENDED	2.47	0.82	0.02	99.31

P	24	PREPARE FACSIMILES OF LOST DOCUMENTS FROM SUSPENSE COPIES	2.47	0.82	0.02	99.33
B	25	SUPERVISE THE MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO)	1.23	1.63	0.02	99.35
Q	21	PROVIDE FUND CITATION AND AUTHORIZATION FOR CASH PURCHASE	1.23	1.62	0.02	99.37
O	26	PREPARE DOCUMENTS FOR OFF-BASE REPAIR OF EQUIPMENT	1.23	1.62	0.02	99.39
G	7	MONITOR THE INSPECTION AND ROTATION OF MMPNC PHASE I KITS	2.47	0.81	0.02	99.41
L	8	MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	2.47	0.80	0.02	99.43
J	7	INSPECT RECEIPTS AND ISSUES FOR PROCESSING PRIOR TO INVENTORY	2.47	0.79	0.02	99.45
O	28	PREPARE EQUIPMENT AUTHORIZATION CHANGE INFORMATION FOR PCAM CARDS	2.47	0.77	0.02	99.47
G	1	COMPUTE ASSETS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	2.47	0.72	0.02	99.49
P	28	REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	2.47	0.72	0.02	99.51
K	11	MAINTAIN DATE-OF-AVAILABILITY LIST OF NEWLY STOCKLISTED MATERIEL	2.47	0.72	0.02	99.52
K	2	COMPUTE FILL RATES	2.47	0.72	0.02	99.54
O	8	FORWARD TEMPORARY CUSTODY RECEIPTS FOR THE LOAN OF PROPERTY TO PATIENTS	3.70	0.48	0.02	99.56
A	16	ORGANIZE PROCEDURES FOR BASE PROCUREMENT OF LOCAL PURCHASE MATERIEL	1.23	1.41	0.02	99.58
F	1	CONDUCT FOLLOW-UP INSPECTIONS	1.23	1.38	0.02	99.59
L	19	PREPARE FORMS TO SUSPEND UNSUITABLE MATERIEL FROM ISSUE	1.23	1.16	0.01	99.61
L	4	COMPUTE THE QUANTITY ON HAND OF SUSPENDED ITEMS	1.23	1.16	0.01	99.62
L	2	AUDIT AND FORWARD THE QUARTERLY MIMS REPORT	1.23	1.16	0.01	99.64
K	26	SCREEN, COMPUTE, AND POST STOCK LEVELS	1.23	1.16	0.01	99.65
K	7	EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	1.23	1.16	0.01	99.67
J	8	MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	1.23	1.10	0.01	99.68
F	2	CONDUCT SPECIAL-SUBJECT INSPECTIONS	1.23	1.10	0.01	99.69
Q	15	PREPARE LETTER RECOMMENDING STOCKLISTING OF NON-STOCKLISTED ITEMS	1.23	1.08	0.01	99.71
C	16	MAKE RECOMMENDATIONS FOR PERSONNEL ACTIONS	1.23	1.05	0.01	99.72
O	9	MAINTAIN AND DISTRIBUTE THE CONSOLIDATED LISTING (CL)	2.47	0.46	0.01	99.73
L	20	PREPARE INVENTORY CONTROL RECORDS FOR ACCEPTABLE TURN-INS	1.23	0.87	0.01	99.74
O	25	PREPARE DOCUMENTS FOR NON-MEDICAL EQUIPMENT TRANSACTIONS	2.47	0.43	0.01	99.75
C	8	CONDUCT INSPECTIONS OF WAREHOUSE WORK METHODS	1.23	0.86	0.01	99.76
P	10	INSPECT CHARGE-OUT RECORDS (AF FORM 614) TO INSURE RETURN OF LOANED DOCUMENTS	1.23	0.85	0.01	99.77
O	18	NOTIFY WAREHOUSE TO FORWARD EQUIPMENT FOR USER TESTS	1.23	0.85	0.01	99.78
G	4	COMPUTE REQUIREMENTS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	1.23	0.85	0.01	99.79
K	20	PREPARE AND DISTRIBUTE DOCUMENTS FOR PROPERTY FOUND ON BASE	1.23	0.83	0.01	99.80
P	22	PREPARE CERTIFICATES OF LOST DOCUMENTS	1.23	0.83	0.01	99.81
L	16	POST RETURNS TO VENDORS	1.23	0.82	0.01	99.82
F	18	PREPARE STATEMENT OF FACTS FOR PROPERTY DAMAGED OR DESTROYED FOR REASONS OTHER THAN FAIR WEAR AND TEAR	2.47	0.41	0.01	99.83
K	16	PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENT (DD FORM 6)	2.47	0.39	0.01	99.84
C	15	EVALUATE REQUESTS FOR LOCAL PURCHASE	1.23	0.73	0.01	99.85
O	37	REVIEW EQUIPMENT STOCK STATUS REPORT FOR DISCREPANCIES	1.23	0.63	0.01	99.86
O	22	PREPARE AND FORWARD EQUIPMENT AUTHORIZATION INVENTORY DATA TO BASE DATA PROCESSING INSTALLATION	1.23	0.63	0.01	99.87
H	8	REVIEW EXCESS EQUIPMENT OR SUPPLY TURN-IN DOCUMENTS AND DETERMINE EXCESS OR SALVAGE ACTION	1.23	0.62	0.01	99.88

G	3	COMPUTE PEACETIME OPERATING STOCKS (POS) REQUIREMENTS	1.23	0.62	0.01	99.88
E	33	PREPARE BASE WAREHOUSE LOCATION CHANGE NOTICES (AF FORM 136)	1.23	0.62	0.01	99.89
B	5	MONITOR EXCESS ITEMS PROGRAM	1.23	0.62	0.01	99.90
Q	10	PREPARE AND DISTRIBUTE SOURCE DOCUMENTS INVOLVING PAYMENT TO VENDORS	1.23	0.58	0.01	99.91
D	10	PLAN AND CONDUCT FORMAL CLASSROOM TRAINING	1.23	0.58	0.01	99.91
C	5	CONDUCT INSPECTIONS OF INVENTORY CONTROL WORK METHODS	1.23	0.58	0.01	99.92
B	2	BRIEF PERSONNEL ON MOBILITY PLANS	1.23	0.58	0.01	99.93
M	3	EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	1.23	0.55	0.01	99.94
C	12	EVALUATE EQUIPMENT AUTHORIZATION AND SUPPORT ACTIVITIES	1.23	0.46	0.01	99.94
F	20	VERIFY SECURITY CLASSIFICATION OF PROPERTY ITEMS	1.23	0.45	0.01	99.95
F	9	IDENTIFY WAR READINESS MATERIEL TO PREVENT UNAUTHORIZED MOVEMENT OR USE	1.23	0.45	0.01	99.95
F	5	DETERMINE INTERCHANGEABILITY OF ITEMS	1.23	0.45	0.01	99.96
O	33	PREPARE TRANSFER DOCUMENTS FOR PROPERTY TRANSFERRED BETWEEN BASE MEMOS	1.23	0.28	0.00	99.96
K	15	PREPARE AND SUBMIT QUARTERLY FEEDER REPORTS	1.23	0.27	0.00	99.96
K	14	POST STOCK SUSPENSION NOTICES	1.23	0.27	0.00	99.97
K	13	POST RECEIPTS AND ISSUES OF SECURITY ITEMS TO VAULT RECORD CARDS	1.23	0.27	0.00	99.97
K	10	INVESTIGATE DISCREPANCIES ENCOUNTERED IN THE INVENTORY OF SECURITY ITEMS	1.23	0.27	0.00	99.97
O	23	PREPARE AND SUBMIT STATEMENTS OF CHARGES OR OTHER VOLUNTARY PAYMENT DOCUMENTS FOR EQUIPMENT	1.23	0.23	0.00	99.98
B	11	SUPERVISE EQUIPMENT AUTHORIZATION AND SUPPORT FUNCTIONS	1.23	0.23	0.00	99.98
A	21	PLAN PROCEDURES FOR MAINTAINING E-AID CARDS	1.23	0.23	0.00	99.98

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBR5= 118  
KPATH ORDER FROM 343 TO 460 GROUP STAGE= 35

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	100.00	39.57	39.57	39.57
A	PLANNING AND ORGANIZING	92.37	12.45	11.50	51.07
E	PERFORMING WAREHOUSE FUNCTIONS	82.20	10.34	8.50	59.58
B	DIRECTING AND IMPLEMENTING	88.98	8.59	7.64	67.21
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	76.27	8.13	6.20	73.42
F	INSPECTING PROPERTY	73.73	5.31	3.91	77.33
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	72.88	4.51	3.29	80.62
M	REQUISITIONING MATERIEL	55.08	4.79	2.64	83.26
C	EVALUATING	66.10	3.57	2.36	85.62
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	64.41	3.62	2.33	87.95
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	66.95	3.29	2.21	90.16
I	MAINTAINING LINEN SUPPLY	30.51	6.52	1.99	92.15
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	59.32	3.26	1.93	94.08
D	TRAINING	51.69	3.59	1.86	95.93
H	REPORTING AND DISPOSING OF MATERIEL	72.03	2.34	1.69	97.62
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	39.83	3.43	1.37	98.99
G	MAINTAINING WAR READINESS MATERIEL	38.98	2.48	0.97	99.96

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 118  
KPATH ORDER FROM 343 TO 460 GROUP STAGE= 35

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE	:	:	:	:
		.	.	.	.
O	12 MAINTAIN CUSTODY/RECEIPT LOCATOR LISTINGS BY ACCOUNT	92.37	1.97	1.82	1.82
O	34 RECEIVE AND DISTRIBUTE CUSTODIAN REQUEST/RECEIPT (AF FORM 601B)	93.22	1.93	1.80	3.62
O	30 PREPARE REQUESTS FOR CHANGES IN ALLOWANCES AND AUTHORIZATIONS (AF FORM 601A)	88.98	2.02	1.80	5.42
O	9 MAINTAIN AND DISTRIBUTE THE CONSOLIDATED LISTING (CL)	93.22	1.89	1.76	7.18
O	13 MAINTAIN FILE OF AUTHORIZATIONS, INCREASES, OR DECREASES TO THE CONSOLIDATED LISTING	91.53	1.87	1.71	8.90
O	11 MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS	93.22	1.81	1.69	10.59
O	5 COORDINATE THE RELOCATION OF PROPERTY BETWEEN PROPERTY CUSTODIANS	91.53	1.82	1.67	12.26
O	16 MAINTAIN PERSONAL CLOTHING AND EQUIPMENT RECORDS	79.66	1.82	1.45	13.71
O	19 POST AUTHORIZATION CHANGES TO THE CONSOLIDATED LISTING	86.44	1.67	1.44	15.15
O	15 MAINTAIN MEMO DOCUMENT REGISTER	83.90	1.63	1.36	16.51
O	32 PREPARE TEMPORARY CUSTODY RECEIPTS (AF FORM 1297)	94.07	1.45	1.36	17.87
O	40 SEARCH EQUIPMENT ALLOWANCE PUBLICATIONS FOR BASIS OF ISSUE AND ALLOWANCES	85.59	1.56	1.34	19.21
A	35 SUBMIT AUTHORIZATION CHANGES TO MEDICAL EQUIPMENT REVIEW AUTHORIZATION ACTIVITY	75.42	1.69	1.27	20.48
O	28 PREPARE EQUIPMENT AUTHORIZATION CHANGE INFORMATION FOR PCAM CARDS	77.97	1.62	1.26	21.75
O	20 PREPARE AND FORWARD E-AID CUSTODY/RECEIPT CARD TO BASE DATA PROCESSING INSTALLATION (AF FORM 814)	83.90	1.46	1.22	22.97
O	25 PREPARE DOCUMENTS FOR NON-MEDICAL EQUIPMENT TRANSACTIONS	78.81	1.50	1.19	24.16
B	1 ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	79.66	1.47	1.17	25.33
O	21 PREPARE AND FORWARD E-AID DUE-IN CARD TO BASE DATA SERVICES (AF FORM 815)	81.36	1.41	1.15	26.48
B	25 SUPERVISE THE MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO)	60.17	1.89	1.14	27.62
O	10 MAINTAIN AND ISSUE STOCKS OF NON-MEDICAL SUPPLIES	69.49	1.62	1.13	28.74
O	14 MAINTAIN HISTORY FILE OF PCAM CARDS ON EQUIPMENT	75.42	1.44	1.09	29.83
O	22 PREPARE AND FORWARD EQUIPMENT AUTHORIZATION INVENTORY DATA TO BASE DATA PROCESSING INSTALLATION	80.51	1.34	1.08	30.91
O	1 ASSIGN NON-MIMS VOUCHER NUMBERS TO TRANSACTIONS	72.03	1.44	1.04	31.95
A	21 PLAN PROCEDURES FOR MAINTAINING E-AID CARDS	65.25	1.55	1.01	32.96
P	20 MONITOR MEMO DOCUMENT REGISTER	64.41	1.38	0.89	33.85
E	7 DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	66.95	1.31	0.88	34.73
O	39 ROUTE TURN-IN OF EQUIPMENT FOR INSPECTION AND CONDITION CODING	73.73	1.18	0.87	35.60
O	7 DETERMINE NEED FOR CONTRACT MAINTENANCE OF EQUIPMENT	68.64	1.26	0.87	36.47

A	27	PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	63.56	1.36	0.87	37.33
N	6	KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	63.56	1.35	0.86	38.19
O	33	PREPARE TRANSFER DOCUMENTS FOR PROPERTY TRANSFERRED BETWEEN BASE MEMOS	72.03	1.16	0.84	39.03
O	31	PREPARE STOCK OR PRICE CHANGE VOUCHERS FOR EQUIPMENT	71.19	1.13	0.81	39.83
K	18	PREPARE SALVAGE DOCUMENTS	61.86	1.29	0.80	40.63
J	9	MAKE PHYSICAL COUNT OF PROPERTY ITEMS	52.54	1.43	0.75	41.38
A	13	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE EQUIPMENT ACTIVITY	66.10	1.11	0.74	42.12
O	38	REVIEW REPORTS OF INVENTORY FINDINGS FROM PROPERTY	62.71	1.14	0.71	42.83
O	2	COMPARE QUANTITY AND CONDITION OF EQUIPMENT ITEMS WITH VOUCHER LISTINGS	60.17	1.15	0.69	43.52
A	12	OPEN NEW MEMO ACCOUNTS	67.80	1.01	0.68	44.20
O	29	PREPARE EQUIPMENT REPLACEMENT BUDGETARY LIST	55.08	1.23	0.68	44.88
B	11	SUPERVISE EQUIPMENT AUTHORIZATION AND SUPPORT FUNCTIONS	51.69	1.30	0.67	45.55
P	16	MAINTAIN FILE OF PROPERTY ACCOUNTS	49.15	1.36	0.67	46.22
B	23	SUPERVISE THE DISPOSAL AND SALVAGE OF MATERIEL	47.46	1.27	0.60	46.82
O	26	PREPARE DOCUMENTS FOR OFF-BASE REPAIR OF EQUIPMENT	51.69	1.15	0.60	47.42
C	12	EVALUATE EQUIPMENT AUTHORIZATION AND SUPPORT ACTIVITIES	49.15	1.20	0.59	48.01
P	14	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS AT USING ACTIVITY	42.37	1.36	0.58	48.59
H	8	REVIEW EXCESS EQUIPMENT OR SUPPLY TURN-IN DOCUMENTS AND DETERMINE EXCESS OR SALVAGE ACTION	56.78	0.98	0.56	49.14
F	16	INSPECT TURN-IN ITEMS	53.39	1.03	0.55	49.69
P	7	FILE COMPLETED DOCUMENTS	38.14	1.44	0.55	50.24
A	17	PLAN AND SCHEDULE INSPECTIONS OF PROPERTY ASSIGNED TO USING ACTIVITY	50.00	1.09	0.55	50.79
M	8	PREPARE AND MAINTAIN RECORDS OR DOCUMENTS FOR NON-MEDICAL MATERIEL	41.53	1.31	0.54	51.33
A	34	SET UP, MAINTAIN, OR DISPOSE OF FILES	46.61	1.17	0.54	51.88
O	6	COORDINATE WITH THE MERAAB FOR EQUIPMENT PURCHASES AND PURCHASE PRIORITIES	50.85	1.06	0.54	52.42
E	9	DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	45.76	1.12	0.51	52.93
L	14	ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	40.68	1.26	0.51	53.44
O	8	FORWARD TEMPORARY CUSTODY RECEIPTS FOR THE LOAN OF PROPERTY TO PATIENTS	55.93	0.90	0.50	53.95
E	18	ISSUE MATERIEL TO USING ACTIVITY	42.37	1.17	0.49	54.44
O	4	CONDUCT UTILIZATION SURVEYS TO VALIDATE EQUIPMENT REQUIREMENTS	49.15	1.00	0.49	54.93
F	3	DESIGNATE ITEMS FOR DISPOSAL	46.61	1.04	0.48	55.42
A	1	ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	41.53	1.15	0.48	55.90
A	7	COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	41.53	1.15	0.48	56.37
O	36	REVIEW AND FORWARD REQUESTS FOR TEMPORARY LOAN OF EQUIPMENT	55.93	0.85	0.47	56.85
B	10	SUPERVISE DELIVERY AND TRANSFER OF MATERIEL	38.98	1.21	0.47	57.32
H	6	PREPARE DOCUMENTS FOR THE TRANSFER OF EXCESS REQUIRED NON-MEDICAL ITEMS TO BASE SUPPLY	53.39	0.88	0.47	57.79
A	25	PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	44.92	1.04	0.46	58.25
K	9	FILL OUT FORMS FOR CONDEMNED ITEMS	39.83	1.15	0.46	58.71
O	37	REVIEW EQUIPMENT STOCK STATUS REPORT FOR DISCREPANCIES	44.07	1.03	0.45	59.17
O	24	PREPARE BASE INVENTORY ADJUSTMENT DOCUMENT	50.85	0.89	0.45	59.62
E	23	MAKE DELIVERIES TO USING ACTIVITY	41.53	1.09	0.45	60.07

D	6	GIVE INFORMAL TRAINING TO INDIVIDUALS	39.83	1.11	0.44	60.52
P	2	ASSIGN OR CANCEL DOCUMENT NUMBERS	38.14	1.15	0.44	60.95
F	14	INSPECT PROPERTY FOR REPAIRS OR REPLACEMENTS	38.98	1.12	0.44	61.39
A	26	PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	43.22	1.01	0.44	61.83
E	29	PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	41.53	1.03	0.43	62.26
O	17	MAKE REPORTS OF SURVEY FOR IRRECONCILABLE EQUIPMENT SHORTAGES	48.31	0.89	0.43	62.68
B	15	SUPERVISE MEDICAL MATERIEL SPECIALISTS (91550)	33.05	1.28	0.42	63.11
O	3	COMPUTE DROPPAGE ALLOWANCES FOR NON-MEDICAL EQUIPMENT ITEMS	48.31	0.87	0.42	63.53
H	1	ADVISE BASE SUPPLY OFFICER OF EXCESS NON-MEDICAL ITEMS	55.08	0.76	0.42	63.95
O	27	PREPARE DROPPAGE ALLOWANCE DOCUMENTS FOR NON-MEDICAL EQUIPMENT	45.76	0.91	0.41	64.36
E	30	PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	37.29	1.08	0.40	64.76
E	42	UNLOAD INCOMING SHIPMENTS	41.53	0.93	0.39	65.15
P	27	REVIEW DOCUMENTS PRIOR TO FILING	34.75	1.11	0.39	65.54
P	8	FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	32.20	1.19	0.38	65.92
B	19	SUPERVISE PROPERTY INSPECTIONS	35.59	1.08	0.38	66.30
O	23	PREPARE AND SUBMIT STATEMENTS OF CHARGES OR OTHER VOLUNTARY PAYMENT DOCUMENTS FOR EQUIPMENT	44.07	0.86	0.38	66.68
F	7	IDENTIFY ITEMS TO BE TRANSFERRED	38.98	0.97	0.38	67.06
B	7	SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	27.97	1.34	0.37	67.43
A	19	PLAN PROCEDURES AND SEQUENCES FOR TAKING INVENTORIES	40.68	0.91	0.37	67.80
O	18	NOTIFY WAREHOUSE TO FORWARD EQUIPMENT FOR USER TESTS	38.98	0.92	0.36	68.16
E	3	COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	33.90	1.06	0.36	68.52
E	1	CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	33.05	1.07	0.35	68.87
B	20	SUPERVISE REQUISITIONING OF MATERIEL	27.97	1.22	0.34	69.21
B	17	SUPERVISE PHYSICAL ISSUING OF MATERIEL	29.66	1.14	0.34	69.55
C	3	COMPLETE PERSONEL PERFORMANCE REPORTS	31.36	1.06	0.33	69.88
A	20	PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	28.81	1.15	0.33	70.21
E	43	VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	33.05	0.97	0.32	70.53
A	2	ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	34.75	0.90	0.31	70.84
K	29	VERIFY UNIT COSTS OF PROPERTY ITEMS	35.59	0.88	0.31	71.16
F	21	VERIFY UNIT OF ISSUE FOR PROPERTY ITEMS	38.98	0.80	0.31	71.47
F	4	DETERMINE CAUSE OF UNSERVICEABLE CONDITION OF PROPERTY	34.75	0.88	0.30	71.77
E	21	LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	27.97	1.08	0.30	72.08
A	23	PLAN PROCEDURES FOR MAKING INVENTORY ADJUSTMENTS	36.44	0.80	0.29	72.37
A	28	PLAN SPACE LAYOUTS FOR SUPPLIES OR EQUIPMENT	37.29	0.76	0.28	72.65
E	41	TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	32.20	0.82	0.26	72.91
A	33	SELECT PROCUREMENT SOURCES (CP OR LP) FOR ISSUE REQUESTS	32.20	0.79	0.26	73.17
B	9	SUPERVISE CONTROL OF MATERIEL DOCUMENTS	26.27	0.96	0.25	73.42
E	28	PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	27.12	0.92	0.25	73.67
M	4	MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	27.12	0.91	0.25	73.91
A	9	DEVELOP STANDARD OPERATING PROCEDURE FOR REPAIR OF UNSERVICEABLE AND DAMAGED EQUIPMENT	33.05	0.73	0.24	74.16
L	24	TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	24.58	0.98	0.24	74.40
B	5	MONITOR EXCESS ITEMS PROGRAM	24.58	0.95	0.23	74.63
F	18	PREPARE STATEMENT OF FACTS FOR PROPERTY DAMAGED OR DESTROYED FOR REASONS OTHER THAN FAIR WEAR AND TEAR	32.20	0.72	0.23	74.87
B	22	SUPERVISE STORAGE AND RECEIPT OF MATERIEL	24.58	0.94	0.23	75.10

D	2	CONDUCT OJT PROGRAMS	22.03	1.04	0.23	75.33
J	11	PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	29.66	0.76	0.23	75.55
O	35	REPORT DISCREPANCIES IN STOCK STATUS REPORT TO STOCK RECORDS SECTION FOR PREPARATION OF NEW REPORT	28.81	0.78	0.23	75.78
A	14	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	25.42	0.88	0.22	76.00
P	19	MAINTAIN SUPPLY DOCUMENT REGISTER	17.80	1.25	0.22	76.22
C	9	DETERMINE NEED FOR EXTRA INVENTORIES	25.42	0.85	0.22	76.44
J	8	MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	25.42	0.85	0.21	76.65
B	12	SUPERVISE LINEN SUPPLY ACTIVITY	15.25	1.40	0.21	76.87
Q	26	SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	19.49	1.10	0.21	77.08
A	11	ESTABLISH WORK SCHEDULES	19.49	1.09	0.21	77.29
H	15	REVIEW RECEIVING DOCUMENTS	24.58	0.86	0.21	77.51
D	4	COUNSEL INDIVIDUALS ON TRAINING PROGRESS	20.34	1.04	0.21	77.72
M	9	PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	22.03	0.94	0.21	77.93
E	5	CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	27.12	0.76	0.21	78.13
Q	4	ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITY	22.88	0.87	0.20	78.33
E	6	DELIVER OUTSHIPMENTS	24.58	0.80	0.20	78.53
I	16	PROCESS CLOTHING ITEMS OF HOSPITAL PERSONNEL	16.10	1.21	0.19	78.72
D	12	PREPARE, ADMINISTER, OR SCORE TESTS	15.25	1.27	0.19	78.92
E	40	SET UP BINS, RACKS, BAYS, OR OTHER STORAGE FACILITIES	26.27	0.74	0.19	79.11
E	32	PREPARE AND ATTACH SHIPPING TAGS, LABELS, OR DOCUMENTS	26.27	0.73	0.19	79.30
E	11	FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DD FORM 1348-1)	22.88	0.83	0.19	79.49
E	10	EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	22.03	0.86	0.19	79.68
P	5	DISPOSE OF INACTIVE DOCUMENTS	20.34	0.93	0.19	79.87
K	6	EDIT OUTGOING OR INCOMING EXCESS REPORTS	22.88	0.82	0.19	80.06
K	20	PREPARE AND DISTRIBUTE DOCUMENTS FOR PROPERTY FOUND ON BASE	29.66	0.62	0.19	80.24
G	8	POSITION MMPNC OR SCATA MATERIEL	20.34	0.90	0.18	80.43
M	6	MAINTAIN REQUISITION HISTORY FILE	20.34	0.87	0.18	80.60
M	5	MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	21.19	0.83	0.18	80.78
C	13	EVALUATE INVENTORY ADJUSTMENTS	16.95	1.03	0.18	80.96
A	6	COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	26.27	0.66	0.17	81.13
P	25	RECORD BASIC IDENTIFYING DATA ON DOCUMENTS	16.10	1.07	0.17	81.30
E	35	PROCESS PROPERTY ACCOMPANYING PATIENTS	23.73	0.72	0.17	81.47
C	11	EVALUATE EFFECTIVENESS OF THE LINEN SUPPLY ACTIVITY	13.56	1.24	0.17	81.64
P	21	MONITOR THE FLOW OF DOCUMENTS BETWEEN PROCESSING POINTS	16.10	1.04	0.17	81.81
A	36	SUBMIT REQUESTS FOR STOCKLISTING OF NON-STOCKLISTED ITEMS TO SUB-COMMAND OR COMMAND	15.25	1.08	0.16	81.97
E	4	CONDITION CODE SUPPLY ITEMS	21.19	0.77	0.16	82.14
D	7	INDOCTRINATE NEWLY ASSIGNED PERSONNEL	21.19	0.77	0.16	82.30
Q	8	MAINTAIN LIBRARY OF GSA CATALOGUES, VENDORS' CATALOGUES, AND OTHER PROCUREMENT DATA	21.19	0.77	0.16	82.46
G	7	MONITOR THE INSPECTION AND ROTATION OF MMPNC PHASE I KITS	15.25	1.04	0.16	82.62
N	12	MAINTAIN SUPPLY OF BLANK PCAM CARDS	22.88	0.69	0.16	82.78
P	9	FILE UP-DATED DOCUMENT REGISTERS	17.80	0.87	0.16	82.93
F	11	INITIATE STOCK CHANGE DOCUMENTS FOR UNIDENTIFIED ITEMS	25.42	0.60	0.15	83.08
F	13	INSPECT ITEMS IN STORAGE FOR SIGNS OF CORROSION, DECAY, OR DETERIORATION	19.49	0.78	0.15	83.24

K	5	EDIT ISSUE REQUESTS	19.49	0.76	0.15	83.38
P	1	ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	11.02	1.34	0.15	83.53
E	37	ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	19.49	0.76	0.15	83.68
J	10	PERFORM PRE-INVENTORY SURVEY	11.02	1.33	0.15	83.83
K	27	SCREEN REQUESTS FOR SUPPLIES	19.49	0.75	0.15	83.97
I	13	PREPARE AND SUBMIT QUARTERLY LINEN INVENTORY AND CONSUMPTION REPORT	14.41	1.01	0.15	84.12
P	23	PREPARE DOCUMENTS TO BE DESTROYED OR RETIRED	21.19	0.68	0.15	84.26
I	1	CARRY OUT CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	11.86	1.21	0.14	84.41
P	6	DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	16.10	0.89	0.14	84.55
E	27	PACK OR CRATE ITEMS FOR SHIPPING	19.49	0.73	0.14	84.69
P	11	INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	16.10	0.87	0.14	84.83
K	12	NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	17.80	0.78	0.14	84.97
M	1	CHECK ACCURACY OF DEPOT REQUISITIONS	18.64	0.75	0.14	85.11
G	5	INVENTORY WRM MATERIELS	20.34	0.68	0.14	85.25
P	13	MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	13.56	1.02	0.14	85.39
K	7	EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	15.25	0.90	0.14	85.52
A	37	WRITE JOB DESCRIPTION	19.49	0.70	0.14	85.66
B	24	SUPERVISE THE FURNISHING OF MEDICAL MATERIEL TRANSACTION DOCUMENTS TO BAFO	14.41	0.95	0.14	85.80
M	7	POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (OA)	16.10	0.84	0.14	85.93
I	5	DEVISE CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	12.71	1.06	0.14	86.07
L	3	COMPLETE ENTRIES ON RECEIVING DOCUMENTS	15.25	0.88	0.13	86.20
J	13	RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	18.64	0.71	0.13	86.34
K	24	RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	20.34	0.65	0.13	86.47
B	8	SUPERVISE CIVILIAN PERSONNEL	9.32	1.42	0.13	86.60
J	1	ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	16.10	0.81	0.13	86.73
I	9	INVENTORY CONTROLLED LINEN ITEMS	13.56	0.96	0.13	86.86
M	13	REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	15.25	0.85	0.13	86.99
I	3	COMPUTE LINEN LEVELS FOR USING ACTIVITIES	12.71	1.01	0.13	87.12
E	12	FORWARD OR RECEIVE EQUIPMENT ITEMS FOR USER TESTS	16.95	0.76	0.13	87.25
M	11	RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	17.80	0.72	0.13	87.37
D	8	INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	16.95	0.75	0.13	87.50
I	19	SCREEN LINEN TO DETECT DAMAGED OR WORN ITEMS	10.17	1.22	0.12	87.63
I	18	REPAIR OR REPLACE WORN OR DAMAGED LINENS	11.86	1.02	0.12	87.75
C	1	ANALYZE EFFECTIVENESS OF MATERIEL MANAGEMENT PRACTICES	11.02	1.10	0.12	87.87
N	16	PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	12.71	0.94	0.12	87.99
M	12	RECORD FUND OBLIGATIONS	14.41	0.83	0.12	88.11
F	8	IDENTIFY PARTS OF COMPLETE ASSEMBLIES	16.95	0.70	0.12	88.23
I	2	COMPLETE LINEN SUPPLY RECORDS (AF FORM 581)	11.02	1.06	0.12	88.34
A	4	ASSIGN ISSUE PRIORITIES	17.80	0.66	0.12	88.46
M	10	PROCESS RECEIPTS FROM LOCAL PURCHASE	19.49	0.60	0.12	88.58
F	10	INITIATE ISSUE REQUESTS FOR ITEMS NEEDED TO COMPLETE ASSEMBLIES	13.56	0.83	0.11	88.69
J	5	COORDINATE WITH BASE DATA PROCESSING INSTALLATION FOR PREPARATION OF INVENTORY COUNT LISTINGS	16.10	0.69	0.11	88.80
F	6	ENTER RE-INSPECTION DATES ON PROPERTY ITEMS	11.02	1.00	0.11	88.91
A	3	APPOINT INVENTORY SUPERVISOR OR TEAMS	12.71	0.85	0.11	89.02

B	4	IMPLEMENT CONTROLS AND FOLLOW-UP FOR NEW PROCEDURES	14.41	0.75	0.11	89.13
L	9	MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	13.56	0.79	0.11	89.24
M	16	TYPE MATERIEL SOURCE DOCUMENTS	13.56	0.78	0.11	89.34
F	5	DETERMINE INTERCHANGEABILITY OF ITEMS	16.95	0.63	0.11	89.45
P	17	MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS	11.02	0.96	0.11	89.55
N	9	MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	16.10	0.66	0.11	89.66
C	17	SCHEDULE LEAVES OR PASSES	15.25	0.69	0.11	89.77
E	44	WRAP AND PACK PROPERTY FOR STORAGE	16.10	0.65	0.11	89.87
E	38	SEGREGATE INCOMING SHIPMENTS FOR INSPECTION	13.56	0.77	0.10	89.97
P	3	CODE AND EDIT SOURCE DOCUMENTS	14.41	0.72	0.10	90.08
A	16	ORGANIZE PROCEDURES FOR BASE PROCUREMENT OF LOCAL PURCHASE MATERIEL	12.71	0.82	0.10	90.18
L	10	MAKE ENTRIES ON STOCK LOCATOR CARDS TO SHOW CHANGES IN LOCATION OF PROPERTY ITEMS	7.63	1.35	0.10	90.29
E	14	IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	15.25	0.67	0.10	90.39
K	1	ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	13.56	0.74	0.10	90.49
B	18	SUPERVISE PREPARATION OF OFFICIAL CORRESPONDENCE	11.86	0.84	0.10	90.59
C	5	CONDUCT INSPECTIONS OF INVENTORY CONTROL WORK METHODS	8.47	1.17	0.10	90.69
K	25	REQUEST WAREHOUSE TO DELIVER MATERIEL	13.56	0.73	0.10	90.79
B	21	SUPERVISE SPECIAL PROJECT AND SPECIAL DUTY ACTIVITIES	11.02	0.88	0.10	90.88
P	26	RECORD TRANSACTIONS ON TRANSACTION REGISTER	15.25	0.63	0.10	90.98
D	13	PREPARE LESSON PLANS	9.32	1.03	0.10	91.07
J	2	CALCULATE THE INVENTORY BALANCE	12.71	0.75	0.09	91.17
C	4	CONDUCT INSPECTIONS OF DOCUMENT CONTROL WORK METHODS	8.47	1.12	0.09	91.26
C	15	EVALUATE REQUESTS FOR LOCAL PURCHASE	9.32	1.00	0.09	91.36
C	5	CONDUCT INSPECTIONS OF WAREHOUSE WORK METHODS	10.17	0.91	0.09	91.45
I	12	PREPARE AND FORWARD REQUESTS FOR ISSUE OF LINEN ITEMS	11.86	0.78	0.09	91.54
H	4	PREPARE AND SUBMIT REPORTS OF EXCESS PROPERTY TO AFMMFO (SFS 120, 120A)	14.41	0.64	0.09	91.64
Q	25	RECEIVE, INSPECT, AND STORE LOCAL PURCHASE ITEMS	14.41	0.64	0.09	91.73
L	7	FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	11.86	0.77	0.09	91.82
F	1	CONDUCT FOLLOW-UP INSPECTIONS	12.71	0.71	0.09	91.91
D	14	PREPARE TRAINING RECORDS OR CHARTS	8.47	1.07	0.09	92.00
J	15	REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	13.56	0.67	0.09	92.09
M	3	EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	11.02	0.82	0.09	92.18
F	9	IDENTIFY WAR READINESS MATERIEL TO PREVENT UNAUTHORIZED MOVEMENT OR USE	15.25	0.59	0.09	92.27
J	12	PREPARE REPORTS OF SURVEY FOR UNACCEPTABLE ADJUSTMENTS (DD FORM 200)	19.49	0.45	0.09	92.36
E	16	INSPECT HANDLING, LOADING, OR STORING OF PROPERTY RELEASED FOR SHIPMENT	11.86	0.75	0.09	92.45
A	8	DEVELOP STANDARD OPERATING PROCEDURE (SOP) FOR EMERGENCY SUPPLY SITUATIONS	11.86	0.74	0.09	92.53
I	17	PROTECT CLEAN LINENS FROM DUST	7.63	1.15	0.09	92.62
N	13	OFFSET ADJUSTMENT TRANSACTION CARDS	9.32	0.94	0.09	92.71
M	2	DETERMINE REQUISITION PRIORITIES	14.41	0.61	0.09	92.80
A	10	ESTABLISH INVENTORY CUT-OFF DOCUMENT NUMBERS	16.10	0.54	0.09	92.86
Q	11	PREPARE AND PROCESS RECEIVING REPORTS FOR LOCAL PURCHASE ITEMS	12.71	0.68	0.09	92.97
I	7	DYE WORN LINENS	10.17	0.85	0.09	93.06
E	17	ISSUE DATED ITEMS	11.02	0.78	0.09	93.14
E	34	PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	14.41	0.59	0.08	93.23

H	5	PREPARE DESTRUCTION DOCUMENTS FOR AND DESTROY MEDICAL EXCESS	11.86	0.70	0.08	93.31
L	5	DISTRIBUTE COPIES OF ISSUE REQUESTS	9.32	0.89	0.08	93.40
N	22	RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	8.47	0.98	0.08	93.48
L	15	POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	7.63	1.09	0.08	93.56
I	20	SEND LINEN TO LAUNDRY AND RECEIVE FROM LAUNDRY	7.63	1.08	0.08	93.65
I	4	COORDINATE NEGOTIATIONS FOR THE LAUNDERING OF LINENS	8.47	0.96	0.08	93.73
E	15	INSPECT AND INVENTORY STOCK STORED IN HOSPITAL FOR AIR EVACUATION PROGRAM	10.17	0.80	0.08	93.81
F	15	INSPECT STORED PROPERTY TO SEE THAT LOAD LIMITS AND SECURITY CONDITIONS ARE MET	11.02	0.72	0.08	93.89
C	14	EVALUATE MEDICAL MATERIEL COMPLAINTS OR SUGGESTIONS FOR CORRECTIVE ACTION	9.32	0.85	0.08	93.97
G	1	COMPUTE ASSETS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	11.02	0.72	0.08	94.04
D	15	RECOMMEND INDIVIDUALS FOR SPECIALTY KNOWLEDGE TESTING	10.17	0.78	0.08	94.12
N	4	FORWARD PUNCHED QUANTITY REQUESTED CARD DECKS TO DATA PROCESSING INSTALLATION	10.17	0.75	0.08	94.20
L	17	PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (DD FORM 1348)	11.02	0.68	0.08	94.27
L	22	SCREEN REQUESTS FOR LOCAL PURCHASE	10.17	0.73	0.07	94.35
A	22	PLAN PROCEDURES FOR MAINTAINING SUPPLY STOCK RECORDS	10.17	0.71	0.07	94.42
A	15	ORGANIZE MAINTENANCE SUPPORT FUNCTIONS	9.32	0.78	0.07	94.49
J	14	REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	11.86	0.61	0.07	94.57
P	12	MAKE QUALITY CONTROL CHECK OF SUCH ITEMS AS POSTING CONTROL CODES OR ANALYSES CODES	8.47	0.85	0.07	94.64
E	39	SEGREGATE MATERIEL TO BE INVENTORIED	9.32	0.77	0.07	94.71
J	6	ESTABLISH AND POST NOTICES OF INVENTORY DEADLINE DATES	10.17	0.70	0.07	94.78
F	2	CONDUCT SPECIAL-SUBJECT INSPECTIONS	11.02	0.62	0.07	94.85
G	13	ROTATE WRM	13.56	0.50	0.07	94.92
A	18	PLAN CONTROLS OVER WRM SUPPLIES AND EQUIPMENT	10.17	0.67	0.07	94.99
K	11	MAINTAIN DATE-OF-AVAILABILITY LIST OF NEWLY STOCKLISTED MATERIEL	12.71	0.53	0.07	95.05
G	4	COMPUTE REQUIREMENTS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	7.63	0.89	0.07	95.12
J	16	REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	11.86	0.57	0.07	95.19
Q	14	PREPARE AND SUBMIT LOCAL PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	8.47	0.79	0.07	95.26
N	8	KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	8.47	0.77	0.07	95.32
F	17	PREPARE INSPECTION REPORTS	9.32	0.70	0.07	95.39
P	28	REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	9.32	0.70	0.07	95.45
A	32	RECOMMEND CHANGES IN TECHNICAL ORDERS, MANUALS, HANDBOOKS, OR OPERATING PROCEDURES	9.32	0.70	0.06	95.52
A	30	PREPARE REPORTS FOR STAFF CONFERENCES	5.08	1.26	0.06	95.58
A	29	PLAN TECHNIQUES FOR HANDLING MECHANIZED ACCOUNTS	8.47	0.76	0.06	95.65
E	22	MAINTAIN AND SEARCH STOCK LOCATOR FILE OR AIR FORCE LOCATOR CARDS	6.78	0.94	0.06	95.71
E	31	PLACE LOCATION SYMBOLS ON WAREHOUSE BINS, RACKS, OR BAYS	11.86	0.53	0.06	95.77
N	2	FILE ZERO BALANCE CARDS	11.02	0.57	0.06	95.83
E	24	MARK SHIPPING CONTAINERS	10.17	0.61	0.06	95.90
I	14	PREPARE AND SUBMIT REPORTS OF SURVEY	8.47	0.73	0.06	95.96

	LINENS AND INDIVIDUAL CLOTHING ITEMS	7.63	0.80	0.06	96.02
	USING ACTIVITIES OF SUSPENDED ITEMS	8.47	0.69	0.06	96.08
	AND DISTRIBUTE INCOMING AND OUTGOING MAIL	9.32	0.63	0.06	96.14
	SHOPPING DECKS TO BASE DATA PROCESSING INSTALLATION	9.32	0.62	0.06	96.19
	IN FILE OF LOCAL PURCHASE ORDERS, CONTRACTS, ING REPORTS, OR SIMILAR DOCUMENTS	7.63	0.75	0.06	96.25
	ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	11.02	0.52	0.06	96.31
	STORAGE, ISSUE, AND SAFEGUARDING OF SECURITY ITEMS	7.63	0.74	0.06	96.36
	COMPUTE GROSS WARTIME MATERIEL REQUIREMENTS (GMWR)	8.47	0.67	0.06	96.42
B	6 MONITOR THE MEDICAL INVENTORY MANAGEMENT SYSTEM (MIMS)	6.78	0.83	0.06	96.48
P	22 PREPARE CERTIFICATES OF LOST DOCUMENTS	11.86	0.47	0.06	96.53
Q	28 SUBMIT SUGGESTED SOURCES OF LOCAL PURCHASE ITEMS TO BASE PURCHASING AND CONTRACT OFFICE (P + C)	9.32	0.59	0.06	96.59
C	2 COMPILE MANAGEMENT DATA FOR USE IN EVALUATION OF SUPPLY PROGRAM	5.93	0.92	0.05	96.64
P	24 PREPARE FACSIMILES OF LOST DOCUMENTS FROM SUSPENSE COPIES	12.71	0.43	0.05	96.70
N	1 COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	10.17	0.53	0.05	96.75
I	8 ESTIMATE OR COUNT QUANTITIES OF ISSUED AND PICKED UP LINENS	7.63	0.70	0.05	96.80
G	11 PREPARE THE MATERIEL OPERATIONAL READINESS REPORT (MORR)	7.63	0.69	0.05	96.86
J	4 CONDUCT INVENTORIES OF LOCAL PURCHASE ITEMS	9.32	0.55	0.05	96.91
C	10 EVALUATE ADEQUACY OF INSPECTIONS	8.47	0.60	0.05	96.96
N	15 OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	7.63	0.65	0.05	97.01
K	22 RECONCILE THE DOLLAR VALUE OF INVENTORY CATEGORIES WITH THE DOLLAR VALUE OF ACCOUNTING OFFICE RECORDS	7.63	0.65	0.05	97.06
E	26 OPERATE FORK LIFT FOR MATERIEL HANDLING	7.63	0.65	0.05	97.11
I	15 PREPARE FORMS FOR TURN-IN OF LINEN TO THE LAUNDRY	5.93	0.83	0.05	97.16
F	12 INSPECT CONTAINERS AND LABELS OF CORROSIVE, VOLATILE, COMBUSTIBLE, OR POISONOUS MATERIALS	7.63	0.64	0.05	97.21
L	16 POST RETURNS TO VENDORS	5.93	0.82	0.05	97.25
L	20 PREPARE INVENTORY CONTROL RECORDS FOR ACCEPTABLE TURN-INS	8.47	0.57	0.05	97.30
K	17 PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	11.02	0.43	0.05	97.35
I	6 DRAFT AND SUBMIT LINEN SUPPLY BUDGET ESTIMATES	6.78	0.69	0.05	97.40
Q	9 MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	6.78	0.69	0.05	97.44
J	3 COMPUTE INVENTORY ACCURACY PERCENTAGES	9.32	0.50	0.05	97.49
N	17 PREPARE INPUT DATA AND READ OUTPUT FOR DECREASE AND INCREASE TRANSACTIONS	6.78	0.69	0.05	97.54
N	7 KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	7.63	0.60	0.05	97.58
G	6 MAKE SURVEYS TO INSURE ACCURACY OF WRM LOCATOR FILES	5.93	0.76	0.05	97.63
N	21 RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	6.78	0.66	0.04	97.67
K	14 POST STOCK SUSPENSION NOTICES	5.93	0.74	0.04	97.72
H	3 DETERMINE THE METHOD OF DESTRUCTION FOR DIFFERENT TYPES OF MEDICAL SUPPLIES	9.32	0.47	0.04	97.76
G	10 PREPARE REQUISITIONS FOR WRM	7.63	0.58	0.04	97.80
D	1 ADAPT AND MAINTAIN TRAINING AIDS	4.24	1.03	0.04	97.85
G	3 COMPUTE PEACETIME OPERATING STOCKS (POS) REQUIREMENTS	8.47	0.52	0.04	97.89
D	11 PLAN IMPROVED TRAINING METHODS	2.54	1.68	0.04	97.93
I	11 PICK UP LINENS FROM AND DELIVER TO USING ACTIVITY	5.08	0.83	0.04	97.98
K	8 ESTABLISH MINIMUM STOCK LEVELS	7.63	0.55	0.04	98.02
E	2 CLEAN AND DRY PROPERTY ITEMS	5.93	0.70	0.04	98.06
E	13 GROUP PROPERTY ITEMS FOR PACKAGING	7.63	0.54	0.04	98.10
Q	22 PURCHASE SMALL DOLLAR VALUE ITEMS	4.24	0.97	0.04	98.14
N	23 SELECT DATA ELEMENTS FOR RECORDING TRANSACTIONS	5.93	0.68	0.04	98.18

N	14 OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	6.78	0.59	0.04	98.22
P	18 MAINTAIN LOCAL PROCUREMENT DOCUMENT REGISTER	5.93	0.66	0.04	98.26
L	6 FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	7.63	0.51	0.04	98.30
E	19 LIST EXPENDABLE ITEMS CONSUMED IN THE MEDICAL SUPPLY OPERATION	6.78	0.57	0.04	98.34
Q	29 VALIDATE AND DISTRIBUTE LOCAL PURCHASE RECEIVING DOCUMENTS	5.93	0.65	0.04	98.38
N	11 MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	5.93	0.65	0.04	98.42
C	16 MAKE RECOMMENDATIONS FOR PERSONNEL ACTIONS	5.93	0.64	0.04	98.46
Q	12 PREPARE AND SUBMIT EMERGENCY PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	6.78	0.56	0.04	98.49
D	10 PLAN AND CONDUCT FORMAL CLASSROOM TRAINING	4.24	0.88	0.04	98.53
P	15 MAINTAIN FILE OF BASE ERROR AND/OR CORRECTION SHEETS (AF FORM 150)	5.08	0.72	0.04	98.57
A	5 COMPUTE ECONOMIC ORDER QUANTITIES (EOQS)	7.63	0.48	0.04	98.60
D	3 COORDINATE PROCEDURES FOR RESERVIST TRAINING	4.24	0.83	0.04	98.64
J	7 INSPECT RECEIPTS AND ISSUES FOR PROCESSING PRIOR TO INVENTORY	7.63	0.46	0.04	98.67
D	5 DETERMINE NEED FOR INDIVIDUAL OR GROUP TRAINING	3.39	1.03	0.03	98.71
N	19 PREPARE INPUT DATA AND READ OUTPUT FOR STOCK BALANCES	5.93	0.58	0.03	98.74
Q	24 RECEIVE AND PROCESS REQUESTS FOR ITEMS TO BE PURCHASED WITH PETTY CASH FUNDS	5.93	0.58	0.03	98.78
E	20 LIST COMPONENT PART SHORTAGES	7.63	0.44	0.03	98.81
Q	10 PREPARE AND DISTRIBUTE SOURCE DOCUMENTS INVOLVING PAYMENT TO VENDORS	5.08	0.66	0.03	98.85
L	11 MONITOR PRIORITY STATUS OF REQUISITIONS	5.93	0.55	0.03	98.88
P	10 INSPECT CHARGE-OUT RECORDS (AF FORM 614) TO INSURE RETURN OF LOANED DOCUMENTS	6.78	0.48	0.03	98.91
K	16 PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENT (DD FORM 6)	8.47	0.38	0.03	98.94
N	18 PREPARE INPUT DATA AND READ OUTPUT FOR DOCUMENTATION OF TRANSACTIONS	5.93	0.54	0.03	98.98
C	6 CONDUCT INSPECTIONS OF LOCAL PURCHASE WORK METHODS	4.24	0.74	0.03	99.01
A	31 PREPARE UNIT MANNING DOCUMENT (UMD) CHANGE REQUESTS	2.54	1.20	0.03	99.04
E	25 MONITOR TEMPERATURE, HUMIDITY, OR DUST CONDITIONS WITHIN STORAGE FACILITY	5.08	0.58	0.03	99.07
Q	23 RECEIVE AND DISTRIBUTE CORRESPONDENCE PERTINENT TO LOCAL PURCHASE	5.08	0.58	0.03	99.10
L	23 SEPARATE STOCK RECORD CARDS FOR NON-STOCK LISTED ITEMS	5.93	0.49	0.03	99.13
N	10 MAINTAIN NEWLY-STOCKLISTED ITEM PCAM CARD FILE	6.78	0.42	0.03	99.15
L	1 ADJUST BALANCE CARDS FOR SUSPENDED ITEMS	5.08	0.51	0.03	99.18
P	4 CODE LOCAL PURCHASE DOCUMENTS	4.24	0.60	0.03	99.21
B	14 SUPERVISE MACHINE ROOM OPERATIONS	3.39	0.75	0.03	99.23
L	18 PREPARE AND DISTRIBUTE THE STOCK STATUS REPORT	5.08	0.50	0.03	99.26
G	9 POST GWMR LEVELS AND COMPOSITION	1.69	1.47	0.02	99.28
K	3 DETERMINE REQUISITION TRANSMISSION METHODS	4.24	0.58	0.02	99.31
M	14 REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC BIOLOGICALS AND REAGENTS	5.08	0.47	0.02	99.33
Q	21 PROVIDE FUND CITATION AND AUTHORIZATION FOR CASH PURCHASE	3.39	0.71	0.02	99.35
K	13 POST RECEIPTS AND ISSUES OF SECURITY ITEMS TO VAULT RECORD CARDS	1.69	1.40	0.02	99.38
E	36 RECEIVE, ISSUE, OR PACKAGE SECURITY ITEMS	5.08	0.46	0.02	99.40
N	20 PREPARE PCAM DAILY UTILIZATION REPORT	5.08	0.46	0.02	99.42
B	13 SUPERVISE LOCAL PURCHASE ACTIVITIES	4.24	0.54	0.02	99.45

K	26	SCREEN, COMPUTE, AND POST STOCK LEVELS	3.39	0.67	0.02	99.47
D	16	ROTATE DUTY ASSIGNMENTS OF INDIVIDUALS FOR CROSS-TRAINING	3.39	0.67	0.02	99.49
B	27	SUPERVISE WRM ACTIVITIES	3.39	0.66	0.02	99.51
K	21	PROCESS AND REPORT MEDICAL MATERIEL COMPLAINTS	4.24	0.50	0.02	99.54
K	15	PREPARE AND SUBMIT QUARTERLY FEEDER REPORTS	3.39	0.62	0.02	99.56
Q	17	PREPARE REPORT OF LOCAL PURCHASES	5.08	0.40	0.02	99.58
L	12	NOTIFY AFMMFO OF ITEMS SUSPENDED	6.78	0.30	0.02	99.60
Q	6	MAINTAIN FUND FOR COD PURCHASES	2.54	0.77	0.02	99.62
Q	7	MAINTAIN IMPREST FUND FOR SMALL DOLLAR VALUE ITEM PURCHASES	2.54	0.68	0.02	99.63
H	2	ARRANGE FOR WITNESSES TO OBSERVE THE DESTRUCTION OF MEDICAL SECURITY ITEMS	3.39	0.51	0.02	99.65
B	26	SUPERVISE THE STOCK RECORD ACCOUNT	0.85	2.03	0.02	99.67
K	2	COMPUTE FILL RATES	4.24	0.41	0.02	99.69
F	20	VERIFY SECURITY CLASSIFICATION OF PROPERTY ITEMS	5.08	0.34	0.02	99.70
A	24	PLAN PROCEDURES FOR THE ADMINISTRATION OF THE STOCK RECORD ACCOUNT	3.39	0.46	0.02	99.72
L	4	COMPUTE THE QUANTITY ON HAND OF SUSPENDED ITEMS	4.24	0.36	0.02	99.73
Q	1	COORDINATE WITH OTHER AGENCIES TO DETERMINE WHICH LOCAL PURCHASE ITEMS SHOULD BE STOCKLISTED	3.39	0.43	0.01	99.75
L	19	PREPARE FORMS TO SUSPEND UNSUITABLE MATERIEL FROM ISSUE	2.54	0.53	0.01	99.76
C	7	CONDUCT INSPECTIONS OF THE HANDLING OF SECURITY ITEMS	1.69	0.78	0.01	99.77
Q	3	EDIT OUTPUT FOR DUE-IN AND DUE-OUT DATA OF USING ACTIVITIES	2.54	0.51	0.01	99.79
B	16	SUPERVISE MEDICAL MATERIEL SUPERVISORS (91570)	0.85	1.44	0.01	99.80
L	2	AUDIT AND FORWARD THE QUARTERLY MIMS REPORT	1.69	0.64	0.01	99.81
Q	27	SET LEVELS AND REQUIREMENT CODES FOR NON-STOCKLISTED ITEMS	2.54	0.43	0.01	99.82
Q	16	PREPARE REPORTS OF DISCREPANCY IN SHIPMENT FROM COMMERCIAL VENDORS	2.54	0.42	0.01	99.83
K	28	TYPE AND DISTRIBUTE CATALOG OF MEDICAL NON-STOCKLISTED ITEMS	0.85	1.25	0.01	99.84
K	23	RECONCILE THE SECURITY RECORD CARD BALANCES WITH STOCK RECORD CARD BALANCES	0.85	1.16	0.01	99.85
B	2	BRIEF PERSONNEL ON MOBILITY PLANS	1.69	0.57	0.01	99.86
Q	15	PREPARE LETTER RECOMMENDING STOCKLISTING OF NON-STOCKLISTED ITEMS	1.69	0.55	0.01	99.87
Q	18	PREPARE SHIPPING DOCUMENTS FOR LOCAL PURCHASE CREDIT ITEMS BEING RETURNED TO VENDOR	2.54	0.36	0.01	99.88
E	8	DRAFT STORAGE AND OCCUPANCY REPORTS	0.85	1.00	0.01	99.89
Q	2	EDIT MACHINE-COMPUTED REQUIREMENTS LISTING OF NON-STOCKLISTED ITEMS	1.69	0.48	0.01	99.90
Q	13	PREPARE AND SUBMIT LIST OF DELINQUENT LOCAL PURCHASE ORDERS TO BASE PROCUREMENT ACTIVITY	2.54	0.31	0.01	99.91
G	12	RECONCILE AFMMFO LETTERS WITH WRM WORKSHEET	2.54	0.28	0.01	99.91
H	7	PREPARE DOCUMENTS FOR THE TURN-IN OF OUT-DATED X-RAY FILM	1.69	0.34	0.01	99.92
K	10	INVESTIGATE DISCREPANCIES ENCOUNTERED IN THE INVENTORY OF SECURITY ITEMS	0.85	0.58	0.00	99.92
K	4	DETERMINE TYPE OF STORAGE REQUIRED FOR SECURITY ITEMS	0.85	0.58	0.00	99.93
F	19	VERIFY LABELS AND INSTRUCTIONS FOR HANDLING RADIOACTIVE MATERIALS	0.85	0.57	0.00	99.93
D	17	SELECT INDIVIDUALS FOR FORMAL TRAINING	0.85	0.52	0.00	99.94
L	8	MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	1.69	0.25	0.00	99.94
Q	19	PROCESS AND FORWARD EXEMPTIONS TO THE BUY AMERICAN ACT TO BASE PROCUREMENT ACTIVITY	0.85	0.48	0.00	99.95
D	9	INSTRUCT PERSONNEL IN STORAGE OF CLASSIFIED DOCUMENTS	0.85	0.39	0.00	99.95

K 19 PREPARE SCHEDULE FOR STAGGERED SUBMISSION OF REQUESTS  
Q 20 PROCURE NARCOTICS

0.85	0.36	0.00	99.95
0.85	0.36	0.00	99.96

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRS= 181  
KPATH ORDER FROM 461 TO 641 GROUP STAGE= 46

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
A	PLANNING AND ORGANIZING	100.00	19.37	19.37	19.37
B	DIRECTING AND IMPLEMENTING	100.00	17.51	17.51	36.88
C	EVALUATING	98.34	10.89	10.71	47.60
D	TRAINING	96.13	8.40	8.07	55.67
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	90.06	6.88	6.19	61.86
G	MAINTAINING WAR READINESS MATERIEL	86.74	6.41	5.56	67.42
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	88.95	5.32	4.73	72.15
E	PERFORMING WAREHOUSE FUNCTIONS	71.27	5.61	4.00	76.15
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	90.61	4.31	3.90	80.06
F	INSPECTING PROPERTY	72.93	4.71	3.44	83.50
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	60.22	5.66	3.41	86.91
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	73.48	4.58	3.37	90.27
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	74.59	3.93	2.93	93.21
M	REQUISITIONING MATERIEL	75.69	2.99	2.27	95.47
H	REPORTING AND DISPOSING OF MATERIEL	85.19	2.33	2.01	97.48
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	39.78	3.63	1.44	98.92
I	MAINTAINING LINEN SUPPLY	38.67	2.62	1.01	99.94

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX - '36

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRS= 181  
KPATH ORDER FROM 461 TO 641 GROUP STAGE= 46

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
A	2 ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	91.16	1.19	1.09	1.09
A	11 ESTABLISH WORK SCHEDULES	89.50	1.19	1.06	2.15
B	15 SUPERVISE MEDICAL MATERIEL SPECIALISTS (91550)	79.56	1.27	1.01	3.16
B	26 SUPERVISE THE STOCK RECORD ACCOUNT	72.38	1.39	1.01	4.17
C	3 COMPLETE PERSONEL PERFORMANCE REPORTS	87.29	1.09	0.95	5.12
B	6 MONITOR THE MEDICAL INVENTORY MANAGEMENT SYSTEM (MIMS)	77.35	1.19	0.92	6.05
B	18 SUPERVISE PREPARATION OF OFFICIAL CORRESPONDENCE	81.22	1.10	0.90	6.94
A	24 PLAN PROCEDURES FOR THE ADMINISTRATION OF THE STOCK RECORD ACCOUNT	76.80	1.16	0.89	7.84
C	1 ANALYZE EFFECTIVENESS OF MATERIEL MANAGEMENT PRACTICES	72.38	1.19	0.86	8.70
A	18 PLAN CONTROLS OVER WRM SUPPLIES AND EQUIPMENT	79.01	1.04	0.82	9.52
A	25 PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	81.22	1.01	0.82	10.35
B	27 SUPERVISE WRM ACTIVITIES	72.93	1.11	0.81	11.16
B	8 SUPERVISE CIVILIAN PERSONNEL	73.48	1.09	0.80	11.96
B	7 SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	67.96	1.17	0.79	12.75
B	20 SUPERVISE REQUISITIONING OF MATERIEL	76.80	1.03	0.79	13.54
A	26 PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	79.56	0.98	0.78	14.33
B	21 SUPERVISE SPECIAL PROJECT AND SPECIAL DUTY ACTIVITIES	74.03	1.05	0.77	15.10
B	16 SUPERVISE MEDICAL MATERIEL SUPERVISORS (91570)	56.35	1.37	0.77	15.87
D	8 INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	74.59	1.03	0.76	16.63
D	2 CONDUCT OJT PROGRAMS	69.06	1.10	0.76	17.40
B	9 SUPERVISE CONTROL OF MATERIEL DOCUMENTS	72.93	1.04	0.76	18.16
D	7 INDOCTRINATE NEWLY ASSIGNED PERSONNEL	85.08	0.88	0.75	18.90
A	7 COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	77.35	0.95	0.74	19.64
D	6 GIVE INFORMAL TRAINING TO INDIVIDUALS	74.03	0.99	0.74	20.38
C	15 EVALUATE REQUESTS FOR LOCAL PURCHASE	69.61	1.05	0.73	21.11
A	20 PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	77.90	0.93	0.73	21.83
C	8 CONDUCT INSPECTIONS OF WAREHOUSE WORK METHODS	71.27	1.00	0.71	22.54
C	17 SCHEDULE LEAVES OR PASSES	83.98	0.85	0.71	23.25
C	2 COMPILE MANAGEMENT DATA ;JR USE IN EVALUATION OF SUPPLY PROGRAM	62.98	1.11	0.70	23.96
A	1 ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	82.87	0.84	0.69	24.65
B	13 SUPERVISE LOCAL PURCHASE ACTIVITIES	67.96	1.02	0.69	25.34
G	1 COMPUTE ASSETS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	71.27	0.97	0.69	26.04
D	4 COUNSEL INDIVIDUALS ON TRAINING PROGRESS	75.69	0.90	0.68	26.72
A	6 COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	67.40	1.00	0.67	27.39

G	2	COMPUTE GROSS WARTIME MATERIEL REQUIREMENTS (GWMR)	69.61	0.96	0.67	28.06
C	4	CONDUCT INSPECTIONS OF DOCUMENT CONTROL WORK METHODS	73.48	0.91	0.67	28.73
A	21	PLAN TECHNIQUES FOR HANDLING MECHANIZED ACCOUNTS	62.43	1.06	0.66	29.39
B	5	MONITOR EXCESS ITEMS PROGRAM	77.90	0.85	0.66	30.05
A	22	PLAN PROCEDURES FOR MAINTAINING SUPPLY STOCK RECORDS	69.61	0.94	0.65	30.71
G	4	COMPUTE REQUIREMENTS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	67.40	0.77	0.65	31.36
B	22	SUPERVISE STORAGE AND RECEIPT OF MATERIEL	66.30	0.98	0.65	32.00
C	6	CONDUCT INSPECTIONS OF LOCAL PURCHASE WORK METHODS	69.06	0.93	0.64	32.65
A	19	PLAN PROCEDURES AND SEQUENCES FOR TAKING INVENTORIES	81.77	0.79	0.64	33.29
C	14	EVALUATE MEDICAL MATERIEL COMPLAINTS OR SUGGESTIONS FOR CORRECTIVE ACTION	75.14	0.84	0.63	33.92
C	5	CONDUCT INSPECTIONS OF INVENTORY CONTROL WORK METHODS	71.27	0.89	0.63	34.55
D	16	ROTATE DUTY ASSIGNMENTS OF INDIVIDUALS FOR CROSS-TRAINING	63.54	0.99	0.63	35.18
B	4	IMPLEMENT CONTROLS AND FOLLOW-UP FOR NEW PROCEDURES	66.85	0.94	0.63	35.81
C	16	MAKE RECOMMENDATIONS FOR PERSONNEL ACTIONS	71.82	0.87	0.62	36.43
J	14	REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	74.03	0.79	0.58	37.02
L	22	SCREEN REQUESTS FOR LOCAL PURCHASE	60.77	0.95	0.58	37.60
J	16	REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	72.38	0.80	0.58	38.17
A	28	PLAN SPACE LAYOUTS FOR SUPPLIES OR EQUIPMENT	68.51	0.84	0.58	38.75
C	13	EVALUATE INVENTORY ADJUSTMENTS	70.72	0.81	0.58	39.33
G	3	COMPUTE PEACETIME OPERATING STOCKS (POS) REQUIREMENTS	62.98	0.91	0.58	39.90
J	15	REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	71.27	0.79	0.56	40.47
A	5	COMPUTE ECONOMIC ORDER QUANTITIES (EOQS)	59.67	0.94	0.56	41.03
A	16	ORGANIZE PROCEDURES FOR BASE PROCUREMENT OF LOCAL PURCHASE MATERIEL	61.88	0.90	0.56	41.59
G	11	PREPARE THE MATERIEL OPERATIONAL READINESS REPORT (MORR)	61.88	0.89	0.55	42.14
B	25	SUPERVISE THE MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO)	48.62	1.13	0.55	42.69
B	24	SUPERVISE THE FURNISHING OF MEDICAL MATERIEL TRANSACTION DOCUMENTS TO BAFO	62.43	0.88	0.55	43.24
C	9	DETERMINE NEED FOR EXTRA INVENTORIES	72.38	0.74	0.54	43.77
A	4	ASSIGN ISSUE PRIORITIES	67.96	0.79	0.53	44.31
D	15	RECOMMEND INDIVIDUALS FOR SPECIALTY KNOWLEDGE TESTING	66.30	0.80	0.53	44.84
A	23	PLAN PROCEDURES FOR MAKING INVENTORY ADJUSTMENTS	71.82	0.74	0.53	45.37
B	23	SUPERVISE THE DISPOSAL AND SALVAGE OF MATERIEL	67.40	0.77	0.52	45.89
K	6	EDIT OUTGOING OR INCOMING EXCESS REPORTS	64.09	0.81	0.52	46.41
A	3	APPOINT INVENTORY SUPERVISOR OR TEAMS	65.19	0.80	0.52	46.93
B	10	SUPERVISE DELIVERY AND TRANSFER OF MATERIEL	62.98	0.82	0.52	47.45
B	3	DIRECT STORAGE, ISSUE, AND SAFEGUARDING OF SECURITY ITEMS	57.46	0.89	0.51	47.96
A	8	DEVELOP STANDARD OPERATING PROCEDURE (SOP) FOR EMERGENCY SUPPLY SITUATIONS	64.09	0.79	0.51	48.47
A	37	WRITE JOB DESCRIPTION	66.85	0.73	0.49	48.96
D	5	DETERMINE NEED FOR INDIVIDUAL OR GROUP TRAINING	60.77	0.78	0.47	49.43
A	34	SET UP, MAINTAIN, OR DISPOSE OF FILES	63.54	0.74	0.47	49.90
G	7	MONITOR THE INSPECTION AND ROTATION OF MMPNC PHASE I KITS	50.83	0.92	0.47	50.37
C	7	CONDUCT INSPECTIONS OF THE HANDLING OF SECURITY ITEMS	47.51	0.97	0.46	50.83
J	3	COMPUTE INVENTORY ACCURACY PERCENTAGES	60.22	0.77	0.46	51.29
A	14	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	62.43	0.73	0.46	51.75
M	2	DETERMINE REQUISITION PRIORITIES	58.56	0.78	0.46	52.20
B	14	SUPERVISE MACHINE ROOM OPERATIONS	45.86	0.99	0.45	52.66
L	21	RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	46.41	0.98	0.45	53.11
C	10	EVALUATE ADEQUACY OF INSPECTIONS	54.14	0.84	0.45	53.56

A	27	PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	60.22	0.75	0.45	54.02
B	19	SUPERVISE PROPERTY INSPECTIONS	51.93	0.87	0.45	54.47
B	1	ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	65.75	0.68	0.45	54.91
L	2	AUDIT AND FORWARD THE QUARTERLY MIMS REPORT	54.14	0.81	0.44	55.35
D	12	PREPARE, ADMINISTER, OR SCORE TESTS	52.49	0.83	0.43	55.79
C	11	EVALUATE EFFECTIVENESS OF THE LINEN SUPPLY ACTIVITY	46.96	0.91	0.43	56.21
H	3	DETERMINE THE METHOD OF DESTRUCTION FOR DIFFERENT TYPES OF MEDICAL SUPPLIES	61.33	0.68	0.42	56.63
B	11	SUPERVISE EQUIPMENT AUTHORIZATION AND SUPPORT FUNCTIONS	46.41	0.89	0.41	57.04
K	27	SCREEN REQUESTS FOR SUPPLIES	41.99	0.96	0.40	57.44
D	14	PREPARE TRAINING RECORDS OR CHARTS	46.96	0.85	0.40	57.84
H	2	ARRANGE FOR WITNESSES TO OBSERVE THE DESTRUCTION OF MEDICAL SECURITY ITEMS	55.80	0.71	0.40	58.24
C	12	EVALUATE EQUIPMENT AUTHORIZATION AND SUPPORT ACTIVITIES	44.20	0.89	0.39	58.63
K	5	EDIT ISSUE REQUESTS	46.41	0.84	0.39	59.03
B	2	BRIEF PERSONNEL ON MOBILITY PLANS	51.38	0.76	0.39	59.42
L	18	PREPARE AND DISTRIBUTE THE STOCK STATUS REPORT	46.41	0.84	0.39	59.81
H	8	REVIEW EXCESS EQUIPMENT OR SUPPLY TURN-IN DOCUMENTS AND DETERMINE EXCESS OR SALVAGE ACTION	55.25	0.70	0.39	60.19
B	17	SUPERVISE PHYSICAL ISSUING OF MATERIEL	50.83	0.76	0.39	60.58
D	11	PLAN IMPROVED TRAINING METHODS	44.20	0.86	0.38	60.96
G	5	INVENTORY WRM MATERIELS	43.65	0.86	0.38	61.34
K	21	PROCESS AND REPORT MEDICAL MATERIEL COMPLAINTS	50.83	0.73	0.37	61.71
Q	26	SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	40.88	0.89	0.37	62.08
M	3	EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	40.88	0.88	0.36	62.44
J	5	COORDINATE WITH BASE DATA PROCESSING INSTALLATION FOR PREPARATION OF INVENTORY COUNT LISTINGS	51.93	0.69	0.36	62.80
J	6	ESTABLISH AND POST NOTICES OF INVENTORY DEADLINE DATES	52.49	0.68	0.36	63.15
A	30	PREPARE REPORTS FOR STAFF CONFERENCES	39.78	0.89	0.35	63.51
A	10	ESTABLISH INVENTORY CUT-OFF DOCUMENT NUMBERS	56.91	0.62	0.35	63.86
B	12	SUPERVISE LINEN SUPPLY ACTIVITY	40.33	0.87	0.35	64.21
L	11	MONITOR PRIORITY STATUS OF REQUISITIONS	46.96	0.74	0.35	64.56
G	8	POSITION MMPNC OR SCATA MATERIEL	44.20	0.79	0.35	64.90
P	13	MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	35.91	0.96	0.35	65.25
K	8	ESTABLISH MINIMUM STOCK LEVELS	40.88	0.84	0.34	65.59
D	13	PREPARE LESSON PLANS	41.44	0.81	0.33	65.93
K	26	SCREEN, COMPUTE, AND POST STOCK LEVELS	34.25	0.97	0.33	66.26
E	41	TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	40.88	0.81	0.33	66.59
A	33	SELECT PROCUREMENT SOURCES (CP OR LP) FOR ISSUE REQUESTS	50.83	0.64	0.33	66.92
A	35	SUBMIT AUTHORIZATION CHANGES TO MEDICAL EQUIPMENT REVIEW AUTHORIZATION ACTIVITY	37.57	0.85	0.32	67.23
K	22	RECONCILE THE DOLLAR VALUE OF INVENTORY CATEGORIES WITH THE DOLLAR VALUE OF ACCOUNTING OFFICE RECORDS	41.99	0.75	0.32	67.55
J	10	PERFORM PRE-INVENTORY SURVEY	41.99	0.75	0.31	67.86
F	9	IDENTIFY WAR READINESS MATERIEL TO PREVENT UNAUTHORIZED MOVEMENT OR USE	40.88	0.76	0.31	68.17
G	12	RECONCILE AFMMFO LETTERS WITH WRM WORKSHEET	43.65	0.71	0.31	68.48
P	12	MAKE QUALITY CONTROL CHECK OF SUCH ITEMS AS POSTING CONTROL CODES OR ANALYSES CODES	33.70	0.90	0.30	68.78
A	21	PLAN PROCEDURES FOR MAINTAINING E-AID CARDS	40.88	0.74	0.30	69.09

K	2	COMPUTE FILL RATES	43.65	0.67	0.29	69.38
A	32	RECOMMEND CHANGES IN TECHNICAL ORDERS, MANUALS, HANDBOOKS, OR OPERATING PROCEDURES	44.75	0.65	0.29	69.67
K	7	EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	40.33	0.72	0.29	69.96
D	3	COORDINATE PROCEDURES FOR RESERVIST TRAINING	35.36	0.81	0.29	70.25
D	1	ADAPT AND MAINTAIN TRAINING AIDS	39.23	0.72	0.28	70.53
K	3	DETERMINE REQUISITION TRANSMISSION METHODS	44.20	0.64	0.28	70.81
P	6	DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	32.60	0.86	0.28	71.10
E	5	CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	35.36	0.79	0.28	71.37
F	15	INSPECT STORED PROPERTY TO SEE THAT LOAD LIMITS AND SECURITY CONDITIONS ARE MET	35.36	0.79	0.28	71.65
F	1	CONDUCT FOLLOW-UP INSPECTIONS	38.67	0.71	0.28	71.93
E	36	RECEIVE, ISSUE, OR PACKAGE SECURITY ITEMS	32.04	0.85	0.27	72.20
G	9	POST GWMR LEVELS AND COMPOSITION	35.91	0.75	0.27	72.47
Q	1	COORDINATE WITH OTHER AGENCIES TO DETERMINE WHICH LOCAL PURCHASE ITEMS SHOULD BE STOCKLISTED	40.33	0.67	0.27	72.74
P	21	MONITOR THE FLOW OF DOCUMENTS BETWEEN PROCESSING POINTS	34.25	0.79	0.27	73.01
H	4	PREPARE AND SUBMIT REPORTS OF EXCESS PROPERTY TO AFMMFO (SFS 120, 120A)	37.02	0.72	0.27	73.28
J	9	MAKE PHYSICAL COUNT OF PROPERTY ITEMS	32.60	0.82	0.27	73.55
A	13	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE EQUIPMENT ACTIVITY	35.91	0.74	0.27	73.81
K	15	PREPARE AND SUBMIT QUARTERLY FEEDER REPORTS	36.46	0.72	0.26	74.08
F	3	DESIGNATE ITEMS FOR DISPOSAL	43.65	0.60	0.26	74.34
L	9	MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	33.15	0.79	0.26	74.60
G	6	MAKE SURVEYS TO INSURE ACCURACY OF WRM LOCATOR FILES	35.91	0.72	0.26	74.86
M	1	CHECK ACCURACY OF DEPOT REQUISITIONS	34.25	0.75	0.26	75.12
L	24	TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	33.15	0.78	0.26	75.37
H	1	ADVISE BASE SUPPLY OFFICER OF EXCESS NON-MEDICAL ITEMS	39.78	0.65	0.26	75.63
L	12	NOTIFY AFMMFO OF ITEMS SUSPENDED	40.88	0.63	0.26	75.89
A	9	DEVELOP STANDARD OPERATING PROCEDURE FOR REPAIR OF UNSERVICEABLE AND DAMAGED EQUIPMENT	39.23	0.64	0.25	76.14
D	17	SELECT INDIVIDUALS FOR FORMAL TRAINING	38.67	0.65	0.25	76.39
K	17	PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	36.46	0.68	0.25	76.64
J	13	RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	35.36	0.70	0.25	76.89
K	23	RECONCILE THE SECURITY RECORD CARD BALANCES WITH STOCK RECORD CARD BALANCES	35.36	0.69	0.24	77.13
K	10	INVESTIGATE DISCREPANCIES ENCOUNTERED IN THE INVENTORY OF SECURITY ITEMS	39.23	0.62	0.24	77.37
D	10	PLAN AND CONDUCT FORMAL CLASSROOM TRAINING	24.86	0.97	0.24	77.61
K	13	POST RECEIPTS AND ISSUES OF SECURITY ITEMS TO VAULT RECORD CARDS	25.97	0.91	0.24	77.85
O	37	REVIEW EQUIPMENT STOCK STATUS REPORT FOR DISCREPANCIES	32.04	0.74	0.24	78.09
A	36	SUBMIT REQUESTS FOR STOCKLISTING OF NON-STOCKLISTED ITEMS TO SUB-COMMAND OR COMMAND	40.88	0.58	0.24	78.32
F	13	INSPECT ITEMS IN STORAGE FOR SIGNS OF CORROSION, DECAY, OR DETERIORATION	35.36	0.67	0.24	78.56
J	2	CALCULATE THE INVENTORY BALANCE	35.91	0.65	0.23	78.79
K	4	DETERMINE TYPE OF STORAGE REQUIRED FOR SECURITY ITEMS	32.60	0.71	0.23	79.03
G	13	ROTATE WRM	30.39	0.76	0.23	79.26
O	7	DETERMINE NEED FOR CONTRACT MAINTENANCE OF EQUIPMENT	32.60	0.71	0.23	79.49
A	17	PLAN AND SCHEDULE INSPECTIONS OF PROPERTY ASSIGNED TO USING ACTIVITY	33.15	0.69	0.23	79.72

F	2	CONDUCT SPECIAL-SUBJECT INSPECTIONS	35.91	0.63	0.23	79.95
A	31	PREPARE UNIT MANNING DOCUMENT (UMD) CHANGE REQUESTS	31.49	0.72	0.23	80.17
F	16	INSPECT TURN-IN ITEMS	31.49	0.72	0.23	80.40
L	13	NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	33.15	0.67	0.22	80.62
F	4	DETERMINE CAUSE OF UNSERVICEABLE CONDITION OF PROPERTY	37.57	0.58	0.22	80.84
M	15	REVIEW RECEIVING DOCUMENTS	31.49	0.70	0.22	81.06
Q	3	EDIT OUTPUT FOR DUE-IN AND DUE-OUT DATA OF USING ACTIVITIES	24.86	0.88	0.22	81.28
Q	27	SET LEVELS AND REQUIREMENT CODES FOR NON-STOCKLISTED ITEMS	28.73	0.75	0.22	81.49
O	38	REVIEW REPORTS OF INVENTORY FINDINGS FROM PROPERTY	29.28	0.73	0.21	81.71
Q	2	EDIT MACHINE-COMPUTED REQUIREMENTS LISTING OF NON-STOCKLISTED ITEMS	28.73	0.74	0.21	81.92
O	40	SEARCH EQUIPMENT ALLOWANCE PUBLICATIONS FOR BASIS OF ISSUE AND ALLOWANCES	29.28	0.72	0.21	82.13
Q	23	RECEIVE AND DISTRIBUTE CORRESPONDENCE PERTINENT TO LOCAL PURCHASE	31.49	0.67	0.21	82.34
P	28	REVIEW ERROR EDIT FROM DAILY TRANSACTION REPORT AND MAKE CORRECTIONS	23.20	0.90	0.21	82.55
J	7	INSPECT RECEIPTS AND ISSUES FOR PROCESSING PRIOR TO INVENTORY	29.28	0.63	0.18	82.74
F	34	PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	28.73	0.64	0.18	82.92
I	4	COORDINATE NEGOTIATIONS FOR THE LAUNDERING OF LINENS	28.13	0.65	0.18	83.10
I	6	DRAFT AND SUBMIT LINEN SUPPLY BUDGET ESTIMATES	24.31	0.73	0.18	83.28
F	20	VERIFY SECURITY CLASSIFICATION OF PROPERTY ITEMS	27.07	0.65	0.17	83.46
Q	17	PREPARE REPORT OF LOCAL PURCHASES	23.76	0.74	0.17	83.63
F	14	INSPECT PROPERTY FOR REPAIRS OR REPLACEMENTS	25.41	0.69	0.17	83.81
H	5	PREPARE DESTRUCTION DOCUMENTS FOR AND DESTROY MEDICAL EXCESS	27.07	0.64	0.17	83.98
J	1	ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	27.07	0.64	0.17	84.15
M	12	RECORD FUND OBLIGATIONS	21.55	0.79	0.17	84.32
A	15	ORGANIZE MAINTENANCE SUPPORT FUNCTIONS	22.65	0.74	0.17	84.49
G	10	PREPARE REQUISITIONS FOR WRM	28.73	0.57	0.16	84.65
O	5	COORDINATE THE RELOCATION OF PROPERTY BETWEEN PROPERTY CUSTODIANS	24.31	0.68	0.16	84.82
E	18	ISSUE MATERIEL TO USING ACTIVITY	23.20	0.70	0.16	84.98
P	20	MONITOR MEMO DOCUMENT REGISTER	23.20	0.70	0.16	85.14
E	28	PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	22.65	0.71	0.16	85.31
M	7	POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (OA)	18.78	0.85	0.16	85.47
E	4	CONDITION CODE SUPPLY ITEMS	27.07	0.59	0.16	85.63
O	4	CONDUCT UTILIZATION SURVEYS TO VALIDATE EQUIPMENT REQUIREMENTS	22.65	0.70	0.16	85.78
K	25	REQUEST WAREHOUSE TO DELIVER MATERIEL	25.41	0.61	0.16	85.94
P	3	CODE AND EDIT SOURCE DOCUMENTS	20.99	0.74	0.16	86.09
N	16	PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	23.76	0.65	0.16	86.25
P	27	REVIEW DOCUMENTS PRIOR TO FILING	20.44	0.74	0.15	86.40
F	7	IDENTIFY ITEMS TO BE TRANSFERRED	23.76	0.63	0.15	86.55
P	11	INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	20.99	0.71	0.15	86.70
K	18	PREPARE SALVAGE DOCUMENTS	20.99	0.68	0.14	86.84
J	4	CONDUCT INVENTORIES OF LOCAL PURCHASE ITEMS	22.10	0.64	0.14	86.98
E	3	COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	21.55	0.65	0.14	87.13
P	23	PREPARE DOCUMENTS TO BE DESTROYED OR RETIRED	22.10	0.63	0.14	87.27
F	5	DETERMINE INTERCHANGEABILITY OF ITEMS	25.41	0.55	0.14	87.40

E	25	MONITOR TEMPERATURE, HUMIDITY, OR DUST CONDITIONS WITHIN STORAGE FACILITY	22.65	0.61	0.14	87.54
K	11	MAINTAIN DATE-OF-AVAILABILITY LIST OF NEWLY STOCKLISTED MATERIEL	19.89	0.68	0.14	87.68
E	37	ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	14.92	0.91	0.14	87.81
Q	28	SUBMIT SUGGESTED SOURCES OF LOCAL PURCHASE ITEMS TO BASE PURCHASING AND CONTRACT OFFICE (P + C)	20.99	0.64	0.13	87.95
F	21	VERIFY UNIT OF ISSUE FOR PROPERTY ITEMS	22.10	0.61	0.13	88.08
Q	8	MAINTAIN LIBRARY OF GSA CATALOGUES, VENDORS' CATALOGUES, AND OTHER PROCUREMENT DATA	18.23	0.74	0.13	88.22
O	6	COORDINATE WITH THE MERAAB FOR EQUIPMENT PURCHASES AND PURCHASE PRIORITIES	19.34	0.69	0.13	88.35
F	18	PREPARE STATEMENT OF FACTS FOR PROPERTY DAMAGED OR DESTROYED FOR REASONS OTHER THAN FAIR WEAR AND TEAR	26.52	0.49	0.13	88.48
I	5	DEVISE CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	19.89	0.65	0.13	88.61
A	12	OPEN NEW MEMO ACCOUNTS	22.10	0.59	0.13	88.74
I	13	PREPARE AND SUBMIT QUARTERLY LINEN INVENTORY AND CONSUMPTION REPORT	16.57	0.78	0.13	88.87
E	10	EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	23.20	0.55	0.13	89.00
D	9	INSTRUCT PERSONNEL IN STORAGE OF CLASSIFIED DOCUMENTS	22.10	0.58	0.13	89.12
C	14	IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	22.65	0.56	0.13	89.25
E	16	INSPECT HANDLING, LOADING, OR STORING OF PROPERTY RELEASED FOR SHIPMENT	20.99	0.59	0.12	89.37
Q	15	PREPARE LETTER RECOMMENDING STOCKLISTING OF NON-STOCKLISTED ITEMS	20.99	0.59	0.12	89.50
M	5	MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	16.57	0.74	0.12	89.62
K	12	NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	23.76	0.51	0.12	89.74
L	14	ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	18.23	0.66	0.12	89.86
E	43	VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	18.78	0.62	0.12	89.98
O	13	MAINTAIN FILE OF AUTHORIZATIONS, INCREASES, OR DECREASES TO THE CONSOLIDATED LISTING	12.71	0.91	0.12	90.09
F	17	PREPARE INSPECTION REPORTS	18.78	0.61	0.11	90.21
K	16	PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENT (DD FORM 6)	18.78	0.61	0.11	90.32
O	34	RECEIVE AND DISTRIBUTE CUSTODIAN REQUEST/RECEIPT (AF FORM 6018)	14.36	0.79	0.11	90.44
O	9	MAINTAIN AND DISTRIBUTE THE CONSOLIDATED LISTING (CL)	14.36	0.79	0.11	90.55
Q	29	VALIDATE AND DISTRIBUTE LOCAL PURCHASE RECEIVING DOCUMENTS	18.78	0.60	0.11	90.66
F	10	INITIATE ISSUE REQUESTS FOR ITEMS NEEDED TO COMPLETE ASSEMBLIES	17.68	0.63	0.11	90.77
P	5	DISPOSE OF INACTIVE DOCUMENTS	18.23	0.61	0.11	90.88
O	30	PREPARE REQUESTS FOR CHANGES IN ALLOWANCES AND AUTHORIZATIONS (AF FORM 601A)	12.15	0.88	0.11	90.99
E	30	PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	16.02	0.65	0.10	91.09
N	9	MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	11.05	0.75	0.10	91.20
O	39	ROUTE TURN-IN OF EQUIPMENT FOR INSPECTION AND CONDITION CODING	14.92	0.69	0.10	91.30
E	8	DRAFT STORAGE AND OCCUPANCY REPORTS	18.23	0.57	0.10	91.41
F	12	INSPECT CONTAINERS AND LABELS OF CORROSIVE, VOLATILE, COMBUSTIBLE, OR POISONOUS MATERIALS	18.78	0.55	0.10	91.51

J	11 PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	16.57	0.62	0.10	91.61
P	17 MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS	12.71	0.81	0.10	91.71
P	2 ASSIGN OR CANCEL DOCUMENT NUMBERS	18.23	0.56	0.10	91.82
O	32 PREPARE TEMPORARY CUSTODY RECEIPTS (AF FORM 1297)	18.23	0.55	0.10	91.92
P	4 CODE LOCAL PURCHASE DOCUMENTS	16.02	0.62	0.10	92.01
O	35 REPORT DISCREPANCIES IN STOCK STATUS REPORT TO STOCK RECORDS SECTION FOR PREPARATION OF NEW REPORT	13.81	0.68	0.09	92.11
P	8 FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	14.36	0.65	0.09	92.20
P	19 MAINTAIN SUPPLY DOCUMENT REGISTER	11.60	0.80	0.09	92.29
E	9 DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	17.13	0.53	0.09	92.39
E	21 LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	15.47	0.58	0.09	92.48
N	17 PREPARE INPUT DATA AND READ OUTPUT FOR DECREASE AND INCREASE TRANSACTIONS	13.81	0.65	0.09	92.56
P	14 MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS AT USING ACTIVITY	15.47	0.58	0.09	92.65
Q	5 MAINTAIN FILE OF LOCAL PURCHASE ORDERS, CONTRACTS, RECEIVING REPORTS, OR SIMILAR DOCUMENTS	11.05	0.81	0.09	92.74
O	16 MAINTAIN PERSONAL CLOTHING AND EQUIPMENT RECORDS	12.15	0.74	0.09	92.83
O	19 POST AUTHORIZATION CHANGES TO THE CONSOLIDATED LISTING	11.05	0.80	0.09	92.92
K	19 PREPARE SCHEDULE FOR STAGGERED SUBMISSION OF REQUESTS	18.23	0.49	0.09	93.01
K	9 FILL OUT FORMS FOR CONDEMNED ITEMS	14.36	0.61	0.09	93.10
J	8 MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	18.23	0.48	0.09	93.18
E	40 SET UP BINS, RACKS, BAYS, OR OTHER STORAGE FACILITIES	12.71	0.68	0.09	93.27
Q	25 RECEIVE, INSPECT, AND STORE LOCAL PURCHASE ITEMS	14.36	0.60	0.09	93.36
N	7 KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	16.57	0.51	0.09	93.44
O	29 PREPARE EQUIPMENT REPLACEMENT BUDGETARY LIST	14.36	0.59	0.08	93.53
M	4 MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	12.71	0.66	0.08	93.61
N	15 OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	13.81	0.60	0.08	93.69
E	42 UNLOAD INCOMING SHIPMENTS	13.26	0.62	0.08	93.78
N	22 RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	14.36	0.57	0.08	93.86
O	36 REVIEW AND FORWARD REQUESTS FOR TEMPORARY LOAN OF EQUIPMENT	18.23	0.45	0.08	93.94
N	23 SELECT DATA ELEMENTS FOR RECORDING TRANSACTIONS	13.26	0.61	0.08	94.02
L	19 PREPARE FORMS TO SUSPEND UNSUITABLE MATERIEL FROM ISSUE	14.92	0.54	0.08	94.10
E	7 DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	12.15	0.66	0.08	94.18
O	11 MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS	11.60	0.69	0.08	94.26
J	12 PREPARE REPORTS OF SURVEY FOR UNACCEPTABLE ADJUSTMENTS (DD FORM 200)	16.57	0.48	0.08	94.34
P	10 INSPECT CHARGE-OUT RECORDS (AF FORM 614) TO INSURE RETURN OF LOANED DOCUMENTS	17.13	0.46	0.08	94.42
H	6 PREPARE DOCUMENTS FOR THE TRANSFER OF EXCESS REQUIRED NON-MEDICAL ITEMS TO BASE SUPPLY	14.92	0.52	0.08	94.50
L	3 COMPLETE ENTRIES ON RECEIVING DOCUMENTS	14.36	0.54	0.08	94.58
M	9 PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	11.05	0.70	0.08	94.65
Q	24 RECEIVE AND PROCESS REQUESTS FOR ITEMS TO BE PURCHASED WITH PETTY CASH FUNDS	10.50	0.73	0.08	94.73
N	19 PREPARE INPUT DATA AND READ OUTPUT FOR STOCK BALANCES	11.60	0.66	0.08	94.81
I	9 INVENTORY CONTROLLED LINEN ITEMS	9.39	0.82	0.08	94.88
K	14 POST STOCK SUSPENSION NOTICES	11.05	0.68	0.08	94.96

P	16	MAINTAIN FILE OF PROPERTY ACCOUNTS	11.60	0.65	0.08	95.04
P	1	ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	14.92	0.50	0.07	95.11
M	6	MAINTAIN REQUISITION HISTORY FILE	11.05	0.66	0.07	95.18
O	12	MAINTAIN CUSTODY/RECEIPT LOCATOR LISTINGS BY ACCOUNT	10.50	0.69	0.07	95.26
E	11	FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DD FORM 1348-1)	11.60	0.62	0.07	95.33
O	15	MAINTAIN MEMO DOCUMENT REGISTER	9.39	0.76	0.07	95.40
N	18	PREPARE INPUT DATA AND READ OUTPUT FOR DOCUMENTATION OF TRANSACTIONS	11.05	0.64	0.07	95.47
Q	12	PREPARE AND SUBMIT EMERGENCY PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	13.26	0.53	0.07	95.54
I	3	COMPUTE LINEN LEVELS FOR USING ACTIVITIES	10.50	0.65	0.07	95.61
I	1	CARRY OUT CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	10.50	0.65	0.07	95.68
K	1	ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	13.81	0.49	0.07	95.74
P	7	FILE COMPLETED DOCUMENTS	11.60	0.59	0.07	95.81
L	7	FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	9.94	0.68	0.07	95.88
Q	4	ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITY	9.94	0.66	0.07	95.95
N	13	OFFSET ADJUSTMENT TRANSACTION CARDS	12.71	0.52	0.07	96.01
M	10	PROCESS RECEIPTS FROM LOCAL PURCHASE	12.15	0.54	0.07	96.08
Q	11	PREPARE AND PROCESS RECEIVING REPORTS FOR LOCAL PURCHASE ITEMS	10.50	0.61	0.06	96.14
F	11	INITIATE STOCK CHANGE DOCUMENTS FOR UNIDENTIFIED ITEMS	14.36	0.45	0.06	96.21
K	29	VERIFY UNIT COSTS OF PROPERTY ITEMS	17.13	0.38	0.06	96.27
E	19	LIST EXPENDABLE ITEMS CONSUMED IN THE MEDICAL SUPPLY OPERATION	13.81	0.46	0.06	96.33
K	24	RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	14.92	0.42	0.06	96.40
E	23	MAKE DELIVERIES TO USING ACTIVITY	12.15	0.50	0.06	96.46
F	8	IDENTIFY PARTS OF COMPLETE ASSEMBLIES	11.05	0.55	0.06	96.52
E	17	ISSUE DATED ITEMS	11.05	0.54	0.06	96.58
N	6	KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	9.94	0.60	0.06	96.64
M	13	REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	11.60	0.51	0.06	96.70
N	4	FORWARD PUNCHED QUANTITY REQUESTED CARD DECKS TO DATA PROCESSING INSTALLATION	9.94	0.59	0.06	96.75
L	17	PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (DD FORM 1348)	10.50	0.55	0.06	96.81
E	44	WRAP AND PACK PROPERTY FOR STORAGE	7.18	0.80	0.06	96.87
O	20	PREPARE AND FORWARD E-AID CUSTODY/RECEIPT CARD TO BASE DATA PROCESSING INSTALLATION (AF FORM 814)	8.84	0.65	0.06	96.93
O	10	MAINTAIN AND ISSUE STOCKS OF NON-MEDICAL SUPPLIES	8.29	0.68	0.06	96.98
M	8	PREPARE AND MAINTAIN RECORDS OR DOCUMENTS FOR NON-MEDICAL MATERIEL	9.39	0.60	0.06	97.04
L	1	ADJUST BALANCE CARDS FOR SUSPENDED ITEMS	9.94	0.54	0.05	97.09
E	26	OPERATE FORK LIFT FOR MATERIEL HANDLING	5.52	0.97	0.05	97.15
N	12	MAINTAIN SUPPLY OF BLANK PCAM CARDS	9.39	0.57	0.05	97.20
O	1	ASSIGN NON-MIMS VOUCHER NUMBERS TO TRANSACTIONS	8.84	0.60	0.05	97.25
O	28	PREPARE EQUIPMENT AUTHORIZATION CHANGE INFORMATION FOR PCAM CARDS	8.29	0.62	0.05	97.31
E	1	CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	8.84	0.58	0.05	97.36
N	14	OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	9.39	0.55	0.05	97.41
O	22	PREPARE AND FORWARD EQUIPMENT AUTHORIZATION INVENTORY DATA TO BASE DATA PROCESSING INSTALLATION	8.29	0.61	0.05	97.46

E	6	DELIVER OUTSHIPMENTS	7.18	0.70	0.05	97.51
Q	21	PROVIDE FUND CITATION AND AUTHORIZATION FOR CASH PURCHASE	9.39	0.53	0.05	97.56
O	14	MAINTAIN HISTORY FILE OF PCAM CARDS ON EQUIPMENT	7.18	0.69	0.05	97.61
Q	16	PREPARE REPORTS OF DISCREPANCY IN SHIPMENT FROM COMMERCIAL VENDORS	11.60	0.42	0.05	97.66
N	8	KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	9.94	0.48	0.05	97.71
E	39	SEGREGATE MATERIEL TO BE INVENTORIED	6.63	0.71	0.05	97.75
P	18	MAINTAIN LOCAL PROCUREMENT DOCUMENT REGISTER	6.63	0.69	0.05	97.80
E	15	INSPECT AND INVENTORY STOCK STORED IN HOSPITAL FOR AIR EVACUATION PROGRAM	7.18	0.64	0.05	97.84
O	21	PREPARE AND FORWARD E-AID DUE-IN CARD TO BASE DATA SERVICES (AF FORM 815)	7.73	0.59	0.05	97.89
E	32	PREPARE AND ATTACH SHIPPING TAGS, LABELS, OR DOCUMENTS	8.29	0.55	0.05	97.93
E	27	PACK OR CRATE ITEMS FOR SHIPPING	7.73	0.58	0.04	97.98
P	9	FILE UP-DATED DOCUMENT REGISTERS	8.29	0.53	0.04	98.02
E	20	LIST COMPONENT PART SHORTAGES	6.08	0.72	0.04	98.07
L	6	FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	7.73	0.57	0.04	98.11
P	15	MAINTAIN FILE OF BASE ERROR AND/OR CORRECTION SHEETS (AF FORM 150)	4.42	0.97	0.04	98.15
O	17	MAKE REPORTS OF SURVEY FOR IRRECONCILABLE EQUIPMENT SHORTAGES	9.94	0.43	0.04	98.20
I	2	COMPLETE LINEN SUPPLY RECORDS (AF FORM 581)	4.97	0.85	0.04	98.24
I	14	PREPARE AND SUBMIT REPORTS OF SURVEY	9.94	0.42	0.04	98.28
Q	14	PREPARE AND SUBMIT LOCAL PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	7.18	0.58	0.04	98.32
N	21	RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	7.18	0.58	0.04	98.36
N	20	PREPARE PCAM DAILY UTILIZATION REPORT	9.94	0.41	0.04	98.41
O	33	PREPARE TRANSFER DOCUMENTS FOR PROPERTY TRANSFERRED BETWEEN BASE MEMOS	7.73	0.52	0.04	98.45
N	5	FORWARD SHOPPING DECKS TO BASE DATA PROCESSING INSTALLATION	6.63	0.60	0.04	98.49
O	2	COMPARE QUANTITY AND CONDITION OF EQUIPMENT ITEMS WITH VOUCHER LISTINGS	7.73	0.52	0.04	98.53
K	20	PREPARE AND DISTRIBUTE DOCUMENTS FOR PROPERTY FOUND ON BASE	8.84	0.45	0.04	98.57
L	15	POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	8.29	0.48	0.04	98.61
M	14	REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC BIOLOGICALS AND REAGENTS	9.94	0.39	0.04	98.64
O	3	COMPUTE DROPPAGE ALLOWANCES FOR NON-MEDICAL EQUIPMENT ITEMS	9.39	0.42	0.04	98.68
E	35	PROCESS PROPERTY ACCOMPANYING PATIENTS	9.39	0.41	0.04	98.72
N	11	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	6.63	0.57	0.04	98.76
N	3	FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	8.84	0.42	0.04	98.80
O	25	PREPARE DOCUMENTS FOR NON-MEDICAL EQUIPMENT TRANSACTIONS	7.18	0.51	0.04	98.83
F	6	ENTER RE-INSPECTION DATES ON PROPERTY ITEMS	8.29	0.43	0.04	98.87
M	16	TYPE MATERIEL SOURCE DOCUMENTS	6.08	0.56	0.03	98.90
L	5	DISTRIBUTE COPIES OF ISSUE REQUESTS	7.18	0.47	0.03	98.94
O	31	PREPARE STOCK OR PRICE CHANGE VOUCHERS FOR EQUIPMENT	7.18	0.47	0.03	98.97
O	24	PREPARE BASE INVENTORY ADJUSTMENT DOCUMENT	7.73	0.42	0.03	99.00
E	24	MARK SHIPPING CONTAINERS	7.18	0.45	0.03	99.04
E	38	SEGREGATE INCOMING SHIPMENTS FOR INSPECTION	5.52	0.58	0.03	99.07
M	11	RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	8.29	0.38	0.03	99.10
O	26	PREPARE DOCUMENTS FOR OFF-BASE REPAIR OF EQUIPMENT	8.29	0.37	0.03	99.13
H	7	PREPARE DOCUMENTS FOR THE TURN-IN OF OUT-DATED X-RAY FILM	7.73	0.39	0.03	99.16
Q	19	PROCESS AND FORWARD EXEMPTIONS TO THE BUY AMERICAN ACT TO BASE PROCUREMENT ACTIVITY	6.08	0.48	0.03	99.19

Q	10 PREPARE AND DISTRIBUTE SOURCE DOCUMENTS INVOLVING PAYMENT TO VENDORS	4.42	0.66	0.03	99.22
O	23 PREPARE AND SUBMIT STATEMENTS OF CHARGES OR OTHER VOLUNTARY PAYMENT DOCUMENTS FOR EQUIPMENT	7.18	0.40	0.03	99.25
E	29 PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	4.42	0.64	0.03	99.28
N	10 MAINTAIN NEWLY-STOCKLISTED ITEM PCAM CARD FILE	4.97	0.56	0.03	99.30
N	2 FILE ZERO BALANCE CARDS	4.42	0.63	0.03	99.33
L	23 SEPARATE STOCK RECORD CARDS FOR NON-STOCK LISTED ITEMS	6.63	0.40	0.03	99.36
L	8 MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	4.42	0.59	0.03	99.39
N	1 COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	6.08	0.43	0.03	99.41
P	26 RECORD TRANSACTIONS ON TRANSACTION REGISTER	6.08	0.42	0.03	99.44
Q	9 MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	3.31	0.77	0.03	99.46
Q	20 PROCURE NARCOTICS	6.63	0.38	0.03	99.49
Q	22 PURCHASE SMALL DOLLAR VALUE ITEMS	4.97	0.50	0.02	99.51
E	12 FORWARD OR RECEIVE EQUIPMENT ITEMS FOR USER TESTS	4.42	0.51	0.02	99.54
L	4 COMPUTE THE QUANTITY ON HAND OF SUSPENDED ITEMS	5.52	0.41	0.02	99.56
O	27 PREPARE DROPPAGE ALLOWANCE DOCUMENTS FOR NON-MEDICAL EQUIPMENT	6.08	0.36	0.02	99.58
P	25 RECORD BASIC IDENTIFYING DATA ON DOCUMENTS	6.63	0.33	0.02	99.60
E	31 PLACE LOCATION SYMBOLS ON WAREHOUSE BINS, RACKS, OR BAYS	4.42	0.49	0.02	99.62
O	18 NOTIFY WAREHOUSE TO FORWARD EQUIPMENT FOR USER TESTS	4.97	0.39	0.02	99.64
K	28 TYPE AND DISTRIBUTE CATALOG OF MEDICAL NON-STOCKLISTED ITEMS	4.42	0.43	0.02	99.66
P	22 PREPARE CERTIFICATES OF LOST DOCUMENTS	4.97	0.38	0.02	99.68
L	10 MAKE ENTRIES ON STOCK LOCATOR CARDS TO SHOW CHANGES IN LOCATION OF PROPERTY ITEMS	2.21	0.85	0.02	99.70
L	20 PREPARE INVENTORY CONTROL RECORDS FOR ACCEPTABLE TURN-INS	4.97	0.36	0.02	99.72
E	22 MAINTAIN AND SEARCH STOCK LOCATOR FILE OR AIR FORCE LOCATOR CARDS	2.21	0.77	0.02	99.73
I	19 SCREEN LINEN TO DETECT DAMAGED OR WORN ITEMS	3.87	0.44	0.02	99.75
I	18 REPAIR OR REPLACE WORN OR DAMAGED LINENS	1.66	1.01	0.02	99.77
E	13 GROUP PROPERTY ITEMS FOR PACKAGING	2.76	0.55	0.02	99.78
Q	13 PREPARE AND SUBMIT LIST OF DELINQUENT LOCAL PURCHASE ORDERS TO BASE PROCUREMENT ACTIVITY	4.42	0.35	0.02	99.80
O	8 FORWARD TEMPORARY CUSTODY RECEIPTS FOR THE LOAN OF PROPERTY TO PATIENTS	3.87	0.39	0.02	99.81
P	24 PREPARE FACSIMILES OF LOST DOCUMENTS FROM SUSPENSE COPIES	4.97	0.30	0.02	99.83
Q	18 PREPARE SHIPPING DOCUMENTS FOR LOCAL PURCHASE CREDIT ITEMS BEING RETURNED TO VENDOR	4.97	0.28	0.01	99.84
F	19 VERIFY LABELS AND INSTRUCTIONS FOR HANDLING RADIOACTIVE MATERIALS	3.31	0.41	0.01	99.86
L	16 POST RETURNS TO VENDORS	2.76	0.44	0.01	99.87
I	16 PROCESS CLOTHING ITEMS OF HOSPITAL PERSONNEL	2.21	0.54	0.01	99.88
I	17 PROTECT CLEAN LINENS FROM DUST	1.10	0.90	0.01	99.89
I	20 SEND LINEN TO LAUNDRY AND RECEIVE FROM LAUNDRY	1.10	0.86	0.01	99.90
I	7 DYE WORN LINENS	1.66	0.53	0.01	99.91
I	11 PICK UP LINENS FROM AND DELIVER TO USING ACTIVITY	0.55	1.52	0.01	99.92
I	12 PREPARE AND FORWARD REQUESTS FOR ISSUE OF LINEN ITEMS	2.21	0.33	0.01	99.92
Q	7 MAINTAIN IMPREST FUND FOR SMALL DOLLAR VALUE ITEM PURCHASES	1.10	0.33	0.00	99.93
I	15 PREPARE FORMS FOR TURN-IN OF LINEN TO THE LAUNDRY	1.10	0.29	0.00	99.93
I	8 ESTIMATE OR COUNT QUANTITIES OF ISSUED AND PICKED UP LINENS	0.55	0.53	0.00	99.93
I	10 MARK LINENS AND INDIVIDUAL CLOTHING ITEMS	0.55	0.39	0.00	99.94
Q	6 MAINTAIN FUND FOR COD PURCHASES	0.55	0.12	0.00	99.94

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRS= 246  
KPATH ORDER FROM 642 TO 887 GROUP STAGE= 41

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	98.37	19.29	18.98	18.98
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	95.53	14.66	14.00	32.98
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	46.75	9.67	9.35	42.33
M	REQUISITIONING MATERIEL	95.93	9.53	9.14	51.47
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	99.19	8.95	8.87	60.35
A	PLANNING AND ORGANIZING	86.99	7.71	6.71	67.06
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	95.53	6.79	6.49	73.55
E	PERFORMING WAREHOUSE FUNCTIONS	71.95	9.00	6.47	80.02
B	DIRECTING AND IMPLEMENTING	65.45	6.73	4.40	84.43
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	75.20	4.97	3.74	88.16
D	TRAINING	59.35	3.61	2.14	90.30
G	MAINTAINING WAR READINESS MATERIEL	70.73	2.71	1.92	92.22
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	47.56	3.99	1.90	94.12
C	EVALUATING	46.75	3.41	1.59	95.72
I	MAINTAINING LINEN SUPPLY	28.05	5.43	1.52	97.24
F	INSPECTING PROPERTY	52.03	2.92	1.52	98.76
H	REPORTING AND DISPOSING OF MATERIEL	65.04	1.80	1.17	99.94

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRS= 246  
KPATH ORDER FROM 642 TO 887 GROUP STAGE= 41

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
N	15 OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	82.52	1.47	1.21	1.21
N	7 KEYPUNCH PLAM CARDS FOR MEDICAL SUPPLY	81.30	1.42	1.15	2.36
N	3 FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	86.59	1.30	1.13	3.49
L	15 POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	77.64	1.43	1.11	4.60
N	9 MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	66.18	1.25	1.07	5.68
N	13 OFFSET ADJUSTMENT TRANSACTION CARDS	80.89	1.30	1.05	6.73
M	9 PREPARE REQUISITION CARDS (OD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	76.83	1.34	1.03	7.76
N	14 OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	78.05	1.30	1.02	8.78
N	4 FORWARD PUNCHED QUANTITY REQUESTED CARD DECKS TO DATA PROCESSING INSTALLATION	78.86	1.27	1.01	9.78
N	8 KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	77.64	1.29	1.00	10.78
P	7 FILE COMPLETED DOCUMENTS	78.05	1.26	0.98	11.77
K	5 EDIT ISSUE REQUESTS	76.42	1.22	0.93	12.70
J	1 ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	87.40	1.06	0.93	13.63
P	2 ASSIGN OR CANCEL DOCUMENT NUMBERS	81.71	1.11	0.91	14.54
N	11 MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	76.83	1.14	0.88	15.41
L	6 FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	78.46	1.11	0.87	16.29
N	22 RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	77.64	1.11	0.86	17.15
N	19 PREPARE INPUT DATA AND READ OUTPUT FOR STOCK BALANCES	71.54	1.18	0.84	17.99
P	3 CODE AND EDIT SOURCE DOCUMENTS	71.95	1.17	0.84	18.83
M	15 REVIEW RECEIVING DOCUMENTS	76.83	1.09	0.84	19.67
P	12 MAKE QUALITY CONTROL CHECK OF SUCH ITEMS AS POSTING CONTROL CODES OR ANALYSES CODES	70.73	1.18	0.84	20.50
N	17 PREPARE INPUT DATA AND READ OUTPUT FOR DECREASE AND INCREASE TRANSACTIONS	72.36	1.15	0.83	21.33
P	28 REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	69.92	1.19	0.83	22.17
N	1 COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	67.07	1.24	0.83	23.00
P	13 MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	66.26	1.25	0.83	23.82
K	27 SCREEN REQUESTS FOR SUPPLIES	74.39	1.10	0.82	24.64
M	10 PROCESS RECEIPTS FROM LOCAL PURCHASE	72.36	1.13	0.82	25.46
M	11 RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	73.17	1.10	0.81	26.27
P	19 MAINTAIN SUPPLY DOCUMENT REGISTER	67.48	1.18	0.80	27.07
N	2 FILE ZERO BALANCE CARDS	74.80	1.07	0.80	27.86
P	27 REVIEW DOCUMENTS PRIOR TO FILING	69.51	1.12	0.78	28.64
M	4 MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	69.92	1.07	0.75	29.39

N	18	PREPARE INPUT DATA AND READ OUTPUT FOR DOCUMENTATION OF TRANSACTIONS	67.89	1.09	0.74	30.13
N	16	PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	61.79	1.16	0.71	30.85
P	11	INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	65.85	1.08	0.71	31.56
M	1	CHECK ACCURACY OF DEPOT REQUISITIONS	68.70	1.03	0.71	32.27
M	3	EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	65.04	1.08	0.70	32.97
P	9	FILE UP-DATED DOCUMENT REGISTERS	67.48	1.04	0.70	33.67
L	1	ADJUST BALANCE CARDS FOR SUSPENDED ITEMS	74.80	0.93	0.70	34.37
J	15	REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	73.98	0.94	0.69	35.06
A	7	COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	70.33	0.98	0.69	35.75
P	17	MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS	61.79	1.11	0.69	36.44
N	21	RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	65.85	1.02	0.67	37.11
M	6	MAINTAIN REQUISITION HISTORY FILE	66.26	1.01	0.67	37.79
N	5	FORWARD SHOPPING DECKS TO BASE DATA PROCESSING INSTALLATION	58.13	1.12	0.65	38.44
L	5	DISTRIBUTE COPIES OF ISSUE REQUESTS	60.57	1.06	0.64	39.07
K	7	EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	60.16	1.02	0.61	39.69
Q	9	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	59.35	1.03	0.61	40.30
N	20	PREPARE PCAM DAILY UTILIZATION REPORT	58.94	1.03	0.61	40.91
J	14	REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	68.29	0.88	0.60	41.51
N	12	MAINTAIN SUPPLY OF BLANK PCAM CARDS	65.85	0.90	0.59	42.10
K	26	SCREEN, COMPUTE, AND POST STOCK LEVELS	64.23	0.90	0.58	42.68
P	4	CODE LOCAL PURCHASE DOCUMENTS	55.69	1.03	0.58	43.26
P	26	RECORD TRANSACTIONS ON TRANSACTION REGISTER	53.66	1.04	0.56	43.82
J	16	REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	66.26	0.84	0.56	44.37
P	1	ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	55.69	1.00	0.56	44.93
K	1	ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	57.32	0.96	0.55	45.48
N	23	SELECT DATA ELEMENTS FOR RECORDING TRANSACTIONS	53.66	1.00	0.54	46.02
P	8	FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	58.13	0.93	0.54	46.56
L	17	PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (DD FORM 1348)	56.91	0.92	0.52	47.08
K	24	RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	60.57	0.85	0.52	47.60
L	3	COMPLETE ENTRIES ON RECEIVING DOCUMENTS	56.50	0.91	0.51	48.12
K	8	ESTABLISH MINIMUM STOCK LEVELS	58.94	0.83	0.49	48.60
M	5	MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	55.28	0.88	0.49	49.09
J	2	CALCULATE THE INVENTORY BALANCE	58.13	0.83	0.48	49.57
K	29	VERIFY UNIT COSTS OF PROPERTY ITEMS	54.88	0.88	0.48	50.06
N	6	KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	49.59	0.97	0.48	50.54
J	13	RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	60.57	0.75	0.46	50.99
J	7	INSPECT RECEIPTS AND ISSUES FOR PROCESSING PRIOR TO INVENTORY	56.50	0.80	0.45	51.45
B	20	SUPERVISE REQUISITIONING OF MATERIEL	45.53	0.98	0.44	51.89
A	34	SET UP, MAINTAIN, OR DISPOSE OF FILES	55.28	0.79	0.44	52.33
D	6	GIVE INFORMAL TRAINING TO INDIVIDUALS	52.44	0.82	0.43	52.76
A	22	PLAN PROCEDURES FOR MAINTAINING SUPPLY STOCK RECORDS	51.63	0.83	0.43	53.18
P	5	DISPOSE OF INACTIVE DOCUMENTS	52.03	0.81	0.42	53.61
M	2	DETERMINE REQUISITION PRIORITIES	54.07	0.78	0.42	54.03
A	6	COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	51.22	0.81	0.41	54.44
L	23	SEPARATE STOCK RECORD CARDS FOR NON-STOCK LISTED ITEMS	52.44	0.78	0.41	54.85
M	8	PREPARE AND MAINTAIN RECORDS OR DOCUMENTS FOR NON-MEDICAL MATERIEL	45.93	0.89	0.41	55.26

L	7	FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	44.72	0.92	0.41	55.67
K	25	REQUEST WAREHOUSE TO DELIVER MATERIEL	45.93	0.89	0.41	56.08
E	18	ISSUE MATERIEL TO USING ACTIVITY	47.97	0.85	0.41	56.49
A	5	COMPUTE ECONOMIC ORDER QUANTITIES (EOQS)	48.78	0.78	0.38	56.87
J	9	MAKE PHYSICAL COUNT OF PROPERTY ITEMS	52.44	0.72	0.38	57.25
A	26	PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	48.78	0.77	0.38	57.63
B	14	SUPERVISE MACHINE ROOM OPERATIONS	35.77	1.05	0.38	58.00
L	8	MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	39.43	0.95	0.37	58.37
B	9	SUPERVISE CONTROL OF MATERIEL DOCUMENTS	42.28	0.88	0.37	58.75
K	2	COMPUTE FILL RATES	52.85	0.70	0.37	59.12
K	6	EDIT OUTGOING OR INCOMING EXCESS REPORTS	46.34	0.79	0.37	59.48
J	5	COORDINATE WITH BASE DATA PROCESSING INSTALLATION FOR PREPARATION OF INVENTORY COUNT LISTINGS	50.81	0.72	0.37	59.85
H	5	PREPARE DESTRUCTION DOCUMENTS FOR AND DESTROY MEDICAL EXCESS	51.22	0.71	0.36	60.22
M	7	POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (CA)	44.72	0.81	0.36	60.58
J	11	PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	49.19	0.73	0.36	60.93
M	14	REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC BIOLOGICALS AND REAGENTS	54.07	0.66	0.36	61.29
J	8	MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	46.34	0.76	0.35	61.64
L	9	MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	43.50	0.81	0.35	61.99
B	7	SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	38.62	0.91	0.35	62.35
A	20	PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	47.56	0.73	0.35	62.69
E	41	TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	45.93	0.76	0.35	63.04
A	4	ASSIGN ISSUE PRIORITIES	47.15	0.74	0.35	63.39
K	11	MAINTAIN DATE-OF-AVAILABILITY LIST OF NEWLY STOCKLISTED MATERIEL	44.31	0.78	0.35	63.73
P	25	RECORD BASIC IDENTIFYING DATA ON DOCUMENTS	40.65	0.85	0.34	64.08
P	21	MONITOR THE FLOW OF DOCUMENTS BETWEEN PROCESSING POINTS	42.68	0.79	0.34	64.42
K	14	POST STOCK SUSPENSION NOTICES	45.93	0.71	0.33	64.74
B	24	SUPERVISE THE FURNISHING OF MEDICAL MATERIEL TRANSACTION DOCUMENTS TO BAFO	38.62	0.83	0.32	65.07
J	3	COMPUTE INVENTORY ACCURACY PERCENTAGES	47.56	0.68	0.32	65.39
L	11	MONITOR PRIORITY STATUS OF REQUISITIONS	42.68	0.75	0.32	65.71
L	13	NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	47.56	0.67	0.32	66.03
E	42	UNLOAD INCOMING SHIPMENTS	45.53	0.70	0.32	66.34
L	19	PREPARE FORMS TO SUSPEND UNSUITABLE MATERIEL FROM ISSUE	46.34	0.68	0.31	66.66
K	18	PREPARE SALVAGE DOCUMENTS	49.19	0.63	0.31	66.97
P	6	DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	41.87	0.74	0.31	67.28
Q	11	PREPARE AND PROCESS RECEIVING REPORTS FOR LOCAL PURCHASE ITEMS	34.55	0.89	0.31	67.58
E	9	DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	38.62	0.79	0.31	67.89
K	3	DETERMINE REQUISITION TRANSMISSION METHODS	46.34	0.66	0.30	68.19
Q	26	SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	38.21	0.79	0.30	68.49
N	10	MAINTAIN NEWLY-STOCKLISTED ITEM PCAM CARD FILE	32.93	0.91	0.30	68.79
E	17	ISSUE DATED ITEMS	41.46	0.72	0.30	69.09
M	12	RECORD FUND OBLIGATIONS	36.99	0.79	0.29	69.39
D	8	INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	38.21	0.75	0.29	69.67
E	21	LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	41.46	0.68	0.28	69.95
B	26	SUPERVISE THE STOCK RECORD ACCOUNT	30.08	0.93	0.28	70.23

A	23	PLAN PROCEDURES FOR MAKING INVENTORY ADJUSTMENTS	44.31	0.63	0.28	70.51
P	23	PREPARE DOCUMENTS TO BE DESTROYED OR RETIRED	37.80	0.72	0.27	70.78
A	1	ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	43.90	0.61	0.27	71.05
K	12	NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	41.46	0.64	0.27	71.32
L	4	COMPUTE THE QUANTITY ON HAND OF SUSPENDED ITEMS	38.62	0.68	0.26	71.58
M	13	REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	40.24	0.64	0.26	71.84
G	10	PREPARE REQUISITIONS FOR WRM	47.56	0.54	0.26	72.10
F	3	COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	38.21	0.67	0.26	72.35
B	6	MONITOR THE MEDICAL INVENTORY MANAGEMENT SYSTEM (MIMS)	33.33	0.76	0.25	72.60
Q	4	ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITY	36.18	0.70	0.25	72.86
A	2	ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	36.59	0.67	0.25	73.10
L	14	ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	38.62	0.64	0.25	73.35
K	9	FILL OUT FORMS FOR CONDEMNED ITEMS	38.62	0.63	0.24	73.59
E	43	VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	41.46	0.57	0.24	73.83
E	1	CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	33.74	0.70	0.24	74.06
E	23	MAKE DELIVERIES TO USING ACTIVITY	36.59	0.65	0.24	74.30
M	16	TYPE MATERIEL SOURCE DOCUMENTS	34.15	0.68	0.23	74.53
L	12	NOTIFY AFMMFO OF ITEMS SUSPENDED	34.96	0.66	0.23	74.76
P	18	MAINTAIN LOCAL PROCUREMENT DOCUMENT REGISTER	27.64	0.82	0.23	74.99
F	21	VERIFY UNIT OF ISSUE FOR PROPERTY ITEMS	34.96	0.65	0.23	75.21
A	25	PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	33.74	0.66	0.22	75.44
G	5	INVENTORY WRM MATERIELS	43.09	0.52	0.22	75.66
B	15	SUPERVISE MEDICAL MATERIEL SPECIALISTS (91550)	28.05	0.80	0.22	75.88
Q	29	VALIDATE AND DISTRIBUTE LOCAL PURCHASE RECEIVING DOCUMENTS	28.46	0.78	0.22	76.11
K	17	PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	37.80	0.59	0.22	76.33
Q	27	SET LEVELS AND REQUIREMENT CODES FOR NON-STOCKLISTED ITEMS	30.89	0.72	0.22	76.55
E	30	PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	34.96	0.62	0.22	76.77
D	7	INDOCTRINATE NEWLY ASSIGNED PERSONNEL	33.74	0.65	0.22	76.98
L	18	PREPARE AND DISTRIBUTE THE STOCK STATUS REPORT	34.96	0.61	0.21	77.20
O	1	ASSIGN NON-MIMS VOUCHER NUMBERS TO TRANSACTIONS	30.89	0.68	0.21	77.41
C	4	CONDUCT INSPECTIONS OF DOCUMENT CONTROL WORK METHODS	31.30	0.66	0.21	77.61
G	3	COMPUTE PEACETIME OPERATING STOCKS (POS) REQUIREMENTS	34.55	0.59	0.20	77.82
K	20	PREPARE AND DISTRIBUTE DOCUMENTS FOR PROPERTY FOUND ON BASE	32.52	0.62	0.20	78.02
A	24	PLAN PROCEDURES FOR THE ADMINISTRATION OF THE STOCK RECORD ACCOUNT	30.89	0.65	0.20	78.22
Q	3	EDIT OUTPUT FOR DUE-IN AND DUE-OUT DATA OF USING ACTIVITIES	29.27	0.69	0.20	78.42
E	10	EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	32.11	0.62	0.20	78.62
L	22	SCREEN REQUESTS FOR LOCAL PURCHASE	28.86	0.68	0.20	78.82
E	11	FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DD FORM 1348-1)	32.11	0.61	0.19	79.01
Q	5	MAINTAIN FILE OF LOCAL PURCHASE ORDERS, CONTRACTS, RECEIVING REPORTS, OR SIMILAR DOCUMENTS	25.20	0.76	0.19	79.20
P	24	PREPARE FACSIMILES OF LOST DOCUMENTS FROM SUSPENSE COPIES	33.33	0.57	0.19	79.39
P	15	MAINTAIN FILE OF BASE ERROR AND/OR CORRECTION SHEETS (AF FORM 150)	18.70	0.98	0.18	79.58
E	14	IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	35.77	0.51	0.18	79.76
H	5	MONITOR EXCESS ITEMS PROGRAM	30.08	0.61	0.18	79.94
L	24	TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	33.74	0.54	0.18	80.13
E	37	ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	30.89	0.58	0.18	80.30

M	3	DETERMINE THE METHOD OF DESTRUCTION FOR DIFFERENT TYPES OF MEDICAL SUPPLIES	31.30	0.57	0.18	80.48
H	4	PREPARE AND SUBMIT REPORTS OF EXCESS PROPERTY TO AFMMFO (SFS 120, 12(A))	32.11	0.55	0.18	80.66
B	1	ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	34.15	0.52	0.13	80.83
K	22	RECONCILE THE DOLLAR VALUE OF INVENTORY CATEGORIES WITH THE DOLLAR VALUE OF ACCOUNTING OFFICE RECORDS	27.24	0.64	0.10	81.01
G	9	POST GWMR LEVELS AND COMPOSITION	29.27	0.59	0.17	81.18
A	10	ESTABLISH INVENTORY CUT-OFF DOCUMENT NUMBERS	36.18	0.47	0.17	81.35
D	2	CONDUCT OJT PROGRAMS	26.83	0.64	0.17	81.52
A	33	SELECT PROCUREMENT SOURCES (CP OR LP) FOR ISSUE REQUESTS	28.46	0.60	0.17	81.70
G	12	RECONCILE AFMMFO LETTERS WITH WRM WORKSHEET	27.64	0.62	0.17	81.87
L	21	RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	30.08	0.56	0.17	82.03
P	16	MAINTAIN FILE OF PROPERTY ACCOUNTS	28.86	0.58	0.17	82.20
A	14	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	29.67	0.56	0.17	82.37
A	11	ESTABLISH WORK SCHEDULES	28.05	0.57	0.17	82.53
L	20	PREPARE INVENTORY CONTROL RECORDS FOR ACCEPTABLE TURN-INS	31.30	0.53	0.17	82.70
J	6	ESTABLISH AND POST NOTICES OF INVENTORY DEADLINE DATES	30.49	0.54	0.16	82.87
A	27	PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	30.49	0.54	0.16	83.03
J	4	CONDUCT INVENTORIES OF LOCAL PURCHASE ITEMS	31.71	0.51	0.16	83.19
C	10	MAINTAIN AND ISSUE STOCKS OF NON-MEDICAL SUPPLIES	21.54	0.75	0.16	83.35
Q	2	EDIT MACHINE-COMPUTED REQUIREMENTS LISTING OF NON-STOCKLISTED ITEMS	24.39	0.66	0.16	83.51
D	4	COUNSEL INDIVIDUALS ON TRAINING PROGRESS	25.20	0.63	0.15	83.67
J	10	PERFORM PRE-INVENTORY SURVEY	32.52	0.48	0.16	83.83
E	34	PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	34.15	0.46	0.16	83.99
A	29	PLAN TECHNIQUES FOR HANDLING MECHANIZED ACCOUNTS	22.76	0.69	0.16	84.14
F	9	IDENTIFY WAR READINESS MATERIEL TO PREVENT UNAUTHORIZED MOVEMENT OR USE	30.08	0.50	0.15	84.29
B	17	SUPERVISE PHYSICAL ISSUING OF MATERIEL	23.98	0.62	0.15	84.44
E	7	DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	27.64	0.53	0.15	84.59
K	23	RECONCILE THE SECURITY RECORD CARD BALANCES WITH STOCK RECORD CARD BALANCES	25.20	0.58	0.15	84.73
G	2	COMPUTE GROSS WARTIME MATERIEL REQUIREMENTS (GWMR)	28.05	0.52	0.15	84.88
G	13	ROTATE WRM	29.27	0.49	0.14	85.02
C	13	EVALUATE INVENTORY ADJUSTMENTS	25.61	0.56	0.14	85.16
L	16	POST RETURNS TO VENDORS	24.39	0.58	0.14	85.30
G	1	COMPUTE ASSETS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	26.42	0.53	0.14	85.44
E	28	PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	26.83	0.52	0.14	85.58
D	12	PREPARE, ADMINISTER, OR SCORE TESTS	21.14	0.65	0.14	85.72
C	5	CONDUCT INSPECTIONS OF INVENTORY CONTROL WORK METHODS	23.98	0.57	0.14	85.86
A	19	PLAN PROCEDURES AND SEQUENCES FOR TAKING INVENTORIES	28.46	0.48	0.14	86.00
E	32	PREPARE AND ATTACH SHIPPING TAGS, LABELS, OR DOCUMENTS	29.27	0.46	0.13	86.13
L	2	AUDIT AND FORWARD THE QUARTERLY MIMS REPORT	24.39	0.53	0.13	86.26
E	29	PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	27.24	0.48	0.13	86.39
E	6	DELIVER OUTSHIPMENTS	23.98	0.54	0.13	86.52
P	14	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS AT USING ACTIVITY	22.76	0.57	0.13	86.65

P	22	PREPARE CERTIFICATES OF LOST DOCUMENTS	23.17	0.56	0.13	86.78
C	3	COMPLETE PERSONEL PERFORMANCE REPORTS	22.36	0.57	0.13	86.91
K	15	PREPARE AND SUBMIT QUARTERLY FEEDER REPORTS	22.36	0.57	0.13	87.03
B	10	SUPERVISE DELIVERY AND TRANSFER OF MATERIEL	24.39	0.52	0.13	87.16
Q	25	RECEIVE, INSPECT, AND STORE LOCAL PURCHASE ITEMS	24.80	0.51	0.13	87.29
B	21	SUPERVISE SPECIAL PROJECT AND SPECIAL DUTY ACTIVITIES	20.33	0.62	0.13	87.41
B	22	SUPERVISE STORAGE AND RECEIPT OF MATERIEL	23.58	0.53	0.13	87.54
D	1	ADAPT AND MAINTAIN TRAINING AIDS	20.33	0.59	0.12	87.66
E	5	CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	24.80	0.48	0.12	87.78
G	4	COMPUTE REQUIREMENTS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	24.39	0.49	0.12	87.90
E	38	SEGREGATE INCOMING SHIPMENTS FOR INSPECTION	25.20	0.47	0.12	88.01
E	40	SET UP BINS, RACKS, BAYS, OR OTHER STORAGE FACILITIES	25.61	0.46	0.12	88.13
I	8	ESTIMATE OR COUNT QUANTITIES OF ISSUED AND PICKED UP LINENS	17.07	0.69	0.12	88.25
C	14	EVALUATE MEDICAL MATERIEL COMPLAINTS OR SUGGESTIONS FOR CORRECTIVE ACTION	23.58	0.49	0.12	88.36
Q	10	PREPARE AND DISTRIBUTE SOURCE DOCUMENTS INVOLVING PAYMENT TO VENDORS	16.26	0.71	0.12	88.48
I	20	SEND LINEN TO LAUNDRY AND RECEIVE FROM LAUNDRY	19.11	0.60	0.11	88.59
B	27	SUPERVISE WRM ACTIVITIES	19.11	0.59	0.11	88.71
E	39	SEGREGATE MATERIEL TO BE INVENTORIED	23.17	0.48	0.11	88.82
O	31	PREPARE STOCK OR PRICE CHANGE VOUCHERS FOR EQUIPMENT	19.92	0.56	0.11	88.93
C	9	DETERMINE NEED FOR EXTRA INVENTORIES	22.76	0.49	0.11	89.04
C	2	COMPILE MANAGEMENT DATA FOR USE IN EVALUATION OF SUPPLY PROGRAM	20.33	0.54	0.11	89.15
I	11	PICK UP LINENS FROM AND DELIVER TO USING ACTIVITY	15.85	0.69	0.11	89.26
H	8	REVIEW EXCESS EQUIPMENT OR SUPPLY TURN-IN DOCUMENTS AND DETERMINE EXCESS OR SALVAGE ACTION	24.39	0.45	0.11	89.37
G	6	MAKE SURVEYS TO INSURE ACCURACY OF WRM LOCATOR FILES	19.51	0.54	0.11	89.48
C	15	EVALUATE REQUESTS FOR LOCAL PURCHASE	18.70	0.56	0.11	89.58
E	22	MAINTAIN AND SEARCH STOCK LOCATOR FILE OR AIR FORCE LOCATOR CARDS	15.04	0.70	0.11	89.69
K	16	PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENT (DD FORM 6)	23.17	0.45	0.10	89.79
G	8	POSITION MMPNC OR SCATA MATERIEL	21.95	0.47	0.10	89.89
A	37	WRITE JOB DESCRIPTION	16.67	0.61	0.10	90.00
Q	8	MAINTAIN LIBRARY OF GSA CATALOGUES, VENDORS' CATALOGUES, AND OTHER PROCUREMENT DATA	18.70	0.55	0.10	90.10
D	14	PREPARE TRAINING RECORDS OR CHARTS	18.70	0.54	0.10	90.20
A	18	PLAN CONTROLS OVER WRM SUPPLIES AND EQUIPMENT	19.92	0.51	0.10	90.30
Q	17	PREPARE REPORT OF LOCAL PURCHASES	19.11	0.53	0.10	90.40
K	21	PROCESS AND REPORT MEDICAL MATERIEL COMPLAINTS	23.98	0.42	0.10	90.50
H	6	PREPARE DOCUMENTS FOR THE TRANSFER OF EXCESS REQUIRED NON-MEDICAL ITEMS TO BASE SUPPLY	19.11	0.52	0.10	90.60
I	1	CARRY OUT CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	17.07	0.58	0.10	90.70
E	36	RECEIVE, ISSUE, OR PACKAGE SECURITY ITEMS	19.51	0.51	0.10	90.80
F	16	INSPECT TURN-IN ITEMS	22.76	0.43	0.10	90.90
O	32	PREPARE TEMPORARY CUSTODY RECEIPTS (AF FORM 1297)	21.14	0.47	0.10	91.00
B	4	IMPLEMENT CONTROLS AND FOLLOW-UP FOR NEW PROCEDURES	19.51	0.50	0.10	91.10
F	3	DESIGNATE ITEMS FOR DISPOSAL	21.54	0.45	0.10	91.19
E	27	PACK OR CRATE ITEMS FOR SHIPPING	22.76	0.42	0.10	91.29
K	19	PREPARE SCHEDULE FOR STAGGERED SUBMISSION OF REQUESTS	19.92	0.48	0.10	91.39
F	11	INITIATE STOCK CHANGE DOCUMENTS FOR UNIDENTIFIED ITEMS	21.14	0.45	0.10	91.48

Q	14	PREPARE AND SUBMIT LOCAL PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	17.07	0.55	0.09	91.58
K	10	INVESTIGATE DISCREPANCIES ENCOUNTERED IN THE INVENTORY OF SECURITY ITEMS	20.73	0.46	0.09	91.67
D	13	PREPARE LESSON PLANS	18.70	0.50	0.09	91.76
I	2	COMPLETE LINEN SUPPLY RECORDS (AF FORM 581)	16.67	0.56	0.09	91.86
B	23	SUPERVISE THE DISPOSAL AND SALVAGE OF MATERIEL	20.33	0.46	0.09	91.95
P	10	INSPECT CHARGE-OUT RECORDS (AF FORM 614) TO INSURE RETURN OF LOANED DOCUMENTS	13.41	0.69	0.09	92.04
H	7	PREPARE DOCUMENTS FOR THE TURN-IN OF OUT-DATED X-RAY FILM	20.73	0.45	0.09	92.14
Q	12	PREPARE AND SUBMIT EMERGENCY PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	17.89	0.51	0.09	92.23
I	10	MARK LINENS AND INDIVIDUAL CLOTHING ITEMS	15.85	0.57	0.09	92.32
Q	23	RECEIVE AND DISTRIBUTE CORRESPONDENCE PERTINENT TO LOCAL PURCHASE	15.85	0.56	0.09	92.41
C	8	CONDUCT INSPECTIONS OF WAREHOUSE WORK METHODS	20.73	0.43	0.09	92.50
E	4	CONDITION CODE SUPPLY ITEMS	19.11	0.47	0.09	92.59
A	32	RECOMMEND CHANGES IN TECHNICAL ORDERS, MANUALS, HANDBOOKS, OR OPERATING PROCEDURES	18.29	0.48	0.09	92.67
F	7	IDENTIFY ITEMS TO BE TRANSFERRED	22.36	0.39	0.09	92.76
B	3	DIRECT STORAGE, ISSUE, AND SAFEGUARDING OF SECURITY ITEMS	17.48	0.50	0.09	92.85
E	31	PLACE LOCATION SYMBOLS ON WAREHOUSE BINS, RACKS, OR BAYS	19.51	0.45	0.09	92.94
B	12	SUPERVISE LINEN SUPPLY ACTIVITY	14.63	0.59	0.09	93.02
Q	28	SUBMIT SUGGESTED SOURCES OF LOCAL PURCHASE ITEMS TO BASE PURCHASING AND CONTRACT OFFICE (P + C)	15.04	0.57	0.09	93.11
A	8	DEVELOP STANDARD OPERATING PROCEDURE (SOP) FOR EMERGENCY SUPPLY SITUATIONS	19.11	0.45	0.09	93.20
F	10	INITIATE ISSUE REQUESTS FOR ITEMS NEEDED TO COMPLETE ASSEMBLIES	17.89	0.48	0.09	93.28
A	28	PLAN SPACE LAYOUTS FOR SUPPLIES OR EQUIPMENT	20.33	0.42	0.09	93.37
H	2	ARRANGE FOR WITNESSES TO OBSERVE THE DESTRUCTION OF MEDICAL SECURITY ITEMS	20.73	0.42	0.09	93.45
G	7	MONITOR THE INSPECTION AND ROTATION OF MMPNC PHASE I KITS	19.11	0.44	0.08	93.54
F	13	INSPECT ITEMS IN STORAGE FOR SIGNS OF CORROSION, DECAY, OR DETERIORATION	22.76	0.37	0.08	93.62
D	15	RECOMMEND INDIVIDUALS FOR SPECIALTY KNOWLEDGE TESTING	16.67	0.51	0.08	93.71
B	18	SUPERVISE PREPARATION OF OFFICIAL CORRESPONDENCE	16.67	0.51	0.08	93.79
E	44	WRAP AND PACK PROPERTY FOR STORAGE	18.70	0.45	0.08	93.88
I	17	PROTECT CLEAN LINENS FROM DUST	15.04	0.56	0.08	93.96
E	17	GROUP PROPERTY ITEMS FOR PACKAGING	17.07	0.49	0.08	94.04
I	5	DEVISE CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	16.26	0.51	0.08	94.13
E	19	LIST EXPENDABLE ITEMS CONSUMED IN THE MEDICAL SUPPLY OPERATION	17.89	0.45	0.08	94.21
E	16	INSPECT HANDLING, LOADING, OR STORING OF PROPERTY RELEASED FOR SHIPMENT	19.51	0.41	0.08	94.29
E	24	MARK SHIPPING CONTAINERS	19.51	0.41	0.08	94.37
B	8	SUPERVISE CIVILIAN PERSONNEL	15.85	0.50	0.08	94.45
D	11	PLAN IMPROVED TRAINING METHODS	15.45	0.51	0.08	94.53
Q	24	RECEIVE AND PROCESS REQUESTS FOR ITEMS TO BE PURCHASED WITH PETTY CASH FUNDS	13.01	0.61	0.08	94.60
L	10	MAKE ENTRIES ON STOCK LOCATOR CARDS TO SHOW CHANGES IN LOCATION OF PROPERTY ITEMS	11.79	0.66	0.08	94.68

B	13	SUPERVISE LOCAL PURCHASE ACTIVITIES	13.01	0.60	0.08	94.76
C	1	ANALYZE EFFECTIVENESS OF MATERIEL MANAGEMENT PRACTICES	17.89	0.43	0.08	94.84
O	25	PREPARE DOCUMENTS FOR NON-MEDICAL EQUIPMENT TRANSACTIONS	15.45	0.49	0.08	94.91
I	9	INVENTORY CONTROLLED LINEN ITEMS	16.26	0.46	0.07	94.99
C	11	EVALUATE EFFECTIVENESS OF THE LINEN SUPPLY ACTIVITY	13.41	0.55	0.07	95.06
I	19	SCREEN LINEN TO DETECT DAMAGED OR WORN ITEMS	14.23	0.52	0.07	95.13
O	14	MAINTAIN HISTORY FILE OF PCAM CARDS ON EQUIPMENT	14.63	0.49	0.07	95.21
O	16	MAINTAIN PERSONAL CLOTHING AND EQUIPMENT RECORDS	16.67	0.43	0.07	95.28
I	18	REPAIR OR REPLACE WORN OR DAMAGED LINENS	15.04	0.46	0.07	95.35
I	12	PREPARE AND FORWARD REQUESTS FOR ISSUE OF LINEN ITEMS	15.04	0.46	0.07	95.42
E	35	PROCESS PROPERTY ACCOMPANYING PATIENTS	16.26	0.42	0.07	95.48
I	15	PREPARE FORMS FOR TURN-IN OF LINEN TO THE LAUNDRY	13.82	0.49	0.07	95.55
H	1	ADVISE BASE SUPPLY OFFICER OF EXCESS NON-MEDICAL ITEMS	16.26	0.41	0.07	95.62
F	5	DETERMINE INTERCHANGEABILITY OF ITEMS	18.70	0.36	0.07	95.69
Q	1	COORDINATE WITH OTHER AGENCIES TO DETERMINE WHICH LOCAL PURCHASE ITEMS SHOULD BE STOCKLISTED	12.60	0.53	0.07	95.75
F	1	CONDUCT FOLLOW-UP INSPECTIONS	15.85	0.42	0.07	95.82
E	25	MONITOR TEMPERATURE, HUMIDITY, OR DUST CONDITIONS WITHIN STORAGE FACILITY	16.26	0.40	0.07	95.89
Q	22	PURCHASE SMALL DOLLAR VALUE ITEMS	10.98	0.60	0.07	95.95
P	20	MONITOR MEMO DOCUMENT REGISTER	14.23	0.46	0.07	96.02
I	3	COMPUTE LINEN LEVELS FOR USING ACTIVITIES	13.41	0.48	0.06	96.08
C	17	SCHEDULE LEAVES OR PASSES	16.26	0.40	0.06	96.14
I	16	PROCESS CLOTHING ITEMS OF HOSPITAL PERSONNEL	13.41	0.48	0.06	96.21
I	13	PREPARE AND SUBMIT QUARTERLY LINEN INVENTORY AND CONSUMPTION REPORT	14.63	0.44	0.06	96.27
A	16	ORGANIZE PROCEDURES FOR BASE PROCUREMENT OF LOCAL PURCHASE MATERIEL	13.82	0.46	0.06	96.34
I	7	DYE WORN LINENS	13.41	0.47	0.06	96.40
K	13	POST RECEIPTS AND ISSUES OF SECURITY ITEMS TO VAULT RECORD CARDS	8.94	0.69	0.06	96.46
D	5	DETERMINE NEED FOR INDIVIDUAL OR GROUP TRAINING	14.63	0.42	0.06	96.52
C	6	CONDUCT INSPECTIONS OF LOCAL PURCHASE WORK METHODS	15.45	0.39	0.06	96.58
F	4	DETERMINE CAUSE OF UNSERVICEABLE CONDITION OF PROPERTY	16.26	0.36	0.06	96.64
J	12	PREPARE REPORTS OF SURVEY FOR UNACCEPTABLE ADJUSTMENTS (DD FORM 200)	14.63	0.39	0.06	96.70
F	12	INSPECT CONTAINERS AND LABELS OF CORROSIVE, VOLATILE, COMBUSTIBLE, OR POISONOUS MATERIALS	17.89	0.32	0.06	96.76
D	16	ROTATE DUTY ASSIGNMENTS OF INDIVIDUALS FOR CROSS-TRAINING	12.20	0.45	0.06	96.81
C	16	MAKE RECOMMENDATIONS FOR PERSONNEL ACTIONS	14.23	0.38	0.05	96.87
F	2	CONDUCT SPECIAL-SUBJECT INSPECTIONS	13.82	0.39	0.05	96.92
A	36	SUBMIT REQUESTS FOR STOCKLISTING OF NON-STOCKLISTED ITEMS TO SUB-COMMAND OR COMMAND	11.38	0.48	0.05	96.98
D	10	PLAN AND CONDUCT FORMAL CLASSROOM TRAINING	8.94	0.61	0.05	97.03
G	11	PREPARE THE MATERIEL OPERATIONAL READINESS REPORT (MORR)	13.41	0.40	0.05	97.08
A	21	PLAN PROCEDURES FOR MAINTAINING E-AID CARDS	13.01	0.41	0.05	97.14
E	15	INSPECT AND INVENTORY STOCK STORED IN HOSPITAL FOR AIR EVACUATION PROGRAM	11.79	0.45	0.05	97.19
I	4	COORDINATE NEGOTIATIONS FOR THE LAUNDERING OF LINENS	12.20	0.43	0.05	97.24
I	6	DRAFT AND SUBMIT LINEN SUPPLY BUDGET ESTIMATES	11.79	0.44	0.05	97.29
K	4	DETERMINE TYPE OF STORAGE REQUIRED FOR SECURITY ITEMS	11.79	0.43	0.05	97.35
O	2	COMPARE QUANTITY AND CONDITION OF EQUIPMENT ITEMS WITH VOUCHER LISTINGS	11.38	0.44	0.05	97.40

Q	13	PREPARE AND SUBMIT LIST OF DELINQUENT LOCAL PURCHASE ORDERS TO BASE PROCUREMENT ACTIVITY	10.57	0.48	0.05	97.45
F	15	INSPECT STORED PROPERTY TO SEE THAT LOAD LIMITS AND SECURITY CONDITIONS ARE MET	15.45	0.32	0.05	97.50
O	24	PREPARE BASE INVENTORY ADJUSTMENT DOCUMENT	11.38	0.44	0.05	97.55
A	13	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE EQUIPMENT ACTIVITY	11.38	0.43	0.05	97.59
E	20	LIST COMPONENT PART SHORTAGES	13.82	0.34	0.05	97.64
O	11	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS	11.79	0.39	0.05	97.69
B	25	SUPERVISE THE MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO)	9.76	0.47	0.05	97.73
C	10	EVALUATE ADEQUACY OF INSPECTIONS	12.60	0.36	0.05	97.78
E	2	CLEAN AND DRY PROPERTY ITEMS	11.38	0.40	0.05	97.83
O	21	PREPARE AND FORWARD E-AID DUE-IN CARD TO BASE DATA SERVICES (AF FORM 815)	12.20	0.37	0.05	97.87
Q	21	PROVIDE FUND CITATION AND AUTHORIZATION FOR CASH PURCHASE	9.35	0.48	0.04	97.92
B	19	SUPERVISE PROPERTY INSPECTIONS	12.20	0.37	0.04	97.96
O	34	RECEIVE AND DISTRIBUTE CUSTODIAN REQUEST/RECEIPT (AF FORM 601B)	11.79	0.38	0.04	98.00
C	7	CONDUCT INSPECTIONS OF THE HANDLING OF SECURITY ITEMS	9.76	0.45	0.04	98.05
K	28	TYPE AND DISTRIBUTE CATALOG OF MEDICAL NON-STOCKLISTED ITEMS	10.57	0.42	0.04	98.09
F	8	IDENTIFY PARTS OF COMPLETE ASSEMBLIES	12.60	0.35	0.04	98.14
U	15	MAINTAIN MEMO DOCUMENT REGISTER	10.16	0.43	0.04	98.18
O	37	REVIEW EQUIPMENT STOCK STATUS REPORT FOR DISCREPANCIES	11.79	0.37	0.04	98.22
F	14	INSPECT PROPERTY FOR REPAIRS OR REPLACEMENTS	14.23	0.30	0.04	98.27
O	40	SEARCH EQUIPMENT ALLOWANCE PUBLICATIONS FOR BASIS OF ISSUE AND ALLOWANCES	12.20	0.35	0.04	98.31
O	20	PREPARE AND FORWARD E-AID CUSTODY/RECEIPT CARD TO BASE DATA PROCESSING INSTALLATION (AF FORM 814)	11.79	0.36	0.04	98.35
F	18	PREPARE STATEMENT OF FACTS FOR PROPERTY DAMAGED OR DESTROYED FOR REASONS OTHER THAN FAIR WEAR AND TEAR	12.60	0.33	0.04	98.39
A	12	OPEN NEW MEMO ACCOUNTS	10.16	0.41	0.04	98.43
O	9	MAINTAIN AND DISTRIBUTE THE CONSOLIDATED LISTING (CL)	10.16	0.40	0.04	98.47
O	30	PREPARE REQUESTS FOR CHANGES IN ALLOWANCES AND AUTHORIZATIONS (AF FORM 601A)	10.57	0.38	0.04	98.51
O	22	PREPARE AND FORWARD EQUIPMENT AUTHORIZATION INVENTORY DATA TO BASE DATA PROCESSING INSTALLATION	10.57	0.38	0.04	98.56
A	17	PLAN AND SCHEDULE INSPECTIONS OF PROPERTY ASSIGNED TO USING ACTIVITY	10.98	0.36	0.04	98.60
A	30	PREPARE REPORTS FOR STAFF CONFERENCES	8.94	0.44	0.04	98.63
O	26	PREPARE DOCUMENTS FOR OFF-BASE REPAIR OF EQUIPMENT	10.16	0.39	0.04	98.67
O	12	MAINTAIN CUSTODY/RECEIPT LOCATOR LISTINGS BY ACCOUNT	9.76	0.41	0.04	98.71
Q	18	PREPARE SHIPPING DOCUMENTS FOR LOCAL PURCHASE CREDIT ITEMS BEING RETURNED TO VENDOR	10.16	0.39	0.04	98.75
Q	15	PREPARE LETTER RECOMMENDING STOCKLISTING OF NON-STOCKLISTED ITEMS	9.76	0.40	0.04	98.79
O	5	COORDINATE THE RELOCATION OF PROPERTY BETWEEN PROPERTY CUSTODIANS	10.57	0.37	0.04	98.83
D	3	COORDINATE PROCEDURES FOR RESERVIST TRAINING	8.54	0.45	0.04	98.87
E	12	FORWARD OR RECEIVE EQUIPMENT ITEMS FOR USER TESTS	9.35	0.41	0.04	98.91
F	20	VERIFY SECURITY CLASSIFICATION OF PROPERTY ITEMS	11.79	0.33	0.04	98.95
F	6	ENTER RE-INSPECTION DATES ON PROPERTY ITEMS	10.57	0.36	0.04	98.98
O	19	POST AUTHORIZATION CHANGES TO THE CONSOLIDATED LISTING	9.76	0.38	0.04	99.02

O	13	MAINTAIN FILE OF AUTHORIZATIONS, INCREASES, OR DECREASES TO THE CONSOLIDATED LISTING	9.76	0.36	0.04	99.06
D	9	INSTRUCT PERSONNEL IN STORAGE OF CLASSIFIED DOCUMENTS	8.54	0.41	0.04	99.09
B	2	BRIEF PERSONNEL ON MOBILITY PLANS	10.16	0.34	0.03	99.13
A	3	APPOINT INVENTORY SUPERVISOR OR TEAMS	9.35	0.36	0.03	99.16
Q	16	PREPARE REPORTS OF DISCREPANCY IN SHIPMENT FROM COMMERCIAL VENDORS	8.13	0.40	0.03	99.19
A	35	SUBMIT AUTHORIZATION CHANGES TO MEDICAL EQUIPMENT REVIEW AUTHORIZATION ACTIVITY	8.13	0.39	0.03	99.23
O	7	DETERMINE NEED FOR CONTRACT MAINTENANCE OF EQUIPMENT	9.35	0.34	0.03	99.26
O	8	FORWARD TEMPORARY CUSTODY RECEIPTS FOR THE LOAN OF PROPERTY TO PATIENTS	8.94	0.35	0.03	99.29
B	11	SUPERVISE EQUIPMENT AUTHORIZATION AND SUPPORT FUNCTIONS	9.35	0.32	0.03	99.32
A	9	DEVELOP STANDARD OPERATING PROCEDURE FOR REPAIR OF UNSERVICEABLE AND DAMAGED EQUIPMENT	9.76	0.31	0.03	99.35
O	33	PREPARE TRANSFER DOCUMENTS FOR PROPERTY TRANSFERRED BETWEEN BASE MEMOS	8.54	0.35	0.03	99.38
E	8	DRAFT STORAGE AND OCCUPANCY REPORTS	7.32	0.41	0.03	99.41
O	28	PREPARE EQUIPMENT AUTHORIZATION CHANGE INFORMATION FOR PCAM CARDS	8.13	0.36	0.03	99.44
F	17	PREPARE INSPECTION REPORTS	9.76	0.30	0.03	99.47
E	26	OPERATE FORK LIFT FOR MATERIEL HANDLING	8.54	0.34	0.03	99.50
C	12	EVALUATE EQUIPMENT AUTHORIZATION AND SUPPORT ACTIVITIES	7.72	0.37	0.03	99.52
O	35	REPORT DISCREPANCIES IN STOCK STATUS REPORT TO STOCK RECORDS SECTION FOR PREPARATION OF NEW REPORT	7.72	0.35	0.03	99.55
O	39	ROUTE TURN-IN OF EQUIPMENT FOR INSPECTION AND CONDITION CODING	8.13	0.33	0.03	99.58
O	3	COMPUTE DROPPAGE ALLOWANCES FOR NON-MEDICAL EQUIPMENT ITEMS	6.50	0.40	0.03	99.60
O	29	PREPARE EQUIPMENT REPLACEMENT BUDGETARY LIST	8.13	0.31	0.02	99.63
O	38	REVIEW REPORTS OF INVENTORY FINDINGS FROM PROPERTY	6.91	0.35	0.02	99.65
O	18	NOTIFY WAREHOUSE TO FORWARD EQUIPMENT FOR USER TESTS	6.91	0.34	0.02	99.68
O	4	CONDUCT UTILIZATION SURVEYS TO VALIDATE EQUIPMENT REQUIREMENTS	7.32	0.32	0.02	99.70
A	15	ORGANIZE MAINTENANCE SUPPORT FUNCTIONS	6.10	0.38	0.02	99.72
Q	20	PROCURE NARCOTICS	5.69	0.39	0.02	99.75
O	36	REVIEW AND FORWARD REQUESTS FOR TEMPORARY LOAN OF EQUIPMENT	6.91	0.31	0.02	99.77
B	16	SUPERVISE MEDICAL MATERIEL SUPERVISORS (91570)	4.47	0.47	0.02	99.79
O	17	MAKE REPORTS OF SURVEY FOR IRRECONCILABLE EQUIPMENT SHORTAGES	6.50	0.32	0.02	99.81
D	17	SELECT INDIVIDUALS FOR FORMAL TRAINING	6.91	0.28	0.02	99.83
I	14	PREPARE AND SUBMIT REPORTS OF SURVEY	6.91	0.26	0.02	99.85
O	6	COORDINATE WITH THE MERAAB FOR EQUIPMENT PURCHASES AND PURCHASE PRIORITIES	4.88	0.30	0.01	99.86
O	27	PREPARE DROPPAGE ALLOWANCE DOCUMENTS FOR NON-MEDICAL EQUIPMENT	4.88	0.28	0.01	99.87
O	23	PREPARE AND SUBMIT STATEMENTS OF CHARGES OR OTHER VOLUNTARY PAYMENT DOCUMENTS FOR EQUIPMENT	5.28	0.24	0.01	99.89
E	33	PREPARE BASE WAREHOUSE LOCATION CHANGE NOTICES (AF FORM 136)	3.25	0.33	0.01	99.90
Q	7	MAINTAIN IMPREST FUND FOR SMALL DOLLAR VALUE ITEM PURCHASES	1.63	0.52	0.01	99.91
F	19	VERIFY LABELS AND INSTRUCTIONS FOR HANDLING RADIOACTIVE MATERIALS	3.66	0.23	0.01	99.91
A	31	PREPARE UNIT MANNING DOCUMENT (UMD) CHANGE REQUESTS	3.25	0.24	0.01	99.92

Q 19	PROCESS AND FORWARD EXEMPTIONS TO THE BUY AMERICAN ACT TO BASE PROCUREMENT ACTIVITY	2.44	0.28	0.01	99.93
Q 6	MAINTAIN FUND FOR COD PURCHASES	1.63	0.37	0.01	99.94

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 50  
KPATH ORDER FROM 888 TO 937 GROUP STAGE= 30

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	100.00	33.58	33.58	33.58
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	88.00	11.49	10.11	43.69
E	PERFORMING WAREHOUSE FUNCTIONS	78.00	10.86	8.47	52.17
A	PLANNING AND ORGANIZING	86.00	9.76	8.40	60.56
M	REQUISITIONING MATERIEL	84.00	8.93	7.50	68.06
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	88.00	7.80	6.86	74.93
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	86.00	6.07	5.22	80.15
B	DIRECTING AND IMPLEMENTING	62.00	7.52	4.66	84.81
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	52.00	7.13	3.71	88.52
C	EVALUATING	62.00	3.70	2.29	90.81
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	48.00	4.46	2.14	92.95
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	58.00	3.42	1.98	94.94
F	INSPECTING PROPERTY	50.00	2.74	1.37	96.31
I	MAINTAINING LINEN SUPPLY	26.00	5.25	1.37	97.67
D	TRAINING	38.00	3.55	1.35	99.02
H	REPORTING AND DISPOSING OF MATERIEL	28.00	1.83	0.51	99.53
G	MAINTAINING WAR READINESS MATERIEL	22.00	1.98	0.43	99.97

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASE: 1033, TASKS = 409, DUTIES = 17, MBRS = 50  
KPATH ORDER FROM 888 TO 937 GROUP STAGE = 30

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

O-TSK	DUTY/TASK TITLE				
Q	5 MAINTAIN FILE OF LOCAL PURCHASE ORDERS, CONTRACTS, RECEIVING REPORTS, OR SIMILAR DOCUMENTS	94.00	2.77	2.60	2.60
Q	14 PREPARE AND SUBMIT LOCAL PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	86.00	2.97	2.55	5.15
Q	11 PREPARE AND PROCESS RECEIVING REPORTS FOR LOCAL PURCHASE ITEMS	86.00	2.74	2.36	7.51
Q	29 VALIDATE AND DISTRIBUTE LOCAL PURCHASE RECEIVING DOCUMENTS	84.00	2.74	2.30	9.82
Q	28 SUBMIT SUGGESTED SOURCES OF LOCAL PURCHASE ITEMS TO BASE PURCHASING AND CONTRACT OFFICE (P + C)	90.00	2.29	2.06	11.88
Q	12 PREPARE AND SUBMIT EMERGENCY PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	86.00	2.20	1.89	13.77
Q	26 SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	90.00	2.05	1.84	15.62
M	10 PROCESS RECEIPTS FROM LOCAL PURCHASE	68.00	2.42	1.64	17.26
Q	4 ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITY	78.00	2.03	1.58	18.84
Q	8 MAINTAIN LIBRARY OF GSA CATALOGUES, VENDORS' CATALOGUES, AND OTHER PROCUREMENT DATA	80.00	1.91	1.52	20.36
Q	23 RECEIVE AND DISTRIBUTE CORRESPONDENCE PERTINENT TO LOCAL PURCHASE	76.00	1.89	1.44	21.80
Q	10 PREPARE AND DISTRIBUTE SOURCE DOCUMENTS INVOLVING PAYMENT TO VENDORS	62.00	2.19	1.36	23.16
Q	25 RECEIVE, INSPECT, AND STORE LOCAL PURCHASE ITEMS	70.00	1.92	1.35	24.51
Q	24 RECEIVE AND PROCESS REQUESTS FOR ITEMS TO BE PURCHASED WITH PETTY CASH FUNDS	60.00	2.23	1.34	25.85
Q	22 PURCHASE SMALL DOLLAR VALUE ITEMS	52.00	2.56	1.33	27.18
L	22 SCREEN REQUESTS FOR LOCAL PURCHASE	70.00	1.83	1.28	28.46
Q	17 PREPARE REPORT OF LOCAL PURCHASES	66.00	1.91	1.26	29.72
P	7 FILE COMPLETED DOCUMENTS	66.00	1.88	1.24	30.96
A	33 SELECT PROCUREMENT SOURCES (CP OR LP) FOR ISSUE REQUESTS	66.00	1.85	1.22	32.19
P	4 CODE LOCAL PURCHASE DOCUMENTS	68.00	1.66	1.13	33.31
P	18 MAINTAIN LOCAL PROCUREMENT DOCUMENT REGISTER	52.00	2.03	1.06	34.37
A	34 SET UP, MAINTAIN, OR DISPOSE OF FILES	68.00	1.48	1.00	35.38
Q	13 PREPARE AND SUBMIT LIST OF DELINQUENT LOCAL PURCHASE ORDERS TO BASE PROCUREMENT ACTIVITY	64.00	1.53	0.98	36.36
P	8 FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	62.00	1.55	0.96	37.32
B	13 SUPERVISE LOCAL PURCHASE ACTIVITIES	48.00	1.97	0.95	38.26
P	2 ASSIGN OR CANCEL DOCUMENT NUMBERS	62.00	1.52	0.94	39.21
A	16 ORGANIZE PROCEDURES FOR BASE PROCUREMENT OF LOCAL PURCHASE MATERIEL	54.00	1.70	0.92	40.12
L	24 TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	50.00	1.77	0.89	41.01

C	15	EVALUATE REQUESTS FOR LOCAL PURCHASE	54.00	1.51	0.82	41.83
K	1	ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	54.00	1.43	0.77	42.60
Q	1	COORDINATE WITH OTHER AGENCIES TO DETERMINE WHICH LOCAL PURCHASE ITEMS SHOULD BE STOCKLISTED	50.00	1.54	0.77	43.37
M	15	REVIEW RECEIVING DOCUMENTS	52.00	1.37	0.71	44.08
L	7	FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	42.00	1.70	0.71	44.80
Q	9	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	42.00	1.65	0.69	45.49
E	27	SET LEVELS AND REQUIREMENT CODES FOR NON-STOCKLISTED ITEMS	42.00	1.64	0.69	46.18
E	3	COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	50.00	1.33	0.67	46.85
A	7	COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	50.00	1.26	0.63	47.48
L	3	COMPLETE ENTRIES ON RECEIVING DOCUMENTS	40.00	1.57	0.63	48.10
Q	2	EDIT MACHINE-COMPUTED REQUIREMENTS LISTING OF NON-STOCKLISTED ITEMS	40.00	1.55	0.62	48.72
Q	16	PREPARE REPORTS OF DISCREPANCY IN SHIPMENT FROM COMMERCIAL VENDORS	52.00	1.19	0.62	49.34
A	26	PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	42.00	1.41	0.59	49.93
E	18	ISSUE MATERIEL TO USING ACTIVITY	48.00	1.21	0.58	50.52
K	5	EDIT ISSUE REQUESTS	42.00	1.37	0.58	51.09
M	8	PREPARE AND MAINTAIN RECORDS OR DOCUMENTS FOR NON-MEDICAL MATERIEL	34.00	1.66	0.56	51.66
P	27	REVIEW DOCUMENTS PRIOR TO FILING	42.00	1.34	0.56	52.22
C	6	CONDUCT INSPECTIONS OF LOCAL PURCHASE WORK METHODS	40.00	1.39	0.56	52.78
M	12	RECORD FUND OBLIGATIONS	30.00	1.79	0.54	53.31
M	14	REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC BIOLOGICALS AND REAGENTS	40.00	1.33	0.53	53.84
L	5	DISTRIBUTE COPIES OF ISSUE REQUESTS	32.00	1.63	0.52	54.36
J	4	CONDUCT INVENTORIES OF LOCAL PURCHASE ITEMS	42.00	1.21	0.51	54.87
Q	21	PROVIDE FUND CITATION AND AUTHORIZATION FOR CASH PURCHASE	38.00	1.34	0.51	55.38
M	4	MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	34.00	1.48	0.50	55.89
A	20	PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	38.00	1.31	0.50	56.38
K	27	SCREEN REQUESTS FOR SUPPLIES	42.00	1.18	0.50	56.88
Q	3	EDIT OUTPUT FOR DUE-IN AND DUE-OUT DATA OF USING ACTIVITIES	34.00	1.46	0.50	57.38
B	20	SUPERVISE REQUISITIONING OF MATERIEL	34.00	1.46	0.49	57.87
E	23	MAKE DELIVERIES TO USING ACTIVITY	42.00	1.16	0.49	58.36
E	9	DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	30.00	1.62	0.48	58.85
K	12	NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	30.00	1.59	0.48	59.32
Q	18	PREPARE SHIPPING DOCUMENTS FOR LOCAL PURCHASE CREDIT ITEMS BEING RETURNED TO VENDOR	48.00	0.98	0.47	59.79
A	25	PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	38.00	1.23	0.47	60.26
P	19	MAINTAIN SUPPLY DOCUMENT REGISTER	30.00	1.55	0.47	60.72
M	16	TYPE MATERIEL SOURCE DOCUMENTS	38.00	1.15	0.44	61.16
N	14	OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	30.00	1.45	0.43	61.60
J	9	MAKE PHYSICAL COUNT OF PROPERTY ITEMS	34.00	1.27	0.43	62.03
M	5	MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	30.00	1.43	0.43	62.46
E	14	IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	42.00	1.00	0.42	62.88
E	42	UNLOAD INCOMING SHIPMENTS	38.00	1.10	0.42	63.30
B	9	SUPERVISE CONTROL OF MATERIEL DOCUMENTS	30.00	1.38	0.41	63.71

Q	15 PREPARE LETTER RECOMMENDING STOCKLISTING OF NON-STOCKLISTED ITEMS	34.00	1.21	0.41	64.12
P	21 MONITOR THE FLOW OF DOCUMENTS BETWEEN PROCESSING POINTS	24.00	1.62	0.39	64.51
N	15 OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	26.00	1.47	0.38	64.89
L	21 RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	28.00	1.36	0.38	65.27
N	11 MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	28.00	1.34	0.37	65.65
P	9 FILE UP-DATED DOCUMENT REGISTERS	28.00	1.31	0.37	66.01
L	14 ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	30.00	1.22	0.37	66.38
P	5 DISPOSE OF INACTIVE DOCUMENTS	34.00	1.06	0.36	66.74
N	8 KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	24.00	1.47	0.35	67.10
M	11 RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	28.00	1.26	0.35	67.45
E	11 FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DD FORM 1348-1)	30.00	1.16	0.35	67.80
P	11 INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	24.00	1.42	0.34	68.14
D	6 GIVE INFORMAL TRAINING TO INDIVIDUALS	30.00	1.12	0.33	68.47
K	7 EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	18.00	1.83	0.33	68.80
P	3 CODE AND EDIT SOURCE DOCUMENTS	30.00	1.10	0.33	69.13
M	13 REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	28.00	1.17	0.33	69.46
M	6 MAINTAIN REQUISITION HISTORY FILE	26.00	1.25	0.33	69.78
B	7 SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	24.00	1.30	0.31	70.10
P	1 ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	24.00	1.30	0.31	70.41
E	41 TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	30.00	1.03	0.31	70.72
E	1 CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	22.00	1.37	0.30	71.02
P	6 DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	28.00	1.07	0.30	71.32
B	22 SUPERVISE STORAGE AND RECEIPT OF MATERIEL	30.00	0.99	0.30	71.61
K	25 SERVICE WAREHOUSE TO DELIVER MATERIEL	30.00	0.98	0.29	71.91
O	10 MAINTAIN AND ISSUE STOCKS OF NON-MEDICAL SUPPLIES	24.00	1.21	0.29	72.20
E	21 LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	32.00	0.91	0.29	72.49
K	17 PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	24.00	1.18	0.28	72.77
K	18 PREPARE SALVAGE DOCUMENTS	26.00	1.08	0.28	73.05
N	9 MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	24.00	1.17	0.28	73.33
K	29 VERIFY UNIT COSTS OF PROPERTY ITEMS	26.00	1.07	0.28	73.61
M	7 POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (OA)	18.00	1.52	0.27	73.89
M	2 DETERMINE REQUISITION PRIORITIES	24.00	1.14	0.27	74.16
O	32 PREPARE TEMPORARY CUSTODY RECEIPTS (AF FORM 1297)	22.00	1.24	0.27	74.43
A	15 SUPERVISE MEDICAL MATERIEL SPECIALISTS (91550)	22.00	1.24	0.27	74.71
L	6 FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	22.00	1.19	0.26	74.97
E	10 EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	28.00	0.93	0.26	75.23
A	14 ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	24.00	1.03	0.25	75.48
L	9 MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	18.00	1.36	0.25	75.72
M	1 CHECK ACCURACY OF DEPOT REQUISITIONS	22.00	1.11	0.24	75.97
L	23 SEPARATE STOCK RECORD CARDS FOR NON-STOCK LISTED ITEMS	20.00	1.20	0.24	76.21
E	30 PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	30.00	0.79	0.24	76.44
Q	20 PROCURE NARCOTICS	30.00	0.78	0.24	76.68
E	28 PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	24.00	0.98	0.23	76.91
F	21 VERIFY UNIT OF ISSUE FOR PROPERTY ITEMS	26.00	0.90	0.23	77.15
L	15 POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	22.00	1.05	0.23	77.38
N	16 PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	20.00	1.16	0.23	77.61
A	4 ASSIGN ISSUE PRIORITIES	24.00	0.95	0.23	77.84

J	1	ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	22.00	1.04	0.23	78.07
A	22	PLAN PROCEDURES FOR MAINTAINING SUPPLY STOCK RECORDS	24.00	0.95	0.23	78.30
E	43	VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	28.00	0.80	0.23	78.52
L	11	MONITOR PRIORITY STATUS OF REQUISITIONS	20.00	1.13	0.23	78.75
A	2	ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	26.00	0.86	0.22	78.97
E	17	ISSUE DATED ITEMS	26.00	0.86	0.22	79.19
A	36	SUBMIT REQUESTS FOR STOCKLISTING OF NON-STOCKLISTED ITEMS TO SUB-COMMAND OR COMMAND	26.00	0.86	0.22	79.42
Q	19	PROCESS AND FORWARD EXEMPTIONS TO THE BUY AMERICAN ACT TO BASE PROCUREMENT ACTIVITY	26.00	0.85	0.22	79.64
E	5	CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	24.00	0.88	0.21	79.85
L	13	NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	22.00	0.96	0.21	80.06
A	8	DEVELOP STANDARD OPERATING PROCEDURE (SOP) FOR EMERGENCY SUPPLY SITUATIONS	22.00	0.95	0.21	80.27
B	1	ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	26.00	0.80	0.21	80.48
R	24	SUPERVISE THE FURNISHING OF MEDICAL MATERIEL TRANSACTION DOCUMENTS TO BAFO	22.00	0.94	0.21	80.68
F	1	CONDUCT FOLLOW-UP INSPECTIONS	12.00	1.72	0.21	80.89
E	29	PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	18.00	1.12	0.20	81.09
A	11	ESTABLISH WORK SCHEDULES	22.00	0.90	0.20	81.29
B	18	SUPERVISE PREPARATION OF OFFICIAL CORRESPONDENCE	16.00	1.23	0.20	81.49
B	17	SUPERVISE PHYSICAL ISSUING OF MATERIEL	20.00	0.96	0.19	81.68
E	32	PREPARE AND ATTACH SHIPPING TAGS, LABELS, OR DOCUMENTS	24.00	0.79	0.19	81.87
P	13	MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	14.00	1.35	0.19	82.06
E	6	DELIVER OUTSHIPMENTS	22.00	0.86	0.19	82.25
B	10	SUPERVISE DELIVERY AND TRANSFER OF MATERIEL	22.00	0.85	0.19	82.44
K	11	MAINTAIN DATE-OF-AVAILABILITY LIST OF NEWLY STOCKLISTED MATERIEL	18.00	1.03	0.19	82.62
P	12	MAKE QUALITY CONTROL CHECK OF SUCH ITEMS AS POSTING CONTROL CODES OR ANALYSES CODES	16.00	1.15	0.18	82.80
M	9	PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	16.00	1.14	0.18	82.99
N	13	OFFSET ADJUSTMENT TRANSACTION CARDS	16.00	1.13	0.18	83.17
O	1	ASSIGN NON-MIMS VOUCHER NUMBERS TO TRANSACTIONS	18.00	0.99	0.18	83.35
E	37	ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	22.00	0.81	0.18	83.52
P	25	RECORD BASIC IDENTIFYING DATA ON DOCUMENTS	16.00	1.10	0.18	83.70
N	2	FILE ZERO BALANCE CARDS	16.00	1.10	0.18	83.88
E	27	PACK OR CRATE ITEMS FOR SHIPPING	22.00	0.77	0.17	84.05
O	26	PREPARE DOCUMENTS FOR OFF-BASE REPAIR OF EQUIPMENT	16.00	1.05	0.17	84.21
N	3	FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	16.00	1.04	0.17	84.38
E	7	DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	18.00	0.92	0.17	84.55
D	7	INDOCTRINATE NEWLY ASSIGNED PERSONNEL	14.00	1.18	0.17	84.71
A	37	WRITE JOB DESCRIPTION	18.00	0.89	0.16	84.87
A	13	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE EQUIPMENT ACTIVITY	12.00	1.34	0.16	85.03
M	3	EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	16.00	1.00	0.16	85.19
D	13	PREPARE LESSON PLANS	12.00	1.30	0.16	85.35
B	4	IMPLEMENT CONTROLS AND FOLLOW-UP FOR NEW PROCEDURES	18.00	0.86	0.16	85.50
D	2	CONDUCT OJT PROGRAMS	16.00	0.96	0.15	85.66
K	8	ESTABLISH MINIMUM STOCK LEVELS	16.00	0.94	0.15	85.81
L	16	POST RETURNS TO VENDORS	18.00	0.84	0.15	85.96

P	26	RECORD TRANSACTIONS ON TRANSACTION REGISTER	16.00	0.93	0.15	86.11
A	28	PLAN SPACE LAYOUTS FOR SUPPLIES OR EQUIPMENT	16.00	0.91	0.15	86.26
K	24	RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	18.00	0.80	0.14	86.40
E	24	MARK SHIPPING CONTAINERS	16.00	0.89	0.14	86.54
E	30	SEGREGATE INCOMING SHIPMENTS FOR INSPECTION	20.00	0.71	0.14	86.69
A	1	ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	16.00	0.88	0.14	86.83
I	4	COORDINATE NEGOTIATIONS FOR THE LAUNDERING OF LINENS	16.00	0.87	0.14	86.97
P	17	MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS	14.00	0.99	0.14	87.10
P	23	PREPARE DOCUMENTS TO BE DESTROYED OR RETIRED	18.00	0.76	0.14	87.24
E	40	SET UP BINS, RACKS, BAYS, OR OTHER STORAGE FACILITIES	20.00	0.69	0.14	87.38
E	34	PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	20.00	0.68	0.14	87.51
A	9	DEVELOP STANDARD OPERATING PROCEDURE FOR REPAIR OF UNSERVICEABLE AND DAMAGED EQUIPMENT	12.00	1.12	0.13	87.65
N	1	COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	12.00	1.10	0.13	87.78
C	3	COMPLETE PERSONEL PERFORMANCE REPORTS	18.00	0.73	0.13	87.91
E	39	SEGREGATE MATERIEL TO BE INVENTORIED	18.00	0.72	0.13	88.04
I	3	COMPUTE LINEN LEVELS FOR USING ACTIVITIES	10.00	1.29	0.13	88.17
J	2	CALCULATE THE INVENTORY BALANCE	14.00	0.92	0.13	88.30
O	6	COORDINATE WITH THE MERAAB FOR EQUIPMENT PURCHASES AND PURCHASE PRIORITIES	4.00	3.20	0.13	88.43
V	7	KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	10.00	1.28	0.13	88.56
D	8	INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	14.00	0.90	0.13	88.68
K	6	EDIT OUTGOING OR INCOMING EXCESS REPORTS	8.00	1.57	0.13	88.81
F	10	INITIATE ISSUE REQUESTS FOR ITEMS NEEDED TO COMPLETE ASSEMBLIES	8.00	1.55	0.12	88.93
J	13	RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	18.00	0.66	0.12	89.05
C	2	COMPILE MANAGEMENT DATA FOR USE IN EVALUATION OF SUPPLY PROGRAM	12.00	0.99	0.12	89.17
A	5	COMPUTE ECONOMIC ORDER QUANTITIES (EOQS)	16.00	0.74	0.12	89.29
B	23	SUPERVISE THE DISPOSAL AND SALVAGE OF MATERIEL	16.00	0.73	0.12	89.41
O	40	SEARCH EQUIPMENT ALLOWANCE PUBLICATIONS FOR BASIS OF ISSUE AND ALLOWANCES	8.00	1.46	0.12	89.52
B	8	SUPERVISE CIVILIAN PERSONNEL	12.00	0.95	0.11	89.64
F	5	DETERMINE INTERCHANGEABILITY OF ITEMS	8.00	1.43	0.11	89.75
K	26	SCREEN, COMPUTE, AND POST STOCK LEVELS	14.00	0.81	0.11	89.86
O	25	PREPARE DOCUMENTS FOR NON-MEDICAL EQUIPMENT TRANSACTIONS	10.00	1.14	0.11	89.98
P	16	MAINTAIN FILE OF PROPERTY ACCOUNTS	6.00	1.89	0.11	90.09
F	13	INSPECT ITEMS IN STORAGE FOR SIGNS OF CORROSION, DECAY, OR DETERIORATION	18.00	0.63	0.11	90.20
I	6	DRAFT AND SUBMIT LINEN SUPPLY BUDGET ESTIMATES	14.00	0.80	0.11	90.32
B	3	DIRECT STORAGE, ISSUE, AND SAFEGUARDING OF SECURITY ITEMS	12.00	0.89	0.11	90.42
H	5	PREPARE DESTRUCTION DOCUMENTS FOR AND DESTROY MEDICAL EXCESS	16.00	0.66	0.11	90.53
H	4	PREPARE AND SUBMIT REPORTS OF EXCESS PROPERTY TO AFMMFO (SFS 120, 120A)	10.00	1.05	0.11	90.63
C	14	EVALUATE MEDICAL MATERIEL COMPLAINTS OR SUGGESTIONS FOR CORRECTIVE ACTION	14.00	0.75	0.10	90.74
H	3	DETERMINE THE METHOD OF DESTRUCTION FOR DIFFERENT TYPES OF MEDICAL SUPPLIES	16.00	0.65	0.10	90.84
N	18	PREPARE INPUT DATA AND READ OUTPUT FOR DOCUMENTATION OF TRANSACTIONS	8.00	1.29	0.10	90.95

N	17	PREPARE INPUT DATA AND READ OUTPUT FOR DECREASE AND INCREASE TRANSACTIONS	8.00	1.29	0.10	91.05
K	2	COMPUTE FILL RATES	10.00	1.01	0.10	91.15
L	19	PREPARE FORMS TO SUSPEND UNSUITABLE MATERIEL FROM ISSUE	12.00	0.82	0.10	91.25
I	2	COMPLETE LINEN SUPPLY RECORDS (AF FORM 581)	10.00	0.97	0.10	91.35
B	5	MONITOR EXCESS ITEMS PROGRAM	8.00	1.21	0.10	91.44
E	25	MONITOR TEMPERATURE, HUMIDITY, OR DUST CONDITIONS WITHIN STORAGE FACILITY	12.00	0.80	0.10	91.54
I	20	SEND LINEN TO LAUNDRY AND RECEIVE FROM LAUNDRY	12.00	0.80	0.10	91.64
P	10	INSPECT CHARGE-OUT RECORDS (AF FORM 614) TO INSURE RETURN OF LOANED DOCUMENTS	8.00	1.17	0.09	91.73
K	3	DETERMINE REQUISITION TRANSMISSION METHODS	8.00	1.17	0.09	91.82
E	31	PLACE LOCATION SYMBOLS ON WAREHOUSE BINS, RACKS, OR BAYS	12.00	0.78	0.09	91.92
G	5	INVENTORY WRM MATERIELS	14.00	0.66	0.09	92.01
N	4	FORWARD PUNCHED QUANTITY REQUESTED CARD DECKS TO DATA PROCESSING INSTALLATION	10.00	0.91	0.09	92.10
B	12	SUPERVISE LINEN SUPPLY ACTIVITY	10.00	0.90	0.09	92.19
J	15	REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	12.00	0.75	0.09	92.28
L	17	PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (DD FORM 1348)	12.00	0.75	0.09	92.37
I	8	ESTIMATE OR COUNT QUANTITIES OF ISSUED AND PICKED UP LINENS	12.00	0.74	0.09	92.46
N	10	MAINTAIN NEWLY-STOCKLISTED ITEM PCAM CARD FILE	8.00	1.11	0.09	92.55
N	12	MAINTAIN SUPPLY OF BLANK PCAM CARDS	8.00	1.10	0.09	92.63
A	30	PREPARE REPORTS FOR STAFF CONFERENCES	14.00	0.63	0.09	92.72
I	13	PREPARE AND SUBMIT QUARTERLY LINEN INVENTORY AND CONSUMPTION REPORT	8.00	1.08	0.09	92.81
A	10	ESTABLISH INVENTORY CUT-OFF DOCUMENT NUMBERS	8.00	1.08	0.09	92.90
O	16	MAINTAIN PERSONAL CLOTHING AND EQUIPMENT RECORDS	10.00	0.86	0.09	92.98
O	11	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS	6.00	1.43	0.09	93.07
E	19	LIST EXPENDABLE ITEMS CONSUMED IN THE MEDICAL SUPPLY OPERATION	10.00	0.85	0.08	93.15
J	16	REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	12.00	0.70	0.08	93.24
C	8	CONDUCT INSPECTIONS OF WAREHOUSE WORK METHODS	10.00	0.83	0.08	93.32
N	5	FORWARD SHOPPING DECKS TO BASE DATA PROCESSING INSTALLATION	10.00	0.82	0.08	93.40
D	11	PLAN IMPROVED TRAINING METHODS	12.00	0.68	0.08	93.48
E	44	WRAP AND PACK PROPERTY FOR STORAGE	14.00	0.57	0.08	93.56
I	1	CARRY OUT CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	10.00	0.80	0.08	93.64
N	22	RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	12.00	0.67	0.08	93.72
E	4	CONDITION CODE SUPPLY ITEMS	10.00	0.80	0.08	93.80
E	36	RECEIVE, ISSUE, OR PACKAGE SECURITY ITEMS	14.00	0.57	0.08	93.88
C	9	DETERMINE NEED FOR EXTRA INVENTORIES	12.00	0.65	0.08	93.96
L	8	MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	6.00	1.30	0.08	94.04
A	24	PLAN PROCEDURES FOR THE ADMINISTRATION OF THE STOCK RECORD ACCOUNT	6.00	1.29	0.08	94.12
J	7	INSPECT RECEIPTS AND ISSUES FOR PROCESSING PRIOR TO INVENTORY	8.00	0.93	0.07	94.19
D	4	COUNSEL INDIVIDUALS ON TRAINING PROGRESS	14.00	0.52	0.07	94.26
P	28	REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	8.00	0.91	0.07	94.34
E	22	MAINTAIN AND SEARCH STOCK LOCATOR FILE OR AIR FORCE LOCATOR CARDS	8.00	0.90	0.07	94.41

E	13	GROUP PROPERTY ITEMS FOR PACKAGING	8.00	0.89	0.07	94.48
D	12	PREPARE, ADMINISTER, OR SCORE TESTS	10.00	0.71	0.07	94.55
I	10	MARK LINENS AND INDIVIDUAL CLOTHING ITEMS	8.00	0.88	0.07	94.62
J	14	REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	12.00	0.58	0.07	94.69
A	32	RECOMMEND CHANGES IN TECHNICAL ORDERS, MANUALS, HANDBOOKS, OR OPERATING PROCEDURES	8.00	0.84	0.07	94.76
A	35	SUBMIT AUTHORIZATION CHANGES TO MEDICAL EQUIPMENT REVIEW AUTHORIZATION ACTIVITY	6.00	1.12	0.07	94.82
F	3	DESIGNATE ITEMS FOR DISPOSAL	10.00	0.66	0.07	94.89
E	26	OPERATE FORK LIFT FOR MATERIEL HANDLING	8.00	0.82	0.07	94.96
N	6	KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	4.00	1.63	0.07	95.02
I	19	SCREEN LINEN TO DETECT DAMAGED OR WORN ITEMS	8.00	0.81	0.06	95.09
I	18	REPAIR OR REPLACE WORN OR DAMAGED LINENS	8.00	0.81	0.06	95.15
N	19	PREPARE INPUT DATA AND READ OUTPUT FOR STOCK BALANCES	6.00	1.07	0.06	95.21
G	13	ROTATE WRM	6.00	1.07	0.06	95.28
O	9	MAINTAIN AND DISTRIBUTE THE CONSOLIDATED LISTING (CL)	6.00	1.05	0.06	95.34
O	34	RECEIVE AND DISTRIBUTE CUSTODIAN REQUEST/RECEIPT (AF FORM 601B)	6.00	1.05	0.06	95.40
J	11	PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	2.00	3.12	0.06	95.47
C	1	ANALYZE EFFECTIVENESS OF MATERIEL MANAGEMENT PRACTICES	8.00	0.78	0.06	95.53
A	23	PLAN PROCEDURES FOR MAKING INVENTORY ADJUSTMENTS	8.00	0.78	0.06	95.59
F	12	INSPECT CONTAINERS AND LABELS OF CORROSIVE, VOLATILE, COMBUSTIBLE, OR POISONOUS MATERIALS	14.00	0.44	0.06	95.65
I	7	DYE WORN LINENS	8.00	0.77	0.06	95.72
F	16	INSPECT TURN-IN ITEMS	8.00	0.76	0.06	95.78
C	4	CONDUCT INSPECTIONS OF DOCUMENT CONTROL WORK METHODS	6.00	1.01	0.06	95.84
L	10	MAKE ENTRIES ON STOCK LOCATOR CARDS TO SHOW CHANGES IN LOCATION OF PROPERTY ITEMS	4.00	1.51	0.06	95.90
E	20	LIST COMPONENT PART SHORTAGES	8.00	0.74	0.06	95.96
K	9	FILL OUT FORMS FOR CONDEMNED ITEMS	8.00	0.73	0.06	96.01
F	2	CONDUCT SPECIAL-SUBJECT INSPECTIONS	8.00	0.73	0.06	96.07
P	24	PREPARE FACSIMILES OF LOST DOCUMENTS FROM SUSPENSE COPIES	10.00	0.58	0.06	96.13
F	4	DETERMINE CAUSE OF UNSERVICEABLE CONDITION OF PROPERTY	10.00	0.57	0.06	96.19
L	2	AUDIT AND FORWARD THE QUARTERLY MIMS REPORT	6.00	0.94	0.06	96.25
K	21	PROCESS AND REPORT MEDICAL MATERIEL COMPLAINTS	8.00	0.71	0.06	96.30
L	12	NOTIFY AFMMFO OF ITEMS SUSPENDED	8.00	0.70	0.06	96.36
K	15	PREPARE AND SUBMIT QUARTERLY FEEDER REPORTS	6.00	0.93	0.06	96.41
K	10	INVESTIGATE DISCREPANCIES ENCOUNTERED IN THE INVENTORY OF SECURITY ITEMS	6.00	0.93	0.06	96.47
H	1	ADVISE BASE SUPPLY OFFICER OF EXCESS NON-MEDICAL ITEMS	6.00	0.92	0.06	96.53
K	4	DETERMINE TYPE OF STORAGE REQUIRED FOR SECURITY ITEMS	8.00	0.68	0.05	96.58
B	19	SUPERVISE PROPERTY INSPECTIONS	6.00	0.90	0.05	96.63
K	28	TYPE AND DISTRIBUTE CATALOG OF MEDICAL NON-STOCKLISTED ITEMS	10.00	0.54	0.05	96.69
C	11	EVALUATE EFFECTIVENESS OF THE LINEN SUPPLY ACTIVITY	6.00	0.90	0.05	96.74
D	15	RECOMMEND INDIVIDUALS FOR SPECIALTY KNOWLEDGE TESTING	10.00	0.53	0.05	96.79
D	15	MAINTAIN MEMO DOCUMENT REGISTER	6.00	0.87	0.05	96.85
I	15	PREPARE FORMS FOR TURN-IN OF LINEN TO THE LAUNDRY	6.00	0.86	0.05	96.90
H	6	PREPARE DOCUMENTS FOR THE TRANSFER OF EXCESS REQUIRED NON-MEDICAL ITEMS TO BASE SUPPLY	6.00	0.85	0.05	96.95
I	12	PREPARE AND FORWARD REQUESTS FOR ISSUE OF LINEN ITEMS	8.00	0.64	0.05	97.00
B	21	SUPERVISE SPECIAL PROJECT AND SPECIAL DUTY ACTIVITIES	6.00	0.85	0.05	97.05
J	8	MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	6.00	0.84	0.05	97.10

C	7	CONDUCT INSPECTIONS OF THE HANDLING OF SECURITY ITEMS	6.00	0.84	0.05	97.15
H	8	REVIEW EXCESS EQUIPMENT OR SUPPLY TURN-IN DOCUMENTS AND DETERMINE EXCESS OR SALVAGE ACTION	8.00	0.63	0.05	97.20
C	10	EVALUATE ADEQUACY OF INSPECTIONS	8.00	0.62	0.05	97.25
F	18	PREPARE STATEMENT OF FACTS FOR PROPERTY DAMAGED OR DESTROYED FOR REASONS OTHER THAN FAIR WEAR AND TEAR	6.00	0.82	0.05	97.30
Q	6	MAINTAIN FUND FOR COD PURCHASES	4.00	1.23	0.05	97.35
I	16	PROCESS CLOTHING ITEMS OF HOSPITAL PERSONNEL	6.00	0.80	0.05	97.40
E	2	CLEAN AND DRY PROPERTY ITEMS	8.00	0.60	0.05	97.45
N	23	SELECT DATA ELEMENTS FOR RECORDING TRANSACTIONS	6.00	0.79	0.05	97.49
F	9	IDENTIFY WAR READINESS MATERIEL TO PREVENT UNAUTHORIZED MOVEMENT OR USE	9.00	0.59	0.05	97.54
O	2	COMPARE QUANTITY AND CONDITION OF EQUIPMENT ITEMS WITH VOUCHER LISTINGS	2.00	2.32	0.05	97.59
I	17	PROTECT CLEAN LINENS FROM DUST	6.00	0.77	0.05	97.63
O	5	COORDINATE THE RELOCATION OF PROPERTY BETWEEN PROPERTY CUSTODIANS	6.00	0.76	0.05	97.68
K	20	PREPARE AND DISTRIBUTE DOCUMENTS FOR PROPERTY FOUND ON BASE	6.00	0.75	0.05	97.72
G	11	PREPARE THE MATERIEL OPERATIONAL READINESS REPORT (MORR)	6.00	0.75	0.05	97.77
E	16	INSPECT HANDLING, LOADING, OR STORING OF PROPERTY RELEASED FOR SHIPMENT	6.00	0.73	0.04	97.81
J	10	PERFORM PRE-INVENTORY SURVEY	4.00	1.09	0.04	97.86
O	33	PREPARE TRANSFER DOCUMENTS FOR PROPERTY TRANSFERRED BETWEEN BASE MEMOS	4.00	1.08	0.04	97.90
A	19	PLAN PROCEDURES AND SEQUENCES FOR TAKING INVENTORIES	6.00	0.69	0.04	97.94
N	21	RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	6.00	0.69	0.04	97.98
G	12	RECONCILE AFMMFO LETTERS WITH WRM WORKSHEET	4.00	1.03	0.04	98.02
H	2	ARRANGE FOR WITNESSES TO OBSERVE THE DESTRUCTION OF MEDICAL SECURITY ITEMS	6.00	0.67	0.04	98.06
A	27	PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	4.00	0.98	0.04	98.10
C	17	SCHEDULE LEAVES OR PASSES	8.00	0.49	0.04	98.14
O	12	MAINTAIN CUSTODY/RECEIPT LOCATOR LISTINGS BY ACCOUNT	4.00	0.96	0.04	98.18
L	1	ADJUST BALANCE CARDS FOR SUSPENDED ITEMS	6.00	0.64	0.04	98.22
O	18	NOTIFY WAREHOUSE TO FORWARD EQUIPMENT FOR USER TESTS	6.00	0.63	0.04	98.26
I	9	INVENTORY CONTROLLED LINEN ITEMS	6.00	0.61	0.04	98.29
O	19	POST AUTHORIZATION CHANGES TO THE CONSOLIDATED LISTING	4.00	0.91	0.04	98.33
K	16	PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENT (DD FORM 6)	4.00	0.90	0.04	98.37
F	8	IDENTIFY PARTS OF COMPLETE ASSEMBLIES	6.00	0.59	0.04	98.40
K	13	POST RECEIPTS AND ISSUES OF SECURITY ITEMS TO VAULT RECORD CARDS	4.00	0.88	0.04	98.44
L	4	COMPUTE THE QUANTITY ON HAND OF SUSPENDED ITEMS	4.00	0.87	0.03	98.47
J	14	SUPERVISE MACHINE ROOM OPERATIONS	8.00	0.43	0.03	98.51
F	7	IDENTIFY ITEMS TO BE TRANSFERRED	6.00	0.57	0.03	98.54
G	8	POSITION MMPNC OR SCATA MATERIEL	6.00	0.56	0.03	98.57
B	16	SUPERVISE MEDICAL MATERIEL SUPERVISORS (91570)	2.00	1.62	0.03	98.61
C	16	MAKE RECOMMENDATIONS FOR PERSONNEL ACTIONS	8.00	0.40	0.03	98.64
E	15	INSPECT AND INVENTORY STOCK STORED IN HOSPITAL FOR AIR EVACUATION PROGRAM	4.00	0.80	0.03	98.67
G	1	COMPUTE ASSETS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	4.00	0.80	0.03	98.70
A	21	PLAN PROCEDURES FOR MAINTAINING E-AID CARDS	4.00	0.80	0.03	98.73

I	5	DEVISE CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	4.00	0.79	0.03	98.77
O	10	PLAN AND CONDUCT FORMAL CLASSROOM TRAINING	4.00	0.78	0.03	98.80
A	15	ORGANIZE MAINTENANCE SUPPORT FUNCTIONS	2.00	1.55	0.03	98.83
O	39	ROUTE TURN-IN OF EQUIPMENT FOR INSPECTION AND CONDITION CODING	4.00	0.77	0.03	98.86
F	15	INSPECT STORED PROPERTY TO SEE THAT LOAD LIMITS AND SECURITY CONDITIONS ARE MET	6.00	0.51	0.03	98.89
O	14	MAINTAIN HISTORY FILE OF PCAM CARDS ON EQUIPMENT	4.00	0.75	0.03	98.92
J	5	COORDINATE WITH BASE DATA PROCESSING INSTALLATION FOR PREPARATION OF INVENTORY COUNT LISTINGS	2.00	1.49	0.03	98.95
E	12	FORWARD OR RECEIVE EQUIPMENT ITEMS FOR USER TESTS	6.00	0.48	0.03	98.98
G	10	PREPARE REQUISITIONS FOR WRM	4.00	0.70	0.03	99.01
K	14	POST STOCK SUSPENSION NOTICES	6.00	0.46	0.03	99.03
O	30	PREPARE REQUESTS FOR CHANGES IN ALLOWANCES AND AUTHORIZATIONS (AF FORM 601A)	4.00	0.69	0.03	99.06
K	22	RECONCILE THE DOLLAR VALUE OF INVENTORY CATEGORIES WITH THE DOLLAR VALUE OF ACCOUNTING OFFICE RECORDS	4.00	0.68	0.03	99.09
P	20	MONITOR MEMO DOCUMENT REGISTER	6.00	0.45	0.03	99.12
G	6	MAKE SURVEYS TO INSURE ACCURACY OF WRM LOCATOR FILES	2.00	1.33	0.03	99.14
O	7	DETERMINE NEED FOR CONTRACT MAINTENANCE OF EQUIPMENT	4.00	0.64	0.03	99.17
F	14	INSPECT PROPERTY FOR REPAIRS OR REPLACEMENTS	4.00	0.64	0.03	99.19
D	14	PREPARE TRAINING RECORDS OR CHARTS	6.00	0.42	0.02	99.22
A	3	APPOINT INVENTORY SUPERVISOR OR TEAMS	2.00	1.24	0.02	99.24
Q	7	MAINTAIN IMPREST FUND FOR SMALL DOLLAR VALUE ITEM PURCHASES	2.00	1.21	0.02	99.27
C	12	EVALUATE EQUIPMENT AUTHORIZATION AND SUPPORT ACTIVITIES	2.00	1.19	0.02	99.29
B	25	SUPERVISE THE MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO)	2.00	1.19	0.02	99.31
B	26	SUPERVISE THE STOCK RECORD ACCOUNT	2.00	1.19	0.02	99.34
B	6	MONITOR THE MEDICAL INVENTORY MANAGEMENT SYSTEM (MIMS)	2.00	1.19	0.02	99.36
J	3	COMPUTE INVENTORY ACCURACY PERCENTAGES	2.00	1.13	0.02	99.38
G	4	COMPUTE REQUIREMENTS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	2.00	1.12	0.02	99.41
G	3	COMPUTE PEACETIME OPERATING STOCKS (POS) REQUIREMENTS	2.00	1.12	0.02	99.43
G	2	COMPUTE GROSS WARTIME MATERIEL REQUIREMENTS (GWMR)	2.00	1.12	0.02	99.45
F	11	INITIATE STOCK CHANGE DOCUMENTS FOR UNIDENTIFIED ITEMS	4.00	0.54	0.02	99.47
O	38	REVIEW REPORTS OF INVENTORY FINDINGS FROM PROPERTY	2.00	1.03	0.02	99.49
O	17	MAKE REPORTS OF SURVEY FOR IRRECONCILABLE EQUIPMENT SHORTAGES	2.00	1.03	0.02	99.51
J	12	PREPARE REPORTS OF SURVEY FOR UNACCEPTABLE ADJUSTMENTS (DD FORM 200)	2.00	1.03	0.02	99.54
F	20	VERIFY SECURITY CLASSIFICATION OF PROPERTY ITEMS	4.00	0.51	0.02	99.56
D	1	ADAPT AND MAINTAIN TRAINING AIDS	4.00	0.51	0.02	99.58
E	8	DRAFT STORAGE AND OCCUPANCY REPORTS	2.00	1.00	0.02	99.60
J	6	ESTABLISH AND POST NOTICES OF INVENTORY DEADLINE DATES	2.00	0.99	0.02	99.62
C	5	CONDUCT INSPECTIONS OF INVENTORY CONTROL WORK METHODS	4.00	0.49	0.02	99.64
A	18	PLAN CONTROLS OVER WRM SUPPLIES AND EQUIPMENT	2.00	0.91	0.02	99.65
O	22	PREPARE AND FORWARD EQUIPMENT AUTHORIZATION INVENTORY DATA TO BASE DATA PROCESSING INSTALLATION	4.00	0.45	0.02	99.67
O	21	PREPARE AND FORWARD E-AID DUE-IN CARD TO BASE DATA SERVICES (AF FORM 815)	4.00	0.45	0.02	99.69
D	5	DETERMINE NEED FOR INDIVIDUAL OR GROUP TRAINING	4.00	0.43	0.02	99.71
N	20	PREPARE PCAM DAILY UTILIZATION REPORT	2.00	0.85	0.02	99.72
D	16	ROTATE DUTY ASSIGNMENTS OF INDIVIDUALS FOR CROSS-TRAINING	4.00	0.41	0.02	99.74

E	33 PREPARE BASE WAREHOUSE LOCATION CHANGE NOTICES (AF FORM 136)	2.00	0.74	0.01	99.76
O	37 REVIEW EQUIPMENT STOCK STATUS REPORT FOR DISCREPANCIES	2.00	0.73	0.01	99.77
O	20 PREPARE AND FORWARD E-AID CUSTODY/RECEIPT CARD TO BASE DATA PROCESSING INSTALLATION (AF FORM 814)	2.00	0.73	0.01	99.78
O	4 CONDUCT UTILIZATION SURVEYS TO VALIDATE EQUIPMENT REQUIREMENTS	2.00	0.73	0.01	99.80
K	19 PREPARE SCHEDULE FOR STAGGERED SUBMISSION OF REQUESTS	2.00	0.73	0.01	99.81
E	35 PROCESS PROPERTY ACCOMPANYING PATIENTS	2.00	0.73	0.01	99.83
O	28 PREPARE EQUIPMENT AUTHORIZATION CHANGE INFORMATION FOR PCAM CARDS	2.00	0.59	0.01	99.84
O	13 MAINTAIN FILE OF AUTHORIZATIONS, INCREASES, OR DECREASES TO THE CONSOLIDATED LISTING	2.00	0.59	0.01	99.85
B	11 SUPERVISE EQUIPMENT AUTHORIZATION AND SUPPORT FUNCTIONS	2.00	0.59	0.01	99.86
D	17 SELECT INDIVIDUALS FOR FORMAL TRAINING	2.00	0.59	0.01	99.88
D	9 INSTRUCT PERSONNEL IN STORAGE OF CLASSIFIED DOCUMENTS	2.00	0.59	0.01	99.89
C	13 EVALUATE INVENTORY ADJUSTMENTS	2.00	0.56	0.01	99.90
I	11 PICK UP LINENS FROM AND DELIVER TO USING ACTIVITY	2.00	0.54	0.01	99.91
F	6 ENTER RE-INSPECTION DATES ON PROPERTY ITEMS	2.00	0.54	0.01	99.92
P	22 PREPARE CERTIFICATES OF LOST DOCUMENTS	2.00	0.40	0.01	99.93
O	36 REVIEW AND FORWARD REQUESTS FOR TEMPORARY LOAN OF EQUIPMENT	2.00	0.40	0.01	99.94
P	14 MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS AT USING ACTIVITY	2.00	0.28	0.01	99.94
A	29 PLAN TECHNIQUES FOR HANDLING MECHANIZED ACCOUNTS	2.00	0.28	0.01	99.95
A	6 COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	2.00	0.28	0.01	99.95
G	7 MONITOR THE INSPECTION AND ROTATION OF MMPNC PHASE I KITS	2.00	0.25	0.00	99.96
O	8 FORWARD TEMPORARY CUSTODY RECEIPTS FOR THE LOAN OF PROPERTY TO PATIENTS	2.00	0.24	0.00	99.96
L	18 PREPARE AND DISTRIBUTE THE STOCK STATUS REPORT	2.00	0.24	0.00	99.97

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBR= 24  
KPATH ORDER FROM 938 TO 961 GROUP STAGE= 23

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	100.00	48.57	48.57	48.57
M	REQUISITIONING MATERIEL	70.83	18.88	13.37	61.94
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	75.00	11.42	8.56	70.50
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	70.83	9.69	6.87	77.37
A	PLANNING AND ORGANIZING	75.00	5.61	4.20	81.57
E	PERFORMING WAREHOUSE FUNCTIONS	50.00	7.64	3.82	85.39
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	41.67	8.07	3.36	88.75
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	50.00	5.20	2.60	91.35
D	TRAINING	37.50	4.77	1.79	93.14
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	25.00	6.71	1.68	94.82
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	29.17	5.59	1.63	96.45
B	DIRECTING AND IMPLEMENTING	29.17	5.23	1.52	97.97
H	REPORTING AND DISPOSING OF MATERIEL	29.17	3.62	1.06	99.03
I	MAINTAINING LINEN SUPPLY	8.33	3.74	0.31	99.34
G	MAINTAINING WAR READINESS MATERIEL	8.33	3.73	0.31	99.65
C	EVALUATING	8.33	2.22	0.19	99.84
F	INSPECTING PROPERTY	4.17	3.60	0.15	99.99

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRS= 24  
KPATH ORDER FROM 938 TO 961 GROUP STAGE= 23

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
P	7 FILE COMPLETED DOCUMENTS	87.50	4.25	3.72	3.72
P	27 REVIEW DOCUMENTS PRIOR TO FILING	79.17	4.09	3.24	6.95
P	13 MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	70.83	4.43	3.14	10.09
P	19 MAINTAIN SUPPLY DOCUMENT REGISTER	75.00	4.17	3.12	13.22
P	2 ASSIGN OR CANCEL DOCUMENT NUMBERS	75.00	4.09	3.07	16.29
P	8 FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	83.33	3.51	2.93	19.21
P	9 FILE UP-DATED DOCUMENT REGISTERS	79.17	3.17	2.51	21.73
P	11 INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	70.83	3.40	2.41	24.14
P	3 CODE AND EDIT SOURCE DOCUMENTS	58.33	4.08	2.38	26.52
P	26 RECORD TRANSACTIONS ON TRANSACTION REGISTER	54.17	4.18	2.26	28.78
P	12 MAKE QUALITY CONTROL CHECK OF SUCH ITEMS AS POSTING CONTROL CODES OR ANALYSES CODES	45.83	4.46	2.04	30.82
M	15 REVIEW RECEIVING DOCUMENTS	54.17	3.56	1.93	32.75
P	5 DISPOSE OF INACTIVE DOCUMENTS	62.50	3.01	1.88	34.64
A	34 SET UP, MAINTAIN, OR DISPOSE OF FILES	54.17	3.46	1.88	36.51
P	28 REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	50.00	3.65	1.83	38.34
M	6 MAINTAIN REQUISITION HISTORY FILE	41.67	3.74	1.56	39.90
P	1 ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	45.83	3.38	1.55	41.45
K	5 EDIT ISSUE REQUESTS	33.33	4.47	1.49	42.94
P	17 MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS	45.83	3.18	1.46	44.40
M	4 MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	41.67	3.48	1.45	45.85
P	24 PREPARE FACSIMILES OF LOST DOCUMENTS FROM SUSPENSE COPIES	58.33	2.48	1.44	47.29
P	6 DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	45.83	3.03	1.39	48.68
P	4 CODE LOCAL PURCHASE DOCUMENTS	41.67	3.30	1.37	50.05
M	11 RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	37.50	3.59	1.35	51.40
M	5 MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	41.67	3.13	1.31	52.71
P	25 RECORD BASIC IDENTIFYING DATA ON DOCUMENTS	45.83	2.71	1.24	53.95
P	23 PREPARE DOCUMENTS TO BE DESTROYED OR RETIRED	41.67	2.73	1.14	55.08
K	27 SCREEN REQUESTS FOR SUPPLIES	20.83	5.39	1.12	56.21
M	10 PROCESS RECEIPTS FROM LOCAL PURCHASE	29.17	3.49	1.02	57.22
M	1 CHECK ACCURACY OF DEPOT REQUISITIONS	29.17	3.40	0.99	58.21
P	15 MAINTAIN FILE OF BASE ERROR AND/OR CORRECTION SHEETS (AF FORM 150)	33.33	2.95	0.98	59.20
K	24 RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	16.67	5.78	0.96	60.16
L	21 RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	12.50	7.07	0.88	61.05
N	3 FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	20.83	3.98	0.83	61.87

M	8	PREPARE AND MAINTAIN RECORDS OR DOCUMENTS FOR NON-MEDICAL MATERIEL	29.17	2.64	0.77	62.64
L	15	POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	16.67	4.55	0.76	63.40
P	16	MAINTAIN FILE OF PROPERTY ACCOUNTS	20.83	3.57	0.74	64.15
P	21	MONITOR THE FLOW OF DOCUMENTS BETWEEN PROCESSING POINTS	25.00	2.79	0.70	64.84
M	12	RECORD FUND OBLIGATIONS	20.83	3.23	0.67	65.52
L	6	FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	25.00	2.67	0.67	66.18
K	7	EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	25.00	2.66	0.66	66.85
E	9	DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	25.00	2.64	0.66	67.51
L	24	TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	29.17	2.26	0.66	68.17
M	7	POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (OA)	20.83	3.11	0.65	68.81
O	1	ASSIGN NON-MIMS VOUCHER NUMBERS TO TRANSACTIONS	12.50	4.95	0.62	69.43
H	4	PREPARE AND SUBMIT REPORTS OF EXCESS PROPERTY TO AFMMFO (SFS 120, 120A)	20.83	2.90	0.60	70.04
J	1	ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	20.83	2.67	0.56	70.59
P	10	INSPECT CHARGE-OUT RECORDS (AF FORM 614) TO INSURE RETURN OF LOANED DOCUMENTS	25.00	2.22	0.56	71.15
P	22	PREPARE CERTIFICATES OF LOST DOCUMENTS	29.17	1.89	0.55	71.70
M	3	EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	20.83	2.60	0.54	72.24
L	9	MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	20.83	2.56	0.53	72.77
D	6	GIVE INFORMAL TRAINING TO INDIVIDUALS	25.00	2.12	0.53	73.30
L	3	COMPLETE ENTRIES ON RECEIVING DOCUMENTS	16.67	3.13	0.52	73.83
K	2	COMPUTE FILL RATES	12.50	3.94	0.49	74.32
A	20	PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	16.67	2.94	0.49	74.81
N	9	MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	16.67	2.90	0.48	75.29
N	1	COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	12.50	3.78	0.47	75.76
L	14	ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	16.67	2.73	0.46	76.22
F	1	CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	20.83	2.14	0.45	76.67
K	29	VERIFY UNIT COSTS OF PROPERTY ITEMS	12.50	3.50	0.44	77.10
Q	8	MAINTAIN LIBRARY OF GSA CATALOGUES, VENDORS' CATALOGUES, AND OTHER PROCUREMENT DATA	8.33	5.06	0.42	77.52
B	9	SUPERVISE CONTROL OF MATERIEL DOCUMENTS	12.50	3.37	0.42	77.95
J	11	PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	12.50	3.35	0.42	78.36
K	9	FILL OUT FORMS FOR CONDEMNED ITEMS	12.50	3.34	0.42	78.78
M	9	PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	16.67	2.49	0.42	79.20
A	6	COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	16.67	2.42	0.40	79.60
K	17	PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	20.83	1.93	0.40	80.00
K	20	PREPARE AND DISTRIBUTE DOCUMENTS FOR PROPERTY FOUND ON BASE	8.33	4.82	0.40	80.40
D	7	INDOCTRINATE NEWLY ASSIGNED PERSONNEL	12.50	3.08	0.39	80.79
Q	23	RECEIVE AND DISTRIBUTE CORRESPONDENCE PERTINENT TO LOCAL PURCHASE	8.33	4.60	0.38	81.17
E	3	COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	12.50	3.05	0.38	81.56
L	17	PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (DD FORM 1348)	12.50	3.02	0.38	81.93
N	22	RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	8.33	4.46	0.37	82.30
P	20	MONITOR MEMO DOCUMENT REGISTER	12.50	2.78	0.35	82.65
A	7	COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	12.50	2.73	0.34	82.99
Q	5	MAINTAIN FILE OF LOCAL PURCHASE ORDERS, CONTRACTS, RECEIVING REPORTS, OR SIMILAR DOCUMENTS	12.50	2.71	0.34	83.33

J	14	REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	12.50	2.70	0.34	83.67
P	14	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS AT USING ACTIVITY	12.50	2.69	0.34	84.01
L	12	NOTIFY AFMMFO OF ITEMS SUSPENDED	12.50	2.67	0.33	84.34
J	13	RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	12.50	2.62	0.33	84.67
B	5	MONITOR EXCESS ITEMS PROGRAM	8.33	3.84	0.32	84.99
E	6	DELIVER OUTSHIPMENTS	8.33	3.77	0.31	85.30
E	41	TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	8.33	3.63	0.30	85.60
K	11	MAINTAIN DATE-OF-AVAILABILITY LIST OF NEWLY STOCKLISTED MATERIEL	4.17	7.14	0.30	85.90
J	15	REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	12.50	2.31	0.29	86.19
E	5	CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	4.17	6.78	0.28	86.47
E	34	PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	12.50	2.22	0.28	86.75
L	5	DISTRIBUTE COPIES OF ISSUE REQUESTS	12.50	2.17	0.27	87.02
K	21	PROCESS AND REPORT MEDICAL MATERIEL COMPLAINTS	8.33	3.22	0.27	87.29
M	2	DETERMINE REQUISITION PRIORITIES	8.33	3.09	0.26	87.55
K	14	POST STOCK SUSPENSION NOTICES	12.50	2.03	0.25	87.80
K	12	NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	8.33	3.02	0.25	88.05
K	26	SCREEN, COMPUTE, AND POST STOCK LEVELS	8.33	2.99	0.25	88.30
L	19	PREPARE FORMS TO SUSPEND UNSUITABLE MATERIEL FROM ISSUE	8.33	2.96	0.25	88.55
L	13	NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	12.50	1.95	0.24	88.79
N	21	RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	4.17	5.80	0.24	89.03
B	18	SUPERVISE PREPARATION OF OFFICIAL CORRESPONDENCE	4.17	5.61	0.23	89.27
J	8	MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	8.33	2.77	0.23	89.50
H	5	PREPARE DESTRUCTION DOCUMENTS FOR AND DESTROY MEDICAL EXCESS	12.50	1.82	0.23	89.73
A	33	SELECT PROCUREMENT SOURCES (CP OR LP) FOR ISSUE REQUESTS	8.33	2.71	0.23	89.95
P	18	MAINTAIN LOCAL PROCUREMENT DOCUMENT REGISTER	8.33	2.67	0.22	90.17
E	18	ISSUE MATERIEL TO USING ACTIVITY	8.33	2.57	0.21	90.39
E	42	UNLOAD INCOMING SHIPMENTS	8.33	2.54	0.21	90.60
M	15	TYPE MATERIEL SOURCE DOCUMENTS	8.33	2.52	0.21	90.81
O	32	PREPARE TEMPORARY CUSTODY RECEIPTS (AF FORM 1297)	8.33	2.43	0.20	91.01
L	11	MONITOR PRIORITY STATUS OF REQUISITIONS	8.33	2.40	0.20	91.21
C	4	CONDUCT INSPECTIONS OF DOCUMENT CONTROL WORK METHODS	8.33	2.22	0.19	91.40
B	1	ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	8.33	2.22	0.19	91.58
L	23	SEPARATE STOCK RECORD CARDS FOR NON-STOCK LISTED ITEMS	8.33	2.22	0.18	91.77
M	13	REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	8.33	2.18	0.18	91.95
K	25	REQUEST WAREHOUSE TO DELIVER MATERIEL	8.33	2.18	0.18	92.13
E	30	PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	8.33	2.17	0.18	92.31
N	6	KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	8.33	2.16	0.18	92.49
D	8	INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	8.33	2.02	0.17	92.66
G	8	POSITION MMPNC OR SCATA MATERIEL	8.33	2.00	0.17	92.83
E	23	MAKE DELIVERIES TO USING ACTIVITY	4.17	3.95	0.16	92.99
E	21	LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	4.17	3.95	0.16	93.16
L	10	MAKE ENTRIES ON STOCK LOCATOR CARDS TO SHOW CHANGES IN LOCATION OF PROPERTY ITEMS	4.17	3.92	0.16	93.32
A	22	PLAN PROCEDURES FOR MAINTAINING SUPPLY STOCK RECORDS	4.17	3.92	0.16	93.48
J	2	CALCULATE THE INVENTORY BALANCE	8.33	1.90	0.16	93.64
O	34	RECEIVE AND DISTRIBUTE CUSTODIAN REQUEST/RECEIPT (AF FORM 6018)	4.17	3.74	0.16	93.80

B	8	SUPERVISE CIVILIAN PERSONNEL	4.17	3.74	0.16	93.95
A	14	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	4.17	3.74	0.16	94.11
O	29	PREPARE EQUIPMENT REPLACEMENT BUDGETARY LIST	4.17	3.66	0.15	94.26
Q	16	PREPARE REPORTS OF DISCREPANCY IN SHIPMENT FROM COMMERCIAL VENDORS	4.17	3.60	0.15	94.41
Q	10	PREPARE AND DISTRIBUTE SOURCE DOCUMENTS INVOLVING PAYMENT TO VENDORS	4.17	3.60	0.15	94.56
F	18	PREPARE STATEMENT OF FACTS FOR PROPERTY DAMAGED OR DESTROYED FOR REASONS OTHER THAN FAIR WEAR AND TEAR	4.17	3.60	0.15	94.71
L	16	POST RETURNS TO VENDORS	4.17	3.39	0.14	94.85
J	16	REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	4.17	3.38	0.14	94.99
J	9	MAKE PHYSICAL COUNT OF PROPERTY ITEMS	8.33	1.68	0.14	95.13
I	20	SEND LINEN TO LAUNDRY AND RECEIVE FROM LAUNDRY	8.33	1.68	0.14	95.27
K	18	PREPARE SALVAGE DOCUMENTS	12.50	1.08	0.13	95.41
K	3	DETERMINE REQUISITION TRANSMISSION METHODS	4.17	3.18	0.13	95.54
A	26	PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	4.17	3.18	0.13	95.67
N	7	KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	8.33	1.58	0.13	95.80
O	15	MAINTAIN MEMO DOCUMENT REGISTER	4.17	3.14	0.13	95.94
N	16	PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	4.17	3.14	0.13	96.07
Q	3	EDIT OUTPUT FOR DUE-IN AND DUE-OUT DATA OF USING ACTIVITIES	4.17	2.90	0.12	96.19
K	22	RECONCILE THE DOLLAR VALUE OF INVENTORY CATEGORIES WITH THE DOLLAR VALUE OF ACCOUNTING OFFICE RECORDS	4.17	2.84	0.12	96.30
A	2	ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	4.17	2.84	0.12	96.42
I	11	PICK UP LINENS FROM AND DELIVER TO USING ACTIVITY	4.17	2.76	0.11	96.54
N	15	OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	4.17	2.73	0.11	96.65
N	14	OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	4.17	2.73	0.11	96.77
Q	21	PROVIDE FUND CITATION AND AUTHORIZATION FOR CASH PURCHASE	4.17	2.70	0.11	96.88
E	38	SEGREGATE INCOMING SHIPMENTS FOR INSPECTION	4.17	2.63	0.11	96.99
B	10	SUPERVISE DELIVERY AND TRANSFER OF MATERIEL	4.17	2.63	0.11	97.10
O	21	PREPARE AND FORWARD E-AID DUE-IN CARD TO BASE DATA SERVICES (AF FORM 815)	4.17	2.62	0.11	97.21
A	8	DEVELOP STANDARD OPERATING PROCEDURE (SOP) FOR EMERGENCY SUPPLY SITUATIONS	4.17	2.57	0.11	97.31
N	2	FILE ZERO BALANCE CARDS	4.17	2.50	0.10	97.42
K	1	ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	4.17	2.44	0.10	97.52
B	7	SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	4.17	2.38	0.10	97.62
O	11	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS	4.17	2.11	0.09	97.71
D	14	PREPARE TRAINING RECORDS OR CHARTS	4.17	2.11	0.09	97.79
O	13	PREPARE LESSON PLANS	4.17	2.11	0.09	97.88
D	12	PREPARE, ADMINISTER, OR SCORE TESTS	4.17	2.11	0.09	97.97
D	11	PLAN IMPROVED TRAINING METHODS	4.17	2.11	0.09	98.06
D	10	PLAN AND CONDUCT FORMAL CLASSROOM TRAINING	4.17	2.11	0.09	98.15
D	9	INSTRUCT PERSONNEL IN STORAGE OF CLASSIFIED DOCUMENTS	4.17	2.11	0.09	98.23
D	4	COUNSEL INDIVIDUALS ON TRAINING PROGRESS	4.17	2.11	0.09	98.32
D	2	CONDUCT OJT PROGRAMS	4.17	2.11	0.09	98.41
O	25	PREPARE DOCUMENTS FOR NON-MEDICAL EQUIPMENT TRANSACTIONS	4.17	2.09	0.09	98.50
O	16	MAINTAIN PERSONAL CLOTHING AND EQUIPMENT RECORDS	4.17	2.09	0.09	98.58
L	22	SCREEN REQUESTS FOR LOCAL PURCHASE	4.17	2.09	0.09	98.67
H	6	PREPARE DOCUMENTS FOR THE TRANSFER OF EXCESS REQUIRED NON-MEDICAL ITEMS TO BASE SUPPLY	4.17	2.09	0.09	98.76
H	1	ADVISE BASE SUPPLY OFFICER OF EXCESS NON-MEDICAL ITEMS	4.17	2.09	0.09	98.85

A	13	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE EQUIPMENT ACTIVITY	4.17	2.09	0.09	98.93
G	5	INVENTORY WRM MATERIELS	4.17	2.07	0.09	99.02
N	13	OFFSET ADJUSTMENT TRANSACTION CARDS	4.17	1.96	0.08	99.10
N	11	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	4.17	1.96	0.08	99.18
L	8	MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	4.17	1.93	0.08	99.26
M	14	REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC BIOLOGICALS AND REAGENTS	4.17	1.82	0.08	99.34
A	27	PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	4.17	1.57	0.07	99.40
K	10	INVESTIGATE DISCREPANCIES ENCOUNTERED IN THE INVENTORY OF SECURITY ITEMS	4.17	1.45	0.06	99.46
L	2	AUDIT AND FORWARD THE QUARTERLY MIMS REPORT	4.17	1.42	0.06	99.52
K	15	PREPARE AND SUBMIT QUARTERLY FEEDER REPORTS	4.17	1.42	0.06	99.58
I	15	PREPARE FORMS FOR TURN-IN OF LINEN TO THE LAUNDRY	4.17	1.38	0.06	99.64
G	13	ROTATE WRM	4.17	1.38	0.06	99.70
E	43	VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	4.17	1.31	0.05	99.75
E	7	DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	4.17	1.31	0.05	99.81
H	7	PREPARE DOCUMENTS FOR THE TURN-IN OF OUT-DATED X-RAY FILM	4.17	1.19	0.05	99.86
A	4	ASSIGN ISSUE PRIORITIES	4.17	0.91	0.04	99.89
N	8	KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	4.17	0.66	0.03	99.92
K	16	PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENT (DD FORM 6)	4.17	0.59	0.02	99.95
K	23	RECONCILE THE SECURITY RECORD CARD BALANCES WITH STOCK RECORD CARD BALANCES	4.17	0.48	0.02	99.97
K	6	EDIT OUTGOING OR INCOMING EXCESS REPORTS	4.17	0.48	0.02	99.99

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 37  
KPATH ORDER FROM 964 TO 1000 GROUP STAGE= 17

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	97.30	49.84	48.49	48.49
M	REQUISITIONING MATERIEL	51.35	19.27	9.89	58.39
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	54.05	16.56	8.95	67.34
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	59.46	13.09	7.78	75.12
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	48.65	13.15	6.40	81.52
A	PLANNING AND ORGANIZING	37.84	12.88	4.88	86.39
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	48.65	7.15	3.48	89.87
E	PERFORMING WAREHOUSE FUNCTIONS	21.62	15.82	3.42	93.29
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	21.62	11.61	2.51	95.80
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	18.92	8.17	1.54	97.34
I	MAINTAINING LINEN SUPPLY	5.41	18.86	1.02	98.36
D	TRAINING	18.92	3.59	0.68	99.04
B	DIRECTING AND IMPLEMENTING	12.51	4.31	0.58	99.62
H	REPORTING AND DISPOSING OF MATERIEL	8.11	1.84	0.15	99.78
C	EVALUATING	2.70	4.80	0.13	99.91
G	MAINTAINING WAR READINESS MATERIEL	5.41	1.58	0.09	99.99

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBKS= 37  
KPATH ORDER FROM 964 TO 1000 GROUP STAGE= 17

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
		:	:	:	:
N	7 KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	67.57	9.30	6.28	6.28
N	15 OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	70.27	7.42	5.22	11.50
N	8 KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	45.95	8.23	3.78	15.28
N	13 OFFSET ADJUSTMENT TRANSACTION CARDS	62.16	5.68	3.53	18.81
N	3 FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	62.16	5.02	3.12	21.93
N	20 PREPARE PCAM DAILY UTILIZATION REPORT	37.84	6.43	2.43	24.36
N	14 OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	40.54	5.83	2.36	26.72
N	16 PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	32.43	7.27	2.36	29.08
N	6 KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	37.84	6.23	2.36	31.44
N	22 RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	37.84	5.70	2.15	33.59
N	12 MAINTAIN SUPPLY OF BLANK PCAM CARDS	37.84	5.58	2.11	35.70
N	1 COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	35.14	5.44	1.91	37.61
N	2 FILE ZERO BALANCE CARDS	45.95	4.10	1.88	39.50
N	4 FORWARD PUNCHED QUANTITY REQUESTED CARD DECKS TO DATA PROCESSING INSTALLATION	37.84	4.64	1.76	41.26
M	9 PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	29.73	5.73	1.70	42.96
L	15 POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	32.43	5.18	1.68	44.64
P	7 FILE COMPLETED DOCUMENTS	35.14	4.51	1.58	46.22
K	5 EDIT ISSUE REQUESTS	21.62	6.16	1.33	47.55
N	9 MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	29.73	4.37	1.30	48.85
M	6 MAINTAIN REQUISITION HISTORY FILE	24.32	5.01	1.22	50.07
N	21 RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	27.03	4.26	1.15	51.22
A	34 SET UP, MAINTAIN, OR DISPOSE OF FILES	18.92	5.93	1.12	52.34
N	17 PREPARE INPUT DATA AND READ OUTPUT FOR DECREASE AND INCREASE TRANSACTIONS	27.03	3.99	1.08	53.42
J	1 ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	29.73	3.62	1.08	54.50
M	2 DETERMINE REQUISITION PRIORITIES	21.62	4.75	1.03	55.52
L	6 FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	24.32	4.06	0.99	56.51
K	27 SCREEN REQUESTS FOR SUPPLIES	18.92	5.09	0.96	57.48
N	11 MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	24.32	3.76	0.92	58.39
P	2 ASSIGN OR CANCEL DOCUMENT NUMBERS	18.92	4.67	0.88	59.27
M	3 EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	18.92	4.54	0.86	60.13
N	18 PREPARE INPUT DATA AND READ OUTPUT FOR DOCUMENTATION OF TRANSACTIONS	18.92	4.54	0.86	60.99
P	27 REVIEW DOCUMENTS PRIOR TO FILING	21.62	3.96	0.86	61.85
P	3 CODE AND EDIT SOURCE DOCUMENTS	18.92	4.36	0.83	62.67

M	1	CHECK ACCURACY OF DEPOT REQUISITIONS	16.22	5.06	0.82	63.49
L	1	ADJUST BALANCE CARDS FOR SUSPENDED ITEMS	24.32	3.29	0.80	64.29
N	5	FORWARD SHOPPING DECKS TO BASE DATA PROCESSING INST LATION	16.22	4.59	0.74	65.04
M	11	RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	13.51	5.38	0.73	65.76
P	19	MAINTAIN SUPPLY DOCUMENT REGISTER	16.22	4.47	0.73	66.49
P	12	MAKE QUALITY CONTROL CHECK OF SUCH ITEMS AS POSTING CONTROL CODES OR ANALYSES CODES	13.51	5.25	0.71	67.20
L	7	FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	10.81	6.51	0.70	67.90
L	8	MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	16.22	3.90	0.63	68.54
J	9	MAKE PHYSICAL COUNT OF PROPERTY ITEMS	13.51	4.52	0.61	69.15
N	19	PREPARE INPUT DATA AND READ OUTPUT FOR STOCK BALANCES	16.22	3.75	0.61	69.75
P	1	ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	13.51	4.48	0.61	70.36
M	14	REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC BIOLOGICALS AND REAGENTS	13.51	4.46	0.60	70.96
M	4	MAINTAIN DUE-DATE AND STATUS FILES FOR OUTSTANDING REQUISITIONS	16.22	3.32	0.54	71.50
P	8	FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	13.51	3.89	0.53	72.03
L	13	NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	16.22	3.24	0.53	72.55
Q	9	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	10.81	4.83	0.52	73.07
P	9	FILE UP-DATED DOCUMENT REGISTERS	13.51	3.75	0.51	73.58
L	5	DISTRIBUTE COPIES OF ISSUE REQUESTS	10.81	4.63	0.50	74.08
K	25	REQUEST WAREHOUSE TO DELIVER MATERIEL	8.11	6.14	0.50	74.58
Q	4	ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITY	13.51	3.56	0.48	75.06
J	14	REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	16.22	2.95	0.48	75.54
K	24	RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	13.51	3.51	0.47	76.01
M	5	MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	10.81	4.35	0.47	76.48
M	13	REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	8.11	5.79	0.47	76.95
M	10	PROCESS RECEIPTS FROM LOCAL PURCHASE	10.81	4.31	0.47	77.42
K	18	PREPARE SALVAGE DOCUMENTS	10.81	4.20	0.45	77.87
N	23	SELECT DATA ELEMENTS FOR RECORDING TRANSACTIONS	10.81	3.98	0.43	78.30
E	1	CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	5.41	7.40	0.40	78.70
K	7	EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	10.81	3.48	0.38	79.08
A	7	COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	13.51	2.77	0.37	79.45
J	15	REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	10.81	3.36	0.36	79.81
A	4	ASSIGN ISSUE PRIORITIES	8.11	4.41	0.36	80.17
K	29	VERIFY UNIT COSTS OF PROPERTY ITEMS	10.81	3.26	0.35	80.52
A	14	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	10.81	3.22	0.35	80.87
K	2	COMPUTE FILL RATES	5.41	5.99	0.32	81.20
E	23	MAKE DELIVERIES TO USING ACTIVITY	10.81	2.88	0.31	81.51
E	18	ISSUE MATERIEL TO USING ACTIVITY	10.81	2.88	0.31	81.82
A	16	ORGANIZE PROCEDURES FOR BASE PROCUREMENT OF LOCAL PURCHASE MATERIEL	2.70	11.43	0.31	82.13
A	9	DEVELOP STANDARD OPERATING PROCEDURE FOR REPAIR OF UNSERVICEABLE AND DAMAGED EQUIPMENT	2.70	11.43	0.31	82.44
A	8	DEVELOP STANDARD OPERATING PROCEDURE (SOP) FOR EMERGENCY SUPPLY SITUATIONS	2.70	11.43	0.31	82.74
K	14	POST STOCK SUSPENSION NOTICES	8.11	3.70	0.30	83.04
K	1	ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	10.81	2.77	0.30	83.34
E	42	UNLOAD INCOMING SHIPMENTS	10.81	2.76	0.30	83.64
E	41	TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	8.11	3.62	0.29	83.94
L	14	ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	10.81	2.70	0.29	84.23

A	20	PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	10.81	2.62	0.28	84.51
B	14	SUPERVISE MACHINE ROOM OPERATIONS	2.70	10.45	0.28	84.79
O	10	MAINTAIN AND ISSUE STOCKS OF NON-MEDICAL SUPPLIES	2.70	10.29	0.28	85.07
M	15	REVIEW RECEIVING DOCUMENTS	8.11	3.43	0.28	85.35
J	8	MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	10.81	2.54	0.27	85.62
L	23	SEPARATE STOCK RECORD CARDS FOR NON-STOCK LISTED ITEMS	5.41	4.98	0.27	85.89
O	21	PREPARE AND FORWARD E-AID DUE-IN CARD TO BASE DATA SERVICES (AF FORM 815)	8.11	3.27	0.27	86.16
Q	5	MAINTAIN FILE OF LOCAL PURCHASE ORDERS, CONTRACTS, RECEIVING REPORTS, OR SIMILAR DOCUMENTS	5.41	4.78	0.26	86.42
D	6	GIVE INFORMAL TRAINING TO INDIVIDUALS	10.81	2.38	0.26	86.68
P	13	MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	5.41	4.76	0.26	86.93
E	14	IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	8.11	3.12	0.25	87.19
L	17	PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (DD FORM 1348)	5.41	4.56	0.25	87.43
E	17	ISSUE DATED ITEMS	8.11	2.99	0.24	87.68
A	21	PLAN PROCEDURES FOR MAINTAINING E-AID CARDS	5.41	4.44	0.24	87.91
L	11	MONITOR PRIORITY STATUS OF REQUISITIONS	5.41	4.42	0.24	88.15
M	8	PREPARE AND MAINTAIN RECORDS OR DOCUMENTS FOR NON-MEDICAL MATERIEL	5.41	4.27	0.23	88.38
P	5	DISPOSE OF INACTIVE DOCUMENTS	5.41	4.23	0.23	88.61
Q	29	VALIDATE AND DISTRIBUTE LOCAL PURCHASE RECEIVING DOCUMENTS	5.41	4.20	0.23	88.84
P	17	MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS	5.41	4.12	0.22	89.06
Q	26	SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	5.41	4.06	0.22	89.28
A	26	PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	10.81	2.00	0.22	89.50
A	22	PLAN PROCEDURES FOR MAINTAINING SUPPLY STOCK RECORDS	8.11	2.62	0.21	89.71
J	16	REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	8.11	2.58	0.21	89.92
O	34	RECEIVE AND DISTRIBUTE CUSTODIAN REQUEST/RECEIPT (AF FORM 601B)	2.70	7.41	0.20	90.12
O	9	MAINTAIN AND DISTRIBUTE THE CONSOLIDATED LISTING (CL)	2.70	7.41	0.20	90.?
M	12	RECORD FUND OBLIGATIONS	5.41	3.70	0.20	90.52
M	7	POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (OA)	5.41	3.70	0.20	90.72
E	30	PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	8.11	2.45	0.20	90.92
E	21	LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	8.11	2.34	0.19	91.11
P	28	REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	8.11	2.27	0.18	91.29
L	3	COMPLETE ENTRIES ON RECEIVING DOCUMENTS	5.41	3.30	0.18	91.47
P	16	MAINTAIN FILE OF PROPERTY ACCOUNTS	2.70	6.56	0.18	91.65
L	4	COMPUTE THE QUANTITY ON HAND OF SUSPENDED ITEMS	8.11	2.18	0.18	91.83
K	11	MAINTAIN DATE-OF-AVAILABILITY LIST OF NEWLY STOCKLISTED MATERIEL	2.70	6.52	0.18	92.00
A	5	COMPUTE ECONOMIC ORDER QUANTITIES (EOQS)	8.11	2.07	0.17	92.17
Q	17	PREPARE REPORT OF LOCAL PURCHASES	2.70	6.06	0.16	92.33
Q	3	EDIT OUTPUT FOR DUE-IN AND DUE-OUT DATA OF USING ACTIVITIES	2.70	6.06	0.16	92.50
Q	2	EDIT MACHINE-COMPUTED REQUIREMENTS LISTING OF NON-STOCKLISTED ITEMS	2.70	6.06	0.16	92.66
N	10	MAINTAIN NEWLY-STOCKLISTED ITEM PCAM CARD FILE	5.41	2.86	0.15	92.81
B	7	SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	5.41	2.83	0.15	92.97
O	25	PREPARE DOCUMENTS FOR NON-MEDICAL EQUIPMENT TRANSACTIONS	5.41	2.82	0.15	93.12

O	20	PREPARE AND FORWARD E-AID CUSTODY/RECEIPT CARD TO BASE DATA PROCESSING INSTALLATION (AF FORM 814)	2.70	5.55	0.15	93.27
O	14	MAINTAIN HISTORY FILE OF PCAM CARDS ON EQUIPMENT	2.70	5.55	0.15	93.42
L	21	RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	5.41	2.77	0.15	93.57
K	9	FILL OUT FORMS FOR CONDEMNED ITEMS	5.41	2.56	0.14	93.71
P	4	CODE LOCAL PURCHASE DOCUMENTS	5.41	2.45	0.13	93.84
C	1	ANALYZE EFFECTIVENESS OF MATERIEL MANAGEMENT PRACTICES	2.70	4.80	0.13	93.97
K	26	SCREEN, COMPUTE, AND POST STOCK LEVELS	5.41	2.34	0.13	94.10
J	13	RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	5.41	2.32	0.13	94.22
L	9	MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	5.41	2.28	0.12	94.35
I	9	INVENTORY CONTROLLED LINEN ITEMS	2.70	4.54	0.12	94.47
P	15	MAINTAIN FILE OF BASE ERROR AND/OR CORRECTION SHEETS (AF FORM 150)	2.70	4.39	0.12	94.59
P	11	INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	2.70	4.39	0.12	94.71
E	43	VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	5.41	2.18	0.12	94.83
L	19	PREPARE FORMS TO SUSPEND UNSUITABLE MATERIEL FROM ISSUE	5.41	2.16	0.12	94.94
I	20	SEND LINEN TO LAUNDRY AND RECEIVE FROM LAUNDRY	5.41	2.14	0.12	95.06
I	19	SCREEN LINEN TO DETECT DAMAGED OR WORN ITEMS	5.41	2.14	0.12	95.17
I	11	PICK UP LINENS FROM AND DELIVER TO USING ACTIVITY	5.41	2.14	0.12	95.29
I	10	MARK LINENS AND INDIVIDUAL CLOTHING ITEMS	5.41	2.14	0.12	95.40
I	8	ESTIMATE OR COUNT QUANTITIES OF ISSUED AND PICKED UP LINENS	5.41	2.14	0.12	95.52
I	1	CARRY OUT CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	5.41	2.14	0.12	95.64
O	1	ASSIGN NON-MIMS VOUCHER NUMBERS TO TRANSACTIONS	5.41	2.11	0.11	95.75
A	6	COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	5.41	2.08	0.11	95.86
Q	11	PREPARE AND PROCESS RECEIVING REPORTS FOR LOCAL PURCHASE ITEMS	2.70	4.09	0.11	95.97
E	22	MAINTAIN AND SEARCH STOCK LOCATOR FILE OR AIR FORCE LOCATOR CARDS	2.70	4.09	0.11	96.08
K	13	POST RECEIPTS AND ISSUES OF SECURITY ITEMS TO VAULT RECORD CARDS	2.70	4.08	0.11	96.19
L	24	TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	5.41	1.93	0.10	96.30
Q	1	COORDINATE WITH OTHER AGENCIES TO DETERMINE WHICH LOCAL PURCHASE ITEMS SHOULD BE STOCKLISTED	2.70	3.85	0.10	96.40
E	5	CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	5.41	1.92	0.10	96.51
P	23	PREPARE DOCUMENTS TO BE DESTROYED OR RETIRED	5.41	1.91	0.10	96.61
J	11	PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	8.11	1.27	0.10	96.71
Q	25	RECEIVE, INSPECT, AND STORE LOCAL PURCHASE ITEMS	5.41	1.79	0.10	96.81
M	5	PREPARE DESTRUCTION DOCUMENTS FOR AND DESTROY MEDICAL EXCESS	5.41	1.70	0.09	96.90
B	5	MONITOR EXCESS ITEMS PROGRAM	2.70	3.36	0.09	96.99
A	1	ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	2.70	3.36	0.09	97.08
E	11	FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DO FORM 1348-1)	5.41	1.66	0.09	97.17
E	6	DELIVER OUTSHIPMENTS	5.41	1.66	0.09	97.26
D	12	PREPARE, ADMINISTER, OR SCORE TESTS	2.70	3.20	0.09	97.35
D	4	COUNSEL INDIVIDUALS ON TRAINING PROGRESS	2.70	3.20	0.09	97.43
D	2	CONDUCT NJT PROGRAMS	2.70	3.20	0.09	97.52
P	24	PREPARE FACSIMILES OF LOST DOCUMENTS FROM SUSPENSE COPIES	2.70	3.08	0.08	97.60
M	16	TYPE MATERIEL SOURCE DOCUMENTS	2.70	3.04	0.08	97.69
A	10	ESTABLISH INVENTORY CUT-OFF DOCUMENT NUMBERS	5.41	1.48	0.08	97.77

J	4	CONDUCT INVENTORIES OF LOCAL PURCHASE ITEMS	2.70	2.92	0.08	97.85
E	10	EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	5.41	1.42	0.08	97.92
K	20	PREPARE AND DISTRIBUTE DOCUMENTS FOR PROPERTY FOUND ON BASE	5.41	1.38	0.07	98.00
E	9	DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	5.41	1.35	0.07	98.07
A	23	PLAN PROCEDURES FOR MAKING INVENTORY ADJUSTMENTS	2.70	2.60	0.07	98.14
P	26	RECORD TRANSACTIONS ON TRANSACTION REGISTER	2.70	2.56	0.07	98.21
K	12	NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	2.70	2.56	0.07	98.28
A	25	PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	5.41	1.27	0.07	98.35
D	7	INDOCTRINATE NEWLY ASSIGNED PERSONNEL	2.70	2.52	0.07	98.42
K	8	ESTABLISH MINIMUM STOCK LEVELS	2.70	2.31	0.06	98.48
K	6	EDIT OUTGOING OR INCOMING EXCESS REPORTS	2.70	2.31	0.06	98.54
K	3	DETERMINE REQUISITION TRANSMISSION METHODS	2.70	2.31	0.06	98.60
D	8	INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	2.70	2.31	0.06	98.67
K	17	PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	2.70	2.17	0.06	98.72
A	33	SELECT PROCUREMENT SOURCES (CP OR LP) FOR ISSUE REQUESTS	5.41	1.05	0.06	98.78
A	32	RECOMMEND CHANGES IN TECHNICAL ORDERS, MANUALS, HANDBOOKS, OR OPERATING PROCEDURES	5.41	1.05	0.06	98.84
G	13	ROTATE WRM	2.70	2.08	0.06	98.89
E	27	PACK OR CRATE ITEMS FOR SHIPPING	2.70	2.08	0.06	98.95
E	7	DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	2.70	2.08	0.06	99.01
B	1	ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	5.41	1.03	0.06	99.06
J	6	ESTABLISH AND POST NOTICES OF INVENTORY DEADLINE DATES	2.70	1.99	0.05	99.12
J	3	COMPUTE INVENTORY ACCURACY PERCENTAGES	2.70	1.99	0.05	99.17
J	2	CALCULATE THE INVENTORY BALANCE	2.70	1.99	0.05	99.22
E	36	RECEIVE, ISSUE, OR PACKAGE SECURITY ITEMS	2.70	1.89	0.05	99.27
A	24	PLAN PROCEDURES FOR THE ADMINISTRATION OF THE STOCK RECORD ACCOUNT	2.70	1.30	0.04	99.31
A	13	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE EQUIPMENT ACTIVITY	2.70	1.30	0.04	99.34
P	22	PREPARE CERTIFICATES OF LOST DOCUMENTS	2.70	1.25	0.03	99.38
O	31	PREPARE STOCK OR PRICE CHANGE VOUCHERS FOR EQUIPMENT	2.70	1.25	0.03	99.41
I	18	REPAIR OR REPLACE WORN OR DAMAGED LINENS	2.70	1.25	0.03	99.45
I	17	PROTECT CLEAN LINENS FROM DUST	2.70	1.25	0.03	99.48
I	16	PROCESS CLOTHING ITEMS OF HOSPITAL PERSONNEL	2.70	1.25	0.03	99.51
I	15	PREPARE FORMS FOR TURN-IN OF LINEN TO THE LAUNDRY	2.70	1.25	0.03	99.55
I	12	PREPARE AND FORWARD REQUESTS FOR ISSUE OF LINEN ITEMS	2.70	1.25	0.03	99.58
I	2	COMPLETE LINEN SUPPLY RECORDS (AF FORM 581)	2.70	1.25	0.03	99.62
E	38	SEGREGATE INCOMING SHIPMENTS FOR INSPECTION	2.70	1.23	0.03	99.65
E	24	MARK SHIPPING CONTAINERS	2.70	1.17	0.03	99.68
E	3	COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	2.70	1.17	0.03	99.71
D	13	PREPARE LESSON PLANS	2.70	1.17	0.03	99.74
L	12	NOTIFY AFMMFO OF ITEMS SUSPENDED	2.70	1.09	0.03	99.77
K	21	PROCESS AND REPORT MEDICAL MATERIEL COMPLAINTS	2.70	1.09	0.03	99.80
K	16	PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENT (DD FORM 6)	2.70	1.09	0.03	99.83
G	10	PREPARE REQUISITIONS FOR WRM	2.70	1.09	0.03	99.86
L	20	PREPARE INVENTORY CONTROL RECORDS FOR ACCEPTABLE TURN-INS	2.70	1.05	0.03	99.89
H	7	PREPARE DOCUMENTS FOR THE TURN-IN OF OUT-DATED X-RAY FILM	2.70	1.05	0.03	99.92
H	6	PREPARE DOCUMENTS FOR THE TRANSFER OF EXCESS REQUIRED NON-MEDICAL ITEMS TO BASE SUPPLY	2.70	1.05	0.03	99.95

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K	10 INVESTIGATE DISCREPANCIES ENCOUNTERED IN THE INVENTORY OF SECURITY ITEMS	2.70	0.85	0.02	99.97
A	2 ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	2.70	0.80	0.02	99.99

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRS= 28  
KPATH ORDER FROM 1 TO 28 GROUP STAGE= 171  
TIME PERFECTLY DESCRIBED ON DUTIES= 74.28, TASKS= 48.33

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
E	PERFORMING WAREHOUSE FUNCTIONS	100.00	34.24	34.24	34.24
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	100.00	14.24	14.24	48.49
I	MAINTAINING LINEN SUPPLY	57.14	15.73	8.99	57.48
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	78.57	8.41	6.60	64.08
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	96.43	6.63	6.39	70.47
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	100.00	5.47	5.47	75.94
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	96.43	5.37	5.18	81.12
M	REQUISITIONING MATERIEL	89.29	4.82	4.31	85.42
A	PLANNING AND ORGANIZING	71.43	4.80	3.43	88.85
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	67.86	4.03	2.74	91.59
G	MAINTAINING WAR READINESS MATERIEL	75.00	3.47	2.60	94.19
F	INSPECTING PROPERTY	60.71	3.94	2.39	96.58
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	39.29	3.65	1.43	98.02
B	DIRECTING AND IMPLEMENTING	32.14	2.51	0.81	98.82
H	REPORTING AND DISPOSING OF MATERIEL	25.00	2.59	0.65	99.47
D	TRAINING	14.29	1.90	0.27	99.74
C	EVALUATING	10.71	2.02	0.22	99.96

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRS= 28  
KPATH ORDER FROM 1 TO 28 GROUP STAGE= 171  
TIME PERFECTLY DESCRIBED ON DUTIES= 74.28, TASKS= 48.33

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
E 18	ISSUE MATERIEL TO USING ACTIVITY	100.00	1.90	1.90	1.90
E 30	PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	100.00	1.89	1.89	3.79
E 21	LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	96.43	1.89	1.82	5.61
E 42	UNLOAD INCOMING SHIPMENTS	96.43	1.81	1.74	7.35
E 3	COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	96.43	1.65	1.59	8.94
E 23	MAKE DELIVERIES TO USING ACTIVITY	85.71	1.82	1.56	10.50
E 17	ISSUE DATED ITEMS	100.00	1.51	1.51	12.01
E 37	ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	100.00	1.51	1.51	13.52
E 43	VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	96.43	1.54	1.49	15.00
E 14	IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	96.43	1.48	1.43	16.43
E 11	FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DD FORM 1348-1)	78.57	1.54	1.21	17.65
E 41	TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	92.86	1.30	1.20	18.85
N 15	OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	75.00	1.47	1.10	19.95
N 13	OFFSET ADJUSTMENT TRANSACTION CARDS	71.43	1.51	1.08	21.03
N 7	KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	75.00	1.43	1.07	22.10
N 3	FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	78.57	1.36	1.07	23.16
E 40	SET UP BINS, RACKS, BAYS, OR OTHER STORAGE FACILITIES	71.43	1.47	1.05	24.22
E 38	SEGREGATE INCOMING SHIPMENTS FOR INSPECTION	71.43	1.46	1.04	25.26
E 10	EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	78.57	1.33	1.04	26.30
N 9	MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	64.29	1.58	1.02	27.32
E 5	CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	75.00	1.35	1.01	28.33
I 20	SEND LINEN TO LAUNDRY AND RECEIVE FROM LAUNDRY	57.14	1.70	0.97	29.30
E 31	PLACE LOCATION SYMBOLS ON WAREHOUSE BINS, RACKS, OR BAYS	71.43	1.28	0.91	30.21
Q 4	ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITY	60.71	1.46	0.89	31.10
P 7	FILE COMPLETED DOCUMENTS	64.29	1.38	0.89	31.99
J 1	ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	71.43	1.22	0.87	32.86
J 9	MAKE PHYSICAL COUNT OF PROPERTY ITEMS	67.86	1.22	0.83	33.69
E 6	DELIVER OUTSHIPMENTS	57.14	1.42	0.81	34.49
N 14	OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	57.14	1.41	0.81	35.30
P 2	ASSIGN OR CANCEL DOCUMENT NUMBERS	67.86	1.17	0.79	36.09
L 6	FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	57.14	1.38	0.79	36.88
E 28	PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	57.14	1.30	0.74	37.63
I 11	PICK UP LINENS FROM AND DELIVER TO USING ACTIVITY	46.43	1.57	0.73	38.36

K	27	SCREEN REQUESTS FOR SUPPLIES	46.43	1.57	0.73	39.08
E	32	PREPARE AND ATTACH SHIPPING TAGS, LABELS, OR DOCUMENTS	64.29	1.12	0.72	39.80
N	22	RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	50.00	1.43	0.72	40.52
N	2	FILE ZERO BALANCE CARDS	60.71	1.17	0.71	41.23
E	9	DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	50.00	1.42	0.71	41.94
I	10	MARK LINENS AND INDIVIDUAL CLOTHING ITEMS	46.43	1.47	0.68	42.62
M	4	MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	46.43	1.46	0.68	43.30
N	4	FORWARD PUNCHED QUANTITY REQUESTED CARD DECKS TO DATA PROCESSING INSTALLATION	53.57	1.26	0.68	43.97
I	8	ESTIMATE OR COUNT QUANTITIES OF ISSUED AND PICKED UP LINENS	42.86	1.58	0.68	44.65
Q	25	RECEIVE, INSPECT, AND STORE LOCAL PURCHASE ITEMS	46.43	1.45	0.67	45.32
L	8	MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	46.43	1.45	0.67	46.00
N	5	FORWARD SHOPPING DECKS TO BASE DATA PROCESSING INSTALLATION	46.43	1.44	0.67	46.67
I	1	CARRY OUT CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	50.00	1.33	0.67	47.33
E	29	PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	64.29	1.02	0.66	47.99
M	9	PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	53.57	1.21	0.65	48.64
L	7	FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	42.86	1.51	0.65	49.28
E	7	DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	71.43	0.90	0.65	49.93
N	1	COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	53.57	1.20	0.64	50.57
N	11	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	39.29	1.62	0.64	51.21
N	21	RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	42.86	1.47	0.63	51.84
N	8	KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	46.43	1.35	0.63	52.47
E	27	PACK OR CRATE ITEMS FOR SHIPPING	67.86	0.93	0.63	53.10
G	5	INVENTORY WRM MATERIELS	57.14	1.08	0.62	53.72
L	3	COMPLETE ENTRIES ON RECEIVING DOCUMENTS	39.29	1.56	0.61	54.33
M	6	MAINTAIN REQUISITION HISTORY FILE	42.86	1.42	0.61	54.94
I	18	REPAIR OR REPLACE WORN OR DAMAGED LINENS	39.29	1.53	0.60	55.54
G	13	ROTATE WRM	53.57	1.11	0.59	56.13
E	24	MARK SHIPPING CONTAINERS	57.14	1.02	0.58	56.71
N	16	PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	42.86	1.33	0.57	57.28
A	34	SET UP, MAINTAIN, OR DISPOSE OF FILES	42.86	1.32	0.57	57.85
M	15	REVIEW RECEIVING DOCUMENTS	39.29	1.44	0.57	58.41
I	2	COMPLETE LINEN SUPPLY RECORDS (AF FORM 581)	39.29	1.43	0.56	58.98
K	12	NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	42.86	1.29	0.55	59.53
L	15	POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	35.71	1.49	0.53	60.06
J	13	RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	42.86	1.22	0.52	60.59
I	19	SCREEN LINEN TO DETECT DAMAGED OR WORN ITEMS	39.29	1.33	0.52	61.11
E	36	RECEIVE, ISSUE, OR PACKAGE SECURITY ITEMS	42.86	1.18	0.51	61.61
E	1	CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	42.86	1.16	0.50	62.11
J	15	REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	35.71	1.34	0.48	62.59
I	15	PREPARE FORMS FOR TURN-IN OF LINEN TO THE LAUNDRY	32.14	1.49	0.48	63.07
K	25	REQUEST WAREHOUSE TO DELIVER MATERIEL	32.14	1.49	0.48	63.55
N	12	MAINTAIN SUPPLY OF BLANK PCAM CARDS	42.86	1.11	0.47	64.02
I	7	DYE WORN LINENS	39.29	1.20	0.47	64.50
E	13	GROUP PROPERTY ITEMS FOR PACKAGING	39.29	1.20	0.47	64.97
P	28	REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	35.71	1.31	0.47	65.43

L	21	RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	28.57	1.63	0.46	65.90
F	21	VERIFY UNIT OF ISSUE FOR PROPERTY ITEMS	32.14	1.44	0.46	66.36
J	10	PERFORM PRE-INVENTORY SURVEY	42.86	1.07	0.46	66.82
L	13	NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	39.29	1.16	0.46	67.27
E	16	INSPECT HANDLING, LOADING, OR STORING OF PROPERTY RELEASED FOR SHIPMENT	32.14	1.41	0.45	67.73
P	9	FILE UP-DATED DOCUMENT REGISTERS	42.86	1.06	0.45	68.18
E	39	SEGREGATE MATERIEL TO BE INVENTORIED	35.71	1.26	0.45	68.63
M	10	PROCESS RECEIPTS FROM LOCAL PURCHASE	35.71	1.26	0.45	69.08
I	17	PROTECT CLEAN LINENS FROM DUST	35.71	1.23	0.44	69.52
I	9	INVENTORY CONTROLLED LINEN ITEMS	35.71	1.22	0.44	69.96
J	2	CALCULATE THE INVENTORY BALANCE	35.71	1.22	0.44	70.39
J	7	INSPECT RECEIPTS AND ISSUES FOR PROCESSING PRIOR TO INVENTORY	32.14	1.35	0.44	70.83
P	19	MAINTAIN SUPPLY DOCUMENT REGISTER	35.71	1.22	0.43	71.26
Q	9	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	25.00	1.74	0.43	71.70
I	16	PROCESS CLOTHING ITEMS OF HOSPITAL PERSONNEL	28.57	1.51	0.43	72.13
P	1	ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	35.71	1.20	0.43	72.56
N	20	PREPARE PCAM DAILY UTILIZATION REPORT	28.57	1.44	0.41	72.97
P	26	RECORD TRANSACTIONS ON TRANSACTION REGISTER	28.57	1.43	0.41	73.38
K	24	RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	28.57	1.41	0.40	73.78
E	44	WRAP AND PACK PROPERTY FOR STORAGE	35.71	1.11	0.40	74.18
F	9	IDENTIFY WAR READINESS MATERIEL TO PREVENT UNAUTHORIZED MOVEMENT OR USE	25.00	1.55	0.39	74.57
J	16	REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	32.14	1.17	0.38	74.94
N	4	KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	28.57	1.31	0.37	75.32
L	5	DISTRIBUTE COPIES OF ISSUE REQUESTS	25.00	1.40	0.37	75.69
A	25	PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	25.00	1.44	0.36	76.05
K	26	SCREEN, COMPUTE, AND POST STOCK LEVELS	25.00	1.42	0.36	76.40
G	8	POSITION MMPNC OR SCATA MATERIEL	28.57	1.24	0.35	76.76
J	14	REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	25.00	1.41	0.35	77.11
I	3	COMPUTE LINEN LEVELS FOR USING ACTIVITIES	32.14	1.09	0.35	77.46
E	2	CLEAN AND DRY PROPERTY ITEMS	28.57	1.21	0.35	77.81
P	27	REVIEW DOCUMENTS PRIOR TO FILING	28.57	1.19	0.34	78.15
F	13	INSPECT ITEMS IN STORAGE FOR SIGNS OF CORROSION, DECAY, OR DETERIORATION	32.14	1.05	0.34	78.49
O	10	MAINTAIN AND ISSUE STOCKS OF NON-MEDICAL SUPPLIES	17.86	1.88	0.33	78.82
P	8	FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	35.71	0.91	0.33	79.15
K	5	EDIT ISSUE REQUESTS	28.57	1.12	0.32	79.46
A	7	COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	28.57	1.09	0.31	79.78
A	28	PLAN SPACE LAYOUTS FOR SUPPLIES OR EQUIPMENT	21.43	1.45	0.31	80.09
K	18	PREPARE SALVAGE DOCUMENTS	28.57	1.08	0.31	80.40
I	5	DEVISE CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	25.00	1.23	0.31	80.70
N	19	PREPARE INPUT DATA AND READ OUTPUT FOR STOCK BALANCES	25.00	1.21	0.30	81.01
F	12	INSPECT CONTAINERS AND LABELS OF CORROSIVE, VOLATILE, COMBUSTIBLE, OR POISONOUS MATERIALS	25.00	1.18	0.30	81.30
L	1	ADJUST BALANCE CARDS FOR SUSPENDED ITEMS	17.86	1.62	0.29	81.59
L	14	ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	25.00	1.15	0.29	81.88
P	3	CODE AND EDIT SOURCE DOCUMENTS	25.00	1.13	0.28	82.16
M	11	RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	28.57	0.97	0.28	82.44
I	12	PREPARE AND FORWARD REQUESTS FOR ISSUE OF LINEN ITEMS	21.43	1.28	0.27	82.71

P	11	INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	28.57	0.93	0.27	82.98
K	29	VERIFY UNIT COSTS OF PROPERTY ITEMS	25.00	1.03	0.26	83.24
M	1	CHECK ACCURACY OF DEPOT REQUISITIONS	17.86	1.43	0.25	83.49
L	17	PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (DD FORM 1348)	21.43	1.19	0.25	83.74
E	25	MONITOR TEMPERATURE, HUMIDITY, OR DUST CONDITIONS WITHIN STORAGE FACILITY	21.43	1.19	0.25	84.00
K	14	POST STOCK SUSPENSION NOTICES	21.43	1.18	0.25	84.25
A	10	ESTABLISH INVENTORY CUT-OFF DOCUMENT NUMBERS	17.86	1.40	0.25	84.50
O	1	ASSIGN NON-MIMS VOUCHER NUMBERS TO TRANSACTIONS	25.00	0.99	0.25	84.75
O	16	MAINTAIN PERSONAL CLOTHING AND EQUIPMENT RECORDS	17.86	1.37	0.24	84.99
N	17	PREPARE INPUT DATA AND READ OUTPUT FOR DECREASE AND INCREASE TRANSACTIONS	21.43	1.13	0.24	85.24
P	13	MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	21.43	1.08	0.23	85.47
E	34	PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	21.43	1.06	0.23	85.69
E	15	INSPECT AND INVENTORY STOCK STORED IN HOSPITAL FOR AIR EVACUATION PROGRAM	21.43	1.04	0.22	85.92
G	10	PREPARE REQUISITIONS FOR WRM	17.86	1.24	0.22	86.14
Q	11	PREPARE AND PROCESS RECEIVING REPORTS FOR LOCAL PURCHASE ITEMS	14.29	1.54	0.22	86.36
K	1	ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	17.86	1.21	0.22	86.58
A	22	PLAN PROCEDURES FOR MAINTAINING SUPPLY STOCK RECORDS	17.86	1.21	0.22	86.79
E	19	LIST EXPENDABLE ITEMS CONSUMED IN THE MEDICAL SUPPLY OPERATION	17.86	1.21	0.22	87.01
E	22	MAINTAIN AND SEARCH STOCK LOCATOR FILE OR AIR FORCE LOCATOR CARDS	17.86	1.18	0.21	87.22
H	2	ARRANGE FOR WITNESSES TO OBSERVE THE DESTRUCTION OF MEDICAL SECURITY ITEMS	21.43	0.98	0.21	87.43
E	20	LIST COMPONENT PART SHORTAGES	25.00	0.82	0.20	87.63
L	9	MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	17.86	1.15	0.20	87.84
J	3	COMPUTE INVENTORY ACCURACY PERCENTAGES	17.86	1.17	0.20	88.04
M	2	DETERMINE REQUISITION PRIORITIES	14.29	1.4	0.20	88.25
H	3	DETERMINE THE METHOD OF DESTRUCTION FOR DIFFERENT TYPES OF MEDICAL SUPPLIES	21.43	0.95	0.20	88.45
K	8	ESTABLISH MINIMUM STOCK LEVELS	14.29	1.41	0.20	88.65
A	4	ASSIGN ISSUE PRIORITIES	17.86	1.08	0.19	88.85
P	17	MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS	17.86	1.08	0.19	89.04
F	16	INSPECT TURN-IN ITEMS	21.43	0.88	0.19	89.23
A	1	ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	17.86	1.06	0.19	89.42
I	4	COORDINATE NEGOTIATIONS FOR THE LAUNDERING OF LINENS	14.29	1.30	0.19	89.60
M	3	EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	14.29	1.29	0.18	89.79
K	2	COMPUTE FILL RATES	25.00	0.73	0.18	89.97
N	18	PREPARE INPUT DATA AND READ OUTPUT FOR DOCUMENTATION OF TRANSACTIONS	14.29	1.27	0.18	90.15
G	3	COMPUTE PEACETIME OPERATING STOCKS (POS) REQUIREMENTS	17.86	1.01	0.18	90.33
Q	26	SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	14.29	1.21	0.17	90.51
J	8	MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	14.29	1.20	0.17	90.68
J	11	PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	17.86	0.94	0.17	90.85
P	6	DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	17.86	0.93	0.17	91.01
I	13	PREPARE AND SUBMIT QUARTERLY LINEN INVENTORY AND CONSUMPTION REPORT	14.29	1.15	0.16	91.18

M	8	PREPARE AND MAINTAIN RECORDS OR DOCUMENTS FOR NON-MEDICAL MATERIEL	10.71	1.46	0.16	91.33
G	12	RECONCILE AFMMFO LETTERS WITH WRM WORKSHEET	17.86	0.88	0.16	91.49
P	5	DISPOSE OF INACTIVE DOCUMENTS	17.86	0.86	0.15	91.64
A	2	ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	14.29	1.06	0.15	91.80
N	23	SELECT DATA ELEMENTS FOR RECORDING TRANSACTIONS	10.71	1.40	0.15	91.95
L	24	TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	10.71	1.40	0.15	92.10
A	26	PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	10.71	1.40	0.15	92.25
K	13	POST RECEIPTS AND ISSUES OF SECURITY ITEMS TO VAULT RECORD CARDS	10.71	1.38	0.15	92.39
P	18	MAINTAIN LOCAL PROCUREMENT DOCUMENT REGISTER	10.71	1.37	0.15	92.54
B	1	ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	14.29	1.00	0.14	92.68
G	1	COMPUTE ASSETS OF WRM SHREDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR 8W/CW	14.29	0.97	0.14	92.82
K	11	MAINTAIN DATE-OF-AVAILABILITY LIST OF NEWLY STOCKLISTED MATERIEL	10.71	1.28	0.14	92.96
D	6	GIVE INFORMAL TRAINING TO INDIVIDUALS	14.29	0.96	0.14	93.10
K	17	PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	10.71	1.24	0.13	93.23
F	10	INITIATE ISSUE REQUESTS FOR ITEMS NEEDED TO COMPLETE ASSEMBLIES	10.71	1.23	0.13	93.36
L	16	POST RETURNS TO VENDORS	7.14	1.73	0.12	93.48
L	4	COMPUTE THE QUANTITY ON HAND OF SUSPENDED ITEMS	10.71	1.15	0.12	93.61
A	19	PLAN PROCEDURES AND SEQUENCES FOR TAKING INVENTORIES	14.29	0.84	0.12	93.73
B	22	SUPERVISE STORAGE AND RECEIPT OF MATERIEL	7.14	1.64	0.12	93.85
O	32	PREPARE TEMPORARY CUSTODY RECEIPTS (AF FORM 1297)	10.71	1.09	0.12	93.96
P	16	MAINTAIN FILE OF PROPERTY ACCOUNTS	14.29	0.81	0.12	94.08
P	25	RECORD BASIC IDENTIFYING DATA ON DOCUMENTS	10.71	1.08	0.12	94.19
A	5	COMPUTE ECONOMIC ORDER QUANTITIES (EOQS)	14.29	0.81	0.12	94.31
F	14	INSPECT PROPERTY FOR REPAIRS OR REPLACEMENTS	10.71	1.08	0.12	94.43
B	10	SUPERVISE DELIVERY AND TRANSFER OF MATERIEL	10.71	1.06	0.11	94.54
P	12	MAKE QUALITY CONTROL CHECK OF SUCH ITEMS AS POSTING CONTROL CODES OR ANALYSES CODES	14.29	0.77	0.11	94.65
J	5	COORDINATE WITH BASE DATA PROCESSING INSTALLATION FOR PREPARATION OF INVENTORY COUNT LISTINGS	10.71	1.00	0.11	94.76
L	23	SEPARATE STOCK RECORD CARDS FOR NON-STOCK LISTED ITEMS	7.14	1.50	0.11	94.86
E	35	PROCESS PROPERTY ACCOMPANYING PATIENTS	10.71	0.97	0.10	94.97
G	9	POST GVMR LEVELS AND COMPOSITION	10.71	0.95	0.10	95.07
K	6	EDIT OUTGOING OR INCOMING EXCESS REPORTS	7.14	1.42	0.10	95.17
Q	3	EDIT OUTPUT FOR DUE-IN AND DUE-OUT DATA OF USING ACTIVITIES	7.14	1.42	0.10	95.27
O	2	COMPARE QUANTITY AND CONDITION OF EQUIPMENT ITEMS WITH VOUCHER LISTINGS	7.14	1.35	0.10	95.37
K	7	EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	10.71	0.89	0.10	95.46
P	23	PREPARE DOCUMENTS TO BE DESTROYED OR RETIRED	7.14	1.32	0.09	95.56
L	11	MONITOR PRIORITY STATUS OF REQUISITIONS	7.14	1.30	0.09	95.65
E	4	CONDITION CODE SUPPLY ITEMS	10.71	0.87	0.09	95.74
P	4	CODE LOCAL PURCHASE DOCUMENTS	10.71	0.86	0.09	95.84
N	10	MAINTAIN NEWLY-STOCKLISTED ITEM PCAM CARD FILE	7.14	1.26	0.09	95.93
L	12	NOTIFY AFMMFO OF ITEMS SUSPENDED	7.14	1.26	0.09	96.02
G	2	COMPUTE GROSS WARTIME MATERIEL REQUIREMENTS (GWMR)	10.71	0.81	0.09	96.10
C	15	EVALUATE REQUESTS FOR LOCAL PURCHASE	3.57	2.42	0.09	96.19
F	15	INSPECT STORED PROPERTY TO SEE THAT LOAD LIMITS AND SECURITY CONDITIONS ARE MET	10.71	0.78	0.08	96.27
K	9	FILL OUT FORMS FOR CONDEMNED ITEMS	10.71	0.78	0.08	96.36

G	7	MONITOR THE INSPECTION AND ROTATION OF MMPNC PHASE I KITS	7.14	1.15	0.08	96.44
F	2	CONDUCT SPECIAL-SUBJECT INSPECTIONS	7.14	1.12	0.08	96.52
F	7	IDENTIFY ITEMS TO BE TRANSFERRED	7.14	1.10	0.08	96.60
B	26	SUPERVISE THE STOCK RECORD ACCOUNT	3.57	2.14	0.08	96.68
B	20	SUPERVISE REQUISITIONING OF MATERIEL	3.57	2.14	0.08	96.75
B	17	SUPERVISE PHYSICAL ISSUING OF MATERIEL	3.57	2.14	0.08	96.83
E	33	PREPARE BASE WAREHOUSE LOCATION CHANGE NOTICES (AF FORM 136)	7.14	1.06	0.08	96.90
A	24	PLAN PROCEDURES FOR THE ADMINISTRATION OF THE STOCK RECORD ACCOUNT	7.14	1.05	0.08	96.98
A	18	PLAN CONTROLS OVER WRM SUPPLIES AND EQUIPMENT	7.14	1.04	0.07	97.05
M	16	TYPE MATERIEL SOURCE DOCUMENTS	7.14	1.02	0.07	97.13
P	21	MONITOR THE FLOW OF DOCUMENTS BETWEEN PROCESSING POINTS	10.71	0.67	0.07	97.20
E	12	FORWARD OR RECEIVE EQUIPMENT ITEMS FOR USER TESTS	7.14	0.98	0.07	97.27
D	34	RECEIVE AND DISTRIBUTE CUSTODIAN REQUEST/RECEIPT (AF FORM 601B)	7.14	0.97	0.07	97.34
O	5	COORDINATE THE RELOCATION OF PROPERTY BETWEEN PROPERTY CUSTODIANS	7.14	0.97	0.07	97.41
M	5	MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	7.14	0.96	0.07	97.47
Q	29	VALIDATE AND DISTRIBUTE LOCAL PURCHASE RECEIVING DOCUMENTS	7.14	0.95	0.07	97.54
M	13	REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	7.14	0.93	0.07	97.61
A	27	PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	10.71	0.61	0.07	97.67
B	12	SUPERVISE LINEN SUPPLY ACTIVITY	3.57	1.84	0.07	97.74
Q	8	MAINTAIN LIBRARY OF GSA CATALOGUES, VENDORS' CATALOGUES, AND OTHER PROCUREMENT DATA	7.14	0.92	0.07	97.81
D	2	CONDUCT OJT PROGRAMS	3.57	1.74	0.06	97.87
C	14	EVALUATE MEDICAL MATERIEL COMPLAINTS OR SUGGESTIONS FOR CORRECTIVE ACTION	3.57	1.74	0.06	97.93
B	7	SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	3.57	1.74	0.06	97.99
K	3	DETERMINE REQUISITION TRANSMISSION METHODS	10.71	0.57	0.06	98.05
D	30	PREPARE REQUESTS FOR CHANGES IN ALLOWANCES AND AUTHORIZATIONS (AF FORM 601A)	3.57	1.64	0.06	98.11
O	26	PREPARE DOCUMENTS FOR OFF-BASE REPAIR OF EQUIPMENT	3.57	1.64	0.06	98.17
K	16	PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENT (DD FORM 6)	7.14	0.80	0.06	98.23
F	20	VERIFY SECURITY CLASSIFICATION OF PROPERTY ITEMS	3.57	1.57	0.06	98.28
J	4	CONDUCT INVENTORIES OF LOCAL PURCHASE ITEMS	7.14	0.77	0.06	98.34
H	5	PREPARE DESTRUCTION DOCUMENTS FOR AND DESTROY MEDICAL EXCESS	7.14	0.76	0.05	98.39
G	6	MAKE SURVEYS TO INSURE ACCURACY OF WRM LOCATOR FILES	7.14	0.76	0.05	98.45
D	8	FORWARD TEMPORARY CUSTODY RECEIPTS FOR THE LOAN OF PROPERTY TO PATIENTS	7.14	0.72	0.05	98.50
D	5	DETERMINE NEED FOR INDIVIDUAL OR GROUP TRAINING	3.57	1.39	0.05	98.55
L	22	SCREEN REQUESTS FOR LOCAL PURCHASE	3.57	1.35	0.05	98.60
A	14	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	7.14	0.65	0.05	98.64
F	4	DETERMINE CAUSE OF UNSERVICEABLE CONDITION OF PROPERTY	3.57	1.29	0.05	98.69
M	7	POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (OA)	3.57	1.25	0.04	98.73
E	26	OPERATE FORK LIFT FOR MATERIEL HANDLING	10.71	0.41	0.04	98.78
O	25	PREPARE DOCUMENTS FOR NON-MEDICAL EQUIPMENT TRANSACTIONS	3.57	1.23	0.04	98.82
C	6	CONDUCT INSPECTIONS OF LOCAL PURCHASE WORK METHODS	3.57	1.21	0.04	98.86
K	21	PROCESS AND REPORT MEDICAL MATERIEL COMPLAINTS	3.57	1.19	0.04	98.91

F	6	ENTER RE-INSPECTION DATES ON PROPERTY ITEMS	3.57	1.19	0.04	98.95
M	6	PREPARE DOCUMENTS FOR THE TRANSFER OF EXCESS REQUIRED NON-MEDICAL ITEMS TO BASE SUPPLY	3.57	1.18	0.04	98.99
H	4	PREPARE AND SUBMIT REPORTS OF EXCESS PROPERTY TO AFMMFO (SFS 120, 120A)	3.57	1.18	0.04	99.03
L	10	MAKE ENTRIES ON STOCK LOCATOR CARDS TO SHOW CHANGES IN LOCATION OF PROPERTY ITEMS	7.14	0.58	0.04	99.08
H	1	ADVISE BASE SUPPLY OFFICER OF EXCESS NON-MEDICAL ITEMS	7.14	0.57	0.04	99.12
A	23	PLAN PROCEDURES FOR MAKING INVENTORY ADJUSTMENTS	7.14	0.54	0.04	99.15
F	1	CONDUCT FOLLOW-UP INSPECTIONS	3.57	1.05	0.04	99.19
K	23	RECONCILE THE SECURITY RECORD CARD BALANCES WITH STOCK RECORD CARD BALANCES	3.57	1.04	0.04	99.23
A	6	COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	3.57	1.04	0.04	99.27
A	20	PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	7.14	0.51	0.04	99.30
B	3	DIRECT STORAGE, ISSUE, AND SAFEGUARDING OF SECURITY ITEMS	3.57	1.01	0.04	99.34
Q	5	MAINTAIN FILE OF LOCAL PURCHASE ORDERS, CONTRACTS, RECEIVING REPORTS, OR SIMILAR DOCUMENTS	3.57	0.99	0.04	99.38
A	36	SUBMIT REQUESTS FOR STOCKLISTING OF NON-STOCKLISTED ITEMS TO SUB-COMMAND OR COMMAND	3.57	0.91	0.03	99.41
A	12	OPEN NEW MEMO ACCOUNTS	3.57	0.91	0.03	99.44
L	19	PREPARE FORMS TO SUSPEND UNSUITABLE MATERIEL FROM ISSUE	3.57	0.89	0.03	99.47
H	8	REVIEW EXCESS EQUIPMENT OR SUPPLY TURN-IN DOCUMENTS AND DETERMINE EXCESS OR SALVAGE ACTION	3.57	0.89	0.03	99.50
B	6	MONITOR THE MEDICAL INVENTORY MANAGEMENT SYSTEM (MIMS)	3.57	0.73	0.03	99.53
A	33	SELECT PROCUREMENT SOURCES (CP OR LP) FOR ISSUE REQUESTS	3.57	0.73	0.03	99.56
C	11	EVALUATE EFFECTIVENESS OF THE LINEN SUPPLY ACTIVITY	7.14	0.35	0.03	99.58
I	6	DRAFT AND SUBMIT LINEN SUPPLY BUDGET ESTIMATES	3.57	0.70	0.03	99.61
F	18	PREPARE STATEMENT OF FACTS FOR PROPERTY DAMAGED OR DESTROYED FOR REASONS OTHER THAN FAIR WEAR AND TEAR	3.57	0.70	0.03	99.63
P	14	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS AT USING ACTIVITY	3.57	0.69	0.02	99.66
M	14	REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC BIOLOGICALS AND REAGENTS	3.57	0.67	0.02	99.68
H	7	PREPARE DOCUMENTS FOR THE TURN-IN OF OUT-DATED X-RAY FILM	7.14	0.33	0.02	99.70
Q	18	PREPARE SHIPPING DOCUMENTS FOR LOCAL PURCHASE CREDIT ITEMS BEING RETURNED TO VENDOR	3.57	0.61	0.02	99.73
F	17	PREPARE INSPECTION REPORTS	3.57	0.61	0.02	99.75
Q	12	PREPARE AND SUBMIT EMERGENCY PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	3.57	0.52	0.02	99.77
A	21	PLAN PROCEDURES FOR MAINTAINING E-AID CARDS	3.57	0.46	0.02	99.78
I	14	PREPARE AND SUBMIT REPORTS OF SURVEY	3.57	0.39	0.01	99.80
B	5	MONITOR EXCESS ITEMS PROGRAM	3.57	0.37	0.01	99.81
A	16	ORGANIZE PROCEDURES FOR BASE PROCUREMENT OF LOCAL PURCHASE MATERIEL	3.57	0.37	0.01	99.82
Q	23	RECEIVE AND DISTRIBUTE CORRESPONDENCE PERTINENT TO LOCAL PURCHASE	3.57	0.35	0.01	99.84
G	4	COMPUTE REQUIREMENTS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CM	3.57	0.35	0.01	99.85
Q	21	PROVIDE FUND CITATION AND AUTHORIZATION FOR CASH PURCHASE	3.57	0.33	0.01	99.86
K	15	PREPARE AND SUBMIT QUARTERLY FEEDER REPORTS	3.57	0.33	0.01	99.87
K	4	DETERMINE TYPE OF STORAGE REQUIRED FOR SECURITY ITEMS	3.57	0.33	0.01	99.88
D	8	INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	3.57	0.33	0.01	99.90

D	7	INDOCTRINATE NEWLY ASSIGNED PERSONNEL	3.57	0.33	0.01	99.91
Q	22	PURCHASE SMALL DOLLAR VALUE ITEMS	3.57	0.30	0.01	99.92
O	40	SEARCH EQUIPMENT ALLOWANCE PUBLICATIONS FOR BASIS OF ISSUE AND ALLOWANCES	3.57	0.30	0.01	99.93
O	19	POST AUTHORIZATION CHANGES TO THE CONSOLIDATED LISTING	3.57	0.30	0.01	99.94
O	15	MAINTAIN MEMO DOCUMENT REGISTER	3.57	0.30	0.01	99.95
O	7	DETERMINE NEED FOR CONTRACT MAINTENANCE OF EQUIPMENT	3.57	0.30	0.01	99.96

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRS= 30

KPATH ORDER FROM 29 TO 58 GROUP STAGE= 286

TIME PERFECTLY DESCRIBED ON DUTIES= 76.77, TASKS= 56.80

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....

AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....

AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....

PERCENT OF MEMBERS PERFORMING.....

D-TSK

DUTY/TASK TITLE

D-TSK	DUTY/TASK TITLE				
E	PERFORMING WAREHOUSE FUNCTIONS	100.00	32.81	32.81	32.81
I	MAINTAINING LINEN SUPPLY	66.67	17.45	11.64	44.45
F	INSPECTING PROPERTY	96.67	8.97	8.67	53.12
B	DIRECTING AND IMPLEMENTING	96.67	8.22	7.95	61.06
A	PLANNING AND ORGANIZING	96.67	7.94	7.68	68.74
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	96.67	4.50	4.35	73.09
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	93.33	4.14	3.86	76.95
C	EVALUATING	80.00	4.53	3.62	80.58
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	90.00	3.95	3.55	84.13
G	MAINTAINING WAR READINESS MATERIEL	96.67	3.55	3.43	87.56
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	83.33	3.88	3.23	90.79
D	TRAINING	76.67	3.10	2.38	93.17
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	43.33	4.64	2.01	95.18
M	REQUISITIONING MATERIEL	76.67	2.56	1.97	97.14
H	REPORTING AND DISPOSING OF MATERIEL	80.00	1.77	1.41	98.55
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	43.33	1.77	0.77	99.32
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	40.00	1.54	0.61	99.94

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRS= 30  
KPATH ORDER FROM 29 TO 58 GROUP STAGE= 286  
TIME PERFECTLY DESCRIBED ON DUTIES= 76.77, TASKS= 56.80

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
E	18 ISSUE MATERIEL TO USING ACTIVITY	100.00	1.24	1.24	1.24
E	30 PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	100.00	1.19	1.19	2.43
E	23 MAKE DELIVERIES TO USING ACTIVITY	100.00	1.16	1.16	3.59
E	21 LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	100.00	1.16	1.16	4.75
E	37 ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	100.00	1.14	1.14	5.89
E	43 VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	100.00	1.13	1.13	7.02
E	42 UNLOAD INCOMING SHIPMENTS	100.00	1.09	1.09	8.12
A	25 PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	96.67	1.11	1.08	9.19
E	38 SEGREGATE INCOMING SHIPMENTS FOR INSPECTION	100.00	1.04	1.04	10.24
E	17 ISSUE DATED ITEMS	96.67	1.07	1.04	11.27
E	41 TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	100.00	1.01	1.01	12.28
E	3 COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	90.00	1.11	1.00	13.28
E	10 EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	96.67	1.03	0.99	14.27
E	11 FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DD FORM 1348-1)	90.00	1.09	0.98	15.26
E	14 IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	90.00	1.08	0.97	16.23
E	5 CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	90.00	1.04	0.94	17.16
A	28 PLAN SPACE LAYOUTS FOR SUPPLIES OR EQUIPMENT	90.00	1.04	0.94	18.10
E	32 PREPARE AND ATTACH SHIPPING TAGS, LABELS, OR DOCUMENTS	96.67	0.96	0.92	19.02
E	28 PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	96.67	0.95	0.92	19.95
E	40 SET UP BINS, RACKS, BAYS, OR OTHER STORAGE FACILITIES	90.00	1.01	0.91	20.86
B	17 SUPERVISE PHYSICAL ISSUING OF MATERIEL	80.00	1.09	0.87	21.73
F	13 INSPECT ITEMS IN STORAGE FOR SIGNS OF CORROSION, DECAY, OR DETERIORATION	93.33	0.93	0.87	22.59
G	13 ROTATE WRM	90.00	0.96	0.86	23.46
E	6 DELIVER OUTSHIPMENTS	86.67	1.00	0.86	24.32
E	39 SEGREGATE MATERIEL TO BE INVENTORIED	90.00	0.95	0.86	25.18
F	21 VERIFY UNIT OF ISSUE FOR PROPERTY ITEMS	86.67	0.96	0.83	26.01
G	5 INVENTORY WRM MATERIELS	93.33	0.88	0.82	26.83
B	10 SUPERVISE DELIVERY AND TRANSFER OF MATERIEL	80.00	1.00	0.80	27.63
F	12 INSPECT CONTAINERS AND LABELS OF CORROSIVE, VOLATILE, COMBUSTIBLE, OR POISONOUS MATERIALS	93.33	0.84	0.78	28.41
Q	25 RECEIVE, INSPECT, AND STORE LOCAL PURCHASE ITEMS	76.67	1.02	0.78	29.20
E	44 WRAP AND PACK PROPERTY FOR STORAGE	86.67	0.88	0.77	29.96

I	8	ESTIMATE OR COUNT QUANTITIES OF ISSUED AND PICKED UP LINENS	60.00	1.27	0.76	30.72
B	22	SUPERVISE STORAGE AND RECEIPT OF MATERIEL	70.00	1.08	0.76	31.48
E	25	MONITOR TEMPERATURE, HUMIDITY, OR DUST CONDITIONS WITHIN STORAGE FACILITY	73.33	1.02	0.75	32.23
I	1	CARRY OUT CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	63.33	1.17	0.74	32.97
I	2	COMPLETE LINEN SUPPLY RECORDS (AF FORM 581)	63.33	1.15	0.73	33.69
E	7	DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	86.67	0.84	0.72	34.42
F	16	INSPECT TURN-IN ITEMS	90.00	0.79	0.72	35.13
J	9	MAKE PHYSICAL COUNT OF PROPERTY ITEMS	76.67	0.93	0.71	35.85
I	5	DEVISE CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	66.67	1.07	0.71	36.56
I	20	SEND LINEN TO LAUNDRY AND RECEIVE FROM LAUNDRY	60.00	1.19	0.71	37.27
E	16	INSPECT HANDLING, LOADING, OR STORING OF PROPERTY RELEASED FOR SHIPMENT	76.67	0.92	0.71	37.98
E	24	MARK SHIPPING CONTAINERS	83.33	0.84	0.70	38.68
C	8	CONDUCT INSPECTIONS OF WAREHOUSE WORK METHODS	70.00	0.99	0.69	39.38
E	13	GROUP PROPERTY ITEMS FOR PACKAGING	80.00	0.87	0.69	40.07
E	29	PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	83.33	0.83	0.69	40.76
L	3	COMPLETE ENTRIES ON RECEIVING DOCUMENTS	63.33	1.07	0.68	41.44
Q	4	ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITY	73.33	0.93	0.68	42.12
E	27	PACK OR CRATE ITEMS FOR SHIPPING	90.00	0.75	0.68	42.80
E	31	PLACE LOCATION SYMBOLS ON WAREHOUSE BINS, RACKS, OR BAYS	70.00	0.96	0.67	43.47
I	10	MARK LINENS AND INDIVIDUAL CLOTHING ITEMS	63.33	1.04	0.66	44.13
I	3	COMPUTE LINEN LEVELS FOR USING ACTIVITIES	60.00	1.07	0.64	44.77
I	7	INVENTORY CONTROLLED LINEN ITEMS	56.67	1.13	0.64	45.41
I	12	PREPARE AND FORWARD REQUESTS FOR ISSUE OF LINEN ITEMS	60.00	1.04	0.63	46.03
E	34	PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	83.33	0.75	0.62	46.66
I	19	SCREEN LINEN TO DETECT DAMAGED OR WORN ITEMS	56.67	1.09	0.62	47.28
E	9	DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	66.67	0.92	0.62	47.89
I	17	PROTECT CLEAN LINENS FROM DUST	56.67	1.07	0.61	48.50
F	15	INSPECT STORED PROPERTY TO SEE THAT LOAD LIMITS AND SECURITY CONDITIONS ARE MET	73.33	0.83	0.61	49.11
F	9	IDENTIFY WAR READINESS MATERIEL TO PREVENT UNAUTHORIZED MOVEMENT OR USE	73.33	0.83	0.61	49.71
E	19	LIST EXPENDABLE ITEMS CONSUMED IN THE MEDICAL SUPPLY OPERATION	70.00	0.86	0.60	50.32
I	11	PICK UP LINENS FROM AND DELIVER TO USING ACTIVITY	50.00	1.20	0.60	50.91
B	23	SUPERVISE THE DISPOSAL AND SALVAGE OF MATERIEL	73.33	0.81	0.59	51.51
I	13	PREPARE AND SUBMIT QUARTERLY LINEN INVENTORY AND CONSUMPTION REPORT	53.33	1.10	0.59	52.09
E	36	RECEIVE, ISSUE, OR PACKAGE SECURITY ITEMS	66.67	0.87	0.58	52.67
I	15	PREPARE FORMS FOR TURN-IN OF LINEN TO THE LAUNDRY	50.00	1.15	0.58	53.25
I	18	REPAIR OR REPLACE WORN OR DAMAGED LINENS	53.33	1.07	0.57	53.82
L	7	FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	53.33	1.04	0.56	54.38
B	12	SUPERVISE LINEN SUPPLY ACTIVITY	50.00	1.10	0.55	54.92
E	4	CONDITION CODE SUPPLY ITEMS	70.00	0.78	0.55	55.47
J	4	CONDUCT INVENTORIES OF LOCAL PURCHASE ITEMS	63.33	0.86	0.54	56.01
I	16	PROCESS CLOTHING ITEMS OF HOSPITAL PERSONNEL	46.67	1.16	0.54	56.55
E	1	CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	56.67	0.93	0.53	57.08
G	8	POSITION MMPNC OR SCATA MATERIEL	60.00	0.87	0.52	57.60
I	4	COORDINATE NEGOTIATIONS FOR THE LAUNDERING OF LINENS	46.67	1.11	0.52	58.12

B	7	SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	63.33	0.79	0.50	58.62
J	7	INSPECT RECEIPTS AND ISSUES FOR PROCESSING PRIOR TO INVENTORY	56.67	0.87	0.49	59.11
C	11	EVALUATE EFFECTIVENESS OF THE LINEN SUPPLY ACTIVITY	43.33	1.14	0.49	59.61
B	1	ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	70.00	0.68	0.48	60.08
A	7	COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	56.67	0.83	0.47	60.56
H	3	DETERMINE THE METHOD OF DESTRUCTION FOR DIFFERENT TYPES OF MEDICAL SUPPLIES	66.67	0.70	0.47	61.02
A	11	ESTABLISH WORK SCHEDULES	50.00	0.91	0.46	61.48
K	12	NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	56.67	0.80	0.45	61.93
D	6	GIVE INFORMAL TRAINING TO INDIVIDUALS	66.67	0.68	0.45	62.39
A	2	ANALYZE WORKLOADS AND DEVELOPP IMPROVEDWORK METHODS	60.00	0.75	0.45	62.84
F	20	VERIFY SECURITY CLASSIFICATION OF PROPERTY ITEMS	60.00	0.75	0.45	63.29
N	18	PREPARE SALVAGE DOCUMENTS	63.33	0.70	0.44	63.73
J	10	PERFORM PRE-INVENTORY SURVEY	60.00	0.72	0.43	64.16
M	1	CHECK ACCURACY OF DEPOT REQUISITIONS	46.67	0.91	0.42	64.58
E	12	FORWARD OR RECEIVE EQUIPMENT ITEMS FOR USER TESTS	46.67	0.90	0.42	65.00
B	9	SUPERVISE CONTROL OF MATERIEL DOCUMENTS	50.00	0.83	0.42	65.42
M	10	PROCESS RECEIPTS FROM LOCAL PURCHASE	46.67	0.82	0.38	65.80
F	14	INSPECT PROPERTY FOR REPAIRS OR REPLACEMENTS	53.33	0.71	0.38	66.18
A	19	PLAN PROCEDURES AND SEQUENCES FOR TAKING INVENTORIES	60.00	0.63	0.38	66.56
I	7	DYE WORN LINENS	46.67	0.80	0.37	66.93
C	9	DETERMINE NEED FOR EXTRA INVENTORIES	50.00	0.74	0.37	67.30
J	16	REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	43.33	0.84	0.36	67.66
L	13	NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	43.33	0.83	0.36	68.02
A	1	ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	60.00	0.60	0.36	68.38
F	7	IDENTIFY ITEMS TO BE TRANSFERRED	46.67	0.77	0.36	68.74
J	13	RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	46.67	0.77	0.36	69.10
F	3	DESIGNATE ITEMS FOR DISPOSAL	46.67	0.76	0.36	69.46
E	2	CLEAN AND DRY PROPERTY ITEMS	36.67	0.96	0.35	69.81
B	15	SUPERVISE MEDICAL MATERIEL SPECIALISTS (91550)	43.33	0.80	0.35	70.16
F	2	CONDUCT SPECIAL-SUBJECT INSPECTIONS	40.00	0.87	0.35	70.50
L	14	ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	40.00	0.86	0.35	70.85
B	?	DIRECT STORAGE, ISSUE, AND SAFEGUARDING OF SECURITY ITEMS	33.33	1.04	0.35	71.19
G	6	MAKE SURVEYS TO INSURE ACCURACY OF WRM LOCATOR FILES	36.67	0.92	0.34	71.53
F	10	INITIATE ISSUE REQUESTS FOR ITEMS NEEDED TO COMPLETE ASSEMBLIES	43.33	0.78	0.34	71.87
M	15	REVIEW RECEIVING DOCUMENTS	40.00	0.84	0.34	72.20
E	15	INSPECT AND INVENTORY STOCK STORED IN HOSPITAL FOR AIR EVACUATION PROGRAM	46.67	0.71	0.33	72.54
L	21	RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	46.67	0.70	0.33	72.86
L	8	MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	33.33	0.96	0.32	73.18
B	21	SUPERVISE SPECIAL PROJECT AND SPECIAL DUTY ACTIVITIES	43.33	0.74	0.32	73.50
J	8	MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	36.67	0.84	0.31	73.81
L	4	COMPUTE THE QUANTITY ON HAND OF SUSPENDED ITEMS	36.67	0.84	0.31	74.12
I	6	DRAFT AND SUBMIT LINEN SUPPLY BUDGET ESTIMATES	30.00	1.02	0.31	74.43
A	18	PLAN CONTROLS OVER WRM SUPPLIES AND EQUIPMENT	40.00	0.77	0.31	74.73
N	9	MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	33.33	0.92	0.31	75.04
E	20	LIST COMPONENT PART SHORTAGES	46.67	0.64	0.30	75.34
E	35	PROCESS PROPERTY ACCOMPANYING PATIENTS	40.00	0.74	0.30	75.63
H	2	ARRANGE FOR WITNESSES TO OBSERVE THE DESTRUCTION OF MEDICAL SECURITY ITEMS	43.33	0.68	0.30	75.93

C	3 COMPLETE PERSONEL PERFORMANCE REPORTS	43.33	0.68	0.30	76.23
F	1 CONDUCT FOLLOW-UP INSPECTIONS	43.33	0.68	0.30	76.52
D	7 INDOCTRINATE NEWLY ASSIGNED PERSONNEL	43.33	0.68	0.30	76.82
K	27 SCREEN REQUESTS FOR SUPPLIES	40.00	0.73	0.29	77.11
A	20 PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	40.00	0.73	0.29	77.40
F	18 PREPARE STATEMENT OF FACTS FOR PROPERTY DAMAGED OR DESTROYED FOR REASONS OTHER THAN FAIR WEAR AND TEAR	43.33	0.67	0.29	77.69
F	8 IDENTIFY PARTS OF COMPLETE ASSEMBLIES	43.33	0.66	0.29	77.98
O	16 MAINTAIN PERSONAL CLOTHING AND EQUIPMENT RECORDS	33.33	0.85	0.28	78.26
Q	11 PREPARE AND PROCESS RECEIVING REPORTS FOR LOCAL PURCHASE ITEMS	33.33	0.84	0.28	78.54
K	17 PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	43.33	0.64	0.28	78.82
F	4 DETERMINE CAUSE OF UNSERVICEABLE CONDITION OF PROPERTY	40.00	0.69	0.28	79.09
F	6 ENTER RE-INSPECTION DATES ON PROPERTY ITEMS	46.67	0.59	0.28	79.37
E	22 MAINTAIN AND SEARCH STOCK LOCATOR FILE OR AIR FORCE LOCATOR CARDS	33.33	0.81	0.27	79.64
O	10 MAINTAIN AND ISSUE STOCKS OF NON-MEDICAL SUPPLIES	26.67	0.99	0.26	79.90
M	4 MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	33.33	0.78	0.26	80.16
B	27 SUPERVISE WRM ACTIVITIES	33.33	0.77	0.26	80.42
B	19 SUPERVISE PROPERTY INSPECTIONS	33.33	0.77	0.26	80.68
K	4 DETERMINE TYPE OF STORAGE REQUIRED FOR SECURITY ITEMS	33.33	0.76	0.25	80.93
B	8 SUPERVISE CIVILIAN PERSONNEL	36.67	0.67	0.25	81.18
K	5 EDIT ISSUE REQUESTS	40.00	0.62	0.25	81.42
B	4 IMPLEMENT CONTROLS AND FOLLOW-UP FOR NEW PROCEDURES	33.33	0.73	0.24	81.67
A	4 ASSIGN ISSUE PRIORITIES	40.00	0.60	0.24	81.91
M	11 RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	33.33	0.72	0.24	82.15
A	26 PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	33.33	0.71	0.24	82.38
L	17 PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (DD FORM 1348)	30.00	0.78	0.23	82.62
L	5 DISTRIBUTE COPIES OF ISSUE REQUESTS	26.67	0.86	0.23	82.85
H	8 REVIEW EXCESS EQUIPMENT OR SUPPLY TURN-IN DOCUMENTS AND DETERMINE EXCESS OR SALVAGE ACTION	36.67	0.62	0.23	83.07
D	8 INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	40.00	0.57	0.23	83.30
A	23 PLAN PROCEDURES FOR MAKING INVENTORY ADJUSTMENTS	40.00	0.56	0.23	83.52
C	17 SCHEDULE LEAVES OR PASSES	33.33	0.66	0.22	83.74
C	13 EVALUATE INVENTORY ADJUSTMENTS	36.67	0.60	0.22	83.96
A	17 PLAN AND SCHEDULE INSPECTIONS OF PROPERTY ASSIGNED TO USING ACTIVITY	23.33	0.93	0.22	84.18
G	7 MONITOR THE INSPECTION AND ROTATION OF MMPNC PHASE I KITS	30.00	0.71	0.21	84.39
Q	5 MAINTAIN FILE OF LOCAL PURCHASE ORDERS, CONTRACTS, RECEIVING REPORTS, OR SIMILAR DOCUMENTS	26.67	0.79	0.21	84.61
G	12 RECONCILE AFMMFO LETTERS WITH WRM WORKSHEET	33.33	0.64	0.21	84.82
A	37 WRITE JOB DESCRIPTION	30.00	0.70	0.21	85.03
K	16 PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENT (DD FORM 6)	33.33	0.62	0.21	85.23
B	5 MONITOR EXCESS ITEMS PROGRAM	33.33	0.61	0.20	85.44
A	27 PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	33.33	0.60	0.20	85.64
D	4 COUNSEL INDIVIDUALS ON TRAINING PROGRESS	30.00	0.66	0.20	85.84
C	14 EVALUATE MEDICAL MATERIEL COMPLAINTS OR SUGGESTIONS FOR CORRECTIVE ACTION	26.67	0.74	0.20	86.03
C	16 MAKE RECOMMENDATIONS FOR PERSONNEL ACTIONS	30.00	0.65	0.19	86.23

A	14 ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	30.00	0.64	0.19	87.42
D	2 CONDUCT OJT PROGRAMS	30.00	0.64	0.19	86.61
K	9 FILL OUT FORMS FOR CONDEMNED ITEMS	36.67	0.52	0.19	86.80
A	34 SET UP, MAINTAIN, OR DISPOSE OF FILES	36.67	0.51	0.19	86.99
K	25 REQUEST WAREHOUSE TO DELIVER MATERIEL	30.00	0.62	0.19	87.18
F	11 INITIATE STOCK CHANGE DOCUMENTS FOR UNIDENTIFIED ITEMS	33.33	0.56	0.19	87.36
E	26 OPERATE FORK LIFT FOR MATERIEL HANDLING	26.67	0.70	0.19	87.55
O	32 PREPARE TEMPORARY CUSTODY RECEIPTS (AF FORM 1297)	23.33	0.76	0.18	87.73
Q	26 SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	30.00	0.58	0.18	87.90
F	19 VERIFY LABELS AND INSTRUCTIONS FOR HANDLING RADIOACTIVE MATERIALS	26.67	0.65	0.17	88.08
H	5 PREPARE DESTRUCTION DOCUMENTS FOR AND DESTROY MEDICAL EXCESS	23.33	0.72	0.17	88.24
C	7 CONDUCT INSPECTIONS OF THE HANDLING OF SECURITY ITEMS	23.33	0.70	0.16	88.41
C	5 CONDUCT INSPECTIONS OF INVENTORY CONTROL WORK METHODS	36.67	0.44	0.16	88.57
B	2 BRIEF PERSONNEL ON MOBILITY PLANS	23.33	0.69	0.16	88.73
L	10 MAKE ENTRIES ON STOCK LOCATOR CARDS TO SHOW CHANGES IN LOCATION OF PROPERTY ITEMS	26.67	0.59	0.16	88.89
H	1 ADVISE BASE SUPPLY OFFICER OF EXCESS NON-MEDICAL ITEMS	26.67	0.59	0.16	89.04
K	10 INVESTIGATE DISCREPANCIES ENCOUNTERED IN THE INVENTORY OF SECURITY ITEMS	20.00	0.76	0.15	89.20
K	6 EDIT OUTGOING OR INCOMING EXCESS REPORTS	30.00	0.50	0.15	89.35
Q	29 VALIDATE AND DISTRIBUTE LOCAL PURCHASE RECEIVING DOCUMENTS	26.67	0.56	0.15	89.50
D	15 RECOMMEND INDIVIDUALS FOR SPECIALTY KNOWLEDGE TESTING	20.00	0.73	0.15	89.64
K	7 EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	23.33	0.61	0.14	89.78
C	10 EVALUATE ADEQUACY OF INSPECTIONS	20.00	0.71	0.14	89.93
L	24 TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	16.67	0.84	0.14	90.07
L	12 NOTIFY AFMMFO OF ITEMS SUSPENDED	13.33	1.05	0.14	90.21
J	15 REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	20.00	0.70	0.14	90.35
Q	8 MAINTAIN LIBRARY OF GSA CATALOGUES, VENDORS' CATALOGUES, AND OTHER PROCUREMENT DATA	23.33	0.59	0.14	90.48
J	14 REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	20.00	0.68	0.14	90.62
M	2 DETERMINE REQUISITION PRIORITIES	26.67	0.51	0.14	90.75
C	6 CONDUCT INSPECTIONS OF LOCAL PURCHASE WORK METHODS	23.33	0.57	0.13	90.89
A	13 ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE EQUIPMENT ACTIVITY	23.33	0.57	0.13	91.02
D	5 DETERMINE NEED FOR INDIVIDUAL OR GROUP TRAINING	20.00	0.65	0.13	91.15
L	22 SCREEN REQUESTS FOR LOCAL PURCHASE	20.00	0.64	0.13	91.28
F	5 DETERMINE INTERCHANGEABILITY OF ITEMS	23.33	0.54	0.13	91.41
D	11 PLAN IMPROVED TRAINING METHODS	20.00	0.63	0.13	91.53
B	18 SUPERVISE PREPARATION OF OFFICIAL CORRESPONDENCE	20.00	0.62	0.12	91.66
B	20 SUPERVISE REQUISITIONING OF MATERIEL	23.33	0.53	0.12	91.78
I	14 PREPARE AND SUBMIT REPORTS OF SURVEY	16.67	0.74	0.12	91.90
A	16 ORGANIZE PROCEDURES FOR BASE PROCUREMENT OF LOCAL PURCHASE MATERIEL	20.00	0.61	0.12	92.03
F	17 PREPARE INSPECTION REPORTS	16.67	0.73	0.12	92.15
A	5 COMPUTE ECONOMIC ORDER QUANTITIES (EOQS)	20.00	0.60	0.12	92.27
O	8 FORWARD TEMPORARY CUSTODY RECEIPTS FOR THE LOAN OF PROPERTY TO PATIENTS	20.00	0.58	0.12	92.38
C	15 EVALUATE REQUESTS FOR LOCAL PURCHASE	16.67	0.68	0.11	92.50
E	8 DRAFT STORAGE AND OCCUPANCY REPORTS	16.67	0.68	0.11	92.61

A	22	PLAN PROCEDURES FOR MAINTAINING SUPPLY STOCK RECORDS	23.33	0.48	0.11	92.72
A	8	DEVELOP STANDARD OPERATING PROCEDURE (SOP) FOR EMERGENCY SUPPLY SITUATIONS	26.67	0.42	0.11	92.83
E	33	PREPARE BASE WAREHOUSE LOCATION CHANGE NOTICES (AF FORM 136)	13.33	0.81	0.11	92.94
K	29	VERIFY UNIT COSTS OF PROPERTY ITEMS	16.67	0.62	0.10	93.05
J	2	CALCULATE THE INVENTORY BALANCE	23.33	0.44	0.10	93.15
C	4	CONDUCT INSPECTIONS OF DOCUMENT CONTROL WORK METHODS	20.00	0.50	0.10	93.25
A	9	DEVELOP STANDARD OPERATING PROCEDURE FOR REPAIR OF UNSERVICEABLE AND DAMAGED EQUIPMENT	20.00	0.50	0.10	93.35
A	33	SELECT PROCUREMENT SOURCES (CP OR LP) FOR ISSUE REQUESTS	20.00	0.50	0.10	93.45
B	13	SUPERVISE LOCAL PURCHASE ACTIVITIES	13.33	0.74	0.10	93.55
D	14	PREPARE TRAINING RECORDS OR CHARTS	13.33	0.73	0.10	93.64
D	16	ROTATE DUTY ASSIGNMENTS OF INDIVIDUALS FOR CROSS-TRAINING	13.33	0.72	0.10	93.74
D	3	COORDINATE PROCEDURES FOR RESERVIST TRAINING	16.67	0.57	0.10	93.84
Q	10	PREPARE AND DISTRIBUTE SOURCE DOCUMENTS INVOLVING PAYMENT TO VENDORS	13.33	0.71	0.09	93.93
Q	23	RECEIVE AND DISTRIBUTE CORRESPONDENCE PERTINENT TO LOCAL PURCHASE	13.33	0.71	0.09	94.02
Q	14	PREPARE AND SUBMIT LOCAL PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	13.33	0.67	0.09	94.11
G	10	PREPARE REQUISITIONS FOR WRM	20.00	0.44	0.09	94.20
K	13	POST RECEIPTS AND ISSUES OF SECURITY ITEMS TO VAULT RECORD CARDS	10.00	0.88	0.09	94.29
A	3	APPOINT INVENTORY SUPERVISOR OR TEAMS	23.33	0.37	0.09	94.38
D	1	ADAPT AND MAINTAIN TRAINING AIDS	16.67	0.51	0.08	94.46
K	14	POST STOCK SUSPENSION NOTICES	16.67	0.50	0.08	94.54
L	19	PREPARE FORMS TO SUSPEND UNSUITABLE MATERIEL FROM ISSUE	16.67	0.50	0.08	94.63
L	9	MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	13.33	0.62	0.08	94.71
K	20	PREPARE AND DISTRIBUTE DOCUMENTS FOR PROPERTY FOUND ON BASE	23.33	0.35	0.08	94.79
O	11	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS	16.67	0.49	0.08	94.87
Q	22	PURCHASE SMALL DOLLAR VALUE ITEMS	10.00	0.81	0.08	94.95
G	9	POST GWMR LEVELS AND COMPOSITION	16.67	0.49	0.08	95.04
D	5	COORDINATE THE RELOCATION OF PROPERTY BETWEEN PROPERTY CUSTODIANS	13.33	0.61	0.08	95.12
L	15	POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	10.00	0.79	0.08	95.20
Q	12	PREPARE AND SUBMIT EMERGENCY PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	16.67	0.47	0.08	95.27
P	3	CODE AND EDIT SOURCE DOCUMENTS	10.00	0.75	0.08	95.35
C	9	INSTRUCT PERSONNEL IN STORAGE OF CLASSIFIED DOCUMENTS	10.00	0.75	0.07	95.42
C	1	ANALYZE EFFECTIVENESS OF MATERIEL MANAGEMENT PRACTICES	16.67	0.44	0.07	95.50
A	32	RECOMMEND CHANGES IN TECHNICAL ORDERS, MANUALS, HANDBOOKS, OR OPERATING PROCEDURES	13.33	0.52	0.07	95.57
G	4	COMPUTE REQUIREMENTS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	13.33	0.52	0.07	95.64
B	24	SUPERVISE THE FURNISHING OF MEDICAL MATERIEL TRANSACTION DOCUMENTS TO BAFO	13.33	0.50	0.07	95.70
J	6	ESTABLISH AND POST NOTICES OF INVENTORY DEADLINE DATES	16.67	0.40	0.07	95.77
J	3	COMPUTE INVENTORY ACCURACY PERCENTAGES	13.33	0.49	0.07	95.84
Q	24	RECEIVE AND PROCESS REQUESTS FOR ITEMS TO BE PURCHASED WITH PETTY CASH FUNDS	13.33	0.47	0.06	95.90
N	21	RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	13.33	0.47	0.06	95.96

D	12	PREPARE, ADMINISTER, OR SCORE TESTS	10.00	0.63	0.06	96.02
N	12	MAINTAIN SUPPLY OF BLANK PCAM CARDS	10.00	0.61	0.06	96.09
Q	3	EDIT OUTPUT FOR DUE-IN AND DUE-OUT DATA OF USING ACTIVITIES	13.33	0.46	0.06	96.15
L	11	MONITOR PRIORITY STATUS OF REQUISITIONS	10.00	0.61	0.06	96.21
N	1	COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	10.00	0.60	0.06	96.27
G	3	COMPUTE PEACETIME OPERATING STOCKS (POS) REQUIREMENTS	13.33	0.44	0.06	96.33
G	2	COMPUTE GROSS WARTIME MATERIEL REQUIREMENTS (GWMR)	13.33	0.44	0.06	96.39
O	33	PREPARE TRANSFER DOCUMENTS FOR PROPERTY TRANSFERRED BETWEEN BASE MEMOS	13.33	0.44	0.06	96.44
H	6	PREPARE DOCUMENTS FOR THE TRANSFER OF EXCESS REQUIRED NON-MEDICAL ITEMS TO BASE SUPPLY	13.33	0.41	0.05	96.50
O	34	RECEIVE AND DISTRIBUTE CUSTODIAN REQUEST/RECEIPT (AF FORM 601B)	10.00	0.55	0.05	96.55
O	30	PREPARE REQUESTS FOR CHANGES IN ALLOWANCES AND AUTHORIZATIONS (AF FORM 601A)	10.00	0.55	0.05	96.61
O	19	POST AUTHORIZATION CHANGES TO THE CONSOLIDATED LISTING	10.00	0.55	0.05	96.66
O	15	MAINTAIN MEMO DOCUMENT REGISTER	10.00	0.55	0.05	96.72
O	13	MAINTAIN FILE OF AUTHORIZATIONS, INCREASES, OR DECREASES TO THE CONSOLIDATED LISTING	10.00	0.55	0.05	96.77
O	9	MAINTAIN AND DISTRIBUTE THE CONSOLIDATED LISTING (CL)	10.00	0.55	0.05	96.83
B	6	MONITOR THE MEDICAL INVENTORY MANAGEMENT SYSTEM (MIMS)	13.33	0.41	0.05	96.88
G	1	COMPUTE ASSETS OF WRM SHREDDOUT PROGRAMS SUCH AS MHPNC, SCATA, OR BW/CW	10.00	0.54	0.05	96.93
O	38	REVIEW REPORTS OF INVENTORY FINDINGS FROM PROPERTY	10.00	0.52	0.05	96.99
A	21	PLAN PROCEDURES FOR MAINTAINING E-AID CARDS	10.00	0.52	0.05	97.04
J	1	ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	13.33	0.39	0.05	97.09
Q	28	SUBMIT SUGGESTED SOURCES OF LOCAL PURCHASE ITEMS TO BASE PURCHASING AND CONTRACT OFFICE (P + C)	13.33	0.39	0.05	97.14
M	9	PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	10.00	0.51	0.05	97.19
P	16	MAINTAIN FILE OF PROPERTY ACCOUNTS	13.33	0.38	0.05	97.24
P	23	PREPARE DOCUMENTS TO BE DESTROYED OR RETIRED	6.67	0.74	0.05	97.29
O	1	ASSIGN NON-MIMS VOUCHER NUMBERS TO TRANSACTIONS	10.00	0.49	0.05	97.34
B	26	SUPERVISE THE STOCK RECORD ACCOUNT	6.67	0.74	0.05	97.39
P	24	PREPARE FACSIMILES OF LOST DOCUMENTS FROM SUSPENSE COPIES	6.67	0.73	0.05	97.44
D	13	PREPARE LESSON PLANS	10.00	0.48	0.05	97.49
G	11	PREPARE THE MATERIEL OPERATIONAL READINESS REPORT (MORR)	6.67	0.71	0.05	97.53
A	24	PLAN PROCEDURES FOR THE ADMINISTRATION OF THE STOCK RECORD ACCOUNT	10.00	0.47	0.05	97.58
O	17	PREPARE REPORT OF LOCAL PURCHASES	6.67	0.70	0.05	97.63
O	2	COMPARE QUANTITY AND CONDITION OF EQUIPMENT ITEMS WITH VOUCHER LISTINGS	10.00	0.46	0.05	97.67
J	5	COORDINATE WITH BASE DATA PROCESSING INSTALLATION FOR PREPARATION OF INVENTORY COUNT LISTINGS	10.00	0.46	0.05	97.72
P	25	RECORD BASIC IDENTIFYING DATA ON DOCUMENTS	10.00	0.46	0.05	97.77
P	21	MONITOR THE FLOW OF DOCUMENTS BETWEEN PROCESSING POINTS	10.00	0.46	0.05	97.81
O	7	DETERMINE NEED FOR CONTRACT MAINTENANCE OF EQUIPMENT	13.33	0.33	0.04	97.86
N	7	KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	10.00	0.43	0.04	97.90
Q	16	PREPARE REPORTS OF DISCREPANCY IN SHIPMENT FROM COMMERCIAL VENDORS	6.67	0.63	0.04	97.94
A	35	SUBMIT AUTHORIZATION CHANGES TO MEDICAL EQUIPMENT REVIEW AUTHORIZATION ACTIVITY	13.33	0.30	0.04	97.98
A	10	ESTABLISH INVENTORY CUT-OFF DOCUMENT NUMBERS	13.33	0.29	0.04	98.02

P	18	MAINTAIN LOCAL PROCUREMENT DOCUMENT REGISTER	6.67	0.57	0.04	98.06
P	2	ASSIGN OR CANCEL DOCUMENT NUMBERS	6.67	0.54	0.04	98.10
C	12	EVALUATE EQUIPMENT AUTHORIZATION AND SUPPORT ACTIVITIES	10.00	0.36	0.04	98.13
P	20	MONITOR MEMO DOCUMENT REGISTER	6.67	0.54	0.04	98.17
O	37	REVIEW EQUIPMENT STOCK STATUS REPORT FOR DISCREPANCIES	6.67	0.54	0.04	98.20
O	31	PREPARE STOCK OR PRICE CHANGE VOUCHERS FOR EQUIPMENT	6.67	0.54	0.04	98.24
O	25	PREPARE DOCUMENTS FOR NON-MEDICAL EQUIPMENT TRANSACTIONS	6.67	0.54	0.04	98.28
O	22	PREPARE AND FORWARD EQUIPMENT AUTHORIZATION INVENTORY DATA TO BASE DATA PROCESSING INSTALLATION	6.67	0.54	0.04	98.31
O	21	PREPARE AND FORWARD E-AID DUE-IN CARD TO BASE DATA SERVICES (AF FORM 815)	6.67	0.54	0.04	98.35
O	20	PREPARE AND FORWARD E-AID CUSTODY/RECEIPT CARD TO BASE DATA PROCESSING INSTALLATION (AF FORM 814)	6.67	0.54	0.04	98.38
O	12	MAINTAIN CUSTODY/RECEIPT LOCATOR LISTINGS BY ACCOUNT	6.67	0.54	0.04	98.42
B	25	SUPERVISE THE MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO)	6.67	0.54	0.04	98.46
B	14	SUPERVISE MACHINE ROOM OPERATIONS	6.67	0.53	0.04	98.49
D	10	PLAN AND CONDUCT FORMAL CLASSROOM TRAINING	3.33	1.04	0.03	98.53
K	24	RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	6.67	0.49	0.03	98.56
O	26	PREPARE DOCUMENTS FOR OFF-BASE REPAIR OF EQUIPMENT	6.67	0.47	0.03	98.59
N	3	FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	10.00	0.31	0.03	98.62
K	21	PROCESS AND REPORT MEDICAL MATERIEL COMPLAINTS	10.00	0.31	0.03	98.65
P	17	MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS	6.67	0.46	0.03	98.68
A	15	ORGANIZE MAINTENANCE SUPPORT FUNCTIONS	10.00	0.31	0.03	98.71
L	2	AUDIT AND FORWARD THE QUARTERLY MIMS REPORT	6.67	0.44	0.03	98.74
A	29	PLAN TECHNIQUES FOR HANDLING MECHANIZED ACCOUNTS	6.67	0.44	0.03	98.77
M	3	EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	6.67	0.43	0.03	98.80
H	7	PREPARE DOCUMENTS FOR THE TURN-IN OF OUT-DATED X-RAY FILM	10.00	0.28	0.03	98.83
L	6	FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	6.67	0.42	0.03	98.86
N	15	OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	10.00	0.28	0.03	98.89
N	14	OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	10.00	0.28	0.03	98.91
N	13	OFFSET ADJUSTMENT TRANSACTION CARDS	10.00	0.28	0.03	98.94
Q	9	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	6.67	0.41	0.03	98.97
O	17	MAKE REPORTS OF SURVEY FOR IRRECONCILABLE EQUIPMENT SHORTAGES	6.67	0.41	0.03	99.00
M	16	TYPE MATERIEL SOURCE DOCUMENTS	6.67	0.41	0.03	99.02
L	23	SEPARATE STOCK RECORD CARDS FOR NON-STOCK LISTED ITEMS	6.67	0.41	0.03	99.05
P	27	REVIEW DOCUMENTS PRIOR TO FILING	6.67	0.40	0.03	99.08
Q	18	PREPARE SHIPPING DOCUMENTS FOR LOCAL PURCHASE CREDIT ITEMS BEING RETURNED TO VENDOR	6.67	0.37	0.02	99.10
O	40	SEARCH EQUIPMENT ALLOWANCE PUBLICATIONS FOR BASIS OF ISSUE AND ALLOWANCES	6.67	0.37	0.02	99.13
M	8	PREPARE AND MAINTAIN RECORDS OR DOCUMENTS FOR NON-MEDICAL MATERIEL	6.67	0.37	0.02	99.15
K	8	ESTABLISH MINIMUM STOCK LEVELS	6.67	0.37	0.02	99.18
K	3	DETERMINE REQUISITION TRANSMISSION METHODS	10.00	0.25	0.02	99.20
J	11	PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	6.67	0.37	0.02	99.23
N	8	KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	6.67	0.37	0.02	99.25
M	7	POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (OA)	6.67	0.37	0.02	99.28
K	23	RECONCILE THE SECURITY RECORD CARD BALANCES WITH STOCK RECORD CARD BALANCES	6.67	0.37	0.02	99.30
P	7	FILE COMPLETED DOCUMENTS	6.67	0.35	0.02	99.32
A	31	PREPARE UNIT MANNING DOCUMENT (UMD) CHANGE REQUESTS	3.33	0.64	0.02	99.35

			GRP2	
O	39 ROUTE TURN-IN OF EQUIPMENT FOR INSPECTION AND CONDITION CODING	6.67	0.31	
P	19 MAINTAIN SUPPLY DOCUMENT REGISTER	6.67	0.31	
N	11 MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	6.67	0.31	1
Q	13 PREPARE AND SUBMIT LIST OF DELINQUENT LOCAL PURCHASE ORDERS TO BASE PROCUREMENT ACTIVITY	3.33	0.60	0.02 99.43
	17 SELECT INDIVIDUALS FOR FORMAL TRAINING	3.33	0.60	0.02 99.45
K	26 SCREEN, COMPUTE, AND POST STOCK LEVELS	6.67	0.30	0.02 99.47
J	12 PREPARE REPORTS OF SURVEY FOR UNACCEPTABLE ADJUSTMENTS (DD FORM 200)	6.67	0.30	0.02 99.49
K	22 RECONCILE THE DOLLAR VALUE OF INVENTORY CATEGORIES WITH THE DOLLAR VALUE OF ACCOUNTING OFFICE RECORDS	6.67	0.29	0.02 99.51
Q	27 SET LEVELS AND REQUIREMENT CODES FOR NON-STOCKLISTED ITEMS	6.67	0.27	0.02 99.52
Q	1 COORDINATE WITH OTHER AGENCIES TO DETERMINE WHICH LOCAL PURCHASE ITEMS SHOULD BE STOCKLISTED	6.67	0.27	0.02 99.54
P	8 FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	6.67	0.27	0.02 99.56
O	36 REVIEW AND FORWARD REQUESTS FOR TEMPORARY LOAN OF EQUIPMENT	6.67	0.26	0.02 99.58
L	20 PREPARE INVENTORY CONTROL RECORDS FOR ACCEPTABLE TURN-INS	10.00	0.17	0.02 99.60
N	4 FORWARD PUNCHED QUANTITY REQUESTED CARD DECKS TO DATA PROCESSING INSTALLATION	6.67	0.24	0.02 99.61
C	2 COMPILE MANAGEMENT DATA FOR USE IN EVALUATION OF SUPPLY PROGRAM	3.33	0.45	0.02 99.63
N	20 PREPARE PCAM DAILY UTILIZATION REPORT	6.67	0.22	0.01 99.64
M	6 MAINTAIN REQUISITION HISTORY FILE	6.67	0.22	0.01 99.66
A	6 COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	6.67	0.22	0.01 99.67
B	11 SUPERVISE EQUIPMENT AUTHORIZATION AND SUPPORT FUNCTIONS	3.33	0.42	0.01 99.69
H	4 PREPARE AND SUBMIT REPORTS OF EXCESS PROPERTY TO AFMMFO (SFS 120, 120A)	6.67	0.20	0.01 99.70
A	36 SUBMIT REQUESTS FOR STOCKLISTING OF NON-STOCKLISTED ITEMS TO SUB-COMMAND OR COMMAND	3.33	0.31	0.01 99.71
Q	2 EDIT MACHINE-COMPUTED REQUIREMENTS LISTING OF NON-STOCKLISTED ITEMS	3.33	0.15	0.00 99.71
P	28 REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	3.33	0.15	0.00 99.72
P	26 RECORD TRANSACTIONS ON TRANSACTION REGISTER	3.33	0.15	0.00 99.72
P	22 PREPARE CERTIFICATES OF LOST DOCUMENTS	3.33	0.15	0.00 99.73
P	15 MAINTAIN FILE OF BASE ERROR AND/OR CORRECTION SHEETS (AF FORM 150)	3.33	0.15	0.00 99.73
P	14 MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS AT USING ACTIVITY	3.33	0.15	0.00 99.74
P	13 MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	3.33	0.15	0.00 99.74
P	12 MAKE QUALITY CONTROL CHECK OF SUCH ITEMS AS POSTING CONTROL CODES OR ANALYSES CODES	3.33	0.15	0.00 99.75
P	11 INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	3.33	0.15	0.00 99.75
P	10 INSPECT CHARGE-OUT RECORDS (AF FORM 614) TO INSURE RETURN OF LOANED DOCUMENTS	3.33	0.15	0.00 99.76
P	9 FILE UP-DATED DOCUMENT REGISTERS	3.33	0.15	0.00 99.76
P	6 DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	3.33	0.15	0.00 99.77
P	5 DISPOSE OF INACTIVE DOCUMENTS	3.33	0.15	0.00 99.77
P	4 CODE LOCAL PURCHASE DOCUMENTS	3.33	0.15	0.00 99.78
P	1 ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	3.33	0.15	0.00 99.78

O	35	REPORT DISCREPANCIES IN STOCK STATUS REPORT TO STOCK RECORDS SECTION FOR PREPARATION OF NEW REPORT	3.33	0.15	0.00	99.79
O	29	PREPARE EQUIPMENT REPLACEMENT BUDGETARY LIST	3.33	0.15	0.00	99.79
O	28	PREPARE EQUIPMENT AUTHORIZATION CHANGE INFORMATION FOR PCAM CARDS	3.33	0.15	0.00	99.80
O	27	PREPARE DROPPAGE ALLOWANCE DOCUMENTS FOR NON-MEDICAL EQUIPMENT	3.33	0.15	0.00	99.80
O	24	PREPARE BASE INVENTORY ADJUSTMENT DOCUMENT	3.33	0.15	0.00	99.81
O	23	PREPARE AND SUBMIT STATEMENTS OF CHARGES OR OTHER VOLUNTARY PAYMENT DOCUMENTS FOR EQUIPMENT	3.33	0.15	0.00	99.81
O	18	NOTIFY WAREHOUSE TO FORWARD EQUIPMENT FOR USER TESTS	3.33	0.15	0.00	99.82
O	14	MAINTAIN HISTORY FILE OF PCAM CARDS ON EQUIPMENT	3.33	0.15	0.00	99.82
O	6	COORDINATE WITH THE MERAAB FOR EQUIPMENT PURCHASES AND PURCHASE PRIORITIES	3.33	0.15	0.00	99.83
O	4	CONDUCT UTILIZATION SURVEYS TO VALIDATE EQUIPMENT REQUIREMENTS	3.33	0.15	0.00	99.83
O	3	COMPUTE DROPPAGE ALLOWANCES FOR NON-MEDICAL EQUIPMENT ITEMS	3.33	0.15	0.00	99.84
N	23	SELECT DATA ELEMENTS FOR RECORDING TRANSACTIONS	3.33	0.15	0.00	99.84
N	22	RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	3.33	0.15	0.00	99.85
N	19	PREPARE INPUT DATA AND READ OUTPUT FOR STOCK BALANCES	3.33	0.15	0.00	99.85
N	18	PREPARE INPUT DATA AND READ OUTPUT FOR DOCUMENTATION OF TRANSACTIONS	3.33	0.15	0.00	99.86
N	17	PREPARE INPUT DATA AND READ OUTPUT FOR DECREASE AND INCREASE TRANSACTIONS	3.33	0.15	0.00	99.86
N	16	PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	3.33	0.15	0.00	99.87
N	6	KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	3.33	0.15	0.00	99.87
N	5	FORWARD SHOPPING DECKS TO BASE DATA PROCESSING INSTALLATION	3.33	0.15	0.00	99.88
N	2	FILE ZERO BALANCE CARDS	3.33	0.15	0.00	99.88
M	14	REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC BIOLOGICALS AND REAGENTS	3.33	0.15	0.00	99.89
M	13	REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	3.33	0.15	0.00	99.89
M	12	RECORD FUND OBLIGATIONS	3.33	0.15	0.00	99.90
M	5	MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	3.33	0.15	0.00	99.90
L	18	PREPARE AND DISTRIBUTE THE STOCK STATUS REPORT	3.33	0.15	0.00	99.91
L	16	POST RETURNS TO VENDORS	3.33	0.15	0.00	99.91
L	1	ADJUST BALANCE CARDS FOR SUSPENDED ITEMS	3.33	0.15	0.00	99.92
K	19	PREPARE SCHEDULE FOR STAGGERED SUBMISSION OF REQUESTS	3.33	0.15	0.00	99.92
K	15	PREPARE AND SUBMIT QUARTERLY FEEDER REPORTS	3.33	0.15	0.00	99.93
K	11	MAINTAIN DATE-OF-AVAILABILITY LIST OF NEWLY STOCKLISTED MATERIEL	3.33	0.15	0.00	99.93
K	1	ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	3.33	0.15	0.00	99.94

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRS= 104  
KPATH ORDER FROM 63 TO 166 GROUP STAGE= 299  
TIME PERFECTLY DESCRIBED ON DUTIES= 79.38, TASKS= 59.76

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
E	PERFORMING WAREHOUSE FUNCTIONS	100.00	70.72	70.72	70.72
F	INSPECTING PROPERTY	78.85	7.53	5.94	76.66
G	MAINTAINING WAR READINESS MATERIEL	72.12	5.00	3.61	80.26
B	DIRECTING AND IMPLEMENTING	44.23	7.32	3.24	83.50
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	68.27	4.34	2.96	86.46
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	53.85	5.22	2.81	89.27
A	PLANNING AND ORGANIZING	49.04	5.05	2.48	91.75
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	53.85	3.90	2.10	93.85
M	REQUISITIONING MATERIEL	30.77	3.15	0.97	94.82
I	MAINTAINING LINEN SUPPLY	15.38	6.27	0.96	95.79
H	REPORTING AND DISPOSING OF MATERIEL	27.88	3.14	0.88	96.66
D	TRAINING	28.85	2.76	0.80	97.46
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	33.65	2.20	0.74	98.20
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	23.08	3.13	0.72	98.92
C	EVALUATING	17.31	2.66	0.46	99.38
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	19.23	2.06	0.40	99.78
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	6.73	2.89	0.19	99.97

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1073, TASKS= 409, DUTIES= 17, MBRs= 104  
KPATH ORDER FROM 63 TO 166 GROUP STAGE= 299  
TIME PERFECTLY DESCRIBED ON DUTIES= 79.38, TASKS= 59.76

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
E	18 ISSUE MATERIEL TO USING ACTIVITY	99.04	3.66	3.63	3.63
E	21 LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	98.08	3.43	3.36	6.99
E	42 UNLOAD INCOMING SHIPMENTS	99.04	3.22	3.19	10.18
E	30 PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	100.00	3.18	3.18	13.36
E	23 MAKE DELIVERIES TO USING ACTIVITY	96.15	3.16	3.04	16.41
E	43 VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	95.19	2.92	2.78	19.18
E	37 ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	100.00	2.77	2.77	21.95
E	17 ISSUE DATED ITEMS	99.04	2.73	2.70	24.65
E	3 COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	92.31	2.80	2.59	27.24
E	14 IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	98.08	2.51	2.46	29.70
E	11 FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DD FORM 1348-1)	93.27	2.54	2.37	32.07
E	10 EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	91.35	2.42	2.21	34.28
E	38 SEGREGATE INCOMING SHIPMENTS FOR INSPECTION	89.42	2.47	2.21	36.49
E	6 DELIVER OUTSHIPMENTS	84.62	2.45	2.07	38.56
E	41 TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	90.38	2.18	1.97	40.53
E	5 CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	80.77	2.37	1.91	42.44
E	9 DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	72.12	2.65	1.91	44.35
E	28 PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	90.38	2.10	1.90	46.25
E	40 SET UP BINS, RACKS, BAYS, OR OTHER STORAGE FACILITIES	88.46	2.08	1.84	48.09
E	27 PACK OR CRATE ITEMS FOR SHIPPING	92.31	1.97	1.81	49.71
E	32 PREPARE AND ATTACH SHIPPING TAGS, LABELS, OR DOCUMENTS	86.54	1.98	1.72	51.62
E	24 MARK SHIPPING CONTAINERS	85.58	1.96	1.68	53.30
E	44 WRAP AND PACK PROPERTY FOR STORAGE	79.81	2.08	1.66	54.96
E	7 DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	77.88	1.83	1.43	56.39
E	31 PLACE LOCATION SYMBOLS ON WAREHOUSE BINS, RACKS, OR BAYS	72.12	1.97	1.42	57.81
E	39 SEGREGATE MATERIEL TO BE INVENTORIED	69.23	2.01	1.39	59.20
G	13 ROTATE WRM	64.42	2.11	1.36	60.55
J	9 MAKE PHYSICAL COUNT OF PROPERTY ITEMS	62.50	2.16	1.35	61.91
E	16 INSPECT HANDLING, LOADING, OR STORING OF PROPERTY RELEASED FOR SHIPMENT	62.50	2.14	1.34	63.24
E	1 CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	68.27	1.95	1.33	64.58
E	13 GROUP PROPERTY ITEMS FOR PACKAGING	65.38	2.01	1.32	65.89
G	5 INVENTORY WRM MATERIELS	63.46	1.94	1.23	67.12

E	29	PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	65.38	1.74	1.14	68.26
Q	25	RECEIVE, INSPECT, AND STORE LOCAL PURCHASE ITEMS	43.27	2.59	1.12	69.38
Q	4	ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITY	43.27	2.33	1.01	70.39
E	25	MONITOR TEMPERATURE, HUMIDITY, OR DUST CONDITIONS WITHIN STORAGE FACILITY	50.96	1.89	0.96	71.35
F	13	INSPECT ITEMS IN STORAGE FOR SIGNS OF CORROSION, DECAY, OR DETERIORATION	52.88	1.69	0.90	72.25
F	12	INSPECT CONTAINERS AND LABELS OF CORROSIVE, VOLATILE, COMBUSTIBLE, OR POISONOUS MATERIALS	56.73	1.54	0.87	73.12
F	21	VERIFY UNIT OF ISSUE FOR PROPERTY ITEMS	44.23	1.96	0.87	73.99
E	12	FORWARD OR RECEIVE EQUIPMENT ITEMS FOR USER TESTS	42.31	1.93	0.82	74.80
A	25	PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	34.62	2.34	0.81	75.61
E	36	RECEIVE, ISSUE, OR PACKAGE SECURITY ITEMS	40.38	1.98	0.80	76.41
B	22	SUPERVISE STORAGE AND RECEIPT OF MATERIEL	32.69	2.43	0.80	77.21
A	28	PLAN SPACE LAYOUTS FOR SUPPLIES OR EQUIPMENT	39.42	1.93	0.76	77.97
B	17	SUPERVISE PHYSICAL ISSUING OF MATERIEL	26.92	2.53	0.68	78.65
E	2	CLEAN AND DRY PROPERTY ITEMS	46.15	1.44	0.66	79.31
G	8	POSITION MMPNC OR SCATA MATERIEL	30.77	1.84	0.57	79.87
E	34	PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	36.54	1.46	0.53	80.41
E	26	OPERATE FORK LIFT FOR MATERIEL HANDLING	26.92	1.93	0.52	80.93
F	9	IDENTIFY WAR READINESS MATERIEL TO PREVENT UNAUTHORIZED MOVEMENT OR USE	30.77	1.69	0.52	81.45
J	10	PERFORM PRE-INVENTORY SURVEY	28.85	1.77	0.51	81.96
F	16	INSPECT TURN-IN ITEMS	33.65	1.49	0.50	82.46
E	20	LIST COMPONENT PART SHORTAGES	31.73	1.57	0.50	82.96
F	15	INSPECT STORED PROPERTY TO SEE THAT LOAD LIMITS AND SECURITY CONDITIONS ARE MET	30.77	1.60	0.49	83.45
L	21	RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	17.31	2.29	0.40	83.85
L	3	COMPLETE ENTRIES ON RECEIVING DOCUMENTS	18.27	2.13	0.39	84.24
H	3	DETERMINE THE METHOD OF DESTRUCTION FOR DIFFERENT TYPES OF MEDICAL SUPPLIES	21.15	1.79	0.38	84.62
E	15	INSPECT AND INVENTORY STOCK STORED IN HOSPITAL FOR AIR EVACUATION PROGRAM	22.12	1.66	0.37	84.98
B	10	SUPERVISE DELIVERY AND TRANSFER OF MATERIEL	15.38	2.34	0.36	85.34
J	4	CONDUCT INVENTORIES OF LOCAL PURCHASE ITEMS	18.27	1.97	0.36	85.70
D	6	GIVE INFORMAL TRAINING TO INDIVIDUALS	21.15	1.70	0.36	86.06
E	22	MAINTAIN AND SEARCH STOCK LOCATOR FILE OR AIR FORCE LOCATOR CARDS	17.31	2.02	0.35	86.41
L	8	MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	14.42	2.33	0.34	86.75
L	7	FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	15.38	2.17	0.33	87.08
E	4	CONDITION CODE SUPPLY ITEMS	21.15	1.51	0.32	87.40
F	3	DESIGNATE ITEMS FOR DISPOSAL	18.27	1.61	0.29	87.69
O	10	MAINTAIN AND ISSUE STOCKS OF NON-MEDICAL SUPPLIES	15.38	1.81	0.28	87.97
M	1	CHECK ACCURACY OF DEPOT REQUISITIONS	11.54	2.40	0.28	88.25
B	1	ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	18.27	1.47	0.27	88.52
B	23	SUPERVISE THE DISPOSAL AND SALVAGE OF MATERIEL	16.35	1.61	0.26	88.78
E	19	LIST EXPENDABLE ITEMS CONSUMED IN THE MEDICAL SUPPLY OPERATION	19.23	1.36	0.26	89.04
F	7	IDENTIFY ITEMS TO BE TRANSFERRED	19.23	1.31	0.25	89.29
H	5	PREPARE DESTRUCTION DOCUMENTS FOR AND DESTROY MEDICAL EXCESS	12.50	1.82	0.23	89.52
M	15	REVIEW RECEIVING DOCUMENTS	11.54	1.89	0.22	89.74

H	2	ARRANGE FOR WITNESSES TO OBSERVE THE DESTRUCTION OF MEDICAL SECURITY ITEMS	13.46	1.53	0.21	89.95
C	8	CONDUCT INSPECTIONS OF WAREHOUSE WORK METHODS	10.58	1.94	0.20	90.15
N	9	MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	11.54	1.76	0.20	90.35
B	7	SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	12.50	1.58	0.20	90.55
E	35	PROCESS PROPERTY ACCOMPANYING PATIENTS	19.23	1.01	0.19	90.75
A	7	COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	9.62	2.00	0.19	90.94
Q	29	VALIDATE AND DISTRIBUTE LOCAL PURCHASE RECEIVING DOCUMENTS	6.73	2.82	0.19	91.13
D	7	INDOCTRINATE NEWLY ASSIGNED PERSONNEL	13.46	1.34	0.18	91.31
F	1	CONDUCT FOLLOW-UP INSPECTIONS	12.50	1.42	0.18	91.49
A	2	ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	10.58	1.64	0.17	91.66
K	12	NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	13.46	1.21	0.16	91.82
G	6	MAKE SURVEYS TO INSURE ACCURACY OF WRM LOCATOR FILES	6.73	2.41	0.16	91.99
Q	5	MAINTAIN FILE OF LOCAL PURCHASE ORDERS, CONTRACTS, RECEIVING REPORTS, OR SIMILAR DOCUMENTS	8.65	1.85	0.16	92.15
K	18	PREPARE SALVAGE DOCUMENTS	11.54	1.35	0.16	92.30
F	8	IDENTIFY PARTS OF COMPLETE ASSEMBLIES	11.54	1.34	0.15	92.46
G	7	MONITOR THE INSPECTION AND ROTATION OF MMPNC PHASE I KITS	10.58	1.39	0.15	92.60
B	15	SUPERVISE MEDICAL MATERIEL SPECIALISTS (91550)	7.69	1.90	0.15	92.75
F	4	DETERMINE CAUSE OF UNSERVICEABLE CONDITION OF PROPERTY	10.58	1.29	0.14	92.89
F	20	VERIFY SECURITY CLASSIFICATION OF PROPERTY ITEMS	7.69	1.74	0.13	93.02
I	20	SEND LINEN TO LAUNDRY AND RECEIVE FROM LAUNDRY	8.65	1.51	0.13	93.15
F	6	ENTER RE-INSPECTION DATES ON PROPERTY ITEMS	8.65	1.50	0.13	93.28
M	4	MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	6.73	1.90	0.13	93.41
J	13	RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	7.69	1.65	0.13	93.54
J	16	REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	7.69	1.64	0.13	93.66
D	8	INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	8.65	1.45	0.13	93.79
M	11	RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	5.77	2.15	0.12	93.91
B	3	DIRECT STORAGE, ISSUE, AND SAFEGUARDING OF SECURITY ITEMS	6.73	1.77	0.12	94.03
J	8	MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	6.73	1.75	0.12	94.15
I	1	CARRY OUT CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	8.65	1.34	0.12	94.26
L	4	COMPUTE THE QUANTITY ON HAND OF SUSPENDED ITEMS	7.69	1.50	0.12	94.38
F	10	INITIATE ISSUE REQUESTS FOR ITEMS NEEDED TO COMPLETE ASSEMBLIES	7.69	1.43	0.11	94.49
K	17	PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	7.69	1.38	0.11	94.60
B	21	SUPERVISE SPECIAL PROJECT AND SPECIAL DUTY ACTIVITIES	5.77	1.77	0.10	94.70
J	1	ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	5.77	1.69	0.10	94.80
F	14	INSPECT PROPERTY FOR REPAIRS OR REPLACEMENTS	6.73	1.43	0.10	94.89
L	17	PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (DD FORM 1348)	4.81	2.00	0.10	94.99
G	12	RECONCILE AFMMFO LETTERS WITH WRM WORKSHEET	6.73	1.42	0.10	95.08
I	2	COMPLETE LINEN SUPPLY RECORDS (AF FORM 581)	7.69	1.23	0.09	95.18
N	21	RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	5.77	1.57	0.09	95.27
J	7	INSPECT RECEIPTS AND ISSUES FOR PROCESSING PRIOR TO INVENTORY	5.77	1.47	0.09	95.35
K	9	FILL OUT FORMS FOR CONDEMNED ITEMS	7.69	1.08	0.08	95.44
F	2	CONDUCT SPECIAL-SUBJECT INSPECTIONS	5.77	1.41	0.08	95.52
A	34	SET UP, MAINTAIN, OR DISPOSE OF FILES	4.81	1.66	0.08	95.60

B	8	SUPERVISE CIVILIAN PERSONNEL	5.77	1.39	0.08	95.68
M	10	PROCESS RECEIPTS FROM LOCAL PURCHASE	5.77	1.38	0.08	95.76
A	26	PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	5.77	1.34	0.08	95.84
B	12	SUPERVISE LINEN SUPPLY ACTIVITY	5.77	1.33	0.08	95.91
F	18	PREPARE STATEMENT OF FACTS FOR PROPERTY DAMAGED OR DESTROYED FOR REASONS OTHER THAN FAIR WEAR AND TEAR	5.77	1.27	0.07	95.99
N	7	KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	3.85	1.90	0.07	96.06
E	33	PREPARE BASE WAREHOUSE LOCATION CHANGE NOTICES (AF FORM 136)	3.85	1.87	0.07	96.13
A	11	ESTABLISH WORK SCHEDULES	6.73	1.06	0.07	96.20
J	2	CALCULATE THE INVENTORY BALANCE	3.85	1.79	0.07	96.27
J	11	PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	3.85	1.79	0.07	96.34
N	22	RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	2.88	2.33	0.07	96.41
A	1	ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	6.73	0.99	0.07	96.47
I	19	SCREEN LINEN TO DETECT DAMAGED OR WORN ITEMS	6.73	0.99	0.07	96.54
I	17	PROTECT CLEAN LINENS FROM DUST	7.69	0.86	0.07	96.61
Q	11	PREPARE AND PROCESS RECEIVING REPORTS FOR LOCAL PURCHASE ITEMS	3.85	1.68	0.06	96.67
L	14	ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	4.81	1.34	0.06	96.74
Q	22	PURCHASE SMALL DOLLAR VALUE ITEMS	4.81	1.32	0.06	96.80
Q	23	RECEIVE AND DISTRIBUTE CORRESPONDENCE PERTINENT TO LOCAL PURCHASE	3.85	1.63	0.06	96.86
N	4	FORWARD PUNCHED QUANTITY REQUESTED CARD DECKS TO DATA PROCESSING INSTALLATION	1.92	3.23	0.06	96.92
I	10	MARK LINENS AND INDIVIDUAL CLOTHING ITEMS	5.77	1.06	0.06	96.99
I	12	PREPARE AND FORWARD REQUESTS FOR ISSUE OF LINEN ITEMS	4.81	1.25	0.06	97.05
K	5	EDIT ISSUE REQUESTS	3.85	1.53	0.06	97.10
I	8	ESTIMATE OR COUNT QUANTITIES OF ISSUED AND PICKED UP LINENS	6.73	0.87	0.06	97.16
I	11	PICK UP LINENS FROM AND DELIVER TO USING ACTIVITY	5.77	1.01	0.06	97.22
L	19	PREPARE FORMS TO SUSPEND UNSUITABLE MATERIEL FROM ISSUE	2.88	1.98	0.06	97.28
L	24	TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	2.88	1.95	0.06	97.33
B	27	SUPERVISE WRM ACTIVITIES	2.88	1.93	0.06	97.39
L	10	MAKE ENTRIES ON STOCK LOCATOR CARDS TO SHOW CHANGES IN LOCATION OF PROPERTY ITEMS	3.85	1.41	0.05	97.44
K	27	SCREEN REQUESTS FOR SUPPLIES	2.88	1.85	0.05	97.50
O	2	COMPARE QUANTITY AND CONDITION OF EQUIPMENT ITEMS WITH VOUCHER LISTINGS	2.88	1.84	0.05	97.55
C	11	EVALUATE EFFECTIVENESS OF THE LINEN SUPPLY ACTIVITY	3.85	1.36	0.05	97.60
M	6	MAINTAIN REQUISITION HISTORY FILE	1.92	2.67	0.05	97.65
C	3	COMPLETE PERSONEL PERFORMANCE REPORTS	4.81	1.05	0.05	97.70
A	4	ASSIGN ISSUE PRIORITIES	2.88	1.70	0.05	97.75
F	19	VERIFY LABELS AND INSTRUCTIONS FOR HANDLING RADIOACTIVE MATERIALS	2.88	1.63	0.05	97.80
I	18	REPAIR OR REPLACE WORN OR DAMAGED LINENS	5.77	0.79	0.05	97.85
F	11	INITIATE STOCK CHANGE DOCUMENTS FOR UNIDENTIFIED ITEMS	2.88	1.55	0.04	97.89
A	27	PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	3.85	1.14	0.04	97.93
E	8	DRAFT STORAGE AND OCCUPANCY REPORTS	2.88	1.47	0.04	97.98
I	16	PROCESS CLOTHING ITEMS OF HOSPITAL PERSONNEL	5.77	0.72	0.04	98.02
O	2	CONDUCT OJT PROGRAMS	2.88	1.42	0.04	98.06
I	9	INVENTORY CONTROLLED LINEN ITEMS	5.77	0.69	0.04	98.10
P	7	FILE COMPLETED DOCUMENTS	2.88	1.37	0.04	98.14

L	15	POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	2.88	1.35	0.04	98.18
G	1	COMPUTE ASSETS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BM/CW	1.92	2.01	0.04	98.22
B	4	IMPLEMENT CONTROLS AND FOLLOW-UP FOR NEW PROCEDURES	3.85	1.00	0.04	98.26
P	1	ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	2.88	1.33	0.04	98.29
Q	9	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	0.96	3.95	0.04	98.33
K	16	PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENT (DD FORM 6)	2.88	1.31	0.04	98.37
F	5	DETERMINE INTERCHANGEABILITY OF ITEMS	2.88	1.31	0.04	98.41
L	5	DISTRIBUTE COPIES OF ISSUE REQUESTS	2.88	1.28	0.04	98.44
L	13	NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	3.85	0.95	0.04	98.48
L	12	NOTIFY AFMMFO OF ITEMS SUSPENDED	1.92	1.85	0.04	98.52
B	9	SUPERVISE CONTROL OF MATERIEL DOCUMENTS	2.88	1.23	0.04	98.55
P	2	ASSIGN OR CANCEL DOCUMENT NUMBERS	2.88	1.18	0.03	98.59
K	25	REQUEST WAREHOUSE TO DELIVER MATERIEL	1.92	1.75	0.03	98.62
N	5	FORWARD SHOPPING DECKS TO BASE DATA PROCESSING INSTALLATION	0.96	3.30	0.03	98.65
N	6	KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	1.92	1.62	0.03	98.68
N	20	PREPARE PCAM DAILY UTILIZATION REPORT	0.96	3.15	0.03	98.71
N	12	MAINTAIN SUPPLY OF BLANK PCAM CARDS	0.96	3.15	0.03	98.74
N	8	KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	0.96	3.15	0.03	98.77
C	10	EVALUATE ADEQUACY OF INSPECTIONS	2.88	0.99	0.03	98.80
C	9	DETERMINE NEED FOR EXTRA INVENTORIES	3.85	0.74	0.03	98.83
L	6	FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	2.88	0.98	0.03	98.86
N	3	FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	2.88	0.97	0.03	98.89
M	5	MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	1.92	1.43	0.03	98.91
M	2	DETERMINE REQUISITION PRIORITIES	1.92	1.43	0.03	98.94
H	7	PREPARE DOCUMENTS FOR THE TURN-IN OF OUT-DATED X-RAY FILM	2.88	0.94	0.03	98.97
Q	26	SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	1.92	1.34	0.03	98.99
L	11	MONITOR PRIORITY STATUS OF REQUISITIONS	1.92	1.29	0.02	99.02
I	5	DEVISE CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	3.85	0.64	0.02	99.04
A	9	DEVELOP STANDARD OPERATING PROCEDURE FOR REPAIR OF UNSERVICEABLE AND DAMAGED EQUIPMENT	1.92	1.25	0.02	99.07
J	15	REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	1.92	1.24	0.02	99.09
J	14	REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	1.92	1.24	0.02	99.12
O	36	REVIEW AND FORWARD REQUESTS FOR TEMPORARY LOAN OF EQUIPMENT	1.92	1.22	0.02	99.14
A	3	APPOINT INVENTORY SUPERVISOR OR TEAMS	1.92	1.19	0.02	99.16
H	6	PREPARE DOCUMENTS FOR THE TRANSFER OF EXCESS REQUIRED NON-MEDICAL ITEMS TO BASE SUPPLY	2.88	0.79	0.02	99.18
P	11	INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	1.92	1.17	0.02	99.21
O	32	PREPARE TEMPORARY CUSTODY RECEIPTS (AF FORM 1297)	2.88	0.73	0.02	99.23
M	9	PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	0.96	2.19	0.02	99.25
C	2	COMPILE MANAGEMENT DATA FOR USE IN EVALUATION OF SUPPLY PROGRAM	0.96	2.15	0.02	99.27
A	20	PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	1.92	1.07	0.02	99.29
I	15	PREPARE FORMS FOR TURN-IN OF LINEN TO THE LAUNDRY	3.85	0.52	0.02	99.31
I	13	PREPARE AND SUBMIT QUARTERLY LINEN INVENTORY AND CONSUMPTION REPORT	2.88	0.68	0.02	99.33
D	11	PLAN IMPROVED TRAINING METHODS	1.92	1.01	0.02	99.35
D	4	COUNSEL INDIVIDUALS ON TRAINING PROGRESS	1.92	1.01	0.02	99.37
I	3	COMPUTE LINEN LEVELS FOR USING ACTIVITIES	1.92	0.93	0.02	99.39

F	17	PREPARE INSPECTION REPORTS	1.92	0.90	0.02	99.40
C	7	CONDUCT INSPECTIONS OF THE HANDLING OF SECURITY ITEMS	0.96	1.79	0.02	99.42
C	6	CONDUCT INSPECTIONS OF LOCAL PURCHASE WORK METHODS	0.96	1.79	0.02	99.44
A	33	SELECT PROCUREMENT SOURCES (CP OR LP) FOR ISSUE REQUESTS	0.96	1.79	0.02	99.46
N	1	COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	2.88	0.58	0.02	99.47
N	15	OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	1.92	0.87	0.02	99.49
K	29	VERIFY UNIT COSTS OF PROPERTY ITEMS	2.88	0.58	0.02	99.51
D	1	ADAPT AND MAINTAIN TRAINING AIDS	1.92	0.86	0.02	99.52
I	7	DYE WORN LINENS	1.92	0.85	0.02	99.54
I	4	COORDINATE NEGOTIATIONS FOR THE LAUNDERING OF LINENS	1.92	0.84	0.02	99.56
Q	18	PREPARE SHIPPING DOCUMENTS FOR LOCAL PURCHASE CREDIT ITEMS BEING RETURNED TO VENDOR	0.96	1.67	0.02	99.57
Q	16	PREPARE REPORTS OF DISCREPANCY IN SHIPMENT FROM COMMERCIAL VENDORS	0.96	1.67	0.02	99.59
A	32	RECOMMEND CHANGES IN TECHNICAL ORDERS, MANUALS, HANDBOOKS, OR OPERATING PROCEDURES	0.96	1.63	0.02	99.60
P	3	COPY AND EDIT SOURCE DOCUMENTS	1.92	0.77	0.01	99.62
H	8	REVIEW EXCESS EQUIPMENT OR SUPPLY TURN-IN DOCUMENTS AND DETERMINE EXCESS OR SALVAGE ACTION	0.96	1.49	0.01	99.63
C	1	ANALYZE EFFECTIVENESS OF MATERIEL MANAGEMENT PRACTICES	0.96	1.43	0.01	99.65
A	29	PLAN TECHNIQUES FOR HANDLING MECHANIZED ACCOUNTS	0.96	1.43	0.01	99.66
C	4	CONDUCT INSPECTIONS OF DOCUMENT CONTROL WORK METHODS	0.96	1.36	0.01	99.67
Q	10	PREPARE AND DISTRIBUTE SOURCE DOCUMENTS INVOLVING PAYMENT TO VENDORS	0.96	1.35	0.01	99.69
A	19	PLAN PROCEDURES AND SEQUENCES FOR TAKING INVENTORIES	0.96	1.35	0.01	99.70
D	12	PREPARE, ADMINISTER, OR SCORE TESTS	1.92	0.66	0.01	99.71
G	10	PREPARE REQUISITIONS FOR WRM	0.96	1.22	0.01	99.72
B	6	MONITOR THE MEDICAL INVENTORY MANAGEMENT SYSTEM (MIMS)	1.92	0.60	0.01	99.73
P	25	RECORD BASIC IDENTIFYING DATA ON DOCUMENTS	0.96	1.15	0.01	99.75
C	16	MAKE RECOMMENDATIONS FOR PERSONNEL ACTIONS	0.96	1.15	0.01	99.76
A	37	WRITE JOB DESCRIPTION	0.96	1.15	0.01	99.77
Q	27	SET LEVELS AND REQUIREMENT CODES FOR NON-STOCKLISTED ITEMS	0.96	1.13	0.01	99.78
Q	13	PREPARE AND SUBMIT LIST OF DELINQUENT LOCAL PURCHASE ORDERS TO BASE PROCUREMENT ACTIVITY	0.96	1.13	0.01	99.79
M	13	REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	0.96	1.10	0.01	99.80
P	28	REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	0.96	1.02	0.01	99.81
P	5	DISPOSE OF INACTIVE DOCUMENTS	1.92	0.51	0.01	99.82
K	4	DETERMINE TYPE OF STORAGE REQUIRED FOR SECURITY ITEMS	0.96	1.01	0.01	99.83
D	11	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS	0.96	0.90	0.01	99.84
D	3	COORDINATE PROCEDURES FOR RESERVIST TRAINING	0.96	0.90	0.01	99.85
P	4	CODE LOCAL PURCHASE DOCUMENTS	0.96	0.88	0.01	99.86
K	8	ESTABLISH MINIMUM STOCK LEVELS	0.96	0.73	0.01	99.86
I	6	DRAFT AND SUBMIT LINEN SUPPLY BUDGET ESTIMATES	0.96	0.70	0.01	99.87
P	8	FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	0.96	0.67	0.01	99.88
M	3	EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	0.96	0.67	0.01	99.88
K	6	EDIT OUTGOING OR INCOMING EXCESS REPORTS	0.96	0.67	0.01	99.89
O	16	MAINTAIN PERSONAL CLOTHING AND EQUIPMENT RECORDS	1.92	0.32	0.01	99.89
N	13	OFFSET ADJUSTMENT TRANSACTION CARDS	0.96	0.60	0.01	99.90
B	2	BRIEF PERSONNEL ON MOBILITY PLANS	0.96	0.60	0.01	99.91
D	14	PREPARE TRAINING RECORDS OR CHARTS	0.96	0.59	0.01	99.91
D	13	PREPARE LESSON PLANS	0.96	0.59	0.01	99.92
U	8	FORWARD TEMPORARY CUSTODY RECEIPTS FOR THE LOAN OF PROPERTY TO PATIENTS	0.96	0.55	0.01	99.92

N	16	PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	0.96	0.55	0.01	99.93
A	14	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	0.96	0.54	0.01	99.93
Q	12	PREPARE AND SUBMIT EMERGENCY PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	0.96	0.53	0.01	99.94
Q	8	MAINTAIN LIBRARY OF GSA CATALOGUES, VENDORS' CATALOGUES, AND OTHER PROCUREMENT DATA	0.96	0.53	0.01	99.94
A	23	PLAN PROCEDURES FOR MAKING INVENTORY ADJUSTMENTS	0.96	0.53	0.01	99.95
I	14	PREPARE AND SUBMIT REPORTS OF SURVEY	0.96	0.52	0.00	99.95
K	21	PROCESS AND REPORT MEDICAL MATERIEL COMPLAINTS	0.96	0.43	0.00	99.96
A	8	DEVELOP STANDARD OPERATING PROCEDURE (SOP) FOR EMERGENCY SUPPLY SITUATIONS	0.96	0.43	0.00	99.96
G	11	PREPARE THE MATERIEL OPERATIONAL READINESS REPORT (MORR)	0.96	0.40	0.00	99.97
K	20	PREPARE AND DISTRIBUTE DOCUMENTS FOR PROPERTY FOUND ON BASE	0.96	0.37	0.00	99.97
D	15	RECOMMEND INDIVIDUALS FOR SPECIALTY KNOWLEDGE TESTING	0.96	0.29	0.00	99.97
C	17	SCHEDULE LEAVES OR PASSES	0.96	0.29	0.00	99.97

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRS= 27  
KPATH ORDER FROM 167 TO 193 GROUP STAGE= 305  
TIME PERFECTLY DESCRIBED ON DUTIES= 79.34, TASKS= 59.48

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
E	PERFORMING WAREHOUSE FUNCTIONS	100.00	53.01	53.01	53.01
I	MAINTAINING LINEN SUPPLY	100.00	30.37	30.37	83.39
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	44.44	4.07	1.81	85.20
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	51.85	3.22	1.67	86.87
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	37.04	4.41	1.63	88.50
F	INSPECTING PROPERTY	37.04	4.04	1.50	90.00
B	DIRECTING AND IMPLEMENTING	25.93	5.45	1.41	91.41
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	18.52	6.82	1.26	92.67
U	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	22.22	5.52	1.23	93.90
G	MAINTAINING WAR READINESS MATERIEL	48.15	2.40	1.16	95.06
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	37.04	3.09	1.15	96.20
M	REQUISITIONING MATERIEL	25.93	4.32	1.12	97.32
A	PLANNING AND ORGANIZING	33.33	3.06	1.02	98.34
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	33.33	2.18	0.73	99.07
H	REPORTING AND DISPOSING OF MATERIEL	18.52	2.44	0.45	99.52
D	TRAINING	14.81	2.11	0.31	99.83
C	EVALUATING	7.41	1.98	0.15	99.98

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 27  
KPATH ORDER FROM 167 TO 193 GROUP STAGE= 305  
TIME PERFECTLY DESCRIBED ON DUTIES= 79.34, TASKS= 59.48

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
		:	:	:	:
I	20 SEND LINEN TO LAUNDRY AND RECEIVE FROM LAUNDRY	96.30	3.02	2.91	2.91
E	30 PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	100.00	2.78	2.78	5.69
I	1 CARRY OUT CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	96.30	2.82	2.71	8.40
E	18 ISSUE MATERIEL TO USING ACTIVITY	92.59	2.88	2.66	11.07
E	21 LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	88.85	2.95	2.63	13.69
I	8 ESTIMATE OR COUNT QUANTITIES OF ISSUED AND PICKED UP LINENS	92.59	2.81	2.61	16.30
E	23 MAKE DELIVERIES TO USING ACTIVITY	96.30	2.65	2.55	18.85
E	42 UNLOAD INCOMING SHIPMENTS	88.89	2.66	2.37	21.21
E	9 DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	85.19	2.66	2.26	23.48
E	3 COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	92.59	2.40	2.22	25.70
E	43 VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	85.19	2.51	2.14	27.84
I	19 SCREEN LINEN TO DETECT DAMAGED OR WORN ITEMS	85.19	2.41	2.05	29.90
I	17 PROTECT CLEAN LINENS FROM DUST	81.48	2.49	2.03	31.93
I	10 MARK LINENS AND INDIVIDUAL CLOTHING ITEMS	81.48	2.48	2.02	33.95
I	11 PICK UP LINENS FROM AND DELIVER TO USING ACTIVITY	74.07	2.72	2.02	35.97
E	14 IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	88.89	2.25	2.00	37.96
E	37 ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	88.89	2.24	1.99	39.95
E	17 ISSUE DATED ITEMS	88.89	2.17	1.93	41.89
E	6 DELIVER OUTSHIPMENTS	85.19	2.17	1.85	43.74
E	41 TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	85.19	2.17	1.85	45.59
I	2 COMPLETE LINEN SUPPLY RECORDS (AF FORM 581)	74.07	2.46	1.82	47.41
E	11 FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DD FORM 1348-1)	81.48	2.18	1.77	49.18
I	18 REPAIR OR REPLACE WORN OR DAMAGED LINENS	77.78	2.22	1.72	50.91
E	1 CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	81.48	2.04	1.66	52.57
I	15 PREPARE FORMS FOR TURN-IN OF LINEN TO THE LAUNDRY	62.96	2.53	1.59	54.16
E	27 PACK OR CRATE ITEMS FOR SHIPPING	85.19	1.81	1.54	55.70
I	9 INVENTORY CONTROLLED LINEN ITEMS	66.67	2.16	1.44	57.14
E	24 MARK SHIPPING CONTAINERS	81.48	1.70	1.39	58.53
E	10 EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	70.37	1.94	1.36	59.89
E	28 PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	70.37	1.91	1.35	61.24
I	7 DYE WORN LINENS	66.67	2.01	1.34	62.58
I	5 DEVISE CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	51.85	2.46	1.28	63.85

E	7 DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	74.07	1.70	1.26	65.11
E	40 SET UP BINS, RACKS, BAYS, OR OTHER STORAGE FACILITIES	70.37	1.78	1.26	66.37
E	32 PREPARE AND ATTACH SHIPPING TAGS, LABELS, OR DOCUMENTS	66.67	1.84	1.23	67.60
E	44 WRAP AND PACK PROPERTY FOR STORAGE	62.96	1.93	1.21	68.81
E	29 PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	55.56	2.03	1.13	69.94
E	38 SEGREGATE INCOMING SHIPMENTS FOR INSPECTION	59.26	1.89	1.12	71.06
I	13 PREPARE AND SUBMIT QUARTERLY LINEN INVENTORY AND CONSUMPTION REPORT	44.44	2.34	1.04	72.10
I	16 PROCESS CLOTHING ITEMS OF HOSPITAL PERSONNEL	40.74	2.27	0.92	73.02
I	3 COMPUTE LINEN LEVELS FOR USING ACTIVITIES	40.74	2.17	0.89	73.91
E	31 PLACE LOCATION SYMBOLS ON WAREHOUSE BINS, RACKS, OR BAYS	48.15	1.79	0.86	74.77
I	12 PREPARE AND FORWARD REQUESTS FOR ISSUE OF LINEN ITEMS	37.04	2.19	0.81	75.58
E	5 CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	48.15	1.57	0.76	76.34
Q	25 RECEIVE, INSPECT, AND STORE LOCAL PURCHASE ITEMS	37.04	1.93	0.71	77.05
E	36 RECEIVE, ISSUE, OR PACKAGE SECURITY ITEMS	40.74	1.69	0.69	77.74
E	13 GROUP PROPERTY ITEMS FOR PACKAGING	33.33	2.07	0.69	78.43
E	16 INSPECT HANDLING, LOADING, OR STORING OF PROPERTY RELEASED FOR SHIPMENT	29.63	2.23	0.66	79.09
J	9 MAKE PHYSICAL COUNT OF PROPERTY ITEMS	29.63	2.17	0.64	79.73
E	39 SEGREGATE MATERIEL TO BE INVENTORIED	37.04	1.67	0.62	80.35
I	4 COORDINATE NEGOTIATIONS FOR THE LAUNDERING OF LINENS	25.93	2.38	0.62	80.97
E	2 CLEAN AND DRY PROPERTY ITEMS	25.93	2.11	0.55	81.51
Q	4 ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITY	29.63	1.79	0.53	82.04
K	18 PREPARE SALVAGE DOCUMENTS	33.33	1.59	0.53	82.57
G	13 ROTATE WRM	33.33	1.46	0.49	83.06
P	7 FILE COMPLETED DOCUMENTS	22.22	2.10	0.47	83.53
E	34 PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	25.93	1.76	0.46	83.98
E	25 MONITOR TEMPERATURE, HUMIDITY, OR DUST CONDITIONS WITHIN STORAGE FACILITY	22.22	1.96	0.44	84.42
L	21 RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	22.22	1.95	0.43	84.85
G	5 INVENTORY WRM MATERIELS	33.33	1.27	0.42	85.27
A	25 PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	18.52	2.24	0.41	85.69
I	6 DRAFT AND SUBMIT LINEN SUPPLY BUDGET ESTIMATES	14.81	2.65	0.39	86.08
B	12 SUPERVISE LINEN SUPPLY ACTIVITY	11.11	3.19	0.35	86.44
E	20 LIST COMPONENT PART SHORTAGES	25.93	1.36	0.35	86.79
M	15 REVIEW RECEIVING DOCUMENTS	14.81	2.28	0.34	87.13
E	12 FORWARD OR RECEIVE EQUIPMENT ITEMS FOR USER TESTS	18.52	1.80	0.33	87.46
O	32 PREPARE TEMPORARY CUSTODY RECEIPTS (AF FORM 1297)	14.81	2.18	0.32	87.78
F	21 VERIFY UNIT OF ISSUE FOR PROPERTY ITEMS	14.81	2.07	0.31	88.09
B	22 SUPERVISE STORAGE AND RECEIPT OF MATERIEL	14.81	1.92	0.28	88.37
O	16 MAINTAIN PERSONAL CLOTHING AND EQUIPMENT RECORDS	14.81	1.85	0.27	88.65
P	8 FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	14.81	1.72	0.25	88.90
D	7 INDOCTRINATE NEWLY ASSIGNED PERSONNEL	14.81	1.66	0.25	89.15
B	1 ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	11.11	2.06	0.23	89.38
E	22 MAINTAIN AND SEARCH STOCK LOCATOR FILE OR AIR FORCE LOCATOR CARDS	14.81	1.53	0.23	89.61
A	28 PLAN SPACE LAYOUTS FOR SUPPLIES OR EQUIPMENT	14.81	1.51	0.22	89.83
F	13 INSPECT ITEMS IN STORAGE FOR SIGNS OF CORROSION, DECAY, OR DETERIORATION	18.52	1.21	0.22	90.05
P	9 FILE UP-DATED DOCUMENT REGISTERS	11.11	2.00	0.22	90.28
P	19 MAINTAIN SUPPLY DOCUMENT REGISTER	11.11	1.93	0.21	90.49

N	15	OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	7.41	2.90	0.21	90.71
F	9	IDENTIFY WAR READINESS MATERIEL TO PREVENT UNAUTHORIZED MOVEMENT OR USE	14.81	1.40	0.21	90.91
E	19	LIST EXPENDABLE ITEMS CONSUMED IN THE MEDICAL SUPPLY OPERATION	11.11	1.80	0.20	91.11
B	17	SUPERVISE PHYSICAL ISSUING OF MATERIEL	11.11	1.71	0.19	91.30
N	9	MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	11.11	1.66	0.18	91.49
F	3	DESIGNATE ITEMS FOR DISPOSAL	11.11	1.62	0.18	91.67
L	3	COMPLETE ENTRIES ON RECEIVING DOCUMENTS	11.11	1.62	0.18	91.85
I	14	PREPARE AND SUBMIT REPORTS OF SURVEY	11.11	1.46	0.16	92.01
L	5	DISTRIBUTE COPIES OF ISSUE REQUESTS	7.41	2.19	0.16	92.17
N	14	OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	7.41	2.15	0.16	92.33
O	10	MAINTAIN AND ISSUE STOCKS OF NON-MEDICAL SUPPLIES	7.41	2.14	0.16	92.49
A	34	SET UP, MAINTAIN, OR DISPOSE OF FILES	11.11	1.41	0.16	92.64
J	4	CONDUCT INVENTORIES OF LOCAL PURCHASE ITEMS	11.11	1.41	0.16	92.80
M	8	PREPARE AND MAINTAIN RECORDS OR DOCUMENTS FOR NON-MEDICAL MATERIEL	7.41	2.11	0.16	92.96
E	26	OPERATE FORK LIFT FOR MATERIEL HANDLING	11.11	1.40	0.16	93.11
M	1	CHECK ACCURACY OF DEPOT REQUISITIONS	7.41	2.09	0.16	93.27
L	15	POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	7.41	2.07	0.15	93.42
Q	29	VALIDATE AND DISTRIBUTE LOCAL PURCHASE RECEIVING DOCUMENTS	7.41	2.06	0.15	93.57
E	35	PROCESS PROPERTY ACCOMPANYING PATIENTS	14.81	1.03	0.15	93.73
N	7	KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	7.41	2.05	0.15	93.88
P	27	REVIEW DOCUMENTS PRIOR TO FILING	7.41	2.04	0.15	94.03
E	4	CONDITION CODE SUPPLY ITEMS	11.11	1.36	0.15	94.18
J	10	PERFORM PRE-INVENTORY SURVEY	11.11	1.34	0.15	94.33
H	1	ADVISE BASE SUPPLY OFFICER OF EXCESS NON-MEDICAL ITEMS	7.41	2.01	0.15	94.48
B	3	DIRECT STORAGE, ISSUE, AND SAFEGUARDING OF SECURITY ITEMS	7.41	1.96	0.14	94.62
H	2	ARRANGE FOR WITNESSES TO OBSERVE THE DESTRUCTION OF MEDICAL SECURITY ITEMS	7.41	1.95	0.14	94.77
O	15	MAINTAIN MEMO DOCUMENT REGISTER	7.41	1.93	0.14	94.91
N	3	FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	7.41	1.87	0.14	95.05
H	3	DETERMINE THE METHOD OF DESTRUCTION FOR DIFFERENT TYPES OF MEDICAL SUPPLIES	7.41	1.85	0.14	95.19
L	7	FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	7.41	1.85	0.14	95.32
G	8	POSITION MMPNC OR SCATA MATERIEL	14.81	0.87	0.13	95.45
L	24	TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	7.41	1.70	0.13	95.58
N	1	COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	7.41	1.61	0.12	95.70
P	2	ASSIGN OR CANCEL DOCUMENT NUMBERS	7.41	1.61	0.12	95.82
E	15	INSPECT AND INVENTORY STOCK STORED IN HOSPITAL FOR AIR EVACUATION PROGRAM	7.41	1.59	0.12	95.93
L	13	NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	7.41	1.51	0.11	96.05
M	6	MAINTAIN REQUISITION HISTORY FILE	7.41	1.42	0.11	96.15
J	13	RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	3.70	2.68	0.10	96.25
F	7	IDENTIFY ITEMS TO BE TRANSFERRED	7.41	1.33	0.10	96.35
J	1	ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	7.70	2.65	0.10	96.45
O	1	ASSIGN NON-MIMS VOUCHER NUMBERS TO TRANSACTIONS	7.41	1.30	0.10	96.54
E	8	DRAFT STORAGE AND OCCUPANCY REPORTS	7.41	1.28	0.10	96.64
F	12	INSPECT CONTAINERS AND LABELS OF CORROSIVE, VOLATILE, COMBUSTIBLE, OR POISONOUS MATERIALS	11.11	0.84	0.09	96.73
A	19	PLAN PROCEDURES AND SEQUENCES FOR TAKING INVENTORIES	3.70	2.38	0.09	96.82

B	9	SUPERVISE CONTROL OF MATERIEL DOCUMENTS	7.41	1.17	0.09	96.91
M	10	PROCESS RECEIPTS FROM LOCAL PURCHASE	3.70	2.24	0.08	96.99
M	2	DETERMINE REQUISITION PRIORITIES	3.70	2.20	0.08	97.07
K	27	SCREEN REQUESTS FOR SUPPLIES	3.70	2.20	0.08	97.15
B	23	SUPERVISE THE DISPOSAL AND SALVAGE OF MATERIEL	3.70	2.20	0.08	97.23
A	7	COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	3.70	2.20	0.08	97.32
O	34	RECEIVE AND DISTRIBUTE CUSTODIAN REQUEST/RECEIPT (AF FORM 601B)	3.70	2.08	0.08	97.39
Q	30	PREPARE REQUESTS FOR CHANGES IN ALLOWANCES AND AUTHORIZATIONS (AF FORM 601A)	3.70	2.08	0.08	97.47
O	7	DETERMINE NEED FOR CONTRACT MAINTENANCE OF EQUIPMENT	3.70	2.08	0.08	97.55
N	16	PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	3.70	2.08	0.08	97.62
M	5	MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	3.70	2.08	0.08	97.70
L	20	PREPARE INVENTORY CONTROL RECORDS FOR ACCEPTABLE TURN-INS	3.70	2.08	0.08	97.78
L	9	MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	3.70	2.08	0.08	97.86
C	11	EVALUATE EFFECTIVENESS OF THE LINEN SUPPLY ACTIVITY	3.70	2.04	0.08	97.93
P	26	RECORD TRANSACTIONS ON TRANSACTION REGISTER	3.70	1.99	0.07	98.00
L	14	ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	3.70	1.99	0.07	98.08
F	20	VERIFY SECURITY CLASSIFICATION OF PROPERTY ITEMS	3.70	1.99	0.07	98.15
F	16	INSPECT TURN-IN ITEMS	3.70	1.99	0.07	98.23
M	9	PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	3.70	1.99	0.07	98.30
F	14	INSPECT PROPERTY FOR REPAIRS OR REPLACEMENTS	7.41	0.99	0.07	98.37
C	9	DETERMINE NEED FOR EXTRA INVENTORIES	3.70	1.92	0.07	98.44
G	12	RECONCILE AFMMFO LETTERS WITH WRM WORKSHEET	3.70	1.79	0.07	98.51
D	6	GIVE INFORMAL TRAINING TO INDIVIDUALS	3.70	1.79	0.07	98.58
Q	9	FILL OUT FORMS FOR CONDEMNED ITEMS	3.70	1.77	0.07	98.64
Q	5	MAINTAIN FILE OF LOCAL PURCHASE ORDERS, CONTRACTS, RECEIVING REPORTS, OR SIMILAR DOCUMENTS	7.41	0.79	0.06	98.70
N	13	OFFSET ADJUSTMENT TRANSACTION CARDS	3.70	1.49	0.06	98.76
G	7	MONITOR THE INSPECTION AND ROTATION OF MMPNC PHASE I KITS	3.70	1.44	0.05	98.81
K	29	VERIFY UNIT COSTS OF PROPERTY ITEMS	3.70	1.35	0.05	98.86
M	16	TYPE MATERIEL SOURCE DOCUMENTS	3.70	1.34	0.05	98.91
L	17	PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (DD FORM 1348)	3.70	1.34	0.05	98.96
F	10	INITIATE ISSUE REQUESTS FOR ITEMS NEEDED TO COMPLETE ASSEMBLIES	3.70	1.27	0.05	99.01
F	6	ENTER RE-INSPECTION DATES ON PROPERTY ITEMS	3.70	1.20	0.04	99.05
N	11	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	3.70	1.12	0.04	99.09
N	8	KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	3.70	1.12	0.04	99.13
N	6	KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	3.70	1.12	0.04	99.18
Q	17	PREPARE REPORT OF LOCAL PURCHASES	3.70	1.07	0.04	99.22
Q	22	PURCHASE SMALL DOLLAR VALUE ITEMS	7.41	0.52	0.04	99.25
P	4	CODE LOCAL PURCHASE DOCUMENTS	3.70	1.02	0.04	99.29
P	1	ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	3.70	1.02	0.04	99.33
N	2	FILE ZERO BALANCE CARDS	3.70	1.02	0.04	99.37
L	8	MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	3.70	1.02	0.04	99.41
P	24	PREPARE FACSIMILES OF LOST DOCUMENTS FROM SUSPENSE COPIES	3.70	0.90	0.03	99.44
A	27	PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	3.70	0.90	0.03	99.47
Q	26	SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	3.70	0.80	0.03	99.50

Q	16	PREPARE REPORTS OF DISCREPANCY IN SHIPMENT FROM COMMERCIAL VENDORS	3.70	0.80	0.03	99.53
Q	14	PREPARE AND SUBMIT LOCAL PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	3.70	0.80	0.03	99.56
Q	13	PREPARE AND SUBMIT LIST OF DELINQUENT LOCAL PURCHASE ORDERS TO BASE PROCUREMENT ACTIVITY	3.70	0.80	0.03	99.59
Q	12	PREPARE AND SUBMIT EMERGENCY PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	3.70	0.80	0.03	99.62
Q	11	PREPARE AND PROCESS RECEIVING REPORTS FOR LOCAL PURCHASE ITEMS	3.70	0.80	0.03	99.65
L	6	FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	3.70	0.67	0.02	99.68
L	4	COMPUTE THE QUANTITY ON HAND OF SUSPENDED ITEMS	3.70	0.67	0.02	99.70
F	8	IDENTIFY PARTS OF COMPLETE ASSEMBLIES	3.70	0.67	0.02	99.73
F	4	DETERMINE CAUSE OF UNSERVICEABLE CONDITION OF PROPERTY	3.70	0.67	0.02	99.75
F	5	DETERMINE INTERCHANGEABILITY OF ITEMS	3.70	0.64	0.02	99.77
P	22	PREPARE CERTIFICATES OF LOST DOCUMENTS	3.70	0.59	0.02	99.80
A	2	ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	3.70	0.55	0.02	99.82
H	6	PREPARE DOCUMENTS FOR THE TRANSFER OF EXCESS REQUIRED NON-MEDICAL ITEMS TO BASE SUPPLY	3.70	0.55	0.02	99.84
H	10	SUPERVISE DELIVERY AND TRANSFER OF MATERIEL	3.70	0.55	0.02	99.86
B	7	SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	3.70	0.55	0.02	99.88
Q	28	SUBMIT SUGGESTED SOURCES OF LOCAL PURCHASE ITEMS TO BASE PURCHASING AND CONTRACT OFFICE (P + C)	3.70	0.54	0.02	99.90
Q	19	PROCESS AND FORWARD EXEMPTIONS TO THE BUY AMERICAN ACT TO BASE PROCUREMENT ACTIVITY	3.70	0.54	0.02	99.92
Q	18	PREPARE SHIPPING DOCUMENTS FOR LOCAL PURCHASE CREDIT ITEMS BEING RETURNED TO VENDOR	3.70	0.54	0.02	99.94
Q	3	EDIT OUTPUT FOR DUE-IN AND DUE-OUT DATA OF USING ACTIVITIES	3.70	0.54	0.02	99.96
Q	8	MAINTAIN LIBRARY OF GSA CATALOGUES, VENDORS' CATALOGUES, AND OTHER PROCUREMENT DATA	3.70	0.51	0.02	99.98

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 5  
KPATH ORDER FROM 194 TO 198 GROUP STAGE= 342  
TIME PERFECTLY DESCRIBED ON DUTIES= 81.87, TASKS= 62.38

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
E	PERFORMING WAREHOUSE FUNCTIONS	100.00	73.93	73.93	73.93
G	MAINTAINING WAR READINESS MATERIEL	40.00	14.40	5.76	79.69
F	INSPECTING PROPERTY	60.00	9.38	5.63	85.32
M	REQUISITIONING MATERIEL	20.00	20.25	4.05	89.37
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	40.00	6.29	2.52	91.88
A	PLANNING AND ORGANIZING	60.00	3.75	2.25	94.13
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	60.00	3.25	1.95	96.09
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	40.00	3.34	1.33	97.42
C	EVALUATING	20.00	5.52	1.10	98.53
I	MAINTAINING LINEN SUPPLY	20.00	4.97	0.99	99.52
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	20.00	2.32	0.46	99.96

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MTRS= 5  
KPATH ORDER FROM 194 TO 198 GROUP STAGE= 342  
TIME PERFECTLY DESCRIBED ON DUTIES= 81.87, TASKS= 62.38

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
E	27 PACK OR CRATE ITEMS FOR SHIPPING	100.00	4.64	4.64	4.64
E	21 LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	80.00	5.03	4.02	8.67
E	13 GROUP PROPERTY ITEMS FOR PACKAGING	100.00	4.01	4.01	12.68
E	30 PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	100.00	3.95	3.95	16.63
E	26 OPERATE FORK LIFT FOR MATERIEL HANDLING	100.00	3.70	3.70	20.33
E	6 DELIVER OUTSHIPMENTS	100.00	3.49	3.49	23.82
E	9 DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	80.00	4.25	3.40	27.22
E	42 UNLOAD INCOMING SHIPMENTS	100.00	3.24	3.24	30.46
E	44 WRAP AND PACK PROPERTY FOR STORAGE	100.00	3.23	3.23	33.70
E	7 DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	80.00	3.83	3.06	36.76
E	28 PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	100.00	2.73	2.73	39.48
E	24 MARK SHIPPING CONTAINERS	80.00	3.31	2.65	42.13
E	40 SET UP BINS, RACKS, BAYS, OR OTHER STORAGE FACILITIES	100.00	2.61	2.61	44.74
E	43 VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	80.00	3.13	2.50	47.24
E	32 PREPARE AND ATTACH SHIPPING TAGS, LABELS, OR DOCUMENTS	80.00	3.13	2.50	49.74
E	5 CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	40.00	6.18	2.47	52.22
E	1 CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	80.00	2.82	2.26	54.48
G	13 ROTATE WRM	40.00	5.33	2.13	56.61
E	23 MAKE DELIVERIES TO USING ACTIVITY	60.00	3.49	2.09	58.70
E	41 TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	60.00	3.20	1.92	60.62
E	2 CLEAN AND DRY PROPERTY ITEMS	60.00	3.15	1.89	62.51
E	14 IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	60.00	2.69	1.62	64.13
F	13 INSPECT ITEMS IN STORAGE FOR SIGNS OF CORROSION, DECAY, OR DETERIORATION	60.00	2.68	1.61	65.73
F	12 INSPECT CONTAINERS AND LABELS OF CORROSIVE, VOLATILE, COMBUSTIBLE, OR POISONOUS MATERIALS	60.00	2.68	1.61	67.34
E	31 PLACE LOCATION SYMBOLS ON WAREHOUSE BINS, RACKS, OR BAYS	60.00	2.66	1.60	68.93
E	10 EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	60.00	2.66	1.60	70.53
G	5 INVENTORY WRM MATERIELS	40.00	3.86	1.54	72.08
E	3 COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	40.00	3.61	1.52	73.60
K	18 PREPARE SALVAGE DOCUMENTS	60.00	2.44	1.46	75.06
F	14 INSPECT PROPERTY FOR REPAIRS OR REPLACEMENTS	40.00	3.50	1.40	76.46
E	22 MAINTAIN AND SEARCH STOCK LOCATOR FILE OR AIR FORCE LOCATOR CARDS	20.00	6.98	1.40	77.86

E	29 PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	40.00	3.40	1.36	79.22
A	34 SET UP, MAINTAIN, OR DISPOSE OF FILES	40.00	2.85	1.14	80.36
J	9 MAKE PHYSICAL COUNT OF PROPERTY ITEMS	40.00	2.71	1.09	81.44
E	16 INSPECT HANDLING, LOADING, OR STORING OF PROPERTY RELEASED FOR SHIPMENT	40.00	2.56	1.03	82.47
F	15 INSPECT STORED PROPERTY TO SEE THAT LOAD LIMITS AND SECURITY CONDITIONS ARE MET	40.00	2.54	1.02	83.48
P	8 FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	20.00	5.06	1.01	84.50
P	4 CODE LOCAL PURCHASE DOCUMENTS	20.00	5.06	1.01	85.51
M	15 REVIEW RECEIVING DOCUMENTS	20.00	5.06	1.01	86.52
M	10 PROCESS RECEIPTS FROM LOCAL PURCHASE	20.00	5.06	1.01	87.53
M	5 MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	20.00	5.06	1.01	88.55
M	4 MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	20.00	5.06	1.01	89.56
E	39 SEGREGATE MATERIEL TO BE INVENTORIED	40.00	2.46	0.98	90.54
L	25 MONITOR TEMPERATURE, HUMIDITY, OR DUST CONDITIONS WITHIN STORAGE FACILITY	40.00	2.09	0.84	91.38
G	8 POSITION MMPNC OR SCATA MATERIEL	20.00	3.68	0.74	92.12
G	6 MAKE SURVEYS TO INSURE ACCURACY OF WRM LOCATOR FILES	20.00	3.68	0.74	92.85
E	37 ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	40.00	1.61	0.64	93.50
G	1 COMPUTE ASSETS OF WRM SHREDDUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	20.00	3.07	0.61	94.11
C	1 ANALYZE EFFECTIVENESS OF MATERIEL MANAGEMENT PRACTICES	20.00	3.07	0.61	94.72
A	2 ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	20.00	3.07	0.61	95.34
E	18 ISSUE MATERIEL TO USING ACTIVITY	20.00	2.53	0.51	95.84
I	11 PICK UP LINENS FROM AND DELIVER TO USING ACTIVITY	20.00	2.48	0.50	96.34
A	28 PLAN SPACE LAYOUTS FOR SUPPLIES OR EQUIPMENT	20.00	2.48	0.50	96.84
P	16 MAINTAIN FILE OF PROPERTY ACCOUNTS	20.00	2.45	0.49	97.33
K	29 VERIFY UNIT COSTS OF PROPERTY ITEMS	20.00	2.45	0.49	97.82
C	16 MAKE RECOMMENDATIONS FOR PERSONNEL ACTIONS	20.00	2.45	0.49	98.31
L	10 MAKE ENTRIES ON STOCK LOCATOR CARDS TO SHOW CHANGES IN LOCATION OF PROPERTY ITEMS	20.00	2.32	0.46	98.77
E	34 PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	20.00	2.32	0.46	99.24
I	1 CARRY OUT CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	20.00	1.86	0.37	99.61
J	1 ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	20.00	1.24	0.25	99.86
I	10 MARK LINENS AND INDIVIDUAL CLOTHING ITEMS	20.00	0.62	0.12	99.98

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 13  
KPATH ORDER FROM 210 TO 222 GROUP STAGE= 359  
TIME PERFECTLY DESCRIBED ON DUTIES= 91.09, TASKS= 61.75

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....  
: : : :  
D-TSK DUTY/TASK TITLE : : : :

E	PERFORMING WAREHOUSE FUNCTIONS	100.00	93.41	93.41	93.41
F	INSPECTING PROPERTY	30.77	4.47	1.38	94.79
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	15.38	7.83	1.20	95.99
G	MAINTAINING WAR READINESS MATERIEL	23.08	4.99	1.15	97.14
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	15.38	6.84	1.05	98.20
B	DIRECTING AND IMPLEMENTING	15.36	5.61	0.86	99.06
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	7.69	4.11	0.32	99.38
C	EVALUATING	7.69	3.57	0.27	99.65
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	7.69	2.35	0.18	99.83
A	PLANNING AND ORGANIZING	7.69	2.08	0.16	99.99

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRS= 13  
KPATH ORDER FROM 210 TO 222 GROUP STAGE= 359  
TIME PERFECTLY DESCRIBED ON DUTIES= 91.09, TASKS= 61.75

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
E 18	ISSUE MATERIEL TO USING ACTIVITY	92.31	8.38	7.74	7.74
E 21	LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	84.62	8.72	7.38	15.12
E 42	UNLOAD INCOMING SHIPMENTS	92.31	7.43	6.86	21.98
E 23	MAKE DELIVERIES TO USING ACTIVITY	84.62	7.82	6.62	28.59
E 30	PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	76.92	7.40	5.69	34.28
E 43	VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	84.62	6.33	5.36	39.64
E 41	TAKE ACTION ON STOCK AS DIRECTED BY AFMMFD	92.31	5.61	5.18	44.83
E 3	COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	84.62	6.04	5.11	49.94
E 17	ISSUE DATED ITEMS	92.31	5.51	5.09	55.02
E 37	ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	76.92	6.31	4.85	59.88
E 11	FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DD FORM 1348-1)	84.62	4.94	4.18	64.05
E 14	IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	84.62	4.41	3.73	67.79
E 5	CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	61.54	4.33	2.66	70.45
E 40	SET UP BINS, RACKS, BAYS, OR OTHER STORAGE FACILITIES	53.85	4.72	2.54	72.99
E 29	PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	61.54	3.66	2.25	75.24
E 9	DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	46.15	3.89	1.79	77.04
E 10	EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	30.77	5.21	1.60	78.64
E 38	SEGREGATE INCOMING SHIPMENTS FOR INSPECTION	23.08	6.74	1.56	80.19
E 16	INSPECT HANDLING, LOADING, OR STORING OF PROPERTY RELEASED FOR SHIPMENT	38.46	3.19	1.23	81.42
E 27	PACK OR CRATE ITEMS FOR SHIPPING	30.77	3.72	1.14	82.56
E 33	PREPARE BASE WAREHOUSE LOCATION CHANGE NOTICES (AF FORM 136)	15.38	7.38	1.14	83.70
E 28	PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	30.77	3.55	1.09	84.79
E 26	OPERATE FORK LIFT FOR MATERIEL HANDLING	15.38	7.11	1.09	85.89
J 9	MAKE PHYSICAL COUNT OF PROPERTY ITEMS	15.38	6.84	1.05	86.94
E 34	PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	15.38	5.69	0.88	87.82
B 17	SUPERVISE PHYSICAL ISSUING OF MATERIEL	15.38	5.61	0.86	88.68
E 22	MAINTAIN AND SEARCH STOCK LOCATOR FILE OR AIR FORCE LOCATOR CARDS	15.38	5.59	0.86	89.54
E 25	MONITOR TEMPERATURE, HUMIDITY, OR DUST CONDITIONS WITHIN STORAGE FACILITY	30.77	2.61	0.80	90.34
Q 25	RECEIVE, INSPECT, AND STORE LOCAL PURCHASE ITEMS	15.38	5.09	0.78	91.13
F 13	INSPECT ITEMS IN STORAGE FOR SIGNS OF CORROSION, DECAY, OR DETERIORATION	15.38	4.42	0.68	91.81

E	31	PLACE LOCATION SYMBOLS ON WAREHOUSE BINS, RACKS, OR BAYS	15.38	4.24	0.65	92.46
G	5	INVENTORY WRM MATERIELS	7.69	8.33	0.64	93.10
E	1	CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	15.38	3.96	0.61	93.71
E	6	DELIVER OUTSHIPMENTS	15.38	3.90	0.60	94.31
E	20	LIST COMPONENT PART SHORTAGES	23.08	2.50	0.58	94.88
E	44	WRAP AND PACK PROPERTY FOR STORAGE	15.38	3.33	0.51	95.40
E	24	MARK SHIPPING CONTAINERS	15.38	3.15	0.48	95.88
E	32	PREPARE AND ATTACH SHIPPING TAGS, LABELS, OR DOCUMENTS	15.38	2.91	0.45	96.33
Q	29	VALIDATE AND DISTRIBUTE LOCAL PURCHASE RECEIVING DOCUMENTS	7.69	5.48	0.42	96.75
F	16	INSPECT TURN-IN ITEMS	7.69	5.36	0.41	97.16
G	13	ROTATE WRM	7.69	5.26	0.40	97.57
L	7	FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	7.69	4.11	0.32	97.88
E	7	DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	15.38	1.90	0.29	98.18
F	9	IDENTIFY WAR READINESS MATERIEL TO PREVENT UNAUTHORIZED MOVEMENT OR USE	15.38	1.85	0.28	98.46
C	8	CONDUCT INSPECTIONS OF WAREHOUSE WORK METHODS	7.69	3.57	0.27	98.74
E	12	FORWARD OR RECEIVE EQUIPMENT ITEMS FOR USER TESTS	15.38	1.28	0.20	98.93
E	36	RECEIVE, ISSUE, OR PACKAGE SECURITY ITEMS	7.69	2.38	0.18	99.12
A	1	ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	7.69	2.08	0.16	99.28
E	19	LIST EXPENDABLE ITEMS CONSUMED IN THE MEDICAL SUPPLY OPERATION	7.69	2.04	0.16	99.43
G	8	POSITION MMPNC OR SCATA MATERIEL	7.69	1.37	0.11	99.54
E	4	CONDITION CODE SUPPLY ITEMS	7.69	1.19	0.09	99.63
N	15	OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	7.69	1.18	0.09	99.72
N	14	OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	7.69	1.18	0.09	99.81
E	15	INSPECT AND INVENTORY STOCK STORED IN HOSPITAL FOR AIR EVACUATION PROGRAM	7.69	1.18	0.09	99.90
E	2	CLEAN AND DRY PROPERTY ITEMS	7.69	1.18	0.09	99.99

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRS= 9  
KPATH ORDER FROM 245 TO 293 GROUP STAGE= 221  
TIME PERFECTLY DESCRIBED ON DUTIES= 88.85, TASKS= 58.30

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
E	PERFORMING WAREHOUSE FUNCTIONS	100.00	91.54	91.54	91.54
G	MAINTAINING WAR READINESS MATERIEL	22.22	12.89	2.86	94.40
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	11.11	14.28	1.59	95.99
B	DIRECTING AND IMPLEMENTING	11.11	12.76	1.42	97.41
D	TRAINING	22.22	6.32	1.40	98.81
H	REPORTING AND DISPOSING OF MATERIEL	11.11	6.06	0.67	99.49
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	11.11	3.03	0.34	99.82
A	PLANNING AND ORGANIZING	11.11	1.54	0.17	99.99

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBR= 9  
KPATH ORDER FROM 245 TO 253 GROUP STAGE= 221  
TIME PERFECTLY DESCRIBED ON DUTIES= 88.85, TASKS= 58.30

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
		:	:	:	:
E 18	ISSUE MATERIEL TO USING ACTIVITY	100.00	12.81	12.81	12.81
E 9	DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	88.89	12.04	10.70	23.51
E 23	MAKE DELIVERIES TO USING ACTIVITY	88.89	12.03	10.70	34.21
E 21	LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	77.78	13.24	10.30	44.51
E 26	OPERATE FORK LIFT FOR MATERIEL HANDLING	88.89	9.36	8.32	52.83
E 1	CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	77.78	9.17	7.13	59.96
E 30	PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	55.56	9.75	5.42	65.38
E 6	DELIVER OUTSHIPMENTS	44.44	11.20	4.98	70.36
E 42	UNLOAD INCOMING SHIPMENTS	44.44	8.97	3.99	74.35
E 17	ISSUE DATED ITEMS	44.44	6.11	2.72	77.06
E 5	CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	22.22	10.63	2.36	79.42
E 7	DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	33.33	6.77	2.26	81.68
E 29	PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	33.33	5.87	1.96	83.64
E 36	RECEIVE, ISSUE, OR PACKAGE SECURITY ITEMS	22.22	8.80	1.96	85.60
Q 25	RECEIVE, INSPECT, AND STORE LOCAL PURCHASE ITEMS	11.11	14.28	1.59	87.18
D 6	GIVE INFORMAL TRAINING TO INDIVIDUALS	11.11	10.64	1.18	88.36
E 10	EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	22.22	5.07	1.13	89.49
E 37	ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	22.22	4.96	1.10	90.59
G 7	MONITOR THE INSPECTION AND ROTATION OF MMPNC PHASE I KITS	22.22	4.89	1.09	91.68
B 17	SUPERVISE PHYSICAL ISSUING OF MATERIEL	11.11	8.51	0.95	92.63
E 27	PACK OR CRATE ITEMS FOR SHIPPING	22.22	3.89	0.86	93.49
E 40	SET UP BINS, RACKS, BAYS, OR OTHER STORAGE FACILITIES	11.11	6.15	0.68	94.17
M 3	DETERMINE THE METHOD OF DESTRUCTION FOR DIFFERENT TYPES OF MEDICAL SUPPLIES	11.11	6.06	0.67	94.85
E 14	IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	11.11	5.88	0.65	95.50
B 15	SUPERVISE MEDICAL MATERIEL SPECIALISTS (91550)	11.11	4.25	0.47	95.97
G 12	RECONCILE AFMMFO LETTERS WITH WRM WORKSHEET	11.11	4.00	0.44	96.42
G 8	POSITION MMPNC OR SCATA MATERIEL	11.11	4.00	0.44	96.86
G 5	INVENTORY WRM MATERIELS	11.11	4.00	0.44	97.31
E 28	PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	11.11	3.77	0.42	97.73
J 9	MAKE PHYSICAL COUNT OF PROPERTY ITEMS	11.11	3.03	0.34	98.06
E 25	MONITOR TEMPERATURE, HUMIDITY, OR DUST CONDITIONS WITHIN STORAGE FACILITY	11.11	3.03	0.34	98.40
E 3	COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	11.11	2.94	0.33	98.73

G	13 ROTATE WRM	11.11	2.00	0.22	98.95
G	6 MAKE SURVEYS TO INSURE ACCURACY OF WRM LOCATOR FILES	11.11	2.00	0.22	99.17
E	44 WRAP AND PACK PROPERTY FOR STORAGE	11.11	2.00	0.22	99.39
D	7 INDOCTRINATE NEWLY ASSIGNED PERSONNEL	11.11	2.00	0.22	99.61
E	41 TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	11.11	1.89	0.21	99.82
A	28 PLAN SPACE LAYOUTS FOR SUPPLIES OR EQUIPMENT	11.11	1.54	0.17	99.99

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRS= 50  
KPATH ORDER FROM 262 TO 311 GROUP STAGE= 113

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
I	MAINTAINING LINEN SUPPLY	100.00	77.07	77.07	77.07
E	PERFORMING WAREHOUSE FUNCTIONS	46.00	27.67	12.73	89.80
B	DIRECTING AND IMPLEMENTING	34.00	6.30	2.14	91.94
A	PLANNING AND ORGANIZING	32.00	5.71	1.83	93.76
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	22.00	4.50	0.99	94.76
F	INSPECTING PROPERTY	16.00	5.61	0.90	95.65
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	18.00	4.91	0.88	96.54
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	16.00	5.50	0.88	97.42
C	EVALUATING	16.00	4.00	0.64	98.06
M	REQUISITIONING MATERIEL	12.00	4.32	0.52	98.58
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	16.00	2.97	0.47	99.05
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	8.00	3.95	0.32	99.37
D	TRAINING	6.00	3.84	0.23	99.60
G	MAINTAINING WAR READINESS MATERIEL	10.00	2.28	0.23	99.83
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	6.00	1.39	0.08	99.91
H	REPORTING AND DISPOSING OF MATERIEL	6.00	1.34	0.08	99.99

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRS= 50  
KPATH ORDER FROM 262 TO 311 GROUP STAGE= 113

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
		.	.	.	.
I	8 ESTIMATE OR COUNT QUANTITIES OF ISSUED AND PICKED UP LINENS	92.00	8.86	8.16	8.16
I	11 PICK UP LINENS FROM AND DELIVER TO USING ACTIVITY	86.00	9.25	7.95	16.11
I	20 SEND LINEN TO LAUNDRY AND RECEIVE FROM LAUNDRY	94.00	8.26	7.76	23.87
I	1 CARRY OUT CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	84.00	6.83	5.73	29.60
I	10 MARK LINENS AND INDIVIDUAL CLOTHING ITEMS	90.00	6.01	5.41	35.01
I	17 PROTECT CLEAN LINENS FROM DUST	82.00	5.86	4.81	39.82
I	19 SCREEN LINEN TO DETECT DAMAGED OR WORN ITEMS	82.00	5.63	4.62	44.44
I	2 COMPLETE LINEN SUPPLY RECORDS (AF FORM 581)	70.00	6.23	4.36	48.80
I	16 PROCESS CLOTHING ITEMS OF HOSPITAL PERSONNEL	64.00	6.50	4.16	52.96
I	9 INVENTORY CONTROLLED LINEN ITEMS	70.00	5.12	3.59	56.54
I	15 PREPARE FORMS FOR TURN-IN OF LINEN TO THE LAUNDRY	54.00	5.88	3.18	59.72
I	18 REPAIR OR REPLACE WORN OR DAMAGED LINENS	66.00	4.67	3.08	62.80
I	12 PREPARE AND FORWARD REQUESTS FOR ISSUE OF LINEN ITEMS	58.00	4.89	2.84	65.64
I	5 DEVISE CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	54.00	5.17	2.79	68.43
I	7 DYE WORN LINENS	58.00	4.39	2.55	70.98
E	23 MAKE DELIVERIES TO USING ACTIVITY	24.00	8.20	1.97	72.95
I	4 COORDINATE NEGOTIATIONS FOR THE LAUNDERING OF LINENS	38.00	5.14	1.95	74.90
I	3 COMPUTE LINEN LEVELS FOR USING ACTIVITIES	48.00	4.07	1.95	76.85
E	9 DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	28.00	5.48	1.53	78.39
I	13 PREPARE AND SUBMIT QUARTERLY LINEN INVENTORY AND CONSUMPTION REPORT	34.00	3.49	1.19	79.58
E	1 CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	26.00	4.29	1.11	80.69
E	30 PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	20.00	3.45	0.97	81.66
E	42 UNLOAD INCOMING SHIPMENTS	24.00	3.90	0.94	82.59
E	18 ISSUE MATERIEL TO USING ACTIVITY	24.00	3.42	0.82	83.42
B	12 SUPERVISE LINEN SUPPLY ACTIVITY	20.00	3.98	0.80	84.21
J	9 MAKE PHYSICAL COUNT OF PROPERTY ITEMS	18.00	3.27	0.59	84.80
E	44 WRAP AND PACK PROPERTY FOR STORAGE	16.00	3.22	0.51	85.31
I	6 DRAFT AND SUBMIT LINEN SUPPLY BUDGET ESTIMATES	16.00	3.15	0.50	85.82
I	14 PREPARE AND SUBMIT REPORTS OF SURVEY	12.00	4.08	0.49	86.31
E	40 SET UP BINS, RACKS, BAYS, OR OTHER STORAGE FACILITIES	14.00	3.31	0.46	86.77
E	7 DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	16.00	2.88	0.46	87.23
C	11 EVALUATE EFFECTIVENESS OF THE LINEN SUPPLY ACTIVITY	12.00	3.84	0.46	87.69
A	34 SET UP, MAINTAIN, OR DISPOSE OF FILES	18.00	2.34	0.42	88.11
K	18 PREPARE SALVAGE DOCUMENTS	14.00	2.93	0.41	88.52
B	1 ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	16.00	2.40	0.38	88.91
A	7 COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	10.00	3.69	0.37	89.28

E	29	PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	16.00	2.08	0.33	89.61
E	37	ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	14.00	2.25	0.31	89.92
E	6	DELIVER OUTSHIPMENTS	10.00	2.73	0.27	90.20
F	3	DESIGNATE ITEMS FOR DISPOSAL	12.00	2.24	0.27	90.47
A	2	ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	6.00	4.45	0.27	90.73
B	6	MONITOR THE MEDICAL INVENTORY MANAGEMENT SYSTEM (MIMS)	8.00	3.32	0.27	91.00
E	5	CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	8.00	3.25	0.26	91.26
E	27	PACK OR CRATE ITEMS FOR SHIPPING	16.00	1.61	0.26	91.52
E	32	PREPARE AND ATTACH SHIPPING TAGS, LABELS, OR DOCUMENTS	16.00	1.59	0.25	91.77
P	7	FILE COMPLETED DOCUMENTS	12.00	2.07	0.25	92.02
E	24	MARK SHIPPING CONTAINERS	10.00	2.44	0.24	92.26
A	1	ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	10.00	2.20	0.22	92.48
E	43	VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	12.00	1.75	0.21	92.69
E	21	LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	12.00	1.68	0.20	92.89
D	16	MAINTAIN PERSONAL CLOTHING AND EQUIPMENT RECORDS	6.00	3.27	0.20	93.09
E	31	PLACE LOCATION SYMBOLS ON WAREHOUSE BINS, RACKS, OR BAYS	12.00	1.61	0.19	93.28
P	2	ASSIGN OR CANCEL DOCUMENT NUMBERS	6.00	3.12	0.19	93.47
E	16	INSPECT HANDLING, LOADING, OR STORING OF PROPERTY RELEASED FOR SHIPMENT	4.00	4.65	0.19	93.66
B	8	SUPERVISE CIVILIAN PERSONNEL	6.00	3.08	0.18	93.84
B	7	SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	6.00	3.06	0.18	94.03
E	39	SEGREGATE MATERIEL TO BE INVENTORIED	8.00	2.08	0.17	94.19
G	5	INVENTORY WRM MATERIELS	10.00	1.58	0.16	94.35
E	17	ISSUE DATED ITEMS	10.00	1.56	0.16	94.51
D	6	GIVE INFORMAL TRAINING TO INDIVIDUALS	4.00	3.87	0.15	94.66
E	3	COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	8.00	1.92	0.15	94.81
J	2	CALCULATE THE INVENTORY BALANCE	6.00	2.50	0.15	94.96
L	15	POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	6.00	2.49	0.15	95.11
K	25	REQUEST WAREHOUSE TO DELIVER MATERIEL	6.00	2.35	0.14	95.26
L	21	RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	8.00	1.73	0.14	95.39
M	9	PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	6.00	2.30	0.14	95.53
F	14	INSPECT PROPERTY FOR REPAIRS OR REPLACEMENTS	4.00	3.33	0.13	95.67
A	11	ESTABLISH WORK SCHEDULES	4.00	3.22	0.13	95.79
F	21	VERIFY UNIT OF ISSUE FOR PROPERTY ITEMS	8.00	1.54	0.12	95.92
M	5	MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	4.00	2.95	0.12	96.03
J	13	RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	4.00	2.93	0.12	96.15
E	36	RECEIVE, ISSUE, OR PACKAGE SECURITY ITEMS	6.00	1.91	0.11	96.27
A	26	PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	6.00	1.91	0.11	96.38
F	16	INSPECT TURN-IN ITEMS	6.00	1.87	0.11	96.49
E	28	PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	10.00	1.11	0.11	96.60
P	19	MAINTAIN SUPPLY DOCUMENT REGISTER	6.00	1.84	0.11	96.71
A	28	PLAN SPACE LAYOUTS FOR SUPPLIES OR EQUIPMENT	2.00	5.48	0.11	96.82
M	6	MAINTAIN REQUISITION HISTORY FILE	4.00	2.55	0.10	96.93
K	8	ESTABLISH MINIMUM STOCK LEVELS	4.00	2.55	0.10	97.03
F	13	INSPECT ITEMS IN STORAGE FOR SIGNS OF CORROSION, DECAY, OR DETERIORATION	6.00	1.61	0.10	97.12
P	27	REVIEW DOCUMENTS PRIOR TO FILING	6.00	1.55	0.09	97.22

F	4	DETERMINE CAUSE OF UNSERVICEABLE CONDITION OF PROPERTY	8.00	1.12	0.09	97.31
E	11	FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DD FORM 1348-1)	6.00	1.48	0.09	97.40
E	38	SEGREGATE INCOMING SHIPMENTS FOR INSPECTION	6.00	1.42	0.09	97.48
E	41	TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	8.00	0.97	0.08	97.56
D	7	INDOCTRINATE NEWLY ASSIGNED PERSONNEL	2.00	3.77	0.08	97.63
B	23	SUPERVISE THE DISPOSAL AND SALVAGE OF MATERIEL	2.00	3.77	0.08	97.71
B	22	SUPERVISE STORAGE AND RECEIPT OF MATERIEL	2.00	3.77	0.08	97.78
B	20	SUPERVISE REQUISITIONING OF MATERIEL	2.00	3.77	0.08	97.86
B	17	SUPERVISE PHYSICAL ISSUING OF MATERIEL	2.00	3.77	0.08	97.94
A	25	PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	4.00	1.86	0.07	98.01
P	9	FILE UP-DATED DOCUMENT REGISTERS	4.00	1.77	0.07	98.08
E	14	IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	6.00	1.15	0.07	98.15
K	29	VERIFY UNIT COSTS OF PROPERTY ITEMS	2.00	3.33	0.07	98.22
K	24	RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	2.00	3.33	0.07	98.28
J	3	COMPUTE INVENTORY ACCURACY PERCENTAGES	2.00	3.33	0.07	98.35
C	3	COMPLETE PERSONEL PERFORMANCE REPORTS	2.00	3.33	0.07	98.42
M	4	MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	4.00	1.62	0.06	98.48
C	9	DETERMINE NEED FOR EXTRA INVENTORIES	4.00	1.57	0.06	98.54
P	26	RECORD TRANSACTIONS ON TRANSACTION REGISTER	4.00	1.46	0.06	98.60
O	27	PREPARE DROPPAGE ALLOWANCE DOCUMENTS FOR NON-MEDICAL EQUIPMENT	2.00	2.82	0.06	98.66
E	10	EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	6.00	0.90	0.05	98.71
P	17	MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS	2.00	2.61	0.05	98.76
L	17	PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (DD FORM 1348)	2.00	2.61	0.05	98.82
A	19	PLAN PROCEDURES AND SEQUENCES FOR TAKING INVENTORIES	4.00	1.29	0.05	98.87
N	6	KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	4.00	1.27	0.05	98.92
L	14	ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	4.00	1.26	0.05	98.97
C	14	EVALUATE MEDICAL MATERIEL COMPLAINTS OR SUGGESTIONS FOR CORRECTIVE ACTION	2.00	2.52	0.05	99.02
O	32	PREPARE TEMPORARY CUSTODY RECEIPTS (AF FORM 1297)	4.00	1.15	0.05	99.07
E	2	CLEAN AND DRY PROPERTY ITEMS	2.00	2.21	0.04	99.11
G	13	ROTATE WRM	6.00	0.65	0.04	99.15
F	15	INSPECT STORED PROPERTY TO SEE THAT LOAD LIMITS AND SECURITY CONDITIONS ARE MET	2.00	1.87	0.04	99.19
J	1	ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	2.00	1.81	0.04	99.22
P	8	FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	2.00	1.74	0.03	99.26
K	9	FILL OUT FORMS FOR CONDEMNED ITEMS	2.00	1.74	0.03	99.29
H	6	PREPARE DOCUMENTS FOR THE TRANSFER OF EXCESS REQUIRED NON-MEDICAL ITEMS TO BASE SUPPLY	2.00	1.74	0.03	99.33
E	35	PROCESS PROPERTY ACCOMPANYING PATIENTS	2.00	1.74	0.03	99.36
K	12	NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	2.00	1.67	0.03	99.40
H	5	PREPARE DESTRUCTION DOCUMENTS FOR AND DESTROY MEDICAL EXCESS	2.00	1.67	0.03	99.43
M	15	REVIEW RECEIVING DOCUMENTS	4.00	0.59	0.02	99.45
M	12	RECORD FUND OBLIGATIONS	2.00	1.10	0.02	99.47
M	7	POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (OA)	2.00	1.10	0.02	99.50
J	10	PERFORM PRE-INVENTORY SURVEY	2.00	1.10	0.02	99.52

E	15	INSPECT AND INVENTORY STOCK STORED IN HOSPITAL FOR AIR EVACUATION PROGRAM	2.00	1.10	0.02	99.54
O	10	MAINTAIN AND ISSUE STOCKS OF NON-MEDICAL SUPPLIES	2.00	0.87	0.02	99.56
M	11	RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	2.00	0.87	0.02	99.58
L	3	COMPLETE ENTRIES ON RECEIVING DOCUMENTS	2.00	0.87	0.02	99.59
K	27	SCREEN REQUESTS FOR SUPPLIES	2.00	0.87	0.02	99.61
N	20	PREPARE PCAM DAILY UTILIZATION REPORT	2.00	0.84	0.02	99.63
A	3	APPOINT INVENTORY SUPERVISOR OR TEAMS	2.00	0.84	0.02	99.64
N	7	KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	2.00	0.77	0.02	99.66
L	12	NOTIFY AFMMFO OF ITEMS SUSPENDED	2.00	0.77	0.02	99.67
L	8	MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	2.00	0.77	0.02	99.69
P	16	MAINTAIN FILE OF PROPERTY ACCOUNTS	2.00	0.62	0.01	99.70
P	5	DISPOSE OF INACTIVE DOCUMENTS	2.00	0.62	0.01	99.72
L	7	FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	2.00	0.62	0.01	99.73
L	6	FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	2.00	0.62	0.01	99.74
K	17	PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	2.00	0.62	0.01	99.75
H	8	REVIEW EXCESS EQUIPMENT OR SUPPLY TURN-IN DOCUMENTS AND DETERMINE EXCESS OR SALVAGE ACTION	2.00	0.62	0.01	99.77
G	3	COMPUTE PEACETIME OPERATING STOCKS (POS) REQUIREMENTS	2.00	0.62	0.01	99.78
E	34	PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	2.00	0.62	0.01	99.79
E	33	PREPARE BASE WAREHOUSE LOCATION CHANGE NOTICES (AF FORM 136)	2.00	0.62	0.01	99.80
B	5	MONITOR EXCESS ITEMS PROGRAM	2.00	0.62	0.01	99.82
B	3	DIRECT STORAGE, ISSUE, AND SAFEGUARDING OF SECURITY ITEMS	2.00	0.62	0.01	99.83
A	10	ESTABLISH INVENTORY CUT-OFF DOCUMENT NUMBERS	2.00	0.62	0.01	99.84
A	5	COMPUTE ECONOMIC ORDER QUANTITIES (EOQS)	2.00	0.62	0.01	99.85
A	4	ASSIGN ISSUE PRIORITIES	2.00	0.62	0.01	99.87
M	2	DETERMINE REQUISITION PRIORITIES	2.00	0.55	0.01	99.88
L	24	TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	2.00	0.55	0.01	99.89
J	11	PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	2.00	0.55	0.01	99.90
E	4	CONDITION CODE SUPPLY ITEMS	2.00	0.55	0.01	99.91
G	8	POSITION MMPNC OR SCATA MATERIEL	2.00	0.45	0.01	99.92
G	7	MONITOR THE INSPECTION AND ROTATION OF MMPNC PHASE I KITS	2.00	0.45	0.01	99.93
F	20	VERIFY SECURITY CLASSIFICATION OF PROPERTY ITEMS	2.00	0.45	0.01	99.94
F	9	IDENTIFY WAR READINESS MATERIEL TO PREVENT UNAUTHORIZED MOVEMENT OR USE	2.00	0.45	0.01	99.95
F	7	IDENTIFY ITEMS TO BE TRANSFERRED	2.00	0.45	0.01	99.95
F	5	DETERMINE INTERCHANGEABILITY OF ITEMS	2.00	0.45	0.01	99.96
E	13	GROUP PROPERTY ITEMS FOR PACKAGING	2.00	0.45	0.01	99.97
A	27	PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	2.00	0.45	0.01	99.98
A	23	PLAN PROCEDURES FOR MAKING INVENTORY ADJUSTMENTS	2.00	0.45	0.01	99.99



JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBR= 5  
KPATH ORDER FROM 312 TO 316 GROUP STAGE= 249  
TIME PERFECTLY DESCRIBED ON DUTIES= 77.35, TASKS= 62.10

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
Q 14	PREPARE AND SUBMIT LOCAL PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	100.00	3.39	3.39	3.39
Q 28	SUBMIT SUGGESTED SOURCES OF LOCAL PURCHASE ITEMS TO BASE PURCHASING AND CONTRACT OFFICE (P + C)	100.00	3.17	3.17	6.56
Q 5	MAINTAIN FILE OF LOCAL PURCHASE ORDERS, CONTRACTS, RECEIVING REPORTS, OR SIMILAR DOCUMENTS	100.00	3.12	3.12	9.68
Q 12	PREPARE AND SUBMIT EMERGENCY PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	100.00	2.69	2.69	12.37
I 20	SEND LINEN TO LAUNDRY AND RECEIVE FROM LAUNDRY	100.00	2.64	2.64	15.01
I 1	CARRY OUT CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	100.00	2.64	2.64	17.66
Q 13	PREPARE AND SUBMIT LIST OF DELINQUENT LOCAL PURCHASE ORDERS TO BASE PROCUREMENT ACTIVITY	100.00	2.58	2.58	20.23
Q 25	RECEIVE, INSPECT, AND STORE LOCAL PURCHASE ITEMS	80.00	3.18	2.55	22.78
Q 4	ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITY	80.00	3.12	2.49	25.27
I 10	MARK LINENS AND INDIVIDUAL CLOTHING ITEMS	100.00	2.43	2.43	27.70
Q 11	PREPARE AND PROCESS RECEIVING REPORTS FOR LOCAL PURCHASE ITEMS	80.00	2.95	2.36	30.06
Q 29	VALIDATE AND DISTRIBUTE LOCAL PURCHASE RECEIVING DOCUMENTS	80.00	2.93	2.34	32.41
I 9	INVENTORY CONTROLLED LINEN ITEMS	80.00	2.77	2.21	34.62
I 11	PICK UP LINENS FROM AND DELIVER TO USING ACTIVITY	80.00	2.70	2.16	36.78
I 8	ESTIMATE OR COUNT QUANTITIES OF ISSUED AND PICKED UP LINENS	80.00	2.70	2.16	38.93
Q 6	MAINTAIN LIBRARY OF GSA CATALOGUES, VENDORS' CATALOGUES, AND OTHER PROCUREMENT DATA	80.00	2.68	2.14	41.08
I 17	PROTECT CLEAN LINENS FROM DUST	80.00	2.68	2.14	43.22
I 4	COORDINATE NEGOTIATIONS FOR THE LAUNDERING OF LINENS	80.00	2.43	1.94	45.16
I 2	COMPLETE LINEN SUPPLY RECORDS (AF FORM 581)	80.00	2.41	1.92	47.09
Q 23	RECEIVE AND DISTRIBUTE CORRESPONDENCE PERTINENT TO LOCAL PURCHASE	60.00	3.06	1.83	48.92
Q 26	SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	60.00	3.03	1.82	50.74
I 18	REPAIR OR REPLACE WORN OR DAMAGED LINENS	80.00	2.25	1.80	52.54
M 16	TYPE MATERIEL SOURCE DOCUMENTS	40.00	4.24	1.70	54.24
M 10	PROCESS RECEIPTS FROM LOCAL PURCHASE	60.00	2.80	1.68	55.92
I 5	DEVISE CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	60.00	2.78	1.67	57.59
I 19	SCREEN LINEN TO DETECT DAMAGED OR WORN ITEMS	80.00	2.00	1.60	59.19
M 15	REVIEW RECEIVING DOCUMENTS	60.00	2.65	1.59	60.78
E 3	COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	80.00	1.92	1.53	62.31

I	13	PREPARE AND SUBMIT QUARTERLY LINEN INVENTORY AND CONSUMPTION REPORT	60.00	2.49	1.49	63.80
I	7	DYE WORN LINENS	60.00	2.42	1.45	65.26
I	15	PREPARE FORMS FOR TURN-IN OF LINEN TO THE LAUNDRY	60.00	2.39	1.44	66.69
Q	18	PREPARE SHIPPING DOCUMENTS FOR LOCAL PURCHASE CREDIT ITEMS BEING RETURNED TO VENDOR	40.00	3.36	1.35	68.04
P	4	CODE LOCAL PURCHASE DOCUMENTS	60.00	2.05	1.23	69.27
I	16	PROCESS CLOTHING ITEMS OF HOSPITAL PERSONNEL	40.00	2.88	1.15	70.42
L	22	SCREEN REQUESTS FOR LOCAL PURCHASE	40.00	2.81	1.12	71.55
I	6	DRAFT AND SUBMIT LINEN SUPPLY BUDGET ESTIMATES	40.00	2.78	1.11	72.66
P	18	MAINTAIN LOCAL PROCUREMENT DOCUMENT REGISTER	60.00	1.80	1.08	73.74
Q	17	PREPARE REPORT OF LOCAL PURCHASES	40.00	2.71	1.08	74.83
J	4	CONDUCT INVENTORIES OF LOCAL PURCHASE ITEMS	40.00	2.27	0.91	75.73
E	10	EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	60.00	1.44	0.87	76.60
E	9	DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	40.00	2.13	0.85	77.45
E	14	IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	60.00	1.35	0.81	78.26
P	8	FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	40.00	2.00	0.80	79.06
E	23	MAKE DELIVERIES TO USING ACTIVITY	60.00	1.28	0.77	79.83
E	5	CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	40.00	1.89	0.76	80.59
E	1	CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	40.00	1.86	0.74	81.33
P	7	FILE COMPLETED DOCUMENTS	40.00	1.76	0.70	82.03
E	21	LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	60.00	1.10	0.66	82.70
P	25	RECORD BASIC IDENTIFYING DATA ON DOCUMENTS	20.00	3.25	0.65	83.35
P	6	DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	40.00	1.59	0.64	83.98
Q	16	PREPARE REPORTS OF DISCREPANCY IN SHIPMENT FROM COMMERCIAL VENDORS	20.00	3.12	0.62	84.61
Q	2	EDIT MACHINE-COMPUTED REQUIREMENTS LISTING OF NON-STOCKLISTED ITEMS	20.00	3.12	0.62	85.23
Q	1	COORDINATE WITH OTHER AGENCIES TO DETERMINE WHICH LOCAL PURCHASE ITEMS SHOULD BE STOCKLISTED	20.00	3.12	0.62	85.86
I	12	PREPARE AND FORWARD REQUESTS FOR ISSUE OF LINEN ITEMS	20.00	3.12	0.62	86.48
I	3	COMPUTE LINEN LEVELS FOR USING ACTIVITIES	20.00	3.12	0.62	87.11
N	8	KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	40.00	1.49	0.59	87.70
E	42	UNLOAD INCOMING SHIPMENTS	40.00	1.49	0.59	88.30
E	7	DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	20.00	2.70	0.54	88.84
P	27	REVIEW DOCUMENTS PRIOR TO FILING	20.00	2.44	0.49	89.33
M	14	REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC BIOLOGICALS AND REAGENTS	20.00	2.44	0.49	89.82
Q	24	RECEIVE AND PROCESS REQUESTS FOR ITEMS TO BE PURCHASED WITH PETTY CASH FUNDS	20.00	2.37	0.47	90.29
K	1	ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	20.00	2.37	0.47	90.76
O	16	MAINTAIN PERSONAL CLOTHING AND EQUIPMENT RECORDS	20.00	2.16	0.43	91.20
L	14	ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	20.00	2.16	0.43	91.63
F	17	PREPARE INSPECTION REPORTS	20.00	2.16	0.43	92.06
E	26	OPERATE FORK LIFT FOR MATERIEL HANDLING	20.00	2.16	0.43	92.49
P	9	FILE UP-DATED DOCUMENT REGISTERS	20.00	1.89	0.38	92.87
K	27	SCREEN REQUESTS FOR SUPPLIES	20.00	1.89	0.38	93.25
K	5	EDIT ISSUE REQUESTS	20.00	1.89	0.38	93.63
G	5	INVENTORY WRM MATERIELS	20.00	1.89	0.38	94.01

E	39	SEGREGATE MATERIEL TO BE INVENTORIED	20.00	1.89	0.38	94.39
E	29	PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	20.00	1.89	0.38	94.77
E	28	PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	20.00	1.89	0.38	95.15
E	18	ISSUE MATERIEL TO USING ACTIVITY	40.00	0.95	0.38	95.52
Q	21	PROVIDE FUND CITATION AND AUTHORIZATION FOR CASH PURCHASE	20.00	1.62	0.32	95.85
D	26	PREPARE DOCUMENTS FOR OFF-BASE REPAIR OF EQUIPMENT	20.00	1.62	0.32	96.17
K	18	PREPARE SALVAGE DOCUMENTS	20.00	1.62	0.32	96.50
E	24	MARK SHIPPING CONTAINERS	20.00	1.62	0.32	96.82
E	27	PACK OR CRATE ITEMS FOR SHIPPING	40.00	0.78	0.31	97.13
K	12	NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	40.00	0.68	0.27	97.40
Q	15	PREPARE LETTER RECOMMENDING STOCKLISTING OF NON-STOCKLISTED ITEMS	20.00	1.08	0.22	97.62
N	11	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	20.00	1.08	0.22	97.84
K	9	FILL OUT FORMS FOR CONDEMNED ITEMS	20.00	1.08	0.22	98.05
E	38	SEGREGATE INCOMING SHIPMENTS FOR INSPECTION	20.00	1.08	0.22	98.27
C	14	EVALUATE MEDICAL MATERIEL COMPLAINTS OR SUGGESTIONS FOR CORRECTIVE ACTION	20.00	1.08	0.22	98.48
E	30	PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	40.00	0.51	0.20	98.69
E	43	VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	20.00	0.81	0.16	98.85
E	41	TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	20.00	0.81	0.16	99.01
E	37	ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	20.00	0.81	0.16	99.17
E	17	ISSUE DATED ITEMS	20.00	0.81	0.16	99.34
P	24	PREPARE FACSIMILES OF LOST DOCUMENTS FROM SUSPENSE COPIES	20.00	0.54	0.11	99.44
D	10	MAINTAIN AND ISSUE STOCKS OF NON-MEDICAL SUPPLIES	20.00	0.54	0.11	99.55
J	9	MAKE PHYSICAL COUNT OF PROPERTY ITEMS	20.00	0.54	0.11	99.66
E	11	FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DD FORM 1348-1)	20.00	0.54	0.11	99.77
E	2	CLEAN AND DRY PROPERTY ITEMS	20.00	0.54	0.11	99.88
B	1	ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	20.00	0.54	0.11	99.98

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRS= 20  
KPATH ORDER FROM 320 TO 339 GROUP STAGE= 67

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
I	MAINTAINING LINEN SUPPLY	100.00	28.28	28.28	28.28
A	PLANNING AND ORGANIZING	100.00	14.24	14.24	42.52
B	DIRECTING AND IMPLEMENTING	95.00	12.44	11.82	54.34
E	PERFORMING WAREHOUSE FUNCTIONS	65.00	13.58	8.83	63.17
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	55.00	11.73	6.45	69.62
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	30.00	16.37	4.91	74.53
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	65.00	7.01	4.56	79.09
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	45.00	9.32	4.19	83.28
C	EVALUATING	65.00	4.75	3.09	86.37
D	TRAINING	55.00	4.71	2.59	88.96
M	REQUISITIONING MATERIEL	55.00	4.64	2.55	91.52
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	60.00	4.09	2.46	93.97
F	INSPECTING PROPERTY	55.00	3.97	2.18	96.16
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	35.00	5.40	1.89	98.05
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	30.00	3.38	1.01	99.06
G	MAINTAINING WAR READINESS MATERIEL	30.00	2.67	0.80	99.86
H	REPORTING AND DISPOSING OF MATERIEL	10.00	1.06	0.11	99.97

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MORS= 20  
KPATH ORDER FROM 320 TO 339 GROUP STAGE= 67

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
		.	.	.	.
B 12	SUPERVISE LINEN SUPPLY ACTIVITY	75.00	3.08	2.31	2.31
I 13	PREPARE AND SUBMIT QUARTERLY LINEN INVENTORY AND CONSUMPTION REPORT	85.00	2.36	2.01	4.32
I 1	CARRY OUT CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	95.00	2.02	1.92	6.24
I 16	PROCESS CLOTHING ITEMS OF HOSPITAL PERSONNEL	85.00	2.19	1.86	8.10
C 11	EVALUATE EFFECTIVENESS OF THE LINEN SUPPLY ACTIVITY	60.00	2.98	1.79	9.89
I 20	SEND LINEN TO LAUNDRY AND RECEIVE FROM LAUNDRY	90.00	1.93	1.74	11.63
I 19	SCREEN LINEN TO DETECT DAMAGED OR WORN ITEMS	85.00	1.97	1.68	13.31
I 17	PROTECT CLEAN LINENS FROM DUST	85.00	1.90	1.61	14.92
I 9	INVENTORY CONTROLLED LINEN ITEMS	90.00	1.79	1.61	16.53
I 18	REPAIR OR REPLACE WORN OR DAMAGED LINENS	90.00	1.78	1.60	18.13
I 2	COMPLETE LINEN SUPPLY RECORDS (AF FORM 581)	85.00	1.84	1.56	19.69
I 3	COMPUTE LINEN LEVELS FOR USING ACTIVITIES	80.00	1.90	1.52	21.21
I 12	PREPARE AND FORWARD REQUESTS FOR ISSUE OF LINEN ITEMS	80.00	1.87	1.50	22.71
I 10	MARK LINENS AND INDIVIDUAL CLOTHING ITEMS	85.00	1.73	1.47	24.18
I 8	ESTIMATE OR COUNT QUANTITIES OF ISSUED AND PICKED UP LINENS	80.00	1.80	1.44	25.62
B 1	ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	75.00	1.83	1.37	26.99
I 15	PREPARE FORMS FOR TURN-IN OF LINEN TO THE LAUNDRY	80.00	1.68	1.34	28.33
A 25	PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	85.00	1.55	1.32	29.65
I 5	DEVISE CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	70.00	1.78	1.25	30.90
I 11	PICK UP LINENS FROM AND DELIVER TO USING ACTIVITY	65.00	1.87	1.22	32.12
B 17	SUPERVISE PHYSICAL ISSUING OF MATERIEL	50.00	2.43	1.22	33.34
I 4	COORDINATE NEGOTIATIONS FOR THE LAUNDERING OF LINENS	65.00	1.75	1.14	34.47
L 14	ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	35.00	3.22	1.13	35.60
I 7	DYE WORN LINENS	65.00	1.69	1.10	36.70
B 22	SUPERVISE STORAGE AND RECEIPT OF MATERIEL	50.00	2.18	1.09	37.79
A 34	SET UP, MAINTAIN, OR DISPOSE OF FILES	70.00	1.50	1.05	38.84
A 26	PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	60.00	1.64	0.99	39.82
A 2	ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	50.00	1.94	0.97	40.80
B 15	SUPERVISE MEDICAL MATERIEL SPECIALISTS (91530)	25.00	3.84	0.96	41.76
A 11	ESTABLISH WORK SCHEDULES	45.00	1.90	0.86	42.61
E 9	DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	45.00	1.82	0.82	43.43
B 23	SUPERVISE THE DISPOSAL AND SALVAGE OF MATERIEL	45.00	1.80	0.81	44.24
E 18	ISSUE MATERIEL TO USING ACTIVITY	40.00	1.93	0.77	45.02
O 16	MAINTAIN PERSONAL CLOTHING AND EQUIPMENT RECORDS	30.00	2.47	0.74	45.76
B 7	SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	30.00	2.42	0.73	46.48
A 23	PLAN PROCEDURES FOR MAKING INVENTORY ADJUSTMENTS	45.00	1.57	0.71	47.19

P	7	FILE COMPLETED DOCUMENTS-	45.00	1.56	0.70	47.89
U	32	PREPARE TEMPORARY CUSTODY RECEIPTS (AF FORM 1297)	35.00	1.86	0.65	48.55
E	23	MAKE DELIVERIES TO USING ACTIVITY	35.00	1.85	0.65	49.19
K	18	PREPARE SALVAGE DOCUMENTS	50.00	1.29	0.65	49.84
A	1	ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	40.00	1.59	0.64	50.47
L	9	MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	20.00	3.11	0.62	51.10
A	28	PLAN SPACE LAYOUTS FOR SUPPLIES OR EQUIPMENT	45.00	1.35	0.61	51.70
B	8	SUPERVISE CIVILIAN PERSONNEL	30.00	2.01	0.60	52.30
A	14	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	30.00	2.01	0.60	52.91
D	6	GIVE INFORMAL TRAINING TO INDIVIDUALS	40.00	1.48	0.59	53.50
L	24	TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	20.00	2.80	0.56	54.06
O	10	MAINTAIN AND ISSUE STOCKS OF NON-MEDICAL SUPPLIES	25.00	2.21	0.55	54.61
P	19	MAINTAIN SUPPLY DOCUMENT REGISTER	30.00	1.82	0.35	55.16
A	7	COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	30.00	1.80	0.54	55.70
E	1	CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	35.00	1.54	0.54	56.23
A	8	DEVELOP STANDARD OPERATING PROCEDURE (SOP) FOR EMERGENCY SUPPLY SITUATIONS	25.00	2.08	0.52	56.75
O	12	MAINTAIN CUSTODY/RECEIPT LOCATOR LISTINGS BY ACCOUNT	25.00	2.07	0.52	57.27
B	19	SUPERVISE PROPERTY INSPECTIONS	30.00	1.66	0.50	57.77
A	17	PLAN AND SCHEDULE INSPECTIONS OF PROPERTY ASSIGNED TO USING ACTIVITY	35.00	1.41	0.49	58.26
E	40	SET UP BINS, RACKS, BAYS, OR OTHER STORAGE FACILITIES	40.00	1.21	0.49	58.75
F	3	DESIGNATE ITEMS FOR DISPOSAL	35.00	1.37	0.48	59.23
M	13	REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	15.00	3.19	0.48	59.71
E	5	CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	35.00	1.33	0.47	60.17
O	40	SEARCH EQUIPMENT ALLOWANCE PUBLICATIONS FOR BASIS OF ISSUE AND ALLOWANCES	15.00	3.07	0.46	60.63
A	22	PLAN PROCEDURES FOR MAINTAINING SUPPLY STOCK RECORDS	35.00	1.31	0.46	61.09
E	30	PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	35.00	1.30	0.45	61.55
N	9	MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	30.00	1.51	0.45	62.00
I	14	PREPARE AND SUBMIT REPORTS OF SURVEY	30.00	1.51	0.45	62.46
M	8	PREPARE AND MAINTAIN RECORDS OR DOCUMENTS FOR NON-MEDICAL MATERIEL	15.00	3.02	0.45	62.91
S	10	SUPERVISE DELIVERY AND TRANSFER OF MATERIEL	30.00	1.46	0.44	63.35
A	5	COMPUTE ECONOMIC ORDER QUANTITIES (EOQS)	25.00	1.74	0.44	63.78
L	21	RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	20.00	2.12	0.42	64.21
E	28	PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	30.00	1.39	0.42	64.62
B	21	SUPERVISE SPECIAL PROJECT AND SPECIAL DUTY ACTIVITIES	20.00	2.05	0.41	65.03
B	18	SUPERVISE PREPARATION OF OFFICIAL CORRESPONDENCE	20.00	1.99	0.40	65.43
C	9	DETERMINE NEED FOR EXTRA INVENTORIES	20.00	1.97	0.39	65.82
F	14	INSPECT PROPERTY FOR REPAIRS OR REPLACEMENTS	30.00	1.30	0.39	66.21
P	2	ASSIGN OR CANCEL DOCUMENT NUMBERS	30.00	1.27	0.38	66.60
A	35	SUBMIT AUTHORIZATION CHANGES TO MEDICAL EQUIPMENT REVIEW AUTHORIZATION ACTIVITY	15.00	2.47	0.37	66.97
F	16	INSPECT TURN-IN ITEMS	25.00	1.48	0.37	67.34
A	27	PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	30.00	1.23	0.37	67.71
B	20	SUPERVISE REQUISITIONING OF MATERIEL	20.00	1.85	0.37	68.08
A	19	PLAN PROCEDURES AND SEQUENCES FOR TAKING INVENTORIES	30.00	1.22	0.37	68.44
O	15	MAINTAIN MEMO DOCUMENT REGISTER	20.00	1.82	0.36	68.81
O	11	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS	20.00	1.80	0.36	69.17

O	13	MAINTAIN FILE OF AUTHORIZATIONS, INCREASES, OR DECREASES TO THE CONSOLIDATED LISTING	15.00	2.39	0.36	69.53
O	30	PREPARE REQUESTS FOR CHANGES IN ALLOWANCES AND AUTHORIZATIONS (AF FORM 601A)	20.00	1.77	0.35	69.88
E	21	LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	20.00	1.77	0.35	70.23
O	5	COORDINATE THE RELOCATION OF PROPERTY BETWEEN PROPERTY CUSTODIANS	30.00	1.17	0.35	70.59
E	7	DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	30.00	1.16	0.35	70.93
P	8	FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	25.00	1.39	0.35	71.28
A	13	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE EQUIPMENT ACTIVITY	20.00	1.67	0.33	71.61
N	13	OFFSET ADJUSTMENT TRANSACTION CARDS	20.00	1.62	0.32	71.94
E	42	UNLOAD INCOMING SHIPMENTS	30.00	1.07	0.32	72.26
D	2	CONDUCT OJT PROGRAMS	25.00	1.25	0.31	72.57
M	16	TYPE MATERIEL SOURCE DOCUMENTS	15.00	2.09	0.31	72.89
N	14	OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	20.00	1.55	0.31	73.20
N	4	FORWARD PUNCHED QUANTITY REQUESTED CARD DECKS TO DATA PROCESSING INSTALLATION	20.00	1.55	0.31	73.51
N	3	FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	20.00	1.55	0.31	73.82
A	20	PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	20.00	1.48	0.30	74.11
Q	4	ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITY	20.00	1.42	0.28	74.40
N	2	FILE ZERO BALANCE CARDS	20.00	1.42	0.28	74.68
A	6	COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	20.00	1.41	0.28	74.96
E	35	PROCESS PROPERTY ACCOMPANYING PATIENTS	25.00	1.12	0.28	75.24
E	43	VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	25.00	1.12	0.28	75.52
K	27	SCREEN REQUESTS FOR SUPPLIES	20.00	1.38	0.28	75.80
A	33	SELECT PROCUREMENT SOURCES (CP OR LP) FOR ISSUE REQUESTS	20.00	1.35	0.27	76.07
I	6	DRAFT AND SUBMIT LINEN SUPPLY BUDGET ESTIMATES	20.00	1.33	0.27	76.33
E	3	COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	20.00	1.30	0.26	76.59
D	8	INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	20.00	1.29	0.26	76.85
P	9	FILE UP-DATED DOCUMENT REGISTERS	20.00	1.29	0.26	77.11
F	4	DETERMINE CAUSE OF UNSERVICEABLE CONDITION OF PROPERTY	15.00	1.70	0.26	77.36
N	15	OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	15.00	1.68	0.25	77.62
N	10	MAINTAIN NEWLY-STOCKLISTED ITEM PCAM CARD FILE	15.00	1.68	0.25	77.87
N	1	COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	15.00	1.68	0.25	78.12
D	12	PREPARE, ADMINISTER, OR SCORE TESTS	25.00	1.00	0.25	78.37
K	9	FILL OUT FORMS FOR CONDEMNED ITEMS	20.00	1.24	0.25	78.62
E	15	INSPECT AND INVENTORY STOCK STORED IN HOSPITAL FOR AIR EVACUATION PROGRAM	20.00	1.24	0.25	78.87
A	4	ASSIGN ISSUE PRIORITIES	15.00	1.60	0.24	79.11
A	24	PLAN PROCEDURES FOR THE ADMINISTRATION OF THE STOCK RECORD ACCOUNT	15.00	1.59	0.24	79.35
D	7	INDOCTRINATE NEWLY ASSIGNED PERSONNEL	20.00	1.19	0.24	79.58
E	10	EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	20.00	1.19	0.24	79.82
N	8	KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	15.00	1.54	0.23	80.05
P	1	ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	20.00	1.15	0.23	80.28

N	11	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	15.00	1.47	0.22	80.50
Q	5	MAINTAIN FILE OF LOCAL PURCHASE ORDERS, CONTRACTS, RECEIVING REPORTS, OR SIMILAR DOCUMENTS	15.00	1.46	0.22	80.72
J	9	MAKE PHYSICAL COUNT OF PROPERTY ITEMS	15.00	1.44	0.22	80.94
G	8	POSITION MMPNC OR SCATA MATERIEL	15.00	1.44	0.22	81.15
O	7	DETERMINE NEED FOR CONTRACT MAINTENANCE OF EQUIPMENT	20.00	1.08	0.22	81.37
Q	8	MAINTAIN LIBRARY OF GSA CATALOGUES, VENDORS' CATALOGUES, AND OTHER PROCUREMENT DATA	15.00	1.41	0.21	81.58
P	14	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS AT USING ACTIVITY	15.00	1.39	0.21	81.79
A	37	WRITE JOB DESCRIPTION	10.00	2.08	0.21	82.00
P	16	MAINTAIN FILE OF PROPERTY ACCOUNTS	15.00	1.34	0.20	82.20
J	10	PERFORM PRE-INVENTORY SURVEY	10.00	2.01	0.20	82.40
L	13	NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	10.00	2.00	0.20	82.60
E	14	IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	20.00	1.00	0.20	82.80
C	13	EVALUATE INVENTORY ADJUSTMENTS	10.00	1.97	0.20	83.00
G	5	INVENTORY WRM MATERIELS	15.00	1.31	0.20	83.19
P	27	REVIEW DOCUMENTS PRIOR TO FILING	15.00	1.27	0.19	83.39
Q	26	SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	15.00	1.22	0.18	83.57
E	37	ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	15.00	1.22	0.18	83.75
O	1	ASSIGN NON-MIMS VOUCHER NUMBERS TO TRANSACTIONS	20.00	0.91	0.18	83.93
J	3	COMPUTE INVENTORY ACCURACY PERCENTAGES	10.00	1.82	0.18	84.11
K	8	ESTABLISH MINIMUM STOCK LEVELS	15.00	1.20	0.18	84.29
N	23	SELECT DATA ELEMENTS FOR RECORDING TRANSACTIONS	15.00	1.20	0.18	84.47
N	22	RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	15.00	1.20	0.18	84.65
N	21	RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	15.00	1.20	0.18	84.83
E	41	TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	10.00	1.79	0.18	85.01
K	12	NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	15.00	1.19	0.18	85.19
D	4	COUNSEL INDIVIDUALS ON TRAINING PROGRESS	15.00	1.18	0.18	85.37
P	3	CODE AND EDIT SOURCE DOCUMENTS	15.00	1.17	0.18	85.54
M	5	MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	10.00	1.73	0.17	85.71
M	1	CHECK ACCURACY OF DEPOT REQUISITIONS	20.00	0.84	0.17	85.88
P	25	RECORD BASIC IDENTIFYING DATA ON DOCUMENTS	15.00	1.11	0.17	86.05
C	17	SCHEDULE LEAVES OR PASSES	15.00	1.11	0.17	86.22
A	32	RECOMMEND CHANGES IN TECHNICAL ORDERS, MANUALS, HANDBOOKS, OR OPERATING PROCEDURES	15.00	1.09	0.16	86.38
N	12	MAINTAIN SUPPLY OF BLANK PCAM CARDS	10.00	1.63	0.16	86.54
N	19	PREPARE INPUT DATA AND READ OUTPUT FOR STOCK BALANCES	10.00	1.61	0.16	86.70
N	16	PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	10.00	1.61	0.16	86.87
M	10	PROCESS RECEIPTS FROM LOCAL PURCHASE	15.00	1.06	0.16	87.02
E	44	WRAP AND PACK PROPERTY FOR STORAGE	15.00	1.04	0.16	87.18
F	7	IDENTIFY ITEMS TO BE TRANSFERRED	5.00	3.05	0.15	87.33
A	29	PLAN TECHNIQUES FOR HANDLING MECHANIZED ACCOUNTS	10.00	1.47	0.15	87.48
O	29	PREPARE EQUIPMENT REPLACEMENT BUDGETARY LIST	5.00	2.92	0.15	87.63
F	21	VERIFY UNIT OF ISSUE FOR PROPERTY ITEMS	10.00	1.45	0.15	87.77
M	12	RECORD FUND OBLIGATIONS	10.00	1.44	0.14	87.92
C	14	EVALUATE MEDICAL MATERIEL COMPLAINTS OR SUGGESTIONS FOR CORRECTIVE ACTION	10.00	1.44	0.14	88.06

P	18	MAINTAIN LOCAL PROCUREMENT DOCUMENT REGISTER	10.00	1.42	0.14	88.20
N	7	KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	10.00	1.41	0.14	88.34
M	15	REVIEW RECEIVING DOCUMENTS	10.00	1.41	0.14	88.48
L	3	COMPLETE ENTRIES ON RECEIVING DOCUMENTS	10.00	1.39	0.14	88.62
Q	24	RECEIVE AND PROCESS REQUESTS FOR ITEMS TO BE PURCHASED WITH PETTY CASH FUNDS	10.00	1.38	0.14	88.76
Q	28	SUBMIT SUGGESTED SOURCES OF LOCAL PURCHASE ITEMS TO BASE PURCHASING /NO CONTRACT OFFICE (P + C)	10.00	1.38	0.14	88.90
D	13	PREPARE LESSON PLANS	10.00	1.37	0.14	89.04
D	11	PLAN IMPROVED TRAINING METHODS	10.00	1.37	0.14	89.17
A	3	APPOINT INVENTORY SUPERVISOR OR TEAMS	10.00	1.37	0.14	89.31
D	14	PREPARE TRAINING RECORDS OR CHARTS	10.00	1.36	0.14	89.44
N	6	KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	10.00	1.35	0.14	89.58
E	39	SEGREGATE MATERIEL TO BE INVENTORIED	10.00	1.35	0.14	89.72
E	32	PREPARE AND ATTACH SHIPPING TAGS, LABELS, OR DOCUMENTS	15.00	0.90	0.13	89.85
L	17	PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (DD FORM 1348)	10.00	1.34	0.13	89.98
B	4	IMPLEMENT CONTROLS AND FOLLOW-UP FOR NEW PROCEDURES	10.00	1.33	0.13	90.12
F	17	PREPARE INSPECTION REPORTS	10.00	1.27	0.13	90.24
B	3	DIRECT STORAGE, ISSUE, AND SAFEGUARDING OF SECURITY ITEMS	5.00	2.54	0.13	90.37
N	5	FORWARD SHOPPING DECKS TO BASE DATA PROCESSING INSTALLATION	10.00	1.27	0.13	90.50
K	5	EDIT ISSUE REQUESTS	10.00	1.27	0.13	90.62
J	2	CALCULATE THE INVENTORY BALANCE	5.00	2.53	0.13	90.75
B	9	SUPERVISE CONTROL OF MATERIEL DOCUMENTS	5.00	2.53	0.13	90.88
M	4	MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	10.00	1.26	0.13	91.00
O	34	RECEIVE AND DISTRIBUTE CUSTODIAN REQUEST/RECEIPT (AF FORM 6018)	15.00	0.84	0.13	91.13
P	20	MONITOR MEMO DOCUMENT REGISTER	10.00	1.24	0.12	91.25
E	11	FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DD FORM 1348-1)	10.00	1.23	0.12	91.38
O	17	MAKE REPORTS OF SURVEY FOR IRRECONCILABLE EQUIPMENT SHORTAGES	5.00	2.44	0.12	91.50
C	1	ANALYZE EFFECTIVENESS OF MATERIEL MANAGEMENT PRACTICES	5.00	2.44	0.12	91.62
P	5	DISPOSE OF INACTIVE DOCUMENTS	15.00	0.81	0.12	91.74
N	18	PREPARE INPUT DATA AND READ OUTPUT FOR DOCUMENTATION OF TRANSACTIONS	10.00	1.21	0.12	91.86
Q	14	PREPARE AND SUBMIT LOCAL PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	10.00	1.15	0.11	91.98
A	9	DEVELOP STANDARD OPERATING PROCEDURE FOR REPAIR OF UNSERVICEABLE AND DAMAGED EQUIPMENT	10.00	1.13	0.11	92.09
P	13	MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	10.00	1.13	0.11	92.20
P	11	INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	10.00	1.13	0.11	92.32
O	6	DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	10.00	1.13	0.11	92.43
P	4	CODE LOCAL PURCHASE DOCUMENTS	10.00	1.13	0.11	92.54
L	5	DISTRIBUTE COPIES OF ISSUE REQUESTS	10.00	1.13	0.11	92.66
K	24	RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	20.00	0.56	0.11	92.77
A	30	PREPARE REPORTS FOR STAFF CONFERENCES	10.00	1.10	0.11	92.88
D	17	SELECT INDIVIDUALS FOR FORMAL TRAINING	5.00	2.15	0.11	92.99
D	15	RECOMMEND INDIVIDUALS FOR SPECIALTY KNOWLEDGE TESTING	5.00	2.15	0.11	93.09
D	5	DETERMINE NEED FOR INDIVIDUAL OR GROUP TRAINING	5.00	2.15	0.11	93.20
H	3	DETERMINE THE METHOD OF DESTRUCTION FOR DIFFERENT TYPES OF MEDICAL SUPPLIES	10.00	1.06	0.11	93.31

O	31	PREPARE STOCK OR PRICE CHANGE VOUCHERS FOR EQUIPMENT	10.00	1.06	0.11	93.41
O	14	MAINTAIN HISTORY FILE OF PCAM CARDS ON EQUIPMENT	10.00	1.02	0.10	93.51
M	2	DETERMINE REQUISITION PRIORITIES	5.00	2.03	0.10	93.62
L	22	SCREEN REQUESTS FOR LOCAL PURCHASE	5.00	2.03	0.10	93.72
L	11	MONITOR PRIORITY STATUS OF REQUISITIONS	5.00	2.03	0.10	93.82
K	25	REQUEST WAREHOUSE TO DELIVER MATERIEL	5.00	2.03	0.10	93.92
K	21	PROCESS AND REPORT MEDICAL MATERIEL COMPLAINTS	5.00	2.03	0.10	94.02
O	39	ROUTE TURN-IN OF EQUIPMENT FOR INSPECTION AND CONDITION CODING	10.00	1.01	0.10	94.12
Q	25	RECEIVE, INSPECT, AND STORE LOCAL PURCHASE ITEMS	10.00	1.00	0.10	94.22
Q	9	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	10.00	1.00	0.10	94.32
Q	17	PREPARE REPORT OF LOCAL PURCHASES	5.00	1.98	0.10	94.42
E	17	ISSUE DATED ITEMS	5.00	1.98	0.10	94.52
F	13	INSPECT ITEMS IN STORAGE FOR SIGNS OF CORROSION, DECAY, OR DETERIORATION	10.00	0.99	0.10	94.62
Q	12	PREPARE AND SUBMIT EMERGENCY PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	15.00	0.65	0.10	94.72
A	12	OPEN NEW MEMO ACCOUNTS	10.00	0.96	0.10	94.81
C	3	COMPLETE PERSONEL PERFORMANCE REPORTS	10.00	0.95	0.09	94.91
B	26	SUPERVISE THE STOCK RECORD ACCOUNT	5.00	1.89	0.09	95.00
E	29	PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	10.00	0.92	0.09	95.10
E	27	PACK OR CRATE ITEMS FOR SHIPPING	10.00	0.92	0.09	95.19
E	6	DELIVER OUTSHIPMENTS	10.00	0.92	0.09	95.28
A	15	ORGANIZE MAINTENANCE SUPPORT FUNCTIONS	10.00	0.92	0.09	95.37
O	19	POST AUTHORIZATION CHANGES TO THE CONSOLIDATED LISTING	10.00	0.91	0.09	95.46
G	10	PREPARE REQUISITIONS FOR WRM	10.00	0.90	0.09	95.55
N	17	PREPARE INPUT DATA AND READ OUTPUT FOR DECREASE AND INCREASE TRANSACTIONS	5.00	1.78	0.09	95.64
M	9	PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	5.00	1.78	0.09	95.73
G	9	POST GWMR LEVELS AND COMPOSITION	5.00	1.78	0.09	95.82
O	21	PREPARE AND FORWARD E-AID DUE-IN CARD TO BASE DATA SERVICES (AF FORM 815)	15.00	0.59	0.09	95.91
O	20	PREPARE AND FORWARD E-AID CUSTODY/RECEIPT CARD TO BASE DATA PROCESSING INSTALLATION (AF FORM 814)	15.00	0.59	0.09	96.00
M	6	MAINTAIN REQUISITION HISTORY FILE	10.00	0.87	0.09	96.09
Q	11	PREPARE AND PROCESS RECEIVING REPORTS FOR LOCAL PURCHASE ITEMS	10.00	0.86	0.09	96.17
L	1	ADJUST BALANCE CARDS FOR SUSPENDED ITEMS	10.00	0.85	0.09	96.26
A	18	PLAN CONTROLS OVER WRM SUPPLIES AND EQUIPMENT	5.00	1.69	0.08	96.34
B	25	SUPERVISE THE MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO)	5.00	1.63	0.08	96.42
E	16	INSPECT HANDLING, LOADING, OR STORING OF PROPERTY RELEASED FOR SHIPMENT	5.00	1.61	0.08	96.50
E	13	GROUP PROPERTY ITEMS FOR PACKAGING	5.00	1.61	0.08	96.58
E	2	CLEAN AND DRY PROPERTY ITEMS	5.00	1.61	0.08	96.66
O	28	PREPARE EQUIPMENT AUTHORIZATION CHANGE INFORMATION FOR PCAM CARDS	10.00	0.77	0.08	96.74
L	15	POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	5.00	1.44	0.07	96.81
G	1	COMPUTE ASSETS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	10.00	0.72	0.07	96.89
P	28	REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	10.00	0.72	0.07	96.96
N	20	PREPARE PCAM DAILY UTILIZATION REPORT	10.00	0.72	0.07	97.03

K	11	MAINTAIN DATE-OF-AVAILABILITY LIST OF NEWLY STOCKLISTED MATERIEL	10.00	0.72	0.07	97.10
K	2	COMPUTE FILL RATES	10.00	0.72	0.07	97.17
O	8	FORWARD TEMPORARY CUSTODY RECEIPTS FOR THE LOAN OF PROPERTY TO PATIENTS	15.00	0.48	0.07	97.24
E	4	CONDITION CODE SUPPLY ITEMS	5.00	1.41	0.07	97.31
A	16	ORGANIZE PROCEDURES FOR BASE PROCUREMENT OF LOCAL PURCHASE MATERIEL	5.00	1.41	0.07	97.39
J	11	PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	10.00	0.69	0.07	97.45
F	1	CONDUCT FOLLOW-UP INSPECTIONS	5.00	1.38	0.07	97.52
G	7	MONITOR THE INSPECTION AND ROTATION OF MMPNC PHASE I KITS	5.00	1.16	0.06	97.58
P	17	MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS	5.00	1.16	0.06	97.64
L	19	PREPARE FORMS TO SUSPEND UNSUITABLE MATERIEL FROM ISSUE	5.00	1.16	0.06	97.70
L	18	PREPARE AND DISTRIBUTE THE STOCK STATUS REPORT	5.00	1.16	0.06	97.75
L	7	FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	5.00	1.16	0.06	97.81
L	6	FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	5.00	1.16	0.06	97.87
L	4	COMPUTE THE QUANTITY ON HAND OF SUSPENDED ITEMS	5.00	1.16	0.06	97.93
L	2	AUDIT AND FORWARD THE QUARTERLY MIMS REPORT	5.00	1.16	0.06	97.99
K	26	SCREEN, COMPUTE, AND POST STOCK LEVELS	5.00	1.16	0.06	98.04
K	7	EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	5.00	1.16	0.06	98.10
K	1	ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	5.00	1.16	0.06	98.16
P	24	PREPARE FACSIMILES OF LOST DOCUMENTS FROM SUSPENSE COPIES	5.00	1.10	0.06	98.21
M	11	RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	5.00	1.10	0.06	98.27
J	15	REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	5.00	1.10	0.06	98.32
J	6	MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	5.00	1.10	0.06	98.38
J	7	INSPECT RECEIPTS AND ISSUES FOR PROCESSING PRIOR TO INVENTORY	5.00	1.10	0.06	98.43
J	1	ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	5.00	1.10	0.06	98.49
F	2	CONDUCT SPECIAL-SUBJECT INSPECTIONS	5.00	1.10	0.06	98.54
A	10	ESTABLISH INVENTORY CUT-OFF DOCUMENT NUMBERS	5.00	1.10	0.06	98.60
E	26	OPERATE FORK LIFT FOR MATERIEL HANDLING	5.00	1.08	0.05	98.65
C	16	MAKE RECOMMENDATIONS FOR PERSONNEL ACTIONS	5.00	1.05	0.05	98.71
O	9	MAINTAIN AND DISTRIBUTE THE CONSOLIDATED LISTING (CL)	10.00	0.46	0.05	98.75
L	23	SEPARATE STOCK RECORD CARDS FOR NON-STOCK LISTED ITEMS	5.00	0.87	0.04	98.80
L	20	PREPARE INVENTORY CONTROL RECORDS FOR ACCEPTABLE TURN-INS	5.00	0.87	0.04	98.84
L	12	NOTIFY AFMMFO OF ITEMS SUSPENDED	5.00	0.87	0.04	98.88
O	25	PREPARE DOCUMENTS FOR NON-MEDICAL EQUIPMENT TRANSACTIONS	10.00	0.43	0.04	98.93
C	8	CONDUCT INSPECTIONS OF WAREHOUSE WORK METHODS	5.00	0.86	0.04	98.97
P	10	INSPECT CHARGE-OUT RECORDS (AF FORM 614) TO INSURE RETURN OF LOANED DOCUMENTS	5.00	0.85	0.04	99.01
O	18	NOTIFY WAREHOUSE TO FORWARD EQUIPMENT FOR USER TESTS	5.00	0.85	0.04	99.05
G	4	COMPUTE REQUIREMENTS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	5.00	0.85	0.04	99.10
P	22	PREPARE CERTIFICATES OF LOST DOCUMENTS	5.00	0.83	0.04	99.14
M	7	POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (OA)	5.00	0.83	0.04	99.18
L	8	MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	5.00	0.83	0.04	99.22
F	18	PREPARE STATEMENT OF FACTS FOR PROPERTY DAMAGED OR DESTROYED FOR REASONS OTHER THAN FAIR WEAR AND TEAR	10.00	0.41	0.04	99.26
K	17	PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	10.00	0.39	0.04	99.30
K	16	PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENT (DD FORM 6)	10.00	0.39	0.04	99.34
K	29	VERIFY UNIT COSTS OF PROPERTY ITEMS	5.00	0.73	0.04	99.37
G	13	ROTATE WRM	5.00	0.73	0.04	99.41
C	15	EVALUATE REQUESTS FOR LOCAL PURCHASE	5.00	0.73	0.04	99.45

O	37	REVIEW EQUIPMENT STOCK STATUS REPORT FOR DISCREPANCIES	5.00	0.63	0.03	99.48
O	22	PREPARE AND FORWARD EQUIPMENT AUTHORIZATION INVENTORY DATA TO BASE DATA PROCESSING INSTALLATION	5.00	0.63	0.03	99.51
E	22	MAINTAIN AND SEARCH STOCK LOCATOR FILE OR AIR FORCE LOCATOR CARDS	5.00	0.63	0.03	99.54
Q	23	RECEIVE AND DISTRIBUTE CORRESPONDENCE PERTINENT TO LOCAL PURCHASE	5.00	0.58	0.03	99.57
Q	16	PREPARE REPORTS OF DISCREPANCY IN SHIPMENT FROM COMMERCIAL VENDORS	5.00	0.58	0.03	99.60
Q	10	PREPARE AND DISTRIBUTE SOURCE DOCUMENTS INVOLVING PAYMENT TO VENDORS	5.00	0.58	0.03	99.63
Q	1	COORDINATE WITH OTHER AGENCIES TO DETERMINE WHICH LOCAL PURCHASE ITEMS SHOULD BE STOCKLISTED	5.00	0.58	0.03	99.66
D	10	PLAN AND CONDUCT FORMAL CLASSROOM TRAINING	5.00	0.58	0.03	99.69
C	5	CONDUCT INSPECTIONS OF INVENTORY CONTROL WORK METHODS	5.00	0.58	0.03	99.72
B	2	BRIEF PERSONNEL ON MOBILITY PLANS	5.00	0.58	0.03	99.75
P	26	RECORD TRANSACTIONS ON TRANSACTION REGISTER	5.00	0.56	0.03	99.77
M	3	EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	5.00	0.55	0.03	99.80
C	12	EVALUATE EQUIPMENT AUTHORIZATION AND SUPPORT ACTIVITIES	5.00	0.46	0.02	99.82
P	23	PREPARE DOCUMENTS TO BE DESTROYED OR RETIRED	5.00	0.28	0.01	99.84
O	33	PREPARE TRANSFER DOCUMENTS FOR PROPERTY TRANSFERRED BETWEEN BASE MEMOS	5.00	0.28	0.01	99.85
K	15	PREPARE AND SUBMIT QUARTERLY FEEDER REPORTS	5.00	0.27	0.01	99.87
K	14	POST STOCK SUSPENSION NOTICES	5.00	0.27	0.01	99.88
K	13	POST RECEIPTS AND ISSUES OF SECURITY ITEMS TO VAULT RECORD CARDS	5.00	0.27	0.01	99.89
K	10	INVESTIGATE DISCREPANCIES ENCOUNTERED IN THE INVENTORY OF SECURITY ITEMS	5.00	0.27	0.01	99.91
O	23	PREPARE AND SUBMIT STATEMENTS OF CHARGES OR OTHER VOLUNTARY PAYMENT DOCUMENTS FOR EQUIPMENT	5.00	0.23	0.01	99.92
E	34	PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	5.00	0.23	0.01	99.93
B	11	SUPERVISE EQUIPMENT AUTHORIZATION AND SUPPORT FUNCTIONS	5.00	0.23	0.01	99.94
B	6	MONITOR THE MEDICAL INVENTORY MANAGEMENT SYSTEM (MIMS)	5.00	0.23	0.01	99.95
A	21	PLAN PROCEDURES FOR MAINTAINING E-AID CARDS	5.00	0.23	0.01	99.97

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRS= 40  
KPATH ORDER FROM 343 TO 382 GROUP STAGE= 346  
TIME PERFECTLY DESCRIBED ON DUTIES= 77.01, TASKS= 56.02

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	100.00	42.37	42.37	42.37
A	PLANNING AND ORGANIZING	100.00	12.21	12.21	54.58
B	DIRECTING AND IMPLEMENTING	100.00	10.44	10.44	65.02
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	90.00	6.59	5.93	70.95
E	PERFORMING WAREHOUSE FUNCTIONS	82.50	4.64	3.83	74.78
F	INSPECTING PROPERTY	77.50	4.35	3.37	78.15
C	EVALUATING	87.50	3.65	3.20	81.35
D	TRAINING	75.00	4.04	3.03	84.38
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	75.00	2.99	2.24	86.62
I	MAINTAINING LINEH SUPPLY	35.00	6.38	2.23	88.85
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	67.50	3.15	2.13	90.98
M	REQUISITIONING MATERIEL	50.00	4.11	2.05	93.03
H	REPORTING AND DISPOSING OF MATERIEL	92.50	2.22	2.05	95.08
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	67.50	2.34	1.58	96.66
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	37.50	3.42	1.28	97.95
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	72.50	1.64	1.19	99.13
G	MAINTAINING WAR READINESS MATERIEL	27.50	3.00	0.82	99.96

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRS= 40  
KPATH ORDER FROM 343 TO 382 GROUP STAGE= 346  
TIME PERFECTLY DESCRIBED ON DUTIES= 77.01, TASKS= 56.02

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

O-TSK	DUTY/TASK TITLE				
O	30 PREPARE REQUESTS FOR CHANGES IN ALLOWANCES AND AUTHORIZATIONS (AF FORM 601A)	100.00	1.83	1.83	1.83
B	25 SUPERVISE THE MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO)	85.00	2.06	1.75	3.59
A	35 SUBMIT AUTHORIZATION CHANGES TO MEDICAL EQUIPMENT REVIEW AUTHORIZATION ACTIVITY	95.00	1.84	1.75	5.34
O	12 MAINTAIN CUSTODY/RECEIPT LOCATOR LISTINGS BY ACCOUNT	97.50	1.77	1.73	7.06
O	34 RECEIVE AND DISTRIBUTE CUSTODIAN REQUEST/RECEIPT (AF FORM 601B)	100.00	1.70	1.70	8.77
O	13 MAINTAIN FILE OF AUTHORIZATIONS, INCREASES, OR DECREASES TO THE CONSOLIDATED LISTING	100.00	1.69	1.69	10.46
O	9 MAINTAIN AND DISTRIBUTE THE CONSOLIDATED LISTING (CL)	97.50	1.72	1.68	12.13
O	19 POST AUTHORIZATION CHANGES TO THE CONSOLIDATED LISTING	100.00	1.66	1.66	13.79
O	11 MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS	100.00	1.55	1.55	15.34
O	5 COORDINATE THE RELOCATION OF PROPERTY BETWEEN PROPERTY CUSTODIANS	97.50	1.59	1.55	16.90
O	15 MAINTAIN MEMO DOCUMENT REGISTER	97.50	1.57	1.53	18.43
O	28 PREPARE EQUIPMENT AUTHORIZATION CHANGE INFORMATION FOR PCAM CARDS	97.50	1.52	1.49	19.91
O	20 PREPARE AND FORWARD E-AID CUSTODY/RECEIPT CARD TO BASE DATA PROCESSING INSTALLATION (AF FORM 814)	97.50	1.46	1.42	21.33
O	40 SEARCH EQUIPMENT ALLOWANCE PUBLICATIONS FOR BASIS OF ISSUE AND ALLOWANCES	100.00	1.41	1.41	22.75
O	22 PREPARE AND FORWARD EQUIPMENT AUTHORIZATION INVENTORY DATA TO BASE DATA PROCESSING INSTALLATION	97.50	1.43	1.39	24.14
O	21 PREPARE AND FORWARD E-AID DUE-IN CARD TO BASE DATA SERVICES (AF FORM 815)	100.00	1.39	1.39	25.53
O	25 PREPARE DOCUMENTS FOR NON-MEDICAL EQUIPMENT TRANSACTIONS	92.50	1.45	1.34	26.87
O	14 MAINTAIN HISTORY FILE OF PCAM CARDS ON EQUIPMENT	92.50	1.42	1.31	28.19
B	1 ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	92.50	1.39	1.29	29.47
O	16 MAINTAIN PERSONAL CLOTHING AND EQUIPMENT RECORDS	82.50	1.48	1.22	30.70
P	20 MONITOR MEMO DOCUMENT REGISTER	80.00	1.48	1.18	31.88
O	1 ASSIGN NON-MIMS VOUCHER NUMBERS TO TRANSACTIONS	80.00	1.48	1.18	33.06
A	21 PLAN PROCEDURES FOR MAINTAINING E-AID CARDS	82.50	1.43	1.18	34.24
O	10 MAINTAIN AND ISSUE STOCKS OF NON-MEDICAL SUPPLIES	72.50	1.56	1.13	35.37
O	32 PREPARE TEMPORARY CUSTODY RECEIPTS (AF FORM 1297)	100.00	1.12	1.12	36.49
C	12 EVALUATE EQUIPMENT AUTHORIZATION AND SUPPORT ACTIVITIES	77.50	1.41	1.09	37.58
B	11 SUPERVISE EQUIPMENT AUTHORIZATION AND SUPPORT FUNCTIONS	75.00	1.45	1.09	38.67
O	31 PREPARE STOCK OR PRICE CHANGE VOUCHERS FOR EQUIPMENT	87.50	1.17	1.02	39.69
O	39 ROUTE TURN-IN OF EQUIPMENT FOR INSPECTION AND CONDITION CODING	92.50	1.07	0.99	40.68

N	6	KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	70.00	1.38	0.97	41.65
A	27	PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	72.50	1.32	0.96	42.61
O	33	PREPARE TRANSFER DOCUMENTS FOR PROPERTY TRANSFERRED BETWEEN BASE MEMOS	90.00	1.05	0.94	43.55
O	7	DETERMINE NEED FOR CONTRACT MAINTENANCE OF EQUIPMENT	85.00	1.07	0.91	44.46
A	12	OPEN NEW MEMO ACCOUNTS	85.00	0.97	0.82	45.28
P	16	MAINTAIN FILE OF PROPERTY ACCOUNTS	53.00	1.46	0.80	46.08
O	2	COMPARE QUANTITY AND CONDITION OF EQUIPMENT ITEMS WITH VOUCHER LISTINGS	70.00	1.14	0.80	46.88
J	9	MAKE PHYSICAL COUNT OF PROPERTY ITEMS	52.50	1.50	0.79	47.67
O	6	COORDINATE WITH THE MERAAB FOR EQUIPMENT PURCHASES AND PURCHASE PRIORITIES	65.00	1.21	0.79	48.46
B	23	SUPERVISE THE DISPOSAL AND SALVAGE OF MATERIEL	62.50	1.24	0.77	49.23
A	13	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE EQUIPMENT ACTIVITY	80.00	0.94	0.75	49.99
O	38	REVIEW REPORTS OF INVENTORY FINDINGS FROM PROPERTY	72.50	1.03	0.75	50.73
O	29	PREPARE EQUIPMENT REPLACEMENT BUDGETARY LIST	77.50	0.96	0.74	51.48
B	10	SUPERVISE DELIVERY AND TRANSFER OF MATERIEL	50.00	1.47	0.73	52.21
L	14	ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	47.50	1.48	0.70	52.92
P	14	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS AT USING ACTIVITY	47.50	1.47	0.70	53.61
K	18	PREPARE SALVAGE DOCUMENTS	57.50	1.20	0.69	54.30
H	6	PREPARE DOCUMENTS FOR THE TRANSFER OF EXCESS REQUIRED NON-MEDICAL ITEMS TO BASE SUPPLY	67.50	1.02	0.69	54.99
A	17	PLAN AND SCHEDULE INSPECTIONS OF PROPERTY ASSIGNED TO USING ACTIVITY	62.50	1.08	0.68	55.67
B	15	SUPERVISE MEDICAL MATERIEL SPECIALISTS (91550)	42.50	1.57	0.67	56.34
H	1	ADVISE BASE SUPPLY OFFICER OF EXCESS NON-MEDICAL ITEMS	80.00	0.83	0.67	57.01
B	7	SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	42.50	1.53	0.65	57.66
O	4	CONDUCT UTILIZATION SURVEYS TO VALIDATE EQUIPMENT REQUIREMENTS	62.50	1.01	0.63	58.29
O	26	PREPARE DOCUMENTS FOR OFF-BASE REPAIR OF EQUIPMENT	60.00	1.04	0.62	58.91
O	36	REVIEW AND FORWARD REQUESTS FOR TEMPORARY LOAN OF EQUIPMENT	72.50	0.84	0.61	59.52
E	7	DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	60.00	1.01	0.61	60.13
M	8	PREPARE AND MAINTAIN RECORDS OR DOCUMENTS FOR NON-MEDICAL MATERIEL	35.00	1.71	0.60	60.73
O	23	PREPARE AND SUBMIT STATEMENTS OF CHARGES OR OTHER VOLUNTARY PAYMENT DOCUMENTS FOR EQUIPMENT	67.50	0.88	0.60	61.32
F	16	INSPECT TURN-IN ITEMS	50.00	1.17	0.58	61.91
B	19	SUPERVISE PROPERTY INSPECTIONS	50.00	1.17	0.58	62.49
H	8	REVIEW EXCESS EQUIPMENT OR SUPPLY TURN-IN DOCUMENTS AND DETERMINE EXCESS OR SALVAGE ACTION	65.00	0.89	0.58	63.07
D	6	GIVE INFORMAL TRAINING TO INDIVIDUALS	50.00	1.13	0.57	63.64
F	3	DESIGNATE ITEMS FOR DISPOSAL	50.00	1.10	0.55	64.18
P	7	FILE COMPLETED DOCUMENTS	40.00	1.36	0.54	64.73
O	27	PREPARE DROPPAGE ALLOWANCE DOCUMENTS FOR NON-MEDICAL EQUIPMENT	62.50	0.85	0.53	65.26
O	24	PREPARE BASE INVENTORY ADJUSTMENT DOCUMENT	60.00	0.89	0.53	65.79
A	34	SET UP, MAINTAIN, OR DISPOSE OF FILES	50.00	1.05	0.53	66.32
B	17	SUPERVISE PHYSICAL ISSUING OF MATERIEL	40.00	1.30	0.52	66.84
O	3	COMPUTE DROPPAGE ALLOWANCES FOR NON-MEDICAL EQUIPMENT ITEMS	65.00	0.79	0.52	67.36

O	8 FORWARD TEMPORARY CUSTODY RECEIPTS FOR THE LOAN OF PROPERTY TO PATIENTS	60.00	0.82	0.49	67.85
O	17 MAKE REPORTS OF SURVEY FOR IRRECONCILABLE EQUIPMENT SHORTAGES	60.00	0.80	0.48	68.33
P	27 REVIEW DOCUMENTS PRIOR TO FILING	37.50	1.27	0.48	68.81
A	1 ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	40.00	1.19	0.47	69.28
F	14 INSPECT PROPERTY FOR REPAIRS OR REPLACEMENTS	40.00	1.18	0.47	69.76
C	3 COMPLETE PERSONEL PERFORMANCE REPORTS	45.00	1.01	0.45	70.21
A	25 PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	42.50	1.04	0.44	70.65
D	2 CONDUCT OJT PROGRAMS	37.50	1.18	0.44	71.10
O	37 REVIEW EQUIPMENT STOCK STATUS REPORT FOR DISCREPANCIES	37.50	1.13	0.42	71.52
A	33 SELECT PROCUREMENT SOURCES (CP OR LP) FOR ISSUE REQUESTS	40.00	1.05	0.42	71.94
A	2 ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	42.50	0.97	0.41	72.35
A	19 PLAN PROCEDURES AND SEQUENCES FOR TAKING INVENTORIES	47.50	0.86	0.41	72.76
O	18 NOTIFY WAREHOUSE TO FORWARD EQUIPMENT FOR USER TESTS	47.50	0.84	0.40	73.16
A	26 PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	37.50	1.02	0.38	73.54
B	9 SUPERVISE CONTROL OF MATERIEL DOCUMENTS	27.50	1.30	0.36	73.90
L	24 TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	30.00	1.19	0.36	74.26
P	2 ASSIGN OR CANCEL DOCUMENT NUMBERS	27.50	1.29	0.35	74.61
B	12 SUPERVISE LINEN SUPPLY ACTIVITY	25.00	1.42	0.35	74.97
A	28 PLAN SPACE LAYOUTS FOR SUPPLIES OR EQUIPMENT	37.50	0.92	0.35	75.31
K	9 FILL OUT FORMS FOR CONDEMNED ITEMS	32.50	1.06	0.35	75.66
A	7 COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	35.00	0.97	0.34	76.00
D	4 COUNSEL INDIVIDUALS ON TRAINING PROGRESS	30.00	1.13	0.34	76.34
E	29 PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	32.50	1.04	0.34	76.68
B	20 SUPERVISE REQUISITIONING OF MATERIEL	27.50	1.20	0.33	77.00
K	29 VERIFY UNIT COSTS OF PROPERTY ITEMS	30.00	1.07	0.32	77.33
F	7 IDENTIFY ITEMS TO BE TRANSFERRED	32.50	0.98	0.32	77.64
P	8 FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	27.50	1.15	0.32	77.96
J	11 PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	35.00	0.82	0.29	78.25
J	8 MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	30.00	0.94	0.28	78.53
B	5 MONITOR EXCESS ITEMS PROGRAM	30.00	0.94	0.28	78.81
D	12 PREPARE, ADMINISTER, OR SCORE TESTS	22.50	1.24	0.28	79.09
F	21 VERIFY UNIT OF ISSUE FOR PROPERTY ITEMS	30.00	0.90	0.27	79.36
I	13 PREPARE AND SUBMIT QUARTERLY LINEN INVENTORY AND CONSUMPTION REPORT	25.00	1.06	0.26	79.63
B	22 SUPERVISE STORAGE AND RECEIPT OF MATERIEL	22.50	1.15	0.26	79.88
C	11 EVALUATE EFFECTIVENESS OF THE LINEN SUPPLY ACTIVITY	20.00	1.29	0.26	80.14
Q	26 SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	20.00	1.29	0.26	80.40
A	9 DEVELOP STANDARD OPERATING PROCEDURE FOR REPAIR OF UNSERVICEABLE AND DAMAGED EQUIPMENT	32.50	0.76	0.25	80.65
C	13 EVALUATE INVENTORY ADJUSTMENTS	17.50	1.41	0.25	80.89
F	18 PREPARE STATEMENT OF FACTS FOR PROPERTY DAMAGED OR DESTROYED FOR REASONS OTHER THAN FAIR WEAR AND TEAR	32.50	0.74	0.24	81.13
O	35 REPORT DISCREPANCIES IN STOCK STATUS REPORT TO STOCK RECORDS SECTION FOR PREPARATION OF NEW REPORT	25.00	0.96	0.24	81.37
A	23 PLAN PROCEDURES FOR MAKING INVENTORY ADJUSTMENTS	35.00	0.69	0.24	81.61
A	6 COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	35.00	0.68	0.24	81.85
F	4 DETERMINE CAUSE OF UNSERVICEABLE CONDITION OF PROPERTY	30.00	0.79	0.24	82.09
A	11 ESTABLISH WORK SCHEDULES	22.50	1.02	0.23	82.32

D	7	INDOCTRINATE NEWLY ASSIGNED PERSONNEL	22.50	1.01	0.23	82.54
B	8	SUPERVISE CIVILIAN PERSONNEL	15.00	1.51	0.23	82.77
E	9	DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	35.00	0.65	0.23	83.00
K	20	PREPARE AND DISTRIBUTE DOCUMENTS FOR PROPERTY FOUND ON BASE	35.00	0.65	0.23	83.22
C	9	DETERMINE NEED FOR EXTRA INVENTORIES	27.50	0.82	0.23	83.45
M	7	POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (OA)	17.50	1.26	0.22	83.67
E	23	MAKE DELIVERIES TO USING ACTIVITY	27.50	0.78	0.21	83.88
G	7	MONITOR THE INSPECTION AND ROTATION OF MMPNC PHASE I KITS	17.50	1.21	0.21	84.09
A	37	WRITE JOB DESCRIPTION	27.50	0.75	0.21	84.30
E	42	UNLOAD INCOMING SHIPMENTS	20.00	1.01	0.20	84.50
E	41	TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	25.00	0.79	0.20	84.70
E	18	ISSUE MATERIEL TO USING ACTIVITY	20.00	0.99	0.20	84.90
D	14	PREPARE TRAINING RECORDS OR CHARTS	17.50	1.10	0.19	85.09
G	8	POSITION MMPNC OR SCATA MATERIEL	17.50	1.10	0.19	85.28
J	13	RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	20.00	0.96	0.19	85.47
E	30	PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	15.00	1.24	0.19	85.66
E	5	CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	20.00	0.91	0.18	85.84
M	12	RECORD FUND OBLIGATIONS	17.50	1.02	0.18	86.02
D	8	INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	25.00	0.71	0.18	86.20
P	23	PREPARE DOCUMENTS TO BE DESTROYED OR RETIRED	22.50	0.78	0.18	86.37
Q	8	MAINTAIN LIBRARY OF GSA CATALOGUES, VENDORS' CATALOGUES, AND OTHER PROCUREMENT DATA	20.00	0.88	0.18	86.55
P	5	DISPOSE OF INACTIVE DOCUMENTS	17.50	0.98	0.17	86.72
I	3	COMPUTE LINEN LEVELS FOR USING ACTIVITIES	17.50	0.98	0.17	86.89
D	13	PREPARE LESSON PLANS	17.50	0.97	0.17	87.06
C	8	CONDUCT INSPECTIONS OF WAREHOUSE WORK METHODS	15.00	1.10	0.17	87.22
P	19	MAINTAIN SUPPLY DOCUMENT REGISTER	15.00	1.10	0.16	87.39
A	20	PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	20.00	0.82	0.16	87.55
M	9	PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	12.50	1.30	0.16	87.71
I	18	REPAIR OR REPLACE WORN OR DAMAGED LINENS	12.50	1.24	0.16	87.87
M	15	REVIEW RECEIVING DOCUMENTS	12.50	1.24	0.15	88.02
P	3	CODE AND EDIT SOURCE DOCUMENTS	15.00	1.03	0.15	88.18
D	15	RECOMMEND INDIVIDUALS FOR SPECIALTY KNOWLEDGE TESTING	20.00	0.76	0.15	88.33
L	10	MAKE ENTRIES ON STOCK LOCATOR CARDS TO SHOW CHANGES IN LOCATION OF PROPERTY ITEMS	10.00	1.52	0.15	88.48
E	1	CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	17.50	0.87	0.15	88.63
I	9	INVENTORY CONTROLLED LINEN ITEMS	17.50	0.84	0.15	88.78
C	1	ANALYZE EFFECTIVENESS OF MATERIEL MANAGEMENT PRACTICES	12.50	1.17	0.15	88.93
P	11	INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	10.00	1.45	0.15	89.07
J	12	PREPARE REPORTS OF SURVEY FOR UNACCEPTABLE ADJUSTMENTS (DD FORM 200)	25.00	0.56	0.14	89.21
I	19	SCREEN LINEN TO DETECT DAMAGED OR WORN ITEMS	10.00	1.40	0.14	89.35
I	12	PREPARE AND FORWARD REQUESTS FOR ISSUE OF LINEN ITEMS	17.50	0.80	0.14	89.49
Q	4	ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITY	17.50	0.79	0.14	89.63
B	21	SUPERVISE SPECIAL PROJECT AND SPECIAL DUTY ACTIVITIES	12.50	1.08	0.14	89.77
E	10	EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	15.00	0.90	0.13	89.90
I	1	CARRY OUT CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	10.00	1.32	0.13	90.03
P	21	MONITOR THE FLOW OF DOCUMENTS BETWEEN PROCESSING POINTS	10.00	1.30	0.13	90.16

E	3	COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	17.50	0.74	0.13	90.29
E	32	PREPARE AND ATTACH SHIPPING TAGS, LABELS, OR DOCUMENTS	12.50	1.03	0.13	90.42
I	5	DEVISE CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	15.00	0.84	0.13	90.55
B	18	SUPERVISE PREPARATION OF OFFICIAL CORRESPONDENCE	10.00	1.25	0.12	90.67
K	1	ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	12.50	0.98	0.12	90.79
M	4	MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	12.50	0.98	0.12	90.92
C	17	SCHEDULE LEAVES OR PASSES	20.00	0.61	0.12	91.04
I	8	ESTIMATE OR COUNT QUANTITIES OF ISSUED AND PICKED UP LINENS	12.50	0.97	0.12	91.16
D	11	PLAN IMPROVED TRAINING METHODS	5.00	2.40	0.12	91.28
P	1	ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	12.50	0.95	0.12	91.40
A	14	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	15.00	0.79	0.12	91.52
I	16	PROCESS CLOTHING ITEMS OF HOSPITAL PERSONNEL	10.00	1.17	0.12	91.63
B	24	SUPERVISE THE FURNISHING OF MEDICAL MATERIEL TRANSACTION DOCUMENTS TO BAFO	12.50	0.92	0.12	91.75
B	4	IMPLEMENT CONTROLS AND FOLLOW-UP FOR NEW PROCEDURES	12.50	0.92	0.12	91.86
E	12	FORWARD OR RECEIVE EQUIPMENT ITEMS FOR USER TESTS	15.00	0.73	0.11	91.97
P	6	DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	12.50	0.87	0.11	92.08
I	2	COMPLETE LINEN SUPPLY RECORDS (AF FORM 581)	12.50	0.87	0.11	92.19
D	1	ADAPT AND MAINTAIN TRAINING AIDS	7.50	1.44	0.11	92.30
J	1	ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	10.00	1.07	0.11	92.41
E	4	CONDITION CODE SUPPLY ITEMS	15.00	0.69	0.10	92.51
M	5	MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	12.50	0.82	0.10	92.61
G	4	COMPUTE REQUIREMENTS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	7.50	1.37	0.10	92.71
H	4	PREPARE AND SUBMIT REPORTS OF EXCESS PROPERTY TO AFMMFO (SFS 120, 120A)	12.50	0.81	0.10	92.82
A	3	APPOINT INVENTORY SUPERVISOR OR TEAMS	15.00	0.67	0.10	92.92
D	3	COORDINATE PROCEDURES FOR RESERVIST TRAINING	10.00	1.00	0.10	93.02
C	4	CONDUCT INSPECTIONS OF DOCUMENT CONTROL WORK METHODS	7.50	1.32	0.10	93.12
F	5	DETERMINE INTERCHANGEABILITY OF ITEMS	12.50	0.79	0.10	93.22
Q	14	PREPARE AND SUBMIT LOCAL PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	10.00	0.97	0.10	93.31
A	4	ASSIGN ISSUE PRIORITIES	15.00	0.64	0.10	93.41
C	14	EVALUATE MEDICAL MATERIEL COMPLAINTS OR SUGGESTIONS FOR CORRECTIVE ACTION	10.00	0.96	0.10	93.50
K	24	RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	12.50	0.75	0.09	93.60
A	15	ORGANIZE MAINTENANCE SUPPORT FUNCTIONS	10.00	0.93	0.09	93.69
I	6	DRAFT AND SUBMIT LINEN SUPPLY BUDGET ESTIMATES	10.00	0.93	0.09	93.78
I	10	MARK LINENS AND INDIVIDUAL CLOTHING ITEMS	10.00	0.92	0.09	93.87
Q	11	PREPARE AND PROCESS RECEIVING REPORTS FOR LOCAL PURCHASE ITEMS	10.00	0.92	0.09	93.97
K	6	EDIT OUTGOING OR INCOMING EXCESS REPORTS	15.00	0.61	0.09	94.06
E	28	PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	12.50	0.73	0.09	94.15
M	1	CHECK ACCURACY OF DEPOT REQUISITIONS	12.50	0.73	0.09	94.24
I	4	COORDINATE NEGOTIATIONS FOR THE LAUNDERING OF LINENS	10.00	0.89	0.09	94.33
A	36	SUBMIT REQUESTS FOR STOCKLISTING OF NON-STOCKLISTED ITEMS TO SUB-COMMAND OR COMMAND	7.50	1.18	0.09	94.42

F	8 IDENTIFY PARTS OF COMPLETE ASSEMBLIES	10.00	0.88	0.09	94.50
I	17 PROTECT CLEAN LINENS FROM DUST	7.50	1.17	0.09	94.59
A	22 PLAN PROCEDURES FOR MAINTAINING SUPPLY STOCK RECORDS	7.50	1.16	0.09	94.68
C	5 CONDUCT INSPECTIONS OF INVENTORY CONTROL WORK METHODS	7.50	1.15	0.09	94.77
J	6 ESTABLISH AND POST NOTICES OF INVENTORY DEADLINE DATES	7.50	1.14	0.09	94.85
G	1 COMPUTE ASSETS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CH	10.00	0.85	0.09	94.94
A	18 PLAN CONTROLS OVER WRM SUPPLIES AND EQUIPMENT	12.50	0.68	0.08	95.02
F	11 INITIATE STOCK CHANGE DOCUMENTS FOR UNIDENTIFIED ITEMS	17.50	0.48	0.08	95.10
L	17 PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (DD FORM 1348)	10.00	0.84	0.08	95.19
M	10 PROCESS RECEIPTS FROM LOCAL PURCHASE	15.00	0.56	0.08	95.27
P	25 RECORD BASIC IDENTIFYING DATA ON DOCUMENTS	10.00	0.82	0.08	95.35
C	15 EVALUATE REQUESTS FOR LOCAL PURCHASE	10.00	0.82	0.08	95.44
E	21 LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	10.00	0.81	0.08	95.52
F	10 INITIATE ISSUE REQUESTS FOR ITEMS NEEDED TO COMPLETE ASSEMBLIES	7.50	1.08	0.08	95.60
N	12 MAINTAIN SUPPLY OF BLANK PCAM CARDS	12.50	0.64	0.08	95.68
P	9 FILE UP-DATED DOCUMENT REGISTERS	7.50	1.07	0.08	95.76
E	43 VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	7.50	1.07	0.08	95.84
D	5 DETERMINE NEED FOR INDIVIDUAL OR GROUP TRAINING	5.00	1.59	0.08	95.92
I	7 DYE WORN LINENS	10.00	0.78	0.08	96.00
P	13 MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	7.50	1.01	0.08	96.07
F	15 INSPECT STORED PROPERTY TO SEE THAT LOAD LIMITS AND SECURITY CONDITIONS ARE MET	10.00	0.75	0.08	96.15
Q	25 RECEIVE, INSPECT, AND STORE LOCAL PURCHASE ITEMS	10.00	0.73	0.07	96.22
E	15 INSPECT AND INVENTORY STOCK STORED IN HOSPITAL FOR AIR EVACUATION PROGRAM	7.50	0.96	0.07	96.29
D	10 PLAN AND CONDUCT FORMAL CLASSROOM TRAINING	7.50	0.96	0.07	96.36
K	27 SCREEN REQUESTS FOR SUPPLIES	5.00	1.36	0.07	96.43
J	2 CALCULATE THE INVENTORY BALANCE	7.50	0.89	0.07	96.50
L	9 MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	7.50	0.89	0.07	96.57
Q	28 SUBMIT SUGGESTED SOURCES OF LOCAL PURCHASE ITEMS TO BASE PURCHASING AND CONTRACT OFFICE (P + C)	10.00	0.67	0.07	96.63
A	32 RECOMMEND CHANGES IN TECHNICAL ORDERS, MANUALS, HANDBOOKS, OR OPERATING PROCEDURES	12.50	0.53	0.07	96.70
G	6 MAKE SURVEYS TO INSURE ACCURACY OF WRM LOCATOR FILES	5.00	1.32	0.07	96.77
A	8 DEVELOP STANDARD OPERATING PROCEDURE (SOP) FOR EMERGENCY SUPPLY SITUATIONS	7.50	0.88	0.07	96.83
K	12 NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	7.50	0.87	0.07	96.90
I	14 PREPARE AND SUBMIT REPORTS OF SURVEY	10.00	0.65	0.07	96.96
M	16 TYPE MATERIEL SOURCE DOCUMENTS	7.50	0.87	0.07	97.03
L	3 COMPLETE ENTRIES ON RECEIVING DOCUMENTS	5.00	1.24	0.06	97.09
E	40 SET UP BINS, RACKS, BAYS, OR OTHER STORAGE FACILITIES	7.50	0.79	0.06	97.15
Q	21 PROVIDE FUND CITATION AND AUTHORIZATION FOR CASH PURCHASE	7.50	0.78	0.06	97.21
G	9 POST GWMR LEVELS AND COMPOSITION	2.50	2.31	0.06	97.27
G	2 COMPUTE GROSS WARTIME MATERIEL REQUIREMENTS (GWMR)	2.50	2.31	0.06	97.32
M	13 REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	7.50	0.76	0.06	97.38
J	5 COORDINATE WITH BASE DATA PROCESSING INSTALLATION FOR PREPARATION OF INVENTORY COUNT LISTINGS	7.50	0.76	0.06	97.44
M	2 DETERMINE REQUISITION PRIORITIES	10.00	0.57	0.06	97.49

Q	29	VALIDATE AND DISTRIBUTE LOCAL PURCHASE RECEIVING DOCUMENTS	5.00	1.12	0.06	97.55
M	6	MAINTAIN REQUISITION HISTORY FILE	5.00	1.11	0.06	97.60
F	1	CONDUCT FOLLOW-UP INSPECTIONS	7.50	0.74	0.06	97.66
P	22	PREPARE CERTIFICATES OF LOST DOCUMENTS	10.00	0.54	0.05	97.71
E	6	DELIVER OUTSHIPMENTS	7.50	0.71	0.05	97.77
E	22	MAINTAIN AND SEARCH STOCK LOCATOR FILE OR AIR FORCE LOCATOR CARDS	2.50	2.13	0.05	97.82
K	11	MAINTAIN DATE-OF-AVAILABILITY LIST OF NEWLY STOCKLISTED MATERIEL	7.50	0.71	0.05	97.87
J	10	PERFORM PRE-INVENTORY SURVEY	5.00	1.00	0.05	97.92
E	35	PROCESS PROPERTY ACCOMPANYING PATIENTS	12.50	0.40	0.05	97.97
F	13	INSPECT ITEMS IN STORAGE FOR SIGNS OF CORROSION, DECAY, OR DETERIORATION	7.50	0.64	0.05	98.02
A	31	PREPARE UNIT MANNING DOCUMENT (UMD) CHANGE REQUESTS	2.50	1.88	0.05	98.07
K	5	EDIT ISSUE REQUESTS	5.00	0.94	0.05	98.12
A	16	ORGANIZE PROCEDURES FOR BASE PROCUREMENT OF LOCAL PURCHASE MATERIEL	7.50	0.62	0.05	98.16
P	26	RECORD TRANSACTIONS ON TRANSACTION REGISTER	7.50	0.61	0.05	98.21
Q	22	PURCHASE SMALL DOLLAR VALUE ITEMS	5.00	0.92	0.05	98.25
K	7	EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	5.00	0.92	0.05	98.30
A	30	PREPARE REPORTS FOR STAFF CONFERENCES	5.00	0.90	0.04	98.34
Q	10	PREPARE AND DISTRIBUTE SOURCE DOCUMENTS INVOLVING PAYMENT TO VENDORS	5.00	0.89	0.04	98.39
I	20	SEND LINEN TO LAUNDRY AND RECEIVE FROM LAUNDRY	5.00	0.88	0.04	98.43
M	3	EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	2.50	1.73	0.04	98.48
M	11	RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	5.00	0.86	0.04	98.52
C	2	COMPILE MANAGEMENT DATA FOR USE IN EVALUATION OF SUPPLY PROGRAM	5.00	0.85	0.04	98.56
I	15	PREPARE FORMS FOR TURN-IN OF LINEN TO THE LAUNDRY	5.00	0.85	0.04	98.60
E	37	ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	5.00	0.80	0.04	98.64
F	17	PREPARE INSPECTION REPORTS	5.00	0.79	0.04	98.68
J	4	CONDUCT INVENTORIES OF LOCAL PURCHASE ITEMS	2.50	1.56	0.04	98.72
L	22	SCREEN REQUESTS FOR LOCAL PURCHASE	7.50	0.51	0.04	98.76
F	2	CONDUCT SPECIAL-SUBJECT INSPECTIONS	5.00	0.73	0.04	98.80
X	25	REQUEST WAREHOUSE TO DELIVER MATERIEL	7.50	0.46	0.03	98.83
C	6	CONDUCT INSPECTIONS OF LOCAL PURCHASE WORK METHODS	5.00	0.69	0.03	98.87
L	7	FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	2.50	1.36	0.03	98.90
N	3	FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	2.50	1.35	0.03	98.93
G	11	PREPARE THE MATERIEL OPERATIONAL READINESS REPORT (MORR)	7.50	0.44	0.03	98.97
Q	12	PREPARE AND SUBMIT EMERGENCY PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	5.00	0.64	0.03	99.00
Q	7	MAINTAIN IMPREST FUND FOR SMALL DOLLAR VALUE ITEM PURCHASES	2.50	1.22	0.03	99.03
Q	6	MAINTAIN FUND FOR COD PURCHASES	2.50	1.22	0.03	99.06
F	6	ENTER RE-INSPECTION DATES ON PROPERTY ITEMS	2.50	1.22	0.03	99.09
N	16	PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	5.00	0.59	0.03	99.12
F	12	INSPECT CONTAINERS AND LABELS OF CORROSIVE, VOLATILE, COMBUSTIBLE, OR POISONOUS MATERIALS	5.00	0.58	0.03	99.15
P	24	PREPARE FACSIMILES OF LOST DOCUMENTS FROM SUSPENSE COPIES	5.00	0.57	0.03	99.18
K	22	RECONCILE THE DOLLAR VALUE OF INVENTORY CATEGORIES WITH THE DOLLAR VALUE OF ACCOUNTING OFFICE RECORDS	2.50	1.10	0.03	99.21
J	3	COMPUTE INVENTORY ACCURACY PERCENTAGES	5.00	0.55	0.03	99.23
B	13	SUPERVISE LOCAL PURCHASE ACTIVITIES	5.00	0.54	0.03	99.26
E	16	INSPECT HANDLING, LOADING, OR STORING OF PROPERTY RELEASED FOR SHIPMENT	2.50	1.08	0.03	99.29

B	3	DIRECT STORAGE, ISSUE, AND SAFEGUARDING OF SECURITY ITEMS	2.50	1.08	0.03	99.32
A	10	ESTABLISH INVENTORY CUT-OFF DOCUMENT NUMBERS	7.50	0.36	0.03	99.34
F	9	IDENTIFY WAR READINESS MATERIEL TO PREVENT UNAUTHORIZED MOVEMENT OR USE	2.50	1.06	0.03	99.37
E	11	FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DD FORM 1348-1)	5.00	0.52	0.03	99.39
L	5	DISTRIBUTE COPIES OF ISSUE REQUESTS	2.50	1.01	0.03	99.42
N	9	MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	2.50	1.00	0.02	99.45
C	10	EVALUATE ADEQUACY OF INSPECTIONS	5.00	0.49	0.02	99.47
Q	24	RECEIVE AND PROCESS REQUESTS FOR ITEMS TO BE PURCHASED WITH PETTY CASH FUNDS	2.50	0.98	0.02	99.49
Q	23	RECEIVE AND DISTRIBUTE CORRESPONDENCE PERTINENT TO LOCAL PURCHASE	2.50	0.98	0.02	99.52
P	18	MAINTAIN LOCAL PROCUREMENT DOCUMENT REGISTER	2.50	0.98	0.02	99.54
L	21	RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	2.50	0.98	0.02	99.57
E	26	OPERATE FORK LIFT FOR MATERIEL HANDLING	5.00	0.48	0.02	99.59
M	14	REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC BIOLOGICALS AND REAGENTS	2.50	0.86	0.02	99.61
C	16	MAKE RECOMMENDATIONS FOR PERSONNEL ACTIONS	5.00	0.43	0.02	99.64
L	18	PREPARE AND DISTRIBUTE THE STOCK STATUS REPORT	2.50	0.80	0.02	99.65
I	11	PICK UP LINENS FROM AND DELIVER TO USING ACTIVITY	2.50	0.80	0.02	99.67
G	5	INVENTORY WRM MATERIELS	2.50	0.75	0.02	99.69
E	13	GROUP PROPERTY ITEMS FOR PACKAGING	2.50	0.75	0.02	99.71
N	17	PREPARE INPUT DATA AND READ OUTPUT FOR DECREASE AND INCREASE TRANSACTIONS	2.50	0.73	0.02	99.73
E	24	MARK SHIPPING CONTAINERS	2.50	0.67	0.02	99.75
A	5	COMPUTE ECONOMIC ORDER QUANTITIES (EOQS)	2.50	0.66	0.02	99.76
B	27	SUPERVISE WRM ACTIVITIES	2.50	0.65	0.02	99.78
B	2	BRIEF PERSONNEL ON MOBILITY PLANS	2.50	0.62	0.02	99.80
Q	17	PREPARE REPORT OF LOCAL PURCHASES	5.00	0.31	0.02	99.81
E	27	PACK OR CRATE ITEMS FOR SHIPPING	2.50	0.53	0.01	99.82
L	11	MONITOR PRIORITY STATUS OF REQUISITIONS	2.50	0.49	0.01	99.84
N	18	PREPARE INPUT DATA AND READ OUTPUT FOR DOCUMENTATION OF TRANSACTIONS	2.50	0.49	0.01	99.85
Q	27	SET LEVELS AND REQUIREMENT CODES FOR NON-STOCKLISTED ITEMS	2.50	0.48	0.01	99.86
N	22	RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	2.50	0.48	0.01	99.87
H	5	PREPARE DESTRUCTION DOCUMENTS FOR AND DESTROY MEDICAL EXCESS	2.50	0.48	0.01	99.88
A	29	PLAN TECHNIQUES FOR HANDLING MECHANIZED ACCOUNTS	2.50	0.46	0.01	99.90
E	19	LIST EXPENDABLE ITEMS CONSUMED IN THE MEDICAL SUPPLY OPERATION	2.50	0.37	0.01	99.91
Q	18	PREPARE SHIPPING DOCUMENTS FOR LOCAL PURCHASE CREDIT ITEMS BEING RETURNED TO VENDOR	2.50	0.26	0.01	99.91
K	17	PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	2.50	0.26	0.01	99.92
K	16	PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENT (DD FORM 6)	2.50	0.26	0.01	99.93
E	34	PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	2.50	0.26	0.01	99.93
F	20	VERIFY SECURITY CLASSIFICATION OF PROPERTY ITEMS	2.50	0.26	0.01	99.94
D	16	ROTATE DUTY ASSIGNMENTS OF INDIVIDUALS FOR CROSS-TRAINING	2.50	0.24	0.01	99.94
N	20	PREPARE PCAM DAILY UTILIZATION REPORT	2.50	0.24	0.01	99.95
N	2	FILE ZERO BALANCE CARDS	2.50	0.24	0.01	99.96

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRS= 34  
KPATH ORDER FROM 388 TO 421 GROUP STAGE= 252  
TIME PERFECTLY DESCRIBED ON DUTIES= 77.79, TASKS= 56.08

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	100.00	27.14	27.14	27.14
E	PERFORMING WAREHOUSE FUNCTIONS	94.12	15.64	14.72	41.86
A	PLANNING AND ORGANIZING	94.12	10.30	9.70	51.56
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	97.06	7.66	7.43	58.99
F	INSPECTING PROPERTY	94.12	5.84	5.49	64.49
B	DIRECTING AND IMPLEMENTING	91.18	5.84	5.33	69.81
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	97.06	5.22	5.06	74.88
M	REQUISITIONING MATERIEL	88.24	5.09	4.49	79.37
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	94.12	4.13	3.89	83.25
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	91.18	3.34	3.04	86.30
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	85.29	3.40	2.90	89.19
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	67.65	3.86	2.61	91.80
H	REPORTING AND DISPOSING OF MATERIEL	91.18	2.27	2.07	93.87
C	EVALUATING	67.65	2.70	1.82	95.69
G	MAINTAINING WAR READINESS MATERIEL	76.47	2.25	1.72	97.41
D	TRAINING	58.82	2.14	1.26	98.67
I	MAINTAINING LINEN SUPPLY	29.41	4.27	1.26	99.93

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRS= 34  
KPATH ORDER FROM 308 TO 421 GROUP STAGE= 252  
TIME PERFECTLY DESCRIBED ON DUTIES= 77.79, TASKS= 56.08

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
O	5 COORDINATE THE RELOCATION OF PROPERTY BETWEEN PROPERTY CUSTODIANS	100.00	0.97	0.97	0.97
O	11 MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS	100.00	0.96	0.96	1.93
O	13 MAINTAIN FILE OF AUTHORIZATIONS, INCREASES, OR DECREASES TO THE CONSOLIDATED LISTING	100.00	0.95	0.95	2.88
O	10 MAINTAIN AND ISSUE STOCKS OF NON-MEDICAL SUPPLIES	97.06	0.97	0.95	3.82
O	15 MAINTAIN MEMO DOCUMENT REGISTER	100.00	0.94	0.94	4.77
O	12 MAINTAIN CUSTODY/RECEIPT LOCATOR LISTINGS BY ACCOUNT	100.00	0.93	0.93	5.69
O	9 MAINTAIN AND DISTRIBUTE THE CONSOLIDATED LISTING (CL)	100.00	0.93	0.93	6.62
O	19 POST AUTHORIZATION CHANGES TO THE CONSOLIDATED LISTING	100.00	0.88	0.88	7.50
O	30 PREPARE REQUESTS FOR CHANGES IN ALLOWANCES AND AUTHORIZATIONS (AF FORM 601A)	94.12	0.91	0.86	8.36
O	34 RECEIVE AND DISTRIBUTE CUSTODIAN REQUEST/RECEIPT (AF FORM 601B)	94.12	0.91	0.85	9.21
O	20 PREPARE AND FORWARD E-AID CUSTODY/RECEIPT CARD TO BASE DATA PROCESSING INSTALLATION (AF FORM 814)	100.00	0.85	0.85	10.06
E	18 ISSUE MATERIEL TO USING ACTIVITY	88.24	0.95	0.84	10.90
O	16 MAINTAIN PERSONAL CLOTHING AND EQUIPMENT RECORDS	94.12	0.88	0.83	11.73
O	25 PREPARE DOCUMENTS FOR NON-MEDICAL EQUIPMENT TRANSACTIONS	97.06	0.85	0.83	12.56
O	40 SEARCH EQUIPMENT ALLOWANCE PUBLICATIONS FOR BASIS OF ISSUE AND ALLOWANCES	94.12	0.83	0.78	13.34
O	32 PREPARE TEMPORARY CUSTODY RECEIPTS (AF FORM 1297)	97.06	0.80	0.77	14.11
O	21 PREPARE AND FORWARD E-AID DUE-IN CARD TO BASE DATA SERVICES (AF FORM 815)	94.12	0.82	0.77	14.88
O	39 ROUTE TURN-IN OF EQUIPMENT FOR INSPECTION AND CONDITION CODING	94.12	0.82	0.77	15.65
O	22 PREPARE AND FORWARD EQUIPMENT AUTHORIZATION INVENTORY DATA TO BASE DATA PROCESSING INSTALLATION	94.12	0.81	0.77	16.42
K	18 PREPARE SALVAGE DOCUMENTS	91.18	0.84	0.77	17.16
P	20 MONITOR MEMO DOCUMENT REGISTER	85.29	0.89	0.76	17.94
A	35 SUBMIT AUTHORIZATION CHANGES TO MEDICAL EQUIPMENT REVIEW AUTHORIZATION ACTIVITY	85.29	0.89	0.76	18.70
O	1 ASSIGN NON-MIMS VOUCHER NUMBERS TO TRANSACTIONS	91.18	0.82	0.75	19.45
O	14 MAINTAIN HISTORY FILE OF PCAM CARDS ON EQUIPMENT	88.24	0.84	0.74	20.19
O	2 COMPARE QUANTITY AND CONDITION OF EQUIPMENT ITEMS WITH VOUCHER LISTINGS	85.29	0.86	0.73	20.93
E	7 DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	88.24	0.82	0.73	21.66
O	28 PREPARE EQUIPMENT AUTHORIZATION CHANGE INFORMATION FOR PCAM CARDS	85.29	0.83	0.71	22.37

O	7 DETERMINE NEED FOR CONTRACT MAINTENANCE OF EQUIPMENT	85.29	0.81	0.69	23.06
B	1 ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	88.24	0.78	0.69	23.75
O	8 FORWARD TEMPORARY CUSTODY RECEIPTS FOR THE LOAN OF PROPERTY TO PATIENTS	91.18	0.76	0.69	24.44
N	6 KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	85.29	0.80	0.68	25.12
O	6 COORDINATE WITH THE MERAAB FOR EQUIPMENT PURCHASES AND PURCHASE PRIORITIES	82.35	0.82	0.68	25.80
A	27 PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	79.41	0.82	0.65	26.45
E	42 UNLOAD INCOMING SHIPMENTS	85.29	0.76	0.65	27.10
E	30 PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	79.41	0.80	0.64	27.73
M	8 PREPARE AND MAINTAIN RECORDS OR DOCUMENTS FOR NON-MEDICAL MATERIEL	73.53	0.86	0.63	28.37
P	16 MAINTAIN FILE OF PROPERTY ACCOUNTS	73.53	0.85	0.62	28.99
O	33 PREPARE TRANSFER DOCUMENTS FOR PROPERTY TRANSFERRED BETWEEN BASE MEMOS	82.35	0.76	0.62	29.61
O	36 REVIEW AND FORWARD REQUESTS FOR TEMPORARY LOAN OF EQUIPMENT	88.24	0.69	0.61	30.23
B	25 SUPERVISE THE MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO)	61.76	0.98	0.61	30.83
E	43 VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	76.47	0.77	0.59	31.42
E	29 PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	76.47	0.77	0.59	32.01
H	8 REVIEW EXCESS EQUIPMENT OR SUPPLY TURN-IN DOCUMENTS AND DETERMINE EXCESS OR SALVAGE ACTION	79.41	0.73	0.58	32.59
O	31 PREPARE STOCK OR PRICE CHANGE VOUCHERS FOR EQUIPMENT	85.29	0.68	0.58	33.17
F	16 INSPECT TURN-IN ITEMS	79.41	0.72	0.57	33.73
A	21 PLAN PROCEDURES FOR MAINTAINING E-AID CARDS	70.59	0.81	0.57	34.30
O	38 REVIEW REPORTS OF INVENTORY FINDINGS FROM PROPERTY	82.35	0.69	0.57	34.87
P	14 MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS AT USING ACTIVITY	67.65	0.84	0.57	35.44
E	23 MAKE DELIVERIES TO USING ACTIVITY	79.41	0.71	0.56	36.00
F	7 IDENTIFY ITEMS TO BE TRANSFERRED	79.41	0.70	0.56	36.56
J	9 MAKE PHYSICAL COUNT OF PROPERTY ITEMS	76.47	0.72	0.55	37.11
E	3 COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	67.65	0.81	0.55	37.66
E	9 DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	70.59	0.75	0.53	38.19
A	13 ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE EQUIPMENT ACTIVITY	73.53	0.71	0.52	38.71
K	9 FILL OUT FORMS FOR CONDEMNED ITEMS	70.59	0.74	0.52	39.23
A	34 SET UP, MAINTAIN, OR DISPOSE OF FILES	73.53	0.70	0.51	39.74
A	25 PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	73.53	0.68	0.50	40.24
L	14 ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	61.76	0.81	0.50	40.74
O	37 REVIEW EQUIPMENT STOCK STATUS REPORT FOR DISCREPANCIES	73.53	0.67	0.50	41.24
E	21 LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	61.76	0.80	0.49	41.73
F	21 VERIFY UNIT OF ISSUE FOR PROPERTY ITEMS	76.47	0.64	0.49	42.22
O	18 NOTIFY WAREHOUSE TO FORWARD EQUIPMENT FOR USER TESTS	64.71	0.75	0.49	42.71
O	24 PREPARE BASE INVENTORY ADJUSTMENT DOCUMENT	73.53	0.64	0.47	43.18
E	32 PREPARE AND ATTACH SHIPPING TAGS, LABELS, OR DOCUMENTS	70.59	0.66	0.47	43.65
E	28 PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	64.71	0.71	0.46	44.11
O	4 CONDUCT UTILIZATION SURVEYS TO VALIDATE EQUIPMENT REQUIREMENTS	70.59	0.65	0.46	44.56
P	7 FILE COMPLETED DOCUMENTS	61.76	0.74	0.46	45.02

F	3	DESIGNATE ITEMS FOR DISPOSAL	67.65	0.67	0.45	45.47
P	27	REVIEW DOCUMENTS PRIOR TO FILING	61.76	0.73	0.45	45.92
E	41	TAKE ACTION ON STOCK AS DIRECTED BY AFMFD	67.65	0.66	0.45	46.37
M	4	MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	64.71	0.69	0.45	46.82
H	1	ADVISE BASE SUPPLY OFFICER OF EXCESS NON-MEDICAL ITEMS	73.53	0.60	0.44	47.26
E	6	DELIVER OUTSHIPMENTS	64.71	0.68	0.44	47.70
A	28	PLAN SPACE LAYOUTS FOR SUPPLIES OR EQUIPMENT	70.59	0.62	0.44	48.14
K	29	VERIFY UNIT COSTS OF PROPERTY ITEMS	67.65	0.64	0.44	48.58
A	26	PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	64.71	0.67	0.43	49.01
F	14	INSPECT PROPERTY FOR REPAIRS OR REPLACEMENTS	67.65	0.63	0.43	49.44
E	1	CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	61.76	0.69	0.43	49.87
A	12	OPEN NEW MEMO ACCOUNTS	70.59	0.60	0.43	50.29
A	17	PLAN AND SCHEDULE INSPECTIONS OF PROPERTY ASSIGNED TO USING ACTIVITY	64.71	0.65	0.42	50.72
A	7	COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	64.71	0.61	0.42	51.14
P	2	ASSIGN OR CANCEL DOCUMENT NUMBERS	64.71	0.64	0.42	51.55
E	11	FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DD FORM 1348-1)	58.82	0.70	0.41	51.97
H	6	PREPARE DOCUMENTS FOR THE TRANSFER OF EXCESS REQUIRED NON-MEDICAL ITEMS TO BASE SUPPLY	67.65	0.61	0.41	52.38
B	23	SUPERVISE THE DISPOSAL AND SALVAGE OF MATERIEL	50.00	0.82	0.41	52.79
H	11	SUPERVISE EQUIPMENT AUTHORIZATION AND SUPPORT FUNCTIONS	61.76	0.66	0.41	53.20
E	5	CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	58.82	0.69	0.41	53.61
M	15	REVIEW RECEIVING DOCUMENTS	58.82	0.69	0.41	54.01
C	12	EVALUATE EQUIPMENT AUTHORIZATION AND SUPPORT ACTIVITIES	55.88	0.71	0.40	54.41
E	40	SET UP BINS, RACKS, BAYS, OR OTHER STORAGE FACILITIES	64.71	0.61	0.39	54.80
E	37	ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	55.88	0.70	0.39	55.20
M	9	PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	50.00	0.78	0.39	55.58
D	26	PREPARE DOCUMENTS FOR OFF-BASE REPAIR OF EQUIPMENT	64.71	0.59	0.38	55.97
F	4	DETERMINE CAUSE OF UNSERVICEABLE CONDITION OF PROPERTY	61.76	0.61	0.38	56.34
P	8	FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	58.82	0.64	0.37	56.72
K	5	EDIT ISSUE REQUESTS	55.88	0.67	0.37	57.09
E	10	EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	47.06	0.79	0.37	57.47
K	27	SCREEN REQUESTS FOR SUPPLIES	55.88	0.66	0.37	57.83
D	29	PREPARE EQUIPMENT REPLACEMENT BUDGETARY LIST	52.94	0.69	0.37	58.20
E	4	CONDITION CODE SUPPLY ITEMS	50.00	0.73	0.37	58.57
D	17	MAKE REPORTS OF SURVEY FOR IRRECONCILABLE EQUIPMENT SHORTAGES	64.71	0.54	0.35	58.92
M	5	MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	50.00	0.69	0.35	59.26
D	3	COMPUTE DROPPAGE ALLOWANCES FOR NON-MEDICAL EQUIPMENT ITEMS	58.82	0.58	0.34	59.61
K	6	EDIT OUTGOING OR INCOMING EXCESS REPORTS	47.06	0.71	0.34	59.94
M	6	MAINTAIN REQUISITION HISTORY FILE	50.00	0.66	0.33	60.27
A	14	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	50.00	0.65	0.33	60.60
Q	8	MAINTAIN LIBRARY OF GSA CATALOGUES, VENDORS' CATALOGUES, AND OTHER PROCUREMENT DATA	44.12	0.74	0.32	60.92
E	44	WRAP AND PACK PROPERTY FOR STORAGE	50.00	0.64	0.32	61.24
L	24	TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	41.18	0.78	0.32	61.56
A	9	DEVELOP STANDARD OPERATING PROCEDURE FOR REPAIR OF UNSERVICEABLE AND DAMAGED EQUIPMENT	55.88	0.57	0.32	61.88

E	27	PACK OR CRATE ITEMS FOR SHIPPING	55.88	0.57	0.32	62.20
E	35	PROCESS PROPERTY ACCOMPANYING PATIENTS	52.94	0.60	0.32	62.52
O	35	REPORT DISCREPANCIES IN STOCK STATUS REPORT TO STOCK RECORDS SECTION FOR PREPARATION OF NEW REPORT	55.88	0.56	0.31	62.83
A	19	PLAN PROCEDURES AND SEQUENCES FOR TAKING INVENTORIES	55.88	0.56	0.31	63.15
B	19	SUPERVISE PROPERTY INSPECTIONS	44.12	0.71	0.31	63.46
M	11	RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	50.00	0.63	0.31	63.77
O	27	PREPARE DROPPAGE ALLOWANCE DOCUMENTS FOR NON-MEDICAL EQUIPMENT	61.76	0.51	0.31	64.08
D	6	GIVE INFORMAL TRAINING TO INDIVIDUALS	52.94	0.59	0.31	64.39
Q	26	SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	35.29	0.86	0.30	64.70
P	9	FILE UP-DATED DOCUMENT REGISTERS	44.12	0.68	0.30	65.00
E	38	SEGREGATE INCOMING SHIPMENTS FOR INSPECTION	44.12	0.68	0.30	65.30
N	9	MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	50.00	0.60	0.30	65.59
P	23	PREPARE DOCUMENTS TO BE DESTROYED OR RETIRED	47.06	0.63	0.30	65.89
N	12	MAINTAIN SUPPLY OF BLANK PCAM CARDS	50.00	0.59	0.30	66.19
E	14	IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	47.06	0.63	0.30	66.48
'I	22	SUPERVISE STORAGE AND RECEIPT OF MATERIEL	41.18	0.72	0.30	66.78
J	10	SUPERVISE DELIVERY AND TRANSFER OF MATERIEL	50.00	0.59	0.29	67.07
F	13	INSPECT ITEMS IN STORAGE FOR SIGNS OF CORROSION, DECAY, OR DETERIORATION	50.00	0.58	0.29	67.37
G	8	POSITION MMPNC OR SCATA MATERIEL	41.18	0.71	0.29	67.66
A	20	PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	47.06	0.61	0.29	67.95
F	11	INITIATE STOCK CHANGE DOCUMENTS FOR UNIDENTIFIED ITEMS	52.94	0.54	0.29	68.23
A	33	SELECT PROCUREMENT SOURCES (CP OR LP) FOR ISSUE REQUESTS	52.94	0.54	0.29	68.52
A	1	ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	50.00	0.57	0.28	68.80
M	16	TYPE MATERIEL SOURCE DOCUMENTS	35.29	0.80	0.28	69.09
A	23	PLAN PROCEDURES FOR MAKING INVENTORY ADJUSTMENTS	50.00	0.56	0.28	69.37
E	16	INSPECT HANDLING, LOADING, OR STORING OF PROPERTY RELEASED FOR SHIPMENT	38.24	0.72	0.28	69.64
P	5	DISPOSE OF INACTIVE DOCUMENTS	44.12	0.62	0.27	69.92
K	7	EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	41.18	0.66	0.27	70.19
G	5	INVENTORY WRM MATERIELS	52.94	0.51	0.27	70.46
B	20	SUPERVISE REQUISITIONING OF MATERIEL	41.18	0.65	0.27	70.72
Q	4	ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITY	44.12	0.61	0.27	70.99
K	24	RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	50.00	0.52	0.26	71.25
F	18	PREPARE STATEMENT OF FACTS FOR PROPERTY DAMAGED OR DESTROYED FOR REASONS OTHER THAN FAIR WEAR AND TEAR	52.94	0.48	0.25	71.50
B	9	SUPERVISE CONTROL OF MATERIEL DOCUMENTS	44.12	0.57	0.25	71.75
P	26	RECORD TRANSACTIONS ON TRANSACTION REGISTER	41.18	0.60	0.25	72.00
B	17	SUPERVISE PHYSICAL ISSUING OF MATERIEL	38.24	0.64	0.24	72.24
K	12	NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	44.12	0.55	0.24	72.49
M	10	PROCESS RECEIPTS FROM LOCAL PURCHASE	44.12	0.55	0.24	72.73
L	3	COMPLETE ENTRIES ON RECEIVING DOCUMENTS	41.18	0.59	0.24	72.97
H	5	PREPARE DESTRUCTION DOCUMENTS FOR AND DESTROY MEDICAL EXCESS	35.29	0.68	0.24	73.21
P	17	MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS	32.35	0.73	0.24	73.45
Q	25	RECEIVE, INSPECT, AND STORE LOCAL PURCHASE ITEMS	38.24	0.61	0.23	73.68
J	15	REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	38.24	0.60	0.23	73.91
B	15	SUPERVISE MEDICAL MATERIEL SPECIALISTS (91550)	35.29	0.65	0.23	74.14
P	19	MAINTAIN SUPPLY DOCUMENT REGISTER	32.35	0.70	0.23	74.36

B	7	SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	29.41	0.77	0.23	74.59
B	5	MONITOR EXCESS ITEMS PROGRAM	35.29	0.63	0.22	74.81
F	8	IDENTIFY PARTS OF COMPLETE ASSEMBLIES	41.18	0.53	0.22	75.03
E	17	ISSUE DATED ITEMS	32.35	0.68	0.22	75.25
F	10	INITIATE ISSUE REQUESTS FOR ITEMS NEEDED TO COMPLETE ASSEMBLIES	35.29	0.62	0.22	75.47
J	11	PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	47.06	0.47	0.22	75.69
E	12	FORWARD OR RECEIVE EQUIPMENT ITEMS FOR USER TESTS	32.35	0.68	0.22	75.91
M	1	CHECK ACCURACY OF DEPOT REQUISITIONS	38.24	0.57	0.22	76.12
J	5	COORDINATE WITH BASE DATA PROCESSING INSTALLATION FOR PREPARATION OF INVENTORY COUNT LISTINGS	35.29	0.60	0.21	76.34
C	9	DETERMINE NEED FOR EXTRA INVENTORIES	35.29	0.60	0.21	76.55
G	7	MONITOR THE INSPECTION AND ROTATION OF MMPNC PHASE I KITS	26.47	0.79	0.21	76.76
E	34	PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	41.18	0.51	0.21	76.97
O	23	PREPARE AND SUBMIT STATEMENTS OF CHARGES OR OTHER VOLUNTARY PAYMENT DOCUMENTS FOR EQUIPMENT	47.06	0.45	0.21	77.18
F	5	DETERMINE INTERCHANGEABILITY OF ITEMS	41.18	0.51	0.21	77.39
F	9	IDENTIFY WAR READINESS MATERIEL TO PREVENT UNAUTHORIZED MOVEMENT OR USE	41.18	0.51	0.21	77.60
K	20	PREPARE AND DISTRIBUTE DOCUMENTS FOR PROPERTY FOUND ON BASE	44.12	0.47	0.21	77.80
C	3	COMPLETE PERSONEL PERFORMANCE REPORTS	32.35	0.63	0.21	78.01
A	36	SUBMIT REQUESTS FOR STOCKLISTING OF NON-STOCKLISTED ITEMS TO SUB-COMMAND OR COMMAND	26.47	0.77	0.20	78.21
N	16	PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	29.41	0.70	0.20	78.42
L	9	MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	32.35	0.63	0.20	78.62
P	13	MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	32.35	0.63	0.20	78.82
P	11	INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	35.29	0.57	0.20	79.03
J	8	MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	41.18	0.49	0.20	79.23
M	13	REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	35.29	0.57	0.20	79.43
E	31	PLACE LOCATION SYMBOLS ON WAREHOUSE BINS, RACKS, OR BAYS	38.24	0.51	0.20	79.62
G	13	ROTATE WRM	44.12	0.44	0.20	79.82
E	24	MARK SHIPPING CONTAINERS	32.35	0.60	0.20	80.01
P	21	MONITOR THE FLOW OF DOCUMENTS BETWEEN PROCESSING POINTS	32.35	0.60	0.19	80.21
M	2	DETERMINE REQUISITION PRIORITIES	32.35	0.60	0.19	80.40
P	25	RECORD BASIC IDENTIFYING DATA ON DOCUMENTS	32.35	0.59	0.19	80.59
L	7	FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	32.35	0.58	0.19	80.78
Q	11	PREPARE AND PROCESS RECEIVING REPORTS FOR LOCAL PURCHASE ITEMS	29.41	0.63	0.18	80.97
J	13	RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	35.29	0.52	0.18	81.15
P	28	REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	29.41	0.62	0.18	81.33
J	16	REVIEW THE MACHINE WJN WAREHOUSE PHYSICAL COUNT LIST	35.29	0.51	0.18	81.51
F	17	PREPARE INSPECTION REPORTS	26.47	0.68	0.18	81.69
K	25	REQUEST WAREHOUSE TO DELIVER MATERIEL	29.41	0.60	0.18	81.87
A	2	ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	38.24	0.46	0.18	82.05
O	4	COUNSEL INDIVIDUALS ON TRAINING PROGRESS	26.47	0.66	0.18	82.22
M	7	POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (OA)	29.41	0.58	0.17	82.39
O	7	INDOCTRINATE NEWLY ASSIGNED PERSONNEL	32.35	0.53	0.17	82.56
F	2	CONDUCT SPECIAL-SUBJECT INSPECTIONS	29.41	0.58	0.17	82.74
P	6	DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	32.35	0.52	0.17	82.90
E	15	INSPECT AND INVENTORY STOCK STORED IN HOSPITAL FOR AIR EVACUATION PROGRAM	20.59	0.82	0.17	83.07

N	5	FORWARD SHOPPING DECKS TO BASE DATA PROCESSING INSTALLATION	29.41	0.57	0.17	83.24
B	24	SUPERVISE THE FURNISHING OF MEDICAL MATERIEL TRANSACTION DOCUMENTS TO BAFO	26.47	0.63	0.17	83.41
J	14	REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	32.35	0.51	0.17	83.57
P	12	MAKE QUALITY CONTROL CHECK OF SUCH ITEMS AS POSTING CONTROL CODES OR ANALYSES CODES	26.47	0.63	0.17	83.74
H	4	PREPARE AND SUBMIT REPORTS OF EXCESS PROPERTY TO AFMMFO (SFS 120, 120A)	32.35	0.51	0.17	83.90
I	16	PROCESS CLOTHING ITEMS OF HOSPITAL PERSONNEL	26.47	0.62	0.16	84.07
L	5	DISTRIBUTE COPIES OF ISSUE REQUESTS	23.53	0.68	0.16	84.23
L	20	PREPARE INVENTORY CONTROL RECORDS FOR ACCEPTABLE TURN-INS	26.47	0.60	0.16	84.39
N	4	FORWARD PUNCHED QUANTITY REQUESTED CARD DECKS TO DATA PROCESSING INSTALLATION	29.41	0.54	0.16	84.55
N	13	OFFSET ADJUSTMENT TRANSACTION CARDS	26.47	0.60	0.16	84.71
E	22	MAINTAIN AND SEARCH STOCK LOCATOR FILE OR AIR FORCE LOCATOR CARDS	20.59	0.77	0.16	84.87
J	1	ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	29.41	0.54	0.16	85.02
N	3	FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	35.29	0.45	0.16	85.18
A	10	ESTABLISH INVENTORY CUT-OFF DOCUMENT NUMBERS	35.29	0.45	0.16	85.34
G	1	COMPUTE ASSETS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	23.53	0.66	0.16	85.50
K	11	MAINTAIN DATE-OF-AVAILABILITY LIST OF NEWLY STOCKLISTED MATERIEL	32.35	0.48	0.16	85.65
L	15	POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	23.53	0.66	0.15	85.81
Q	5	MAINTAIN FILE OF LOCAL PURCHASE ORDERS, CONTRACTS, RECEIVING REPORTS, OR SIMILAR DOCUMENTS	23.53	0.66	0.15	85.96
N	2	FILE ZERO BALANCE CARDS	29.41	0.52	0.15	86.12
F	6	ENTER RE-INSPECTION DATES ON PROPEYTY ITEMS	29.41	0.52	0.15	86.27
A	6	COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	32.35	0.46	0.15	86.42
P	3	CGUE AND EDIT SOURCE DOCUMENTS	26.47	0.57	0.15	86.57
C	10	EVALUATE ADEQUACY OF INSPECTIONS	23.53	0.63	0.15	86.72
A	4	ASSIGN ISSUE PRIORITIES	32.35	0.45	0.15	86.86
E	39	SEGREGATE MATERIEL TO BE INVENTORIED	23.53	0.62	0.15	87.01
P	24	PREPARE FACSIMILES OF LOST DOCUMENTS FROM SUSPENSE COPIES	35.29	0.41	0.15	87.15
F	1	CONDUCT FOLLOW-UP INSPECTIONS	23.53	0.62	0.15	87.30
A	11	ESTABLISH WORK SCHEDULES	20.59	0.70	0.14	87.44
H	3	DETERMINE THE METHOD OF DESTRUCTION FOR DIFFERENT TYPES OF MEDICAL SUPPLIES	29.41	0.49	0.14	87.59
Q	9	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	20.59	0.68	0.14	87.73
A	29	PLAN TECHNIQUES FOR HANDLING MECHANIZED ACCOUNTS	20.59	0.68	0.14	87.87
N	14	OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	23.53	0.59	0.14	88.01
C	13	EVALUATE INVENTORY ADJUSTMENTS	23.53	0.59	0.14	88.15
N	1	COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	29.41	0.47	0.14	88.28
J	2	CALCULATE THE INVENTORY BALANCE	26.47	0.52	0.14	88.42
K	8	ESTABLISH MINIMUM STOCK LEVELS	23.53	0.58	0.14	88.56
D	12	PREPARE, ADMINISTER, OR SCORE TESTS	17.65	0.77	0.14	88.69
L	21	RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	23.53	0.57	0.14	88.83
N	7	KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	23.53	0.57	0.13	88.96
L	22	SCREEN REQUESTS FOR LOCAL PURCHASE	20.59	0.65	0.13	89.10
N	11	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	20.59	0.65	0.13	89.23
N	15	OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	23.53	0.57	0.13	89.36

J	4	CONDUCT INVENTORIES OF LOCAL PURCHASE ITEMS	29.41	0.45	0.13	89.49
M	12	RECORD FUND OBLIGATIONS	23.53	0.56	0.13	89.63
L	17	PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (DD FORM 1348)	23.53	0.55	0.13	89.76
B	4	IMPLEMENT CONTROLS AND FOLLOW-UP FOR NEW PROCEDURES	26.47	0.49	0.13	89.89
M	3	EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	26.47	0.49	0.13	90.01
K	17	PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	32.35	0.40	0.13	90.14
P	22	PREPARE CERTIFICATES OF LOST DOCUMENTS	29.41	0.44	0.13	90.27
P	1	ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	17.65	0.73	0.13	90.40
N	8	KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	20.59	0.60	0.12	90.52
K	1	ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	23.53	0.52	0.12	90.65
G	10	PREPARE REQUISITIONS FOR WRM	23.53	0.52	0.12	90.77
F	15	INSPECT STORED PROPERTY TO SEE THAT LOAD LIMITS AND SECURITY CONDITIONS ARE MET	23.53	0.52	0.12	90.89
J	12	PREPARE REPORTS OF SURVEY FOR UNACCEPTABLE ADJUSTMENTS (DD FORM 200)	35.29	0.34	0.12	91.01
N	22	RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	20.59	0.59	0.12	91.13
N	19	PREPARE INPUT DATA AND READ OUTPUT FOR STOCK BALANCES	20.59	0.58	0.12	91.25
Q	14	PREPARE AND SUBMIT LOCAL PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	17.65	0.67	0.12	91.37
D	8	INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	17.65	0.65	0.12	91.49
J	7	INSPECT RECEIPTS AND ISSUES FOR PROCESSING PRIOR TO INVENTORY	23.53	0.48	0.11	91.60
Q	28	SUBMIT SUGGESTED SOURCES OF LOCAL PURCHASE ITEMS TO BASE PURCHASING AND CONTRACT OFFICE (P + C)	20.59	0.55	0.11	91.71
C	15	EVALUATE REQUESTS FOR LOCAL PURCHASE	17.65	0.64	0.11	91.83
B	21	SUPERVISE SPECIAL PROJECT AND SPECIAL DUTY ACTIVITIES	17.65	0.63	0.11	91.94
G	2	COMPUTE GROSS WARTIME MATERIEL REQUIREMENTS (GWMR)	23.53	0.47	0.11	92.05
J	10	PERFORM PRE-INVENTORY SURVEY	23.53	0.47	0.11	92.16
A	8	DEVELOP STANDARD OPERATING PROCEDURE (SOP) FOR EMERGENCY SUPPLY SITUATIONS	20.59	0.53	0.11	92.27
A	16	ORGANIZE PROCEDURES FOR BASE PROCUREMENT OF LOCAL PURCHASE MATERIEL	20.59	0.53	0.11	92.38
G	3	COMPUTE PEACETIME OPERATING STOCKS (POS) REQUIREMENTS	23.53	0.46	0.11	92.48
P	18	MAINTAIN LOCAL PROCUREMENT DOCUMENT REGISTER	17.65	0.61	0.11	92.59
N	21	RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	17.65	0.60	0.11	92.70
A	37	WRITE JOB DESCRIPTION	23.53	0.45	0.11	92.80
K	16	PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENT (DD FORM 6)	26.47	0.39	0.10	92.91
L	6	FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	23.53	0.44	0.10	93.01
J	6	ESTABLISH AND POST NOTICES OF INVENTORY DEADLINE DATES	20.59	0.49	0.10	93.11
N	23	SELECT DATA ELEMENTS FOR RECORDING TRANSACTIONS	17.65	0.57	0.10	93.21
N	10	MAINTAIN NEWLY-STOCKLISTED ITEM PCAM CARD FILE	23.53	0.42	0.10	93.31
F	12	INSPECT CONTAINERS AND LABELS OF CORROSIVE, VOLATILE, COMBUSTIBLE, OR POISONOUS MATERIALS	17.65	0.56	0.10	93.41
E	2	CLEAN AND DRY PROPERTY ITEMS	14.71	0.66	0.10	93.51
N	18	PREPARE INPUT DATA AND READ OUTPUT FOR DOCUMENTATION OF TRANSACTIONS	17.65	0.55	0.10	93.60
N	17	PREPARE INPUT DATA AND READ OUTPUT FOR DECREASE AND INCREASE TRANSACTIONS	17.65	0.55	0.10	93.70
E	13	GROUP PROPERTY ITEMS FOR PACKAGING	20.59	0.47	0.10	93.80

E	19 LIST EXPENDABLE ITEMS CONSUMED IN THE MEDICAL SUPPLY OPERATION	14.71	0.65	0.10	93.89
D	2 CONDUCT OJT PROGRAMS	20.59	0.47	0.10	93.99
E	20 LIST COMPONENT PART SHORTAGES	23.53	0.41	0.10	94.09
E	25 MONITOR TEMPERATURE, HUMIDITY, OR DUST CONDITIONS WITHIN STORAGE FACILITY	14.71	0.64	0.09	94.18
Q	12 PREPARE AND SUBMIT EMERGENCY PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	17.65	0.53	0.09	94.27
C	5 CONDUCT INSPECTIONS OF INVENTORY CONTROL WORK METHODS	14.71	0.63	0.09	94.37
P	10 INSPECT CHARGE-OUT RECORDS (AF FORM 614) TO INSURE RETURN OF LOANED DOCUMENTS	20.59	0.45	0.09	94.46
B	3 DIRECT STORAGE, ISSUE, AND SAFEGUARDING OF SECURITY ITEMS	17.65	0.52	0.09	94.55
I	18 REPAIR OR REPLACE WORN OR DAMAGED LINENS	17.65	0.51	0.09	94.64
P	4 CODE LOCAL PURCHASE DOCUMENTS	14.71	0.60	0.09	94.73
D	14 PREPARE TRAINING RECORDS OR CHARTS	8.82	1.00	0.09	94.82
K	14 POST STOCK SUSPENSION NOTICES	17.65	0.50	0.09	94.90
A	32 RECOMMEND CHANGES IN TECHNICAL ORDERS, MANUALS, HANDBOOKS, OR OPERATING PROCEDURES	11.76	0.71	0.08	94.99
I	19 SCREEN LINEN TO DETECT DAMAGED OR WORN ITEMS	14.71	0.56	0.08	95.07
K	22 RECONCILE THE DOLLAR VALUE OF INVENTORY CATEGORIES WITH THE DOLLAR VALUE OF ACCOUNTING OFFICE RECORDS	17.65	0.47	0.08	95.15
B	18 SUPERVISE PREPARATION OF OFFICIAL CORRESPONDENCE	17.65	0.47	0.08	95.24
C	2 COMPILE MANAGEMENT DATA FOR USE IN EVALUATION OF SUPPLY PROGRAM	11.76	0.69	0.08	95.32
E	26 OPERATE FORK LIFT FOR MATERIEL HANDLING	17.65	0.46	0.08	95.40
G	6 MAKE SURVEYS TO INSURE ACCURACY OF WRM LOCATOR FILES	14.71	0.54	0.08	95.48
G	11 PREPARE THE MATERIEL OPERATIONAL READINESS REPORT (MORR)	14.71	0.53	0.08	95.56
A	22 PLAN PROCEDURES FOR MAINTAINING SUPPLY STOCK RECORDS	20.59	0.38	0.08	95.63
C	1 ANALYZE EFFECTIVENESS OF MATERIEL MANAGEMENT PRACTICES	11.76	0.66	0.08	95.71
I	12 PREPARE AND FORWARD REQUESTS FOR ISSUE OF LINEN ITEMS	14.71	0.53	0.08	95.79
J	3 COMPUTE INVENTORY ACCURACY PERCENTAGES	20.59	0.37	0.08	95.86
A	18 PLAN CONTROLS OVER WRM SUPPLIES AND EQUIPMENT	17.65	0.43	0.08	95.94
A	15 ORGANIZE MAINTENANCE SUPPORT FUNCTIONS	11.76	0.64	0.08	96.02
L	11 MONITOR PRIORITY STATUS OF REQUISITIONS	14.71	0.50	0.07	96.09
K	21 PROCESS AND REPORT MEDICAL MATERIEL COMPLAINTS	14.71	0.50	0.07	96.16
C	8 CONDUCT INSPECTIONS OF WAREHOUSE WORK METHODS	11.76	0.59	0.07	96.23
B	6 MONITOR THE MEDICAL INVENTORY MANAGEMENT SYSTEM (MIMS)	14.71	0.47	0.07	96.30
L	23 SEPARATE STOCK RECORD CARDS FOR NON-STOCK LISTED ITEMS	17.65	0.39	0.07	96.37
K	3 DETERMINE REQUISITION TRANSMISSION METHODS	11.76	0.58	0.07	96.44
I	13 PREPARE AND SUBMIT QUARTERLY LINEN INVENTORY AND CONSUMPTION REPORT	11.76	0.57	0.07	96.51
I	5 DEVISE CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	11.76	0.57	0.07	96.57
I	3 COMPUTE LINEN LEVELS FOR USING ACTIVITIES	11.76	0.57	0.07	96.64
I	1 CARRY OUT CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	11.76	0.57	0.07	96.71
C	4 CONDUCT INSPECTIONS OF DOCUMENT CONTROL WORK METHODS	11.76	0.57	0.07	96.78
A	5 COMPUTE ECONOMIC ORDER QUANTITIES (EOQS)	20.59	0.32	0.07	96.84
I	9 INVENTORY CONTROLLED LINEN ITEMS	11.76	0.55	0.07	96.91
N	20 PREPARE PCAM DAILY UTILIZATION REPORT	11.76	0.55	0.06	96.97
Q	10 PREPARE AND DISTRIBUTE SOURCE DOCUMENTS INVOLVING PAYMENT TO VENDORS	11.76	0.55	0.06	97.04
I	7 DYE WORN LINENS	11.76	0.54	0.06	97.10

L	10	MAKE ENTRIES ON STOCK LOCATOR CARDS TO SHOW CHANGES IN LOCATION OF PROPERTY ITEMS	11.76	0.53	0.06	97.16
L	12	NOTIFY AFMMFO OF ITEMS SUSPENDED	20.59	0.30	0.06	97.22
C	17	SCHEDULE LEAVES OR PASSES	11.76	0.52	0.06	97.28
C	14	EVALUATE MEDICAL MATERIEL COMPLAINTS OR SUGGESTIONS FOR CORRECTIVE ACTION	11.76	0.52	0.06	97.34
L	13	NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	20.59	0.29	0.06	97.41
G	4	COMPUTE REQUIREMENTS OF WRM SHREDDOUT PROGRAMS SUCH AS MMFNC, SCATA, OR BW/CW	11.76	0.51	0.06	97.47
M	2	ARRANGE FOR WITNESSES TO OBSERVE THE DESTRUCTION OF MEDICAL SECURITY ITEMS	11.76	0.51	0.06	97.53
K	2	COMPUTE FILL RATES	14.71	0.41	0.06	97.58
P	15	MAINTAIN FILE OF BASE ERROR AND/OR CORRECTION SHEETS (AF FORM 150)	11.76	0.50	0.06	97.64
A	3	APPOINT INVENTORY SUPERVISOR OR TEAMS	14.71	0.40	0.06	97.70
M	14	REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC BIOLOGICALS AND REAGENTS	14.71	0.40	0.06	97.76
Q	24	RECEIVE AND PROCESS REQUESTS FOR ITEMS TO BE PURCHASED WITH PETTY CASH FUNDS	14.71	0.39	0.06	97.82
B	12	SUPERVISE LINEN SUPPLY ACTIVITY	8.82	0.65	0.06	97.88
Q	29	VALIDATE AND DISTRIBUTE LOCAL PURCHASE RECEIVING DOCUMENTS	11.76	0.48	0.06	97.93
I	14	PREPARE AND SUBMIT REPORTS OF SURVEY	11.76	0.48	0.06	97.99
L	18	PREPARE AND DISTRIBUTE THE STOCK STATUS REPORT	11.76	0.47	0.06	98.04
Q	23	RECEIVE AND DISTRIBUTE CORRESPONDENCE PERTINENT TO LOCAL PURCHASE	11.76	0.47	0.06	98.10
I	6	DRAFT AND SUBMIT LINEN SUPPLY BUDGET ESTIMATES	11.76	0.46	0.05	98.16
L	1	ADJUST BALANCE CARDS FOR SUSPENDED ITEMS	14.71	0.37	0.05	98.21
L	16	POST RETURNS TO VENDORS	17.65	0.31	0.05	98.26
B	8	SUPERVISE CIVILIAN PERSONNEL	8.82	0.61	0.05	98.32
L	4	COMPUTE THE QUANTITY ON HAND OF SUSPENDED ITEMS	14.71	0.36	0.05	98.37
I	17	PROTECT CLEAN LINENS FROM DUST	8.82	0.59	0.05	98.42
I	4	COORDINATE NEGOTIATIONS FOR THE LAUNDERING OF LINENS	8.82	0.59	0.05	98.47
I	2	COMPLETE LINEN SUPPLY RECORDS (AF FORM 581)	8.82	0.59	0.05	98.53
Q	17	PREPARE REPORT OF LOCAL PURCHASES	11.76	0.44	0.05	98.58
C	11	EVALUATE EFFECTIVENESS OF THE LINEN SUPPLY ACTIVITY	8.82	0.57	0.05	98.63
L	19	PREPARE FORMS TO SUSPEND UNSUITABLE MATERIEL FROM ISSUE	8.82	0.53	0.05	98.67
Q	3	EDIT OUTPUT FOR DUE-IN AND DUE-OUT DATA OF USING ACTIVITIES	8.82	0.51	0.05	98.72
I	8	ESTIMATE OR COUNT QUANTITIES OF ISSUED AND PICKED UP LINENS	11.76	0.38	0.04	98.76
F	20	VERIFY SECURITY CLASSIFICATION OF PROPERTY ITEMS	11.76	0.36	0.04	98.81
Q	1	COORDINATE WITH OTHER AGENCIES TO DETERMINE WHICH LOCAL PURCHASE ITEMS SHOULD BE STOCKLISTED	8.82	0.48	0.04	98.85
E	36	RECEIVE, ISSUE, OR PACKAGE SECURITY ITEMS	11.76	0.34	0.04	98.89
K	15	PREPARE AND SUBMIT QUARTERLY FEEDER REPORTS	8.82	0.44	0.04	98.93
I	11	PICK UP LINENS FROM AND DELIVER TO USING ACTIVITY	11.76	0.33	0.04	98.97
Q	16	PREPARE REPORTS OF DISCREPANCY IN SHIPMENT FROM COMMERCIAL VENDORS	8.82	0.42	0.04	99.00
Q	22	PURCHASE SMALL DOLLAR VALUE ITEMS	5.88	0.63	0.04	99.04
B	13	SUPERVISE LOCAL PURCHASE ACTIVITIES	5.88	0.62	0.04	99.08
K	26	SCREEN, COMPUTE, AND POST STOCK LEVELS	8.82	0.39	0.03	99.11
I	20	SEND LINEN TO LAUNDRY AND RECEIVE FROM LAUNDRY	8.82	0.37	0.03	99.14
I	15	PREPARE FORMS FOR TURN-IN OF LINEN TO THE LAUNDRY	8.82	0.37	0.03	99.18
I	10	MARK LINENS AND INDIVIDUAL CLOTHING ITEMS	8.82	0.37	0.03	99.21
B	14	SUPERVISE MACHINE ROOM OPERATIONS	5.88	0.55	0.03	99.24

Q	15	PREPARE LETTER RECOMMENDING STOCKLISTING OF NON-STOCKLISTED ITEMS	5.88	0.55	0.03	99.27
Q	6	MAINTAIN FUND FOR COD PURCHASES	5.88	0.55	0.03	99.31
E	8	DRAFT STORAGE AND OCCUPANCY REPORTS	2.94	1.00	0.03	99.34
A	31	PREPARE UNIT MANNING DOCUMENT (UMD) CHANGE REQUESTS	2.94	1.00	0.03	99.36
D	16	ROTATE DUTY ASSIGNMENTS OF INDIVIDUALS FOR CROSS-TRAINING	5.88	0.48	0.03	99.39
D	15	RECOMMEND INDIVIDUALS FOR SPECIALTY KNOWLEDGE TESTING	5.88	0.48	0.03	99.42
D	13	PREPARE LESSON PLANS	5.88	0.48	0.03	99.45
Q	2	EDIT MACHINE-COMPUTED REQUIREMENTS LISTING OF NON-STOCKLISTED ITEMS	5.88	0.48	0.03	99.48
D	5	DETERMINE NEED FOR INDIVIDUAL OR GROUP TRAINING	5.88	0.47	0.03	99.51
Q	13	PREPARE AND SUBMIT LIST OF DELINQUENT LOCAL PURCHASE ORDERS TO BASE PROCUREMENT ACTIVITY	8.82	0.31	0.03	99.53
G	12	RECONCILE AFMMFO LETTERS WITH WRM WORKSHEET	8.82	0.28	0.03	99.56
B	27	SUPERVISE WRM ACTIVITIES	5.88	0.41	0.02	99.58
Q	18	PREPARE SHIPPING DOCUMENTS FOR LOCAL PURCHASE CREDIT ITEMS BEING RETURNED TO VENDOR	5.88	0.41	0.02	99.61
Q	7	MAINTAIN IMPREST FUND FOR SMALL DOLLAR VALUE ITEM PURCHASES	5.88	0.41	0.02	99.63
Q	27	SET LEVELS AND REQUIREMENT CODES FOR NON-STOCKLISTED ITEMS	5.88	0.40	0.02	99.65
A	30	PREPARE REPORTS FOR STAFF CONFERENCES	2.94	0.78	0.02	99.68
C	16	MAKE RECOMMENDATIONS FOR PERSONNEL ACTIONS	5.88	0.39	0.02	99.70
H	7	PREPARE DOCUMENTS FOR THE TURN-IN OF OUT-DATED X-RAY FILM	5.88	0.34	0.02	99.72
G	9	POST GMMR LEVELS AND COMPOSITION	2.94	0.63	0.02	99.74
F	19	VERIFY LABELS AND INSTRUCTIONS FOR HANDLING RADIOACTIVE MATERIALS	2.94	0.57	0.02	99.76
D	17	SELECT INDIVIDUALS FOR FORMAL TRAINING	2.94	0.52	0.02	99.77
D	1	ADAPT AND MAINTAIN TRAINING AIDS	2.94	0.52	0.02	99.79
B	2	BRIEF PERSONNEL ON MOBILITY PLANS	2.94	0.52	0.02	99.80
C	6	CONDUCT INSPECTIONS OF LOCAL PURCHASE WORK METHODS	2.94	0.51	0.02	99.82
L	8	MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	5.88	0.25	0.01	99.83
Q	21	PROVIDE FUND CITATION AND AUTHORIZATION FOR CASH PURCHASE	2.94	0.48	0.01	99.84
Q	19	PROCESS AND FORWARD EXEMPTIONS TO THE BUY AMERICAN ACT TO BASE PROCUREMENT ACTIVITY	2.94	0.48	0.01	99.86
A	24	PLAN PROCEDURES FOR THE ADMINISTRATION OF THE STOCK RECORD ACCOUNT	8.82	0.14	0.01	99.87
C	7	CONDUCT INSPECTIONS OF THE HANDLING OF SECURITY ITEMS	2.94	0.39	0.01	99.88
D	9	INSTRUCT PERSONNEL IN STORAGE OF CLASSIFIED DOCUMENTS	2.94	0.39	0.01	99.89
K	19	PREPARE SCHEDULE FOR STAGGERED SUBMISSION OF REQUESTS	2.94	0.36	0.01	99.90
Q	20	PROCURE NARCOTICS	2.94	0.36	0.01	99.92
D	11	PLAN IMPROVED TRAINING METHODS	2.94	0.26	0.01	99.92
D	3	COORDINATE PROCEDURES FOR RESERVIST TRAINING	2.94	0.15	0.00	99.93
L	2	AUDIT AND FORWARD THE QUARTERLY MIMS REPORT	2.94	0.12	0.00	99.93

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 18  
KPATH ORDER FROM 427 TO 444 GROUP STAGE= 236  
TIME PERFECTLY DESCRIBED ON DUTIES= 73.49, TASKS= 52.23

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE	:	:	:	:
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	100.00	61.00	61.00	61.00
E	PERFORMING WAREHOUSE FUNCTIONS	77.78	13.94	10.85	71.84
A	PLANNING AND ORGANIZING	72.22	8.94	6.45	78.29
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	44.44	10.17	4.52	82.81
B	DIRECTING AND IMPLEMENTING	61.11	5.92	3.62	86.43
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	50.00	4.62	2.31	88.74
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	50.00	4.53	2.26	91.00
F	INSPECTING PROPERTY	33.33	5.46	1.82	92.82
M	REQUISITIONING MATERIEL	33.33	5.18	1.73	94.55
H	REPORTING AND DISPOSING OF MATERIEL	44.44	2.77	1.23	95.78
D	TRAINING	16.67	5.58	0.93	96.71
I	MAINTAINING LINEN SUPPLY	16.67	4.45	0.74	97.45
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	33.33	2.21	0.74	98.19
G	MAINTAINING WAR READINESS MATERIEL	22.22	3.30	0.73	98.92
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	16.67	2.39	0.40	99.32
C	EVALUATING	11.11	3.06	0.34	99.66
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	16.67	1.90	0.32	99.98

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRS= 18  
KPATH ORDER FROM 427 TO 444 GROUP STAGE= 236  
TIME PERFECTLY DESCRIBED ON DUTIES= 73.49, TASKS= 52.23

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
O	34 RECEIVE AND DISTRIBUTE CUSTODIAN REQUEST/RECEIPT (AF FORM 601B)	100.00	3.48	3.48	3.48
O	30 PREPARE REQUESTS FOR CHANGES IN ALLOWANCES AND AUTHORIZATIONS (AF FORM 601A)	88.89	3.58	3.18	6.66
O	16 MAINTAIN PERSONAL CLOTHING AND EQUIPMENT RECORDS	88.89	3.45	3.07	9.73
O	12 MAINTAIN CUSTODY/RECEIPT LOCATOR LISTINGS BY ACCOUNT	94.44	3.18	3.00	12.73
O	13 MAINTAIN FILE OF AUTHORIZATIONS, INCREASES, OR DECREASES TO THE CONSOLIDATED LISTING	94.44	3.18	3.00	15.73
O	11 MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS	100.00	3.00	3.00	18.73
O	15 MAINTAIN MEMO DOCUMENT REGISTER	88.89	2.99	2.66	21.39
O	28 PREPARE EQUIPMENT AUTHORIZATION CHANGE INFORMATION FOR PCAM CARDS	88.89	2.89	2.57	23.96
O	19 POST AUTHORIZATION CHANGES TO THE CONSOLIDATED LISTING	94.44	2.70	2.55	26.51
O	9 MAINTAIN AND DISTRIBUTE THE CONSOLIDATED LISTING (CL)	88.89	2.77	2.46	28.97
O	40 SEARCH EQUIPMENT ALLOWANCE PUBLICATIONS FOR BASIS OF ISSUE AND ALLOWANCES	83.33	2.88	2.40	31.36
O	5 COORDINATE THE RELOCATION OF PROPERTY BETWEEN PROPERTY CUSTODIANS	77.78	3.02	2.35	33.71
O	20 PREPARE AND FORWARD E-AID CUSTODY/RECEIPT CARD TO BASE DATA PROCESSING INSTALLATION (AF FORM 814)	83.33	2.37	1.98	35.69
O	14 MAINTAIN HISTORY FILE OF PCAM CARDS ON EQUIPMENT	83.33	2.35	1.96	37.65
O	21 PREPARE AND FORWARD E-AID DUE-IN CARD TO BASE DATA SERVICES (AF FORM 815)	83.33	2.29	1.91	39.55
O	10 MAINTAIN AND ISSUE STOCKS OF NON-MEDICAL SUPPLIES	61.11	3.09	1.89	41.45
O	32 PREPARE TEMPORARY CUSTODY RECEIPTS (AF FORM 1297)	100.00	1.89	1.89	43.33
E	7 DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	72.22	2.56	1.85	45.19
O	39 ROUTE TURN-IN OF EQUIPMENT FOR INSPECTION AND CONDITION CODING	77.78	2.29	1.78	46.97
O	25 PREPARE DOCUMENTS FOR NON-MEDICAL EQUIPMENT TRANSACTIONS	72.22	2.45	1.77	48.74
O	22 PREPARE AND FORWARD EQUIPMENT AUTHORIZATION INVENTORY DATA TO BASE DATA PROCESSING INSTALLATION	83.33	2.12	1.76	50.51
O	1 ASSIGN NON-MIMS VOUCHER NUMBERS TO TRANSACTIONS	55.56	2.74	1.52	52.03
N	6 KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	50.00	2.71	1.35	53.38
A	35 SUBMIT AUTHORIZATION CHANGES TO MEDICAL EQUIPMENT REVIEW AUTHORIZATION ACTIVITY	44.44	3.03	1.35	54.73
B	1 ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	50.00	2.57	1.28	56.01
O	33 PREPARE TRANSFER DOCUMENTS FOR PROPERTY TRANSFERRED BETWEEN BASE MEMOS	55.56	2.03	1.13	57.14
O	31 PREPARE STOCK OR PRICE CHANGE VOUCHERS FOR EQUIPMENT	55.56	2.01	1.12	58.25

E	9	DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	38.89	2.80	1.09	59.34
K	18	PREPARE SALVAGE DOCUMENTS	44.44	2.44	1.08	60.43
A	21	PLAN PROCEDURES FOR MAINTAINING E-AID CARDS	38.89	2.75	1.07	61.50
O	7	DETERMINE NEED FOR CONTRACT MAINTENANCE OF EQUIPMENT	38.89	2.72	1.06	62.55
O	2	COMPARE QUANTITY AND CONDITION OF EQUIPMENT ITEMS WITH VOUCHER LISTINGS	50.00	2.11	1.05	63.61
E	23	MAKE DELIVERIES TO USING ACTIVITY	38.89	2.31	0.90	64.51
O	38	REVIEW REPORTS OF INVENTORY FINDINGS FROM PROPERTY	33.33	2.26	0.75	65.26
A	12	OPEN NEW MEMO ACCOUNTS	38.89	1.90	0.74	66.00
E	18	ISSUE MATERIEL TO USING ACTIVITY	33.33	2.17	0.72	66.72
E	3	COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	27.78	2.57	0.71	67.43
B	25	SUPERVISE THE MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO)	16.67	4.26	0.71	68.14
O	17	MAKE REPORTS OF SURVEY FOR IRRECONCILABLE EQUIPMENT SHORTAGES	33.33	2.11	0.70	68.85
O	26	PREPARE DOCUMENTS FOR OFF-BASE REPAIR OF EQUIPMENT	33.33	2.07	0.69	69.54
P	2	ASSIGN OR CANCEL DOCUMENT NUMBERS	27.78	2.45	0.68	70.22
P	20	MONITOR MEMO DOCUMENT REGISTER	27.78	2.42	0.67	70.89
A	27	PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	16.67	3.85	0.64	71.53
H	8	REVIEW EXCESS EQUIPMENT OR SUPPLY TURN-IN DOCUMENTS AND DETERMINE EXCESS OR SALVAGE ACTION	33.33	1.91	0.64	72.17
E	1	CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	27.78	2.27	0.63	72.80
P	7	FILE COMPLETED DOCUMENTS	22.22	2.80	0.62	73.42
O	37	REVIEW EQUIPMENT STOCK STATUS REPORT FOR DISCREPANCIES	33.33	1.86	0.62	74.04
E	42	UNLOAD INCOMING SHIPMENTS	33.33	1.78	0.59	74.63
O	29	PREPARE EQUIPMENT REPLACEMENT BUDGETARY LIST	38.89	1.42	0.55	75.19
E	43	VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	27.78	1.95	0.54	75.73
A	13	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE EQUIPMENT ACTIVITY	22.22	2.38	0.53	76.26
M	8	PREPARE AND MAINTAIN RECORDS OR DOCUMENTS FOR NON-MEDICAL MATERIEL	22.22	2.36	0.53	76.79
E	29	PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	27.78	1.88	0.52	77.31
D	6	GIVE INFORMAL TRAINING TO INDIVIDUALS	16.67	3.14	0.52	77.83
E	30	PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	27.78	1.88	0.52	78.35
O	8	FORWARD TEMPORARY CUSTODY RECEIPTS FOR THE LOAN OF PROPERTY TO PATIENTS	33.33	1.49	0.50	78.85
P	16	MAINTAIN FILE OF PROPERTY ACCOUNTS	22.22	2.12	0.47	79.32
P	14	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS AT USING ACTIVITY	16.67	2.74	0.46	79.78
O	24	PREPARE BASE INVENTORY ADJUSTMENT DOCUMENT	27.78	1.57	0.44	80.21
P	8	FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	16.67	2.61	0.43	80.65
K	9	FILL OUT FORMS FOR CONDEMNED ITEMS	16.67	2.51	0.42	81.06
H	6	PREPARE DOCUMENTS FOR THE TRANSFER OF EXCESS REQUIRED NON-MEDICAL ITEMS TO BASE SUPPLY	27.78	1.48	0.41	81.48
P	25	RECORD BASIC IDENTIFYING DATA ON DOCUMENTS	11.11	3.64	0.40	81.88
A	25	PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	16.67	2.40	0.40	82.28
A	17	PLAN AND SCHEDULE INSPECTIONS OF PROPERTY ASSIGNED TO USING ACTIVITY	16.67	2.39	0.40	82.68
O	18	NOTIFY WAREHOUSE TO FORWARD EQUIPMENT FOR USER TESTS	11.11	3.52	0.39	83.07
B	23	SUPERVISE THE DISPOSAL AND SALVAGE OF MATERIEL	16.67	2.30	0.38	83.45
O	23	PREPARE AND SUBMIT STATEMENTS OF CHARGES OR OTHER VOLUNTARY PAYMENT DOCUMENTS FOR EQUIPMENT	22.22	1.63	0.36	83.82

M	13	REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	16.67	2.05	0.34	84.16
O	6	COORDINATE WITH THE MERAAB FOR EQUIPMENT PURCHASES AND PURCHASE PRIORITIES	16.67	2.01	0.33	84.49
E	21	LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	16.67	1.98	0.33	84.82
L	14	ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	16.67	1.90	0.32	85.14
J	9	MAKE PHYSICAL COUNT OF PROPERTY ITEMS	22.22	1.41	0.31	85.45
P	27	REVIEW DOCUMENTS PRIOR TO FILING	11.11	2.71	0.30	85.75
Q	4	ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITY	16.67	1.81	0.30	86.06
O	36	REVIEW AND FORWARD REQUESTS FOR TEMPORARY LOAN OF EQUIPMENT	16.67	1.79	0.30	86.35
E	11	FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (OD FORM 1348-1)	16.67	1.78	0.30	86.65
B	17	SUPERVISE PHYSICAL ISSUING OF MATERIEL	11.11	2.66	0.30	86.95
F	21	VERIFY UNIT OF ISSUE FOR PROPERTY ITEMS	16.67	1.64	0.27	87.22
O	4	CONDUCT UTILIZATION SURVEYS TO VALIDATE EQUIPMENT REQUIREMENTS	11.11	2.29	0.25	87.48
E	6	DELIVER OUTSHIPMENTS	11.11	2.28	0.25	87.73
J	8	MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	11.11	2.25	0.25	87.98
F	3	DESIGNATE ITEMS FOR DISPOSAL	11.11	2.20	0.24	88.22
F	16	INSPECT TURN-IN ITEMS	16.67	1.45	0.24	88.47
N	22	RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	5.56	4.35	0.24	88.71
N	16	PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	5.56	4.25	0.24	88.94
A	19	PLAN PROCEDURES AND SEQUENCES FOR TAKING INVENTORIES	11.11	2.12	0.24	89.18
O	3	COMPUTE DROPPAGE ALLOWANCES FOR NON-MEDICAL EQUIPMENT ITEMS	16.67	1.35	0.23	89.40
F	7	IDENTIFY ITEMS TO BE TRANSFERRED	11.11	1.94	0.22	89.62
A	7	COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	11.11	1.93	0.21	89.83
F	4	DETERMINE CAUSE OF UNSERVICEABLE CONDITION OF PROPERTY	11.11	1.93	0.21	90.05
N	13	OFFSET ADJUSTMENT TRANSACTION CARDS	5.56	3.85	0.21	90.26
A	14	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	5.56	3.85	0.21	90.48
M	6	MAINTAIN REQUISITION HISTORY FILE	11.11	1.86	0.21	90.68
O	12	PREPARE, ADMINISTER, OR SCORE TESTS	5.56	3.70	0.21	90.89
K	6	EDIT OUTGOING OR INCOMING EXCESS REPORTS	11.11	1.85	0.21	91.09
G	5	INVENTORY WRM MATERIELS	11.11	1.84	0.20	91.30
P	11	INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	11.11	1.82	0.20	91.50
K	25	REQUEST WAREHOUSE TO DELIVER MATERIEL	11.11	1.80	0.20	91.70
C	12	EVALUATE EQUIPMENT AUTHORIZATION AND SUPPORT ACTIVITIES	5.56	3.54	0.20	91.90
B	11	SUPERVISE EQUIPMENT AUTHORIZATION AND SUPPORT FUNCTIONS	5.56	3.54	0.20	92.09
E	28	PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	11.11	1.72	0.19	92.28
E	40	SET UP BINS, RACKS, BAYS, OR OTHER STORAGE FACILITIES	11.11	1.68	0.19	92.47
B	19	SUPERVISE PROPERTY INSPECTIONS	5.56	3.35	0.19	92.66
E	12	FORWARD OR RECEIVE EQUIPMENT ITEMS FOR USER TESTS	16.67	1.11	0.18	92.84
H	1	ADVISE BASE SUPPLY OFFICER OF EXCESS NON-MEDICAL ITEMS	16.67	1.11	0.18	93.03
O	35	REPORT DISCREPANCIES IN STOCK STATUS REPORT TO STOCK RECORDS SECTION FOR PREPARATION OF NEW REPORT	11.11	1.62	0.18	93.21
B	22	SUPERVISE STORAGE AND RECEIPT OF MATERIEL	11.11	1.51	0.17	93.37
E	27	PACK OR CRATE ITEMS FOR SHIPPING	5.56	3.01	0.17	93.54
O	27	PREPARE DROPPAGE ALLOWANCE DOCUMENTS FOR NON-MEDICAL EQUIPMENT	11.11	1.49	0.17	93.71
I	11	PICK UP LINENS FROM AND DELIVER TO USING ACTIVITY	5.56	2.91	0.16	93.87
N	12	MAINTAIN SUPPLY OF BLANK PCAM CARDS	16.67	0.95	0.16	94.03

G	7	MONITOR THE INSPECTION AND ROTATION OF MMPNC PHASE I KITS	5.56	2.79	0.16	94.18
G	8	POSITION MMPNC OR SCATA MATERIEL	11.11	1.34	0.15	94.33
F	10	INITIATE ISSUE REQUESTS FOR ITEMS NEEDED TO COMPLETE ASSEMBLIES	5.56	2.62	0.15	94.48
F	18	PREPARE STATEMENT OF FACTS FOR PROPERTY DAMAGED OR DESTROYED FOR REASONS OTHER THAN FAIR WEAR AND TEAR	11.11	1.30	0.14	94.62
M	15	REVIEW RECEIVING DOCUMENTS	11.11	1.30	0.14	94.77
C	13	EVALUATE INVENTORY ADJUSTMENTS	5.56	2.59	0.14	94.91
E	35	PROCESS PROPERTY ACCOMPANYING PATIENTS	11.11	1.29	0.14	95.05
P	6	DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	5.56	2.32	0.13	95.18
I	18	REPAIR OR REPLACE WORN OR DAMAGED LINENS	5.56	2.32	0.13	95.31
M	9	PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	11.11	1.15	0.13	95.44
M	4	MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	5.56	2.23	0.12	95.56
E	39	SEGREGATE MATERIEL TO BE INVENTORIED	11.11	1.08	0.12	95.68
I	16	PROCESS CLOTHING ITEMS OF HOSPITAL PERSONNEL	5.56	2.13	0.12	95.80
F	6	ENTER RE-INSPECTION DATES ON PROPERTY ITEMS	5.56	2.13	0.12	95.92
E	38	SEGREGATE INCOMING SHIPMENTS FOR INSPECTION	5.56	2.13	0.12	96.04
E	26	OPERATE FORK LIFT FOR MATERIEL HANDLING	5.56	2.13	0.12	96.16
E	17	ISSUE DATED ITEMS	5.56	2.13	0.12	96.28
E	4	CONDITION CODE SUPPLY ITEMS	5.56	2.09	0.12	96.39
A	18	PLAN CONTROLS OVER WRM SUPPLIES AND EQUIPMENT	5.56	2.09	0.12	96.51
B	20	SUPERVISE REQUISITIONING OF MATERIEL	5.56	1.98	0.11	96.62
B	12	SUPERVISE LINEN SUPPLY ACTIVITY	5.56	1.98	0.11	96.73
B	7	SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	5.56	1.98	0.11	96.84
A	26	PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	5.56	1.98	0.11	96.95
P	21	MONITOR THE FLOW OF DOCUMENTS BETWEEN PROCESSING POINTS	5.56	1.85	0.10	97.05
K	29	VERIFY UNIT COSTS OF PROPERTY ITEMS	5.56	1.85	0.10	97.15
K	24	RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	5.56	1.85	0.10	97.26
D	8	INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	11.11	0.89	0.10	97.36
Q	22	PURCHASE SMALL DOLLAR VALUE ITEMS	5.56	1.74	0.10	97.45
I	20	SEND LINEN TO LAUNDRY AND RECEIVE FROM LAUNDRY	5.56	1.74	0.10	97.55
E	10	EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	5.56	1.74	0.10	97.65
K	20	PREPARE AND DISTRIBUTE DOCUMENTS FOR PROPERTY FOUND ON BASE	11.11	0.84	0.09	97.74
G	4	COMPUTE REQUIREMENTS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	5.56	1.57	0.09	97.83
M	11	RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	5.56	1.55	0.09	97.91
M	5	MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	5.56	1.55	0.09	98.00
M	1	CHECK ACCURACY OF DEPOT REQUISITIONS	5.56	1.55	0.09	98.08
A	6	COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	5.56	1.55	0.09	98.17
A	1	ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	5.56	1.55	0.09	98.26
G	13	ROTATE WRM	5.56	1.42	0.08	98.34
F	1	CONDUCT FOLLOW-UP INSPECTIONS	5.56	1.42	0.08	98.41
E	37	ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	5.56	1.42	0.08	98.49
E	14	IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	5.56	1.42	0.08	98.57
E	34	PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	5.56	1.41	0.08	98.65
A	5	COMPUTE ECONOMIC ORDER QUANTITIES (EOQS)	5.56	1.41	0.08	98.73

I	7	DYE WORN LINENS	5.56	1.13	0.06	98.79
I	2	COMPLETE LINEN SUPPLY RECORDS (AF FORM 531)	5.56	1.13	0.06	98.85
I	1	CARRY OUT CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	5.56	1.13	0.06	98.92
B	15	SUPERVISE MEDICAL MATERIEL SPECIALISTS (91550)	5.56	1.13	0.06	98.98
N	4	FORWARD PUNCHED QUANTITY REQUESTED CARD DECKS TO DATA PROCESSING INSTALLATION	5.56	1.06	0.06	99.04
K	22	RECONCILE THE DOLLAR VALUE OF INVENTORY CATEGORIES WITH THE DOLLAR VALUE OF ACCOUNTING OFFICE RECORDS	5.56	1.06	0.06	99.10
J	10	PERFORM PRE-INVENTORY SURVEY	5.56	1.06	0.06	99.16
J	1	ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	5.56	1.06	0.06	99.22
G	10	PREPARE REQUISITIONS FOR WRM	5.56	1.05	0.06	99.27
J	1	PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	5.56	0.96	0.05	99.33
D	10	PLAN AND CONDUCT FORMAL CLASSROOM TRAINING	5.56	0.92	0.05	99.38
D	2	CONDUCT OJT PROGRAMS	5.56	0.92	0.05	99.43
F	14	INSPECT PROPERTY FOR REPAIRS OR REPLACEMENTS	5.56	0.88	0.05	99.48
A	15	ORGANIZE MAINTENANCE SUPPORT FUNCTIONS	5.56	0.88	0.05	99.53
F	11	INITIATE STOCK CHANGE DOCUMENTS FOR UNIDENTIFIED ITEMS	5.56	0.86	0.05	99.58
F	2	CONDUCT SPECIAL-SUBJECT INSPECTIONS	5.56	0.86	0.05	99.62
A	33	SELECT PROCUREMENT SOURCES (CP OR LP) FOR ISSUE REQUESTS	5.56	0.86	0.05	99.67
I	9	INVENTORY CONTROLLED LINEN ITEMS	5.56	0.85	0.05	99.72
A	2	ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHDDS	5.56	0.85	0.05	99.77
K	1	ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	5.56	0.77	0.04	99.81
P	9	FILE UP-DATED DOCUMENT REGISTERS	5.56	0.75	0.04	99.85
E	44	WRAP AND PACK PROPERTY FOR STORAGE	5.56	0.75	0.04	99.89
E	31	PLACE LOCATION SYMBOLS ON WAREHOUSE BINS, RACKS, OR BAYS	5.56	0.75	0.04	99.93
A	9	DEVELOP STANDARD OPERATING PROCEDURE FOR REPAIR OF UNSERVICEABLE AND DAMAGED EQUIPMENT	5.56	0.75	0.04	99.98

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 121  
KPATH ORDER FROM 465 TO 585 GROUP STAGE= 230  
TIME PERFECTLY DESCRIBED ON DUTIES= 78.75, TASKS= 56.35

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE	:	:	:	:
A	PLANNING AND ORGANIZING	100.00	19.04	19.04	19.04
B	DIRECTING AND IMPLEMENTING	100.00	17.05	17.05	36.09
C	EVALUATING	100.00	10.90	10.90	46.99
D	TRAINING	98.35	8.13	8.00	54.99
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	95.87	6.98	6.70	61.68
G	MAINTAINING WAR READINESS MATERIEL	96.69	6.22	6.01	67.70
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	98.35	5.16	5.07	72.77
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	97.52	4.49	4.38	77.15
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	80.17	4.22	3.38	80.53
F	INSPECTING PROPERTY	79.34	4.24	3.36	83.89
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	83.47	3.85	3.21	87.10
E	PERFORMING WAREHOUSE FUNCTIONS	75.21	4.07	3.06	90.16
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	67.77	3.56	2.41	92.57
M	REQUISITIONING MATERIEL	85.95	2.64	2.27	94.84
H	REPORTING AND DISPOSING OF MATERIEL	94.21	2.33	2.20	97.04
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	45.45	3.68	1.67	98.71
I	MAINTAINING LINEN SUPPLY	49.59	2.45	1.22	99.93

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER      RSCH LAB (AFSC)  
 F0, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES=  
 KPATH ORDER FROM 465 TO 585 GROUP STAGE= 230  
 TIME PERFECTLY DESCRIBED ON DUTIES= 78.75, TASKS=

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
 AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
 AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
 PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
B	26 SUPERVISE THE STOCK RECORD ACCOUNT	87.60	1.19	1.04	1.04
B	6 MONITOR THE MEDICAL INVENTORY MANAGEMENT SYSTEM (MIMS)	95.04	1.06	1.00	2.04
A	2 ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	97.52	0.99	0.96	3.01
A	11 ESTABLISH WORK SCHEDULES	95.04	0.96	0.91	3.92
A	24 PLAN PROCEDURES FOR THE ADMINISTRATION OF THE STOCK RECORD ACCOUNT	89.26	1.01	0.90	4.83
B	18 SUPERVISE PREPARATION OF OFFICIAL CORRESPONDENCE	92.56	0.96	0.89	5.72
C	1 ANALYZE EFFECTIVENESS OF MATERIEL MANAGEMENT PRACTICES	84.30	1.03	0.87	6.59
C	3 COMPLETE PERSONEL PERFORMANCE REPORTS	95.04	0.91	0.86	7.45
B	15 SUPERVISE MEDICAL MATERIEL SPECIALISTS (91550)	84.30	0.99	0.84	8.29
B	27 SUPERVISE WRM ACTIVITIES	85.95	0.97	0.84	9.13
B	8 SUPERVISE CIVILIAN PERSONNEL	86.78	0.96	0.83	9.96
A	18 PLAN CONTROLS OVER WRM SUPPLIES AND EQUIPMENT	90.08	0.90	0.81	10.77
C	15 EVALUATE REQUESTS FOR LOCAL PURCHASE	84.30	0.94	0.79	11.56
G	2 COMPUTE GROSS WARTIME MATERIEL REQUIREMENTS (GWMR)	87.60	0.90	0.79	12.35
C	2 COMPILE MANAGEMENT DATA FOR USE IN EVALUATION OF SUPPLY PROGRAM	76.86	1.02	0.78	13.13
G	1 COMPUTE ASSETS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	86.78	0.88	0.77	13.90
A	25 PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	87.60	0.87	0.76	14.66
B	20 SUPERVISE REQUISITIONING OF MATERIEL	84.30	0.88	0.74	15.40
A	29 PLAN TECHNIQUES FOR HANDLING MECHANIZED ACCOUNTS	77.69	0.95	0.74	16.14
B	21 SUPERVISE SPECIAL PROJECT AND SPECIAL DUTY ACTIVITIES	81.82	0.89	0.73	16.87
D	7 INDOCTRINATE NEWLY ASSIGNED PERSONNEL	95.04	0.76	0.73	17.60
B	16 SUPERVISE MEDICAL MATERIEL SUPERVISORS (91570)	65.29	1.11	0.72	18.32
D	8 INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	83.47	0.86	0.72	19.04
G	4 COMPUTE REQUIREMENTS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	81.82	0.87	0.71	19.75
C	6 CONDUCT INSPECTIONS OF LOCAL PURCHASE WORK METHODS	86.78	0.82	0.71	20.46
B	4 IMPLEMENT CONTROLS AND FOLLOW-UP FOR NEW PROCEDURES	78.51	0.90	0.70	21.17
B	13 SUPERVISE LOCAL PURCHASE ACTIVITIES	80.99	0.87	0.70	21.87
A	26 PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	86.78	0.81	0.70	22.57
D	2 CONDUCT OJT PROGRAMS	76.86	0.91	0.70	23.27
B	7 SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	71.07	0.98	0.70	23.96
B	5 MONITOR EXCESS ITEMS PROGRAM	90.91	0.76	0.69	24.66
A	7 COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	85.95	0.80	0.69	25.34
D	4 COUNSEL INDIVIDUALS ON TRAINING PROGRESS	87.60	0.78	0.69	26.03
C	4 CONDUCT INSPECTIONS OF DOCUMENT CONTROL WORK METHODS	86.78	0.79	0.69	26.72

A	1	ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	95.87	0.71	0.69	27.40
G	3	COMPUTE PEACETIME OPERATING STOCKS (POS) REQUIREMENTS	79.34	0.86	0.68	28.08
J	14	REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	94.21	0.72	0.68	28.76
C	8	CONDUCT INSPECTIONS OF WAREHOUSE WORK METHODS	80.99	0.84	0.68	29.44
C	14	EVALUATE MEDICAL MATERIEL COMPLAINTS OR SUGGESTIONS FOR CORRECTIVE ACTION	90.91	0.73	0.66	30.10
A	20	PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	86.78	0.76	0.66	30.76
B	9	SUPERVISE CONTROL OF MATERIEL DOCUMENTS	80.99	0.81	0.66	31.42
C	16	MAKE RECOMMENDATIONS FOR PERSONNEL ACTIONS	87.60	0.75	0.66	32.08
L	22	SCREEN REQUESTS FOR LOCAL PURCHASE	76.03	0.86	0.65	32.73
C	5	CONDUCT INSPECTIONS OF INVENTORY CONTROL WORK METHODS	84.30	0.77	0.65	33.38
J	15	REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	90.08	0.72	0.64	34.02
D	6	GIVE INFORMAL TRAINING TO INDIVIDUALS	80.17	0.80	0.64	34.66
J	16	REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	89.26	0.72	0.64	35.30
A	6	COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	78.51	0.81	0.64	35.94
A	19	PLAN PROCEDURES AND SEQUENCES FOR TAKING INVENTORIES	93.39	0.68	0.64	36.58
A	16	ORGANIZE PROCEDURES FOR BASE PROCUREMENT OF LOCAL PURCHASE MATERIEL	76.86	0.83	0.63	37.21
C	17	SCHEDULE LEAVES OR PASSES	93.39	0.67	0.63	37.84
D	16	ROTATE DUTY ASSIGNMENTS OF INDIVIDUALS FOR CROSS-TRAINING	73.55	0.85	0.63	38.47
A	22	PLAN PROCEDURES FOR MAINTAINING SUPPLY STOCK RECORDS	78.51	0.79	0.62	39.09
C	13	EVALUATE INVENTORY ADJUSTMENTS	82.64	0.72	0.59	39.69
A	5	COMPUTE ECONOMIC ORDER QUANTITIES (EOQS)	71.07	0.83	0.59	40.27
K	6	EDIT OUTGOING OR INCOMING EXCESS REPORTS	80.17	0.73	0.59	40.86
G	11	PREPARE THE MATERIEL OPERATIONAL READINESS REPORT (MORR)	76.03	0.76	0.58	41.44
C	9	DETERMINE NEED FOR EXTRA INVENTORIES	85.12	0.67	0.57	42.01
B	22	SUPERVISE STORAGE AND RECEIPT OF MATERIEL	71.90	0.78	0.56	42.58
A	28	PLAN SPACE LAYOUTS FOR SUPPLIES OR EQUIPMENT	80.17	0.69	0.56	43.13
D	5	DETERMINE NEED FOR INDIVIDUAL OR GROUP TRAINING	75.21	0.74	0.55	43.69
A	37	WRITE JOB DESCRIPTION	80.17	0.68	0.55	44.24
B	24	SUPERVISE THE FURNISHING OF MEDICAL MATERIEL TRANSACTION DOCUMENTS TO BAFO	75.21	0.72	0.55	44.78
L	21	RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	58.68	0.91	0.54	45.32
A	8	DEVELOP STANDARD OPERATING PROCEDURE (SOP) FOR EMERGENCY SUPPLY SITUATIONS	76.86	0.70	0.53	45.85
A	34	SET UP, MAINTAIN, OR DISPOSE OF FILES	77.69	0.68	0.53	46.38
A	23	PLAN PROCEDURES FOR MAKING INVENTORY ADJUSTMENTS	83.47	0.64	0.53	46.91
A	3	APPOINT INVENTORY SUPERVISOR OR TEAMS	76.86	0.69	0.53	47.44
B	25	SUPERVISE THE MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO)	56.20	0.93	0.52	47.96
L	2	AUDIT AND FORWARD THE QUARTERLY MIMS REPORT	70.25	0.74	0.52	48.49
B	23	SUPERVISE THE DISPOSAL AND SALVAGE OF MATERIEL	76.86	0.68	0.52	49.01
D	15	RECOMMEND INDIVIDUALS FOR SPECIALTY KNOWLEDGE TESTING	73.55	0.70	0.52	49.52
A	4	ASSIGN ISSUE PRIORITIES	75.21	0.68	0.51	50.03
B	3	DIRECT STORAGE, ISSUE, AND SAFEGUARDING OF SECURITY ITEMS	66.94	0.75	0.50	50.53
M	2	DETERMINE REQUISITION PRIORITIES	71.07	0.69	0.49	51.03
B	14	SUPERVISE MACHINE ROOM OPERATIONS	58.68	0.84	0.49	51.52
J	3	COMPUTE INVENTORY ACCURACY PERCENTAGES	71.07	0.69	0.49	52.01
B	10	SUPERVISE DELIVERY AND TRANSFER OF MATERIEL	71.07	0.67	0.48	52.48
C	11	EVALUATE EFFECTIVENESS OF THE LINEN SUPPLY ACTIVITY	57.02	0.83	0.47	52.96
H	3	DETERMINE THE METHOD OF DESTRUCTION FOR DIFFERENT TYPES OF MEDICAL SUPPLIES	73.55	0.64	0.47	53.43
L	18	PREPARE AND DISTRIBUTE THE STOCK STATUS REPORT	61.16	0.77	0.47	53.90

H	8	REVIEW EXCESS EQUIPMENT OR SUPPLY TURN-IN DOCUMENTS AND DETERMINE EXCESS OR SALVAGE ACTION	67.77	0.68	0.46	54.36
G	7	MONITOR THE INSPECTION AND ROTATION OF MMPNC PHASE I KITS	59.50	0.76	0.45	54.82
C	10	EVALUATE ADEQUACY OF INSPECTIONS	64.46	0.70	0.45	55.27
A	14	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	69.42	0.63	0.44	55.71
D	12	PREPARE, ADMINISTER, OR SCORE TESTS	58.68	0.75	0.44	56.14
A	27	PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	67.77	0.64	0.44	56.58
L	11	MONITOR PRIORITY STATUS OF REQUISITIONS	61.98	0.70	0.43	57.02
C	7	CONDUCT INSPECTIONS OF THE HANDLING OF SECURITY ITEMS	54.55	0.79	0.43	57.45
K	22	RECONCILE THE DOLLAR VALUE OF INVENTORY CATEGORIES WITH THE DOLLAR VALUE OF ACCOUNTING OFFICE RECORDS	57.02	0.73	0.42	57.86
J	5	COORDINATE WITH BASE DATA PROCESSING INSTALLATION FOR PREPARATION OF INVENTORY COUNT LISTINGS	64.46	0.64	0.41	58.27
H	2	ARRANGE FOR WITNESSES TO OBSERVE THE DESTRUCTION OF MEDICAL SECURITY ITEMS	65.29	0.63	0.41	58.68
B	1	ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	71.07	0.58	0.41	59.10
B	12	SUPERVISE LINEN SUPPLY ACTIVITY	51.24	0.80	0.41	59.51
J	6	ESTABLISH AND POST NOTICES OF INVENTORY DEADLINE DATES	66.12	0.62	0.41	59.92
K	5	EDIT ISSUE REQUESTS	56.20	0.73	0.41	60.33
K	27	SCREEN REQUESTS FOR SUPPLIES	52.07	0.78	0.41	60.73
C	12	EVALUATE EQUIPMENT AUTHORIZATION AND SUPPORT ACTIVITIES	53.72	0.76	0.41	61.14
D	11	PLAN IMPROVED TRAINING METHODS	52.89	0.76	0.40	61.55
D	14	PREPARE TRAINING RECORDS OR CHARTS	52.89	0.76	0.40	61.95
B	11	SUPERVISE EQUIPMENT AUTHORIZATION AND SUPPORT FUNCTIONS	52.89	0.74	0.39	62.34
G	12	RECONCILE AFMMFO LETTERS WITH WRM WORKSHEET	54.55	0.71	0.38	62.72
K	21	PROCESS AND REPORT MEDICAL MATERIEL COMPLAINTS	62.81	0.61	0.38	63.11
A	10	ESTABLISH INVENTORY CUT-OFF DOCUMENT NUMBERS	69.42	0.55	0.38	63.49
B	17	SUPERVISE PHYSICAL ISSUING OF MATERIEL	59.50	0.64	0.38	63.87
A	33	SELECT PROCUREMENT SOURCES (CP OR LP) FOR ISSUE REQUESTS	64.46	0.59	0.38	64.25
M	3	EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	49.59	0.76	0.38	64.63
B	19	SUPERVISE PROPERTY INSPECTIONS	56.20	0.66	0.37	65.00
P	13	MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	46.28	0.79	0.36	65.36
B	2	BRIEF PERSONNEL ON MOBILITY PLANS	60.33	0.60	0.36	65.72
Q	1	COORDINATE WITH OTHER AGENCIES TO DETERMINE WHICH LOCAL PURCHASE ITEMS SHOULD BE STOCKLISTED	54.55	0.64	0.35	66.08
K	3	DETERMINE REQUISITION TRANSMISSION METHODS	57.02	0.61	0.35	66.43
K	2	COMPUTE FILL RATES	55.37	0.63	0.35	66.78
A	30	PREPARE REPORTS FOR STAFF CONFERENCES	47.93	0.73	0.35	67.12
G	5	INVENTORY WRM MATERIELS	47.93	0.72	0.34	67.47
K	15	PREPARE AND SUBMIT QUARTERLY FEEDER REPORTS	48.76	0.70	0.34	67.81
A	32	RECOMMEND CHANGES IN TECHNICAL ORDERS, MANUALS, HANDBOOKS, OR OPERATING PROCEDURES	55.37	0.60	0.33	68.14
K	8	ESTABLISH MINIMUM STOCK LEVELS	48.76	0.68	0.33	68.48
D	13	PREPARE LESSON PLANS	45.45	0.73	0.33	68.81
Q	26	SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	47.11	0.70	0.33	69.14
J	10	PERFORM PRE-INVENTORY SURVEY	50.41	0.65	0.33	69.47
G	8	POSITION MMPNC OR SCATA MATERIEL	50.41	0.65	0.33	69.79
P	21	MONITOR THE FLOW OF DOCUMENTS BETWEEN PROCESSING POINTS	44.63	0.73	0.33	70.12
K	7	EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	52.07	0.62	0.33	70.45

P	12	MAKE QUALITY CONTROL CHECK OF SUCH ITEMS AS POSTING CONTROL CODES OR ANALYSES CODES	42.98	0.76	0.33	70.77
A	21	PLAN PROCEDURES FOR MAINTAINING E-AID CARDS	49.59	0.65	0.32	71.10
K	26	SCREEN, COMPUTE, AND POST STOCK LEVELS	41.32	0.78	0.32	71.42
L	12	NOTIFY AFMMFO OF ITEMS SUSPENDED	53.72	0.60	0.32	71.74
G	9	POST GWMR LEVELS AND COMPOSITION	45.45	0.70	0.31	72.06
P	6	DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	41.32	0.76	0.31	72.37
D	17	SELECT INDIVIDUALS FOR FORMAL TRAINING	52.07	0.60	0.31	72.68
F	9	IDENTIFY WAR READINESS MATERIEL TO PREVENT UNAUTHORIZED MOVEMENT OR USE	46.28	0.68	0.31	73.00
H	1	ADVISE BASE SUPPLY OFFICER OF EXCESS NON-MEDICAL ITEMS	49.59	0.61	0.30	73.30
D	3	COORDINATE PROCEDURES FOR RESERVIST TRAINING	40.50	0.73	0.30	73.59
K	23	RECONCILE THE SECURITY RECORD CARD BALANCES WITH STOCK RECORD CARD BALANCES	45.45	0.65	0.30	73.89
H	4	PREPARE AND SUBMIT REPORTS OF EXCESS PROPERTY TO AFMMFO (SFS 120, 120A)	46.28	0.64	0.29	74.18
D	1	ADAPT AND MAINTAIN TRAINING AIDS	45.45	0.63	0.29	74.47
E	41	TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	42.98	0.66	0.28	74.75
F	1	CONDUCT FOLLOW-UP INSPECTIONS	43.80	0.64	0.28	75.04
J	13	RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	45.45	0.61	0.28	75.31
G	6	MAKE SURVEYS TO INSURE ACCURACY OF WRM LOCATOR FILES	44.63	0.62	0.28	75.59
O	37	REVIEW EQUIPMENT STOCK STATUS REPORT FOR DISCREPANCIES	39.67	0.69	0.27	75.86
A	36	SUBMIT REQUESTS FOR STOCKLISTING OF NON-STOCKLISTED ITEMS TO SUB-COMMAND OR COMMAND	52.07	0.52	0.27	76.13
F	2	CONDUCT SPECIAL-SUBJECT INSPECTIONS	44.63	0.61	0.27	76.41
K	10	INVESTIGATE DISCREPANCIES ENCOUNTERED IN THE INVENTORY OF SECURITY ITEMS	47.11	0.57	0.27	76.68
M	1	CHECK ACCURACY OF DEPOT REQUISITIONS	41.32	0.65	0.27	76.95
E	36	RECEIVE, ISSUE, OR PACKAGE SECURITY ITEMS	37.19	0.72	0.27	77.21
Q	23	RECEIVE AND DISTRIBUTE CORRESPONDENCE PERTINENT TO LOCAL PURCHASE	40.50	0.65	0.26	77.48
A	9	DEVELOP STANDARD OPERATING PROCEDURE FOR REPAIR OF UNSERVICEABLE AND DAMAGED EQUIPMENT	46.28	0.57	0.26	77.74
J	2	CALCULATE THE INVENTORY BALANCE	44.63	0.59	0.26	78.00
K	15	REVIEW RECEIVING DOCUMENTS	41.32	0.63	0.26	78.26
K	17	PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	42.98	0.59	0.25	78.52
F	3	DESIGNATE ITEMS FOR DISPOSAL	47.11	0.53	0.25	78.77
Q	2	EDIT MACHINE-COMPUTED REQUIREMENTS LISTING OF NON-STOCKLISTED ITEMS	37.19	0.65	0.24	79.01
K	4	DETERMINE TYPE OF STORAGE REQUIRED FOR SECURITY ITEMS	39.67	0.61	0.24	79.25
I	4	COORDINATE NEGOTIATIONS FOR THE LAUNDERING OF LINENS	38.02	0.62	0.24	79.49
K	13	POST RECEIPTS AND ISSUES OF SECURITY ITEMS TO VAULT RECORD CARDS	29.75	0.80	0.24	79.73
A	35	SUBMIT AUTHORIZATION CHANGES TO MEDICAL EQUIPMENT REVIEW AUTHORIZATION ACTIVITY	38.84	0.61	0.24	79.96
L	13	NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	42.15	0.56	0.23	80.20
L	9	MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	37.19	0.63	0.23	80.43
O	7	DETERMINE NEED FOR CONTRACT MAINTENANCE OF EQUIPMENT	36.36	0.64	0.23	80.66
A	17	PLAN AND SCHEDULE INSPECTIONS OF PROPERTY ASSIGNED TO USING ACTIVITY	40.50	0.58	0.23	80.90
Q	27	SET LEVELS AND REQUIREMENT CODES FOR NON-STOCKLISTED ITEMS	35.54	0.66	0.23	81.13
A	13	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE EQUIPMENT ACTIVITY	38.02	0.60	0.23	81.36

L	24	TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	35.54	0.64	0.23	81.59
E	5	CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	35.54	0.64	0.23	81.81
F	13	INSPECT ITEMS IN STORAGE FOR SIGNS OF CORROSION, DECAY, OR DETERIORATION	41.32	0.55	0.23	82.04
O	38	REVIEW REPORTS OF INVENTORY FINDINGS FROM PROPERTY	33.88	0.65	0.22	82.26
F	4	DETERMINE CAUSE OF UNSERVICEABLE CONDITION OF PROPERTY	42.98	0.51	0.22	82.48
I	6	DRAFT AND SUBMIT LINEN SUPPLY BUDGET ESTIMATES	32.23	0.68	0.22	82.70
F	15	INSPECT STORED PROPERTY TO SEE THAT LOAD LIMITS AND SECURITY CONDITIONS ARE MET	37.19	0.58	0.22	82.91
Q	3	EDIT OUTPUT FOR DUE-IN AND DUE-OUT DATA OF USING ACTIVITIES	31.40	0.66	0.21	83.12
A	31	PREPARE UNIT MANNING DOCUMENT (UMD) CHANGE REQUESTS	37.19	0.55	0.20	83.33
Q	28	SUBMIT SUGGESTED SOURCES OF LOCAL PURCHASE ITEMS TO BASE PURCHASING AND CONTRACT OFFICE (P + C)	29.75	0.65	0.19	83.52
D	10	PLAN AND CONDUCT FORMAL CLASSROOM TRAINING	26.45	0.73	0.19	83.71
G	13	ROTATE WRM	33.06	0.59	0.19	83.91
P	28	REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	28.10	0.68	0.19	84.10
F	20	VERIFY SECURITY CLASSIFICATION OF PROPERTY ITEMS	32.23	0.59	0.19	84.29
G	10	PREPARE REQUISITIONS FOR WRM	35.54	0.53	0.19	84.48
N	16	PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	29.75	0.63	0.19	84.67
J	7	INSPECT RECEIPTS AND ISSUES FOR PROCESSING PRIOR TO INVENTORY	33.06	0.55	0.18	84.85
A	15	ORGANIZE MAINTENANCE SUPPORT FUNCTIONS	28.93	0.62	0.18	85.03
J	9	MAKE PHYSICAL COUNT OF PROPERTY ITEMS	31.40	0.57	0.18	85.20
P	11	INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	27.27	0.65	0.18	85.38
F	16	INSPECT TURN-IN ITEMS	30.58	0.58	0.18	85.56
P	20	MONITOR MEMO DOCUMENT REGISTER	27.27	0.63	0.17	85.73
I	13	PREPARE AND SUBMIT QUARTERLY LINEN INVENTORY AND CONSUMPTION REPORT	21.49	0.78	0.17	85.90
F	5	DETERMINE INTERCHANGEABILITY OF ITEMS	31.40	0.53	0.17	86.07
I	5	DEVISE CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	25.62	0.65	0.17	86.23
Q	17	PREPARE REPORT OF LOCAL PURCHASES	28.93	0.57	0.17	86.40
E	4	CONDITION CODE SUPPLY ITEMS	32.23	0.51	0.17	86.56
F	18	PREPARE STATEMENT OF FACTS FOR PROPERTY DAMAGED OR DESTROYED FOR REASONS OTHER THAN FAIR WEAR AND TEAR	33.06	0.50	0.17	86.73
O	40	SEARCH EQUIPMENT ALLOWANCE PUBLICATIONS FOR BASIS OF ISSUE AND ALLOWANCES	30.58	0.54	0.17	86.89
E	34	PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	29.75	0.55	0.16	87.06
H	5	PREPARE DESTRUCTION DOCUMENTS FOR AND DESTROY MEDICAL EXCESS	31.40	0.52	0.16	87.22
K	25	REQUEST WAREHOUSE TO DELIVER MATERIEL	30.58	0.53	0.16	87.38
M	7	POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (OA)	21.49	0.75	0.16	87.55
D	9	INSTRUCT PERSONNEL IN STORAGE OF CLASSIFIED DOCUMENTS	29.75	0.54	0.16	87.71
F	14	INSPECT PROPERTY FOR REPAIRS OR REPLACEMENTS	26.45	0.60	0.16	87.87
P	3	CODE AND EDIT SOURCE DOCUMENTS	24.79	0.63	0.16	88.02
M	12	RECORD FUND OBLIGATIONS	24.79	0.63	0.16	88.18
Q	15	PREPARE LETTER RECOMMENDING STOCKLISTING OF NON-STOCKLISTED ITEMS	26.45	0.57	0.15	88.33
F	7	IDENTIFY ITEMS TO BE TRANSFERRED	26.45	0.56	0.15	88.48
O	4	CONDUCT UTILIZATION SURVEYS TO VALIDATE EQUIPMENT REQUIREMENTS	23.14	0.62	0.14	88.62
J	1	ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	29.75	0.48	0.14	88.77

P	23	PREPARE DOCUMENTS TO BE DESTROYED OR RETIRED	25.62	0.55	0.14	88.91
O	5	COORDINATE THE RELOCATION OF PROPERTY BETWEEN PROPERTY CUSTODIANS	24.79	0.56	0.14	89.04
E	25	MONITOR TEMPERATURE, HUMIDITY, OR DUST CONDITIONS WITHIN STORAGE FACILITY	25.62	0.54	0.14	89.18
F	17	PREPARE INSPECTION REPORTS	23.14	0.60	0.14	89.32
P	27	REVIEW DOCUMENTS PRIOR TO FILING	23.14	0.59	0.14	89.46
J	4	CONDUCT INVENTORIES OF LOCAL PURCHASE ITEMS	24.79	0.55	0.14	89.59
O	6	COORDINATE WITH THE MERAAB FOR EQUIPMENT PURCHASES AND PURCHASE PRIORITIES	23.14	0.58	0.13	89.73
Q	29	VALIDATE AND DISTRIBUTE LOCAL PURCHASE RECEIVING DOCUMENTS	23.97	0.55	0.13	89.86
E	14	IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	25.62	0.52	0.13	89.99
E	8	DRAFT STORAGE AND OCCUPANCY REPORTS	25.97	0.53	0.13	90.12
P	4	CODE LOCAL PURCHASE DOCUMENTS	22.31	0.57	0.13	90.25
N	17	PREPARE INPUT DATA AND READ OUTPUT FOR DECREASE AND INCREASE TRANSACTIONS	19.01	0.65	0.12	90.37
K	11	MAINTAIN DATE-OF-AVAILABILITY LIST OF NEWLY STOCKLISTED MATERIEL	23.97	0.51	0.12	90.49
N	23	SELECT DATA ELEMENTS FOR RECORDING TRANSACTIONS	19.83	0.61	0.12	90.62
K	12	NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	27.27	0.44	0.12	90.74
L	19	PREPARE FORMS TO SUSPEND UNSUITABLE MATERIEL FROM ISSUE	21.49	0.54	0.12	90.85
E	28	PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	22.31	0.52	0.12	90.97
N	19	PREPARE INPUT DATA AND READ OUTPUT FOR STOCK BALANCES	17.36	0.66	0.11	91.08
K	19	PREPARE SCHEDULE FOR STAGGERED SUBMISSION OF REQUESTS	24.79	0.46	0.11	91.20
K	16	PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENT (DD FORM 6)	22.31	0.50	0.11	91.31
E	18	ISSUE MATERIEL TO USING ACTIVITY	23.14	0.47	0.11	91.41
E	16	INSPECT HANDLING, LOADING, OR STORING OF PROPERTY RELEASED FOR SHIPMENT	23.97	0.44	0.11	91.52
P	10	INSPECT CHARGE-OUT RECORDS (AF FORM 614) TO INSURE RETURN OF LOANED DOCUMENTS	23.97	0.44	0.11	91.63
E	10	EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	23.97	0.44	0.11	91.73
O	35	REPORT DISCREPANCIES IN STOCK STATUS REPORT TO STOCK RECORDS SECTION FOR PREPARATION OF NEW REPORT	17.36	0.60	0.10	91.83
N	22	RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	19.83	0.52	0.10	91.94
A	12	OPEN NEW MEMO ACCOUNTS	25.62	0.40	0.10	92.04
L	14	ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	19.83	0.51	0.10	92.14
J	12	PREPARE REPORTS OF SURVEY FOR UNACCEPTABLE ADJUSTMENTS (DD FORM 200)	20.66	0.48	0.10	92.24
Q	24	RECEIVE AND PROCESS REQUESTS FOR ITEMS TO BE PURCHASED WITH PETTY CASH FUNDS	14.05	0.71	0.10	92.34
O	36	REVIEW AND FORWARD REQUESTS FOR TEMPORARY LOAN OF EQUIPMENT	22.31	0.44	0.10	92.44
J	11	PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	19.01	0.51	0.10	92.53
F	10	INITIATE ISSUE REQUESTS FOR ITEMS NEEDED TO COMPLETE ASSEMBLIES	18.18	0.53	0.10	92.63
P	5	DISPOSE OF INACTIVE DOCUMENTS	21.49	0.45	0.10	92.73
K	18	PREPARE SALVAGE DOCUMENTS	19.01	0.50	0.09	92.82
E	3	COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	20.66	0.46	0.09	92.92
N	18	PREPARE INPUT DATA AND READ OUTPUT FOR DOCUMENTATION OF TRANSACTIONS	15.70	0.60	0.09	93.01

Q	8	MAINTAIN LIBRARY OF GSA CATALOGUES, VENDORS' CATALOGUES, AND OTHER PROCUREMENT DATA	17.36	0.54	0.09	93.11
N	7	KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	21.49	0.44	0.09	93.20
J	8	MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	21.49	0.44	0.09	93.29
I	3	COMPUTE LINEN LEVELS FOR USING ACTIVITIES	14.05	0.65	0.09	93.39
Q	12	PREPARE AND SUBMIT EMERGENCY PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	17.36	0.54	0.09	93.48
F	12	INSPECT CONTAINERS AND LABELS OF CORROSIVE, VOLATILE, COMBUSTIBLE, OR POISONOUS MATERIALS	19.83	0.46	0.09	93.57
P	1	ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	19.01	0.47	0.09	93.66
I	9	INVENTORY CONTROLLED LINEN ITEMS	10.74	0.82	0.09	93.75
N	4	FORWARD PUNCHED QUANTITY REQUESTED CARD DECKS TO DATA PROCESSING INSTALLATION	14.88	0.59	0.09	93.83
Q	11	PREPARE AND PROCESS RECEIVING REPORTS FOR LOCAL PURCHASE ITEMS	14.88	0.59	0.09	93.92
K	29	VERIFY UNIT COSTS OF PROPERTY ITEMS	21.49	0.39	0.08	94.00
F	21	VERIFY UNIT OF ISSUE FOR PROPERTY ITEMS	20.66	0.41	0.08	94.09
P	17	MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS	14.05	0.60	0.08	94.17
K	1	ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	19.01	0.44	0.08	94.26
I	1	CARRY OUT CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	12.40	0.67	0.08	94.34
E	19	LIST EXPENDABLE ITEMS CONSUMED IN THE MEDICAL SUPPLY OPERATION	18.18	0.45	0.08	94.42
M	5	MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	16.53	0.49	0.08	94.50
N	15	OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	16.53	0.48	0.08	94.58
O	29	PREPARE EQUIPMENT REPLACEMENT BUDGETARY LIST	14.05	0.56	0.08	94.66
P	2	ASSIGN OR CANCEL DOCUMENT NUMBERS	20.66	0.37	0.08	94.74
M	4	MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	14.88	0.51	0.08	94.81
Q	21	PROVIDE FUND CITATION AND AUTHORIZATION FOR CASH PURCHASE	14.05	0.53	0.07	94.89
P	19	MAINTAIN SUPPLY DOCUMENT REGISTER	12.40	0.59	0.07	94.96
F	11	INITIATE STOCK CHANGE DOCUMENTS FOR UNIDENTIFIED ITEMS	16.53	0.44	0.07	95.03
P	14	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS AT USING ACTIVITY	15.70	0.46	0.07	95.11
K	9	FILL OUT FORMS FOR CONDEMNED ITEMS	14.05	0.51	0.07	95.18
M	10	PROCESS RECEIPTS FROM LOCAL PURCHASE	14.88	0.48	0.07	95.25
E	11	FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DD FORM 1348-1)	12.40	0.57	0.07	95.32
Q	25	RECEIVE, INSPECT, AND STORE LOCAL PURCHASE ITEMS	16.53	0.43	0.07	95.39
E	43	VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	16.53	0.43	0.07	95.46
E	37	ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	13.22	0.53	0.07	95.53
N	13	OFFSET ADJUSTMENT TRANSACTION CARDS	15.70	0.43	0.07	95.60
E	21	LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	15.70	0.43	0.07	95.67
K	24	RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	17.36	0.39	0.07	95.74
K	14	POST STOCK SUSPENSION NOTICES	12.40	0.53	0.07	95.80
L	3	COMPLETE ENTRIES ON RECEIVING DOCUMENTS	14.88	0.43	0.06	95.87
N	9	MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	12.40	0.51	0.06	95.93
E	30	PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	15.70	0.40	0.06	95.99
L	1	ADJUST BALANCE CARDS FOR SUSPENDED ITEMS	14.05	0.44	0.06	96.06
N	12	MAINTAIN SUPPLY OF BLANK PCAM CARDS	13.22	0.46	0.06	96.12
Q	14	PREPARE AND SUBMIT LOCAL PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	9.92	0.61	0.06	96.18

N	5 FORWARD SHOPPING DECKS TO BASE DATA PROCESSING INSTALLATION	9.92	0.60	0.06	96.24
N	20 PREPARE PCAM DAILY UTILIZATION REPORT	14.05	0.42	0.06	96.30
M	13 REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	13.22	0.44	0.06	96.35
Q	16 PREPARE REPORTS OF DISCREPANCY IN SHIPMENT FROM COMMERCIAL VENDORS	15.70	0.36	0.06	96.41
O	32 PREPARE TEMPORARY CUSTODY RECEIPTS (AF FORM 1297)	14.05	0.40	0.06	96.47
E	42 UNLOAD INCOMING SHIPMENTS	14.05	0.40	0.06	96.52
Q	5 MAINTAIN FILE OF LOCAL PURCHASE ORDERS, CONTRACTS, RECEIVING REPORTS, OR SIMILAR DOCUMENTS	10.74	0.52	0.06	96.58
L	7 FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	10.74	0.52	0.06	96.64
N	3 FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	13.22	0.42	0.06	96.69
M	6 PREPARE DOCUMENTS FOR THE TRANSFER OF EXCESS REQUIRED NON-MEDICAL ITEMS TO BASE SUPPLY	14.05	0.39	0.06	96.75
L	17 PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (DD FORM 1348)	13.22	0.42	0.06	96.80
M	9 PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	11.57	0.47	0.05	96.86
N	14 OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	12.40	0.44	0.05	96.91
O	34 RECEIVE AND DISTRIBUTE CUSTODIAN REQUEST/RECEIPT (AF FORM 601B)	10.74	0.51	0.05	96.97
F	8 IDENTIFY PARTS OF COMPLETE ASSEMBLIES	10.74	0.51	0.05	97.02
L	15 POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	10.74	0.50	0.05	97.07
E	17 ISSUE DATED ITEMS	12.40	0.43	0.05	97.13
P	8 FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	13.22	0.40	0.05	97.18
O	39 ROUTE TURN-IN OF EQUIPMENT FOR INSPECTION AND CONDITION CODING	10.74	0.49	0.05	97.23
O	9 MAINTAIN AND DISTRIBUTE THE CONSOLIDATED LISTING (CL)	10.74	0.49	0.05	97.29
E	9 DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	14.88	0.35	0.05	97.34
M	14 REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC BIOLOGICALS AND REAGENTS	13.22	0.39	0.05	97.39
E	40 SET UP BINS, RACKS, BAYS, OR OTHER STORAGE FACILITIES	11.57	0.44	0.05	97.44
I	2 COMPLETE LINEN SUPPLY RECORDS (AF FORM 581)	5.79	0.88	0.05	97.49
N	8 KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	13.22	0.35	0.05	97.54
E	23 MAKE DELIVERIES TO USING ACTIVITY	12.40	0.37	0.05	97.58
L	5 DISTRIBUTE COPIES OF ISSUE REQUESTS	9.92	0.46	0.05	97.63
Q	4 ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITY	9.92	0.46	0.05	97.68
M	11 RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	11.57	0.39	0.04	97.72
L	6 FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	9.92	0.45	0.04	97.76
M	6 MAINTAIN REQUISITION HISTORY FILE	11.57	0.37	0.04	97.81
N	21 RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	9.09	0.46	0.04	97.85
M	16 TYPE MATERIEL SOURCE DOCUMENTS	8.26	0.50	0.04	97.89
Q	19 PROCESS AND FORWARD EXEMPTIONS TO THE BUY AMERICAN ACT TO BASE PROCUREMENT ACTIVITY	8.26	0.50	0.04	97.93
P	16 MAINTAIN FILE OF PROPERTY ACCOUNTS	10.74	0.39	0.04	97.97
K	20 PREPARE AND DISTRIBUTE DOCUMENTS FOR PROPERTY FOUND ON BASE	9.92	0.41	0.04	98.02
O	17 MAKE REPORTS OF SURVEY FOR IRRECONCILABLE EQUIPMENT SHORTAGES	9.09	0.45	0.04	98.06
O	3 COMPUTE DROPPAGE ALLOWANCES FOR NON-MEDICAL EQUIPMENT ITEMS	9.92	0.41	0.04	98.10
O	11 MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS	7.44	0.54	0.04	98.14
L	23 SEPARATE STOCK RECORD CARDS FOR NON-STOCK LISTED ITEMS	9.92	0.40	0.04	98.18
N	1 COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	9.09	0.43	0.04	98.22

P	7	FILE COMPLETED DOCUMENTS	10.74	0.36	0.04	98.25
I	14	PREPARE AND SUBMIT REPORTS OF SURVEY	10.74	0.36	0.04	98.29
N	11	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	9.09	0.42	0.04	98.33
P	18	MAINTAIN LOCAL PROCUREMENT DOCUMENT REGISTER	8.26	0.45	0.04	98.37
H	7	PREPARE DOCUMENTS FOR THE TURN-IN OF OUT-DATED X-RAY FILM	9.09	0.40	0.04	98.40
P	26	RECORD TRANSACTIONS ON TRANSACTION REGISTER	8.26	0.43	0.04	98.44
E	15	INSPECT AND INVENTORY STOCK STORED IN HOSPITAL FOR AIR EVACUATION PROGRAM	8.26	0.42	0.04	98.48
P	9	FILE UP-DATED DOCUMENT REGISTERS	9.92	0.35	0.03	98.51
E	35	PROCESS PROPERTY ACCOMPANYING PATIENTS	8.26	0.41	0.03	98.54
O	12	MAINTAIN CUSTODY/RECEIPT LOCATOR LISTINGS BY ACCOUNT	6.61	0.51	0.03	98.58
L	4	COMPUTE THE QUANTITY ON HAND OF SUSPENDED ITEMS	8.26	0.41	0.03	98.61
Q	20	PROCURE NARCOTICS	9.09	0.37	0.03	98.65
N	6	KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	9.09	0.37	0.03	98.66
P	25	RECORD BASIC IDENTIFYING DATA ON DOCUMENTS	9.92	0.33	0.03	98.71
E	20	LIST COMPONENT PART SHORTAGES	4.96	0.65	0.03	98.74
M	8	PREPARE AND MAINTAIN RECORDS OR DOCUMENTS FOR NON-MEDICAL MATERIEL	7.44	0.43	0.03	98.78
E	7	DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	8.26	0.36	0.03	98.81
P	15	MAINTAIN FILE OF BASE ERROR AND/OR CORRECTION SHEETS (AF FORM 150)	5.79	0.52	0.03	98.84
Q	22	PURCHASE SMALL DOLLAR VALUE ITEMS	6.61	0.45	0.03	98.87
O	30	PREPARE REQUESTS FOR CHANGES IN ALLOWANCES AND AUTHORIZATIONS (AF FORM 601A)	8.26	0.36	0.03	98.90
K	28	TYPE AND DISTRIBUTE CATALOG OF MEDICAL NON-STOCKLISTED ITEMS	6.61	0.43	0.03	98.92
O	25	PREPARE DOCUMENTS FOR NON-MEDICAL EQUIPMENT TRANSACTIONS	5.79	0.49	0.03	98.95
F	6	ENTER RE-INSPECTION DATES ON PROPERTY ITEMS	7.44	0.38	0.03	98.98
Q	10	PREPARE AND DISTRIBUTE SOURCE DOCUMENTS INVOLVING PAYMENT TO VENDORS	5.79	0.48	0.03	99.01
O	19	POST AUTHORIZATION CHANGES TO THE CONSOLIDATED LISTING	6.61	0.42	0.03	99.04
O	26	PREPARE DOCUMENTS FOR OFF-BASE REPAIR OF EQUIPMENT	7.44	0.37	0.03	99.06
O	1	ASSIGN NON-MIMS VOUCHER NUMBERS TO TRANSACTIONS	6.61	0.41	0.03	99.09
O	13	MAINTAIN FILE OF AUTHORIZATIONS, INCREASES, OR DECREASES TO THE CONSOLIDATED LISTING	6.61	0.41	0.03	99.12
O	24	PREPARE BASE INVENTORY ADJUSTMENT DOCUMENT	6.61	0.41	0.03	99.14
N	10	MAINTAIN NEWLY-STOCKLISTED ITEM PCAM CARD FILE	6.61	0.39	0.03	99.17
P	22	PREPARE CERTIFICATES OF LOST DOCUMENTS	6.61	0.38	0.03	99.20
O	27	PREPARE DROPPAGE ALLOWANCE DOCUMENTS FOR NON-MEDICAL EQUIPMENT	6.61	0.37	0.02	99.22
O	23	PREPARE AND SUBMIT STATEMENTS OF CHARGES OR OTHER VOLUNTARY PAYMENT DOCUMENTS FOR EQUIPMENT	5.79	0.43	0.02	99.25
L	8	MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	4.96	0.49	0.02	99.27
E	38	SEGREGATE INCOMING SHIPMENTS FOR INSPECTION	5.79	0.42	0.02	99.29
O	10	MAINTAIN AND ISSUE STOCKS OF NON-MEDICAL SUPPLIES	6.61	0.36	0.02	99.32
U	16	MAINTAIN PERSONAL CLOTHING AND EQUIPMENT RECORDS	6.61	0.36	0.02	99.34
Q	13	PREPARE AND SUBMIT LIST OF DELINQUENT LOCAL PURCHASE ORDERS TO BASE PROCUREMENT ACTIVITY	6.61	0.35	0.02	99.36
E	12	FORWARD OR RECEIVE EQUIPMENT ITEMS FOR USER TESTS	4.96	0.44	0.02	99.39
L	20	PREPARE INVENTORY CONTROL RECORDS FOR ACCEPTABLE TURN-INS	5.79	0.37	0.02	99.41
Q	18	PREPARE SHIPPING DOCUMENTS FOR LOCAL PURCHASE CREDIT ITEMS BEING RETURNED TO VENDOR	7.44	0.28	0.02	99.43

O	18	NOTIFY WAREHOUSE TO FORWARD EQUIPMENT FOR USER TESTS	4.96	0.41	0.02	99.45
P	24	PREPARE FACSIMILES OF LOST DOCUMENTS FROM SUSPENSE COPIES	6.61	0.30	0.02	99.47
O	28	PREPARE EQUIPMENT AUTHORIZATION CHANGE INFORMATION FOR PCAM CARDS	4.96	0.40	0.02	99.49
Q	9	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	4.13	0.47	0.02	99.51
E	39	SEGREGATE MATERIEL TO BE INVENTORIED	6.61	0.29	0.02	99.53
E	27	PACK OR CRATE ITEMS FOR SHIPPING	7.44	0.25	0.02	99.55
E	1	CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	7.44	0.25	0.02	99.56
L	16	POST RETURNS TO VENDORS	4.13	0.44	0.02	99.58
U	2	COMPARE QUANTITY AND CONDITION OF EQUIPMENT ITEMS WITH VOUCHER LISTINGS	4.96	0.37	0.02	99.60
N	2	FILE ZERO BALANCE CARDS	4.96	0.37	0.02	99.62
E	44	WRAP AND PACK PROPERTY FOR STORAGE	5.79	0.31	0.02	99.64
E	32	PREPARE AND ATTACH SHIPPING TAGS, LABELS, OR DOCUMENTS	6.61	0.26	0.02	99.65
E	24	MARK SHIPPING CONTAINERS	6.61	0.25	0.02	99.67
F	19	VERIFY LABELS AND INSTRUCTIONS FOR HANDLING RADIOACTIVE MATERIALS	4.13	0.39	0.02	99.69
E	26	OPERATE FORK LIFT FOR MATERIEL HANDLING	3.31	0.47	0.02	99.70
O	15	MAINTAIN MEMO DOCUMENT REGISTER	4.13	0.38	0.02	99.72
I	18	REPAIR OR REPLACE WORN O. DAMAGED LINENS	1.65	0.90	0.01	99.73
O	33	PREPARE TRANSFER DOCUMENTS FOR PROPERTY TRANSFERRED BETWEEN BASE MEMOS	4.13	0.33	0.01	99.75
O	14	MAINTAIN HISTORY FILE OF PCAM CARDS ON EQUIPMENT	3.31	0.41	0.01	99.76
E	6	DELIVER OUTSHIPMENTS	4.96	0.27	0.01	99.77
I	19	SCREEN LINEN TO DETECT DAMAGED OR WORN ITEMS	4.13	0.32	0.01	99.79
O	31	PREPARE STOCK OR PRICE CHANGE VOUCHERS FOR EQUIPMENT	3.31	0.39	0.01	99.80
O	22	PREPARE AND FORWARD EQUIPMENT AUTHORIZATION INVENTORY DATA TO BASE DATA PROCESSING INSTALLATION	3.31	0.37	0.01	99.81
O	8	FORWARD TEMPORARY CUSTODY RECEIPTS FOR THE LOAN OF PROPERTY TO PATIENTS	3.31	0.37	0.01	99.82
I	7	DYE WORN LINENS	1.65	0.65	0.01	99.83
O	20	PREPARE AND FORWARD E-AID CUSTODY/RECEIPT CARD TO BASE DATA PROCESSING INSTALLATION (AF FORM 814)	3.31	0.31	0.01	99.85
O	21	PREPARE AND FORWARD E-AID DUE-IN CARD TO BASE DATA SERVICES (AF FORM 815)	2.48	0.37	0.01	99.85
E	13	GROUP PROPERTY ITEMS FOR PACKAGING	2.48	0.35	0.01	99.86
I	16	PROCESS CLOTHING ITEMS OF HOSPITAL PERSONNEL	2.48	0.34	0.01	99.87
E	31	PLACE LOCATION SYMBOLS ON WAREHOUSE BINS, RACKS, OR BAYS	3.31	0.23	0.01	99.88
L	10	MAKE ENTRIES ON STOCK LOCATOR CARDS TO SHOW CHANGES IN LOCATION OF PROPERTY ITEMS	1.65	0.40	0.01	99.89
I	12	PREPARE AND FORWARD REQUESTS FOR ISSUE OF LINEN ITEMS	1.65	0.38	0.01	99.89
E	22	MAINTAIN AND SEARCH STOCK LOCATOR FILE OR AIR FORCE LOCATOR CARDS	1.65	0.37	0.01	99.90
Q	7	MAINTAIN IMPREST FUND FOR SMALL DOLLAR VALUE ITEM PURCHASES	1.65	0.33	0.01	99.90
E	29	PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	2.48	0.20	0.01	99.91
I	15	PREPARE FORMS FOR TURN-IN OF LINEN TO THE LAUNDRY	1.65	0.29	0.00	99.91
I	8	ESTIMATE OR COUNT QUANTITIES OF ISSUED AND PICKED UP LINENS	0.83	0.53	0.00	99.92
I	20	SEND LINEN TO LAUNDRY AND RECEIVE FROM LAUNDRY	0.83	0.51	0.00	99.92
I	10	MARK LINENS AND INDIVIDUAL CLOTHING ITEMS	0.83	0.39	0.00	99.93
I	17	PROTECT CLEAN LINENS FROM DUST	0.83	0.25	0.00	99.93
Q	6	MAINTAIN FUND FOR COD PURCHASES	0.83	0.12	0.00	99.93

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 12  
KPATH ORDER FROM 586 TO 597 GROUP STAGE= 337  
TIME PERFECTLY DESCRIBED ON DUTIES= 80.54, TASKS= 59.20

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	100.00	19.57	19.57	19.57
A	PLANNING AND ORGANIZING	100.00	16.84	16.84	36.42
B	DIRECTING AND IMPLEMENTING	100.00	15.72	15.72	52.13
D	TRAINING	100.00	7.39	7.39	59.53
C	EVALUATING	100.00	7.11	7.11	66.63
G	MAINTAINING WAR READINESS MATERIEL	100.00	5.29	5.29	71.92
F	INSPECTING PROPERTY	91.67	5.75	5.27	77.19
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	75.00	5.84	4.38	81.57
E	PERFORMING WAREHOUSE FUNCTIONS	91.67	4.61	4.23	85.80
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	75.00	3.77	2.83	88.63
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	83.33	2.84	2.36	90.99
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	75.00	2.81	2.11	93.10
H	REPORTING AND DISPOSING OF MATERIEL	91.67	2.10	1.93	95.03
M	REQUISITIONING MATERIEL	75.00	2.46	1.84	96.87
I	MAINTAINING LINEN SUPPLY	58.33	2.43	1.42	98.29
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	75.00	1.54	1.16	99.44
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	50.00	0.91	0.46	99.90

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 12  
KPATH ORDER FROM 586 TO 597 GROUP STAGE= 337  
TIME PERFECTLY DESCRIBED ON DUTIES= 80.54, TASKS= 59.20

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
B	25 SUPERVISE THE MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO)	91.67	1.32	1.21	1.21
A	35 SUBMIT AUTHORIZATION CHANGES TO MEDICAL EQUIPMENT REVIEW AUTHORIZATION ACTIVITY	100.00	1.19	1.19	2.41
A	21 PLAN PROCEDURES FOR MAINTAINING E-AID CARDS	83.33	1.18	0.98	3.39
A	2 ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	100.00	0.91	0.91	4.30
O	9 MAINTAIN AND DISTRIBUTE THE CONSOLIDATED LISTING (CL)	100.00	0.91	0.91	5.21
O	13 MAINTAIN FILE OF AUTHORIZATIONS, INCREASES, OR DECREASES TO THE CONSOLIDATED LISTING	100.00	0.89	0.89	6.09
B	11 SUPERVISE EQUIPMENT AUTHORIZATION AND SUPPORT FUNCTIONS	91.67	0.97	0.89	6.98
O	30 PREPARE REQUESTS FOR CHANGES IN ALLOWANCES AND AUTHORIZATIONS (AF FORM 601A)	83.33	1.05	0.87	7.85
O	5 COORDINATE THE RELOCATION OF PROPERTY BETWEEN PROPERTY CUSTODIANS	100.00	0.86	0.86	8.72
B	19 SUPERVISE PROPERTY INSPECTIONS	91.67	0.93	0.85	9.57
O	40 SEARCH EQUIPMENT ALLOWANCE PUBLICATIONS FOR BASIS OF ISSUE AND ALLOWANCES	100.00	0.82	0.82	10.39
B	7 SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	83.33	0.98	0.82	11.21
B	20 SUPERVISE REQUISITIONING OF MATERIEL	91.67	0.89	0.82	12.03
B	15 SUPERVISE MEDICAL MATERIEL SPECIALISTS (91550)	83.33	0.98	0.82	12.84
O	34 RECEIVE AND DISTRIBUTE CUSTODIAN REQUEST/RECEIPT (AF FORM 601B)	91.67	0.88	0.81	13.65
D	2 CONDUCT OJT PROGRAMS	83.33	0.96	0.80	14.44
O	19 POST AUTHORIZATION CHANGES TO THE CONSOLIDATED LISTING	91.67	0.86	0.79	15.23
C	3 COMPLETE PERSONEL PERFORMANCE REPORTS	91.67	0.83	0.76	16.00
A	18 PLAN CONTROLS OVER WRM SUPPLIES AND EQUIPMENT	100.00	0.76	0.76	16.75
A	25 PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	91.67	0.82	0.76	17.51
B	22 SUPERVISE STORAGE AND RECEIPT OF MATERIEL	83.33	0.90	0.75	18.26
O	12 MAINTAIN CUSTODY/RECEIPT LOCATOR LISTINGS BY ACCOUNT	91.67	0.82	0.75	19.01
B	21 SUPERVISE SPECIAL PROJECT AND SPECIAL DUTY ACTIVITIES	100.00	0.75	0.75	19.75
A	11 ESTABLISH WORK SCHEDULES	91.67	0.79	0.73	20.48
B	18 SUPERVISE PREPARATION OF OFFICIAL CORRESPONDENCE	91.67	0.78	0.71	21.19
D	4 COUNSEL INDIVIDUALS ON TRAINING PROGRESS	100.00	0.70	0.70	21.90
D	6 GIVE INFORMAL TRAINING TO INDIVIDUALS	83.33	0.84	0.70	22.60
C	12 EVALUATE EQUIPMENT AUTHORIZATION AND SUPPORT ACTIVITIES	75.00	0.93	0.70	23.30
O	11 MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS	91.67	0.73	0.67	23.97
A	27 PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	91.67	0.73	0.67	24.64
B	23 SUPERVISE THE DISPOSAL AND SALVAGE OF MATERIEL	91.67	0.72	0.66	25.30
O	39 ROUTE TURN-IN OF EQUIPMENT FOR INSPECTION AND CONDITION CODING	91.67	0.72	0.66	25.96

)	20	PREPARE AND FORWARD E-AID CUSTODY/RECEIPT CARD TO BASE DATA PROCESSING INSTALLATION (AF FORM 814)	91.67	0.71	0.65	26.61
O	38	REVIEW REPORTS OF INVENTORY FINDINGS FROM PROPERTY	83.33	0.78	0.65	27.26
O	22	PREPARE AND FORWARD EQUIPMENT AUTHORIZATION INVENTORY DATA TO BASE DATA PROCESSING INSTALLATION	91.67	0.70	0.64	27.90
B	27	SUPERVISE WRM ACTIVITIES	75.00	0.85	0.64	26.53
C	8	CONDUCT INSPECTIONS OF WAREHOUSE WORK METHODS	83.33	0.75	0.62	29.16
O	14	MAINTAIN HISTORY FILE OF PCAM CARDS ON EQUIPMENT	75.00	0.81	0.61	29.77
G	1	COMPUTE ASSETS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	75.00	0.81	0.61	30.38
O	7	DETERMINE NEED FOR CONTRACT MAINTENANCE OF EQUIPMENT	83.33	0.73	0.61	30.99
O	21	PREPARE AND FORWARD E-AID DUE-IN CARD TO BASE DATA SERVICES (AF FORM 815)	91.67	0.65	0.60	31.08
D	12	PREPARE, ADMINISTER, OR SCORE TESTS	83.33	0.71	0.60	32.18
F	3	DESIGNATE ITEMS FOR DISPOSAL	83.33	0.71	0.59	32.77
O	28	PREPARE EQUIPMENT AUTHORIZATION CHANGE INFORMATION FOR PCAM CARDS	75.00	0.78	0.58	33.35
B	9	SUPERVISE CONTROL OF MATERIEL DOCUMENTS	66.67	0.87	0.58	33.93
C	17	SCHEDULE LEAVES OR PASSES	83.33	0.69	0.58	34.51
B	1	ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	75.00	0.76	0.57	35.08
B	5	MONITOR EXCESS ITEMS PROGRAM	100.00	0.57	0.57	35.65
O	4	CONDUCT UTILIZATION SURVEYS TO VALIDATE EQUIPMENT REQUIREMENTS	83.33	0.69	0.57	36.22
B	17	SUPERVISE PHYSICAL ISSUING OF MATERIEL	66.67	0.85	0.57	36.79
A	14	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	91.67	0.62	0.57	37.35
D	15	RECOMMEND INDIVIDUALS FOR SPECIALTY KNOWLEDGE TESTING	83.33	0.67	0.56	37.92
B	8	SUPERVISE CIVILIAN PERSONNEL	66.67	0.84	0.56	38.48
B	26	SUPERVISE THE STOCK RECORD ACCOUNT	50.00	1.12	0.56	39.04
D	7	INDUCTRINATE NEWLY ASSIGNED PERSONNEL	91.67	0.61	0.56	39.60
F	1	CONDUCT FOLLOW-UP INSPECTIONS	91.67	0.61	0.56	40.16
F	9	IDENTIFY WAR READINESS MATERIEL TO PREVENT UNAUTHORIZED MOVEMENT OR USE	75.00	0.74	0.55	40.71
C	1	ANALYZE EFFECTIVENESS OF MATERIEL MANAGEMENT PRACTICES	75.00	0.74	0.55	41.26
C	11	EVALUATE EFFECTIVENESS OF THE LINEN SUPPLY ACTIVITY	66.67	0.83	0.55	41.82
C	13	EVALUATE INVENTORY ADJUSTMENTS	83.33	0.66	0.55	42.37
A	29	PLAN TECHNIQUES FOR HANDLING MECHANIZED ACCOUNTS	50.00	1.09	0.54	42.91
B	10	SUPERVISE DELIVERY AND TRANSFER OF MATERIEL	66.67	0.81	0.54	43.45
A	7	COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	83.33	0.61	0.51	43.96
G	2	COMPUTE GROSS WARTIME MATERIEL REQUIREMENTS (GWMR)	66.67	0.76	0.51	44.47
O	37	REVIEW EQUIPMENT STOCK STATUS REPORT FOR DISCREPANCIES	75.00	0.68	0.51	44.98
A	24	PLAN PROCEDURES FOR THE ADMINISTRATION OF THE STOCK RECORD ACCOUNT	66.67	0.75	0.50	45.48
D	16	ROTATE DUTY ASSIGNMENTS OF INDIVIDUALS FOR CROSS-TRAINING	75.00	0.66	0.50	45.98
G	4	COMPUTE REQUIREMENTS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	66.67	0.74	0.50	46.47
A	13	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE EQUIPMENT ACTIVITY	75.00	0.66	0.49	46.97
D	14	PREPARE TRAINING RECORDS OR CHARTS	66.67	0.74	0.49	47.46
O	16	MAINTAIN PERSONAL CLOTHING AND EQUIPMENT RECORDS	75.00	0.66	0.49	47.95
A	34	SET UP, MAINTAIN, OR DISPOSE OF FILES	50.00	0.98	0.49	48.45
A	26	PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	75.00	0.65	0.48	48.93
O	32	PREPARE TEMPORARY CUSTODY RECEIPTS (AF FORM 1297)	91.67	0.53	0.48	49.42

A	20	PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	75.00	0.64	0.48	49.90
G	7	MONITOR THE INSPECTION AND ROTATION OF MMPNC PHASE I KITS	58.33	0.82	0.48	50.37
O	15	MAINTAIN MEMO DOCUMENT REGISTER	75.00	0.64	0.48	50.85
M	8	REVIEW EXCESS EQUIPMENT OR SUPPLY TURN-IN DOCUMENTS AND DETERMINE EXCESS OR SALVAGE ACTION	83.33	0.57	0.48	51.33
F	16	INSPECT TURN-IN ITEMS	75.00	0.64	0.48	51.80
A	23	PLAN PROCEDURES FOR MAKING INVENTORY ADJUSTMENTS	83.33	0.57	0.47	52.28
O	33	PREPARE TRANSFER DOCUMENTS FOR PROPERTY TRANSFERRED BETWEEN BASE MEMOS	75.00	0.63	0.47	52.75
G	5	INVENTORY WRM MATERIELS	75.00	0.63	0.47	53.22
O	6	COORDINATE WITH THE MERAAB FOR EQUIPMENT PURCHASES AND PURCHASE PRIORITIES	50.00	0.94	0.47	53.69
A	19	PLAN PROCEDURES AND SEQUENCES FOR TAKING INVENTORIES	75.00	0.63	0.47	54.16
A	22	PLAN PROCEDURES FOR MAINTAINING SUPPLY STOCK RECORDS	66.67	0.70	0.47	54.63
K	18	PREPARE SALVAGE DOCUMENTS	58.33	0.79	0.46	55.09
A	1	ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	66.67	0.69	0.46	55.55
B	12	SUPERVISE LINEN SUPPLY ACTIVITY	50.00	0.91	0.46	56.01
A	12	OPEN NEW MEMO ACCOUNTS	50.00	0.91	0.45	56.46
A	37	WRITE JOB DESCRIPTION	75.00	0.60	0.45	56.91
O	8	INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	75.00	0.60	0.45	57.36
B	3	DIRECT STORAGE, ISSUE, AND SAFEGUARDING OF SECURITY ITEMS	58.33	0.77	0.45	57.81
F	14	INSPECT PROPERTY FOR REPAIRS OR REPLACEMENTS	66.67	0.66	0.44	58.25
P	20	MONITOR MEMO DOCUMENT REGISTER	58.33	0.75	0.44	58.69
G	3	COMPUTE PEACETIME OPERATING STOCKS (POS) REQUIREMENTS	66.67	0.65	0.44	59.12
A	6	COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	66.67	0.65	0.43	59.55
G	8	POSITION MMPNC OR SCATA MATERIEL	58.33	0.73	0.43	59.98
J	6	ESTABLISH AND POST NOTICES OF INVENTORY DEADLINE DATES	58.33	0.72	0.42	60.40
O	2	COMPARE QUANTITY AND CONDITION OF EQUIPMENT ITEMS WITH VOUCHER LISTINGS	66.67	0.63	0.42	60.82
B	6	MONITOR THE MEDICAL INVENTORY MANAGEMENT SYSTEM (MIMS)	41.67	1.00	0.42	61.24
A	5	COMPUTE ECONOMIC ORDER QUANTITIES (EOQS)	58.33	0.71	0.41	61.65
D	5	DETERMINE NEED FOR INDIVIDUAL OR GROUP TRAINING	83.33	0.49	0.41	62.06
D	13	PREPARE LESSON PLANS	66.67	0.61	0.41	62.47
J	3	COMPUTE INVENTORY ACCURACY PERCENTAGES	58.33	0.70	0.41	62.87
A	4	ASSIGN ISSUE PRIORITIES	75.00	0.53	0.40	63.27
A	17	PLAN AND SCHEDULE INSPECTIONS OF PROPERTY ASSIGNED TO USING ACTIVITY	50.00	0.79	0.39	63.66
B	4	IMPLEMENT CONTROLS AND FOLLOW-UP FOR NEW PROCEDURES	83.33	0.47	0.39	64.05
O	31	PREPARE STOCK OR PRICE CHANGE VOUCHERS FOR EQUIPMENT	75.00	0.51	0.38	64.43
F	15	INSPECT STORED PROPERTY TO SEE THAT LOAD LIMITS AND SECURITY CONDITIONS ARE MET	58.33	0.65	0.38	64.81
G	12	RECONCILE AFMMFO LETTERS WITH WRM WORKSHEET	66.67	0.56	0.37	65.18
C	7	CONDUCT INSPECTIONS OF THE HANDLING OF SECURITY ITEMS	50.00	0.74	0.37	65.55
C	5	CONDUCT INSPECTIONS OF INVENTORY CONTROL WORK METHODS	66.67	0.55	0.37	65.92
N	6	KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	50.00	0.73	0.37	66.29
J	7	INSPECT RECEIPTS AND ISSUES FOR PROCESSING PRIOR TO INVENTORY	58.33	0.63	0.37	66.65
M	8	PREPARE AND MAINTAIN RECORDS OR DOCUMENTS FOR NON-MEDICAL MATERIEL	41.67	0.88	0.37	67.02
E	5	CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	58.33	0.61	0.36	67.36
E	41	TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	58.33	0.61	0.36	67.73

O	29	PREPARE EQUIPMENT REPLACEMENT BUDGETARY LIST	58.33	0.60	0.35	68.09
L	24	TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	50.00	0.70	0.35	68.44
O	1	ASSIGN NON-MIMS VOUCHER NUMBERS TO TRANSACTIONS	58.33	0.59	0.34	68.78
A	28	PLAN SPACE LAYOUTS FOR SUPPLIES OR EQUIPMENT	58.33	0.59	0.34	69.12
B	16	SUPERVISE MEDICAL MATERIEL SUPERVISORS (9157C)	41.67	0.82	0.34	69.46
C	2	COMPILE MANAGEMENT DATA FOR USE IN EVALUATION OF SUPPLY PROGRAM	50.00	0.68	0.34	69.80
G	13	ROTATE WRM	41.67	0.79	0.33	70.13
O	10	MAINTAIN AND ISSUE STOCKS OF NON-MEDICAL SUPPLIES	41.67	0.79	0.33	70.46
H	3	DETERMINE THE METHOD OF DESTRUCTION FOR DIFFERENT TYPES OF MEDICAL SUPPLIES	66.67	0.49	0.33	70.79
F	4	DETERMINE CAUSE OF UNSERVICEABLE CONDITION OF PROPERTY	58.33	0.56	0.33	71.12
L	14	ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	41.67	0.77	0.32	71.44
C	9	DETERMINE NEED FOR EXTRA INVENTORIES	75.00	0.42	0.32	71.75
F	2	CONDUCT SPECIAL-SUBJECT INSPECTIONS	58.33	0.54	0.31	72.07
K	8	ESTABLISH MINIMUM STOCK LEVELS	33.33	0.93	0.31	72.38
G	11	PREPARE THE MATERIEL OPERATIONAL READINESS REPORT (MORR)	50.00	0.61	0.30	72.68
B	24	SUPERVISE THE FURNISHING OF MEDICAL MATERIEL TRANSACTION DOCUMENTS TO BAFO	58.33	0.52	0.30	72.98
A	9	DEVELOP STANDARD OPERATING PROCEDURE FOR REPAIR OF UNSERVICEABLE AND DAMAGED EQUIPMENT	58.33	0.52	0.30	73.29
G	10	PREPARE REQUISITIONS FOR WRM	41.67	0.73	0.30	73.59
H	1	ADVISE BASE SUPPLY OFFICER OF EXCESS NON-MEDICAL ITEMS	66.67	0.45	0.30	73.89
K	13	POST RECEIPTS AND ISSUES OF SECURITY ITEMS TO VAULT RECORD CARDS	33.33	0.90	0.30	74.19
G	9	POST GWMR LEVELS AND COMPOSITION	41.67	0.71	0.30	74.49
P	14	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS AT USING ACTIVITY	50.00	0.59	0.30	74.79
L	21	RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	41.67	0.70	0.29	75.08
A	10	ESTABLISH INVENTORY CUT-OFF DOCUMENT NUMBERS	50.00	0.58	0.29	75.37
C	4	CONDUCT INSPECTIONS OF DOCUMENT CONTROL WORK METHODS	66.67	0.43	0.29	75.65
K	6	EDIT OUTGOING OR INCOMING EXCESS REPORTS	50.00	0.56	0.28	75.93
H	2	ARRANGE FOR WITNESSES TO OBSERVE THE DESTRUCTION OF MEDICAL SECURITY ITEMS	58.33	0.48	0.28	76.21
C	10	EVALUATE ADEQUACY OF INSPECTIONS	50.00	0.54	0.27	76.48
D	3	COORDINATE PROCEDURES FOR RESERVIST TRAINING	50.00	0.54	0.27	76.75
O	25	PREPARE DOCUMENTS FOR NON-MEDICAL EQUIPMENT TRANSACTIONS	50.00	0.53	0.27	77.02
J	16	REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	50.00	0.53	0.27	77.29
D	11	PLAN IMPROVED TRAINING METHODS	41.67	0.63	0.26	77.55
K	23	RECONCILE THE SECURITY RECORD CARD BALANCES WITH STOCK RECORD CARD BALANCES	33.33	0.77	0.26	77.81
D	1	ADAPT AND MAINTAIN TRAINING AIDS	41.67	0.61	0.25	78.07
G	6	MAKE SURVEYS TO INSURE ACCURACY OF WRM LOCATOR FILES	41.67	0.60	0.25	78.32
C	14	EVALUATE MEDICAL MATERIEL COMPLAINTS OR SUGGESTIONS FOR CORRECTIVE ACTION	66.67	0.38	0.25	78.57
I	13	PREPARE AND SUBMIT QUARTERLY LINEN INVENTORY AND CONSUMPTION REPORT	33.33	0.74	0.25	78.81
O	36	REVIEW AND FORWARD REQUESTS FOR TEMPORARY LOAN OF EQUIPMENT	50.00	0.49	0.24	79.06
D	10	PLAN AND CONDUCT FORMAL CLASSROOM TRAINING	25.00	0.97	0.24	79.30
M	9	PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	16.67	1.45	0.24	79.54
K	26	SCREEN, COMPUTE, AND POST STOCK LEVELS	25.00	0.97	0.24	79.78
C	16	MAKE RECOMMENDATIONS FOR PERSONNEL ACTIONS	50.00	0.48	0.24	80.02

Q	26 SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	50.00	0.47	0.23	80.26
J	15 REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	41.67	0.56	0.23	80.49
O	17 MAKE REPORTS OF SURVEY FOR IRRECONCILABLE EQUIPMENT SHORTAGES	58.33	0.40	0.23	80.72
K	4 DETERMINE TYPE OF STORAGE REQUIRED FOR SECURITY ITEMS	33.33	0.70	0.23	80.96
H	5 PREPARE DESTRUCTION DOCUMENTS FOR AND DESTROY MEDICAL EXCESS	33.33	0.69	0.23	81.19
E	4 CONDITION CODE SUPPLY ITEMS	41.67	0.54	0.22	81.41
F	18 PREPARE STATEMENT OF FACTS FOR PROPERTY DAMAGED OR DESTROYED FOR REASONS OTHER THAN FAIR WEAR AND TEAR	58.33	0.38	0.22	81.63
E	18 ISSUE MATERIEL TO USING ACTIVITY	41.67	0.53	0.22	81.86
E	34 PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	50.00	0.44	0.22	82.08
O	24 PREPARE BASE INVENTORY ADJUSTMENT DOCUMENT	50.00	0.44	0.22	82.30
M	3 EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	33.33	0.65	0.22	82.51
K	5 EDIT ISSUE REQUESTS	41.67	0.52	0.22	82.73
J	14 REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	41.67	0.51	0.21	82.94
A	32 RECOMMEND CHANGES IN TECHNICAL ORDERS, MANUALS, HANDBOOKS, OR OPERATING PROCEDURES	66.67	0.31	0.21	83.15
J	5 COORDINATE WITH BASE DATA PROCESSING INSTALLATION FOR PREPARATION OF INVENTORY COUNT LISTINGS	33.33	0.62	0.21	83.36
P	27 REVIEW DOCUMENTS PRIOR TO FILING	33.33	0.61	0.20	83.56
A	3 APPOINT INVENTORY SUPERVISOR OR TEAMS	58.33	0.34	0.20	83.76
K	7 EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	33.33	0.59	0.20	83.95
E	7 DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	41.67	0.47	0.20	84.15
E	10 EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	41.67	0.47	0.20	84.35
A	31 PREPARE UNIT MANNING DOCUMENT (UMD) CHANGE REQUESTS	33.33	0.58	0.19	84.54
K	27 SCREEN REQUESTS FOR SUPPLIES	33.33	0.58	0.19	84.74
M	1 CHECK ACCURACY OF DEPOT REQUISITIONS	33.33	0.58	0.19	84.93
E	3 COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	41.67	0.46	0.19	85.12
K	21 PROCESS AND REPORT MEDICAL MATERIEL COMPLAINTS	41.67	0.46	0.19	85.31
C	6 CONDUCT INSPECTIONS OF LOCAL PURCHASE WORK METHODS	41.67	0.46	0.19	85.51
B	2 BRIEF PERSONNEL ON MOBILITY PLANS	41.67	0.46	0.19	85.70
O	26 PREPARE DOCUMENTS FOR OFF-BASE REPAIR OF EQUIPMENT	50.00	0.38	0.19	85.89
P	7 FILE COMPLETED DOCUMENTS	33.33	0.57	0.19	86.08
E	43 VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	33.33	0.57	0.19	86.27
A	30 PREPARE REPORTS FOR STAFF CONFERENCES	50.00	0.38	0.19	86.46
L	9 MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	33.33	0.56	0.19	86.64
O	23 PREPARE AND SUBMIT STATEMENTS OF CHARGES OR OTHER VOLUNTARY PAYMENT DOCUMENTS FOR EQUIPMENT	50.00	0.37	0.19	86.83
M	2 DETERMINE REQUISITION PRIORITIES	41.67	0.45	0.19	87.02
K	9 FILL OUT FORMS FOR CONDEMNED ITEMS	33.33	0.55	0.18	87.20
O	3 COMPUTE DROPPAGE ALLOWANCES FOR NON-MEDICAL EQUIPMENT ITEMS	41.67	0.44	0.18	87.38
F	5 DETERMINE INTERCHANGEABILITY OF ITEMS	33.33	0.54	0.18	87.56
K	12 NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	41.67	0.43	0.18	87.74
E	14 IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	33.33	0.54	0.18	87.92
L	12 NOTIFY AFMMFO OF ITEMS SUSPENDED	41.67	0.42	0.18	88.10
E	16 INSPECT HANDLING, LOADING, OR STORING OF PROPERTY RELEASED FOR SHIPMENT	25.00	0.70	0.18	88.27

Q	8 MAINTAIN LIBRARY OF GSA CATALOGUES, VENDORS' CATALOGUES, AND OTHER PROCUREMENT DATA	33.33	0.52	0.17	88.45
P	23 PREPARE DOCUMENTS TO BE DESTROYED OR RETIRED	41.67	0.41	0.17	88.62
Q	27 SET LEVELS AND REQUIREMENT CODES FOR NON-STOCKLISTED ITEMS	25.00	0.69	0.17	88.79
L	11 MONITOR PRIORITY STATUS OF REQUISITIONS	25.00	0.69	0.17	88.96
P	16 MAINTAIN FILE OF PROPERTY ACCOUNTS	33.33	0.51	0.17	89.13
E	40 SET UP BINS, RACKS, BAYS, OR OTHER STORAGE FACILITIES	25.00	0.68	0.17	89.30
I	9 INVENTORY CONTROLLED LINEN ITEMS	25.00	0.67	0.17	89.47
I	14 PREPARE AND SUBMIT REPORTS OF SURVEY	33.33	0.50	0.17	89.64
J	10 PERFORM PRE-INVENTORY SURVEY	25.00	0.67	0.17	89.81
A	8 DEVELOP STANDARD OPERATING PROCEDURE (SOP) FOR EMERGENCY SUPPLY SITUATIONS	50.00	0.33	0.17	89.98
J	2 CALCULATE THE INVENTORY BALANCE	25.00	0.67	0.17	90.14
K	10 INVESTIGATE DISCREPANCIES ENCOUNTERED IN THE INVENTORY OF SECURITY ITEMS	41.67	0.40	0.17	90.31
F	13 INSPECT ITEMS IN STORAGE FOR SIGNS OF CORROSION, DECAY, OR DETERIORATION	33.33	0.50	0.17	90.47
B	13 SUPERVISE LOCAL PURCHASE ACTIVITIES	41.67	0.39	0.16	90.64
H	6 PREPARE DOCUMENTS FOR THE TRANSFER OF EXCESS REQUIRED NON-MEDICAL ITEMS TO BASE SUPPLY	50.00	0.33	0.16	90.80
F	17 PREPARE INSPECTION REPORTS	33.33	0.49	0.16	90.96
F	7 IDENTIFY ITEMS TO BE TRANSFERRED	41.67	0.39	0.16	91.13
B	14 SUPERVISE MACHINE ROOM OPERATIONS	33.33	0.48	0.16	91.29
L	13 NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	25.00	0.64	0.16	91.45
F	10 INITIATE ISSUE REQUESTS FOR ITEMS NEEDED TO COMPLETE ASSEMBLIES	25.00	0.62	0.16	91.60
A	16 ORGANIZE PROCEDURES FOR BASE PROCUREMENT OF LOCAL PURCHASE MATERIEL	33.33	0.46	0.15	91.76
C	15 EVALUATE REQUESTS FOR LOCAL PURCHASE	33.33	0.46	0.15	91.91
A	36 SUBMIT REQUESTS FOR STOCKLISTING OF NON-STOCKLISTED ITEMS TO SUB-COMMAND OR COMMAND	25.00	0.62	0.15	92.06
E	8 DRAFT STORAGE AND OCCUPANCY REPORTS	25.00	0.61	0.15	92.22
F	11 INITIATE STOCK CHANGE DOCUMENTS FOR UNIDENTIFIED ITEMS	33.33	0.46	0.15	92.37
E	35 PROCESS PROPERTY ACCOMPANYING PATIENTS	41.67	0.36	0.15	92.52
I	5 DEVISE CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	33.33	0.45	0.15	92.67
E	36 RECEIVE, ISSUE, OR PACKAGE SECURITY ITEMS	16.67	0.87	0.15	92.82
A	33 SELECT PROCUREMENT SOURCES (CP OR LP) FOR ISSUE REQUESTS	50.00	0.28	0.14	92.96
K	24 RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	41.67	0.33	0.14	93.09
E	25 MONITOR TEMPERATURE, HUMIDITY, OR DUST CONDITIONS WITHIN STORAGE FACILITY	33.33	0.41	0.14	93.23
E	6 DELIVER OUTSHIPMENTS	16.67	0.81	0.13	93.36
M	4 MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	25.00	0.53	0.13	93.50
H	4 PREPARE AND SUBMIT REPORTS OF EXCESS PROPERTY TO AFMMFO (SFS 120, 120A)	25.00	0.51	0.13	93.62
F	8 IDENTIFY PARTS OF COMPLETE ASSEMBLIES	25.00	0.50	0.12	93.75
K	25 REQUEST WAREHOUSE TO DELIVER MATERIEL	33.33	0.37	0.12	93.87
M	6 MAINTAIN REQUISITION HISTORY FILE	16.67	0.73	0.12	93.99
M	5 MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	16.67	0.73	0.12	94.11
I	2 COMPLETE LINEN SUPPLY RECORDS (AF FORM 581)	16.67	0.71	0.12	94.23
P	21 MONITOR THE FLOW OF DOCUMENTS BETWEEN PROCESSING POINTS	33.33	0.35	0.12	94.35

K	29	VERIFY UNIT COSTS OF PROPERTY ITEMS	41.67	0.28	0.12	94.47
P	3	CODE AND EDIT SOURCE DOCUMENTS	25.00	0.45	0.11	94.58
I	3	COMPUTE LINEN LEVELS FOR USING ACTIVITIES	16.67	0.66	0.11	94.69
J	9	MAKE PHYSICAL COUNT OF PROPERTY ITEMS	33.33	0.33	0.11	94.80
Q	15	PREPARE LETTER RECOMMENDING STOCKLISTING OF NON-STOCKLISTED ITEMS	16.67	0.65	0.11	94.91
O	8	FORWARD TEMPORARY CUSTODY RECEIPTS FOR THE LOAN OF PROPERTY TO PATIENTS	25.00	0.42	0.11	95.02
P	8	FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	25.00	0.42	0.10	95.12
I	6	DRAFT AND SUBMIT LINEN SUPPLY BUDGET ESTIMATES	25.00	0.41	0.10	95.22
U	35	REPORT DISCREPANCIES IN STOCK STATUS REPORT TO STOCK RECORDS SECTION FOR PREPARATION OF NEW REPORT	25.00	0.40	0.10	95.32
K	2	COMPUTE FILL RATES	25.00	0.40	0.10	95.42
P	11	INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	16.67	0.60	0.10	95.52
K	22	RECONCILE THE DOLLAR VALUE OF INVENTORY CATEGORIES WITH THE DOLLAR VALUE OF ACCOUNTING OFFICE RECORDS	16.57	0.60	0.10	95.62
D	17	SELECT INDIVIDUALS FOR FORMAL TRAINING	16.67	0.59	0.10	95.72
I	4	COORDINATE NEGOTIATIONS FOR THE LAUNDERING OF LINENS	33.33	0.29	0.10	95.82
L	22	SCREEN REQUESTS FOR LOCAL PURCHASE	25.00	0.39	0.10	95.92
F	21	VERIFY UNIT OF ISSUE FOR PROPERTY ITEMS	33.33	0.29	0.10	96.01
I	16	PROCESS CLOTHING ITEMS OF HOSPITAL PERSONNEL	8.33	1.14	0.09	96.11
E	9	DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	25.00	0.37	0.09	96.20
O	18	NOTIFY WAREHOUSE TO FORWARD EQUIPMENT FOR USER TESTS	25.00	0.36	0.09	96.29
M	13	REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	16.67	0.53	0.09	96.38
F	12	INSPECT CONTAINERS AND LABELS OF CORROSIVE, VOLATILE, COMBUSTIBLE, OR POISONOUS MATERIALS	16.67	0.52	0.09	96.46
D	9	INSTRUCT PERSONNEL IN STORAGE OF CLASSIFIED DOCUMENTS	16.67	0.52	0.09	96.55
K	17	PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	25.00	0.34	0.09	96.64
K	3	DETERMINE REQUISITION TRANSMISSION METHODS	25.00	0.34	0.09	96.72
O	27	PREPARE DROPPAGE ALLOWANCE DOCUMENTS FOR NON-MEDICAL EQUIPMENT	25.00	0.34	0.08	96.81
P	19	MAINTAIN SUPPLY DOCUMENT REGISTER	16.67	0.48	0.08	96.89
J	1	ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	16.67	0.44	0.07	96.96
F	20	VERIFY SECURITY CLASSIFICATION OF PROPERTY ITEMS	25.00	0.29	0.07	97.03
M	15	REVIEW RECEIVING DOCUMENTS	25.00	0.29	0.07	97.11
E	28	PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	25.00	0.29	0.07	97.18
E	37	ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	16.67	0.43	0.07	97.25
J	8	MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	25.00	0.29	0.07	97.32
L	10	MAKE ENTRIES ON STOCK LOCATOR CARDS TO SHOW CHANGES IN LOCATION OF PROPERTY ITEMS	8.33	0.84	0.07	97.39
I	1	CARRY OUT CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	25.00	0.27	0.07	97.46
E	21	LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	25.00	0.26	0.07	97.53
K	14	POST STOCK SUSPENSION NOTICES	8.33	0.78	0.07	97.59
K	11	MAINTAIN DATE-OF-AVAILABILITY LIST OF NEWLY STOCKLISTED MATERIEL	8.33	0.78	0.07	97.66
P	6	DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	16.67	0.39	0.06	97.72
Q	23	RECEIVE AND DISTRIBUTE CORRESPONDENCE PERTINENT TO LOCAL PURCHASE	25.00	0.26	0.06	97.78
P	2	ASSIGN OR CANCEL DOCUMENT NUMBERS	25.00	0.25	0.06	97.85
E	23	MAKE DELIVERIES TO USING ACTIVITY	25.00	0.25	0.06	97.91

Q	29	VALIDATE AND DISTRIBUTE LOCAL PURCHASE RECEIVING DOCUMENTS	16.67	0.36	0.06	97.97
L	2	AUDIT AND FORWARD THE QUARTERLY MIMS REPORT	16.67	0.35	0.06	98.03
E	19	LIST EXPENDABLE ITEMS CONSUMED IN THE MEDICAL SUPPLY OPERATION	16.67	0.34	0.06	98.08
Q	25	RECEIVE, INSPECT, AND STORE LOCAL PURCHASE ITEMS	16.67	0.33	0.06	98.14
E	1	CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	8.33	0.64	0.05	98.19
L	18	PREPARE AND DISTRIBUTE THE STOCK STATUS REPORT	16.67	0.30	0.05	98.24
L	15	POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	16.67	0.29	0.05	98.29
E	32	PREPARE AND ATTACH SHIPPING TAGS, LABELS, OR DOCUMENTS	16.67	0.29	0.05	98.34
P	17	MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS	16.67	0.29	0.05	98.39
L	20	PREPARE INVENTORY CONTROL RECORDS FOR ACCEPTABLE TURN-INS	16.67	0.29	0.05	98.44
J	4	CONDUCT INVENTORIES OF LOCAL PURCHASE ITEMS	16.67	0.29	0.05	98.48
L	6	FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	8.33	0.57	0.05	98.53
I	12	PREPARE AND FORWARD REQUESTS FOR ISSUE OF LINEN ITEMS	16.67	0.28	0.05	98.58
E	30	PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	16.67	0.28	0.05	98.62
Q	28	SUBMIT SUGGESTED SOURCES OF LOCAL PURCHASE ITEMS TO BASE PURCHASING AND CONTRACT OFFICE (P + C)	8.33	0.54	0.05	98.67
Q	20	PROCURE NARCOTICS	8.33	0.50	0.04	98.71
F	6	ENTER RE-INSPECTION DATES ON PROPERTY ITEMS	16.67	0.25	0.04	98.75
E	26	OPERATE FORK LIFT FOR MATERIEL HANDLING	8.33	0.47	0.04	98.79
Q	4	ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITY	16.67	0.23	0.04	98.83
M	16	PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	16.67	0.23	0.04	98.87
E	24	MARK SHIPPING CONTAINERS	16.67	0.23	0.04	98.91
J	12	PREPARE REPORTS OF SURVEY FOR UNACCEPTABLE ADJUSTMENTS (DD FORM 200)	16.67	0.23	0.04	98.95
L	3	COMPLETE ENTRIES ON RECEIVING DOCUMENTS	16.67	0.22	0.04	98.98
Q	12	PREPARE AND SUBMIT EMERGENCY PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	16.67	0.21	0.04	99.02
Q	1	COORDINATE WITH OTHER AGENCIES TO DETERMINE WHICH LOCAL PURCHASE ITEMS SHOULD BE STOCKLISTED	16.67	0.21	0.04	99.05
P	24	PREPARE FACSIMILES OF LOST DOCUMENTS FROM SUSPENSE COPIES	8.33	0.34	0.03	99.08
P	22	PREPARE CERTIFICATES OF LOST DOCUMENTS	8.33	0.34	0.03	99.11
P	28	REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	8.33	0.30	0.03	99.14
N	13	OFFSET ADJUSTMENT TRANSACTION CARDS	8.33	0.30	0.03	99.16
N	7	KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	8.33	0.30	0.03	99.19
E	42	UNLOAD INCOMING SHIPMENTS	8.33	0.30	0.03	99.21
E	29	PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	8.33	0.30	0.03	99.24
E	27	PACK OR CRATE ITEMS FOR SHIPPING	8.33	0.30	0.03	99.26
E	15	INSPECT AND INVENTORY STOCK STORED IN HOSPITAL FOR AIR EVACUATION PROGRAM	8.33	0.30	0.03	99.29
P	26	RECORD TRANSACTIONS ON TRANSACTION REGISTER	8.33	0.29	0.02	99.31
P	13	MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	8.33	0.29	0.02	99.34
P	12	MAKE QUALITY CONTROL CHECK OF SUCH ITEMS AS POSTING CONTROL CODES OR ANALYSES CODES	8.33	0.29	0.02	99.36
P	9	FILE UP-DATED DOCUMENT REGISTERS	8.33	0.29	0.02	99.38
M	14	REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC BIOLOGICALS AND REAGENTS	8.33	0.29	0.02	99.41
K	19	PREPARE SCHEDULE FOR STAGGERED SUBMISSION OF REQUESTS	8.33	0.29	0.02	99.43
K	15	PREPARE AND SUBMIT QUARTERLY FEEDER REPORTS	8.33	0.29	0.02	99.46
J	13	RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	8.33	0.29	0.02	99.48

A	15 ORGANIZE MAINTENANCE SUPPORT FUNCTIONS	8.33	0.29	0.02	99.51
P	5 DISPOSE OF INACTIVE DOCUMENTS	8.33	0.28	0.02	99.53
M	11 RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	8.33	0.28	0.02	99.55
J	11 PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	8.33	0.28	0.02	99.58
Q	19 PROCESS AND FORWARD EXEMPTIONS TO THE BUY AMERICAN ACT TO BASE PROCUREMENT ACTIVITY	8.33	0.27	0.02	99.60
Q	14 PREPARE AND SUBMIT LOCAL PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	8.33	0.27	0.02	99.62
Q	5 MAINTAIN FILE OF LOCAL PURCHASE ORDERS, CONTRACTS, RECEIVING REPORTS, OR SIMILAR DOCUMENTS	8.33	0.27	0.02	99.65
Q	2 EDIT MACHINE-COMPUTED REQUIREMENTS LISTING OF NON-STOCKLISTED ITEMS	8.33	0.27	0.02	99.67
I	19 SCREEN LINEN TO DETECT DAMAGED OR WORN ITEMS	8.33	0.27	0.02	99.69
I	7 DYE WORN LINENS	8.33	0.27	0.02	99.71
E	31 PLACE LOCATION SYMBOLS ON WAREHOUSE BINS, RACKS, OR BAYS	8.33	0.27	0.02	99.74
E	20 LIST COMPONENT PART SHORTAGES	8.33	0.27	0.02	99.76
E	17 ISSUE DATED ITEMS	8.33	0.27	0.02	99.78
M	12 RECORD FUND OBLIGATIONS	8.33	0.22	0.02	99.80
M	7 POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (OA)	8.33	0.22	0.02	99.82
K	20 PREPARE AND DISTRIBUTE DOCUMENTS FOR PROPERTY FOUND ON BASE	8.33	0.22	0.02	99.84
M	10 PROCESS RECEIPTS FROM LOCAL PURCHASE	8.33	0.19	0.02	99.85
K	16 PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENT (DD FORM 6)	8.33	0.19	0.02	99.87
H	7 PREPARE DOCUMENTS FOR THE TURN-IN OF OUT-DATED X-RAY FILM	8.33	0.19	0.02	99.89
E	11 FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DD FORM 1348-1)	8.33	0.16	0.01	99.90

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 7  
KPATH ORDER FROM 598 TO 604 GROUP STAGE= 220  
TIME PERFECTLY DESCRIBED ON DUTIES= 80.86, TASKS= 56.29

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
A	PLANNING AND ORGANIZING	100.00	17.74	17.74	17.74
B	DIRECTING AND IMPLEMENTING	100.00	15.40	15.40	33.14
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	100.00	9.93	9.93	43.07
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	100.00	9.61	9.61	52.68
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	100.00	8.16	8.16	60.85
C	EVALUATING	100.00	7.14	7.14	67.98
D	TRAINING	100.00	6.03	6.03	74.02
G	MAINTAINING WAR READINESS MATERIEL	85.71	6.85	5.87	79.88
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	85.71	6.64	5.69	85.57
M	REQUISITIONING MATERIEL	100.00	4.89	4.89	90.46
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	100.00	3.96	3.96	94.42
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	71.43	3.48	2.49	96.91
H	REPORTING AND DISPOSING OF MATERIEL	85.71	2.17	1.86	98.77
E	PERFORMING WAREHOUSE FUNCTIONS	71.43	1.40	1.00	99.78
F	INSPECTING PROPERTY	14.29	1.31	0.19	99.96

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 7  
KPATH ORDER FROM 598 TO 604 GROUP STAGE= 220  
TIME PERFECTLY DESCRIBED ON DUTIES= 80.86, TASKS= 56.29

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
B	26 SUPERVISE THE STOCK RECORD ACCOUNT	71.43	2.66	1.90	1.90
B	7 SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	100.00	1.89	1.89	3.79
P	13 MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	71.43	2.23	1.59	5.38
P	28 REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	71.43	2.22	1.59	6.97
A	5 COMPUTE ECONOMIC ORDER QUANTITIES (EOQS)	100.00	1.56	1.56	8.53
R	9 SUPERVISE CONTROL OF MATERIEL DOCUMENTS	100.00	1.47	1.47	10.00
D	6 GIVE INFORMAL TRAINING TO INDIVIDUALS	85.71	1.68	1.44	11.44
A	6 COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	85.71	1.62	1.39	12.83
A	26 PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	100.00	1.36	1.36	14.19
A	11 ESTABLISH WORK SCHEDULES	100.00	1.34	1.34	15.53
K	8 ESTABLISH MINIMUM STOCK LEVELS	71.43	1.85	1.32	16.85
B	13 SUPERVISE LOCAL PURCHASE ACTIVITIES	85.71	1.48	1.27	18.12
J	14 REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	100.00	1.27	1.27	19.39
A	22 PLAN PROCEDURES FOR MAINTAINING SUPPLY STOCK RECORDS	100.00	1.25	1.25	20.64
P	12 MAKE QUALITY CONTROL CHECK OF SUCH ITEMS AS POSTING CONTROL CODES OR ANALYSES CODES	71.43	1.69	1.21	21.85
G	4 COMPUTE REQUIREMENTS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	85.71	1.41	1.21	23.06
G	3 COMPUTE PEACETIME OPERATING STOCKS (POS) REQUIREMENTS	85.71	1.41	1.21	24.26
K	26 SCREEN, COMPUTE, AND POST STOCK LEVELS	57.14	2.08	1.19	25.46
B	20 SUPERVISE REQUISITIONING OF MATERIEL	85.71	1.37	1.18	26.63
J	1 ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	100.00	1.16	1.16	27.79
B	24 SUPERVISE THE FURNISHING OF MEDICAL MATERIEL TRANSACTION DOCUMENTS TO BAFO	100.00	1.14	1.14	28.94
M	3 EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	85.71	1.33	1.14	30.07
A	2 ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	85.71	1.29	1.10	31.18
C	4 CONDUCT INSPECTIONS OF DOCUMENT CONTROL WORK METHODS	85.71	1.28	1.10	32.28
B	15 SUPERVISE MEDICAL MATERIEL SPECIALISTS (91550)	71.43	1.51	1.08	33.36
A	23 PLAN PROCEDURES FOR MAKING INVENTORY ADJUSTMENTS	71.43	1.47	1.05	34.41
K	5 EDIT ISSUE REQUESTS	71.43	1.47	1.05	35.46
B	8 SUPERVISE CIVILIAN PERSONNEL	85.71	1.20	1.03	36.49
G	1 COMPUTE ASSETS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	71.43	1.43	1.02	37.51
J	16 REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	85.71	1.19	1.02	38.53
J	15 REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	85.71	1.19	1.02	39.54
Q	2 EDIT MACHINE-COMPUTED REQUIREMENTS LISTING OF NON-STOCKLISTED ITEMS	57.14	1.75	1.00	40.54

D	8	INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	71.43	1.38	0.99	41.53
Q	3	EDIT OUTPUT FOR DUE-IN AND DUE-OUT DATA OF USING ACTIVITIES	42.86	2.30	0.98	42.51
B	6	MONITOR THE MEDICAL INVENTORY MANAGEMENT SYSTEM (MIMS)	71.43	1.38	0.98	43.50
K	27	SCREEN REQUESTS FOR SUPPLIES	57.14	1.71	0.98	44.47
C	5	CONDUCT INSPECTIONS OF INVENTORY CONTROL WORK METHODS	71.43	1.33	0.95	45.42
L	22	SCREEN REQUESTS FOR LOCAL PURCHASE	71.43	1.33	0.95	46.37
G	2	COMPUTE GROSS WARTIME MATERIEL REQUIREMENTS (GWMR)	71.43	1.29	0.92	47.29
K	6	EDIT OUTGOING OR INCOMING EXCESS REPORTS	85.71	1.07	0.91	48.21
A	20	PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	85.71	1.07	0.91	49.12
C	3	COMPLETE PERSONEL PERFORMANCE REPORTS	71.43	1.22	0.87	50.00
J	3	COMPUTE INVENTORY ACCURACY PERCENTAGES	85.71	1.02	0.87	50.87
C	6	CONDUCT INSPECTIONS OF LOCAL PURCHASE WORK METHODS	71.43	1.22	0.87	51.74
M	1	CHECK ACCURACY OF DEPOT REQUISITIONS	57.14	1.50	0.86	52.59
M	2	DETERMINE REQUISITION PRIORITIES	85.71	0.97	0.83	53.42
A	1	ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	85.71	0.97	0.83	54.25
A	4	ASSIGN ISSUE PRIORITIES	71.43	1.16	0.83	55.08
K	2	COMPUTE FILL RATES	85.71	0.94	0.81	55.88
A	24	PLAN PROCEDURES FOR THE ADMINISTRATION OF THE STOCK RECORD ACCOUNT	57.14	1.41	0.81	56.69
Q	17	PREPARE REPORT OF LOCAL PURCHASES	57.14	1.34	0.77	57.45
J	5	COORDINATE WITH BASE DATA PROCESSING INSTALLATION FOR PREPARATION OF INVENTORY COUNT LISTINGS	85.71	0.85	0.73	58.18
B	14	SUPERVISE MACHINE ROOM OPERATIONS	42.86	1.67	0.72	58.90
A	7	COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	71.43	0.99	0.71	59.60
C	15	EVALUATE REQUESTS FOR LOCAL PURCHASE	57.14	1.20	0.68	60.29
Q	27	SET LEVELS AND REQUIREMENT CODES FOR NON-STOCKLISTED ITEMS	57.14	1.19	0.68	60.97
L	18	PREPARE AND DISTRIBUTE THE STOCK STATUS REPORT	42.86	1.58	0.68	61.64
J	2	CALCULATE THE INVENTORY BALANCE	71.43	0.94	0.67	62.32
J	11	PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	57.14	1.16	0.66	62.98
B	4	IMPLEMENT CONTROLS AND FOLLOW-UP FOR NEW PROCEDURES	57.14	1.14	0.65	63.63
N	16	PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	57.14	1.12	0.64	64.27
D	2	CONDUCT OJT PROGRAMS	42.86	1.49	0.64	64.91
A	29	PLAN TECHNIQUES FOR HANDLING MECHANIZED ACCOUNTS	42.86	1.48	0.63	65.54
P	21	MONITOR THE FLOW OF DOCUMENTS BETWEEN PROCESSING POINTS	28.57	2.18	0.62	66.17
C	8	CONDUCT INSPECTIONS OF WAREHOUSE WORK METHODS	42.86	1.42	0.61	66.78
K	15	PREPARE AND SUBMIT QUARTERLY FEEDER REPORTS	57.14	1.05	0.60	67.37
L	12	NOTIFY AFMMFO OF ITEMS SUSPENDED	42.86	1.36	0.58	67.96
J	13	RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	42.86	1.31	0.56	68.52
A	10	ESTABLISH INVENTORY CUT-OFF DOCUMENT NUMBERS	71.43	0.76	0.55	69.06
D	14	PREPARE TRAINING RECORDS OR CHARTS	42.86	1.27	0.55	69.61
K	7	EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	42.86	1.21	0.52	70.13
P	11	INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	28.57	1.81	0.52	70.65
P	6	DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	42.86	1.18	0.51	71.16
M	7	POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (OA)	42.86	1.16	0.50	71.65
H	5	PREPARE DESTRUCTION DOCUMENTS FOR AND DESTROY MEDICAL EXCESS	28.57	1.71	0.49	72.14
L	11	MONITOR PRIORITY STATUS OF REQUISITIONS	42.86	1.11	0.48	72.62
H	8	REVIEW EXCESS EQUIPMENT OR SUPPLY TURN-IN DOCUMENTS AND DETERMINE EXCESS OR SALVAGE ACTION	57.14	0.83	0.48	73.09
D	16	ROTATE DUTY ASSIGNMENTS OF INDIVIDUALS FOR CROSS-TRAINING	42.86	1.09	0.47	73.56
G	11	PREPARE THE MATERIEL OPERATIONAL READINESS REPORT (MORR)	28.57	1.64	0.47	74.03

A	18	PLAN CONTROLS OVER WRM SUPPLIES AND EQUIPMENT	28.57	1.58	0.45	74.48
K	10	INVESTIGATE DISCREPANCIES ENCOUNTERED IN THE INVENTORY OF SECURITY ITEMS	28.57	1.55	0.44	74.93
B	18	SUPERVISE PREPARATION OF OFFICIAL CORRESPONDENCE	57.14	0.77	0.44	75.37
Q	26	SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	28.57	1.53	0.44	75.81
P	3	CODE AND EDIT SOURCE DOCUMENTS	42.86	1.00	0.43	76.24
C	17	SCHEDULE LEAVES OR PASSES	57.14	0.73	0.42	76.66
M	12	RECORD FUND OBLIGATIONS	28.57	1.46	0.42	77.07
C	13	EVALUATE INVENTORY ADJUSTMENTS	42.86	0.97	0.42	77.49
H	3	DETERMINE THE METHOD OF DESTRUCTION FOR DIFFERENT TYPES OF MEDICAL SUPPLIES	57.14	0.72	0.41	77.90
A	34	SET UP, MAINTAIN, OR DISPOSE OF FILES	42.86	0.95	0.41	78.31
P	14	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS AT USING ACTIVITY	28.57	1.37	0.39	78.70
L	2	AUDIT AND FORWARD THE QUARTERLY MIMS REPORT	57.14	0.68	0.39	79.09
Q	5	MAINTAIN FILE OF LOCAL PURCHASE ORDERS, CONTRACTS, RECEIVING REPORTS, OR SIMILAR DOCUMENTS	28.57	1.33	0.38	79.47
D	15	RECOMMEND INDIVIDUALS FOR SPECIALTY KNOWLEDGE TESTING	57.14	0.66	0.38	79.85
Q	1	COORDINATE WITH OTHER AGENCIES TO DETERMINE WHICH LOCAL PURCHASE ITEMS SHOULD BE STOCKLISTED	28.57	1.27	0.36	80.21
A	16	ORGANIZE PROCEDURES FOR BASE PROCUREMENT OF LOCAL PURCHASE MATERIEL	42.86	0.83	0.36	80.57
K	9	FILL OUT FORMS FOR CONDEMNED ITEMS	28.57	1.23	0.35	80.92
A	14	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	28.57	1.23	0.35	81.27
A	25	PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	28.57	1.21	0.35	81.62
N	22	RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	28.57	1.19	0.34	81.96
N	21	RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	28.57	1.19	0.34	82.30
J	7	INSPECT RECEIPTS AND ISSUES FOR PROCESSING PRIOR TO INVENTORY	28.57	1.18	0.34	82.64
J	4	CONDUCT INVENTORIES OF LOCAL PURCHASE ITEMS	28.57	1.18	0.34	82.97
D	4	COUNSEL INDIVIDUALS ON TRAINING PROGRESS	28.57	1.17	0.33	83.31
A	36	SUBMIT REQUESTS FOR STOCKLISTING OF NON-STOCKLISTED ITEMS TO SUB-COMMAND OR COMMAND	42.86	0.78	0.33	83.64
C	14	EVALUATE MEDICAL MATERIEL COMPLAINTS OR SUGGESTIONS FOR CORRECTIVE ACTION	28.57	1.11	0.32	83.96
L	1	ADJUST BALANCE CARDS FOR SUSPENDED ITEMS	14.29	2.18	0.31	84.27
A	19	PLAN PROCEDURES AND SEQUENCES FOR TAKING INVENTORIES	42.86	0.73	0.31	84.58
A	33	SELECT PROCUREMENT SOURCES (CP OR LP) FOR ISSUE REQUESTS	28.57	1.05	0.30	84.88
C	1	ANALYZE EFFECTIVENESS OF MATERIEL MANAGEMENT PRACTICES	28.57	1.05	0.30	85.18
J	9	MAKE PHYSICAL COUNT OF PROPERTY ITEMS	28.57	1.04	0.30	85.48
N	7	KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	28.57	1.03	0.29	85.77
K	22	RECONCILE THE DOLLAR VALUE OF INVENTORY CATEGORIES WITH THE DOLLAR VALUE OF ACCOUNTING OFFICE RECORDS	28.57	1.03	0.29	86.07
B	27	SUPERVISE WRM ACTIVITIES	28.57	1.03	0.29	86.36
D	1	ADAPT AND MAINTAIN TRAINING AIDS	28.57	0.98	0.28	86.64
M	6	MAINTAIN REQUISITION HISTORY FILE	14.29	1.96	0.28	86.92
P	23	PREPARE DOCUMENTS TO BE DESTROYED OR RETIRED	14.29	1.95	0.28	87.20
M	10	PROCESS RECEIPTS FROM LOCAL PURCHASE	28.57	0.97	0.28	87.48

D	12	PREPARE, ADMINISTER, OR SCORE TESTS	42.86	0.64	0.27	87.75
J	8	MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	28.57	0.94	0.27	88.02
B	21	SUPERVISE SPECIAL PROJECT AND SPECIAL DUTY ACTIVITIES	42.86	0.59	0.25	88.27
D	13	PREPARE LESSON PLANS	28.57	0.88	0.25	88.53
M	4	MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	14.29	1.68	0.24	88.77
K	21	PROCESS AND REPORT MEDICAL MATERIEL COMPLAINTS	28.57	0.84	0.24	89.01
C	16	MAKE RECOMMENDATIONS FOR PERSONNEL ACTIONS	28.57	0.82	0.24	89.24
A	3	APPOINT INVENTORY SUPERVISOR OR TEAMS	28.57	0.82	0.24	89.48
G	9	POST GMMR LEVELS AND COMPOSITION	14.29	1.63	0.23	89.71
G	7	MONITOR THE INSPECTION AND ROTATION OF MMPPC PHASE I KITS	14.29	1.63	0.23	89.94
B	16	SUPERVISE MEDICAL MATERIEL SUPERVISORS (91570)	14.29	1.63	0.23	90.17
Q	23	RECEIVE AND DISTRIBUTE CORRESPONDENCE PERTINENT TO LOCAL PURCHASE	28.57	0.78	0.22	90.40
E	36	RECEIVE, ISSUE, OR PACKAGE SECURITY ITEMS	28.57	0.76	0.22	90.61
B	5	MONITOR EXCESS ITEMS PROGRAM	42.86	0.50	0.21	90.83
N	18	PREPARE INPUT DATA AND READ OUTPUT FOR DOCUMENTATION OF TRANSACTIONS	14.29	1.40	0.20	91.03
M	5	MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	14.29	1.40	0.20	91.23
B	1	ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	42.86	0.47	0.20	91.43
G	10	PREPARE REQUISITIONS FOR WRM	28.57	0.69	0.20	91.62
K	17	PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	28.57	0.68	0.20	91.82
E	34	PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	28.57	0.68	0.20	92.01
J	6	ESTABLISH AND POST NOTICES OF INVENTORY DEADLINE DATES	28.57	0.67	0.19	92.20
D	7	INDOCTRINATE NEWLY ASSIGNED PERSONNEL	28.57	0.67	0.19	92.40
K	11	MAINTAIN DATE-OF-AVAILABILITY LIST OF NEWLY STOCKLISTED MATERIEL	28.57	0.65	0.18	92.58
P	1	ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	28.57	0.64	0.18	92.76
H	2	ARRANGE FOR WITNESSES TO OBSERVE THE DESTRUCTION OF MEDICAL SECURITY ITEMS	28.57	0.62	0.18	92.94
K	25	REQUEST WAREHOUSE TO DELIVER MATERIEL	14.29	1.24	0.18	93.12
Q	29	VALIDATE AND DISTRIBUTE LOCAL PURCHASE RECEIVING DOCUMENTS	14.29	1.12	0.16	93.28
Q	12	PREPARE AND SUBMIT EMERGENCY PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	14.29	1.12	0.16	93.44
Q	11	PREPARE AND PROCESS RECEIVING REPORTS FOR LOCAL PURCHASE ITEMS	14.29	1.12	0.16	93.60
Q	8	MAINTAIN LIBRARY OF GSA CATALOGUES, VENDORS' CATALOGUES, AND OTHER PROCUREMENT DATA	14.29	1.12	0.16	93.76
P	18	MAINTAIN LOCAL PROCUREMENT DOCUMENT REGISTER	14.29	1.12	0.16	93.92
P	17	MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS	14.29	1.12	0.16	94.08
P	4	CODE LOCAL PURCHASE DOCUMENTS	14.29	1.12	0.16	94.24
N	9	MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	14.29	1.12	0.16	94.40
M	15	REVIEW RECEIVING DOCUMENTS	14.29	1.12	0.16	94.56
L	9	MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	14.29	1.12	0.16	94.72
G	6	MAKE SURVEYS TO INSURE ACCURACY OF WRM LOCATOR FILES	14.29	1.12	0.16	94.88
D	11	PLAN IMPROVED TRAINING METHODS	14.29	1.12	0.16	95.04
B	23	SUPERVISE THE DISPOSAL AND SALVAGE OF MATERIEL	28.57	0.54	0.16	95.19
A	37	WRITE JOB DESCRIPTION	28.57	0.51	0.15	95.34
P	2	ASSIGN OR CANCEL DOCUMENT NUMBERS	28.57	0.51	0.14	95.48
L	24	TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	14.29	0.93	0.13	95.62
J	10	PERFORM PRE-INVENTORY SURVEY	14.29	0.93	0.13	95.75
H	4	PREPARE AND SUBMIT REPORTS OF EXCESS PROPERTY TO AFMMFO (SFS 120, 120A)	14.29	0.93	0.13	95.88

E	5 CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	14.29	0.93	0.13	96.01
B	22 SUPERVISE STORAGE AND RECEIPT OF MATERIEL	14.29	0.88	0.13	96.14
K	3 DETERMINE REQUISITION TRANSMISSION METHODS	28.57	0.42	0.12	96.26
C	9 DETERMINE NEED FOR EXTRA INVENTORIES	28.57	0.42	0.12	96.38
C	2 COMPILE MANAGEMENT DATA FOR USE IN EVALUATION OF SUPPLY PROGRAM	28.57	0.42	0.12	96.50
A	27 PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	28.57	0.42	0.12	96.62
L	7 FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	14.29	0.84	0.12	96.74
E	43 VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	14.29	0.84	0.12	96.86
E	42 UNLOAD INCOMING SHIPMENTS	14.29	0.84	0.12	96.98
M	8 KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	14.29	0.81	0.12	97.10
K	1 ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	14.29	0.81	0.12	97.21
G	12 RECONCILE AFMMFO LETTERS WITH WRM WORKSHEET	14.29	0.81	0.12	97.33
N	15 OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	28.57	0.40	0.11	97.44
N	17 PREPARE INPUT DATA AND READ OUTPUT FOR DECREASE AND INCREASE TRANSACTIONS	14.29	0.73	0.10	97.55
G	5 INVENTORY WRM MATERIELS	14.29	0.73	0.10	97.65
Q	15 PREPARE LETTER RECOMMENDING STOCKLISTING OF NON-STOCKLISTED ITEMS	14.29	0.65	0.09	97.74
P	10 INSPECT CHARGE-OUT RECORDS (AF FORM 614) TO INSURE RETURN OF LOANED DOCUMENTS	14.29	0.65	0.09	97.84
L	19 PREPARE FORMS TO SUSPEND UNSUITABLE MATERIEL FROM ISSUE	14.29	0.65	0.09	97.93
K	19 PREPARE SCHEDULE FOR STAGGERED SUBMISSION OF REQUESTS	14.29	0.65	0.09	98.02
K	18 PREPARE SALVAGE DOCUMENTS	14.29	0.65	0.09	98.12
E	41 TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	14.29	0.65	0.09	98.21
D	3 COORDINATE PROCEDURES FOR RESERVIST TRAINING	14.29	0.62	0.09	98.30
J	12 PREPARE REPORTS OF SURVEY FOR UNACCEPTABLE ADJUSTMENTS (DD FORM 200)	14.29	0.62	0.09	98.39
H	7 PREPARE DOCUMENTS FOR THE TURN-IN OF OUT-DATED X-RAY FILM	14.29	0.62	0.09	98.47
H	6 PREPARE DOCUMENTS FOR THE TRANSFER OF EXCESS REQUIRED NON-MEDICAL ITEMS TO BASE SUPPLY	14.29	0.62	0.09	98.56
Q	24 RECEIVE AND PROCESS REQUESTS FOR ITEMS TO BE PURCHASED WITH PETTY CASH FUNDS	14.29	0.44	0.06	98.62
Q	16 PREPARE REPORTS OF DISCREPANCY IN SHIPMENT FROM COMMERCIAL VENDORS	14.29	0.44	0.06	98.69
P	16 MAINTAIN FILE OF PROPERTY ACCOUNTS	14.29	0.44	0.06	98.75
P	5 DISPOSE OF INACTIVE DOCUMENTS	14.29	0.44	0.06	98.81
N	14 OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	14.29	0.44	0.06	98.88
N	13 OFFSET ADJUSTMENT TRANSACTION CARDS	14.29	0.44	0.06	98.94
L	21 RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	14.29	0.44	0.06	99.00
K	16 PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENT (DD FORM 6)	14.29	0.44	0.06	99.06
K	12 NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	14.29	0.44	0.06	99.13
F	10 INITIATE ISSUE REQUESTS FOR ITEMS NEEDED TO COMPLETE ASSEMBLIES	14.29	0.44	0.06	99.19
F	9 IDENTIFY WAR READINESS MATERIEL TO PREVENT UNAUTHORIZED MOVEMENT OR USE	14.29	0.44	0.06	99.25
F	3 DESIGNATE ITEMS FOR DISPOSAL	14.29	0.44	0.06	99.31
E	35 PROCESS PROPERTY ACCOMPANYING PATIENTS	14.29	0.44	0.06	99.38
E	25 MONITOR TEMPERATURE, HUMIDITY, OR DUST CONDITIONS WITHIN STORAGE FACILITY	14.29	0.44	0.06	99.44
B	17 SUPERVISE PHYSICAL ISSUING OF MATERIEL	14.29	0.44	0.06	99.50

B	10 SUPERVISE DELIVERY AND TRANSFER OF MATERIEL	14.29	0.44	0.06	99.56
K	23 RECONCILE THE SECURITY RECORD CARD BALANCES WITH STOCK RECORD CARD BALANCES	14.29	0.41	0.06	99.62
K	13 POST RECEIPTS AND ISSUES OF SECURITY ITEMS TO VAULT RECORD CARDS	14.29	0.41	0.06	99.68
C	10 EVALUATE ADEQUACY OF INSPECTIONS	14.29	0.41	0.06	99.74
C	7 CONDUCT INSPECTIONS OF THE HANDLING OF SECURITY ITEMS	14.29	0.41	0.06	99.80
B	2 BRIEF PERSONNEL ON MOBILITY PLANS	14.29	0.41	0.06	99.85
A	8 DEVELOP STANDARD OPERATING PROCEDURE (SOP) FOR EMERGENCY SUPPLY SITUATIONS	14.29	0.41	0.06	99.91
N	20 PREPARE PCAM DAILY UTILIZATION REPORT	14.29	0.36	0.05	99.96

JOB DESCRIPTION FOR AM IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 6  
KPATH ORDER FROM 605 TO 610 GROUP STAGE= 217  
TIME PERFECTLY DESCRIBED ON DUTIES= 79.51, TASKS= 57.18

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....  
D-TSK DUTY/TASK TITLE : : : :

D-TSK	DUTY/TASK TITLE				
C	EVALUATING	100.00	23.14	23.14	23.14
B	DIRECTING AND IMPLEMENTING	100.00	18.66	18.66	41.79
A	PLANNING AND ORGANIZING	100.00	18.00	18.00	59.79
D	TRAINING	100.00	13.45	13.45	73.24
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	100.00	6.73	6.73	79.97
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	83.33	7.43	6.19	86.17
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	100.00	3.00	2.00	89.17
M	REQUISITIONING MATERIEL	50.00	4.70	2.35	91.52
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	66.67	3.38	2.25	93.77
F	INSPECTING PROPERTY	33.33	6.08	2.03	95.80
H	REPORTING AND DISPOSING OF MATERIEL	50.00	2.76	1.38	97.18
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	50.00	2.54	1.27	98.45
E	PERFORMING WAREHOUSE FUNCTIONS	33.33	3.50	1.17	99.62
U	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	16.67	1.27	0.21	99.83
G	MAINTAINING WAR READINESS MATERIEL	16.67	0.84	0.14	99.97

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 6  
KPATH ORDER FROM 605 TO 610 GROUP STAGE= 217  
TIME PERFECTLY DESCRIBED ON DUTIES= 79.51, TASKS= 57.18

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
B	6 MONITOR THE MEDICAL INVENTORY MANAGEMENT SYSTEM (MIMS)	83.33	2.61	2.18	2.18
C	1 ANALYZE EFFECTIVENESS OF MATERIEL MANAGEMENT PRACTICES	83.33	2.44	2.04	4.21
C	5 CONDUCT INSPECTIONS OF INVENTORY CONTROL WORK METHODS	100.00	1.92	1.92	6.13
B	16 SUPERVISE MEDICAL MATERIEL SUPERVISORS (91570)	83.33	2.22	1.85	7.98
C	4 CONDUCT INSPECTIONS OF DOCUMENT CONTROL WORK METHODS	100.00	1.81	1.81	9.79
C	17 SCHEDULE LEAVES OR PASSES	100.00	1.76	1.76	11.55
A	2 ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	100.00	1.72	1.72	13.28
C	3 COMPLETE PERSONEL PERFORMANCE REPORTS	100.00	1.66	1.66	14.93
C	6 CONDUCT INSPECTIONS OF LOCAL PURCHASE WORK METHODS	83.33	1.97	1.64	16.57
C	13 EVALUATE INVENTORY ADJUSTMENTS	100.00	1.62	1.62	18.19
A	11 ESTABLISH WORK SCHEDULES	83.33	1.82	1.52	19.71
C	9 DETERMINE NEED FOR EXTRA INVENTORIES	100.00	1.47	1.47	21.18
C	15 EVALUATE REQUESTS FOR LOCAL PURCHASE	83.33	1.77	1.47	22.65
D	16 ROTATE DUTY ASSIGNMENTS OF INDIVIDUALS FOR CROSS-TRAINING	83.33	1.73	1.44	24.10
D	8 INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	83.33	1.73	1.44	25.54
C	2 COMPILE MANAGEMENT DATA FOR USE IN EVALUATION OF SUPPLY PROGRAM	83.33	1.73	1.44	26.98
C	14 EVALUATE MEDICAL MATERIEL COMPLAINTS OR SUGGESTIONS FOR CORRECTIVE ACTION	83.33	1.71	1.42	28.40
C	16 MAKE RECOMMENDATIONS FOR PERSONNEL ACTIONS	83.33	1.63	1.36	29.76
B	13 SUPERVISE LOCAL PURCHASE ACTIVITIES	83.33	1.57	1.31	31.07
J	16 REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	100.00	1.27	1.27	32.33
B	15 SUPERVISE MEDICAL MATERIEL SPECIALISTS (91550)	83.33	1.50	1.25	33.58
L	22 SCREEN REQUESTS FOR LOCAL PURCHASE	66.67	1.86	1.24	34.82
A	24 PLAN PROCEDURES FOR THE ADMINISTRATION OF THE STOCK RECORD ACCOUNT	83.33	1.48	1.23	36.06
C	8 CONDUCT INSPECTIONS OF WAREHOUSE WORK METHODS	66.67	1.79	1.19	37.25
J	15 REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	83.33	1.39	1.16	38.41
J	14 REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	83.33	1.39	1.16	39.57
B	7 SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	83.33	1.37	1.15	40.71
A	1 ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	66.67	1.71	1.14	41.86
D	11 PLAN IMPROVED TRAINING METHODS	66.67	1.67	1.11	42.97
K	71 PROCESS AND REPORT MEDICAL MATERIEL COMPLAINTS	66.67	1.67	1.11	44.08
B	9 SUPERVISE CONTROL OF MATERIEL DOCUMENTS	66.67	1.64	1.09	45.17
A	3 APPOINT INVENTORY SUPERVISOR OR TEAMS	66.67	1.60	1.07	46.24
B	20 SUPERVISE REQUISITIONING OF MATERIEL	66.67	1.58	1.06	47.29
D	2 CONDUCT OJT PROGRAMS	50.00	2.11	1.05	48.35
A	20 PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	83.33	1.26	1.05	49.40
D	4 COUNSEL INDIVIDUALS ON TRAINING PROGRESS	66.67	1.56	1.04	50.44

A	6 COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	50.00	2.05	1.03	51.47
B	5 MONITOR EXCESS ITEMS PROGRAM				
D	10 PLAN AND CONDUCT FORMAL CLASSROOM TRAINING	66.67	1.52	1.01	52.48
D	6 GIVE INFORMAL TRAINING TO INDIVIDUALS	66.67	1.45	0.97	53.44
K	6 EDIT OUTGOING OR INCOMING EXCESS REPORTS	66.67	1.45	0.97	54.41
D	7 INDOCTRINATE NEWLY ASSIGNED PERSONNEL	50.00	1.93	0.96	55.37
D	5 DETERMINE NEED FOR INDIVIDUAL OR GROUP TRAINING	66.67	1.43	0.95	56.33
A	22 PLAN PROCEDURES FOR MAINTAINING SUPPLY STOCK RECORDS	66.67	1.43	0.95	57.28
B	21 SUPERVISE SPECIAL PROJECT AND SPECIAL DUTY ACTIVITIES	66.67	1.35	0.90	58.18
J	3 COMPUTE INVENTORY ACCURACY PERCENTAGES	50.00	1.70	0.85	59.03
A	29 PLAN TECHNIQUES FOR HANDLING MECHANIZED ACCOUNTS	66.67	1.27	0.85	59.88
A	26 PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	66.67	1.27	0.85	60.73
A	23 PLAN PROCEDURES FOR MAKING INVENTORY ADJUSTMENTS	66.67	1.24	0.83	61.55
B	14 SUPERVISE MACHINE ROOM OPERATIONS	66.67	1.24	0.83	62.38
A	4 ASSIGN ISSUE PRIORITIES	33.33	2.48	0.83	63.20
A	28 PLAN SPACE LAYOUTS FOR SUPPLIES OR EQUIPMENT	66.67	1.22	0.81	64.02
B	8 SUPERVISE CIVILIAN PERSONNEL	66.67	1.20	0.80	64.82
Q	26 SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	50.00	1.60	0.80	65.62
		33.33	2.36	0.79	66.40
C	11 EVALUATE EFFECTIVENESS OF THE LINEN SUPPLY ACTIVITY				
H	18 SUPERVISE PREPARATION OF OFFICIAL CORRESPONDENCE	50.00	1.54	0.77	67.17
D	17 SELECT INDIVIDUALS FOR FORMAL TRAINING	50.00	1.54	0.77	67.94
A	25 PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	66.67	1.14	0.76	68.70
		66.67	1.13	0.75	69.46
C	7 CONDUCT INSPECTIONS OF THE HANDLING OF SECURITY ITEMS				
D	15 RECOMMEND INDIVIDUALS FOR SPECIALTY KNOWLEDGE TESTING	33.33	2.17	0.72	70.18
D	12 PREPARE, ADMINISTER, OR SCORE TESTS	50.00	1.41	0.71	70.89
K	3 DETERMINE REQUISITION TRANSMISSION METHODS	50.00	1.41	0.71	71.59
M	2 DETERMINE REQUISITION PRIORITIES	50.00	1.38	0.69	72.28
B	22 SUPERVISE STORAGE AND RECEIPT OF MATERIEL	50.00	1.28	0.64	72.92
K	8 ESTABLISH MINIMUM STOCK LEVELS	50.00	1.24	0.62	73.54
P	21 MONITOR THE FLOW OF DOCUMENTS BETWEEN PROCESSING POINTS	50.00	1.17	0.59	74.13
D	14 PREPARE TRAINING RECORDS OR CHARTS	33.33	1.72	0.57	74.70
J	6 ESTABLISH AND POST NOTICES OF INVENTORY DEADLINE DATES	33.33	1.72	0.57	75.28
M	12 RECORD FUND OBLIGATIONS	50.00	1.12	0.56	75.84
M	7 POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (OA)	16.67	3.30	0.55	76.39
A	19 PLAN PROCEDURES AND SEQUENCES FOR TAKING INVENTORIES	16.67	3.30	0.55	76.94
C	12 EVALUATE EQUIPMENT AUTHORIZATION AND SUPPORT ACTIVITIES	66.67	0.81	0.54	77.48
A	30 PREPARE REPORTS FOR STAFF CONFERENCES	33.33	1.56	0.52	78.00
D	1 ADAPT AND MAINTAIN TRAINING AIDS	16.67	3.05	0.51	78.51
J	9 MAKE PHYSICAL COUNT OF PROPERTY ITEMS	33.33	1.50	0.50	79.01
B	27 SUPERVISE WRM ACTIVITIES	33.33	1.46	0.49	79.50
B	26 SUPERVISE THE STOCK RECORD ACCOUNT	33.33	1.45	0.48	79.98
Q	1 COORDINATE WITH OTHER AGENCIES TO DETERMINE WHICH LOCAL PURCHASE ITEMS SHOULD BE STOCKLISTED	33.33	1.45	0.48	80.46
		33.33	1.37	0.46	80.92
K	26 SCREEN, COMPUTE, AND POST STOCK LEVELS				
B	4 IMPLEMENT CONTROLS AND FOLLOW-UP FOR NEW PROCEDURES	33.33	1.37	0.46	81.38
L	18 PREPARE AND DISTRIBUTE THE STOCK STATUS REPORT	50.00	0.87	0.44	81.81
A	5 COMPUTE ECONOMIC ORDER QUANTITIES (EOQS)	33.33	1.26	0.42	82.23
K	25 REQUEST WAREHOUSE TO DELIVER MATERIEL	33.33	1.26	0.42	82.65
J	10 PERFORM PRE-INVENTORY SURVEY	33.33	1.25	0.42	83.07
H	8 REVIEW EXCESS EQUIPMENT OR SUPPLY TURN-IN DOCUMENTS AND DETERMINE EXCESS OR SALVAGE ACTION	33.33	1.25	0.42	83.49
		33.33	1.25	0.42	83.90

L	24	TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	16.67	2.44	0.41	84.31
L	21	RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	16.67	2.44	0.41	84.72
H	4	PREPARE AND SUBMIT REPORTS OF EXCESS PROPERTY TO AFMMFO (SFS 120, 120A)	16.67	2.44	0.41	85.12
L	11	MONITOR PRIORITY STATUS OF REQUISITIONS	33.33	1.16	0.39	85.51
F	2	CONDUCT SPECIAL-SUBJECT INSPECTIONS	33.33	1.15	0.38	85.89
F	1	CONDUCT FOLLOW-UP INSPECTIONS	33.33	1.15	0.38	86.28
B	3	DIRECT STORAGE, ISSUE, AND SAFEGUARDING OF SECURITY ITEMS	33.33	1.15	0.38	86.66
B	23	SUPERVISE THE DISPOSAL AND SALVAGE OF MATERIEL	33.33	1.13	0.38	87.04
B	10	SUPERVISE DELIVERY AND TRANSFER OF MATERIEL	33.33	1.13	0.38	87.42
A	27	PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	33.33	1.13	0.38	87.80
K	5	EDIT ISSUE REQUESTS	33.33	1.05	0.35	88.14
B	17	SUPERVISE PHYSICAL ISSUING OF MATERIEL	33.33	0.97	0.32	88.47
Q	3	EDIT OUTPUT FOR DUE-IN AND DUE-OUT DATA OF USING ACTIVITIES	16.67	1.91	0.32	88.79
M	15	REVIEW RECEIVING DOCUMENTS	16.67	1.91	0.32	89.11
K	27	SCREEN REQUESTS FOR SUPPLIES	16.67	1.91	0.32	89.42
C	10	EVALUATE ADEQUACY OF INSPECTIONS	16.67	1.91	0.32	89.74
M	3	EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	16.67	1.74	0.29	90.03
K	12	NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	16.67	1.74	0.29	90.32
A	7	COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	33.33	0.85	0.28	90.61
K	22	RECONCILE THE DOLLAR VALUE OF INVENTORY CATEGORIES WITH THE DOLLAR VALUE OF ACCOUNTING OFFICE RECORDS	33.33	0.85	0.28	90.89
J	5	COORDINATE WITH BASE DATA PROCESSING INSTALLATION FOR PREPARATION OF INVENTORY COUNT LISTINGS	33.33	0.85	0.28	91.17
Q	23	RECEIVE AND DISTRIBUTE CORRESPONDENCE PERTINENT TO LOCAL PURCHASE	16.67	1.67	0.28	91.45
H	3	DETERMINE THE METHOD OF DESTRUCTION FOR DIFFERENT TYPES OF MEDICAL SUPPLIES	16.67	1.67	0.28	91.73
H	2	ARRANGE FOR WITNESSES TO OBSERVE THE DESTRUCTION OF MEDICAL SECURITY ITEMS	16.67	1.67	0.28	92.01
F	21	VERIFY UNIT OF ISSUE FOR PROPERTY ITEMS	16.67	1.67	0.28	92.29
F	20	VERIFY SECURITY CLASSIFICATION OF PROPERTY ITEMS	16.67	1.67	0.28	92.57
F	15	INSPECT STORED PROPERTY TO SEE THAT LOAD LIMITS AND SECURITY CONDITIONS ARE MET	16.67	1.67	0.28	92.85
E	43	VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	16.67	1.67	0.28	93.12
E	39	SEGREGATE MATERIEL TO BE INVENTORIED	16.67	1.67	0.28	93.40
E	34	PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	16.67	1.67	0.28	93.68
E	28	PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	16.67	1.67	0.28	93.96
K	19	PREPARE SCHEDULE FOR STAGGERED SUBMISSION OF REQUESTS	16.67	1.30	0.22	94.18
P	28	REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	16.67	1.27	0.21	94.39
O	20	PREPARE AND FORWARD E-AID CUSTODY/RECEIPT CARD TO BASE DATA PROCESSING INSTALLATION (AF FORM 814)	16.67	1.27	0.21	94.60
B	25	SUPERVISE THE MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO)	16.67	1.27	0.21	94.81
B	24	SUPERVISE THE FURNISHING OF MEDICAL MATERIEL TRANSACTION DOCUMENTS TO BAFO	16.67	1.27	0.21	95.03
B	11	SUPERVISE EQUIPMENT AUTHORIZATION AND SUPPORT FUNCTIONS	16.67	1.27	0.21	95.24
A	33	SELECT PROCUREMENT SOURCES (CP OR LP) FOR ISSUE REQUESTS	16.67	1.27	0.21	95.45
A	21	PLAN PROCEDURES FOR MAINTAINING E-AID CARDS	16.67	1.27	0.21	95.66
A	10	ESTABLISH INVENTORY CUT-OFF DOCUMENT NUMBERS	33.33	0.63	0.21	95.87
A	8	DEVELOP STANDARD OPERATING PROCEDURE (SOP) FOR EMERGENCY SUPPLY SITUATIONS	33.33	0.63	0.21	96.08

F	10	INITIATE ISSUE REQUESTS FOR ITEMS NEEDED TO COMPLETE ASSEMBLIES	16.67	1.25	0.21	96.29
K	2	COMPUTE FILL RATES	16.67	0.95	0.16	96.45
K	20	PREPARE AND DISTRIBUTE DOCUMENTS FOR PROPERTY FOUND ON BASE	16.67	0.87	0.14	96.60
G	7	MONITOR THE INSPECTION AND ROTATION OF MMPNC PHASE I KITS	16.67	0.84	0.14	96.74
Q	27	SET LEVELS AND REQUIREMENT CODES FOR NON-STOCKLISTED ITEMS	16.67	0.83	0.14	96.87
Q	17	PREPARE REPORT OF LOCAL PURCHASES	16.67	0.83	0.14	97.01
Q	15	PREPARE LETTER RECOMMENDING STOCKLISTING OF NON-STOCKLISTED ITEMS	16.67	0.83	0.14	97.15
P	10	INSPECT CHARGE-OUT RECORDS (AF FORM 614) TO INSURE RETURN OF LOANED DOCUMENTS	16.67	0.83	0.14	97.29
P	8	FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	16.67	0.83	0.14	97.42
P	6	DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	16.67	0.83	0.14	97.56
L	2	AUDIT AND FORWARD THE QUARTERLY MIMS REPORT	16.67	0.83	0.14	97.70
K	15	PREPARE AND SUBMIT QUARTERLY FEEDER REPORTS	16.67	0.83	0.14	97.84
J	13	RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	16.67	0.83	0.14	97.97
J	12	PREPARE REPORTS OF SURVEY FOR UNACCEPTABLE ADJUSTMENTS (OD FORM 200)	16.67	0.83	0.14	98.11
J	7	INSPECT RECEIPTS AND ISSUES FOR PROCESSING PRIOR TO INVENTORY	16.67	0.83	0.14	98.25
J	4	CONDUCT INVENTORIES OF LOCAL PURCHASE ITEMS	16.67	0.83	0.14	98.39
D	13	PREPARE LESSON PLANS	16.67	0.83	0.14	98.53
D	3	COORDINATE PROCEDURES FOR RESERVIST TRAINING	16.67	0.83	0.14	98.66
A	16	ORGANIZE PROCEDURES FOR BASE PROCUREMENT OF LOCAL PURCHASE MATERIEL	16.67	0.83	0.14	98.80
B	1	ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	33.33	0.41	0.14	98.94
A	37	WRITE JOB DESCRIPTION	33.33	0.38	0.13	99.06
A	34	SET UP, MAINTAIN, OR DISPOSE OF FILES	33.33	0.38	0.13	99.19
B	19	SUPERVISE PROPERTY INSPECTIONS	16.67	0.64	0.11	99.29
B	12	SUPERVISE LINEN SUPPLY ACTIVITY	16.67	0.64	0.11	99.40
P	1	ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	16.67	0.43	0.07	99.47
K	18	PREPARE SALVAGE DOCUMENTS	16.67	0.43	0.07	99.54
F	6	ENTER RE-INSPECTION DATES ON PROPERTY ITEMS	16.67	0.32	0.05	99.60
F	5	DETERMINE INTERCHANGEABILITY OF ITEMS	16.67	0.32	0.05	99.65
F	4	DETERMINE CAUSE OF UNSERVICEABLE CONDITION OF PROPERTY	16.67	0.32	0.05	99.70
F	3	DESIGNATE ITEMS FOR DISPOSAL	16.67	0.32	0.05	99.76
E	1	CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	16.67	0.32	0.05	99.81
B	2	BRIEF PERSONNEL ON MOBILITY PLANS	16.67	0.32	0.05	99.86
A	35	SUBMIT AUTHORIZATION CHANGES TO MEDICAL EQUIPMENT REVIEW AUTHORIZATION ACTIVITY	16.67	0.32	0.05	99.91
A	18	PLAN CONTROL OVER WRM SUPPLIES AND EQUIPMENT	16.67	0.32	0.05	99.97

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 5  
KPATH ORDER FROM 613 TO 617 GROUP STAGE= 116

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
A	PLANNING AND ORGANIZING	100.00	27.51	27.51	27.51
B	DIRECTING AND IMPLEMENTING	100.00	25.81	25.81	53.32
C	EVALUATING	100.00	18.35	18.35	71.67
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	80.00	7.87	6.30	77.96
G	MAINTAINING WAR READINESS MATERIEL	60.00	8.59	5.16	83.12
D	TRAINING	80.00	4.96	3.97	87.09
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	80.00	3.82	3.06	90.14
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	40.00	6.50	2.60	92.75
H	REPORTING AND DISPOSING OF MATERIEL	60.00	2.68	1.61	94.36
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	60.00	2.62	1.57	95.93
F	INSPECTING PROPERTY	20.00	7.59	1.52	97.45
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	40.00	3.18	1.27	98.72
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	20.00	3.57	0.71	99.44
E	PERFORMING WAREHOUSE FUNCTIONS	20.00	2.68	0.54	99.97

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 5  
KPATH ORDER FROM 613 TO 617 GROUP STAGE= 116

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
C	1 ANALYZE EFFECTIVENESS OF MATERIEL MANAGEMENT PRACTICES	100.00	3.21	3.21	3.21
C	2 COMPILE MANAGEMENT DATA FOR USE IN EVALUATION OF SUPPLY PROGRAM	100.00	3.12	3.12	6.33
B	27 SUPERVISE WRM ACTIVITIES	100.00	2.61	2.61	8.94
B	11 SUPERVISE EQUIPMENT AUTHORIZATION AND SUPPORT FUNCTIONS	100.00	2.36	2.36	11.30
B	5 MONITOR EXCESS ITEMS PROGRAM	100.00	2.26	2.26	13.56
A	24 PLAN PROCEDURES FOR THE ADMINISTRATION OF THE STOCK RECORD ACCOUNT	100.00	2.07	2.07	15.63
C	10 EVALUATE ADEQUACY OF INSPECTIONS	100.00	2.03	2.03	17.67
B	6 MONITOR THE MEDICAL INVENTORY MANAGEMENT SYSTEM (MIMS)	80.00	2.53	2.02	19.69
B	18 SUPERVISE PREPARATION OF OFFICIAL CORRESPONDENCE	80.00	2.50	2.00	21.69
A	30 PREPARE REPORTS FOR STAFF CONFERENCES	80.00	2.47	1.98	23.66
B	25 SUPERVISE THE MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO)	80.00	2.34	1.87	25.54
A	18 PLAN CONTROLS OVER WRM SUPPLIES AND EQUIPMENT	80.00	2.26	1.81	27.34
B	19 SUPERVISE PROPERTY INSPECTIONS	60.00	2.85	1.71	29.05
B	4 IMPLEMENT CONTROLS AND FOLLOW-UP FOR NEW PROCEDURES	80.00	2.00	1.60	30.66
A	2 ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	60.00	2.61	1.57	32.23
B	16 SUPERVISE MEDICAL MATERIEL SUPERVISORS (91570)	60.00	2.51	1.51	33.73
D	40 SEARCH EQUIPMENT ALLOWANCE PUBLICATIONS FOR BASIS OF ISSUE AND ALLOWANCES	60.00	2.48	1.49	35.22
C	12 EVALUATE EQUIPMENT AUTHORIZATION AND SUPPORT ACTIVITIES	60.00	2.41	1.45	36.67
C	7 CONDUCT INSPECTIONS OF THE HANDLING OF SECURITY ITEMS	60.00	2.41	1.45	38.11
A	35 SUBMIT AUTHORIZATION CHANGES TO MEDICAL EQUIPMENT REVIEW AUTHORIZATION ACTIVITY	60.00	2.36	1.42	39.53
A	14 ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	100.00	1.38	1.38	40.91
B	21 SUPERVISE SPECIAL PROJECT AND SPECIAL DUTY ACTIVITIES	60.00	2.23	1.34	42.25
A	27 PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	100.00	1.31	1.31	43.56
G	11 PREPARE THE MATERIEL OPERATIONAL READINESS REPORT (MORR)	60.00	2.10	1.26	44.83
A	9 DEVELOP STANDARD OPERATING PROCEDURE FOR REPAIR OF UNSERVICEABLE AND DAMAGED EQUIPMENT	80.00	1.57	1.26	46.08
A	32 RECOMMEND CHANGES IN TECHNICAL ORDERS, MANUALS, HANDBOOKS, OR OPERATING PROCEDURES	80.00	1.52	1.21	47.30
B	26 SUPERVISE THE STOCK RECORD ACCOUNT	60.00	2.00	1.20	48.50
A	20 PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	80.00	1.46	1.17	49.66
Q	26 SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	40.00	2.67	1.15	50.81
G	7 MONITOR THE INSPECTION AND ROTATION OF MMPNC PHASE I KITS	60.00	1.90	1.14	51.95
C	14 EVALUATE MEDICAL MATERIEL COMPLAINTS OR SUGGESTIONS FOR CORRECTIVE ACTION	60.00	1.88	1.13	53.08

A	6 COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	60.00	1.86	1.12	54.20
L	9 MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	40.00	2.64	1.06	55.26
A	17 PLAN AND SCHEDULE INSPECTIONS OF PROPERTY ASSIGNED TO USING ACTIVITY	40.00	2.57	1.03	56.28
A	13 ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE EQUIPMENT ACTIVITY	60.00	1.63	0.98	57.26
D	13 MAINTAIN FILE OF AUTHORIZATIONS, INCREASES, OR DECREASES TO THE CONSOLIDATED LISTING	40.00	2.36	0.94	58.21
B	2 BRIEF PERSONNEL ON MOBILITY PLANS	60.00	1.56	0.94	59.14
H	4 PREPARE AND SUBMIT REPORTS OF EXCESS PROPERTY TO AFMMFO (SFS 120, 120A)	40.00	2.30	0.92	60.06
A	29 PLAN TECHNIQUES FOR HANDLING MECHANIZED ACCOUNTS	40.00	2.21	0.88	60.94
D	8 INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	60.00	1.41	0.85	61.79
D	6 GIVE INFORMAL TRAINING TO INDIVIDUALS	60.00	1.40	0.84	62.63
Q	17 PREPARE REPORT OF LOCAL PURCHASES	40.00	2.06	0.82	63.45
D	3 COORDINATE PROCEDURES FOR RESERVIST TRAINING	40.00	1.98	0.79	64.24
L	2 AUDIT AND FORWARD THE QUARTERLY MIMS REPORT	40.00	1.96	0.79	65.03
G	1 COMPUTE ASSETS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BM/CW	60.00	1.29	0.77	65.80
O	37 REVIEW EQUIPMENT STOCK STATUS REPORT FOR DISCREPANCIES	20.00	3.78	0.76	66.56
C	3 COMPLETE PERSONEL PERFORMANCE REPORTS	40.00	1.78	0.71	67.27
A	31 PREPARE UNIT MANNING DOCUMENT (UMD) CHANGE REQUESTS	60.00	1.14	0.69	67.96
A	8 DEVELOP STANDARD OPERATING PROCEDURE (SOP) FOR EMERGENCY SUPPLY SITUATIONS	60.00	1.14	0.69	68.64
B	3 DIRECT STORAGE, ISSUE, AND SAFEGUARDING OF SECURITY ITEMS	40.00	1.72	0.69	69.33
A	36 SUBMIT REQUESTS FOR STOCKLISTING OF NON-STOCKLISTED ITEMS TO SUB-COMMAND OR COMMAND	60.00	1.13	0.68	70.01
G	8 POSITION MMPNC OR SCATA MATERIEL	40.00	1.65	0.66	70.67
P	6 DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	20.00	3.24	0.65	71.31
D	35 REPORT DISCREPANCIES IN STOCK STATUS REPORT TO STOCK RECORDS SECTION FOR PREPARATION OF NEW REPORT	20.00	3.24	0.65	71.96
O	19 POST AUTHORIZATION CHANGES TO THE CONSOLIDATED LISTING	20.00	3.24	0.65	72.61
O	9 MAINTAIN AND DISTRIBUTE THE CONSOLIDATED LISTING (CL)	20.00	3.24	0.65	73.26
B	9 SUPERVISE CONTROL OF MATERIEL DOCUMENTS	20.00	3.24	0.65	73.91
C	6 CONDUCT INSPECTIONS OF LOCAL PURCHASE WORK METHODS	40.00	1.59	0.64	74.55
C	5 CONDUCT INSPECTIONS OF INVENTORY CONTROL WORK METHODS	40.00	1.59	0.64	75.18
C	4 CONDUCT INSPECTIONS OF DOCUMENT CONTROL WORK METHODS	40.00	1.59	0.64	75.82
P	16 MAINTAIN FILE OF PROPERTY ACCOUNTS	20.00	3.12	0.62	76.45
O	30 PREPARE REQUESTS FOR CHANGES IN ALLOWANCES AND AUTHORIZATIONS (AF FORM 601A)	20.00	3.12	0.62	77.07
L	13 NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	20.00	3.12	0.62	77.70
F	15 INSPECT STORED PROPERTY TO SEE THAT LOAD LIMITS AND SECURITY CONDITIONS ARE MET	20.00	3.12	0.62	78.32
C	16 MAKE RECOMMENDATIONS FOR PERSONNEL ACTIONS	40.00	1.53	0.61	78.93
B	8 SUPERVISE CIVILIAN PERSONNEL	40.00	1.47	0.59	79.52
A	15 ORGANIZE MAINTENANCE SUPPORT FUNCTIONS	40.00	1.47	0.59	80.11
A	12 OPEN NEW MEMO ACCOUNTS	40.00	1.47	0.59	80.70
A	1 ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	40.00	1.47	0.59	81.29
B	24 SUPERVISE THE FURNISHING OF MEDICAL MATERIEL TRANSACTION DOCUMENTS TO BAFO	20.00	2.94	0.59	81.88
C	9 DETERMINE NEED FOR EXTRA INVENTORIES	40.00	1.42	0.57	82.44

K	21	PROCESS AND REPORT MEDICAL MATERIEL COMPLAINTS	20.00	2.70	0.54	82.99
J	3	COMPUTE INVENTORY ACCURACY PERCENTAGES	20.00	2.68	0.54	83.52
Q	8	MAINTAIN LIBRARY OF GSA CATALOGUES, VENDORS' CATALOGUES, AND OTHER PROCUREMENT DATA	40.00	1.33	0.53	84.05
G	4	COMPUTE REQUIREMENTS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	40.00	1.29	0.51	84.57
C	13	EVALUATE INVENTORY ADJUSTMENTS	40.00	1.29	0.51	85.08
C	11	EVALUATE EFFECTIVENESS OF THE LINEN SUPPLY ACTIVITY	40.00	1.29	0.51	85.60
C	8	CONDUCT INSPECTIONS OF WAREHOUSE WORK METHODS	40.00	1.29	0.51	86.11
A	16	ORGANIZE PROCEDURES FOR BASE PROCUREMENT OF LOCAL PURCHASE MATERIEL	40.00	1.29	0.51	86.62
L	21	RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	20.00	2.45	0.49	87.11
B	1	ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	40.00	1.22	0.49	87.60
A	11	ESTABLISH WORK SCHEDULES	20.00	2.45	0.49	88.09
A	4	ASSIGN ISSUE PRIORITIES	20.00	2.45	0.49	88.58
H	6	PREPARE DOCUMENTS FOR THE TRANSFER OF EXCESS REQUIRED NON-MEDICAL ITEMS TO BASE SUPPLY	20.00	2.23	0.45	89.03
F	1	CONDUCT FOLLOW-UP INSPECTIONS	20.00	2.23	0.45	89.48
B	10	SUPERVISE DELIVERY AND TRANSFER OF MATERIEL	20.00	2.23	0.45	89.92
A	26	PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	60.00	0.74	0.44	90.36
K	11	MAINTAIN DATE-OF-AVAILABILITY LIST OF NEWLY STOCKLISTED MATERIEL	20.00	2.16	0.43	90.80
G	2	COMPUTE GROSS WARTIME MATERIEL REQUIREMENTS (GWMR)	40.00	1.04	0.42	91.21
A	37	WRITE JOB DESCRIPTION	40.00	1.04	0.42	91.63
A	22	PLAN PROCEDURES FOR MAINTAINING SUPPLY STOCK RECORDS	40.00	1.04	0.42	92.05
G	6	MAKE SURVEYS TO INSURE ACCURACY OF WRM LOCATOR FILES	20.00	1.96	0.39	92.44
D	16	ROTATE DUTY ASSIGNMENTS OF INDIVIDUALS FOR CROSS-TRAINING	20.00	1.96	0.39	92.83
C	11	PLAN IMPROVED TRAINING METHODS	20.00	1.96	0.39	93.22
C	15	EVALUATE REQUESTS FOR LOCAL PURCHASE	20.00	1.96	0.39	93.61
B	13	SUPERVISE LOCAL PURCHASE ACTIVITIES	20.00	1.96	0.39	94.01
A	33	SELECT PROCUREMENT SOURCES (CP OR LP) FOR ISSUE REQUESTS	20.00	1.96	0.39	94.40
D	7	INDOCTRINATE NEWLY ASSIGNED PERSONNEL	40.00	0.98	0.39	94.79
K	18	PREPARE SALVAGE DOCUMENTS	20.00	1.78	0.36	95.15
E	4	CONDITION CODE SUPPLY ITEMS	20.00	1.78	0.36	95.50
B	22	SUPERVISE STORAGE AND RECEIPT OF MATERIEL	20.00	1.78	0.36	95.86
D	29	PREPARE EQUIPMENT REPLACEMENT BUDGETARY LIST	20.00	1.47	0.29	96.15
A	7	COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	20.00	1.47	0.29	96.45
K	10	INVESTIGATE DISCREPANCIES ENCOUNTERED IN THE INVENTORY OF SECURITY ITEMS	20.00	1.23	0.25	96.69
A	19	PLAN PROCEDURES AND SEQUENCES FOR TAKING INVENTORIES	20.00	1.23	0.25	96.94
C	17	SCHEDULE LEAVES OR PASSES	40.00	0.55	0.22	97.16
A	25	PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	40.00	0.55	0.22	97.38
B	20	SUPERVISE REQUISITIONING OF MATERIEL	20.00	0.98	0.20	97.58
A	34	SET UP, MAINTAIN, OR DISPOSE OF FILES	40.00	0.49	0.20	97.77
F	8	IDENTIFY PARTS OF COMPLETE ASSEMBLIES	20.00	0.89	0.18	97.95
F	3	DESIGNATE ITEMS FOR DISPOSAL	20.00	0.89	0.18	98.13
E	5	CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	20.00	0.89	0.18	98.31
O	7	DETERMINE NEED FOR CONTRACT MAINTENANCE OF EQUIPMENT	20.00	0.61	0.12	98.43
O	4	CONDUCT UTILIZATION SURVEYS TO VALIDATE EQUIPMENT REQUIREMENTS	20.00	0.61	0.12	98.55
H	2	ARRANGE FOR WITNESSES TO OBSERVE THE DESTRUCTION OF MEDICAL SECURITY ITEMS	20.00	0.61	0.12	98.67

H	1 ADVISE BASE SUPPLY OFFICER OF EXCESS NON-MEDICAL ITEMS	20.00	0.61	0.12	98.80
D	4 COUNSEL INDIVIDUALS ON TRAINING PROGRESS	20.00	0.61	0.12	98.92
Q	15 PREPARE LETTER RECOMMENDING STOCKLISTING OF NON-STOCKLISTED ITEMS	20.00	0.49	0.10	99.02
L	24 TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	20.00	0.49	0.10	99.12
D	9 INSTRUCT PERSONNEL IN STORAGE OF CLASSIFIED DOCUMENTS	20.00	0.49	0.10	99.21
D	1 ADAPT AND MAINTAIN TRAINING AIDS	20.00	0.49	0.10	99.31
A	28 PLAN SPACE LAYOUTS FOR SUPPLIES OR EQUIPMENT	20.00	0.49	0.10	99.41
A	21 PLAN PROCEDURES FOR MAINTAINING E-AID CARDS	20.00	0.49	0.10	99.51
A	5 COMPUTE ECONOMIC ORDER QUANTITIES (EOQS)	20.00	0.49	0.10	99.61
A	3 APPOINT INVENTORY SUPERVISOR OR TEAMS	20.00	0.49	0.10	99.70
J	12 PREPARE REPORTS OF SURVEY FOR UNACCEPTABLE ADJUSTMENTS (DD FORM 200)	20.00	0.45	0.09	99.79
J	9 MAKE PHYSICAL COUNT OF PROPERTY ITEMS	20.00	0.45	0.09	99.88
F	14 INSPECT PROPERTY FOR REPAIRS OR REPLACEMENTS	20.00	0.45	0.09	99.97

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRS= 6  
KPATH ORDER FROM 619 TO 624 GROUP STAGE= 213  
TIME PERFECTLY DESCRIBED ON DUTIES= 78.66, TASKS= 57.63

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
B	DIRECTING AND IMPLEMENTING	100.00	21.24	21.24	21.24
E	PERFORMING WAREHOUSE FUNCTIONS	100.00	20.98	20.98	42.22
A	PLANNING AND ORGANIZING	100.00	14.26	14.26	56.48
D	TRAINING	100.00	13.69	13.69	70.18
F	INSPECTING PROPERTY	100.00	9.04	9.04	79.22
C	EVALUATING	100.00	8.07	8.07	87.29
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	83.33	3.91	3.25	90.54
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	66.67	4.50	3.00	93.54
G	MAINTAINING WAR READINESS MATERIEL	83.33	3.17	2.64	96.18
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	50.00	2.33	1.17	97.35
H	REPORTING AND DISPOSING OF MATERIEL	66.67	1.61	1.07	98.42
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	33.33	1.99	0.66	99.09
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	16.67	3.74	0.62	99.71
I	MAINTAINING LINEN SUPPLY	16.67	1.54	0.26	99.97

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 6  
KPATH ORDER FROM 619 TO 624 GROUP STAGE= 213  
TIME PERFECTLY DESCRIBED ON DUTIES= 78.66, TASKS= 57.63

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
B	15 SUPERVISE MEDICAL MATERIEL SPECIALISTS (91550)	100.00	2.78	2.78	2.78
B	22 SUPERVISE STORAGE AND RECEIPT OF MATERIEL	100.00	2.59	2.59	5.37
A	25 PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	100.00	2.11	2.11	7.48
B	10 SUPERVISE DELIVERY AND TRANSFER OF MATERIEL	100.00	2.10	2.10	9.58
C	3 COMPLETE PERSONEL PERFORMANCE REPORTS	100.00	2.00	2.00	11.58
D	5 GIVE INFORMAL TRAINING TO INDIVIDUALS	100.00	1.92	1.92	13.50
A	2 ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	83.33	2.30	1.92	15.41
A	28 PLAN SPACE LAYOUTS FOR SUPPLIES OR EQUIPMENT	100.00	1.91	1.91	17.32
C	8 CONDUCT INSPECTIONS OF WAREHOUSE WORK METHODS	100.00	1.90	1.90	19.23
B	7 SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	83.33	2.23	1.86	21.08
A	11 ESTABLISH WORK SCHEDULES	100.00	1.82	1.82	22.90
B	3 DIRECT STORAGE, ISSUE, AND SAFEGUARDING OF SECURITY ITEMS	83.33	2.05	1.71	24.60
F	15 INSPECT STORED PROPERTY TO SEE THAT LOAD LIMITS AND SECURITY CONDITIONS ARE MET	100.00	1.55	1.55	26.16
B	23 SUPERVISE THE DISPOSAL AND SALVAGE OF MATERIEL	100.00	1.53	1.53	27.69
A	19 PLAN PROCEDURES AND SEQUENCES FOR TAKING INVENTORIES	83.33	1.83	1.52	29.21
C	17 SCHEDULE LEAVES OR PASSES	83.33	1.81	1.51	30.73
D	2 CONDUCT OJT PROGRAMS	66.67	2.23	1.48	32.21
D	7 INDOCTRINATE NEWLY ASSIGNED PERSONNEL	83.33	1.69	1.41	33.62
D	8 INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	66.67	2.09	1.40	35.01
B	17 SUPERVISE PHYSICAL ISSUING OF MATERIEL	66.67	2.08	1.38	36.40
E	5 CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	83.33	1.54	1.28	37.68
E	18 ISSUE MATERIEL TO USING ACTIVITY	83.33	1.52	1.27	38.95
C	7 CONDUCT INSPECTIONS OF THE HANDLING OF SECURITY ITEMS	66.67	1.86	1.24	40.19
J	9 MAKE PHYSICAL COUNT OF PROPERTY ITEMS	66.67	1.82	1.22	41.40
D	4 COUNSEL INDIVIDUALS ON TRAINING PROGRESS	50.00	2.30	1.15	42.56
F	16 INSPECT TURN-IN ITEMS	83.33	1.33	1.11	43.66
D	13 PREPARE LESSON PLANS	50.00	2.18	1.09	44.75
F	21 VERIFY UNIT OF ISSUE FOR PROPERTY ITEMS	100.00	1.09	1.09	45.84
E	41 TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	83.33	1.29	1.08	46.92
B	9 SUPERVISE CONTROL OF MATERIEL DOCUMENTS	50.00	2.07	1.04	47.96
E	16 INSPECT HANDLING, LOADING, OR STORING OF PROPERTY RELEASED FOR SHIPMENT	83.33	1.23	1.02	48.98
B	1 ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	66.67	1.53	1.02	50.00
F	13 INSPECT ITEMS IN STORAGE FOR SIGNS OF CORROSION, DECAY, OR DETERIORATION	83.33	1.22	1.02	51.02
D	15 RECOMMEND INDIVIDUALS FOR SPECIALTY KNOWLEDGE TESTING	66.67	1.48	0.99	52.01
J	10 PERFORM PRE-INVENTORY SURVEY	66.67	1.39	0.93	52.94

G	5 INVENTORY WRM MATERIELS	50.00	1.86	0.93	53.86
D	11 PLAN IMPROVED TRAINING METHODS	50.00	1.79	0.89	54.76
B	27 SUPERVISE WRM ACTIVITIES	33.33	2.68	0.89	55.65
E	28 PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	83.33	1.06	0.89	56.54
B	19 SUPERVISE PROPERTY INSPECTIONS				
E	43 VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	50.00	1.67	0.84	57.37
E	30 PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	83.33	1.00	0.83	58.20
E	42 UNLOAD INCOMING SHIPMENTS	66.67	1.24	0.83	59.03
E	36 RECEIVE, ISSUE, OR PACKAGE SECURITY ITEMS	50.00	1.66	0.83	59.86
D	10 PLAN AND CONDUCT FORMAL CLASSROOM TRAINING	66.67	1.23	0.82	60.68
E	3 COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	33.33	2.41	0.80	61.49
		83.33	0.95	0.80	62.28
F	7 IDENTIFY ITEMS TO BE TRANSFERRED				
E	10 EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	66.67	1.19	0.79	63.07
		66.67	1.19	0.79	63.86
A	3 APPOINT INVENTORY SUPERVISOR OR TEAMS				
K	4 DETERMINE TYPE OF STORAGE REQUIRED FOR SECURITY ITEMS	33.33	2.29	0.76	64.63
E	40 SET UP BINS, RACKS, BAYS, OR OTHER STORAGE FACILITIES	50.00	1.50	0.75	65.38
G	13 ROTATE WRM	50.00	1.47	0.73	66.11
E	21 LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	66.67	1.10	0.73	66.84
		66.67	1.09	0.73	67.57
K	13 POST RECEIPTS AND ISSUES OF SECURITY ITEMS TO VAULT RECORD CARDS	33.33	2.15	0.72	68.29
A	37 WRITE JOB DESCRIPTION				
B	8 SUPERVISE CIVILIAN PERSONNEL	33.33	2.15	0.72	69.01
D	12 PREPARE, ADMINISTER, OR SCORE TESTS	33.33	2.09	0.70	69.71
E	44 WRAP AND PACK PROPERTY FOR STORAGE	33.33	2.04	0.68	70.39
F	12 INSPECT CONTAINERS AND LABELS OF CORROSIVE, VOLATILE, COMBUSTIBLE, OR POISONOUS MATERIALS	50.00	1.28	0.64	71.03
		83.33	0.76	0.64	71.66
E	11 FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DD FORM 1348-1)	66.67	0.95	0.63	72.30
H	2 ARRANGE FOR WITNESSES TO OBSERVE THE DESTRUCTION OF MEDICAL SECURITY ITEMS	50.00	1.26	0.63	72.93
E	25 MONITOR TEMPERATURE, HUMIDITY, OR DUST CONDITIONS WITHIN STORAGE FACILITY	50.00	1.25	0.63	73.55
F	20 VERIFY SECURITY CLASSIFICATION OF PROPERTY ITEMS				
D	1 ADAPT AND MAINTAIN TRAINING AIDS	50.00	1.19	0.60	74.15
E	21 SUPERVISE SPECIAL PROJECT AND SPECIAL DUTY ACTIVITIES	33.33	1.76	0.59	74.74
C	16 MAKE RECOMMENDATIONS FOR PERSONNEL ACTIONS	33.33	1.76	0.59	75.32
B	18 SUPERVISE PREPARATION OF OFFICIAL CORRESPONDENCE	33.33	1.75	0.58	75.91
E	7 DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	33.33	1.70	0.57	76.47
		50.00	1.07	0.54	77.01
A	4 ASSIGN ISSUE PRIORITIES				
E	39 SEGREGATE MATERIEL TO BE INVENTORIED	33.33	1.46	0.49	77.50
A	34 SET UP, MAINTAIN, OR DISPOSE OF FILES	33.33	1.44	0.48	77.98
E	37 ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	33.33	1.44	0.48	78.46
F	4 DETERMINE CAUSE OF UNSERVICEABLE CONDITION OF PROPERTY	33.33	1.42	0.47	78.93
E	26 OPERATE FORK LIFT FOR MATERIEL HANDLING	33.33	1.36	0.45	79.39
E	14 IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	33.33	1.34	0.45	79.83
		66.67	0.67	0.44	80.28
E	6 DELIVER OUTSHIPMENTS				
F	14 INSPECT PROPERTY FOR REPAIRS OR REPLACEMENTS	50.00	0.88	0.44	80.72
		33.33	1.32	0.44	81.16

B	4	IMPLEMENT CONTROLS AND FOLLOW-UP FOR NEW PROCEDURES	33.33	1.32	0.44	81.60
L	3	COMPLETE ENTRIES ON RECEIVING DOCUMENTS	50.00	0.86	0.43	82.03
G	6	MAKE SURVEYS TO INSURE ACCURACY OF WRM LOCATOR FILES	16.67	2.32	0.39	82.42
D	15	ROTATE DUTY ASSIGNMENTS OF INDIVIDUALS FOR CROSS-TRAINING	16.67	2.31	0.39	82.80
F	9	IDENTIFY WAR READINESS MATERIEL TO PREVENT UNAUTHORIZED MOVEMENT OR USE	33.33	1.15	0.38	83.19
E	29	PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	33.33	1.14	0.38	83.57
E	27	PACK OR CRATE ITEMS FOR SHIPPING	33.33	1.14	0.38	83.94
Q	4	ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITY	33.33	1.06	0.35	84.30
C	9	DETERMINE NEED FOR EXTRA INVENTORIES	33.33	1.05	0.35	84.65
E	17	ISSUE DATED ITEMS	33.33	1.03	0.34	84.99
E	9	DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	33.33	1.03	0.34	85.34
E	1	CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	33.33	1.03	0.34	85.68
K	14	POST STOCK SUSPENSION NOTICES	16.67	2.05	0.34	86.02
G	11	PREPARE THE MATERIEL OPERATIONAL READINESS REPORT (MORR)	16.67	2.05	0.34	86.36
B	5	MONITOR EXCESS ITEMS PROGRAM	16.67	2.05	0.34	86.70
B	2	BRIEF PERSONNEL ON MOBILITY PLANS	16.67	2.05	0.34	87.05
A	35	SUBMIT AUTHORIZATION CHANGES TO MEDICAL EQUIPMENT REVIEW AUTHORIZATION ACTIVITY	16.67	2.05	0.34	87.39
A	26	PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	16.67	2.05	0.34	87.73
A	17	PLAN AND SCHEDULE INSPECTIONS OF PROPERTY ASSIGNED TO USING ACTIVITY	16.67	2.05	0.34	88.07
A	14	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	16.67	2.05	0.34	88.41
A	13	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE EQUIPMENT ACTIVITY	16.67	2.05	0.34	88.76
A	1	ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	16.67	2.05	0.34	89.10
Q	25	RECEIVE, INSPECT, AND STORE LOCAL PURCHASE ITEMS	16.67	1.87	0.31	89.41
O	39	ROUTE TURN-IN OF EQUIPMENT FOR INSPECTION AND CONDITION CODING	16.67	1.87	0.31	89.72
O	10	MAINTAIN AND ISSUE STOCKS OF NON-MEDICAL SUPPLIES	16.67	1.87	0.31	90.03
K	23	RECONCILE THE SECURITY RECORD CARD BALANCES WITH STOCK RECORD CARD BALANCES	16.67	1.87	0.31	90.34
J	16	REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	16.67	1.87	0.31	90.66
D	17	SELECT INDIVIDUALS FOR FORMAL TRAINING	16.67	1.87	0.31	90.97
D	14	PREPARE TRAINING RECORDS OR CHARTS	16.67	1.77	0.30	91.26
D	5	DETERMINE NEED FOR INDIVIDUAL OR GROUP TRAINING	16.67	1.77	0.30	91.56
F	3	DESIGNATE ITEMS FOR DISPOSAL	33.33	0.88	0.29	91.85
L	10	MAKE ENTRIES ON STOCK LOCATOR CARDS TO SHOW CHANGES IN LOCATION OF PROPERTY ITEMS	16.67	1.74	0.29	92.14
E	34	PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	50.00	0.58	0.29	92.43
C	14	EVALUATE MEDICAL MATERIEL COMPLAINTS OR SUGGESTIONS FOR CORRECTIVE ACTION	16.67	1.73	0.29	92.72
A	20	PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	16.67	1.73	0.29	93.01
K	18	PREPARE SALVAGE DOCUMENTS	33.33	0.85	0.28	93.30
E	32	PREPARE AND ATTACH SHIPPING TAGS, LABELS, OR DOCUMENTS	33.33	0.85	0.28	93.58
E	24	MARK SHIPPING CONTAINERS	33.33	0.85	0.28	93.87
E	13	GROUP PROPERTY ITEMS FOR PACKAGING	33.33	0.85	0.28	94.15
I	17	PROTECT CLEAN LINENS FROM DUST	16.67	1.54	0.26	94.41
B	20	SUPERVISE REQUISITIONING OF MATERIEL	16.67	1.54	0.26	94.66
L	7	FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	33.33	0.76	0.25	94.92
H	3	DETERMINE THE METHOD OF DESTRUCTION FOR DIFFERENT TYPES OF MEDICAL SUPPLIES	33.33	0.76	0.25	95.17

E	4	CONDITION CODE SUPPLY ITEMS				
J	4	CONDUCT INVENTORIES OF LOCAL PURCHASE ITEMS	33.33	0.76	0.25	95.42
G	8	POSITION MMPNC OR SCATA MATERIEL	33.33	0.75	0.25	95.67
E	23	MAKE DELIVERIES TO USING ACTIVITY	33.33	0.75	0.25	95.92
E	12	FORWARD OR RECEIVE EQUIPMENT ITEMS FOR USER TESTS	33.33	0.75	0.25	96.17
K	12	NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	33.33	0.75	0.25	96.42
J	13	RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	16.67	1.18	0.20	96.62
C	15	EVALUATE REQUESTS FOR LOCAL PURCHASE				
B	13	SUPERVISE LOCAL PURCHASE ACTIVITIES	16.67	1.18	0.20	97.01
A	7	COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	16.67	1.18	0.20	97.21
F	8	IDENTIFY PARTS OF COMPLETE ASSEMBLIES	16.67	1.18	0.20	97.40
F	6	ENTER RE-INSPECTION DATES ON PROPERTY ITEMS	33.33	0.59	0.20	97.60
E	22	MAINTAIN AND SEARCH STOCK LOCATOR FILE OR AIR FORCE LOCATOR CARDS	33.33	0.59	0.20	97.80
K	17	PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	16.67	1.16	0.19	97.99
E	38	SEGREGATE INCOMING SHIPMENTS FOR INSPECTION	33.33	0.58	0.19	98.18
E	31	PLACE LOCATION SYMBOLS ON WAREHOUSE BINS, RACKS, OR BAYS	33.33	0.57	0.19	98.37
K	16	PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENT (DD FORM 6)	33.33	0.57	0.19	98.56
K	10	INVESTIGATE DISCREPANCIES ENCOUNTERED IN THE INVENTORY OF SECURITY ITEMS	16.67	1.13	0.19	98.75
L	5	DISTRIBUTE COPIES OF ISSUE REQUESTS	33.33	0.52	0.17	98.92
F	11	INITIATE STOCK CHANGE DOCUMENTS FOR UNIDENTIFIED ITEMS	16.67	0.59	0.10	99.02
F	5	DETERMINE INTERCHANGEABILITY OF ITEMS	16.67	0.59	0.10	99.12
L	8	MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	16.67	0.59	0.10	99.22
K	9	FILL OUT FORMS FOR CONDEMNED ITEMS	16.67	0.58	0.10	99.32
H	8	REVIEW EXCESS EQUIPMENT OR SUPPLY TURN-IN DOCUMENTS AND DETERMINE EXCESS OR SALVAGE ACTION	16.67	0.58	0.10	99.41
E	20	LIST COMPONENT PART SHORTAGES	16.67	0.58	0.10	99.51
J	7	INSPECT RECEIPTS AND ISSUES FOR PROCESSING PRIOR TO INVENTORY	16.67	0.56	0.09	99.61
H	5	PREPARE DESTRUCTION DOCUMENTS FOR AND DESTROY MEDICAL EXCESS	16.67	0.56	0.09	99.70
F	10	INITIATE ISSUE REQUESTS FOR ITEMS NEEDED TO COMPLETE ASSEMBLIES	16.67	0.56	0.09	99.79
B	16	SUPERVISE MEDICAL MATERIEL SUPERVISORS (91570)	16.67	0.56	0.09	99.89
			16.67	0.47	0.08	99.97

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRS= 140  
KPATH ORDER FROM 642 TO 781 GROUP STAGE= 105

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE	.	.	.	.
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	98.57	12.84	12.66	12.66
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	97.86	12.80	12.53	25.18
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	100.00	9.56	9.56	34.74
A	PLANNING AND ORGANIZING	97.14	8.82	8.57	43.31
M	REQUISITIONING MATERIEL	97.86	8.42	8.24	51.55
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	100.00	8.08	8.08	59.63
E	PERFORMING WAREHOUSE FUNCTIONS	79.29	9.38	7.44	67.07
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	99.29	6.48	6.44	73.51
B	DIRECTING AND IMPLEMENTING	88.57	7.19	6.37	79.88
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	85.71	4.71	4.04	83.92
O	TRAINING	77.14	3.79	2.92	86.84
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	50.57	4.80	2.81	89.65
G	MAINTAINING WAR READINESS MATERIEL	90.00	2.82	2.54	92.19
C	EVALUATING	70.00	3.40	2.38	94.56
F	INSPECTING PROPERTY	67.86	3.10	2.11	96.67
I	MAINTAINING LINEN SUPPLY	37.86	4.99	1.89	98.56
H	REPORTING AND DISPOSING OF MATERIEL	82.14	1.65	1.35	99.91

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRS= 140  
KPATH ORDER FROM 642 TO 781 GROUP STAGE= 105

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
K	5 EDIT ISSUE REQUESTS	87.86	0.86	0.76	0.76
N	15 OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	83.57	0.90	0.75	1.51
P	13 MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	82.14	0.90	0.74	2.25
P	28 REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	81.43	0.90	0.74	2.98
K	27 SCREEN REQUESTS FOR SUPPLIES	89.29	0.82	0.73	3.71
P	12 MAKE QUALITY CONTROL CHECK OF SUCH ITEMS AS POSTING CONTROL CODES OR ANALYSES CODES	85.71	0.85	0.72	4.44
M	9 PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	84.29	0.86	0.72	5.16
N	9 MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	90.00	0.80	0.72	5.88
N	3 FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	87.86	0.82	0.72	6.60
P	2 ASSIGN OR CANCEL DOCUMENT NUMBERS	90.00	0.79	0.71	7.32
M	15 REVIEW RECEIVING DOCUMENTS	87.86	0.81	0.71	8.02
M	3 EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	80.00	0.86	0.69	8.71
J	1 ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	93.57	0.73	0.69	9.40
N	7 KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	82.86	0.82	0.68	10.08
P	3 CODE AND EDIT SOURCE DOCUMENTS	81.43	0.83	0.68	10.75
L	15 POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	77.14	0.87	0.67	11.43
M	1 CHECK ACCURACY OF DEPOT REQUISITIONS	84.29	0.78	0.66	12.09
N	17 PREPARE INPUT DATA AND READ OUTPUT FOR DECREASE AND INCREASE TRANSACTIONS	80.00	0.82	0.65	12.74
N	19 PREPARE INPUT DATA AND READ OUTPUT FOR STOCK BALANCES	79.29	0.82	0.65	13.39
P	27 REVIEW DOCUMENTS PRIOR TO FILING	81.43	0.79	0.64	14.03
P	19 MAINTAIN SUPPLY DOCUMENT REGISTER	79.29	0.81	0.64	14.67
P	7 FILE COMPLETED DOCUMENTS	82.86	0.77	0.64	15.31
B	20 SUPERVISE REQUISITIONING OF MATERIEL	71.43	0.89	0.64	15.95
A	7 COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	88.57	0.72	0.64	16.58
N	13 OFFSET ADJUSTMENT TRANSACTION CARDS	81.43	0.77	0.63	17.21
N	18 PREPARE INPUT DATA AND READ OUTPUT FOR DOCUMENTATION OF TRANSACTIONS	77.86	0.80	0.62	17.84
M	4 MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	61.43	0.76	0.62	18.45
N	14 OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	79.29	0.78	0.62	19.07
N	4 FORWARD PUNCHED QUANTITY REQUESTED CARD DECKS TO DATA PROCESSING INSTALLATION	80.71	0.76	0.62	19.68
J	15 REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	87.86	0.70	0.62	20.30
J	14 REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	87.86	0.70	0.61	20.91

M	11 RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	82.86	0.73	0.61	21.52
N	11 MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	81.43	0.74	0.60	22.12
K	26 SCREEN, COMPUTE, AND POST STOCK LEVELS	82.14	0.73	0.60	22.72
N	22 RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	82.14	0.72	0.59	23.31
M	6 MAINTAIN REQUISITION HISTORY FILE	77.14	0.76	0.58	23.89
K	7 EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	74.29	0.77	0.58	24.47
P	11 INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	75.71	0.75	0.57	25.04
P	9 FILE UP-DATED DOCUMENT REGISTERS	79.29	0.71	0.56	25.60
B	9 SUPERVISE CONTROL OF MATERIEL DOCUMENTS	67.86	0.82	0.56	26.16
N	8 KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	75.71	0.74	0.56	26.72
P	17 MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS	73.57	0.75	0.55	27.27
M	10 PROCESS RECEIPTS FROM LOCAL PURCHASE	77.14	0.71	0.55	27.82
A	26 PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	75.00	0.73	0.55	28.37
J	16 REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	85.00	0.64	0.55	28.92
N	1 COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	72.14	0.76	0.55	29.46
P	1 ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	72.86	0.75	0.55	30.01
L	6 FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	78.57	0.69	0.55	30.56
L	5 DISTRIBUTE COPIES OF ISSUE REQUESTS	72.14	0.75	0.54	31.10
L	1 ADJUST BALANCE CARDS FOR SUSPENDED ITEMS	81.43	0.66	0.54	31.64
K	24 RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	78.57	0.68	0.53	32.17
K	8 ESTABLISH MINIMUM STOCK LEVELS	75.71	0.70	0.53	32.70
P	26 RECORD TRANSACTIONS ON TRANSACTION REGISTER	67.86	0.76	0.51	33.21
A	6 COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	72.14	0.71	0.51	33.73
A	22 PLAN PROCEDURES FOR MAINTAINING SUPPLY STOCK RECORDS	74.29	0.69	0.51	34.24
L	3 COMPLETE ENTRIES ON RECEIVING DOCUMENTS	72.86	0.70	0.51	34.75
N	16 PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	67.86	0.74	0.50	35.25
L	17 PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (DD FORM 1348)	72.14	0.69	0.50	35.75
M	2 DETERMINE REQUISITION PRIORITIES	74.29	0.67	0.50	36.24
A	20 PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	73.57	0.67	0.49	36.74
B	24 SUPERVISE THE FURNISHING OF MEDICAL MATERIEL TRANSACTION DOCUMENTS TO BAFO	63.57	0.78	0.49	37.23
B	14 SUPERVISE MACHINE ROOM OPERATIONS	54.29	0.90	0.49	37.72
N	2 FILE ZERO BALANCE CARDS	75.00	0.65	0.49	38.21
P	4 CODE LOCAL PURCHASE DOCUMENTS	65.00	0.75	0.49	38.70
J	13 RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	80.71	0.59	0.48	39.18
M	5 MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	70.71	0.67	0.48	39.65
K	2 COMPUTE FILL RATES	76.43	0.62	0.48	40.13
N	21 RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	73.57	0.63	0.47	40.60
Q	9 MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	69.29	0.67	0.47	41.06
P	8 FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	72.14	0.64	0.46	41.53
J	2 CALCULATE THE INVENTORY BALANCE	72.14	0.64	0.46	41.99
N	23 SELECT DATA ELEMENTS FOR RECORDING TRANSACTIONS	65.00	0.70	0.46	42.44
J	7 INSPECT RECEIPTS AND ISSUES FOR PROCESSING PRIOR TO INVENTORY	75.00	0.60	0.45	42.89
K	1 ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	65.71	0.68	0.44	43.34
D	6 GIVE INFORMAL TRAINING TO INDIVIDUALS	67.14	0.66	0.44	43.78
M	7 POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (OA)	64.29	0.68	0.44	44.22

N	12	MAINTAIN SUPPLY OF BLANK PCAM CARDS	70.00	0.61	0.43	44.65
J	5	COORDINATE WITH BASE DATA PROCESSING INSTALLATION FOR PREPARATION OF INVENTORY COUNT LISTINGS	70.00	0.61	0.42	45.07
P	21	MONITOR THE FLOW OF DOCUMENTS BETWEEN PROCESSING POINTS	62.14	0.68	0.42	45.49
K	3	DETERMINE REQUISITION TRANSMISSION METHODS	70.00	0.60	0.42	45.91
A	4	ASSIGN ISSUE PRIORITIES	69.29	0.60	0.42	46.33
M	8	PREPARE AND MAINTAIN RECORDS OR DOCUMENTS FOR NON-MEDICAL MATERIEL	59.29	0.70	0.42	46.75
B	7	SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	55.00	0.76	0.42	47.17
A	34	SET UP, MAINTAIN, OR DISPOSE OF FILES	70.00	0.59	0.41	47.58
L	11	MONITOR PRIORITY STATUS OF REQUISITIONS	60.00	0.68	0.41	47.99
P	6	DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	62.14	0.66	0.41	48.40
P	5	DISPOSE OF INACTIVE DOCUMENTS	65.00	0.63	0.41	48.81
K	29	VERIFY UNIT COSTS OF PROPERTY ITEMS	65.71	0.62	0.41	49.22
N	5	FORWARD SHOPPING DECKS TO BASE DATA PROCESSING INSTALLATION	59.29	0.68	0.41	49.62
A	5	COMPUTE ECONOMIC ORDER QUANTITIES (EOQS)	65.00	0.61	0.39	50.02
K	6	EDIT OUTGOING OR INCOMING EXCESS REPORTS	65.71	0.60	0.39	50.41
N	20	PREPARE PCAM DAILY UTILIZATION REPORT	62.86	0.62	0.39	50.80
J	3	COMPUTE INVENTORY ACCURACY PERCENTAGES	67.86	0.57	0.39	51.19
M	14	REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC BIOLOGICALS AND REAGENTS	69.29	0.56	0.39	51.58
L	19	PREPARE FORMS TO SUSPEND UNSUITABLE MATERIEL FROM ISSUE	65.71	0.59	0.39	51.97
B	6	MONITOR THE MEDICAL INVENTORY MANAGEMENT SYSTEM (MIMS)	53.57	0.72	0.38	52.35
B	26	SUPERVISE THE STOCK RECORD ACCOUNT	47.14	0.81	0.38	52.73
E	18	ISSUE MATERIEL TO USING ACTIVITY	59.29	0.63	0.38	53.11
J	9	MAKE PHYSICAL COUNT OF PROPERTY ITEMS	66.43	0.56	0.37	53.48
P	25	RECORD BASIC IDENTIFYING DATA ON DOCUMENTS	54.29	0.68	0.37	53.85
A	23	PLAN PROCEDURES FOR MAKING INVENTORY ADJUSTMENTS	67.86	0.54	0.37	54.22
A	1	ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	67.86	0.53	0.36	54.58
K	18	PREPARE SALVAGE DOCUMENTS	67.14	0.53	0.36	54.93
H	5	PREPARE DESTRUCTION DOCUMENTS FOR AND DESTROY MEDICAL EXCESS	65.71	0.54	0.35	55.29
M	12	RECORD FUND OBLIGATIONS	53.57	0.65	0.35	55.64
J	11	PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	61.43	0.57	0.35	55.99
L	9	MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	56.43	0.61	0.35	56.33
L	23	SEPARATE STOCK RECORD CARDS FOR NON-STOCK LISTED ITEMS	62.14	0.55	0.34	56.67
L	7	FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	54.29	0.62	0.34	57.01
D	8	INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	52.86	0.64	0.34	57.35
K	25	REQUEST WAREHOUSE TO DELIVER MATERIEL	54.29	0.61	0.33	57.68
E	41	TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	57.86	0.57	0.33	58.01
N	6	KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	54.29	0.61	0.33	58.34
L	18	PREPARE AND DISTRIBUTE THE STOCK STATUS REPORT	56.43	0.58	0.33	58.67
G	10	PREPARE REQUISITIONS FOR WRM	70.71	0.46	0.33	59.00
A	2	ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	57.14	0.57	0.33	59.32
J	8	MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	60.71	0.53	0.32	59.65
B	15	SUPERVISE MEDICAL MATERIEL SPECIALISTS (91550)	44.29	0.73	0.32	59.97
L	13	NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	64.29	0.50	0.32	60.29
A	25	PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	54.29	0.59	0.32	60.61
C	4	CONDUCT INSPECTIONS OF DOCUMENT CONTROL WORK METHODS	52.86	0.60	0.32	60.93
K	11	MAINTAIN DATE-OF-AVAILABILITY LIST OF NEWLY STOCKLISTED MATERIEL	54.29	0.58	0.31	61.24

L	8	MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	48.57	0.65	0.31	61.55
K	14	POST STOCK SUSPENSION NOTICES	57.14	0.54	0.31	61.86
E	21	LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	55.00	0.55	0.30	62.17
Q	26	SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	51.43	0.58	0.30	62.47
Q	11	PREPARE AND PROCESS RECEIVING REPORTS FOR LOCAL PURCHASE ITEMS	46.43	0.63	0.29	62.76
K	12	NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	56.43	0.52	0.29	63.06
E	43	VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	55.00	0.53	0.29	63.34
E	42	UNLOAD INCOMING SHIPMENTS	55.71	0.52	0.29	63.63
L	4	COMPUTE THE QUANTITY ON HAND OF SUSPENDED ITEMS	52.86	0.54	0.29	63.92
A	24	PLAN PROCEDURES FOR THE ADMINISTRATION OF THE STOCK RECORD ACCOUNT	49.29	0.58	0.29	64.21
P	23	PREPARE DOCUMENTS TO BE DESTROYED OR RETIRED	50.00	0.56	0.28	64.49
L	12	NOTIFY AFMMFO OF ITEMS SUSPENDED	50.71	0.55	0.28	64.77
E	3	COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	51.43	0.54	0.28	65.04
G	5	INVENTORY WRM MATERIELS	62.14	0.44	0.27	65.32
M	13	REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	50.00	0.55	0.27	65.59
K	22	RECONCILE THE DOLLAR VALUE OF INVENTORY CATEGORIES WITH THE DOLLAR VALUE OF ACCOUNTING OFFICE RECORDS	43.57	0.62	0.27	65.86
M	16	TYPE MATERIEL SOURCE DOCUMENTS	49.29	0.54	0.27	66.13
A	33	SELECT PROCUREMENT SOURCES (CP OR LP) FOR ISSUE REQUESTS	47.86	0.56	0.27	66.39
B	5	MONITOR EXCESS ITEMS PROGRAM	48.57	0.54	0.26	66.65
E	23	MAKE DELIVERIES TO USING ACTIVITY	47.86	0.55	0.26	66.92
E	17	ISSUE DATED ITEMS	50.00	0.52	0.26	67.18
E	11	FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DD FORM 1348-1)	46.43	0.56	0.26	67.43
Q	4	ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITY	50.00	0.52	0.26	67.69
G	3	COMPUTE PEACETIME OPERATING STOCKS (POS) REQUIREMENTS	50.71	0.51	0.26	67.95
E	30	PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	47.86	0.54	0.26	68.21
Q	27	SET LEVELS AND REQUIREMENT CODES FOR NON-STOCKLISTED ITEMS	44.29	0.57	0.25	68.46
D	2	CONDUCT OJT PROGRAMS	42.86	0.58	0.25	68.71
D	7	INDOCTRINATE NEWLY ASSIGNED PERSONNEL	47.86	0.52	0.25	68.96
K	17	PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	54.29	0.46	0.25	69.20
Q	3	EDIT OUTPUT FOR DUE-IN AND DUE-OUT DATA OF USING ACTIVITIES	43.57	0.57	0.25	69.45
K	9	FILL OUT FORMS FOR CONDEMNED ITEMS	52.86	0.47	0.25	69.70
F	21	VERIFY UNIT OF ISSUE FOR PROPERTY ITEMS	47.86	0.51	0.24	69.94
A	10	ESTABLISH INVENTORY CUT-OFF DOCUMENT NUMBERS	57.86	0.42	0.24	70.19
A	11	ESTABLISH WORK SCHEDULES	45.00	0.54	0.24	70.43
A	27	PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	48.57	0.49	0.24	70.67
N	10	MAINTAIN NEWLY-STOCKLISTED ITEM PCAM CARD FILE	37.86	0.63	0.24	70.91
J	6	ESTABLISH AND POST NOTICES OF INVENTORY DEADLINE DATES	49.29	0.47	0.23	71.14
L	14	ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	47.86	0.49	0.23	71.37
B	1	ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	53.57	0.43	0.23	71.60
P	16	MAINTAIN FILE OF PROPERTY ACCOUNTS	45.71	0.50	0.23	71.83
P	18	MAINTAIN LOCAL PROCUREMENT DOCUMENT REGISTER	38.57	0.59	0.23	72.06
E	37	ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	44.29	0.51	0.22	72.28
M	4	PREPARE AND SUBMIT REPORTS OF EXCESS PROPERTY TO AFMMFO (SFS 120, 120A)	47.86	0.47	0.22	72.51
D	4	COUNSEL INDIVIDUALS ON TRAINING PROGRESS	40.00	0.56	0.22	72.73

E	14 IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	50.00	0.44	0.22	72.95
L	24 TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	47.86	0.46	0.22	73.17
A	29 PLAN TECHNIQUES FOR HANDLING MECHANIZED ACCOUNTS	36.43	0.60	0.22	73.39
O	1 ASSIGN NON-MIMS VOUCHER NUMBERS TO TRANSACTIONS	40.71	0.54	0.22	73.61
Q	29 VALIDATE AND DISTRIBUTE LOCAL PURCHASE RECEIVING DOCUMENTS	38.57	0.57	0.22	73.83
A	14 ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	45.71	0.48	0.22	74.05
G	9 POST GWMR LEVELS AND POSITION	42.86	0.51	0.22	74.27
B	17 SUPERVISE PHYSICAL OF MATERIEL	38.57	0.56	0.22	74.49
P	24 PREPARE FACSIMILES OF DOCUMENTS FROM SUSPENSE COPIES	45.71	0.47	0.21	74.70
O	12 PREPARE, ADMINISTER, OR SCORE TESTS	35.00	0.61	0.21	74.91
H	3 DETERMINE THE METHOD OF DESTRUCTION FOR DIFFERENT TYPES OF MEDICAL SUPPLIES	47.86	0.45	0.21	75.13
J	10 PERFORM PRE-INVENTORY SURVEY	50.00	0.43	0.21	75.34
F	9 IDENTIFY WAR READINESS MATERIEL TO PREVENT UNAUTHORIZED MOVEMENT OR USE	47.86	0.44	0.21	75.55
Q	2 EDIT MACHINE-COMPUTED REQUIREMENTS LISTING OF NON-STOCKLISTED ITEMS	37.14	0.57	0.21	75.77
L	22 SCREEN REQUESTS FOR LOCAL PURCHASE	40.71	0.52	0.21	75.98
B	10 SUPERVISE DELIVERY AND TRANSFER OF MATERIEL	41.43	0.50	0.21	76.18
G	12 RECONCILE AFMMFO LETTERS WITH WRM WORKSHEET	40.00	0.52	0.21	76.39
C	13 EVALUATE INVENTORY ADJUSTMENTS	41.43	0.50	0.21	76.60
E	28 PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	41.43	0.49	0.20	76.80
B	22 SUPERVISE STORAGE AND RECEIPT OF MATERIEL	39.29	0.52	0.20	77.00
A	19 PLAN PROCEDURES AND SEQUENCES FOR TAKING INVENTORIES	45.71	0.44	0.20	77.21
E	34 PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	50.00	0.41	0.20	77.41
B	21 SUPERVISE SPECIAL PROJECT AND SPECIAL DUTY ACTIVITIES	34.29	0.59	0.20	77.61
K	20 PREPARE AND DISTRIBUTE DOCUMENTS FOR PROPERTY FOUND ON BASE	44.29	0.46	0.20	77.82
P	22 PREPARE CERTIFICATES OF LOST DOCUMENTS	37.14	0.54	0.20	78.02
G	1 COMPUTE ASSETS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	40.00	0.50	0.20	78.22
C	5 CONDUCT INSPECTIONS OF INVENTORY CONTROL WORK METHODS	40.00	0.50	0.20	78.42
K	15 PREPARE AND SUBMIT QUARTERLY FEEDER REPORTS	36.43	0.54	0.20	78.61
J	4 CONDUCT INVENTORIES OF LOCAL PURCHASE ITEMS	47.14	0.42	0.20	78.81
Q	5 MAINTAIN FILE OF LOCAL PURCHASE ORDERS, CONTRACTS, RECEIVING REPORTS, OR SIMILAR DOCUMENTS	34.29	0.57	0.20	79.01
E	10 EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	43.57	0.45	0.19	79.20
G	13 ROTATE WRM	45.00	0.43	0.19	79.40
L	2 AUDIT AND FORWARD THE QUARTERLY MIMS REPORT	38.57	0.50	0.19	79.59
G	2 COMPUTE GROSS WARTIME MATERIEL REQUIREMENTS (GWMR)	40.71	0.47	0.19	79.78
L	20 PREPARE INVENTORY CONTROL RECORDS FOR ACCEPTABLE TURN-INS	45.00	0.42	0.19	79.97
L	21 RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	42.86	0.44	0.19	80.16
E	32 PREPARE AND ATTACH SHIPPING TAGS, LABELS, OR DOCUMENTS	44.29	0.43	0.19	80.35
E	9 DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	42.86	0.44	0.19	80.54
B	27 SUPERVISE WRM ACTIVITIES	32.86	0.56	0.18	80.72
E	1 CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	41.43	0.44	0.18	80.90
P	14 MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS AT USING ACTIVITY	36.43	0.50	0.18	81.09
E	7 DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	41.43	0.43	0.18	81.27

C	3	COMPLETE PERSONEL PERFORMANCE REPORTS	34.29	0.52	0.18	81.44
G	4	COMPUTE REQUIREMENTS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	37.86	0.47	0.18	81.62
K	23	RECONCILE THE SECURITY RECORD CARD BALANCES WITH STOCK RECORD CARD BALANCES	37.86	0.47	0.18	81.80
C	14	EVALUATE MEDICAL MATERIEL COMPLAINTS OR SUGGESTIONS FOR CORRECTIVE ACTION	37.86	0.46	0.18	81.97
Q	25	RECEIVE, INSPECT, AND STORE LOCAL PURCHASE ITEMS	37.86	0.46	0.17	82.15
E	29	PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	40.71	0.43	0.17	82.32
E	5	CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	37.86	0.46	0.17	82.50
D	1	ADAPT AND MAINTAIN TRAINING AIDS	32.14	0.54	0.17	82.67
D	14	PREPARE TRAINING RECORDS OR CHARTS	32.14	0.54	0.17	82.84
E	6	DELIVER OUTSHIPMENTS	35.00	0.48	0.17	83.01
E	39	SEGREGATE MATERIEL TO BE INVENTORIED	35.71	0.46	0.17	83.17
D	10	MAINTAIN AND ISSUE STOCKS OF NON-MEDICAL SUPPLIES	31.43	0.52	0.16	83.34
H	8	REVIEW EXCESS EQUIPMENT OR SUPPLY TURN-IN DOCUMENTS AND DETERMINE EXCESS OR SALVAGE ACTION	40.00	0.40	0.16	83.50
E	38	SEGREGATE INCOMING SHIPMENTS FOR INSPECTION	37.14	0.43	0.16	83.66
A	18	PLAN CONTROLS OVER WRM SUPPLIES AND EQUIPMENT	32.86	0.49	0.16	83.82
E	40	SET UP BINS, RACKS, BAYS, OR OTHER STORAGE FACILITIES	37.86	0.41	0.16	83.98
C	2	COMPILE MANAGEMENT DATA FOR USE IN EVALUATION OF SUPPLY PROGRAM	33.57	0.46	0.16	84.13
K	16	PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENT (DD FORM 6)	36.43	0.41	0.15	84.28
D	13	PREPARE LESSON PLANS	31.43	0.48	0.15	84.43
Q	17	PREPARE REPORT OF LOCAL PURCHASES	30.71	0.49	0.15	84.58
C	9	DETERMINE NEED FOR EXTRA INVENTORIES	35.71	0.41	0.15	84.73
F	16	INSPECT TURN-IN ITEMS	36.43	0.40	0.15	84.88
C	8	CONDUCT INSPECTIONS OF WAREHOUSE WORK METHODS	35.00	0.42	0.15	85.02
B	23	SUPERVISE THE DISPOSAL AND SALVAGE OF MATERIEL	34.29	0.42	0.14	85.17
K	19	PREPARE SCHEDULE FOR STAGGERED SUBMISSION OF REQUESTS	32.86	0.44	0.14	85.31
P	15	MAINTAIN FILE OF BASE ERROR AND/OR CORRECTION SHEETS (AF FORM 150)	23.57	0.61	0.14	85.45
K	10	INVESTIGATE DISCREPANCIES ENCOUNTERED IN THE INVENTORY OF SECURITY ITEMS	33.57	0.43	0.14	85.60
D	15	RECOMMEND INDIVIDUALS FOR SPECIALTY KNOWLEDGE TESTING	27.86	0.51	0.14	85.74
A	28	PLAN SPACE LAYOUTS FOR SUPPLIES OR EQUIPMENT	33.57	0.42	0.14	85.88
E	27	PACK OR CRATE ITEMS FOR SHIPPING	33.57	0.42	0.14	86.02
G	8	POSITION MMPNC OR SCATA MATERIEL	34.29	0.41	0.14	86.16
B	4	IMPLEMENT CONTROLS AND FOLLOW-UP FOR NEW PROCEDURES	30.71	0.45	0.14	86.30
D	11	PLAN IMPROVED TRAINING METHODS	27.14	0.51	0.14	86.44
B	8	SUPERVISE CIVILIAN PERSONNEL	27.14	0.51	0.14	86.57
O	31	PREPARE STOCK OR PRICE CHANGE VOUCHERS FOR EQUIPMENT	30.71	0.44	0.14	86.71
G	6	MAKE SURVEYS TO INSURE ACCURACY OF WRM LOCATOR FILES	29.29	0.46	0.14	86.85
C	1	ANALYZE EFFECTIVENESS OF MATERIEL MANAGEMENT PRACTICES	31.43	0.43	0.14	86.98
K	21	PROCESS AND REPORT MEDICAL MATERIEL COMPLAINTS	35.71	0.37	0.13	87.11
E	44	WRAP AND PACK PROPERTY FOR STORAGE	30.00	0.44	0.13	87.25
B	18	SUPERVISE PREPARATION OF OFFICIAL CORRESPONDENCE	27.86	0.47	0.13	87.38
E	31	PLACE LOCATION SYMBOLS ON WAREHOUSE BINS, RACKS, OR BAYS	30.71	0.42	0.13	87.51
F	13	INSPECT ITEMS IN STORAGE FOR SIGNS OF CORROSION, DECAY, OR DETERIORATION	37.14	0.35	0.13	87.63
F	3	DESIGNATE ITEMS FOR DISPOSAL	33.57	0.38	0.13	87.76
A	8	DEVELOP STANDARD OPERATING PROCEDURE (SOP) FOR EMERGENCY SUPPLY SITUATIONS	32.14	0.39	0.13	87.89

E	16 INSPECT HANDLING, LOADING, OR STORING OF PROPERTY RELEASED FOR SHIPMENT	30.71	0.41	0.13	88.01
E	24 MARK SHIPPING CONTAINERS	30.71	0.41	0.12	88.14
G	7 MONITOR THE INSPECTION AND ROTATION OF MMPNC PHASE I KITS	30.71	0.40	0.12	88.26
P	10 INSPECT CHARGE-OUT RECORDS (AF FORM 614) TO INSURE RETURN OF LOANED DOCUMENTS	20.00	0.61	0.12	88.38
C	15 EVALUATE REQUESTS FOR LOCAL PURCHASE	29.29	0.42	0.12	88.50
O	32 PREPARE TEMPORARY CUSTODY RECEIPTS (AF FORM 1297)	31.43	0.39	0.12	88.63
I	20 SEND LINEN TO LAUNDRY AND RECEIVE FROM LAUNDRY	26.43	0.45	0.12	88.75
F	7 IDENTIFY ITEMS TO BE TRANSFERRED	35.00	0.34	0.12	88.86
E	19 LIST EXPENDABLE ITEMS CONSUMED IN THE MEDICAL SUPPLY OPERATION	27.86	0.42	0.12	88.98
Q	23 RECEIVE AND DISTRIBUTE CORRESPONDENCE PERTINENT TO LOCAL PURCHASE	25.00	0.47	0.12	89.10
Q	12 PREPARE AND SUBMIT EMERGENCY PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	27.14	0.43	0.12	89.22
E	4 CONDITION CODE SUPPLY ITEMS	30.71	0.38	0.12	89.34
A	32 RECOMMEND CHANGES IN TECHNICAL ORDERS, MANUALS, HANDBOOKS, OR OPERATING PROCEDURES	28.57	0.41	0.12	89.45
H	2 ARRANGE FOR WITNESSES TO OBSERVE THE DESTRUCTION OF MEDICAL SECURITY ITEMS	32.86	0.36	0.12	89.57
I	2 COMPLETE LINEN SUPPLY RECORDS (AF FORM 581)	25.00	0.47	0.12	89.69
L	16 POST RETURNS TO VENDORS	29.29	0.39	0.12	89.80
Q	14 PREPARE AND SUBMIT LOCAL PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	26.43	0.43	0.11	89.92
I	8 ESTIMATE OR COUNT QUANTITIES OF ISSUED AND PICKED UP LINENS	22.86	0.50	0.11	90.03
I	1 CARRY OUT CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	25.00	0.45	0.11	90.14
Q	10 PREPARE AND DISTRIBUTE SOURCE DOCUMENTS INVOLVING PAYMENT TO VENDORS	22.86	0.49	0.11	90.26
A	37 WRITE JOB DESCRIPTION	26.43	0.42	0.11	90.37
F	11 INITIATE STOCK CHANGE DOCUMENTS FOR UNIDENTIFIED ITEMS	31.43	0.35	0.11	90.48
I	5 DEVISE CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	25.00	0.44	0.11	90.59
F	10 INITIATE ISSUE REQUESTS FOR ITEMS NEEDED TO COMPLETE ASSEMBLIES	27.86	0.39	0.11	90.70
F	5 DETERMINE INTERCHANGEABILITY OF ITEMS	31.43	0.35	0.11	90.81
H	6 PREPARE DOCUMENTS FOR THE TRANSFER OF EXCESS REQUIRED NON-MEDICAL ITEMS TO BASE SUPPLY	27.14	0.40	0.11	90.92
B	3 DIRECT STORAGE, ISSUE, AND SAFEGUARDING OF SECURITY ITEMS	26.43	0.41	0.11	91.03
B	12 SUPERVISE LINEN SUPPLY ACTIVITY	22.14	0.49	0.11	91.13
E	25 MONITOR TEMPERATURE, HUMIDITY, OR DUST CONDITIONS WITHIN STORAGE FACILITY	27.14	0.40	0.11	91.24
C	17 SCHEDULE LEAVES OR PASSES	27.86	0.39	0.11	91.35
E	36 RECEIVE, ISSUE, OR PACKAGE SECURITY ITEMS	27.14	0.40	0.11	91.46
I	19 SCREEN LINEN TO DETECT DAMAGED OR WORN ITEMS	22.86	0.47	0.11	91.57
D	5 DETERMINE NEED FOR INDIVIDUAL OR GROUP TRAINING	25.71	0.42	0.11	91.67
P	20 MONITOR MEMO DOCUMENT REGISTER	24.29	0.44	0.11	91.78
C	6 CONDUCT INSPECTIONS OF LOCAL PURCHASE WORK METHODS	27.14	0.39	0.11	91.89
Q	8 MAINTAIN LIBRARY OF GSA CATALOGUES, VENDORS' CATALOGUES, AND OTHER PROCUREMENT DATA	25.71	0.41	0.11	91.99
E	13 GROUP PROPERTY ITEMS FOR PACKAGING	25.71	0.40	0.10	92.10
I	11 PICK UP LINENS FROM AND DELIVER TO USING ACTIVITY	21.43	0.47	0.10	92.20

I	9 INVENTORY CONTROLLED LINEN ITEMS	25.00	0.40	0.10	92.30
O	16 MAINTAIN PERSONAL CLOTHING AND EQUIPMENT RECORDS	25.71	0.39	0.10	92.40
I	17 PROTECT CLEAN LINENS FROM DUST	22.14	0.44	0.10	92.50
E	35 PROCESS PROPERTY ACCOMPANYING PATIENTS	25.00	0.39	0.10	92.60
F	1 CONDUCT FOLLOW-UP INSPECTIONS	26.43	0.37	0.10	92.69
O	25 PREPARE DOCUMENTS FOR NON-MEDICAL EQUIPMENT TRANSACTIONS	23.57	0.41	0.10	92.79
D	16 ROTATE DUTY ASSIGNMENTS OF INDIVIDUALS FOR CROSS-TRAINING	21.43	0.45	0.10	92.89
O	14 MAINTAIN HISTORY FILE OF PCAM CARDS ON EQUIPMENT	22.14	0.43	0.10	92.98
I	10 MARK LINENS AND INDIVIDUAL CLOTHING ITEMS	21.43	0.45	0.10	93.08
I	13 PREPARE AND SUBMIT QUARTERLY LINEN INVENTORY AND CONSUMPTION REPORT	22.14	0.43	0.10	93.18
G	11 PREPARE THE MATERIEL OPERATIONAL READINESS REPORT (MORR)	23.57	0.40	0.09	93.27
A	21 PLAN PROCEDURES FOR MAINTAINING E-AID CARDS	22.86	0.41	0.09	93.36
I	12 PREPARE AND FORWARD REQUESTS FOR ISSUE OF LINEN ITEMS	22.14	0.42	0.09	93.46
B	13 SUPERVISE LOCAL PURCHASE ACTIVITIES	21.43	0.44	0.09	93.55
C	16 MAKE RECOMMENDATIONS FOR PERSONNEL ACTIONS	24.29	0.39	0.09	93.65
C	11 EVALUATE EFFECTIVENESS OF THE LINEN SUPPLY ACTIVITY	20.71	0.45	0.09	93.74
D	10 PLAN AND CONDUCT FORMAL CLASSROOM TRAINING	15.00	0.62	0.09	93.83
I	16 PROCESS CLOTHING ITEMS OF HOSPITAL PERSONNEL	21.43	0.43	0.09	93.92
Q	28 SUBMIT SUGGESTED SOURCES OF LOCAL PURCHASE ITEMS TO BASE PURCHASING AND CONTRACT OFFICE (P + C)	21.43	0.43	0.09	94.02
I	18 REPAIR OR REPLACE WORN OR DAMAGED LINENS	22.86	0.40	0.09	94.11
F	12 INSPECT CONTAINERS AND LABELS OF CORROSIVE, VOLATILE, COMBUSTIBLE, OR POISONOUS MATERIALS	29.29	0.31	0.09	94.20
H	1 ADVISE BASE SUPPLY OFFICER OF EXCESS NON-MEDICAL ITEMS	26.43	0.34	0.09	94.29
Q	24 RECEIVE AND PROCESS REQUESTS FOR ITEMS TO BE PURCHASED WITH PETTY CASH FUNDS	18.57	0.48	0.09	94.38
A	16 ORGANIZE PROCEDURES FOR BASE PROCUREMENT OF LOCAL PURCHASE MATERIEL	22.86	0.39	0.09	94.47
O	2 COMPARE QUANTITY AND CONDITION OF EQUIPMENT ITEMS WITH VOUCHER LISTINGS	20.00	0.44	0.09	94.56
O	24 PREPARE BASE INVENTORY ADJUSTMENT DOCUMENT	20.00	0.44	0.09	94.65
I	15 PREPARE FORMS FOR TURN-IN OF LINEN TO THE LAUNDRY	21.43	0.40	0.09	94.73
H	7 PREPARE DOCUMENTS FOR THE TURN-IN OF OUT-DATED X-RAY FILM	27.14	0.31	0.09	94.82
E	22 MAINTAIN AND SEARCH STOCK LOCATOR FILE OR AIR FORCE LOCATOR CARDS	20.00	0.42	0.08	94.90
F	15 INSPECT STORED PROPERTY TO SEE THAT LOAD LIMITS AND SECURITY CONDITIONS ARE MET	26.43	0.31	0.08	94.98
F	4 DETERMINE CAUSE OF UNSERVICEABLE CONDITION OF PROPERTY	26.43	0.31	0.08	95.07
I	3 COMPUTE LINEN LEVELS FOR USING ACTIVITIES	20.00	0.41	0.08	95.15
I	6 DRAFT AND SUBMIT LINEN SUPPLY BUDGET ESTIMATES	20.00	0.41	0.08	95.23
B	25 SUPERVISE THE MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO)	17.14	0.47	0.08	95.31
J	12 PREPARE REPORTS OF SURVEY FOR UNACCEPTABLE ADJUSTMENTS (DD FORM 200)	22.86	0.35	0.08	95.39
I	7 DYE WORN LINENS	20.00	0.40	0.08	95.47
C	10 EVALUATE ADEQUACY OF INSPECTIONS	22.14	0.36	0.08	95.55
E	20 LIST COMPONENT PART SHORTAGES	23.57	0.34	0.08	95.63
O	21 PREPARE AND FORWARD E-AID DUE-IN CARD TO BASE DATA SERVICES (AF FORM 815)	21.43	0.37	0.08	95.71
B	19 SUPERVISE PROPERTY INSPECTIONS	21.43	0.37	0.08	95.79
O	34 RECEIVE AND DISTRIBUTE CUSTODIAN REQUEST/RECEIPT (AF FORM 601B)	20.71	0.38	0.08	95.87
A	36 SUBMIT REQUESTS FOR STOCKLISTING OF NON-STOCKLISTED ITEMS TO SUB-COMMAND OR COMMAND	19.29	0.40	0.08	95.95

O	15	MAINTAIN MEMO DOCUMENT REGISTER	17.86	0.43	0.08	96.02
O	11	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS	20.00	0.38	0.08	96.10
O	37	REVIEW EQUIPMENT STOCK STATUS REPORT FOR DISCREPANCIES	20.71	0.37	0.08	96.17
I	4	COORDINATE NEGOTIATIONS FOR THE LAUNDERING OF LINENS	19.29	0.39	0.08	96.25
O	20	PREPARE AND FORWARD E-AID CUSTODY/RECEIPT CARD TO BASE DATA PROCESSING INSTALLATION (AF FORM 814)	20.71	0.36	0.07	96.33
Q	13	PREPARE AND SUBMIT LIST OF DELINQUENT LOCAL PURCHASE ORDERS TO BASE PROCUREMENT ACTIVITY	17.14	0.43	0.07	96.40
Q	21	PROVIDE FUND CITATION AND AUTHORIZATION FOR CASH PURCHASE	15.71	0.46	0.07	96.47
O	9	MAINTAIN AND DISTRIBUTE THE CONSOLIDATED LISTING (CL)	17.86	0.40	0.07	96.54
E	2	CLEAN AND DRY PROPERTY ITEMS	17.86	0.40	0.07	96.61
O	22	PREPARE AND FORWARD EQUIPMENT AUTHORIZATION INVENTORY DATA TO BASE DATA PROCESSING INSTALLATION	18.57	0.38	0.07	96.68
O	40	SEARCH EQUIPMENT ALLOWANCE PUBLICATIONS FOR BASIS OF ISSUE AND ALLOWANCES	20.71	0.34	0.07	96.76
F	8	IDENTIFY PARTS OF COMPLETE ASSEMBLIES	21.43	0.33	0.07	96.83
A	17	PLAN AND SCHEDULE INSPECTIONS OF PROPERTY ASSIGNED TO USING ACTIVITY	19.29	0.36	0.07	96.90
O	12	MAINTAIN CUSTODY/RECEIPT LOCATOR LISTINGS BY ACCOUNT	17.14	0.41	0.07	96.97
F	18	PREPARE STATEMENT OF FACTS FOR PROPERTY DAMAGED OR DESTROYED FOR REASONS OTHER THAN FAIR WEAR AND TEAR	21.43	0.32	0.07	97.03
F	14	INSPECT PROPERTY FOR REPAIRS OR REPLACEMENTS	23.57	0.30	0.07	97.10
Q	22	PURCHASE SMALL DOLLAR VALUE ITEMS	15.71	0.44	0.07	97.17
Q	15	PREPARE LETTER RECOMMENDING STOCKLISTING OF NON-STOCKLISTED ITEMS	17.14	0.40	0.07	97.24
O	30	PREPARE REQUESTS FOR CHANGES IN ALLOWANCES AND AUTHORIZATIONS (AF FORM 801A)	17.86	0.38	0.07	97.31
O	5	COORDINATE THE RELOCATION OF PROPERTY BETWEEN PROPERTY CUSTODIANS	18.57	0.37	0.07	97.38
F	2	CONDUCT SPECIAL-SUBJECT INSPECTIONS	22.14	0.30	0.07	97.45
L	10	MAKE ENTRIES ON STOCK LOCATOR CARDS TO SHOW CHANGES IN LOCATION OF PROPERTY ITEMS	16.43	0.41	0.07	97.51
E	15	INSPECT AND INVENTORY STOCK STORED IN HOSPITAL FOR AIR EVACUATION PROGRAM	17.86	0.37	0.07	97.58
O	19	POST AUTHORIZATION CHANGES TO THE CONSOLIDATED LISTING	17.14	0.38	0.06	97.64
Q	1	COORDINATE WITH OTHER AGENCIES TO DETERMINE WHICH LOCAL PURCHASE ITEMS SHOULD BE STOCKLISTED	17.86	0.36	0.06	97.71
K	4	DETERMINE TYPE OF STORAGE REQUIRED FOR SECURITY ITEMS	19.29	0.32	0.06	97.77
O	13	MAINTAIN FILE OF AUTHORIZATIONS, INCREASES, OR DECREASES TO THE CONSOLIDATED LISTING	17.14	0.36	0.06	97.83
Q	18	PREPARE SHIPPING DOCUMENTS FOR LOCAL PURCHASE CREDIT ITEMS BEING RETURNED TO VENDOR	16.43	0.38	0.06	97.89
A	12	OPEN NEW MEMO ACCOUNTS	16.43	0.38	0.06	97.96
C	7	CONDUCT INSPECTIONS OF THE HANDLING OF SECURITY ITEMS	16.43	0.38	0.06	98.02
B	2	BRIEF PERSONNEL ON MOBILITY PLANS	17.86	0.34	0.06	98.08
O	26	PREPARE DOCUMENTS FOR OFF-BASE REPAIR OF EQUIPMENT	16.43	0.36	0.06	98.14
A	3	APPOINT INVENTORY SUPERVISOR OR TEAMS	16.43	0.36	0.06	98.20
A	13	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE EQUIPMENT ACTIVITY	17.86	0.33	0.06	98.26
K	28	TYPE AND DISTRIBUTE CATALOG OF MEDICAL NON-STOCKLISTED ITEMS	17.14	0.34	0.06	98.31
A	35	SUBMIT AUTHORIZATION CHANGES TO MEDICAL EQUIPMENT REVIEW AUTHORIZATION ACTIVITY	14.29	0.39	0.06	98.37

E	12 FORWARD OR RECEIVE EQUIPMENT ITEMS FOR USER TESTS	14.29	0.38	0.05	98.42
Q	16 PREPARE REPORTS OF DISCREPANCY IN SHIPMENT FROM COMMERCIAL VENDORS	13.57	0.40	0.05	98.48
F	20 VERIFY SECURITY CLASSIFICATION OF PROPERTY ITEMS	18.57	0.29	0.05	98.53
A	30 PREPARE REPORTS FOR STAFF CONFERENCES	15.00	0.36	0.05	98.59
B	11 SUPERVISE EQUIPMENT AUTHORIZATION AND SUPPORT FUNCTIONS	16.43	0.32	0.05	98.64
O	33 PREPARE TRANSFER DOCUMENTS FOR PROPERTY TRANSFERRED BETWEEN BASE MEMOS	15.00	0.35	0.05	98.69
O	28 PREPARE EQUIPMENT AUTHORIZATION CHANGE INFORMATION FOR PCAM CARDS	14.29	0.36	0.05	98.74
O	7 DETERMINE NEED FOR CONTRACT MAINTENANCE OF EQUIPMENT	15.71	0.33	0.05	98.79
D	3 COORDINATE PROCEDURES FOR RESERVIST TRAINING	12.86	0.40	0.05	98.85
K	13 POST RECEIPTS AND ISSUES OF SECURITY ITEMS TO VAULT RECORD CARDS	12.14	0.42	0.05	98.90
C	12 EVALUATE EQUIPMENT AUTHORIZATION AND SUPPORT ACTIVITIES	13.57	0.37	0.05	98.95
F	6 ENTER RE-INSPECTION DATES ON PROPERTY ITEMS	16.43	0.30	0.05	99.00
F	17 PREPARE INSPECTION REPORTS	16.43	0.30	0.05	99.05
D	9 INSTRUCT PERSONNEL IN STORAGE OF CLASSIFIED DOCUMENTS	14.29	0.33	0.05	99.09
O	39 ROUTE TURN-IN OF EQUIPMENT FOR INSPECTION AND CONDITION CODING	14.29	0.33	0.05	99.14
O	3 COMPUTE DROPPAGE ALLOWANCES FOR NON-MEDICAL EQUIPMENT ITEMS	11.43	0.40	0.05	99.19
O	29 PREPARE EQUIPMENT REPLACEMENT BUDGETARY LIST	14.29	0.31	0.04	99.23
O	38 REVIEW REPORTS OF INVENTORY FINDINGS FROM PROPERTY	12.14	0.35	0.04	99.27
E	26 OPERATE FORK LIFT FOR MATERIEL HANDLING	12.86	0.33	0.04	99.31
O	4 CONDUCT UTILIZATION SURVEYS TO VALIDATE EQUIPMENT REQUIREMENTS	12.86	0.32	0.04	99.36
A	9 DEVELOP STANDARD OPERATING PROCEDURE FOR REPAIR OF UNSERVICEABLE AND DAMAGED EQUIPMENT	15.71	0.26	0.04	99.40
O	35 REPORT DISCREPANCIES IN STOCK STATUS REPORT TO STOCK RECORDS SECTION FOR PREPARATION OF NEW REPORT	12.86	0.31	0.04	99.44
O	18 NOTIFY WAREHOUSE TO FORWARD EQUIPMENT FOR USER TESTS	11.43	0.33	0.04	99.47
O	8 FORWARD TEMPORARY CUSTODY RECEIPTS FOR THE LOAN OF PROPERTY TO PATIENTS	13.57	0.27	0.04	99.51
B	16 SUPERVISE MEDICAL MATERIEL SUPERVISORS (91570)	7.86	0.47	0.04	99.55
O	17 MAKE REPORTS OF SURVEY FOR IRRECONCILABLE EQUIPMENT SHORTAGES	11.43	0.32	0.04	99.58
E	8 DRAFT STORAGE AND OCCUPANCY REPORTS	12.14	0.28	0.03	99.62
D	17 SELECT INDIVIDUALS FOR FORMAL TRAINING	12.14	0.28	0.03	99.65
O	36 REVIEW AND FORWARD REQUESTS FOR TEMPORARY LOAN OF EQUIPMENT	11.43	0.28	0.03	99.68
I	14 PREPARE AND SUBMIT REPORTS OF SURVEY	12.14	0.26	0.03	99.72
O	6 COORDINATE WITH THE MERAAB FOR EQUIPMENT PURCHASES AND PURCHASE PRIORITIES	8.57	0.30	0.03	99.74
O	27 PREPARE DROPPAGE ALLOWANCE DOCUMENTS FOR NON-MEDICAL EQUIPMENT	8.57	0.28	0.02	99.77
O	23 PREPARE AND SUBMIT STATEMENTS OF CHARGES OR OTHER VOLUNTARY PAYMENT DOCUMENTS FOR EQUIPMENT	9.29	0.24	0.02	99.79
A	15 ORGANIZE MAINTENANCE SUPPORT FUNCTIONS	9.29	0.22	0.02	99.81
Q	20 PROCURE NARCOTICS	7.86	0.25	0.02	99.83
E	33 PREPARE BASE WAREHOUSE LOCATION CHANGE NOTICES (AF FORM 136)	5.71	0.33	0.02	99.85
Q	7 MAINTAIN IMPREST FUND FOR SMALL DOLLAR VALUE ITEM PURCHASES	2.86	0.52	0.01	99.86
F	19 VERIFY LABELS AND INSTRUCTIONS FOR HANDLING RADIOACTIVE MATERIALS	6.43	0.23	0.01	99.88

A	31 PREPARE UNIT MANNING DOCUMENT (UMD) CHANGE REQUESTS	5.71	0.24	0.01	99.89
Q	19 PROCESS AND FORWARD EXEMPTIONS TO THE BUY AMERICAN ACT TO BASE PROCUREMENT ACTIVITY	4.29	0.28	0.01	99.90
Q	6 MAINTAIN FUND FOR COD PURCHASES	2.86	0.37	0.01	99.91

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRS= 66  
KPATH ORDER FROM 642 TO 707 GROUP STAGE= 264  
TIME PERFECTLY DESCRIBED ON DUTIES= 78.53, TASKS= 58.16

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	98.48	16.86	16.60	16.60
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	95.45	14.10	13.46	30.06
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	100.00	10.41	10.41	40.47
M	REQUISITIONING MATERIEL	100.00	9.64	9.64	50.11
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	100.00	9.32	9.32	59.43
A	PLANNING AND ORGANIZING	98.48	8.24	8.11	67.54
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	100.00	6.94	6.94	74.48
E	PERFORMING WAREHOUSE FUNCTIONS	77.27	7.51	5.80	80.28
B	DIRECTING AND IMPLEMENTING	84.85	6.52	5.53	85.82
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	83.33	4.41	3.68	89.49
D	TRAINING	69.70	3.71	2.59	92.08
G	MAINTAINING WAR READINESS MATERIEL	86.36	2.09	1.81	93.69
C	EVALUATING	59.09	2.81	1.66	95.55
F	INSPECTING PROPERTY	59.09	2.14	1.27	96.81
H	REPORTING AND DISPOSING OF MATERIEL	81.82	1.54	1.26	98.07
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	45.45	2.38	1.08	99.15
I	MAINTAINING LINEN SUPPLY	19.70	3.96	0.78	99.93

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, M8RS= 66  
KPATH ORDER FROM 642 TO 707 GROUP STAGE= 264  
TIME PERFECTLY DESCRIBED ON DUTIES= 78.53, TASKS= 58.16

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
N	15 OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	92.42	1.06	0.98	0.98
L	15 POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	87.88	1.09	0.95	1.94
M	9 PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	92.42	1.02	0.94	2.88
K	27 SCREEN REQUESTS FOR SUPPLIES	93.94	0.93	0.88	3.76
K	5 EDIT ISSUE REQUESTS	86.36	1.01	0.88	4.63
N	19 PREPARE INPUT DATA AND READ OUTPUT FOR STOCK BALANCES	92.42	0.95	0.87	5.50
N	9 MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	92.42	0.93	0.86	6.37
N	17 PREPARE INPUT DATA AND READ OUTPUT FOR DECREASE AND INCREASE TRANSACTIONS	90.91	0.95	0.86	7.23
N	3 FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	93.94	0.91	0.86	8.09
N	18 PREPARE INPUT DATA AND READ OUTPUT FOR DOCUMENTATION OF TRANSACTIONS	92.42	0.93	0.86	8.94
N	14 OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	90.91	0.94	0.86	9.80
N	13 OFFSET ADJUSTMENT TRANSACTION CARDS	90.91	0.93	0.85	10.65
N	7 KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	86.36	0.97	0.84	11.48
N	11 MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	89.39	0.92	0.83	12.31
N	4 FORWARD PUNCHED QUANTITY REQUESTED CARD DECKS TO DATA PROCESSING INSTALLATION	90.91	0.90	0.82	13.13
P	2 ASSIGN OR CANCEL DOCUMENT NUMBERS	90.91	0.89	0.81	13.94
L	6 FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	90.91	0.89	0.81	14.75
P	13 MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	84.85	0.95	0.80	15.55
P	3 CODE AND EDIT SOURCE DOCUMENTS	84.85	0.95	0.80	16.36
M	15 REVIEW RECEIVING DOCUMENTS	87.88	0.90	0.79	17.15
P	12 MAKE QUALITY CONTROL CHECK OF SUCH ITEMS AS POSTING CONTROL CODES OR ANALYSES CODES	87.88	0.90	0.79	17.94
J	1 ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	98.48	0.80	0.79	18.73
N	8 KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	89.39	0.87	0.76	19.51
P	28 REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	83.33	0.93	0.77	20.28
N	22 RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	87.88	0.86	0.76	21.04
P	27 REVIEW DOCUMENTS PRIOR TO FILING	84.85	0.89	0.75	21.79
M	3 EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	83.33	0.90	0.75	22.54
K	26 SCREEN, COMPUTE, AND POST STOCK LEVELS	87.88	0.83	0.73	23.28
M	1 CHECK ACCURACY OF DEPOT REQUISITIONS	83.33	0.86	0.72	24.00
M	4 MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	86.36	0.83	0.72	24.71

N	16 PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	75.76	0.94	0.71	25.43
M	6 MAINTAIN REQUISITION HISTORY FILE	83.33	0.85	0.71	26.13
P	7 FILE COMPLETED DOCUMENTS	81.82	0.86	0.71	26.84
A	7 COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	89.39	0.78	0.70	27.54
N	1 COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	80.30	0.87	0.70	28.24
M	11 RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	84.85	0.81	0.69	28.93
J	15 REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	90.91	0.76	0.69	29.62
L	1 ADJUST BALANCE CARDS FOR SUSPENDED ITEMS	89.39	0.77	0.69	30.31
L	5 DISTRIBUTE COPIES OF ISSUE REQUESTS	78.79	0.87	0.68	30.99
N	2 FILE ZERO BALANCE CARDS	87.88	0.77	0.68	31.67
P	19 MAINTAIN SUPPLY DOCUMENT REGISTER	77.27	0.87	0.67	32.34
K	7 EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	77.27	0.87	0.67	33.01
P	11 INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	80.30	0.82	0.66	33.67
Q	9 MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	74.24	0.87	0.65	34.31
K	8 ESTABLISH MINIMUM STOCK LEVELS	83.33	0.77	0.64	34.95
M	10 PROCESS RECEIPTS FROM LOCAL PURCHASE	72.73	0.88	0.64	35.59
B	20 SUPERVISE REQUISITIONING OF MATERIEL	66.67	0.95	0.64	36.23
K	24 RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	81.82	0.77	0.53	36.86
J	14 REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	87.88	0.72	0.63	37.49
B	9 SUPERVISE CONTROL OF MATERIEL DOCUMENTS	65.15	0.94	0.61	38.11
P	17 MAINTAIN FILE OF UP-DATED TRANSACTION REGISTER	71.21	0.85	0.60	38.71
L	17 PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (DD FORM 1348)	69.70	0.87	0.60	39.32
N	21 RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	75.76	0.80	0.60	39.92
A	22 PLAN PROCEDURES FOR MAINTAINING SUPPLY STOCK RECORDS	74.24	0.81	0.60	40.52
J	16 REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	84.85	0.70	0.60	41.11
P	9 FILE UP-DATED DOCUMENT REGISTERS	77.27	0.77	0.60	41.71
N	23 SELECT DATA ELEMENTS FOR RECORDING TRANSACTIONS	66.67	0.88	0.59	42.29
P	26 RECORD TRANSACTIONS ON TRANSACTION REGISTER	69.70	0.83	0.58	42.87
N	12 MAINTAIN SUPPLY OF BLANK PCA CARDS	78.79	0.73	0.58	43.45
P	1 ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	69.70	0.82	0.57	44.02
A	26 PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	71.21	0.80	0.57	44.59
M	5 MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	72.73	0.78	0.56	45.15
J	2 CALCULATE THE INVENTORY BALANCE	74.24	0.75	0.56	45.71
M	2 DETERMINE REQUISITION PRIORITIES	74.24	0.75	0.56	46.27
L	3 COMPLETE ENTRIES ON RECEIVING DOCUMENTS	69.70	0.79	0.55	46.82
P	4 CODE LOCAL PURCHASE DOCUMENTS	60.61	0.90	0.55	47.37
K	1 ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	66.67	0.82	0.55	47.91
A	20 PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	72.73	0.75	0.54	48.46
P	8 FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	71.21	0.74	0.53	48.99
A	6 COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	72.73	0.73	0.53	49.52
B	14 SUPERVISE MACHINE ROOM OPERATIONS	51.52	1.03	0.53	50.05
P	21 MONITOR THE FLOW OF DOCUMENTS BETWEEN PROCESSING POINTS	66.67	0.79	0.52	50.57
K	29 VERIFY UNIT COSTS OF PROPERTY ITEMS	68.18	0.77	0.52	51.10
J	13 RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	80.30	0.65	0.52	51.62
B	7 SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	57.58	0.91	0.52	52.14
J	7 INSPECT RECEIPTS AND ISSUES FOR PROCESSING PRIOR TO INVENTORY	74.24	0.70	0.52	52.66
D	6 GIVE INFORMAL TRAINING TO INDIVIDUALS	65.15	0.80	0.52	53.18

M	8 PREPARE AND MAINTAIN RECORDS OR DOCUMENTS FOR NON-MEDICAL MATERIEL	59.09	0.87	0.51	53.69
N	20 PREPARE PCAM DAILY UTILIZATION REPORT	69.70	0.73	0.51	54.20
N	5 FORWARD SHOPPING DECKS TO BASE DATA PROCESSING INSTALLATION	57.58	0.86	0.50	54.70
J	5 COORDINATE WITH BASE DATA PROCESSING INSTALLATION FOR PREPARATION OF INVENTORY COUNT LISTINGS	72.73	0.68	0.50	55.20
L	19 PREPARE FORMS TO SUSPEND UNSUITABLE MATERIEL FROM ISSUE	71.21	0.69	0.49	55.69
A	4 ASSIGN ISSUE PRIORITIES	68.18	0.72	0.49	56.19
B	24 SUPERVISE THE FURNISHING OF MEDICAL MATERIEL TRANSACTION DOCUMENTS TO BAFO	57.58	0.86	0.49	56.68
M	7 POST STOCK COLLAR VALUES TO OBLIGATION AUTHORITY (DA)	60.61	0.80	0.49	57.16
A	34 SET UP, MAINTAIN, OR DISPOSE OF FILES	59.70	0.69	0.48	57.65
M	14 REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC BIOLOGICALS AND REAGENTS	75.76	0.63	0.48	58.12
K	2 COMPUTE FILL RATES	74.24	0.63	0.47	58.59
K	3 DETERMINE REQUISITION TRANSMISSION METHODS	68.18	0.69	0.47	59.07
P	5 DISPOSE OF INACTIVE DOCUMENTS	69.70	0.67	0.47	59.53
A	5 COMPUTE ECONOMIC ORDER QUANTITIES (EOQS)	65.15	0.70	0.45	59.99
L	27 SEPARATE STOCK RECORD CARDS FOR NON-STOCK LISTED ITEMS	65.15	0.66	0.43	60.42
M	12 RECORD FUND OBLIGATIONS	50.00	0.85	0.42	60.84
K	6 EDIT OUTGOING OR INCOMING EXCESS REPORTS	60.61	0.69	0.42	61.26
H	5 PREPARE DESTRUCTION DOCUMENTS FOR AND DESTROY MEDICAL EXCESS	68.18	0.61	0.41	61.68
P	25 RECORD BASIC IDENTIFYING DATA ON DOCUMENTS	53.03	0.77	0.41	62.09
N	6 KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	51.52	0.78	0.40	62.49
J	3 COMPUTE INVENTORY ACCURACY PERCENTAGES	65.15	0.61	0.40	62.89
K	14 POST STOCK SUSPENSION NOTICES	57.58	0.68	0.39	63.28
J	11 PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	62.12	0.62	0.39	63.66
L	11 MONITOR PRIORITY STATUS OF REQUISITIONS	50.00	0.77	0.39	64.05
L	8 MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	42.42	0.90	0.38	64.43
K	25 REQUEST WAREHOUSE TO DELIVER MATERIEL	50.00	0.77	0.38	64.82
L	13 NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	63.64	0.60	0.38	65.20
B	26 SUPERVISE THE STOCK RECORD ACCOUNT	39.39	0.96	0.38	65.57
E	18 ISSUE MATERIEL TO USING ACTIVITY	48.48	0.78	0.38	65.95
K	18 PREPARE SALVAGE DOCUMENTS	63.64	0.59	0.37	66.33
P	6 DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	56.06	0.67	0.37	66.70
L	7 FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	46.97	0.79	0.37	67.07
L	18 PREPARE AND DISTRIBUTE THE STOCK STATUS REPORT	53.03	0.69	0.37	67.44
L	4 COMPUTE THE QUANTITY ON HAND OF SUSPENDED ITEMS	53.03	0.69	0.37	67.80
J	5 MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	56.06	0.65	0.37	68.17
B	6 MONITOR THE MEDICAL INVENTORY MANAGEMENT SYSTEM (MIMS)	45.45	0.78	0.35	68.52
G	10 PREPARE REQUISITIONS FOR WRM	68.18	0.51	0.35	68.87
K	11 MAINTAIN DATE-OF-AVAILABILITY LIST OF NEWLY STOCKLISTED MATERIEL	50.00	0.69	0.35	69.22
A	23 PLAN PROCEDURES FOR MAKING INVENTORY ADJUSTMENTS	59.09	0.58	0.34	69.56
K	12 NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	53.03	0.65	0.34	69.91
A	1 ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	57.58	0.60	0.34	70.25
L	9 MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	50.00	0.68	0.34	70.59
J	9 MAKE PHYSICAL COUNT OF PROPERTY ITEMS	56.06	0.61	0.34	70.93
A	2 ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	50.00	0.68	0.34	71.27
M	13 REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	50.00	0.67	0.34	71.60
E	21 LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	48.48	0.67	0.33	71.93

B	15 SUPERVISE MEDICAL MATERIEL SPECIALISTS (91550)	36.36	0.90	0.33	72.25
M	16 TYPE MATERIEL SOURCE DOCUMENTS	45.45	0.71	0.32	72.58
Q	11 PREPARE AND PROCESS RECEIVING REPORTS FOR LOCAL PURCHASE ITEMS	39.39	0.81	0.32	72.90
N	10 MAINTAIN NEWLY-STOCKLISTED ITEM PCAM CARD FILE	39.39	0.80	0.32	73.21
P	23 PREPARE DOCUMENTS TO BE DESTROYED OR RETIRED	46.97	0.65	0.30	73.52
Q	27 SET LEVELS AND REQUIREMENT CODES FOR NON-STOCKLISTED ITEMS	42.42	0.71	0.30	73.82
C	4 CONDUCT INSPECTIONS OF DOCUMENT CONTROL WORK METHODS	39.39	0.76	0.30	74.12
A	33 SELECT PROCUREMENT SOURCES (CP OR LP) FOR ISSUE REQUESTS	43.94	0.68	0.30	74.42
D	8 INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	39.39	0.76	0.30	74.72
A	25 PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	42.42	0.70	0.30	75.01
Q	26 SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	40.91	0.72	0.29	75.31
E	3 COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	43.94	0.67	0.29	75.60
A	24 PLAN PROCEDURES FOR THE ADMINISTRATION OF THE STOCK RECORD ACCOUNT	42.42	0.68	0.29	75.89
E	41 TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	42.42	0.66	0.28	76.17
Q	3 EDIT OUTPUT FOR DUE-IN AND DUE-OUT DATA OF USING ACTIVITIES	36.36	0.77	0.28	76.45
E	42 UNLOAD INCOMING SHIPMENTS	46.97	0.59	0.28	76.73
Q	4 ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITY	43.94	0.63	0.28	77.01
F	21 VERIFY UNIT OF ISSUE FOR PROPERTY ITEMS	36.36	0.76	0.28	77.29
E	43 VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	42.42	0.64	0.27	77.56
K	9 FILL OUT FORMS FOR CONDEMNED ITEMS	46.97	0.57	0.27	77.83
B	5 MONITOR EXCESS ITEMS PROGRAM	39.39	0.68	0.27	78.10
E	11 FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DD FORM 1348-1)	33.33	0.76	0.25	78.35
E	17 ISSUE DATED ITEMS	37.88	0.67	0.25	78.60
E	30 PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	39.39	0.64	0.25	78.86
D	2 CONDUCT OJT PROGRAMS	36.36	0.68	0.25	79.11
L	14 ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	39.39	0.63	0.25	79.35
L	12 NOTIFY AFMMFO OF ITEMS SUSPENDED	37.88	0.65	0.25	79.60
E	23 MAKE DELIVERIES TO USING ACTIVITY	37.88	0.63	0.24	79.84
A	11 ESTABLISH WORK SCHEDULES	37.88	0.63	0.24	80.07
Q	29 VALIDATE AND DISTRIBUTE LOCAL PURCHASE RECEIVING DOCUMENTS	33.33	0.70	0.23	80.31
Q	2 EDIT MACHINE-COMPUTED REQUIREMENTS LISTING OF NON-STOCKLISTED ITEMS	31.82	0.73	0.23	80.54
A	10 ESTABLISH INVENTORY CUT-OFF DOCUMENT NUMBERS	51.52	0.44	0.23	80.76
A	29 PLAN TECHNIQUES FOR HANDLING MECHANIZED ACCOUNTS	31.82	0.70	0.22	80.99
K	22 RECONCILE THE DOLLAR VALUE OF INVENTORY CATEGORIES WITH THE DOLLAR VALUE OF ACCOUNTING OFFICE RECORDS	31.82	0.70	0.22	81.21
K	17 PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	40.91	0.54	0.22	81.43
C	13 EVALUATE INVENTORY ADJUSTMENTS	33.33	0.66	0.22	81.65
D	4 COUNSEL INDIVIDUALS ON TRAINING PROGRESS	39.39	0.71	0.22	81.87
H	3 DETERMINE THE METHOD OF DESTRUCTION FOR DIFFERENT TYPES OF MEDICAL SUPPLIES	40.91	0.53	0.21	82.08
G	5 INVENTORY WRM MATERIELS	46.97	0.45	0.21	82.29
L	20 PREPARE INVENTORY CONTROL RECORDS FOR ACCEPTABLE TURN-INS	40.91	0.52	0.21	82.51
D	12 PREPARE, ADMINISTER, OR SCORE TESTS	28.79	0.73	0.21	82.72
H	4 PREPARE AND SUBMIT REPORTS OF EXCESS PROPERTY TO AFMMFO (SFS 120, 120A)	37.88	0.55	0.21	82.93

P	22	PREPARE CERTIFICATES OF LOST DOCUMENTS	33.33	0.62	0.21	83.13
G	9	POST GMMR LEVELS AND COMPOSITION	31.82	0.65	0.21	83.34
J	6	ESTABLISH AND POST NOTICES OF INVENTORY DEADLINE DATES	37.88	0.54	0.21	83.55
E	37	ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	31.82	0.62	0.20	83.75
P	24	PREPARE FACSIMILES OF LOST DOCUMENTS FROM SUSPENSE COPIES	40.91	0.48	0.20	83.94
A	27	PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	36.36	0.54	0.20	84.14
D	7	INDOCTRINATE NEWLY ASSIGNED PERSONNEL	34.85	0.57	0.20	84.34
L	24	TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	37.88	0.51	0.19	84.53
J	10	PERFORM PRE-INVENTORY SURVEY	37.88	0.51	0.19	84.73
K	20	PREPARE AND DISTRIBUTE DOCUMENTS FOR PROPERTY FOUND ON BASE	34.85	0.55	0.19	84.92
J	4	CONDUCT INVENTORIES OF LOCAL PURCHASE ITEMS	37.88	0.51	0.19	85.11
G	3	COMPUTE PEACETIME OPERATING STOCKS (POS) REQUIREMENTS	34.85	0.55	0.19	85.30
P	18	MAINTAIN LOCAL PROCUREMENT DOCUMENT REGISTER	27.27	0.69	0.19	85.49
O	10	MAINTAIN AND ISSUE STOCKS OF NON-MEDICAL SUPPLIES	22.73	0.83	0.19	85.68
A	14	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	33.33	0.56	0.19	85.86
B	1	ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	39.39	0.46	0.18	86.04
O	1	ASSIGN NON-HIMS VOUCHER NUMBERS TO TRANSACTIONS	28.79	0.63	0.18	86.23
K	23	RECONCILE THE SECURITY RECORD CARD BALANCES WITH STOCK RECORD CARD BALANCES	31.82	0.57	0.18	86.41
P	16	MAINTAIN FILE OF PROPERTY ACCOUNTS	28.79	0.63	0.18	86.59
A	19	PLAN PROCEDURES AND SEQUENCES FOR TAKING INVENTORIES	33.33	0.54	0.18	86.77
Q	5	MAINTAIN FILE OF LOCAL PURCHASE ORDERS, CONTRACTS, RECEIVING REPORTS, OR SIMILAR DOCUMENTS	24.24	0.73	0.18	86.95
L	22	SCREEN REQUESTS FOR LOCAL PURCHASE	27.27	0.65	0.18	87.12
B	17	SUPERVISE PHYSICAL ISSUING OF MATERIEL	25.76	0.68	0.18	87.30
E	14	IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	34.85	0.49	0.17	87.47
F	9	IDENTIFY WAR READINESS MATERIEL TO PREVENT UNAUTHORIZED MOVEMENT OR USE	33.33	0.51	0.17	87.64
G	12	RECONCILE AFMMFO LETTERS WITH WRM WORKSHEET	25.76	0.64	0.16	87.80
D	1	ADAPT AND MAINTAIN TRAINING AIDS	24.24	0.67	0.16	87.97
D	14	PREPARE TRAINING RECORDS OR CHARTS	22.73	0.71	0.16	88.13
B	10	SUPERVISE DELIVERY AND TRANSFER OF MATERIEL	24.24	0.66	0.16	88.29
P	15	MAINTAIN FILE OF BASE ERROR AND/OR CORRECTION SHEETS (AF FORM 150)	18.18	0.87	0.16	88.44
C	5	CONDUCT INSPECTIONS OF INVENTORY CONTROL WORK METHODS	24.24	0.64	0.15	88.60
E	10	EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	28.79	0.53	0.15	88.75
P	14	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS AT USING ACTIVITY	18.18	0.83	0.15	88.90
L	21	RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	31.82	0.46	0.15	89.05
K	19	PREPARE SCHEDULE FOR STAGGERED SUBMISSION OF REQUESTS	28.79	0.51	0.15	89.20
E	34	PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	36.36	0.40	0.14	89.34
Q	25	RECEIVE, INSPECT, AND STORE LOCAL PURCHASE ITEMS	25.76	0.56	0.14	89.48
E	9	DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	33.33	0.43	0.14	89.63
D	13	PREPARE LESSON PLANS	25.76	0.54	0.14	89.77
C	3	COMPLETE PERSONEL PERFORMANCE REPORTS	22.73	0.61	0.14	89.90
E	29	PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	25.76	0.54	0.14	90.04
B	22	SUPERVISE STORAGE AND RECEIPT OF MATERIEL	19.70	0.70	0.14	90.18
E	1	CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	30.30	0.45	0.14	90.32
B	27	SUPERVISE WRM ACTIVITIES	19.70	0.70	0.14	90.46

E	28 PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	21.21	0.63	0.13	90.59
K	15 PREPARE AND SUBMIT QUARTERLY FEEDER REPORTS	21.21	0.63	0.13	90.72
L	2 AUDIT AND FORWARD THE QUARTERLY MIMS REPORT	21.21	0.62	0.13	90.86
G	1 COMPUTE ASSETS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	24.24	0.54	0.13	90.99
K	10 INVESTIGATE DISCREPANCIES ENCOUNTERED IN THE INVENTORY OF SECURITY ITEMS	24.24	0.53	0.13	91.12
L	16 POST RETURNS TO VENDORS	25.76	0.50	0.13	91.25
C	2 COMPILE MANAGEMENT DATA FOR USE IN EVALUATION OF SUPPLY PROGRAM	24.24	0.53	0.13	91.37
H	6 PREPARE DOCUMENTS FOR THE TRANSFER OF EXCESS REQUIRED NON-MEDICAL ITEMS TO BASE SUPPLY	22.73	0.56	0.13	91.50
E	32 PREPARE AND ATTACH SHIPPING TAGS, LABELS, OR DOCUMENTS	27.27	0.46	0.13	91.62
E	5 CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	22.73	0.55	0.13	91.75
G	13 ROTATE WRM	24.24	0.51	0.12	91.88
C	40 SET UP BINS, RACKS, BAYS, OR OTHER STORAGE FACILITIES	22.73	0.54	0.12	92.00
C	14 EVALUATE MEDICAL MATERIEL COMPLAINTS OR SUGGESTIONS FOR CORRECTIVE ACTION	24.24	0.51	0.12	92.12
E	6 DELIVER OUTSHIPMENTS	21.21	0.57	0.12	92.24
G	2 COMPUTE GROSS WARTIME MATERIEL REQUIREMENTS (GWMR)	25.76	0.46	0.12	92.36
E	38 SEGREGATE INCOMING SHIPMENTS FOR INSPECTION	19.70	0.58	0.11	92.48
C	9 DETERMINE NEED FOR EXTRA INVENTORIES	19.70	0.56	0.11	92.59
D	15 RECOMMEND INDIVIDUALS FOR SPECIALTY KNOWLEDGE TESTING	15.15	0.73	0.11	92.70
Q	17 PREPARE REPORT OF LOCAL PURCHASES	18.18	0.59	0.11	92.81
E	36 RECEIVE, ISSUE, OR PACKAGE SECURITY ITEMS	21.21	0.50	0.11	92.91
H	8 REVIEW EXCESS EQUIPMENT OR SUPPLY TURN-IN DOCUMENTS AND DETERMINE EXCESS OR SALVAGE ACTION	22.73	0.47	0.11	93.02
O	31 PREPARE STOCK OR PRICE CHANGE VOUCHERS FOR EQUIPMENT	19.70	0.54	0.11	93.13
C	8 CONDUCT INSPECTIONS OF WAREHOUSE WORK METHODS	18.18	0.58	0.11	93.23
E	7 DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	19.70	0.52	0.10	93.33
C	1 ANALYZE EFFECTIVENESS OF MATERIEL MANAGEMENT PRACTICES	18.18	0.56	0.10	93.44
D	11 PLAN IMPROVED TRAINING METHODS	15.15	0.66	0.10	93.54
E	39 SEGREGATE MATERIEL TO BE INVENTORIED	16.67	0.60	0.10	93.64
A	32 RECOMMEND CHANGES IN TECHNICAL ORDERS, MANUALS, HANDBOOKS, OR OPERATING PROCEDURES	16.67	0.60	0.10	93.74
G	4 COMPUTE REQUIREMENTS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	19.70	0.50	0.10	93.84
F	3 DESIGNATE ITEMS FOR DISPOSAL	18.18	0.51	0.09	93.93
A	18 PLAN CONTROLS OVER WRM SUPPLIES AND EQUIPMENT	19.70	0.47	0.09	94.02
B	21 SUPERVISE SPECIAL PROJECT AND SPECIAL DUTY ACTIVITIES	18.18	0.51	0.09	94.12
P	10 INSPECT CHARGE-OUT RECORDS (AF FORM 614) TO INSURE RETURN OF LOANED DOCUMENTS	13.64	0.68	0.09	94.21
B	4 IMPLEMENT CONTROLS AND FOLLOW-UP FOR NEW PROCEDURES	15.15	0.61	0.09	94.30
B	8 SUPERVISE CIVILIAN PERSONNEL	16.67	0.55	0.09	94.39
E	27 PACK OR CRATE ITEMS FOR SHIPPING	19.70	0.46	0.09	94.48
Q	10 PREPARE AND DISTRIBUTE SOURCE DOCUMENTS INVOLVING PAYMENT TO VENDORS	13.64	0.64	0.09	94.57
E	31 PLACE LOCATION SYMBOLS ON WAREHOUSE BINS, RACKS, OR BAYS	16.67	0.51	0.08	94.65
G	6 MAKE SURVEYS TO INSURE ACCURACY OF WRM LOCATOR FILES	15.15	0.55	0.08	94.74
F	11 INITIATE STOCK CHANGE DOCUMENTS FOR UNIDENTIFIED ITEMS	18.18	0.46	0.08	94.82
F	7 IDENTIFY ITEMS TO BE TRANSFERRED	18.18	0.45	0.08	94.90

Q	8	MAINTAIN LIBRARY OF CSA CATALOGUES, VENDORS' CATALOGUES, AND OTHER PROCUREMENT DATA	15.15	0.54	0.08	94.98
Q	12	PREPARE AND SUBMIT EMERGENCY PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	15.15	0.54	0.08	95.06
B	3	DIRECT STORAGE, ISSUE, AND SAFEGUARDING OF SECURITY ITEMS	16.67	0.49	0.08	95.14
E	16	INSPECT HANDLING, LOADING, OR STORING OF PROPERTY RELEASED FOR SHIPMENT	13.64	0.59	0.08	95.22
O	14	MAINTAIN HISTORY FILE OF PCAM CARDS ON EQUIPMENT	12.12	0.66	0.08	95.31
B	23	SUPERVISE THE DISPOSAL AND SALVAGE OF MATERIEL	15.15	0.53	0.08	95.39
G	8	POSITION MHPNC OR SCATA MATERIEL	16.67	0.47	0.08	95.46
E	24	MARK SHIPPING CONTAINERS	15.15	0.52	0.08	95.54
E	13	GROUP PROPERTY ITEMS FOR PACKAGING	13.64	0.57	0.08	95.62
I	8	ESTIMATE OR COUNT QUANTITIES OF ISSUED AND PICKED UP LINENS	12.12	0.64	0.08	95.70
D	10	PLAN AND CONDUCT FORMAL CLASSROOM TRAINING	9.09	0.83	0.08	95.77
K	16	PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENT (DD FORM 6)	16.67	0.45	0.08	95.85
H	2	ARRANGE FOR WITNESSES TO OBSERVE THE DESTRUCTION OF MEDICAL SECURITY ITEMS	18.18	0.42	0.08	95.93
I	11	PICK UP LINENS FROM AND DELIVER TO USING ACTIVITY	12.12	0.62	0.08	96.00
C	15	EVALUATE REQUESTS FOR LOCAL PURCHASE	15.15	0.48	0.07	96.07
A	8	DEVELOP STANDARD OPERATING PROCEDURE (SOP) FOR EMERGENCY SUPPLY SITUATIONS	16.67	0.43	0.07	96.15
E	44	WRAP AND PACK PROPERTY FOR STORAGE	15.15	0.47	0.07	96.22
D	5	DETERMINE NEED FOR INDIVIDUAL OR GROUP TRAINING	12.12	0.58	0.07	96.29
B	13	SUPERVISE LOCAL PURCHASE ACTIVITIES	12.12	0.57	0.07	96.36
A	16	ORGANIZE PROCEDURES FOR BASE PROCUREMENT OF LOCAL PURCHASE MATERIEL	10.61	0.65	0.07	96.43
O	24	PREPARE BASE INVENTORY ADJUSTMENT DOCUMENT	12.12	0.54	0.07	96.49
F	16	INSPECT TURN-IN ITEMS	10.61	0.62	0.07	96.56
O	32	PREPARE TEMPORARY CUSTODY RECEIPTS (AF FORM 1297)	16.67	0.39	0.07	96.62
F	5	DETERMINE INTERCHANGEABILITY OF ITEMS	18.18	0.36	0.07	96.69
I	20	SEND LINEN TO LAUNDRY AND RECEIVE FROM LAUNDRY	10.61	0.61	0.06	96.75
A	28	PLAN SPACE LAYOUTS FOR SUPPLIES OR EQUIPMENT	10.61	0.59	0.06	96.81
F	1	CONDUCT FOLLOW-UP INSPECTIONS	13.64	0.46	0.06	96.88
I	2	COMPLETE LINEN SUPPLY RECORDS (AF FORM 581)	10.61	0.59	0.06	96.94
F	10	INITIATE ISSUE REQUESTS FOR ITEMS NEEDED TO COMPLETE ASSEMBLIES	13.64	0.45	0.06	97.00
F	13	INSPECT ITEMS IN STORAGE FOR SIGNS OF CORROSION, DECAY, OR DETERIORATION	13.64	0.44	0.06	97.06
H	1	ADVISE BASE SUPPLY OFFICER OF EXCESS NON-MEDICAL ITEMS	12.12	0.50	0.06	97.12
A	37	WRITE JOB DESCRIPTION	12.12	0.50	0.06	97.18
Q	23	RECEIVE AND DISTRIBUTE CORRESPONDENCE PERTINENT TO LOCAL PURCHASE	13.64	0.43	0.06	97.24
K	21	PROCESS AND REPORT MEDICAL MATERIEL COMPLAINTS	15.15	0.39	0.06	97.30
E	4	CONDITION CODE SUPPLY ITEMS	12.12	0.48	0.06	97.36
B	18	SUPERVISE PREPARATION OF OFFICIAL CORRESPONDENCE	7.58	0.75	0.06	97.42
Q	14	PREPARE AND SUBMIT LOCAL PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	10.61	0.52	0.05	97.47
E	35	PROCESS PROPERTY ACCOMPANYING PATIENTS	13.64	0.39	0.05	97.52
H	7	PREPARE DOCUMENTS FOR THE TURN-IN OF OUT-DATED X-RAY FILM	15.15	0.35	0.05	97.57
E	22	MAINTAIN AND SEARCH STOCK LOCATOR FILE OR AIR FORCE LOCATOR CARDS	12.12	0.43	0.05	97.63
C	10	EVALUATE ADEQUACY OF INSPECTIONS	6.06	0.84	0.05	97.68
J	12	PREPARE REPORTS OF SURVEY FOR UNACCEPTABLE ADJUSTMENTS (DD FORM 200)	9.09	0.55	0.05	97.73

I	10	MARK LINENS AND INDIVIDUAL CLOTHING ITEMS	9.09	0.55	0.05	97.78
C	6	CONDUCT INSPECTIONS OF LOCAL PURCHASE WORK METHODS	12.12	0.41	0.05	97.83
A	36	SUBMIT REQUESTS FOR STOCKLISTING OF NON-STOCKLISTED ITEMS TO SUB-COMMAND OR COMMAND	6.06	0.81	0.05	97.87
K	13	POST RECEIPTS AND ISSUES OF SECURITY ITEMS TO VAULT RECORD CARDS	6.06	0.81	0.05	97.92
I	19	SCREEN LINEN TO DETECT DAMAGED OR WORN ITEMS	7.58	0.64	0.05	97.97
C	16	MAKE RECOMMENDATIONS FOR PERSONNEL ACTIONS	7.58	0.61	0.05	98.02
Q	22	PURCHASE SMALL DOLLAR VALUE ITEMS	10.61	0.43	0.05	98.06
Q	15	PREPARE LETTER RECOMMENDING STOCKLISTING OF NON-STOCKLISTED ITEMS	6.06	0.75	0.05	98.11
G	7	MONITOR THE INSPECTION AND ROTATION OF MMPNC PHASE I KITS	10.61	0.42	0.04	98.15
E	25	MONITOR TEMPERATURE, HUMIDITY, OR DUST CONDITIONS WITHIN STORAGE FACILITY	7.58	0.58	0.04	98.20
Q	28	SUBMIT SUGGESTED SOURCES OF LOCAL PURCHASE ITEMS TO BASE PURCHASING AND CONTRACT OFFICE (P + C)	9.09	0.48	0.04	98.24
F	8	IDENTIFY PARTS OF COMPLETE ASSEMBLIES	9.09	0.47	0.04	98.28
C	17	SCHEDULE LEAVES OR PASSES	12.12	0.35	0.04	98.33
I	9	INVENTORY CONTROLLED LINEN ITEMS	9.09	0.46	0.04	98.37
I	18	REPAIR OR REPLACE WORN OR DAMAGED LINENS	9.09	0.46	0.04	98.41
Q	18	PREPARE SHIPPING DOCUMENTS FOR LOCAL PURCHASE CREDIT ITEMS BEING RETURNED TO VENDOR	9.09	0.46	0.04	98.45
I	17	PROTECT CLEAN LINENS FROM DUST	7.58	0.54	0.04	98.49
I	5	DEVISE CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	6.06	0.68	0.04	98.53
O	25	PREPARE DOCUMENTS FOR NON-MEDICAL EQUIPMENT TRANSACTIONS	9.09	0.45	0.04	98.57
I	1	CARRY OUT CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	7.58	0.54	0.04	98.62
E	20	LIST COMPONENT PART SHORTAGES	9.09	0.44	0.04	98.66
D	16	ROTATE DUTY ASSIGNMENTS OF INDIVIDUALS FOR CROSS-TRAINING	6.06	0.61	0.04	98.69
B	12	SUPERVISE LINEN SUPPLY ACTIVITY	6.06	0.61	0.04	98.73
E	19	LIST EXPENDABLE ITEMS CONSUMED IN THE MEDICAL SUPPLY OPERATION	9.09	0.39	0.04	98.77
O	16	MAINTAIN PERSONAL CLOTHING AND EQUIPMENT RECORDS	10.61	0.33	0.04	98.80
F	6	ENTER RE-INSPECTION DATES ON PROPERTY ITEMS	7.58	0.46	0.04	98.84
O	2	COMPARE QUANTITY AND CONDITION OF EQUIPMENT ITEMS WITH VOUCHER LISTINGS	7.58	0.46	0.04	98.87
I	15	PREPARE FORMS FOR TURN-IN OF LINEN TO THE LAUNDRY	6.06	0.56	0.03	98.90
I	12	PREPARE AND FORWARD REQUESTS FOR ISSUE OF LINEN ITEMS	6.06	0.55	0.03	98.94
Q	21	PROVIDE FUND CITATION AND AUTHORIZATION FOR CASH PURCHASE	7.58	0.44	0.03	98.97
F	4	DETERMINE CAUSE OF UNSERVICEABLE CONDITION OF PROPERTY	7.58	0.41	0.03	99.00
O	26	PREPARE DOCUMENTS FOR OFF-BASE REPAIR OF EQUIPMENT	9.09	0.34	0.03	99.03
I	16	PROCESS CLOTHING ITEMS OF HOSPITAL PERSONNEL	4.55	0.68	0.03	99.06
F	20	VERIFY SECURITY CLASSIFICATION OF PROPERTY ITEMS	7.58	0.41	0.03	99.09
Q	24	RECEIVE AND PROCESS REQUESTS FOR ITEMS TO BE PURCHASED WITH PETTY CASH FUNDS	6.06	0.50	0.03	99.13
D	3	COORDINATE PROCEDURES FOR RESERVIST TRAINING	4.55	0.62	0.03	99.15
I	13	PREPARE AND SUBMIT QUARTERLY LINEN INVENTORY AND CONSUMPTION REPORT	3.03	0.90	0.03	99.18
I	7	DYE WORN LINENS	4.55	0.60	0.03	99.21
Q	1	COORDINATE WITH OTHER AGENCIES TO DETERMINE WHICH LOCAL PURCHASE ITEMS SHOULD BE STOCKLISTED	4.55	0.58	0.03	99.23
L	10	MAKE ENTRIES ON STOCK LOCATOR CARDS TO SHOW CHANGES IN LOCATION OF PROPERTY ITEMS	4.55	0.57	0.03	99.26

F	12	INSPECT CONTAINERS AND LABELS OF CORROSIVE, VOLATILE, COMBUSTIBLE, OR POISONOUS MATERIALS	9.09	0.28	0.03	99.29
F	2	CONDUCT SPECIAL-SUBJECT INSPECTIONS	9.09	0.27	0.02	99.31
E	26	OPERATE FORK LIFT FOR MATERIEL HANDLING	7.58	0.32	0.02	99.33
A	30	PREPARE REPORTS FOR STAFF CONFERENCES	4.55	0.52	0.02	99.36
O	3	COMPUTE DROPPAGE ALLOWANCES FOR NON-MEDICAL EQUIPMENT ITEMS	3.03	0.78	0.02	99.38
I	3	COMPUTE LINEN LEVELS FOR USING ACTIVITIES	3.03	0.77	0.02	99.41
F	18	PREPARE STATEMENT OF FACTS FOR PROPERTY DAMAGED OR DESTROYED FOR REASONS OTHER THAN FAIR WEAR AND TEAR	4.55	0.48	0.02	99.43
Q	16	PREPARE REPORTS OF DISCREPANCY IN SHIPMENT FROM COMMERCIAL VENDORS	4.55	0.43	0.02	99.45
K	4	DETERMINE TYPE OF STORAGE REQUIRED FOR SECURITY ITEMS	6.06	0.32	0.02	99.47
F	15	INSPECT STORED PROPERTY TO SEE THAT LOAD LIMITS AND SECURITY CONDITIONS ARE MET	6.06	0.30	0.02	99.48
A	21	PLAN PROCEDURES FOR MAINTAINING E-AID CARDS	4.55	0.40	0.02	99.50
F	8	DRAFT STORAGE AND OCCUPANCY REPORTS	4.55	0.39	0.02	99.52
O	20	PREPARE AND FORWARD E-AID CUSTODY/RECEIPT CARD TO BASE DATA PROCESSING INSTALLATION (AF FORM 814)	4.55	0.39	0.02	99.54
O	15	MAINTAIN MEMO DOCUMENT REGISTER	3.03	0.57	0.02	99.55
O	37	REVIEW EQUIPMENT STOCK STATUS REPORT FOR DISCREPANCIES	4.55	0.36	0.02	99.57
I	4	COORDINATE NEGOTIATIONS FOR THE LAUNDERING OF LINENS	3.03	0.51	0.02	99.59
O	30	PREPARE REQUESTS FOR CHANGES IN ALLOWANCES AND AUTHORIZATIONS (AF FORM 601A)	4.55	0.34	0.02	99.60
O	21	PREPARE AND FORWARD E-AID DUE-IN CARD TO BASE DATA SERVICES (AF FORM 815)	4.55	0.33	0.02	99.62
K	28	TYPE AND DISTRIBUTE CATALOG OF MEDICAL NON-STOCKLISTED ITEMS	4.55	0.32	0.01	99.63
O	13	MAINTAIN FILE OF AUTHORIZATIONS, INCREASES, OR DECREASES TO THE CONSOLIDATED LISTING	4.55	0.32	0.01	99.65
O	22	PREPARE AND FORWARD EQUIPMENT AUTHORIZATION INVENTORY DATA TO BASE DATA PROCESSING INSTALLATION	3.03	0.48	0.01	99.66
O	35	REPORT DISCREPANCIES IN STOCK STATUS REPORT TO STOCK RECORDS SECTION FOR PREPARATION OF NEW REPORT	3.03	0.46	0.01	99.68
O	12	MAINTAIN CUSTODY/RECEIPT LOCATOR LISTINGS BY ACCOUNT	4.55	0.31	0.01	99.69
O	11	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS	4.55	0.31	0.01	99.70
E	33	PREPARE BASE WAREHOUSE LOCATION CHANGE NOTICES (AF FORM 136)	3.03	0.40	0.01	99.72
B	19	SUPERVISE PROPERTY INSPECTIONS	3.03	0.35	0.01	99.73
C	11	EVALUATE EFFECTIVENESS OF THE LINEN SUPPLY ACTIVITY	1.52	0.68	0.01	99.74
O	38	REVIEW REPORTS OF INVENTORY FINDINGS FROM PROPERTY	1.52	0.68	0.01	99.75
D	9	INSTRUCT PERSONNEL IN STORAGE OF CLASSIFIED DOCUMENTS	1.52	0.67	0.01	99.76
Q	13	PREPARE AND SUBMIT LIST OF DELINQUENT LOCAL PURCHASE ORDERS TO BASE PROCUREMENT ACTIVITY	4.55	0.22	0.01	99.77
O	33	PREPARE TRANSFER DOCUMENTS FOR PROPERTY TRANSFERRED BETWEEN BASE MEMOS	3.03	0.32	0.01	99.78
F	14	INSPECT PROPERTY FOR REPAIRS OR REPLACEMENTS	1.52	0.63	0.01	99.79
O	19	POST AUTHORIZATION CHANGES TO THE CONSOLIDATED LISTING	3.03	0.30	0.01	99.80
O	9	MAINTAIN AND DISTRIBUTE THE CONSOLIDATED LISTING (CL)	3.03	0.30	0.01	99.80
A	12	OPEN NEW MEMO ACCOUNTS	1.52	0.57	0.01	99.81
E	15	INSPECT AND INVENTORY STOCK STORED IN HOSPITAL FOR AIR EVACUATION PROGRAM	1.52	0.51	0.01	99.82
O	34	RECEIVE AND DISTRIBUTE CUSTODIAN REQUEST/RECEIPT (AF FORM 601B)	4.55	0.17	0.01	99.83

P	20	MONITOR MEMO DOCUMENT REGISTER	3.03	0.25	0.01	99.84
C	7	CONDUCT INSPECTIONS OF THE HANDLING OF SECURITY ITEMS	1.52	0.48	0.01	99.84
A	3	APPOINT INVENTORY SUPERVISOR OR TEAMS	3.03	0.23	0.01	99.85
B	2	BRIEF PERSONNEL ON MOBILITY PLANS	1.52	0.45	0.01	99.86
O	5	COORDINATE THE RELOCATION OF PROPERTY BETWEEN PROPERTY CUSTODIANS	3.03	0.23	0.01	99.86
E	2	CLEAN AND DRY PROPERTY ITEMS				
F	17	PREPARE INSPECTION REPORTS	3.03	0.21	0.01	99.87
O	7	DETERMINE NEED FOR CONTRACT MAINTENANCE OF EQUIPMENT	3.03	0.20	0.01	99.88
A	15	ORGANIZE MAINTENANCE SUPPORT FUNCTIONS	3.03	0.19	0.01	99.88
A	9	DEVELOP STANDARD OPERATING PROCEDURE FOR REPAIR OF UNSERVICEABLE AND DAMAGED EQUIPMENT	3.03	0.19	0.01	99.89
O	8	FORWARD TEMPORARY CUSTODY RECEIPTS FOR THE LOAN OF PROPERTY TO PATIENTS	3.03	0.18	0.01	99.90
O	40	SEARCH EQUIPMENT ALLOWANCE PUBLICATIONS FOR BASIS OF ISSUE AND ALLOWANCES	3.03	0.16	0.00	99.90
B	25	SUPERVISE THE MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO)	1.52	0.28	0.00	99.91
A	17	PLAN AND SCHEDULE INSPECTIONS OF PROPERTY ASSIGNED TO USING ACTIVITY	1.52	0.28	0.00	99.91
O	39	ROUTE TURN-IN OF EQUIPMENT FOR INSPECTION AND CONDITION CODING	1.52	0.17	0.00	99.91
I	6	DRAFT AND SUBMIT LINEN SUPPLY BUDGET ESTIMATES	1.52	0.17	0.00	99.92
G	11	PREPARE THE MATERIEL OPERATIONAL READINESS REPORT (MORR)	1.52	0.17	0.00	99.92
D	17	SELECT INDIVIDUALS FOR FORMAL TRAINING	1.52	0.17	0.00	99.92
A	13	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE EQUIPMENT ACTIVITY	1.52	0.17	0.00	99.92
Q	20	PROCURE NARCOTICS	1.52	0.14	0.00	99.93
O	29	PREPARE EQUIPMENT REPLACEMENT BUDGETARY LIST	1.52	0.14	0.00	99.93
B	11	SUPERVISE EQUIPMENT AUTHORIZATION AND SUPPORT FUNCTIONS	1.52	0.14	0.00	99.93

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 54  
KPATH ORDER FROM 710 TO 763 GROUP STAGE= 283  
TIME PERFECTLY DESCRIBED ON DUTIES= 78.15, TASKS= 61.92

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....				
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....				
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....				
PERCENT OF MEMBERS PERFORMING.....				
D-TSK	DUTY/TASK TITLE	:	:	:
		:	:	:

E	PERFORMING WAREHOUSE FUNCTIONS	96.30	11.96	11.51	11.51
A	PLANNING AND ORGANIZING	96.30	9.23	8.89	20.40
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	100.00	8.62	8.62	29.03
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	100.00	8.58	8.58	37.61
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	100.00	7.91	7.91	45.52
B	DIRECTING AND IMPLEMENTING	92.59	7.61	7.04	52.56
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	100.00	6.87	6.87	59.43
M	REQUISITIONING MATERIEL	100.00	5.84	5.84	65.27
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	83.33	6.62	5.52	70.78
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	98.15	5.24	5.14	75.92
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	100.00	5.05	5.05	80.97
I	MAINTAINING LINEN SUPPLY	74.07	5.32	3.94	84.92
F	INSPECTING PROPERTY	94.44	3.90	3.69	88.60
C	EVALUATING	87.04	4.02	3.50	92.10
G	MAINTAINING WAR READINESS MATERIEL	98.15	3.21	3.15	95.25
D	TRAINING	87.04	3.47	3.02	98.27
H	REPORTING AND DISPOSING OF MATERIEL	88.89	1.80	1.60	99.87

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MORS= 54  
KPATH ORDER FROM 710 TO 763 GROUP STAGE= 283  
TIME PERFECTLY DESCRIBED ON DUTIES= 78.15, TASKS= 61.92

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
K	5 EDIT ISSUE REQUESTS	94.44	0.55	0.52	0.52
E	18 ISSUE MATERIEL TO USING ACTIVITY	87.04	0.55	0.48	1.00
K	27 SCREEN REQUESTS FOR SUPPLIES	88.89	0.53	0.47	1.47
E	41 TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	92.59	0.50	0.46	1.93
N	3 FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	90.74	0.50	0.46	2.39
M	4 MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	92.59	0.49	0.46	2.84
M	9 PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	88.89	0.50	0.45	3.29
M	15 REVIEW RECEIVING DOCUMENTS	94.44	0.47	0.44	3.74
P	7 FILE COMPLETED DOCUMENTS	90.74	0.49	0.44	4.18
M	1 CHECK ACCURACY OF DEPOT REQUISITIONS	94.44	0.47	0.44	4.62
A	7 COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	92.59	0.47	0.44	5.06
B	20 SUPERVISE REQUISITIONING OF MATERIEL	81.48	0.53	0.44	5.50
N	9 MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	94.44	0.46	0.43	5.93
M	3 EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	83.33	0.52	0.43	6.36
N	15 OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	85.19	0.51	0.43	6.80
P	3 CODE AND EDIT SOURCE DOCUMENTS	85.19	0.51	0.43	7.23
M	2 DETERMINE REQUISITION PRIORITIES	88.89	0.48	0.43	7.66
N	19 PREPARE INPUT DATA AND READ OUTPUT FOR STOCK BALANCES	79.63	0.53	0.43	8.09
J	1 ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	88.89	0.48	0.42	8.51
N	17 PREPARE INPUT DATA AND READ OUTPUT FOR DECREASE AND INCREASE TRANSACTIONS	81.48	0.52	0.42	8.93
P	28 REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	75.93	0.55	0.42	9.35
P	12 MAKE QUALITY CONTROL CHECK OF SUCH ITEMS AS POSTING CONTROL CODES OR ANALYSES CODES	83.33	0.50	0.42	9.77
N	18 PREPARE INPUT DATA AND READ OUTPUT FOR DOCUMENTATION OF TRANSACTIONS	77.78	0.53	0.42	10.19
N	13 OFFSET ADJUSTMENT TRANSACTION CARDS	83.33	0.50	0.41	10.60
M	10 PROCESS RECEIPTS FROM LOCAL PURCHASE	94.44	0.44	0.41	11.01
P	13 MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	79.63	0.52	0.41	11.43
P	19 MAINTAIN SUPPLY DOCUMENT REGISTER	85.19	0.48	0.41	11.83
N	1 COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	77.78	0.52	0.41	12.24
N	4 FORWARD PUNCHED QUANTITY REQUESTED CARD DECKS TO DATA PROCESSING INSTALLATION	83.33	0.48	0.40	12.64
P	2 ASSIGN OR CANCEL DOCUMENT NUMBERS	90.74	0.44	0.40	13.04
A	22 PLAN PROCEDURES FOR MAINTAINING SUPPLY STOCK RECORDS	85.19	0.47	0.40	13.44
N	7 KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	83.33	0.48	0.40	13.84

E	43	VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	87.04	0.46	0.40	14.24
N	11	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	85.19	0.47	0.40	14.64
B	26	SUPERVISE THE STOCK RECORD ACCOUNT	66.67	0.60	0.40	15.04
N	14	OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	79.63	0.49	0.39	15.43
M	11	RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	88.89	0.44	0.39	15.82
K	26	SCREEN, COMPUTE, AND POST STOCK LEVELS	83.33	0.47	0.39	16.21
A	6	COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	77.78	0.50	0.39	16.60
L	15	POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	77.78	0.50	0.39	16.99
J	13	RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	88.89	0.44	0.39	17.38
A	26	PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	85.19	0.45	0.39	17.76
P	9	FILE UP-DATED DOCUMENT REGISTERS	87.04	0.44	0.39	18.15
J	15	REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	88.89	0.43	0.39	18.54
P	8	FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	87.04	0.44	0.38	18.92
A	1	ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	88.89	0.43	0.38	19.30
P	27	REVIEW DOCUMENTS PRIOR TO FILING	83.33	0.46	0.38	19.69
N	22	RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	87.04	0.44	0.38	20.07
J	14	REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	85.19	0.45	0.38	20.45
M	6	MAINTAIN REQUISITION HISTORY FILE	83.33	0.45	0.37	20.82
A	4	ASSIGN ISSUE PRIORITIES	83.33	0.44	0.37	21.19
A	25	PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	79.63	0.46	0.37	21.56
N	16	PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	77.78	0.47	0.37	21.93
L	3	COMPLETE ENTRIES ON RECEIVING DOCUMENTS	87.04	0.42	0.37	22.30
B	9	SUPERVISE CONTROL OF MATERIEL DOCUMENTS	75.93	0.48	0.37	22.67
Q	9	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	81.48	0.45	0.37	23.03
J	16	REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	87.04	0.42	0.37	23.40
E	21	LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	75.93	0.48	0.37	23.77
E	28	PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	79.63	0.46	0.36	24.13
B	24	SUPERVISE THE FURNISHING OF MEDICAL MATERIEL TRANSACTION DOCUMENTS TO BAFO	74.07	0.49	0.36	24.49
E	42	UNLOAD INCOMING SHIPMENTS	79.63	0.46	0.36	24.86
N	21	RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	87.04	0.42	0.36	25.22
J	7	INSPECT RECEIPTS AND ISSUES FOR PROCESSING PRIOR TO INVENTORY	88.89	0.41	0.36	25.58
L	17	PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (DD FORM 1348)	87.04	0.41	0.36	25.94
K	8	ESTABLISH MINIMUM STOCK LEVELS	79.63	0.45	0.36	26.30
N	8	KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	75.93	0.47	0.36	26.66
G	5	INVENTORY WRM MATERIELS	92.59	0.39	0.36	27.02
N	2	FILE ZERO BALANCE CARDS	77.78	0.46	0.36	27.38
L	11	MONITOR PRIORITY STATUS OF REQUISITIONS	81.48	0.44	0.36	27.74
B	14	SUPERVISE MACHINE ROOM OPERATIONS	61.11	0.58	0.36	28.10
E	23	MAKE DELIVERIES TO USING ACTIVITY	70.37	0.51	0.36	28.45
M	5	MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	81.48	0.44	0.35	28.81
P	4	CODE LOCAL PURCHASE DOCUMENTS	74.07	0.48	0.35	29.16

M	7	POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (OA)	81.48	0.43	0.35	29.52
J	9	MAKE PHYSICAL COUNT OF PROPERTY ITEMS	85.19	0.42	0.35	29.87
P	1	ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	79.63	0.44	0.35	30.22
L	1	ADJUST BALANCE CARDS FOR SUSPENDED ITEMS	88.89	0.40	0.35	30.58
A	23	PLAN PROCEDURES FOR MAKING INVENTORY ADJUSTMENTS	83.33	0.42	0.35	30.93
N	12	MAINTAIN SUPPLY OF BLANK PCAM CARDS	79.63	0.44	0.35	31.28
B	22	SUPERVISE STORAGE AND RECEIPT OF MATERIEL	75.93	0.46	0.35	31.63
E	17	ISSUE DATED ITEMS	79.63	0.44	0.35	31.98
P	17	MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS	77.78	0.45	0.35	32.32
L	13	NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	85.19	0.41	0.35	32.67
K	29	VERIFY UNIT COSTS OF PROPERTY ITEMS	79.63	0.43	0.35	33.02
E	14	IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	83.33	0.41	0.35	33.36
E	11	FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DD FORM 1348-1)	75.93	0.45	0.34	33.71
K	3	DETERMINE REQUISITION TRANSMISSION METHODS	85.19	0.40	0.34	34.05
K	2	COMPUTE FILL RATES	79.63	0.43	0.34	34.39
K	24	RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	83.33	0.41	0.34	34.73
E	3	COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	75.93	0.45	0.34	35.07
A	5	COMPUTE ECONOMIC ORDER QUANTITIES (EOQS)	74.07	0.46	0.34	35.41
B	6	MONITOR THE MEDICAL INVENTORY MANAGEMENT SYSTEM (MIMS)	70.37	0.48	0.34	35.75
J	2	CALCULATE THE INVENTORY BALANCE	81.48	0.41	0.34	36.08
E	30	PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	70.37	0.48	0.34	36.42
A	20	PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	81.48	0.41	0.34	36.75
L	6	FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	81.48	0.41	0.34	37.09
L	5	DISTRIBUTE COPIES OF ISSUE REQUESTS	75.93	0.44	0.33	37.42
L	8	MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	72.22	0.46	0.33	37.75
G	13	ROTATE WRM	83.33	0.39	0.33	38.08
E	37	ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	72.22	0.45	0.33	38.41
A	34	SET UP, MAINTAIN, OR DISPOSE OF FILES	81.48	0.40	0.33	38.73
N	23	SELECT DATA ELEMENTS FOR RECORDING TRANSACTIONS	74.07	0.44	0.32	39.05
B	10	SUPERVISE DELIVERY AND TRANSFER OF MATERIEL	75.93	0.43	0.32	39.38
K	6	EDIT OUTGOING OR INCOMING EXCESS REPORTS	77.78	0.41	0.32	39.70
J	5	COORDINATE WITH BASE DATA PROCESSING INSTALLATION FOR PREPARATION OF INVENTORY COUNT LISTINGS	74.07	0.43	0.32	40.02
P	6	DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	70.37	0.45	0.32	40.34
Q	26	SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	72.22	0.44	0.32	40.66
K	7	EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	75.93	0.42	0.32	40.98
K	18	PREPARE SALVAGE DOCUMENTS	83.33	0.38	0.32	41.29
L	12	NOTIFY AFMMFO OF ITEMS SUSPENDED	75.93	0.42	0.32	41.61
P	11	INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	74.07	0.43	0.31	41.92
Q	4	ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITY	72.22	0.43	0.31	42.24
J	3	COMPUTE INVENTORY ACCURACY PERCENTAGES	74.07	0.42	0.31	42.55
N	20	PREPARE PCAM DAILY UTILIZATION REPORT	66.67	0.46	0.31	42.86
E	10	EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	74.07	0.42	0.31	43.17
L	9	MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	72.22	0.42	0.31	43.47
A	2	ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	74.07	0.41	0.31	43.78
B	1	ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	81.48	0.38	0.31	44.09
B	17	SUPERVISE PHYSICAL ISSUING OF MATERIEL	66.67	0.46	0.30	44.39
E	39	SEGREGATE MATERIEL TO BE INVENTORIED	70.37	0.43	0.30	44.69

J	8 MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	77.78	0.39	0.30	45.00
N	5 FORWARD SHOPPING DECKS TO BASE DATA PROCESSING INSTALLATION	66.67	0.45	0.30	45.30
D	8 INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	70.37	0.43	0.30	45.60
E	7 DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	75.93	0.40	0.30	45.90
G	3 COMPUTE PEACETIME OPERATING STOCKS (POS) REQUIREMENTS	72.22	0.42	0.30	46.20
B	15 SUPERVISE MEDICAL MATERIEL SPECIALISTS (91550)	55.56	0.54	0.30	46.50
M	8 PREPARE AND MAINTAIN RECORDS OR DOCUMENTS FOR NON-MEDICAL MATERIEL	70.37	0.42	0.30	46.80
C	4 CONDUCT INSPECTIONS OF DOCUMENT CONTROL WORK METHODS	70.37	0.42	0.30	47.09
E	5 CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	70.37	0.42	0.29	47.39
F	9 IDENTIFY WAR READINESS MATERIEL TO PREVENT UNAUTHORIZED MOVEMENT OR USE	77.78	0.38	0.29	47.68
M	12 RECORD FUND OBLIGATIONS	70.37	0.42	0.29	47.98
P	26 RECORD TRANSACTIONS ON TRANSACTION REGISTER	68.52	0.43	0.29	48.27
K	11 MAINTAIN DATE-OF-AVAILABILITY LIST OF NEWLY STOCKLISTED MATERIEL	72.22	0.40	0.29	48.56
E	32 PREPARE AND ATTACH SHIPPING TAGS, LABELS, OR DOCUMENTS	74.07	0.39	0.29	48.85
A	24 PLAN PROCEDURES FOR THE ADMINISTRATION OF THE STOCK RECORD ACCOUNT	68.52	0.42	0.29	49.14
Q	3 EDIT OUTPUT FOR DUE-IN AND DUE-OUT DATA OF USING ACTIVITIES	66.67	0.43	0.29	49.43
A	27 PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	74.07	0.39	0.29	49.72
M	14 REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC BIOLOGICALS AND REAGENTS	75.93	0.38	0.29	50.01
A	11 ESTABLISH WORK SCHEDULES	66.67	0.43	0.29	50.30
P	5 DISPOSE OF INACTIVE DOCUMENTS	68.52	0.42	0.29	50.59
E	34 PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	75.93	0.38	0.29	50.88
K	12 NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	75.93	0.38	0.29	51.16
G	10 PREPARE REQUISITIONS FOR WRM	83.33	0.34	0.29	51.45
E	6 DELIVER OUTSHIPMENTS	64.81	0.44	0.29	51.74
K	9 FILL OUT FORMS FOR CONDEMNED ITEMS	74.07	0.39	0.29	52.02
L	7 FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	74.07	0.39	0.29	52.31
B	7 SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	61.11	0.47	0.28	52.59
L	19 PREPARE FORMS TO SUSPEND UNSUITABLE MATERIEL FROM ISSUE	74.07	0.38	0.28	52.88
D	6 GIVE INFORMAL TRAINING TO INDIVIDUALS	74.07	0.38	0.28	53.16
A	33 SELECT PROCUREMENT SOURCES (CP OR LP) FOR ISSUE REQUESTS	64.81	0.43	0.28	53.44
N	6 KEYPUNCH PROGRAM CARDS FOR MEDICAL EQUIPMENT	70.37	0.40	0.28	53.72
K	25 REQUEST WAREHOUSE TO DELIVER MATERIEL	70.37	0.40	0.28	54.00
H	5 PREPARE DESTRUCTION DOCUMENTS FOR AND DESTROY MEDICAL EXCESS	72.22	0.38	0.28	54.28
L	18 PREPARE AND DISTRIBUTE THE STOCK STATUS REPORT	68.52	0.41	0.28	54.56
L	23 SEPARATE STOCK RECORD CARDS FOR NON-STOCK LISTED ITEMS	72.22	0.38	0.28	54.83
J	10 PERFORM PRE-INVENTORY SURVEY	75.93	0.36	0.27	55.10
L	4 COMPUTE THE QUANTITY ON HAND OF SUSPENDED ITEMS	70.37	0.39	0.27	55.38
E	1 CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	62.96	0.43	0.27	55.65
H	3 DETERMINE THE METHOD OF DESTRUCTION FOR DIFFERENT TYPES OF MEDICAL SUPPLIES	70.37	0.39	0.27	55.92
Q	11 PREPARE AND PROCESS RECEIVING REPORTS FOR LOCAL PURCHASE ITEMS	62.96	0.43	0.27	56.19
P	21 MONITOR THE FLOW OF DOCUMENTS BETWEEN PROCESSING POINTS	64.81	0.42	0.27	56.46
B	5 MONITOR EXCESS ITEMS PROGRAM	70.37	0.38	0.27	56.73

A	14 ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	72.22	0.37	0.27	57.00
L	14 ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	72.22	0.37	0.27	57.27
F	16 INSPECT TURN-IN ITEMS	75.93	0.35	0.27	57.54
K	1 ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	70.37	0.38	0.27	57.80
J	11 PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	66.6	0.40	0.27	58.07
J	6 ESTABLISH AND POST NOTICES OF INVENTORY DEADLINE DATES	70.37	0.38	0.26	58.33
J	4 CONDUCT INVENTORIES OF LOCAL PURCHASE ITEMS	74.07	0.36	0.26	58.60
E	38 SEGREGATE INCOMING SHIPMENTS FOR INSPECTION	68.52	0.39	0.26	58.86
K	17 PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	74.07	0.36	0.26	59.13
B	23 SUPERVISE THE DISPOSAL AND SALVAGE OF MATERIEL	68.52	0.39	0.26	59.39
F	21 VERIFY UNIT OF ISSUE FOR PROPERTY ITEMS	75.93	0.35	0.26	59.66
C	5 CONDUCT INSPECTIONS OF INVENTORY CONTROL WORK METHODS	66.67	0.39	0.26	59.92
E	9 DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	61.11	0.43	0.26	60.18
L	21 RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	68.52	0.38	0.26	60.44
Q	25 RECEIVE, INSPECT, AND STORE LOCAL PURCHASE ITEMS	64.81	0.40	0.26	60.70
F	13 INSPECT ITEMS IN STORAGE FOR SIGNS OF CORROSION, DECAY, OR DETERIORATION	77.78	0.33	0.26	60.96
G	12 RECONCILE AFMMFO LETTERS WITH WRM WORKSHEET	64.81	0.40	0.26	61.22
Q	27 SET LEVELS AND REQUIREMENT CODES FOR NON-STOCKLISTED ITEMS	57.41	0.45	0.26	61.48
A	28 PLAN SPACE LAYOUTS FOR SUPPLIES OR EQUIPMENT	72.22	0.36	0.26	61.74
K	14 POST STOCK SUSPENSION NOTICES	70.37	0.37	0.26	61.99
E	44 WRAP AND PACK PROPERTY FOR STORAGE	59.26	0.43	0.26	62.25
E	29 PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	68.52	0.37	0.25	62.50
E	27 PACK OR CRATE ITEMS FOR SHIPPING	62.96	0.40	0.25	62.76
P	14 MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS AT USING ACTIVITY	68.52	0.37	0.25	63.01
E	40 SET UP BINS, RACKS, BAYS, OR OTHER STORAGE FACILITIES	68.52	0.37	0.25	63.26
P	16 MAINTAIN FILE OF PROPERTY ACCOUNTS	70.37	0.36	0.25	63.51
H	8 REVIEW EXCESS EQUIPMENT OR SUPPLY TURN-IN DOCUMENTS AND DETERMINE EXCESS OR SALVAGE ACTION	70.37	0.35	0.25	63.76
A	29 PLAN TECHNIQUES FOR HANDLING MECHANIZED ACCOUNTS	53.70	0.46	0.25	64.01
D	7 INDOCTRINATE NEWLY ASSIGNED PERSONNEL	66.67	0.37	0.25	64.25
O	1 ASSIGN NON-MIMS VOUCHER NUMBERS TO TRANSACTIONS	62.96	0.39	0.25	64.50
H	4 PREPARE AND SUBMIT REPORTS OF EXCESS PROPERTY TO AFMMFO (SFS 120, 120A)	66.67	0.37	0.24	64.74
B	21 SUPERVISE SPECIAL PROJECT AND SPECIAL DUTY ACTIVITIES	55.56	0.44	0.24	64.99
E	19 LIST EXPENDABLE ITEMS CONSUMED IN THE MEDICAL SUPPLY OPERATION	57.41	0.42	0.24	65.23
A	19 PLAN PROCEDURES AND SEQUENCES FOR TAKING INVENTORIES	70.37	0.35	0.24	65.48
L	22 SCREEN REQUESTS FOR LOCAL PURCHASE	62.96	0.38	0.24	65.72
I	1 CARRY OUT CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	55.56	0.44	0.24	65.96
D	2 CONDUCT GJT PROGRAMS	57.41	0.42	0.24	66.20
P	18 MAINTAIN LOCAL PROCUREMENT DOCUMENT REGISTER	57.41	0.42	0.24	66.44
C	8 CONDUCT INSPECTIONS OF WAREHOUSE WORK METHODS	66.67	0.36	0.24	66.68
B	12 SUPERVISE LINEN SUPPLY ACTIVITY	50.00	0.47	0.24	66.91
G	2 COMPUTE GROSS WARTIME MATERIEL REQUIREMENTS (GWMR)	61.11	0.39	0.24	67.15
I	5 DEVISE CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	57.41	0.41	0.23	67.38
E	31 PLACE LOCATION SYMBOLS ON WAREHOUSE BINS, RACKS, OR BAYS	59.26	0.39	0.23	67.62
P	23 PREPARE DOCUMENTS TO BE DESTROYED OR RETIRED	61.11	0.38	0.23	67.85
I	20 SEND LINEN TO LAUNDRY AND RECEIVE FROM LAUNDRY	55.56	0.42	0.23	68.08

C	3	CF	EL PERFORMANCE REPORTS	55.56	0.42	0.23	68.31
B	18		ATION OF OFFICIAL CORRESPONDENCE	59.26	0.39	0.23	68.55
A	10		ORY CUT-OFF DOCUMENT NUMBERS	72.22	0.32	0.23	68.78
E	4		SUPPLY ITEMS	62.96	0.37	0.23	69.01
C	12		ORY ADJUSTMENTS	61.11	0.38	0.23	69.24
C	11		EVA...TIVENESS OF THE LINEN SUPPLY ACTIVITY	51.85	0.44	0.23	69.47
P	25		RECON... IDENTIFYING DATA ON DOCUMENTS	61.11	0.37	0.23	69.69
G	4		COMPUTE REQUIREMENTS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	61.11	0.37	0.23	69.92
I	2		COMPLETE LINEN SUPPLY RECORDS (AF FORM 501)	51.85	0.44	0.23	70.15
Q	29		VALIDATE AND DISTRIBUTE LOCAL PURCHASE RECEIVING DOCUMENTS	53.70	0.42	0.23	70.37
E	16		INSPECT HANDLING, LOADING, OR STORING OF PROPERTY RELEASED FOR SHIPMENT	62.96	0.36	0.23	70.60
L	2		AUDIT AND FORWARD THE QUARTERLY MIMS REPORT	62.96	0.36	0.23	70.83
K	22		RECONCILE THE DOLLAR VALUE OF INVENTORY CATEGORIES WITH THE DOLLAR VALUE OF ACCOUNTING OFFICE RECORDS	59.26	0.38	0.22	71.05
E	25		MONITOR TEMPERATURE, HUMIDITY, OR DUST CONDITIONS WITHIN STORAGE FACILITY	59.26	0.38	0.22	71.28
N	10		MAINTAIN NEWLY-STOCKLISTED ITEM PCAM CARD FILE	48.15	0.46	0.22	71.50
C	14		EVALUATE MEDICAL MATERIEL COMPLAINTS OR SUGGESTIONS FOR CORRECTIVE ACTION	62.96	0.35	0.22	71.72
G	1		COMPUTE ASSETS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	61.11	0.36	0.22	71.94
L	24		TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	64.81	0.34	0.22	72.16
I	19		SCREEN LINEN TO DETECT DAMAGED OR WORN ITEMS	50.00	0.44	0.22	72.38
A	18		PLAN CONTROLS OVER WRM SUPPLIES AND EQUIPMENT	53.70	0.41	0.22	72.60
B	27		SUPERVISE WRM ACTIVITIES	55.56	0.39	0.22	72.82
K	16		PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENT (DD FORM 6)	61.11	0.35	0.22	73.04
Q	5		MAINTAIN FILE OF LOCAL PURCHASE ORDERS, CONTRACTS, RECEIVING REPORTS, OR SIMILAR DOCUMENTS	53.70	0.40	0.22	73.26
D	4		COUNSEL INDIVIDUALS ON TRAINING PROGRESS	55.56	0.39	0.22	73.47
I	13		PREPARE AND SUBMIT QUARTERLY LINEN INVENTORY AND CONSUMPTION REPORT	53.70	0.40	0.21	73.68
K	10		INVESTIGATE DISCREPANCIES ENCOUNTERED IN THE INVENTORY OF SECURITY ITEMS	57.41	0.37	0.21	73.90
C	1		ANALYZE EFFECTIVENESS OF MATERIEL MANAGEMENT PRACTICES	55.56	0.38	0.21	74.11
M	13		REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	59.26	0.36	0.21	74.33
P	20		MONITOR MEMO DOCUMENT REGISTER	53.70	0.40	0.21	74.54
E	24		MARK SHIPPING CONTAINERS	57.41	0.37	0.21	74.75
C	2		COMPILE MANAGEMENT DATA FOR USE IN EVALUATION OF SUPPLY PROGRAM	53.70	0.39	0.21	74.96
F	7		IDENTIFY ITEMS TO BE TRANSFERRED	68.52	0.31	0.21	75.17
Q	2		EDIT MACHINE-COMPUTED REQUIREMENTS LISTING OF NON-STOCKLISTED ITEMS	53.70	0.39	0.21	75.38
I	9		INVENTORY CONTROLLED LINEN ITEMS	53.70	0.39	0.21	75.59
G	9		POST GMMR LEVELS AND COMPOSITION	59.26	0.35	0.21	75.80
I	6		DRAFT AND SUBMIT LINEN SUPPLY BUDGET ESTIMATES	50.00	0.41	0.21	76.01
K	21		PROCESS AND REPORT MEDICAL MATERIEL COMPLAINTS	68.52	0.30	0.21	76.21
B	25		SUPERVISE THE MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO)	42.59	0.48	0.21	76.42
I	17		PROTECT CLEAN LINENS FROM DUST	48.15	0.43	0.20	76.62
I	16		PROCESS CLOTHING ITEMS OF HOSPITAL PERSONNEL	50.00	0.40	0.20	76.83
I	12		PREPARE AND FORWARD REQUESTS FOR ISSUE OF LINEN ITEMS	50.00	0.40	0.20	77.03
M	16		TYPE MATERIEL SOURCE DOCUMENTS	61.11	0.33	0.20	77.23

C	9 DETERMINE NEED FOR EXTRA INVENTORIES	62.96	0.32	0.20	77.43
G	8 POSITION MMPNC OR SCATA MATERIEL	61.11	0.33	0.20	77.63
I	8 ESTIMATE OR COUNT QUANTITIES OF ISSUED AND PICKED UP LINENS	44.44	0.45	0.20	77.83
F	3 DESIGNATE ITEMS FOR DISPOSAL	62.96	0.32	0.20	78.04
K	23 RECONCILE THE SECURITY RECORD CARD BALANCES WITH STOCK RECORD CARD BALANCES	55.56	0.36	0.20	78.23
O	10 MAINTAIN AND ISSUE STOCKS OF NON-MEDICAL SUPPLIES	53.70	0.37	0.20	78.43
O	32 PREPARE TEMPORARY CUSTODY RECEIPTS (AF FORM 1297)	55.56	0.35	0.20	78.63
Q	14 PREPARE AND SUBMIT LOCAL PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	51.85	0.38	0.20	78.83
B	4 IMPLEMENT CONTROLS AND FOLLOW-UP FOR NEW PROCEDURES	57.41	0.34	0.20	79.02
A	21 PLAN PROCEDURES FOR MAINTAINING E-AID CARDS	50.00	0.39	0.19	79.22
C	6 CONDUCT INSPECTIONS OF LOCAL PURCHASE WORK METHODS	51.85	0.37	0.19	79.41
D	34 RECEIVE AND DISTRIBUTE CUSTODIAN REQUEST/RECEIPT (AF FORM 6018)	48.15	0.40	0.19	79.60
F	15 INSPECT STORED PROPERTY TO SEE THAT LOAD LIMITS AND SECURITY CONDITIONS ARE MET	61.11	0.32	0.19	79.80
L	20 PREPARE INVENTORY CONTROL RECORDS FOR ACCEPTABLE TURN-INS	62.96	0.31	0.19	79.99
F	5 DETERMINE INTERCHANGEABILITY OF ITEMS	57.41	0.33	0.19	80.18
Q	17 PREPARE REPORT OF LOCAL PURCHASES	50.00	0.38	0.19	80.37
F	12 INSPECT CONTAINERS AND LABELS OF CORROSIVE, VOLATILE, COMBUSTIBLE, OR POISONOUS MATERIALS	61.11	0.31	0.19	80.56
K	15 PREPARE AND SUBMIT QUARTERLY FEEDER REPORTS	53.70	0.36	0.19	80.76
B	8 SUPERVISE CIVILIAN PERSONNEL	44.44	0.43	0.19	80.95
B	19 SUPERVISE PROPERTY INSPECTIONS	51.85	0.37	0.19	81.14
G	7 MONITOR THE INSPECTION AND ROTATION OF MMPNC PHASE I KITS	57.41	0.33	0.19	81.33
A	8 DEVELOP STANDARD OPERATING PROCEDURE (SOP) FOR EMERGENCY SUPPLY SITUATIONS	57.41	0.33	0.19	81.51
I	18 REPAIR OR REPLACE WORN OR DAMAGED LINENS	48.15	0.39	0.19	81.70
I	10 MARK LINENS AND INDIVIDUAL CLOTHING ITEMS	44.44	0.42	0.19	81.89
D	1 ADAPT AND MAINTAIN TRAINING AIDS	48.15	0.39	0.19	82.08
C	17 SCHEDULE LEAVES OR PASSES	51.85	0.36	0.19	82.26
C	15 EVALUATE REQUESTS FOR LOCAL PURCHASE	51.85	0.36	0.19	82.45
I	3 COMPUTE LINEN LEVELS FOR USING ACTIVITIES	48.15	0.38	0.18	82.63
Q	10 PREPARE AND DISTRIBUTE SOURCE DOCUMENTS INVOLVING PAYMENT TO VENDORS	42.59	0.43	0.18	82.82
O	31 PREPARE STOCK OR PRICE CHANGE VOUCHERS FOR EQUIPMENT	50.00	0.37	0.18	83.00
O	16 MAINTAIN PERSONAL CLOTHING AND EQUIPMENT RECORDS	50.00	0.36	0.18	83.18
I	15 PREPARE FORMS FOR TURN-IN OF LINEN TO THE LAUNDRY	48.15	0.38	0.18	83.36
D	11 PLAN IMPROVED TRAINING METHODS	46.30	0.39	0.18	83.54
O	25 PREPARE DOCUMENTS FOR NON-MEDICAL EQUIPMENT TRANSACTIONS	48.15	0.38	0.18	83.73
O	11 MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS	46.30	0.39	0.18	83.91
Q	12 PREPARE AND SUBMIT EMERGENCY PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	48.15	0.37	0.18	84.09
C	16 MAKE RECOMMENDATIONS FOR PERSONNEL ACTIONS	51.85	0.35	0.18	84.27
H	2 ARRANGE FOR WITNESSES TO OBSERVE THE DESTRUCTION OF MEDICAL SECURITY ITEMS	57.41	0.31	0.18	84.45
D	15 RECOMMEND INDIVIDUALS FOR SPECIALTY KNOWLEDGE TESTING	50.00	0.36	0.18	84.63
P	24 PREPARE FACSIMILES OF LOST DOCUMENTS FROM SUSPENSE COPIES	53.70	0.33	0.18	84.80
D	16 ROTATE DUTY ASSIGNMENTS OF INDIVIDUALS FOR CROSS-TRAINING	44.44	0.40	0.18	84.98
I	4 COORDINATE NEGOTIATIONS FOR THE LAUNDERING OF LINENS	46.30	0.39	0.18	85.16
U	37 REVIEW EQUIPMENT STOCK STATUS REPORT FOR DISCREPANCIES	48.15	0.37	0.18	85.34
Q	8 MAINTAIN LIBRARY OF GSA CATALOGUES, VENDORS' CATALOGUES, AND OTHER PROCUREMENT DATA	48.15	0.37	0.18	85.52

G	6 MAKE SURVEYS TO INSURE ACCURACY OF WRM LOCATOR FILES	51.85	0.34	0.18	85.69
E	2 CLEAN AND DRY PROPERTY ITEMS	42.59	0.41	0.18	85.87
F	4 DETERMINE CAUSE OF UNSERVICEABLE CONDITION OF PROPERTY	59.26	0.30	0.18	86.05
F	1 CONDUCT FOLLOW-UP INSPECTIONS	51.85	0.34	0.18	86.22
I	7 DYE WORN LINENS	46.30	0.38	0.18	86.40
E	35 PROCESS PROPERTY ACCOMPANYING PATIENTS	46.30	0.38	0.17	86.57
O	21 PREPARE AND FORWARD E-AID DUE-IN CARD TO BASE DATA SERVICES (AF FORM 815)	48.15	0.36	0.17	86.74
Q	23 RECEIVE AND DISTRIBUTE CORRESPONDENCE PERTINENT TO LOCAL PURCHASE	42.59	0.41	0.17	86.92
D	5 DETERMINE NEED FOR INDIVIDUAL OR GROUP TRAINING	50.00	0.35	0.17	87.09
Q	28 SUBMIT SUGGESTED SOURCES OF LOCAL PURCHASE ITEMS TO BASE PURCHASING AND CONTRACT OFFICE (P + C)	42.59	0.40	0.17	87.26
B	3 DIRECT STORAGE, ISSUE, AND SAFEGUARDING OF SECURITY ITEMS	46.30	0.37	0.17	87.43
O	20 PREPARE AND FORWARD E-AID CUSTODY/RECEIPT CARD TO BASE DATA PROCESSING INSTALLATION (AF FORM 814)	48.15	0.36	0.17	87.60
E	13 GROUP PROPERTY ITEMS FOR PACKAGING	50.00	0.34	0.17	87.78
I	11 PICK UP LINENS FROM AND DELIVER TO USING ACTIVITY	40.74	0.42	0.17	87.95
F	10 INITIATE ISSUE REQUESTS FOR ITEMS NEEDED TO COMPLETE ASSEMBLIES	51.85	0.33	0.17	88.12
D	12 PREPARE, ADMINISTER, OR SCORE TESTS	46.30	0.36	0.17	88.28
F	11 INITIATE STOCK CHANGE DOCUMENTS FOR UNIDENTIFIED ITEMS	57.41	0.29	0.17	88.45
K	20 PREPARE AND DISTRIBUTE DOCUMENTS FOR PROPERTY FOUND ON BASE	59.26	0.28	0.17	88.62
O	22 PREPARE AND FORWARD EQUIPMENT AUTHORIZATION INVENTORY DATA TO BASE DATA PROCESSING INSTALLATION	44.44	0.37	0.17	88.79
F	14 INSPECT PROPERTY FOR REPAIRS OR REPLACEMENTS	57.41	0.29	0.16	88.95
O	12 MAINTAIN CUSTODY/RECEIPT LOCATOR LISTINGS BY ACCOUNT	38.89	0.42	0.16	89.11
O	40 SEARCH EQUIPMENT ALLOWANCE PUBLICATIONS FOR BASIS OF ISSUE AND ALLOWANCES	46.30	0.35	0.16	89.28
P	22 PREPARE CERTIFICATES OF LOST DOCUMENTS	46.30	0.35	0.16	89.44
O	9 MAINTAIN AND DISTRIBUTE THE CONSOLIDATED LISTING (CL)	40.74	0.40	0.16	89.60
A	17 PLAN AND SCHEDULE INSPECTIONS OF PROPERTY ASSIGNED TO USING ACTIVITY	46.30	0.34	0.16	89.76
O	30 PREPARE REQUESTS FOR CHANGES IN ALLOWANCES AND AUTHORIZATIONS (AF FORM 601A)	40.74	0.39	0.16	89.92
D	13 PREPARE LESSON PLANS	44.44	0.36	0.16	90.08
K	19 PREPARE SCHEDULE FOR STAGGERED SUBMISSION OF REQUESTS	46.30	0.34	0.16	90.23
G	11 PREPARE THE MATERIEL OPERATIONAL READINESS REPORT (MORR)	48.15	0.33	0.16	90.39
O	5 COORDINATE THE RELOCATION OF PROPERTY BETWEEN PROPERTY CUSTODIANS	42.59	0.37	0.16	90.55
D	14 PREPARE TRAINING RECORDS OR CHARTS	46.30	0.34	0.16	90.70
E	22 MAINTAIN AND SEARCH STOCK LOCATOR FILE OR AIR FORCE LOCATOR CARDS	37.04	0.42	0.16	90.86
E	20 LIST COMPONENT PART SHORTAGES	48.15	0.32	0.15	91.01
H	1 ADVISE BASE SUPPLY OFFICER OF EXCESS NON-MEDICAL ITEMS	51.85	0.29	0.15	91.17
O	14 MAINTAIN HISTORY FILE OF PCAM CARDS ON EQUIPMENT	42.59	0.36	0.15	91.32
O	15 MAINTAIN MEMO DOCUMENT REGISTER	38.89	0.39	0.15	91.47
C	7 CONDUCT INSPECTIONS OF THE HANDLING OF SECURITY ITEMS	40.74	0.37	0.15	91.62
A	13 ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE EQUIPMENT ACTIVITY	44.44	0.33	0.15	91.77
E	36 RECEIVE, ISSUE, OR PACKAGE SECURITY ITEMS	42.59	0.35	0.15	91.91
F	2 CONDUCT SPECIAL-SUBJECT INSPECTIONS	46.30	0.31	0.14	92.06
O	13 MAINTAIN FILE OF AUTHORIZATIONS, INCREASES, OR DECREASES TO THE CONSOLIDATED LISTING	38.89	0.37	0.14	92.20

A	32 RECOMMEND CHANGES IN TECHNICAL ORDERS, MANUALS, HANDBOOKS, OR OPERATING PROCEDURES	50.00	0.28	0.14	92.34
O	19 POST AUTHORIZATION CHANGES TO THE CONSOLIDATED LISTING	38.89	0.37	0.14	92.49
E	12 FORWARD OR RECEIVE EQUIPMENT ITEMS FOR USER TESTS	37.04	0.38	0.14	92.63
A	37 WRITE JOB DESCRIPTION	46.30	0.31	0.14	92.77
B	13 SUPERVISE LOCAL PURCHASE ACTIVITIES	38.89	0.36	0.14	92.91
L	10 MAKE ENTRIES ON STOCK LOCATOR CARDS TO SHOW CHANGES IN LOCATION OF PROPERTY ITEMS	37.04	0.38	0.14	93.05
D	2 COMPARE QUANTITY AND CONDITION OF EQUIPMENT ITEMS WITH VOUCHER LISTINGS	38.89	0.36	0.14	93.19
K	4 DETERMINE TYPE OF STORAGE REQUIRED FOR SECURITY ITEMS	42.59	0.32	0.14	93.33
J	12 PREPARE REPORTS OF SURVEY FOR UNACCEPTABLE ADJUSTMENTS (DD FORM 200)	46.30	0.30	0.14	93.47
F	18 PREPARE STATEMENT OF FACTS FOR PROPERTY DAMAGED OR DESTROYED FOR REASONS OTHER THAN FAIR WEAR AND TEAR	46.30	0.29	0.14	93.60
B	11 SUPERVISE EQUIPMENT AUTHORIZATION AND SUPPORT FUNCTIONS	40.74	0.33	0.13	93.74
E	15 INSPECT AND INVENTORY STOCK STORED IN HOSPITAL FOR AIR EVACUATION PROGRAM	40.74	0.33	0.13	93.87
C	10 EVALUATE ADEQUACY OF INSPECTIONS	48.15	0.28	0.13	94.01
O	28 PREPARE EQUIPMENT AUTHORIZATION CHANGE INFORMATION FOR PCAM CARDS	37.04	0.36	0.13	94.14
Q	1 COORDINATE WITH OTHER AGENCIES TO DETERMINE WHICH LOCAL PURCHASE ITEMS SHOULD BE STOCKLISTED	40.74	0.33	0.13	94.28
A	35 SUBMIT AUTHORIZATION CHANGES TO MEDICAL EQUIPMENT REVIEW AUTHORIZATION ACTIVITY	35.19	0.37	0.13	94.41
A	12 OPEN NEW MEMO ACCOUNTS	38.89	0.34	0.13	94.54
K	28 TYPE AND DISTRIBUTE CATALOG OF MEDICAL NON-STOCKLISTED ITEMS	38.89	0.34	0.13	94.67
O	21 PROVIDE FUND CITATION AND AUTHORIZATION FOR CASH PURCHASE	29.63	0.44	0.13	94.80
P	15 MAINTAIN FILE OF BASE ERROR AND/OR CORRECTION SHEETS (AF FORM 150)	33.33	0.39	0.13	94.93
C	12 EVALUATE EQUIPMENT AUTHORIZATION AND SUPPORT ACTIVITIES	35.19	0.37	0.13	95.06
F	8 IDENTIFY PARTS OF COMPLETE ASSEMBLIES	44.44	0.29	0.13	95.19
L	16 POST RETURNS TO VENDORS	42.59	0.30	0.13	95.32
A	16 ORGANIZE PROCEDURES FOR BASE PROCUREMENT OF LOCAL PURCHASE MATERIEL	44.44	0.29	0.13	95.45
B	2 BRIEF PERSONNEL ON MOBILITY PLANS	42.59	0.30	0.13	95.58
Q	24 RECEIVE AND PROCESS REQUESTS FOR ITEMS TO BE PURCHASED WITH PETTY CASH FUNDS	33.33	0.39	0.13	95.71
A	3 APPOINT INVENTORY SUPERVISOR OR TEAMS	37.04	0.34	0.13	95.83
O	33 PREPARE TRANSFER DOCUMENTS FOR PROPERTY TRANSFERRED BETWEEN BASE MEMOS	35.19	0.35	0.12	95.96
Q	13 PREPARE AND SUBMIT LIST OF DELINQUENT LOCAL PURCHASE ORDERS TO BASE PROCUREMENT ACTIVITY	33.33	0.37	0.12	96.08
H	7 PREPARE DOCUMENTS FOR THE TURN-IN OF OUT-DATED X-RAY FILM	44.44	0.27	0.12	96.20
F	17 PREPARE INSPECTION REPORTS	38.89	0.31	0.12	96.32
O	24 PREPARE BASE INVENTORY ADJUSTMENT DOCUMENT	35.19	0.34	0.12	96.44
O	39 ROUTE TURN-IN OF EQUIPMENT FOR INSPECTION AND CONDITION CODING	35.19	0.34	0.12	96.56
O	7 DETERMINE NEED FOR CONTRACT MAINTENANCE OF EQUIPMENT	35.19	0.33	0.11	96.67
O	29 PREPARE EQUIPMENT REPLACEMENT BUDGETARY LIST	35.19	0.31	0.11	96.79
Q	16 PREPARE REPORTS OF DISCREPANCY IN SHIPMENT FROM COMMERCIAL VENDORS	27.78	0.39	0.11	96.89

O	4	CONDUCT UTILIZATION SURVEYS TO VALIDATE EQUIPMENT REQUIREMENTS	33.33	0.32	0.11	97.00
M	6	PREPARE DOCUMENTS FOR THE TRANSFER OF EXCESS REQUIRED NON-MEDICAL ITEMS TO BASE SUPPLY	38.89	0.28	0.11	97.11
Q	22	PURCHASE SMALL DOLLAR VALUE ITEMS	25.93	0.41	0.11	97.22
Q	15	PREPARE LETTER RECOMMENDING STOCKLISTING OF NON-STOCKLISTED ITEMS	35.19	0.30	0.11	97.32
D	9	INSTRUCT PERSONNEL IN STORAGE OF CLASSIFIED DOCUMENTS	33.33	0.31	0.10	97.43
F	20	VERIFY SECURITY CLASSIFICATION OF PROPERTY ITEMS	38.89	0.26	0.10	97.53
O	26	PREPARE DOCUMENTS FOR OFF-BASE REPAIR OF EQUIPMENT	29.63	0.35	0.10	97.63
A	30	PREPARE REPORTS FOR STAFF CONFERENCES	31.48	0.32	0.10	97.74
A	9	DEVELOP STANDARD OPERATING PROCEDURE FOR REPAIR OF UNSERVICEABLE AND DAMAGED EQUIPMENT	37.04	0.27	0.10	97.84
A	36	SUBMIT REQUESTS FOR STOCKLISTING OF NON-STOCKLISTED ITEMS TO SUB-COMMAND OR COMMAND	38.89	0.25	0.10	97.93
O	38	REVIEW REPORTS OF INVENTORY FINDINGS FROM PROPERTY	29.63	0.33	0.10	98.03
O	18	NOTIFY WAREHOUSE TO FORWARD EQUIPMENT FOR USER TESTS	29.63	0.33	0.10	98.13
B	16	SUPERVISE MEDICAL MATERIEL SUPERVISORS (91570)	20.37	0.47	0.10	98.22
O	3	COMPUTE DROPPAGE ALLOWANCES FOR NON-MEDICAL EQUIPMENT ITEMS	25.93	0.34	0.09	98.31
O	8	FORWARD TEMPORARY CUSTODY RECEIPTS FOR THE LOAN OF PROPERTY TO PATIENTS	29.63	0.29	0.09	98.40
F	6	ENTER RE-INSPECTION DATES ON PROPERTY ITEMS	33.33	0.26	0.09	98.49
O	35	REPORT DISCREPANCIES IN STOCK STATUS REPORT TO STOCK RECORDS SECTION FOR PREPARATION OF NEW REPORT	29.63	0.29	0.09	98.57
O	17	SELECT INDIVIDUALS FOR FORMAL TRAINING	29.63	0.29	0.09	98.66
Q	18	PREPARE SHIPPING DOCUMENTS FOR LOCAL PURCHASE CREDIT ITEMS BEING RETURNED TO VENDOR	27.78	0.31	0.09	98.74
O	36	REVIEW AND FORWARD REQUESTS FOR TEMPORARY LOAN OF EQUIPMENT	29.63	0.28	0.08	98.82
O	17	MAKE REPORTS OF SURVEY FOR IRRECONCILABLE EQUIPMENT SHORTAGES	27.78	0.29	0.08	98.90
I	14	PREPARE AND SUBMIT REPORTS OF SURVEY	31.48	0.26	0.08	98.99
D	10	PLAN AND CONDUCT FORMAL CLASSROOM TRAINING	22.22	0.36	0.08	99.07
D	3	COORDINATE PROCEDURES FOR RESERVIST TRAINING	25.93	0.31	0.08	99.15
K	13	POST RECEIPTS AND ISSUES OF SECURITY ITEMS TO VAULT RECORD CARDS	24.07	0.30	0.07	99.22
E	8	DRAFT STORAGE AND OCCUPANCY REPORTS	25.93	0.26	0.07	99.29
O	6	COORDINATE WITH THE MERAAB FOR EQUIPMENT PURCHASES AND PURCHASE PRIORITIES	22.22	0.30	0.07	99.35
P	10	INSPECT CHARGE-OUT RECORDS (AF FORM 614) TO INSURE RETURN OF LOANED DOCUMENTS	22.22	0.29	0.06	99.42
O	27	PREPARE DROPPAGE ALLOWANCE DOCUMENTS FOR NON-MEDICAL EQUIPMENT	22.22	0.28	0.06	99.48
E	26	OPERATE FORK LIFT FOR MATERIEL HANDLING	20.37	0.31	0.06	99.54
O	23	PREPARE AND SUBMIT STATEMENTS OF CHARGES OR OTHER VOLUNTARY PAYMENT DOCUMENTS FOR EQUIPMENT	24.07	0.24	0.06	99.60
Q	20	PROCURE NARCOTICS	16.67	0.27	0.05	99.64
A	15	ORGANIZE MAINTENANCE SUPPORT FUNCTIONS	20.37	0.22	0.05	99.69
F	19	VERIFY LABELS AND INSTRUCTIONS FOR HANDLING RADIOACTIVE MATERIALS	16.67	0.23	0.04	99.73
A	31	PREPARE UNIT MANNING DOCUMENT (UMD) CHANGE REQUESTS	14.81	0.24	0.04	99.76
E	33	PREPARE BASE WAREHOUSE LOCATION CHANGE NOTICES (AF FORM 136)	11.11	0.30	0.03	99.80
Q	19	PROCESS AND FORWARD EXEMPTIONS TO THE BUY AMERICAN ACT TO BASE PROCUREMENT ACTIVITY	11.11	0.28	0.03	99.83

Q	6	MAINTAIN FUND FOR COD PURCHASES	7.41	0.37	0.03	99.86
Q	7	MAINTAIN IMPREST FUND FOR SMALL DOLLAR VALUE ITEM PURCHASES	5.56	0.34	0.02	99.87

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 6  
KPATH ORDER FROM 767 TO 772 GROUP STAGE= 226  
TIME PERFECTLY DESCRIBED ON DUTIES= 84.56, TASKS= 57.90

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
M	REQUISITIONING MATERIEL	100.00	16.33	16.33	16.33
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	100.00	12.39	12.39	28.71
B	DIRECTING AND IMPLEMENTING	100.00	12.30	12.30	41.01
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	100.00	12.13	12.13	53.14
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	100.00	10.90	10.90	64.04
A	PLANNING AND ORGANIZING	100.00	9.70	9.70	73.75
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	100.00	8.91	8.91	82.66
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	100.00	8.05	8.05	90.71
G	MAINTAINING WAR READINESS MATERIEL	100.00	2.34	2.34	93.05
C	EVALUATING	83.33	2.80	2.33	95.38
I	TRAINING	66.67	3.15	2.10	97.48
J	PERFORMING LOCAL PURCHASE FUNCTIONS	50.00	2.53	1.26	98.74
H	REPORTING AND DISPOSING OF MATERIEL	50.00	1.38	0.69	99.43
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	33.33	0.94	0.31	99.75
E	PERFORMING WAREHOUSE FUNCTIONS	33.33	0.64	0.21	99.96

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 6  
KPATH ORDER FROM 767 TO 772 GROUP STAGE= 226  
TIME PERFECTLY DESCRIBED ON DUTIES= 84.56, TASKS= 57.90

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS..... :  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.... :  
PERCENT OF MEMBERS PERFORMING..... :  
D-TSK DUTY/TASK TITLE : : : :

D-TSK	DUTY/TASK TITLE				
M	3 EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	83.33	2.52	2.10	2.10
B	20 SUPERVISE REQUISITIONING OF MATERIEL	100.00	2.08	2.08	4.18
P	28 REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	100.00	2.01	2.01	6.19
M	1 CHECK ACCURACY OF DEPOT REQUISITIONS	100.00	1.70	1.70	7.89
B	14 SUPERVISE MACHINE ROOM OPERATIONS	100.00	1.67	1.67	9.56
B	6 MONITOR THE MEDICAL INVENTORY MANAGEMENT SYSTEM (MIMS)	100.00	1.62	1.62	11.19
M	15 REVIEW RECEIVING DOCUMENTS	83.33	1.93	1.61	12.80
P	13 MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	83.33	1.88	1.57	14.37
M	9 PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	83.33	1.88	1.57	15.94
B	9 SUPERVISE CONTROL OF MATERIEL DOCUMENTS	83.33	1.78	1.48	17.42
N	9 MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	100.00	1.42	1.42	18.84
L	11 MONITOR PRIORITY STATUS OF REQUISITIONS	83.33	1.70	1.42	20.26
A	26 PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	83.33	1.70	1.42	21.68
M	4 MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	66.67	2.10	1.40	23.08
K	26 SCREEN, COMPUTE, AND POST STOCK LEVELS	83.33	1.68	1.40	24.48
M	11 RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	100.00	1.40	1.40	25.88
J	15 REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	100.00	1.39	1.39	27.27
K	8 ESTABLISH MINIMUM STOCK LEVELS	66.67	2.00	1.33	28.60
J	14 REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	100.00	1.33	1.33	29.93
N	7 KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	66.67	1.96	1.31	31.24
A	6 COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	83.33	1.54	1.29	32.53
P	12 MAKE QUALITY CONTROL CHECK OF SUCH ITEMS AS POSTING CONTROL CODES OR ANALYSES CODES	100.00	1.27	1.27	33.80
M	6 MAINTAIN REQUISITION HISTORY FILE	66.67	1.83	1.22	35.02
J	16 REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	100.00	1.22	1.22	36.24
J	1 ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	83.33	1.40	1.17	37.40
K	2 COMPUTE FILL RATES	100.00	1.16	1.16	38.56
A	20 PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	83.33	1.35	1.12	39.68
L	15 POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	50.00	2.20	1.10	40.79
M	7 POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (OA)	66.67	1.65	1.10	41.88
K	3 DETERMINE REQUISITION TRANSMISSION METHODS	66.67	1.59	1.06	42.94
B	24 SUPERVISE THE FURNISHING OF MEDICAL MATERIEL TRANSACTION DOCUMENTS TO BAFO	66.67	1.59	1.06	44.00
K	7 EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	50.00	2.07	1.03	45.03
N	3 FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	66.67	1.54	1.02	46.06

K	27	SCREEN REQUESTS FOR SUPPLIES	83.33	1.21	1.01	47.07
M	2	DETERMINE REQUISITION PRIORITIES	83.33	1.20	1.00	48.07
M	10	PROCESS RECEIPTS FROM LOCAL PURCHASE	66.67	1.48	0.98	49.05
K	22	RECONCILE THE DOLLAR VALUE OF INVENTORY CATEGORIES WITH THE DOLLAR VALUE OF ACCOUNTING OFFICE RECORDS	66.67	1.43	0.95	50.00
N	15	OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	66.67	1.41	0.94	50.94
B	26	SUPERVISE THE STOCK RECORD ACCOUNT	50.00	1.86	0.93	51.87
N	9	KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	66.67	1.38	0.92	52.79
K	5	EDIT ISSUE REQUESTS	50.00	1.82	0.91	53.70
K	24	RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	66.67	1.35	0.90	54.60
L	1	ADJUST BALANCE CARDS FOR SUSPENDED ITEMS	50.00	1.76	0.88	55.48
B	7	SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	66.67	1.26	0.84	56.32
K	1	ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	66.67	1.23	0.82	57.14
N	1	COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	50.00	1.60	0.80	57.94
J	7	INSPECT RECEIPTS AND ISSUES FOR PROCESSING PRIOR TO INVENTORY	50.00	1.60	0.80	58.74
A	7	COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	66.67	1.18	0.79	59.53
D	8	INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	50.00	1.51	0.76	60.28
L	17	PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (OO FORM 1348)	33.33	2.25	0.75	61.03
B	21	SUPERVISE SPECIAL PROJECT AND SPECIAL DUTY ACTIVITIES	33.33	2.21	0.74	61.77
A	5	COMPUTE ECONOMIC ORDER QUANTITIES (EOQS)	66.67	1.07	0.72	62.48
C	4	CONDUCT INSPECTIONS OF DOCUMENT CONTROL WORK METHODS	66.67	1.05	0.70	63.18
J	13	RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	83.33	0.82	0.69	63.87
P	6	DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	66.67	0.98	0.65	64.52
P	2	ASSIGN OR CANCEL DOCUMENT NUMBERS	83.33	0.77	0.64	65.16
N	19	PREPARE INPUT DATA AND READ OUTPUT FOR STOCK BALANCES	50.00	1.27	0.64	65.80
N	17	PREPARE INPUT DATA AND READ OUTPUT FOR DECREASE AND INCREASE TRANSACTIONS	50.00	1.27	0.64	66.44
L	5	DISTRIBUTE COPIES OF ISSUE REQUESTS	33.33	1.89	0.63	67.07
P	11	INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	33.33	1.89	0.63	67.70
M	5	MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	33.33	1.87	0.62	68.32
L	18	PREPARE AND DISTRIBUTE THE STOCK STATUS REPORT	50.00	1.24	0.62	68.94
G	10	PREPARE REQUISITIONS FOR WRM	66.67	0.93	0.62	69.56
J	3	COMPUTE INVENTORY ACCURACY PERCENTAGES	50.00	1.19	0.60	70.16
P	7	FILE COMPLETED DOCUMENTS	50.00	1.18	0.59	70.75
N	22	RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	50.00	1.17	0.59	71.34
L	23	SEPARATE STOCK RECORD CARDS FOR NON-STOCK LISTED ITEMS	66.67	0.88	0.58	71.92
D	7	INDOCTRINATE NEWLY ASSIGNED PERSONNEL	33.33	1.74	0.58	72.50
N	13	OFFSET ADJUSTMENT TRANSACTION CARDS	66.67	0.87	0.58	73.09
A	22	PLAN PROCEDURES FOR MAINTAINING SUPPLY STOCK RECORDS	50.00	1.09	0.54	73.63
N	11	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	66.67	0.79	0.53	74.16
A	24	PLAN PROCEDURES FOR THE ADMINISTRATION OF THE STOCK RECORD ACCOUNT	33.33	1.55	0.52	74.67
J	2	CALCULATE THE INVENTORY BALANCE	16.67	2.86	0.48	75.15
L	22	SCREEN REQUESTS FOR LOCAL PURCHASE	33.33	1.41	0.47	75.62
P	27	REVIEW DOCUMENTS PRIOR TO FILING	33.33	1.39	0.46	76.08
A	2	ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	50.00	0.92	0.46	76.54
J	5	COORDINATE WITH BASE DATA PROCESSING INSTALLATION FOR PREPARATION OF INVENTORY COUNT LISTINGS	50.00	0.89	0.44	76.98

L	3	COMPLETE ENTRIES ON RECEIVING DOCUMENTS	33.33	1.33	0.44	77.43
M	8	PREPARE AND MAINTAIN RECORDS OR DOCUMENTS FOR NON-MEDICAL MATERIEL	33.33	1.30	0.43	77.86
J	6	ESTABLISH AND POST NOTICES OF INVENTORY DEADLINE DATES	50.00	0.84	0.42	78.28
N	14	OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	50.00	0.82	0.41	78.69
P	3	CODE AND EDIT SOURCE DOCUMENTS	50.00	0.81	0.41	79.10
M	13	REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	50.00	0.81	0.41	79.50
N	4	FORWARD PUNCHED QUANTITY REQUESTED CARD DECKS TO DATA PROCESSING INSTALLATION	33.33	1.21	0.40	79.91
P	19	MAINTAIN SUPPLY DOCUMENT REGISTER	33.33	1.21	0.40	80.31
B	17	SUPERVISE PHYSICAL ISSUING OF MATERIEL	16.67	2.36	0.39	80.70
M	12	RECORD FUND OBLIGATIONS	33.33	1.16	0.39	81.09
G	7	MONITOR THE INSPECTION AND ROTATION OF REMAINING PHASE I KITS	33.33	1.12	0.37	81.46
L	20	PREPARE INVENTORY CONTROL RECORDS FOR ACCEPTABLE TURN-INS	33.33	1.10	0.37	81.83
A	10	ESTABLISH INVENTORY CUT-OFF DOCUMENT NUMBERS	50.00	0.73	0.36	82.19
B	27	SUPERVISE WRM ACTIVITIES	16.67	2.16	0.36	82.55
A	1	ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	66.67	0.53	0.35	82.91
N	6	KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	33.33	1.05	0.35	83.26
P	4	CODE LOCAL PURCHASE DOCUMENTS	50.00	0.70	0.35	83.61
N	18	PREPARE INPUT DATA AND READ OUTPUT FOR DOCUMENTATION OF TRANSACTIONS	33.33	1.05	0.35	83.96
M	14	REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC BIOLOGICALS AND REAGENTS	33.33	1.05	0.35	84.30
C	14	EVALUATE MEDICAL MATERIEL COMPLAINTS OR SUGGESTIONS FOR CORRECTIVE ACTION	16.67	2.05	0.34	84.65
K	6	EDIT OUTGOING OR INCOMING EXCESS REPORTS	33.33	0.99	0.33	84.98
L	2	AUDIT AND FORWARD THE QUARTERLY MIMS REPORT	33.33	0.95	0.32	85.29
D	4	COUNSEL INDIVIDUALS ON TRAINING PROGRESS	33.33	0.92	0.31	85.60
A	23	PLAN PROCEDURES FOR MAKING INVENTORY ADJUSTMENTS	50.00	0.61	0.31	85.91
B	1	ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	33.33	0.38	0.29	86.20
K	15	PREPARE AND SUBMIT QUARTERLY FEEDER REPORTS	33.33	0.88	0.29	86.50
C	5	CONDUCT INSPECTIONS OF INVENTORY CONTROL WORK METHODS	33.33	0.88	0.29	86.79
N	16	PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	16.67	1.77	0.29	87.09
A	4	ASSIGN ISSUE PRIORITIES	50.00	0.59	0.29	87.38
P	17	MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS	50.00	0.59	0.29	87.67
C	15	EVALUATE REQUESTS FOR LOCAL PURCHASE	33.33	0.88	0.29	87.96
Q	24	RECEIVE AND PROCESS REQUESTS FOR ITEMS TO BE PURCHASED WITH PETTY CASH FUNDS	33.33	0.88	0.29	88.26
Q	11	PREPARE AND PROCESS RECEIVING REPORTS FOR LOCAL PURCHASE ITEMS	33.33	0.88	0.29	88.55
P	9	FILE UP-DATED DOCUMENT REGISTERS	33.33	0.88	0.29	88.84
N	5	FORWARD SHOPPING DECKS TO BASE DATA PROCESSING INSTALLATION	50.00	0.58	0.29	89.13
L	19	PREPARE FORMS TO SUSPEND UNSUITABLE MATERIEL FROM ISSUE	16.67	1.73	0.29	89.42
A	27	PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	16.67	1.73	0.29	89.71
B	5	MONITOR EXCESS ITEMS PROGRAM	33.33	0.86	0.29	90.00
A	34	SET UP, MAINTAIN, OR DISPOSE OF FILES	33.33	0.85	0.28	90.28
Q	17	PREPARE REPORT OF LOCAL PURCHASES	33.33	0.82	0.27	90.56
B	15	SUPERVISE MEDICAL MATERIEL SPECIALISTS (91550)	50.00	0.54	0.27	90.83
B	8	SUPERVISE CIVILIAN PERSONNEL	33.33	0.81	0.27	91.10
N	20	PREPARE PCAM DAILY UTILIZATION REPORT	50.00	0.51	0.25	91.35
G	11	PREPARE THE MATERIEL OPERATIONAL READINESS REPORT (MORR)	33.33	0.71	0.24	91.59

K	29	VERIFY UNIT COSTS OF PROPERTY ITEMS	16.67	1.41	0.24	91.83
G	8	POSITION MMPNC OR SCATA MATERIEL	16.67	1.41	0.24	92.06
O	2	COMPARE QUANTITY AND CONDITION OF EQUIPMENT ITEMS WITH VOUCHER LISTINGS	16.67	1.41	0.24	92.30
K	20	PREPARE AND DISTRIBUTE DOCUMENTS FOR PROPERTY FOUND ON BASE	16.67	1.41	0.24	92.53
K	23	RECONCILE THE SECURITY RECORD CARD BALANCES WITH STOCK RECORD CARD BALANCES	16.67	1.37	0.23	92.76
C	3	COMPLETE PERSONEL PERFORMANCE REPORTS	16.67	1.37	0.23	92.99
A	33	SELECT PROCUREMENT SOURCES (CP OR LP) FOR ISSUE REQUESTS	16.67	1.37	0.23	93.22
A	11	ESTABLISH WORK SCHEDULES	16.67	1.37	0.23	93.45
P	25	RECORD BASIC IDENTIFYING DATA ON DOCUMENTS	16.67	1.36	0.23	93.67
D	6	GIVE INFORMAL TRAINING TO INDIVIDUALS	33.33	0.65	0.22	93.89
N	12	MAINTAIN SUPPLY OF BLANK PCAM CARDS	33.33	0.65	0.22	94.10
P	21	MONITOR THE FLOW OF DOCUMENTS BETWEEN PROCESSING POINTS	33.33	0.64	0.21	94.32
K	17	PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	33.33	0.64	0.21	94.53
C	13	EVALUATE INVENTORY ADJUSTMENTS	33.33	0.58	0.19	94.72
G	1	COMPUTE ASSETS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	33.33	0.58	0.19	94.92
Q	2	EDIT MACHINE-COMPUTED REQUIREMENTS LISTING OF NON-STOCKLISTED ITEMS	16.67	1.06	0.18	95.09
P	26	RECORD TRANSACTIONS ON TRANSACTION REGISTER	16.67	1.06	0.18	95.27
A	32	RECOMMEND CHANGES IN TECHNICAL ORDERS, MANUALS, HANDBOOKS, OR OPERATING PROCEDURES	16.67	1.06	0.18	95.45
P	5	DISPOSE OF INACTIVE DOCUMENTS	16.67	1.03	0.17	95.62
H	8	REVIEW EXCESS EQUIPMENT OR SUPPLY TURN-IN DOCUMENTS AND DETERMINE EXCESS OR SALVAGE ACTION	16.67	1.03	0.17	95.79
H	4	PREPARE AND SUBMIT REPORTS OF EXCESS PROPERTY TO AFMMFO (SFS 120, 120A)	16.67	1.03	0.17	95.96
G	9	POST GWMR LEVELS AND COMPOSITION	33.33	0.51	0.17	96.13
G	4	COMPUTE REQUIREMENTS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	33.33	0.51	0.17	96.30
G	3	COMPUTE PEACETIME OPERATING STOCKS (POS) REQUIREMENTS	33.33	0.51	0.17	96.47
G	2	COMPUTE GROSS WARTIME MATERIEL REQUIREMENTS (GWMR)	33.33	0.51	0.17	96.64
J	9	MAKE PHYSICAL COUNT OF PROPERTY ITEMS	16.67	1.02	0.17	96.81
K	14	POST STOCK SUSPENSION NOTICES	16.67	0.95	0.16	96.97
D	14	PREPARE TRAINING RECORDS OR CHARTS	16.67	0.95	0.16	97.13
J	8	MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	16.67	0.94	0.16	97.28
E	34	PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	16.67	0.94	0.16	97.44
P	1	ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	33.33	0.41	0.14	97.58
P	10	INSPECT CHARGE-OUT RECORDS (AF FORM 614) TO INSURE RETURN OF LOANED DOCUMENTS	33.33	0.41	0.14	97.71
P	8	FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	33.33	0.41	0.14	97.85
H	7	PREPARE DOCUMENTS FOR THE TURN-IN OF OUT-DATED X-RAY FILM	33.33	0.41	0.14	97.98
N	2	FILE ZERO BALANCE CARDS	16.67	0.71	0.12	98.10
A	8	DEVELOP STANDARD OPERATING PROCEDURE (SOP) FOR EMERGENCY SUPPLY SITUATIONS	16.67	0.71	0.12	98.22
L	6	FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	16.67	0.68	0.11	98.33
D	1	ASSIGN NON-MIMS VOUCHER NUMBERS TO TRANSACTIONS	16.67	0.48	0.08	98.41
A	30	PREPARE REPORTS FOR STAFF CONFERENCES	16.67	0.48	0.08	98.49
A	19	PLAN PROCEDURES AND SEQUENCES FOR TAKING INVENTORIES	16.67	0.48	0.08	98.57
P	15	MAINTAIN FILE OF BASE ERROR AND/OR CORRECTION SHEETS (AF FORM 150)	16.67	0.47	0.08	98.65
H	3	DETERMINE THE METHOD OF DESTRUCTION FOR DIFFERENT TYPES OF MEDICAL SUPPLIES	16.67	0.47	0.08	98.73

H	2	ARRANGE FOR WITNESSES TO OBSERVE THE DESTRUCTION OF MEDICAL SECURITY ITEMS	16.67	0.47	0.08	98.81
D	1	ADAPT AND MAINTAIN TRAINING AIDS	16.67	0.47	0.08	98.88
C	17	SCHEDULE LEAVES OR PASSES	16.67	0.34	0.06	98.94
C	9	DETERMINE NEED FOR EXTRA INVENTORIES	16.67	0.34	0.06	99.00
A	37	WRITE JOB DESCRIPTION	16.67	0.34	0.06	99.06
Q	29	VALIDATE AND DISTRIBUTE LOCAL PURCHASE RECEIVING DOCUMENTS	16.67	0.34	0.06	99.11
Q	27	SET LEVELS AND REQUIREMENT CODES FOR NON-STOCKLISTED ITEMS	16.67	0.34	0.06	99.17
Q	26	SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	16.67	0.34	0.06	99.23
Q	9	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	16.67	0.34	0.06	99.28
P	16	MAINTAIN FILE OF PROPERTY ACCOUNTS	16.67	0.34	0.06	99.34
N	21	RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	16.67	0.34	0.06	99.40
M	16	TYPE MATERIEL SOURCE DOCUMENTS	16.67	0.34	0.06	99.45
L	24	TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	16.67	0.34	0.06	99.51
K	18	PREPARE SALVAGE DOCUMENTS	16.67	0.34	0.06	99.57
K	12	NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	16.67	0.34	0.06	99.62
J	11	PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	16.67	0.34	0.06	99.68
H	5	PREPARE DESTRUCTION DOCUMENTS FOR AND DESTROY MEDICAL EXCESS	16.67	0.34	0.06	99.74
E	42	UNLOAD INCOMING SHIPMENTS	16.67	0.34	0.06	99.79
C	16	MAKE RECOMMENDATIONS FOR PERSONNEL ACTIONS	16.67	0.34	0.06	99.85
C	6	CONDUCT INSPECTIONS OF LOCAL PURCHASE WORK METHODS	16.67	0.34	0.06	99.91
C	1	ANALYZE EFFECTIVENESS OF MATERIEL MANAGEMENT PRACTICES	16.67	0.34	0.06	99.96

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRS= 6  
KPATH ORDER FROM 776 TO 781 GROUP STAGE= 192  
TIME PERFECTLY DESCRIBED ON DUTIES= 77.68, TASKS= 55.23

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	100.00	28.88	28.88	28.88
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	100.00	14.70	14.70	43.58
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	100.00	13.23	13.23	56.81
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	100.00	9.82	9.82	66.62
A	PLANNING AND ORGANIZING	8.33	9.63	8.02	74.65
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	100.00	7.95	7.95	82.60
M	REQUISITIONING MATERIEL	83.33	5.40	4.50	87.10
D	TRAINING	83.33	4.72	3.93	91.03
B	DIRECTING AND IMPLEMENTING	83.33	3.29	2.74	93.77
G	MAINTAINING WAR READINESS MATERIEL	66.67	3.06	2.04	95.81
E	PERFORMING WAREHOUSE FUNCTIONS	50.00	3.91	1.96	97.77
H	REPORTING AND DISPOSING OF MATERIEL	50.00	2.07	1.03	98.80
U	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	16.67	5.99	1.00	99.80
C	EVALUATING	16.67	0.64	0.11	99.90
F	INSPECTING PROPERTY	16.67	0.32	0.05	99.96

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBR= 6  
KPATH ORDER FROM 776 TO 781 GROUP STAGE= 192  
TIME PERFECTLY DESCRIBED ON DUTIES= 77.68, TASKS= 55.23

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
P	19 MAINTAIN SUPPLY DOCUMENT REGISTER				
P	2 ASSIGN OR CANCEL DOCUMENT NUMBERS	100.00	2.04	2.04	2.04
P	1 ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	100.00	2.02	2.02	4.06
P	17 MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS	100.00	1.94	1.94	6.00
P	26 RECORD TRANSACTIONS ON TRANSACTION REGISTER	100.00	1.91	1.91	7.91
N	3 FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	100.00	1.83	1.83	5.74
P	27 REVIEW DOCUMENTS PRIOR TO FILING	100.00	1.79	1.79	11.53
P	9 FILE UP-DATED DOCUMENT REGISTERS	100.00	1.75	1.75	13.29
P	13 MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	83.33	2.07	1.72	15.01
P	28 REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	100.00	1.70	1.70	16.71
K	5 EDIT ISSUE REQUESTS				
J	1 ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	100.00	1.57	1.57	18.27
P	12 MAKE QUALITY CONTROL CHECK OF SUCH ITEMS AS POSTING CONTROL CODES OR ANALYSES CODES	100.00	1.52	1.52	19.79
N	15 OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	83.33	1.43	1.43	21.23
L	5 DISTRIBUTE COPIES OF ISSUE REQUESTS	83.33	1.72	1.43	22.66
J	14 REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	66.67	2.09	1.39	24.05
A	7 COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	83.33	1.66	1.38	25.43
P	7 FILE COMPLETED DOCUMENTS	83.33	1.54	1.29	26.72
K	18 PREPARE SALVAGE DOCUMENTS	83.33	1.52	1.27	27.99
P	11 INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	50.00	2.43	1.21	29.20
N	7 KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	83.33	1.43	1.19	30.39
K	2 COMPUTE FILL RATES	66.67	1.79	1.19	31.58
P	3 CODE AND EDIT SOURCE DOCUMENTS	100.00	1.16	1.16	32.74
K	27 SCREEN REQUESTS FOR SUPPLIES	83.33	1.36	1.13	33.88
J	15 REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	50.00	2.19	1.09	34.97
N	9 MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	83.33	1.31	1.09	36.06
N	19 PREPARE INPUT DATA AND READ OUTPUT FOR STOCK BALANCES	66.67	1.55	1.03	37.10
N	18 PREPARE INPUT DATA AND READ OUTPUT FOR DOCUMENTATION OF TRANSACTIONS	5.67	1.53	1.02	38.11
N	17 PREPARE INPUT DATA AND READ OUTPUT FOR DECREASE AND INCREASE TRANSACTIONS	50.00	2.02	1.01	39.12
J	11 PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	50.00	2.02	1.01	40.13
L	1 ADJUST BALANCE CARDS FOR SUSPENDED ITEMS	50.00	2.02	1.01	41.14
J	9 MAKE PHYSICAL COUNT OF PROPERTY ITEMS	66.67	1.51	1.01	42.15
D	6 GIVE INFORMAL TRAINING TO INDIVIDUALS	66.67	1.50	1.00	43.15
P	25 RECORD BASIC IDENTIFYING DATA ON DOCUMENTS	83.33	1.19	0.99	44.13
M	15 REVIEW RECEIVING DOCUMENTS	66.67	1.44	0.96	45.10
		50.00	1.88	0.94	46.03
		66.67	1.36	0.91	46.94

A	6	COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	50.00	1.80	0.90	47.85
P	5	DISPOSE OF INACTIVE DOCUMENTS				
P	10	INSPECT CHARGE-OUT RECORDS (AF FORM 614) TO INSURE RETURN OF LOANED DOCUMENTS	50.00	1.76	0.88	48.73
			50.00	1.75	0.88	49.60
J	16	REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	66.67	1.27	0.84	50.44
K	7	EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	66.67	1.26	0.84	51.28
J	2	CALCULATE THE INVENTORY BALANCE	66.67	1.18	0.79	52.07
H	5	PREPARE DESTRUCTION DOCUMENTS FOR AND DESTROY MEDICAL EXCESS	50.00	1.53	0.77	52.84
J	5	COORDINATE WITH BASE DATA PROCESSING INSTALLATION FOR PREPARATION OF INVENTORY COUNT LISTINGS	50.00	1.53	0.77	53.60
N	4	FORWARD PUNCHED QUANTITY REQUESTED CARD DECKS TO DATA PROCESSING INSTALLATION	50.00	1.52	0.76	54.36
K	24	RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	50.00	1.50	0.75	55.11
L	3	COMPLETE ENTRIES ON RECEIVING DOCUMENTS	33.33	2.21	0.74	55.85
K	15	PREPARE AND SUBMIT QUARTERLY FEEDER REPORTS	50.00	1.45	0.72	56.57
P	8	FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	33.33	2.17	0.72	57.30
A	26	PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	50.00	1.40	0.70	58.00
N	13	OFFSET ADJUSTMENT TRANSACTION CARDS	50.00	1.40	0.70	58.69
P	6	DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	50.00	1.39	0.70	59.39
N	22	RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	50.00	1.39	0.69	60.08
K	25	REQUEST WAREHOUSE TO DELIVER MATERIEL	50.00	1.39	0.69	60.78
D	12	PREPARE, ADMINISTER, OR SCORE TESTS	50.00	1.37	0.69	61.46
N	21	RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	50.00	1.37	0.69	62.15
A	23	PLAN PROCEDURES FOR MAKING INVENTORY ADJUSTMENTS	50.00	1.37	0.68	62.83
N	14	OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	50.00	1.36	0.68	63.51
P	24	PREPARE FACSIMILES OF LOST DOCUMENTS FROM SUSPENSE COPIES	50.00	1.36	0.68	64.19
L	12	NOTIFY AFMMFO OF ITEMS SUSPENDED	50.00	1.30	0.65	64.84
L	24	TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	33.33	1.88	0.63	65.47
M	3	EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	50.00	1.20	0.60	66.07
M	1	CHECK ACCURACY OF DEPOT REQUISITIONS	50.00	1.20	0.60	66.67
P	22	PREPARE CERTIFICATES OF LOST DOCUMENTS	33.33	1.79	0.60	67.27
K	11	MAINTAIN DATE-OF-AVAILABILITY LIST OF NEWLY STOCKLISTED MATERIEL	33.33	1.78	0.59	67.87
B	9	SUPERVISE CONTROL OF MATERIEL DOCUMENTS	33.33	1.76	0.59	68.45
P	4	CODE LOCAL PURCHASE DOCUMENTS	33.33	1.75	0.58	69.04
K	22	RECONCILE THE DOLLAR VALUE OF INVENTORY CATEGORIES WITH THE DOLLAR VALUE OF ACCOUNTING OFFICE RECORDS	33.33	1.64	0.55	69.58
M	14	REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC BIOLOGICALS AND REAGENTS	33.33	1.62	0.54	70.12
B	20	SUPERVISE REQUISITIONING OF MATERIEL	33.33	1.62	0.54	70.66
K	17	PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	66.67	0.80	0.54	71.20
K	20	PREPARE AND DISTRIBUTE DOCUMENTS FOR PROPERTY FOUND ON BASE	50.00	1.06	0.53	71.73
L	9	MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	33.33	1.55	0.52	72.25
J	3	COMPUTE INVENTORY ACCURACY PERCENTAGES	50.00	1.03	0.52	72.76
L	19	PREPARE FORMS TO SUSPEND UNSUITABLE MATERIEL FROM ISSUE	33.33	1.53	0.51	73.27
P	16	MAINTAIN FILE OF PROPERTY ACCOUNTS	33.33	1.50	0.50	73.77
J	13	RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	33.33	1.50	0.50	74.27

M	11 RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	33.33	1.49	0.50	74.77
J	7 INSPECT RECEIPTS AND ISSUES FOR PROCESSING PRIOR TO INVENTORY	33.33	1.49	0.50	75.27
A	1 ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	33.33	1.49	0.50	75.76
L	2 AUDIT AND FORWARD THE QUARTERLY MIMS REPORT	33.33	1.48	0.49	76.26
N	23 SELECT DATA ELEMENTS FOR RECORDING TRANSACTIONS	50.00	0.98	0.49	76.75
N	5 FORWARD SHIPPING DECKS TO BASE DATA PROCESSING INSTALLATION	50.00	0.98	0.49	77.24
K	16 PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENT (DD FORM 6)	66.67	0.72	0.48	77.72
A	25 PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	33.33	1.44	0.48	78.20
K	26 SCREEN, COMPUTE, AND POST STOCK LEVELS	50.00	0.94	0.47	78.67
P	23 PREPARE DOCUMENTS TO BE DESTROYED OR RETIRED	33.33	1.40	0.47	79.14
L	17 PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (DD FORM 1348)	33.33	1.33	0.44	79.58
K	1 ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	33.33	1.32	0.44	80.02
A	4 ASSIGN ISSUE PRIORITIES	16.67	2.62	0.44	80.46
G	10 PREPARE REQUISITIONS FOR WRM	50.00	0.86	0.43	80.89
A	22 PLAN PROCEDURES FOR MAINTAINING SUPPLY STOCK RECORDS	33.33	1.28	0.43	81.32
K	14 POST STOCK SUSPENSION NOTICES	33.33	1.27	0.42	81.74
O	2 CONDUCT OJT PROGRAMS	33.33	1.26	0.42	82.16
N	1 COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	33.33	1.24	0.41	82.58
B	24 SUPERVISE THE FURNISHING OF MEDICAL MATERIEL TRANSACTION DOCUMENTS TO BAFO	16.67	2.44	0.41	82.98
O	1 ASSIGN NON-MIMS VOUCHER NUMBERS TO TRANSACTIONS	16.67	2.30	0.38	83.37
L	15 POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	33.33	1.13	0.38	83.75
N	11 MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	33.33	1.04	0.35	84.09
A	2 ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	33.33	1.02	0.34	84.43
K	8 ESTABLISH MINIMUM STOCK LEVELS	33.33	1.00	0.33	84.77
A	20 PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	16.67	1.92	0.32	85.09
E	34 PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	50.00	0.62	0.31	85.40
M	16 TYPE MATERIEL SOURCE DOCUMENTS	16.67	1.84	0.31	85.70
G	9 POST GWMR LEVELS AND COMPOSITION	33.33	0.89	0.30	86.00
G	4 COMPUTE REQUIREMENTS OF WRM SHREDDUT PROGRAMS SUCH AS MHPNC, SCATA, OR BW/CW	33.33	0.89	0.30	86.29
G	3 COMPUTE PEACETIME OPERATING STOCKS (POS) REQUIREMENTS	33.33	0.89	0.30	86.59
G	2 COMPUTE GROSS WARTIME MATERIEL REQUIREMENTS (GWMR)	33.33	0.89	0.30	86.89
A	5 COMPUTE ECONOMIC ORDER QUANTITIES (EOQS)	33.33	0.88	0.29	87.18
L	21 RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	16.67	1.75	0.29	87.47
B	21 SUPERVISE SPECIAL PROJECT AND SPECIAL DUTY ACTIVITIES	16.67	1.75	0.29	87.76
K	21 PROCESS AND REPORT MEDICAL MATERIEL COMPLAINTS	16.67	1.63	0.27	88.03
K	3 DETERMINE REQUISITION TRANSMISSION METHODS	16.67	1.63	0.27	88.30
B	14 SUPERVISE MACHINE ROOM OPERATIONS	16.67	1.63	0.27	88.58
N	12 MAINTAIN SUPPLY OF BLANK PCAM CARDS	16.67	1.61	0.27	88.84
N	6 KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	16.67	1.61	0.27	89.11
N	2 FILE ZERO BALANCE CARDS	16.67	1.61	0.27	89.38
M	13 REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	16.67	1.61	0.27	89.65
D	10 PLAN AND CONDUCT FORMAL CLASSROOM TRAINING	16.67	1.61	0.27	89.92
B	26 SUPERVISE THE STOCK RECORD ACCOUNT	16.67	1.61	0.27	90.19
B	15 SUPERVISE MEDICAL MATERIEL SPECIALISTS (91550)	16.67	1.61	0.27	90.46
A	27 PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	16.67	1.61	0.27	90.73
A	24 PLAN PROCEDURES FOR THE ADMINISTRATION OF THE STOCK RECORD ACCOUNT	16.67	1.61	0.27	90.99

A	28	PLAN SPACE LAYOUTS FOR SUPPLIES OR EQUIPMENT	16.67	1.60	0.27	91.26
A	10	ESTABLISH INVENTORY CUT-OFF DOCUMENT NUMBERS	16.67	1.60	0.27	91.53
M	4	PREPARE AND SUBMIT REPORTS OF EXCESS PROPERTY TO AFMMFO (SFS 120, 120A)	33.33	0.80	0.27	91.79
P	21	MONITOR THE FLOW OF DOCUMENTS BETWEEN PROCESSING POINTS	16.67	1.59	0.26	92.06
P	18	MAINTAIN LOCAL PROCUREMENT DOCUMENT REGISTER	16.67	1.59	0.26	92.32
K	6	EDIT OUTGOING OR INCOMING EXCESS REPORTS	33.33	0.71	0.24	92.56
E	7	DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	33.33	0.70	0.23	92.79
O	24	PREPARE BASE INVENTORY ADJUSTMENT DOCUMENT	16.67	1.38	0.23	93.02
E	32	PREPARE AND ATTACH SHIPPING TAGS, LABELS, OR DOCUMENTS	16.67	1.38	0.23	93.25
M	10	PROCESS RECEIPTS FROM LOCAL PURCHASE	16.67	1.36	0.23	93.48
M	4	MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	16.67	1.36	0.23	93.71
L	7	FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	16.67	1.36	0.23	93.93
L	4	COMPUTE THE QUANTITY ON HAND OF SUSPENDED ITEMS	16.67	1.36	0.23	94.16
A	14	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	16.67	1.36	0.23	94.39
E	42	UNLOAD INCOMING SHIPMENTS	33.33	0.67	0.22	94.61
D	15	RECOMMEND INDIVIDUALS FOR SPECIALTY KNOWLEDGE TESTING	16.67	1.28	0.21	94.82
D	14	PREPARE TRAINING RECORDS OR CHARTS	16.67	1.28	0.21	95.04
D	13	PREPARE LESSON PLANS	16.67	1.28	0.21	95.25
D	11	PLAN IMPROVED TRAINING METHODS	16.67	1.28	0.21	95.46
D	4	COUNSEL INDIVIDUALS ON TRAINING PROGRESS	16.67	1.28	0.21	95.67
D	1	ADAPT AND MAINTAIN TRAINING AIDS	16.67	1.28	0.21	95.89
A	34	SET UP, MAINTAIN, OR DISPOSE OF FILES	16.67	1.28	0.21	96.10
L	5	FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	33.33	0.64	0.21	96.31
E	9	DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	50.00	0.40	0.20	96.51
G	11	PREPARE THE MATERIEL OPERATIONAL READINESS REPORT (MORR)	16.67	1.14	0.19	96.70
J	8	MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	16.67	0.96	0.16	96.86
G	1	COMPUTE ASSETS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	16.67	0.96	0.16	97.02
D	8	INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	16.67	0.96	0.16	97.18
D	7	INDOCTRINATE NEWLY ASSIGNED PERSONNEL	16.67	0.96	0.16	97.34
A	18	PLAN CONTROLS OVER WRM SUPPLIES AND EQUIPMENT	16.67	0.96	0.16	97.50
O	32	PREPARE TEMPORARY CUSTODY RECEIPTS (AF FORM 1297)	16.67	0.92	0.15	97.66
O	31	PREPARE STOCK OR PRICE CHANGE VOUCHERS FOR EQUIPMENT	16.67	0.92	0.15	97.81
L	8	MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	16.67	0.92	0.15	97.96
N	20	PREPARE PCAM DAILY UTILIZATION REPORT	16.67	0.81	0.14	98.10
E	1	CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	33.33	0.39	0.13	98.23
E	23	MAKE DELIVERIES TO USING ACTIVITY	33.33	0.38	0.13	98.35
E	21	LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	33.33	0.38	0.13	98.41
E	18	ISSUE MATERIEL TO USING ACTIVITY	33.33	0.38	0.13	98.61
N	16	PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	16.67	0.64	0.11	98.71
M	9	PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	16.67	0.64	0.11	98.82
M	6	MAINTAIN REQUISITION HISTORY FILE	16.67	0.64	0.11	98.92
M	5	MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	16.67	0.64	0.11	99.03
L	18	PREPARE AND DISTRIBUTE THE STOCK STATUS REPORT	16.67	0.64	0.11	99.14
E	41	TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	16.67	0.64	0.11	99.24

C	4 CONDUCT INSPECTIONS OF DOCUMENT CONTROL WORK METHODS	16.67	0.64	0.11	99.35
B	1 ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	16.67	0.64	0.11	99.46
D	40 SEARCH EQUIPMENT ALLOWANCE PUBLICATIONS FOR BASIS OF ISSUE AND ALLOWANCES	16.67	0.46	0.08	99.53
K	9 FILL OUT FORMS FOR CONDEMNED ITEMS	16.67	0.46	0.08	99.61
G	5 INVENTORY WRM MATERIELS	16.67	0.46	0.08	99.69
K	29 VERIFY UNIT COSTS OF PROPERTY ITEMS	16.67	0.44	0.07	99.76
E	30 PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	16.67	0.44	0.07	99.83
E	26 OPERATE FORK LIFT FOR MATERIEL HANDLING	16.67	0.44	0.07	99.90
F	18 PREPARE STATEMENT OF FACTS FOR PROPERTY DAMAGED OR DESTROYED FOR REASONS OTHER THAN FAIR WEAR AND TEAR	16.67	0.32	0.05	99.96

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRS= 96  
KPATH ORDER FROM 782 TO 877 GROUP STAGE= 110

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PLRFORMING.....

D-TSK	DUTY/TASK TITLE				
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	100.00	28.85	28.85	28.85
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	91.67	18.05	16.54	45.39
M	REQUISITIONING MATERIEL	93.75	11.17	10.47	55.87
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	97.92	10.08	9.87	65.73
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	91.67	9.75	8.94	74.67
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	89.58	7.34	6.58	81.25
E	PERFORMING WAREHOUSE FUNCTIONS	59.37	7.84	4.66	85.91
A	PLANNING AND ORGANIZING	71.87	5.32	3.82	89.73
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	61.46	5.35	3.79	93.02
B	DIRECTING AND IMPLEMENTING	31.25	4.32	1.35	94.37
G	MAINTAINING WAR READINESS MATERIEL	44.79	2.49	1.11	95.49
D	TRAINING	36.46	2.92	1.06	96.55
I	MAINTAINING LINEN SUPPLY	14.58	6.78	0.99	97.54
H	REPORTING AND DISPOSING OF MATERIEL	40.62	2.10	0.85	98.39
F	INSPECTING PROPERTY	19.17	2.35	0.69	99.08
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	31.25	2.06	0.64	99.72
C	EVALUATING	12.50	1.97	0.5	99.96

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRS= 96  
KPATH ORDER FROM 782 TO 877 GROUP STAGE= 110

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
N	15 OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	86.46	2.25	1.94	1.94
N	7 KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	82.29	2.23	1.84	3.78
L	15 POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	83.33	2.16	1.80	5.58
N	3 FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	90.62	1.96	1.78	7.36
N	13 OFFSET ADJUSTMENT TRANSACTION CARDS	85.42	2.01	1.72	9.08
N	8 KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	86.46	1.94	1.68	10.75
N	14 OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	81.25	2.03	1.65	12.41
N	9 MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	86.46	1.89	1.63	14.04
N	4 FORWARD PUNCHED QUANTITY REQUESTED CARD DECKS TO DATA PROCESSING INSTALLATION	80.21	1.94	1.56	15.59
P	7 FILE COMPLETED DOCUMENTS	75.00	2.02	1.51	17.11
M	9 PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	70.83	2.11	1.49	18.60
N	11 MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	77.06	1.76	1.36	19.96
L	6 FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	80.21	1.66	1.33	21.29
J	1 ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	63.33	1.58	1.32	22.61
M	10 PROCESS RECEIPTS FROM LOCAL PURCHASE	72.92	1.78	1.30	23.91
N	1 COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	63.54	1.98	1.26	25.17
N	22 RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	75.00	1.68	1.26	26.43
N	2 FILE ZERO BALANCE CARDS	79.17	1.59	1.26	27.68
P	2 ASSIGN OR CANCEL DOCUMENT NUMBERS	75.00	1.64	1.23	28.91
N	19 PREPARE INPUT DATA AND READ OUTPUT FOR STOCK BALANCES	66.67	1.80	1.20	30.11
K	5 EDIT ISSUE REQUESTS	62.50	1.88	1.17	31.28
N	17 PREPARE INPUT DATA AND READ OUTPUT FOR DECREASE AND INCREASE TRANSACTIONS	66.67	1.73	1.15	32.43
P	3 CODE AND EDIT SOURCE DOCUMENTS	62.50	1.77	1.10	33.54
M	11 RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	61.46	1.72	1.06	34.59
P	12 MAKE QUALITY CONTROL CHECK OF SUCH ITEMS AS POSTING CONTROL CODES OR ANALYSES CODES	53.12	1.96	1.04	35.63
N	16 PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	55.21	1.87	1.03	36.67
P	19 MAINTAIN SUPPLY DOCUMENT REGISTER	53.12	1.91	1.01	37.68
P	27 REVIEW DOCUMENTS PRIOR TO FILING	56.25	1.78	1.00	38.68
P	8 REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	57.29	1.73	0.99	39.67
N	5 FORWARD SHOPPING DECKS TO BASE DATA PROCESSING INSTALLATION	59.37	1.66	0.99	40.66
N	21 RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	59.37	1.65	0.98	41.64
N	20 PREPARE PCAM DAILY UTILIZATION REPORT	58.33	1.66	0.97	42.61

N	18 PREPARE INPUT DATA AND READ OUTPUT FOR DOCUMENTATION OF TRANSACTIONS	58.33	1.66	0.97	43.58
M	15 REVIEW RECEIVING DOCUMENTS	62.50	1.54	0.96	44.54
P	13 MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	46.87	2.05	0.96	45.51
P	9 FILE UP-DATED DOCUMENT REGISTERS	54.17	1.74	0.94	46.45
K	27 SCREEN REQUESTS FOR SUPPLIES	55.21	1.69	0.93	47.38
M	4 MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	56.25	1.65	0.93	48.30
L	1 ADJUST BALANCE CARDS FOR SUSPENDED ITEMS	68.75	1.31	0.90	49.20
P	11 INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	54.17	1.65	0.89	50.10
Q	9 MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	51.04	1.74	0.89	50.98
P	17 MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS	47.92	1.83	0.88	51.80
N	12 MAINTAIN SUPPLY OF BLANK PCAM CARDS	64.58	1.31	0.85	52.71
J	15 REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	57.29	1.42	0.81	53.52
M	6 MAINTAIN REQUISITION HISTORY FILE	52.08	1.52	0.79	54.31
M	3 EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	48.96	1.58	0.77	55.08
P	4 CODE LOCAL PURCHASE DOCUMENTS	47.92	1.60	0.77	55.85
M	1 CHECK ACCURACY OF DEPOT REQUISITIONS	48.96	1.56	0.76	56.61
L	5 DISTRIBUTE COPIES OF ISSUE REQUESTS	43.75	1.69	0.74	57.35
K	7 EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	45.83	1.60	0.73	58.08
N	23 SELECT DATA ELEMENTS FOR RECORDING TRANSACTIONS	42.71	1.68	0.72	58.80
N	6 KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	45.83	1.54	0.70	59.50
K	1 ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	46.87	1.47	0.69	60.19
P	8 FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	41.67	1.61	0.67	60.86
P	26 RECORD TRANSACTIONS ON TRANSACTION REGISTER	36.46	1.71	0.62	61.48
A	7 COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	42.71	1.45	0.62	62.11
P	1 ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	35.42	1.70	0.60	62.71
J	14 REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	43.75	1.37	0.60	63.30
K	29 VERIFY UNIT COSTS OF PROPERTY ITEMS	41.67	1.41	0.59	63.89
K	26 SCREEN, COMPUTE, AND POST STOCK LEVELS	41.67	1.32	0.55	64.44
J	16 REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	41.67	1.32	0.55	64.99
L	17 PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (DD FORM 1348)	37.50	1.46	0.55	65.54
L	3 COMPLETE ENTRIES ON RECEIVING DOCUMENTS	36.46	1.49	0.54	66.08
K	25 REQUEST WAREHOUSE TO DELIVER MATERIEL	36.46	1.46	0.53	66.62
A	34 SET UP, MAINTAIN, OR DISPOSE OF FILES	39.58	1.31	0.52	67.14
M	5 MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	36.46	1.41	0.51	67.65
K	24 RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	38.54	1.33	0.51	68.16
L	7 FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	32.29	1.58	0.51	68.67
J	2 CALCULATE THE INVENTORY BALANCE	40.62	1.24	0.51	69.18
L	23 SEPARATE STOCK RECORD CARDS FOR NON-STOCK LISTED ITEMS	40.62	1.20	0.49	69.67
P	5 DISPOSE OF INACTIVE DOCUMENTS	38.54	1.26	0.49	70.15
J	7 INSPECT RECEIPTS AND ISSUES FOR PROCESSING PRIOR TO INVENTORY	34.37	1.40	0.48	70.64
K	8 ESTABLISH MINIMUM STOCK LEVELS	38.54	1.17	0.45	71.09
J	13 RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	35.42	1.25	0.44	71.53
L	8 MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	28.12	1.57	0.44	71.97
K	11 MAINTAIN DATE-OF-AVAILABILITY LIST OF NEWLY STOCKLISTED MATERIEL	33.33	1.25	0.42	72.39
D	6 GIVE INFORMAL TRAINING TO INDIVIDUALS	34.37	1.20	0.41	72.80

M	8 PREPARE AND MAINTAIN RECORDS OR DOCUMENTS FOR NON-MEDICAL MATERIEL	29.17	1.19	0.41	73.21
E	9 DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	31.25	1.30	0.40	73.61
E	18 ISSUE MATERIEL TO USING ACTIVITY	31.25	1.29	0.40	74.02
J	8 MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	28.12	1.32	0.37	74.39
N	10 MAINTAIN NEWLY-STOCKLISTED ITEM PCAM CARD FILE	26.04	1.42	0.37	74.76
H	5 PREPARE DESTRUCTION DOCUMENTS FOR AND DESTROY MEDICAL EXCESS	31.25	1.17	0.37	75.12
K	14 POST STOCK SUSPENSION NOTICES	33.33	1.10	0.37	75.49
J	9 MAKE PHYSICAL COUNT OF PROPERTY ITEMS	32.29	1.10	0.35	75.84
J	11 PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	32.29	1.10	0.35	76.20
A	5 COMPUTE ECONOMIC ORDER QUANTITIES (EOQS)	28.12	1.26	0.35	76.55
P	25 RECORD BASIC IDENTIFYING DATA ON DOCUMENTS	25.00	1.38	0.34	76.90
M	14 REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC BIOLOGICALS AND REAGENTS	36.46	0.92	0.33	77.23
E	42 UNLOAD INCOMING SHIPMENTS	30.21	1.06	0.32	77.55
J	5 COORDINATE WITH BASE DATA PROCESSING INSTALLATION FOR PREPARATION OF INVENTORY COUNT LISTINGS	28.12	1.14	0.32	77.87
M	2 DETERMINE REQUISITION PRIORITIES	28.12	1.14	0.32	78.19
K	6 EDIT OUTGOING OR INCOMING EXCESS REPORTS	20.83	1.52	0.32	78.51
E	41 TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	28.12	1.12	0.32	78.82
L	9 MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	25.00	1.25	0.31	79.14
Q	11 PREPARE AND PROCESS RECEIVING REPORTS FOR LOCAL PURCHASE ITEMS	18.75	1.65	0.31	79.45
A	6 COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	25.00	1.23	0.31	79.75
E	17 ISSUE DATED ITEMS	29.17	1.01	0.29	80.05
P	23 PREPARE DOCUMENTS TO BE DESTROYED OR RETIRED	23.96	1.20	0.29	80.33
L	13 NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	25.00	1.13	0.28	80.62
Q	26 SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	19.79	1.40	0.28	80.89
L	14 ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	27.08	1.01	0.27	81.17
A	22 PLAN PROCEDURES FOR MAINTAINING SUPPLY STOCK RECORDS	20.83	1.31	0.27	81.44
E	1 CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	22.92	1.17	0.27	81.71
M	13 REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	30.21	0.87	0.26	81.97
L	4 COMPUTE THE QUANTITY ON HAND OF SUSPENDED ITEMS	21.87	1.16	0.25	82.23
Q	4 ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITY	18.75	1.33	0.25	82.48
U	8 INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	20.83	1.17	0.24	82.72
E	3 COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	21.87	1.09	0.24	82.96
K	18 PREPARE SALVAGE DOCUMENTS	25.00	0.95	0.24	83.19
E	21 LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	21.87	1.08	0.24	83.43
K	12 NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	22.92	1.02	0.23	83.67
P	18 MAINTAIN LOCAL PROCUREMENT DOCUMENT REGISTER	13.54	1.73	0.23	83.90
P	15 MAINTAIN FILE OF BASE ERROR AND/OR CORRECTION SHEETS (AF FORM 150)	12.50	1.79	0.22	84.12
P	21 MONITOR THE FLOW OF DOCUMENTS BETWEEN PROCESSING POINTS	16.67	1.34	0.22	84.35
K	2 COMPUTE FILL RATES	21.87	1.02	0.22	84.57
L	19 PREPARE FORMS TO SUSPEND UNSUITABLE MATERIEL FROM ISSUE	20.83	1.05	0.22	84.79
O	1 ASSIGN NON-MIMS VOUCHER NUMBERS TO TRANSACTIONS	19.79	1.08	0.21	85.00
A	4 ASSIGN ISSUE PRIORITIES	16.67	1.28	0.21	85.22

M	7	POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (OA)	16.67	1.25	0.21	85.42
J	3	COMPUTE INVENTORY ACCURACY PERCENTAGES	19.79	1.05	0.21	85.63
Q	29	VALIDATE AND DISTRIBUTE LOCAL PURCHASE RECEIVING DOCUMENTS	14.58	1.41	0.21	85.84
M	16	TYPE MATERIEL SOURCE DOCUMENTS	15.62	1.30	0.20	86.04
K	9	FILL OUT FORMS FOR CONDEMNED ITEMS	18.75	1.05	0.20	86.24
Q	5	MAINTAIN FILE OF LOCAL PURCHASE ORDERS, CONTRACTS, RECEIVING REPORTS, OR SIMILAR DOCUMENTS	13.54	1.44	0.20	86.44
F	21	VERIFY UNIT OF ISSUE FOR PROPERTY ITEMS	17.71	1.09	0.19	86.63
L	16	POST RETURNS TO VENDORS	19.79	0.97	0.19	86.82
Q	27	SET LEVELS AND REQUIREMENT CODES FOR NON-STOCKLISTED ITEMS	13.54	1.35	0.18	87.00
K	20	PREPARE AND DISTRIBUTE DOCUMENTS FOR PROPERTY FOUND ON BASE	15.62	1.16	0.18	87.18
G	10	PREPARE REQUISITIONS FOR WRM	18.75	0.96	0.18	87.36
B	7	SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	13.54	1.33	0.18	87.54
L	11	MONITOR PRIORITY STATUS OF REQUISITIONS	19.79	0.91	0.18	87.72
E	30	PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	18.75	0.95	0.18	87.90
D	7	INDOCTRINATE NEWLY ASSIGNED PERSONNEL	15.62	1.13	0.18	88.08
P	24	PREPARE FACSIMILES OF LOST DOCUMENTS FROM SUSPENSE COPIES	18.75	0.92	0.17	88.25
M	12	RECORD FUND OBLIGATIONS	12.50	1.33	0.17	88.42
E	23	MAKE DELIVERIES TO USING ACTIVITY	19.79	0.84	0.17	88.58
E	43	VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	22.92	0.72	0.16	88.75
B	14	SUPERVISE MACHINE ROOM OPERATIONS	9.37	1.75	0.16	88.91
A	20	PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	13.54	1.21	0.16	89.08
G	5	INVENTORY WRM MATERIELS	17.71	0.90	0.16	89.24
E	10	EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	15.62	1.00	0.16	89.39
A	26	PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	14.58	1.04	0.15	89.54
L	22	SCREEN REQUESTS FOR LOCAL PURCHASE	11.46	1.30	0.15	89.69
B	20	SUPERVISE REQUISITIONING OF MATERIEL	9.37	1.59	0.15	89.84
O	10	MAINTAIN AND ISSUE STOCKS OF NON-MEDICAL SUPPLIES	8.33	1.77	0.15	89.99
E	22	MAINTAIN AND SEARCH STOCK LOCATOR FILE OR AIR FORCE LOCATOR CARDS	9.37	1.57	0.15	90.14
K	17	PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	14.58	0.99	0.14	90.28
G	3	COMPUTE PEACETIME OPERATING STOCKS (POS) REQUIREMENTS	14.58	0.98	0.14	90.42
K	3	DETERMINE REQUISITION TRANSMISSION METHODS	13.54	1.03	0.14	90.56
B	26	SUPERVISE THE STOCK RECORD ACCOUNT	7.29	1.88	0.14	90.70
E	14	IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	17.71	0.77	0.14	90.84
Q	10	PREPARE AND DISTRIBUTE SOURCE DOCUMENTS INVOLVING PAYMENT TO VENDORS	8.33	1.60	0.13	90.97
L	21	RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	12.50	1.06	0.13	91.10
I	11	PICK UP LINENS FROM AND DELIVER TO USING ACTIVITY	9.37	1.42	0.13	91.24
L	12	NOTIFY AFMMFO OF ITEMS SUSPENDED	12.50	1.05	0.13	91.37
P	6	DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	13.54	0.95	0.13	91.49
L	20	PREPARE INVENTORY CONTROL RECORDS FOR ACCEPTABLE TURN-INS	13.54	0.93	0.13	91.62
G	9	POST GWMR LEVELS AND COMPOSITION	12.50	1.00	0.12	91.75
E	11	FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DD FORM 1348-1)	14.58	0.84	0.12	91.87
H	3	DETERMINE THE METHOD OF DESTRUCTION FOR DIFFERENT TYPES OF MEDICAL SUPPLIES	8.33	1.42	0.12	91.99
Q	3	EDIT OUTPUT FOR DUE-IN AND DUE-OUT DATA OF USING ACTIVITIES	9.37	1.25	0.12	92.10
L	24	TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	14.58	0.80	0.12	92.22
G	12	RECONCILE AFMMFO LETTERS WITH WRM WORKSHEET	11.46	1.02	0.12	92.34
I	8	ESTIMATE OR COUNT QUANTITIES OF ISSUED AND PICKED UP LINENS	9.37	1.24	0.12	92.45

A	1	ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	11.46	0.96	0.11	92.56
I	20	SEND LINEN TO LAUNDRY AND RECEIVE FROM LAUNDRY	9.37	1.15	0.11	92.67
Q	2	EDIT MACHINE-COMPUTED REQUIREMENTS LISTING OF NON-STOCKLISTED ITEMS	8.33	1.26	0.11	92.78
H	7	PREPARE DOCUMENTS FOR THE TURN-IN OF OUT-DATED X-RAY FILM	12.50	0.84	0.10	92.88
L	10	MAKE ENTRIES ON STOCK LOCATOR CARDS TO SHOW CHANGES IN LOCATION OF PROPERTY ITEMS	6.25	1.65	0.10	92.98
A	23	PLAN PROCEDURES FOR MAKING INVENTORY ADJUSTMENTS	11.46	0.89	0.10	93.09
E	37	ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	13.54	0.75	0.10	93.19
A	24	PLAN PROCEDURES FOR THE ADMINISTRATION OF THE STOCK RECORD ACCOUNT	7.29	1.36	0.10	93.29
E	7	DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	9.37	1.06	0.10	93.38
A	37	WRITE JOB DESCRIPTION	4.17	2.38	0.10	93.48
J	4	CONDUCT INVENTORIES OF LOCAL PURCHASE ITEMS	10.42	0.95	0.10	93.58
H	6	PREPARE DOCUMENTS FOR THE TRANSFER OF EXCESS REQUIRED NON-MEDICAL ITEMS TO BASE SUPPLY	9.37	1.04	0.10	93.68
G	2	COMPUTE GROSS WARTIME MATERIEL REQUIREMENTS (GWMR)	12.50	0.76	0.09	93.78
A	2	ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	8.33	1.09	0.09	93.87
I	1	CARRY OUT CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	7.29	1.24	0.09	93.96
B	6	MONITOR THE MEDICAL INVENTORY MANAGEMENT SYSTEM (MIMS)	7.29	1.21	0.09	94.05
B	24	SUPERVISE THE FURNISHING OF MEDICAL MATERIEL TRANSACTION DOCUMENTS TO BAFO	5.21	1.70	0.09	94.13
P	16	MAINTAIN FILE OF PROPERTY ACCOUNTS	6.25	1.41	0.09	94.22
I	10	MARK LINENS AND INDIVIDUAL CLOTHING ITEMS	8.33	1.05	0.09	94.31
H	4	PREPARE AND SUBMIT REPORTS OF EXCESS PROPERTY TO AFMMFO (SFS 120, 120A)	9.37	0.93	0.09	94.40
B	9	SUPERVISE CONTROL OF MATERIEL DOCUMENTS	6.25	1.39	0.09	94.48
A	25	PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	6.25	1.35	0.08	94.57
J	6	ESTABLISH AND POST NOTICES OF INVENTORY DEADLINE DATES	6.25	1.30	0.08	94.65
E	29	PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	10.42	0.77	0.08	94.73
A	29	PLAN TECHNIQUES FOR HANDLING MECHANIZED ACCOUNTS	5.21	1.50	0.08	94.81
A	11	ESTABLISH WORK SCHEDULES	6.25	1.20	0.08	94.88
F	9	IDENTIFY WAR READINESS MATERIEL TO PREVENT UNAUTHORIZED MOVEMENT OR USE	7.29	1.02	0.07	94.96
E	40	SET UP BINS, RACKS, BAYS, OR OTHER STORAGE FACILITIES	10.42	0.69	0.07	95.03
Q	24	RECEIVE AND PROCESS REQUESTS FOR ITEMS TO BE PURCHASED WITH PETTY CASH FUNDS	6.25	1.15	0.07	95.10
G	13	ROTATE WRM	7.29	0.98	0.07	95.17
I	17	PROTECT CLEAN LINENS FROM DUST	6.25	1.14	0.07	95.24
A	14	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	7.29	0.97	0.07	95.31
B	15	SUPERVISE MEDICAL MATERIEL SPECIALISTS (91550)	6.25	1.13	0.07	95.38
Q	14	PREPARE AND SUBMIT LOCAL PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	4.17	1.69	0.07	95.46
L	18	PREPARE AND DISTRIBUTE THE STOCK STATUS REPORT	7.29	0.96	0.07	95.53
K	23	RECONCILE THE SECURITY RECORD CARD BALANCES WITH STOCK RECORD CARD BALANCES	7.29	0.96	0.07	95.60
E	38	SEGREGATE INCOMING SHIPMENTS FOR INSPECTION	10.42	0.66	0.07	95.66
Q	28	SUBMIT SUGGESTED SOURCES OF LOCAL PURCHASE ITEMS TO BASE PURCHASING AND CONTRACT OFFICE (P + C)	6.25	1.09	0.07	95.73

G	1 COMPUTE ASSETS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	9.37	0.70	0.07	95.80
F	11 INITIATE STOCK CHANGE DOCUMENTS FOR UNIDENTIFIED ITEMS	7.29	0.89	0.07	95.86
B	17 SUPERVISE PHYSICAL ISSUING OF MATERIEL	5.21	1.23	0.06	95.93
J	10 PERFORM PRE-INVENTORY SURVEY	8.33	0.76	0.06	95.99
Q	8 MAINTAIN LIBRARY OF GSA CATALOGUES, VENDORS' CATALOGUES, AND OTHER PROCUREMENT DATA	8.33	0.76	0.06	96.05
F	10 INITIATE ISSUE REQUESTS FOR ITEMS NEEDED TO COMPLETE ASSEMBLIES	5.21	1.19	0.06	96.12
A	10 ESTABLISH INVENTORY CUT-OFF DOCUMENT NUMBERS	7.29	0.83	0.06	96.18
G	6 MAKE SURVEYS TO INSURE ACCURACY OF WRM LOCATOR FILES	6.25	0.96	0.06	96.24
K	13 POST RECEIPTS AND ISSUES OF SECURITY ITEMS TO VAULT RECORD CARDS	4.17	1.44	0.06	96.30
Q	1 COORDINATE WITH OTHER AGENCIES TO DETERMINE WHICH LOCAL PURCHASE ITEMS SHOULD BE STOCKLISTED	5.21	1.15	0.06	96.36
Q	25 RECEIVE, INSPECT, AND STORE LOCAL PURCHASE ITEMS	7.29	0.81	0.06	96.42
I	2 COMPLETE LINEN SUPPLY RECORDS (AF FORM 581)	5.21	1.13	0.06	96.47
E	6 DELIVER OUTSHIPMENTS	8.33	0.70	0.06	96.53
Q	12 PREPARE AND SUBMIT EMERGENCY PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	5.21	1.10	0.06	96.59
B	5 MONITOR EXCESS ITEMS PROGRAM	5.21	1.10	0.06	96.65
Q	23 RECEIVE AND DISTRIBUTE CORRESPONDENCE PERTINENT TO LOCAL PURCHASE	4.17	1.35	0.06	96.70
B	1 ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	7.29	0.77	0.06	96.76
A	32 RECOMMEND CHANGES IN TECHNICAL ORDERS, MANUALS, HANDBOOKS, OR OPERATING PROCEDURES	5.21	1.06	0.05	96.81
A	27 PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	6.25	0.85	0.05	96.87
O	32 PREPARE TEMPORARY CUSTODY RECEIPTS (AF FORM 1297)	6.25	0.82	0.05	96.92
E	28 PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	7.29	0.68	0.05	96.97
E	32 PREPARE AND ATTACH SHIPPING TAGS, LABELS, OR DOCUMENTS	8.33	0.59	0.05	97.02
P	10 INSPECT CHARGE-OUT RECORDS (AF FORM 614) TO INSURE RETURN OF LOANED DOCUMENTS	4.17	1.18	0.05	97.07
E	5 CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	7.29	0.67	0.05	97.12
D	4 COUNSEL INDIVIDUALS ON TRAINING PROGRESS	5.21	0.94	0.05	97.17
Q	22 PURCHASE SMALL DOLLAR VALUE ITEMS	4.17	1.16	0.05	97.21
E	34 PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	10.42	0.46	0.05	97.26
K	21 PROCESS AND REPORT MEDICAL MATERIEL COMPLAINTS	7.29	0.64	0.05	97.31
B	12 SUPERVISE LINEN SUPPLY ACTIVITY	4.17	1.11	0.05	97.35
O	31 PREPARE STOCK OR PRICE CHANGE VOUCHERS FOR EQUIPMENT	4.17	1.10	0.05	97.40
E	39 SEGREGATE MATERIEL TO BE INVENTORIED	7.29	0.63	0.05	97.45
I	7 DYE WORN LINENS	5.21	0.85	0.04	97.49
D	2 CONDUCT OJT PROGRAMS	5.21	0.85	0.04	97.53
F	3 DESIGNATE ITEMS FOR DISPOSAL	4.17	1.05	0.04	97.58
F	7 IDENTIFY ITEMS TO BE TRANSFERRED	5.21	0.84	0.04	97.62
O	14 MAINTAIN HISTORY FILE OF PCAM CARDS ON EQUIPMENT	5.21	0.83	0.04	97.67
K	22 RECONCILE THE DOLLAR VALUE OF INVENTORY CATEGORIES WITH THE DOLLAR VALUE OF ACCOUNTING OFFICE RECORDS	5.21	0.83	0.04	97.71
G	4 COMPUTE REQUIREMENTS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	7.29	0.59	0.04	97.75
G	8 POSITION MMPNC OR SCATA MATERIEL	4.17	1.02	0.04	97.79
B	3 DIRECT STORAGE, ISSUE, AND SAFEGUARDING OF SECURITY ITEMS	5.21	0.79	0.04	97.84

E	36	RECEIVE, ISSUE, OR PACKAGE SECURITY ITEMS	8.33	0.49	0.04	97.88
A	33	SELECT PROCUREMENT SOURCES (CP OR LP) FOR ISSUE REQUESTS	2.08	1.92	0.04	97.92
E	13	GROUP PROPERTY ITEMS FOR PACKAGING	5.21	0.75	0.04	97.96
A	9	DEVELOP STANDARD OPERATING PROCEDURE (SOP) FOR EMERGENCY SUPPLY SITUATIONS	2.08	1.85	0.04	97.99
I	3	COMPUTE LINEN LEVELS FOR USING ACTIVITIES	4.17	0.91	0.04	98.03
P	22	PREPARE CERTIFICATES OF LOST DOCUMENTS	5.21	0.68	0.04	98.07
A	19	PLAN PROCEDURES AND SEQUENCES FOR TAKING INVENTORIES	5.21	0.67	0.04	98.10
I	12	PREPARE AND FORWARD REQUESTS FOR ISSUE OF LINEN ITEMS	5.21	0.65	0.03	98.14
I	5	DEVISE CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	4.17	0.82	0.03	98.17
E	31	PLACE LOCATION SYMBOLS ON WAREHOUSE BINS, RACKS, OR BAYS	5.21	0.65	0.03	98.21
B	4	IMPLEMENT CONTROLS AND FOLLOW-UP FOR NEW PROCEDURES	4.17	0.81	0.03	98.24
F	2	CONDUCT SPECIAL-SUBJECT INSPECTIONS	2.08	1.61	0.03	98.27
C	4	CONDUCT INSPECTIONS OF DOCUMENT CONTROL WORK METHODS	2.08	1.59	0.03	98.31
E	35	PROCESS PROPERTY ACCOMPANYING PATIENTS	5.21	0.62	0.03	98.34
F	16	INSPECT TURN-IN ITEMS	4.17	0.76	0.03	98.37
H	8	REVIEW EXCESS EQUIPMENT OR SUPPLY TURN-IN DOCUMENTS AND DETERMINE EXCESS OR SALVAGE ACTION	3.12	1.01	0.03	98.40
I	15	PREPARE FORMS FOR TURN-IN OF LINEN TO THE LAUNDRY	3.12	1.01	0.03	98.43
C	9	DETERMINE NEED FOR EXTRA INVENTORIES	5.21	0.60	0.03	98.46
C	13	EVALUATE INVENTORY ADJUSTMENTS	3.12	1.00	0.03	98.50
E	4	CONDITION CODE SUPPLY ITEMS	3.12	1.00	0.03	98.53
O	16	MAINTAIN PERSONAL CLOTHING AND EQUIPMENT RECORDS	4.17	0.74	0.03	98.56
F	4	DETERMINE CAUSE OF UNSERVICEABLE CONDITION OF PROPERTY	3.12	0.98	0.03	98.59
D	1	ADAPT AND MAINTAIN TRAINING AIDS	4.17	0.72	0.03	98.62
C	11	EVALUATE EFFECTIVENESS OF THE LINEN SUPPLY ACTIVITY	3.12	0.95	0.03	98.65
P	14	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS AT USING ACTIVITY	2.08	1.41	0.03	98.68
E	27	PACK OR CRATE ITEMS FOR SHIPPING	7.29	0.39	0.03	98.71
I	16	PROCESS CLOTHING ITEMS OF HOSPITAL PERSONNEL	3.12	0.92	0.03	98.73
C	14	EVALUATE MEDICAL MATERIEL COMPLAINTS OR SUGGESTIONS FOR CORRECTIVE ACTION	3.12	0.91	0.03	98.76
A	13	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE EQUIPMENT ACTIVITY	2.08	1.33	0.03	98.79
I	9	INVENTORY CONTROLLED LINEN ITEMS	4.17	0.66	0.03	98.82
E	19	LIST EXPENDABLE ITEMS CONSUMED IN THE MEDICAL SUPPLY OPERATION	4.17	0.66	0.03	98.84
I	18	REPAIR OR REPLACE WORN OR DAMAGED LINENS	4.17	0.65	0.03	98.87
B	23	SUPERVISE THE DISPOSAL AND SALVAGE OF MATERIEL	2.08	1.29	0.03	98.90
A	18	PLAN CONTROLS OVER WRM SUPPLIES AND EQUIPMENT	3.12	0.85	0.03	98.93
A	16	ORGANIZE PROCEDURES FOR BASE PROCUREMENT OF LOCAL PURCHASE MATERIEL	1.04	2.53	0.03	98.95
O	8	FORWARD TEMPORARY CUSTODY RECEIPTS FOR THE LOAN OF PROPERTY TO PATIENTS	3.12	0.81	0.03	98.98
H	2	ARRANGE FOR WITNESSES TO OBSERVE THE DESTRUCTION OF MEDICAL SECURITY ITEMS	3.12	0.79	0.02	99.00
C	3	COMPLETE PERSONEL PERFORMANCE REPORTS	4.17	0.59	0.02	99.03
I	13	PREPARE AND SUBMIT QUARTERLY LINEN INVENTORY AND CONSUMPTION REPORT	5.21	0.47	0.02	99.05
B	22	SUPERVISE STORAGE AND RECEIPT OF MATERIEL	3.12	0.78	0.02	99.07
D	3	COORDINATE PROCEDURES FOR RESERVIST TRAINING	3.12	0.77	0.02	99.10
F	6	ENTER RE-INSPECTION DATES ON PROPERTY ITEMS	3.12	0.76	0.02	99.12

E	14	INSPECT HANDLING, LOADING, OR STORING OF PROPERTY RELEASED FOR SHIPMENT	5.21	0.45	0.02	99.15
E	24	MARK SHIPPING CONTAINERS	5.21	0.45	0.02	99.17
K	16	PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENT (DD FORM 6)	5.21	0.45	0.02	99.19
K	10	INVESTIGATE DISCREPANCIES ENCOUNTERED IN THE INVENTORY OF SECURITY ITEMS	3.12	0.74	0.02	99.22
E	44	WRAP AND PACK PROPERTY FOR STORAGE	4.17	0.55	0.02	99.24
H	1	ADVISE BASE SUPPLY OFFICER OF EXCESS NON-MEDICAL ITEMS	2.08	1.08	0.02	99.26
Q	13	PREPARE AND SUBMIT LIST OF DELINQUENT LOCAL PURCHASE ORDERS TO BASE PROCUREMENT ACTIVITY	2.08	1.07	0.02	99.28
K	19	PREPARE SCHEDULE FOR STAGGERED SUBMISSION OF REQUESTS	2.08	1.06	0.02	99.31
K	15	PREPARE AND SUBMIT QUARTERLY FEEDER REPORTS	3.12	0.71	0.02	99.33
D	13	PREPARE LESSON PLANS	2.08	1.05	0.02	99.35
L	2	AUDIT AND FORWARD THE QUARTERLY MIMS REPORT	4.17	0.52	0.02	99.37
D	9	INSTRUCT PERSONNEL IN STORAGE OF CLASSIFIED DOCUMENTS	1.04	2.07	0.02	99.39
E	15	INSPECT AND INVENTORY STOCK STORED IN HOSPITAL FOR AIR EVACUATION PROGRAM	3.12	0.67	0.02	99.41
B	10	SUPERVISE DELIVERY AND TRANSFER OF MATERIEL	2.08	1.00	0.02	99.43
C	2	COMPILE MANAGEMENT DATA FOR USE IN EVALUATION OF SUPPLY PROGRAM	2.08	0.96	0.02	99.45
F	20	VERIFY SECURITY CLASSIFICATION OF PROPERTY ITEMS	3.12	0.62	0.02	99.47
O	25	PREPARE DOCUMENTS FOR NON-MEDICAL EQUIPMENT TRANSACTIONS	3.12	0.60	0.02	99.49
E	12	FORWARD OR RECEIVE EQUIPMENT ITEMS FOR USER TESTS	3.12	0.60	0.02	99.51
C	15	EVALUATE REQUESTS FOR LOCAL PURCHASE	2.08	0.88	0.02	99.53
D	12	PREPARE, ADMINISTER, OR SCORE TESTS	2.08	0.87	0.02	99.55
Q	17	PREPARE REPORT OF LOCAL PURCHASES	3.12	0.56	0.02	99.57
A	28	PLAN SPACE LAYOUTS FOR SUPPLIES OR EQUIPMENT	3.12	0.52	0.02	99.58
C	8	CONDUCT INSPECTIONS OF WAREHOUSE WORK METHODS	2.08	0.75	0.02	99.60
J	12	PREPARE REPORTS OF SURVEY FOR UNACCEPTABLE ADJUSTMENTS (DD FORM 200)	3.12	0.49	0.02	99.61
A	12	OPEN NEW MEMO ACCOUNTS	2.08	0.73	0.02	99.63
O	26	PREPARE DOCUMENTS FOR OFF-BASE REPAIR OF EQUIPMENT	2.08	0.72	0.01	99.64
I	19	SCREEN LINEN TO DETECT DAMAGED OR WORN ITEMS	2.08	0.68	0.01	99.66
I	6	DRAFT AND SUBMIT LINEN SUPPLY BUDGET ESTIMATES	1.04	1.26	0.01	99.67
E	26	OPERATE FORK LIFT FOR MATERIEL HANDLING	3.12	0.42	0.01	99.68
F	12	INSPECT CONTAINERS AND LABELS OF CORROSIVE, VOLATILE, COMBUSTIBLE, OR POISONOUS MATERIALS	3.12	0.42	0.01	99.70
E	2	CLEAN AND DRY PROPERTY ITEMS	3.12	0.40	0.01	99.71
G	7	MONITOR THE INSPECTION AND ROTATION OF MMPNC PHASE I KITS	3.12	0.40	0.01	99.72
F	5	DETERMINE INTERCHANGEABILITY OF ITEMS	2.08	0.59	0.01	99.73
A	15	ORGANIZE MAINTENANCE SUPPORT FUNCTIONS	1.04	1.15	0.01	99.75
O	35	REPORT DISCREPANCIES IN STOCK STATUS REPORT TO STOCK RECORDS SECTION FOR PREPARATION OF NEW REPORT	1.04	1.13	0.01	99.76
F	13	INSPECT ITEMS IN STORAGE FOR SIGNS OF CORROSION, DECAY, OR DETERIORATION	3.12	0.37	0.01	99.77
P	20	MONITOR MEMO DOCUMENT REGISTER	1.04	1.04	0.01	99.78
K	28	TYPE AND DISTRIBUTE CATALOG OF MEDICAL NON-STOCKLISTED ITEMS	1.04	1.00	0.01	99.79
Q	18	PREPARE SHIPPING DOCUMENTS FOR LOCAL PURCHASE CREDIT ITEMS BEING RETURNED TO VENDOR	2.08	0.49	0.01	99.80
E	25	MONITOR TEMPERATURE, HUMIDITY, OR DUST CONDITIONS WITHIN STORAGE FACILITY	2.08	0.48	0.01	99.81
D	15	RECOMMEND INDIVIDUALS FOR SPECIALTY KNOWLEDGE TESTING	2.08	0.46	0.01	99.82

Q	21	PROVIDE FUND CITATION AND AUTHORIZATION FOR CASH PURCHASE	1.04	.89	0.01	99.63
O	36	REVIEW AND FORWARD REQUESTS FOR TEMPORARY LOAN OF EQUIPMENT	1.04	0.88	0.01	99.84
D	14	PREPARE TRAINING RECORDS OR CHARTS	1.04	0.87	0.01	99.85
B	21	SUPERVISE SPECIAL PROJECT AND SPECIAL DUTY ACTIVITIES	1.04	0.85	0.01	99.86
F	14	INSPECT PROPERTY FOR REPAIRS OR REPLACEMENTS	2.08	0.38	0.01	99.86
Q	11	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS	1.04	0.74	0.01	99.87
Q	20	PROCURE NARCOTICS	2.08	0.37	0.01	99.88
I	4	COORDINATE NEGOTIATIONS FOR THE LAUNDERING OF LINENS	2.08	0.33	0.01	99.89
A	9	DEVELOP STANDARD OPERATING PROCEDURE FOR REPAIR OF UNSERVICEABLE AND DAMAGED EQUIPMENT	1.04	0.67	0.01	99.89
C	17	SCHEDULE LEAVES OR PASSES	1.04	0.64	0.01	99.90
C	5	CONDUCT INSPECTIONS OF INVENTORY CONTROL WORK METHODS	1.04	0.64	0.01	99.91
F	15	INSPECT STORED PROPERTY TO SEE THAT LOAD LIMITS AND SECURITY CONDITIONS ARE MET	1.04	0.63	0.01	99.91
O	40	SEARCH EQUIPMENT ALLOWANCE PUBLICATIONS FOR BASIS OF ISSUE AND ALLOWANCES	1.04	0.59	0.01	99.92
O	18	NOTIFY WAREHOUSE TO FORWARD EQUIPMENT FOR USER TESTS	1.04	0.59	0.01	99.93
O	7	DETERMINE NEED FOR CONTRACT MAINTENANCE OF EQUIPMENT	1.04	0.57	0.01	99.93
Q	16	PREPARE REPORTS OF DISCREPANCY IN SHIPMENT FROM COMMERCIAL VENDORS	1.04	0.45	0.00	99.94
B	8	SUPERVISE CIVILIAN PERSONNEL	1.04	0.44	0.00	99.94
F	18	PREPARE STATEMENT OF FACTS FOR PROPERTY DAMAGED OR DESTROYED FOR REASONS OTHER THAN FAIR WEAR AND TEAR	1.04	0.43	0.00	99.95
F	1	CONDUCT FOLLOW-UP INSPECTIONS	1.04	0.42	0.00	99.95
O	30	PREPARE REQUESTS FOR CHANGES IN ALLOWANCES AND AUTHORIZATIONS (AF FORM 601A)	1.04	0.35	0.00	99.95
E	20	LIST COMPONENT PART SHORTAGES	1.04	0.35	0.00	99.96
F	17	PREPARE INSPECTION REPORTS	1.04	0.35	0.00	99.96
D	10	PLAN AND CONDUCT FORMAL CLASSROOM TRAINING	1.04	0.34	0.00	99.96

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 34  
KPATH ORDER FROM 782 TO 815 GROUP STAGE= 357  
TIME PERFECTLY DESCRIBED ON DUTIES= 81.53, TASKS= 58.85

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	100.00	29.97	29.97	29.97
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	100.00	24.13	24.13	54.11
M	REQUISITIONING MATERIEL	91.18	12.13	11.06	65.16
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	100.00	9.54	9.54	74.70
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	94.12	9.15	8.62	83.32
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	88.24	6.13	5.41	88.73
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	64.71	4.96	3.21	91.93
A	PLANNING AND ORGANIZING	67.65	3.86	2.61	94.55
E	PERFORMING WAREHOUSE FUNCTIONS	52.94	2.92	1.55	96.09
B	DIRECTING AND IMPLEMENTING	29.41	2.68	0.79	96.88
G	MAINTAINING WAR READINESS MATERIEL	38.24	1.97	0.75	97.63
H	REPORTING AND DISPOSING OF MATERIEL	41.18	1.59	0.65	98.29
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	35.29	1.72	0.61	98.90
D	TRAINING	26.47	1.97	0.52	99.42
F	INSPECTING PROPERTY	29.41	1.59	0.47	99.88
C	EVALUATING	5.88	1.36	0.08	99.96

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRS= 34  
KPATH ORDER FROM 732 TO 815 GROUP STAGE= 357  
TIME PERFECTLY DESCRIBED ON DUTIES= 81.53, TASKS= 58.85

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
L	15 POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	97.06	2.17	2.10	2.10
N	7 KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	94.12	2.18	2.05	4.16
N	15 OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	97.06	2.03	1.97	6.13
N	8 KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	97.06	1.86	1.80	7.93
N	9 MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	94.12	1.86	1.75	9.68
P	7 FILE COMPLETED DOCUMENTS	97.06	1.78	1.73	11.41
P	3 CODE AND EDIT SOURCE DOCUMENTS	97.06	1.75	1.70	13.10
N	14 OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	94.12	1.77	1.67	14.77
N	17 PREPARE INPUT DATA AND READ OUTPUT FOR DECREASE AND INCREASE TRANSACTIONS	97.06	1.68	1.63	16.40
N	17 PREPARE INPUT DATA AND READ OUTPUT FOR DECREASE AND INCREASE TRANSACTIONS	94.12	1.67	1.57	17.97
P	13 MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	82.35	1.90	1.57	19.54
M	9 PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	88.24	1.77	1.56	21.10
N	3 FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	94.12	1.66	1.56	22.66
N	19 PREPARE INPUT DATA AND READ OUTPUT FOR STOCK BALANCES	91.18	1.67	1.53	24.19
P	17 MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS	85.29	1.78	1.52	25.71
N	18 PREPARE INPUT DATA AND READ OUTPUT FOR DOCUMENTATION OF TRANSACTIONS	91.18	1.66	1.51	27.22
P	27 REVIEW DOCUMENTS PRIOR TO FILING	91.18	1.65	1.51	28.73
P	19 MAINTAIN SUPPLY DOCUMENT REGISTER	88.24	1.69	1.49	30.22
P	9 FILE JP-DATED DOCUMENT REGISTERS	91.18	1.58	1.44	31.66
P	2 ASSIGN OR CANCEL DOCUMENT NUMBERS	97.06	1.47	1.43	33.09
P	12 MAKE QUALITY CONTROL CHECK OF SUCH ITEMS AS POSTING CONTROL CODES OR ANALYSES CODES	76.47	1.87	1.43	34.52
N	11 MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	91.18	1.54	1.41	35.93
P	28 REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	88.24	1.59	1.40	37.33
N	4 FORWARD PUNCHED QUANTITY REQUESTED CARD DECKS TO DATA PROCESSING INSTALLATION	79.41	1.73	1.37	38.71
P	11 INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	88.24	1.51	1.34	40.05
K	5 EDIT ISSUE REQUESTS	76.47	1.64	1.25	41.30
N	16 PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	76.47	1.62	1.24	42.53
N	22 RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	82.35	1.39	1.15	43.68
M	15 REVIEW RECEIVING DOCUMENTS	76.47	1.50	1.14	44.82
N	2 FILE ZERO BALANCE CARDS	88.24	1.27	1.12	45.05
P	8 FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	70.59	1.54	1.09	47.03

K	27	SCREEN REQUESTS FOR SUPPLIES	67.65	1.60	1.08	48.12
M	10	PROCESS RECEIPTS FROM LOCAL PURCHASE	73.53	1.46	1.08	49.20
N	12	MAINTAIN SUPPLY OF BLANK PCAM CARDS	88.24	1.22	1.07	50.27
M	11	RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	67.65	1.57	1.06	51.33
L	6	FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	85.29	1.22	1.04	52.37
M	6	MAINTAIN REQUISITION HISTORY FILE	73.53	1.39	1.02	53.39
N	20	PREPARE PCAM DAILY UTILIZATION REPORT	76.47	1.31	1.01	54.40
L	5	DISTRIBUTE COPIES OF ISSUE REQUESTS	61.76	1.54	0.95	55.35
N	1	COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	55.88	1.66	0.93	56.28
N	21	RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	64.71	1.43	0.93	57.20
M	4	MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	64.71	1.43	0.93	58.13
J	1	ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	82.35	1.11	0.92	59.04
P	1	ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	55.88	1.61	0.90	59.94
P	4	CODE LOCAL PURCHASE DOCUMENTS	58.82	1.52	0.89	60.84
K	7	EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	55.88	1.60	0.89	61.73
L	17	PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (OD FORM 1348)	58.82	1.47	0.87	62.60
P	26	RECORD TRANSACTIONS ON TRANSACTION REGISTER	55.88	1.49	0.83	63.43
M	3	EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	64.71	1.27	0.82	64.25
Q	9	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	61.76	1.32	0.82	65.07
M	1	CHECK ACCURACY OF DEPOT REQUISITIONS	58.82	1.32	0.77	65.84
N	5	FORWARD SHOPPING DECKS TO BASE DATA PROCESSING INSTALLATION	52.94	1.42	0.75	66.59
P	25	RECORD BASIC IDENTIFYING DATA ON DOCUMENTS	47.06	1.50	0.70	67.29
L	1	ADJUST BALANCE CARDS FOR SUSPENDED ITEMS	73.53	0.92	0.68	67.97
N	6	KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	50.00	1.34	0.67	68.64
P	18	MAINTAIN LOCAL PROCUREMENT DOCUMENT REGISTER	38.24	1.73	0.66	69.30
K	24	RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	50.00	1.30	0.65	69.95
N	23	SELECT DATA ELEMENTS FOR RECORDING TRANSACTIONS	47.06	1.36	0.64	70.59
M	5	MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	55.88	1.09	0.61	71.0
J	14	REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	52.94	1.13	0.60	71.80
J	15	REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	58.82	1.01	0.59	72.39
N	10	MAINTAIN NEWLY-STOCKLISTED ITEM PCAM CARD FILE	41.18	1.42	0.58	72.98
K	26	SCREEN, COMPUTE, AND POST STOCK LEVELS	47.06	1.23	0.58	73.56
P	5	DISPOSE OF INACTIVE DOCUMENTS	52.94	1.01	0.54	74.09
K	1	ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	47.06	1.12	0.53	74.62
L	23	SEPARATE STOCK RECORD CARDS FOR NON-STOCK LISTED ITEMS	47.06	1.09	0.51	75.13
A	7	COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	35.29	1.39	0.49	75.62
J	16	REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	47.06	1.03	0.49	76.11
K	29	VERIFY UNIT COSTS OF PROPERTY ITEMS	41.18	1.14	0.47	76.58
L	3	COMPLETE ENTRIES ON RECEIVING DOCUMENTS	41.18	1.14	0.47	77.05
K	25	REQUEST WAREHOUSE TO DELIVER MATERIEL	38.24	1.18	0.45	77.50
A	34	SET UP, MAINTAIN, OR DISPOSE OF FILES	38.24	1.18	0.45	77.95
M	8	PREPARE AND MAINTAIN RECORDS OR DOCUMENTS FOR NON-MEDICAL MATERIEL	35.29	1.25	0.44	78.39
J	13	RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	44.12	0.95	0.42	78.81
K	14	POST STOCK SUSPENSION NOTICES	44.12	0.88	0.39	79.20
M	13	REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	41.18	0.93	0.38	79.58
M	14	REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC BIOLOGICALS AND REAGENTS	52.94	0.72	0.38	79.96

P	23 PREPARE DOCUMENTS TO BE DESTROYED OR RETIRED	38.24	0.99	0.38	80.34
J	11 PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	44.12	0.84	0.37	80.71
L	13 NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	38.24	0.95	0.36	81.07
P	15 MAINTAIN FILE OF BASE ERROR AND/OR CORRECTION SHEETS (AF FORM 150)	26.47	1.36	0.36	81.43
K	8 ESTABLISH MINIMUM STOCK LEVELS				
J	5 COORDINATE WITH BASE DATA PROCESSING INSTALLATION FOR PREPARATION OF INVENTORY COUNT LISTINGS	35.29	1.01	0.36	81.79
A	6 COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	38.24	0.90	0.34	82.13
Q	11 PREPARE AND PROCESS RECEIVING REPORTS FOR LOCAL PURCHASE ITEMS	26.47	1.26	0.33	82.46
J	2 CALCULATE THE INVENTORY BALANCE	26.47	1.24	0.33	82.79
K	11 MAINTAIN DATE-OF-AVAILABILITY LIST OF NEWLY STOCKLISTED MATERIEL	41.18	0.80	0.33	83.12
Q	2) VALIDATE AND DISTRIBUTE LOCAL PURCHASE RECEIVING DOCUMENTS	32.35	1.01	0.33	83.45
L	7 FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	26.47	1.23	0.33	83.77
J	9 MAKE PHYSICAL COUNT OF PROPERTY ITEMS	23.53	1.37	0.32	84.10
K	2 COMPUTE FILL RATES	35.29	0.91	0.32	84.42
P	21 MONITOR THE FLOW OF DOCUMENTS BETWEEN PROCESSING POINTS	38.24	0.81	0.31	84.73
L	8 MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	23.53	1.30	0.31	85.03
J	7 INSPECT RECEIPTS AND ISSUES FOR PROCESSING PRIOR TO INVENTORY	23.53	1.30	0.31	85.34
J	8 MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	29.41	1.02	0.30	85.64
D	6 GIVE INFORMAL TRAINING TO INDIVIDUALS	32.35	0.87	0.28	85.92
M	2 DETERMINE REQUISITION PRIORITIES	26.47	1.03	0.27	86.19
H	5 PREPARE DESTRUCTION DOCUMENTS FOR AND DESTROY MEDICAL EXCESS	29.41	0.90	0.27	86.46
Q	5 MAINTAIN FILE OF LOCAL PURCHASE ORDERS, CONTRACTS, RECEIVING REPORTS, OR SIMILAR DOCUMENTS	32.35	0.80	0.26	86.72
L	9 MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	20.59	1.26	0.26	86.98
P	24 PREPARE FACSIMILES OF LOST DOCUMENTS FROM SUSPENSE COPIES	26.47	0.97	0.26	87.23
O	1 ASSIGN NON-MIMS VOUCHER NUMBERS TO TRANSACTIONS	29.41	0.85	0.25	87.48
P	16 MAINTAIN FILE OF PROPERTY ACCOUNTS	26.47	0.94	0.25	87.74
L	16 POST RETURNS TO VENDORS	17.65	1.41	0.25	87.98
M	16 TYPE MATERIEL SOURCE DOCUMENTS	23.53	1.04	0.24	88.23
K	6 EDIT OUTGOING OR INCOMING EXCESS REPORTS	26.47	0.91	0.24	88.47
P	6 DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	23.53	0.99	0.23	88.70
G	10 PREPARE REQUISITIONS FOR WRM	29.41	0.79	0.23	88.94
J	3 COMPUTE INVENTORY ACCURACY PERCENTAGES	23.53	0.98	0.23	89.17
Q	26 SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	26.47	0.84	0.22	89.39
M	12 RECORD FUND OBLIGATIONS	23.53	0.92	0.22	89.60
Q	4 ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITY	23.53	0.84	0.20	89.80
L	19 PREPARE FORMS TO SUSPEND UNSUITABLE MATERIEL FROM ISSUE	17.65	1.09	0.19	89.99
K	18 PREPARE SALVAGE DOCUMENTS	26.47	0.71	0.19	90.18
L	14 ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	32.35	0.58	0.19	90.37
A	5 COMPUTE ECONOMIC ORDER QUANTITIES (EOQS)	23.53	0.77	0.18	90.55
Q	3 EDIT OUTPUT FOR DUE-IN AND DUE-OUT DATA OF USING ACTIVITIES	17.65	1.02	0.18	90.73
E	9 DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	14.71	1.20	0.18	90.91
Q	10 PREPARE AND DISTRIBUTE SOURCE DOCUMENTS INVOLVING PAYMENT TO VENDORS	17.65	0.91	0.16	91.07
A	22 PLAN PROCEDURES FOR MAINTAINING SUPPLY STOCK RECORDS	14.71	1.08	0.16	91.23
		17.65	0.89	0.16	91.38

L	18	PREPARE AND DISTRIBUTE THE STOCK STATUS REPORT	17.65	0.89	0.16	91.54
M	7	POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (OA)	17.65	0.86	0.15	91.69
L	11	MONITOR PRIORITY STATUS OF REQUISITIONS	23.53	0.63	0.15	91.84
Q	27	SET LEVELS AND REQUIREMENT CODES FOR NON-STOCKLISTED ITEMS	17.65	0.81	0.14	91.98
B	26	SUPERVISE THE STOCK RECORD ACCOUNT	5.88	2.42	0.14	92.13
E	18	ISSUE MATERIEL TO USING ACTIVITY	17.65	0.80	0.14	92.27
A	20	PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	14.71	0.96	0.14	92.41
K	12	NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	17.65	0.80	0.14	92.55
K	9	FILL OUT FORMS FOR CONDEMNED ITEMS	17.65	0.80	0.14	92.69
O	10	MAINTAIN AND ISSUE STOCKS OF NON-MEDICAL SUPPLIES	5.88	2.37	0.14	92.83
K	3	DETERMINE REQUISITION TRANSMISSION METHODS	20.59	0.66	0.14	92.96
L	4	COMPUTE THE QUANTITY ON HAND OF SUSPENDED ITEMS	20.59	0.65	0.13	93.10
L	20	PREPARE INVENTORY CONTROL RECORDS FOR ACCEPTABLE TURN-INS	20.59	0.64	0.13	93.23
H	7	PREPARE DOCUMENTS FOR THE TURN-IN OF OUT-DATED X-RAY FILM	11.76	1.06	0.12	93.36
L	21	RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	14.71	0.83	0.12	93.48
E	1	CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	11.76	1.04	0.12	93.60
L	22	SCREEN REQUESTS FOR LOCAL PURCHASE	11.76	1.01	0.12	93.72
H	4	PREPARE AND SUBMIT REPORTS OF EXCESS PROPERTY TO AFMMFO (SFS 120, 120A)	14.71	0.81	0.12	93.84
D	8	INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	11.76	0.99	0.12	93.95
A	26	PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	17.65	0.65	0.12	94.07
E	42	UNLOAD INCOMING SHIPMENTS	20.59	0.55	0.11	94.18
B	6	MONITOR THE MEDICAL INVENTORY MANAGEMENT SYSTEM (MIMS)	5.88	1.91	0.11	94.30
K	17	PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	20.59	0.54	0.11	94.41
E	3	COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	8.82	1.25	0.11	94.52
B	24	SUPERVISE THE FURNISHING OF MEDICAL MATERIEL TRANSACTION DOCUMENTS TO BAFO	5.88	1.88	0.11	94.63
L	24	TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	20.59	0.53	0.11	94.74
E	23	MAKE DELIVERIES TO USING ACTIVITY	17.65	0.60	0.11	94.84
E	41	TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	11.76	0.90	0.11	94.95
P	10	INSPECT CHARGE-OUT RECORDS (AF FORM 614) TO INSURE RETURN OF LOANED DOCUMENTS	8.82	1.15	0.10	95.05
G	6	MAKE SURVEYS TO INSURE ACCURACY OF WRM LOCATOR FILES	8.82	1.15	0.10	95.15
P	22	PREPARE CERTIFICATES OF LOST DOCUMENTS	14.71	0.68	0.10	95.25
B	9	SUPERVISE CONTROL OF MATERIEL DOCUMENTS	8.82	1.13	0.10	95.35
H	6	PREPARE DOCUMENTS FOR THE TRANSFER OF EXCESS REQUIRED NON-MEDICAL ITEMS TO BASE SUPPLY	8.82	1.08	0.10	95.45
F	2	CONDUCT SPECIAL-SUBJECT INSPECTIONS	5.88	1.61	0.09	95.54
A	24	PLAN PROCEDURES FOR THE ADMINISTRATION OF THE STOCK RECORD ACCOUNT	8.82	1.05	0.09	95.63
E	17	ISSUE DATED ITEMS	17.65	0.51	0.09	95.73
F	21	VERIFY UNIT OF ISSUE FOR PROPERTY ITEMS	11.76	0.76	0.09	95.82
Q	12	PREPARE AND SUBMIT EMERGENCY PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	11.76	0.74	0.09	95.90
L	12	NOTIFY AFMMFO OF ITEMS SUSPENDED	17.65	0.50	0.09	95.99
K	20	PREPARE AND DISTRIBUTE DOCUMENTS FOR PROPERTY FOUND ON BASE	17.65	0.49	0.09	96.08
J	10	PERFORM PRE-INVENTORY SURVEY	14.71	0.59	0.09	96.16
G	9	POST GWMR LEVELS AND COMPOSITION	11.76	0.72	0.09	96.25
E	21	LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	11.76	0.72	0.08	96.33
A	25	PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	5.88	1.42	0.08	96.42

A	29 PLAN TECHNIQUES FOR HANDLING MECHANIZED ACCOUNTS	5.88	1.41	0.08	96.50
A	10 ESTABLISH INVENTORY CUT-OFF DOCUMENT NUMBERS	11.76	0.68	0.08	96.58
F	9 IDENTIFY WAR READINESS MATERIEL TO PREVENT UNAUTHORIZED MOVEMENT OF USE	8.82	0.90	0.08	96.66
F	43 VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	11.76	0.67	0.08	96.74
Q	28 SUBMIT SUGGESTED SOURCES OF LOCAL PURCHASE ITEMS TO BASE PURCHASING AND CONTRACT OFFICE (P + C)	8.82	0.89	0.08	96.82
B	14 SUPERVISE MACHINE ROOM OPERATIONS	5.88	1.33	0.08	96.89
G	5 INVENTORY WRM MATERIELS	8.82	0.89	0.08	96.97
D	7 INDOCTRINATE NEWLY ASSIGNED PERSONNEL	5.88	1.31	0.08	97.05
A	1 ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	8.82	0.83	0.07	97.12
Q	8 MAINTAIN LIBRARY OF GSA CATALOGUES, VENDORS' CATALOGUES, AND OTHER PROCUREMENT DATA	8.82	0.83	0.07	97.20
O	32 PREPARE TEMPORARY CUSTODY RECEIPTS (AF FORM 1297)	8.82	0.81	0.07	97.27
A	27 PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	8.82	0.81	0.07	97.34
B	7 SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	8.82	0.76	0.07	97.41
Q	2 EDIT MACHINE-COMPUTED REQUIREMENTS LISTING OF NON-STOCKLISTED ITEMS	11.76	0.57	0.07	97.47
K	10 INVESTIGATE DISCREPANCIES ENCOUNTERED IN THE INVENTORY OF SECURITY ITEMS	8.82	0.74	0.06	97.54
O	14 MAINTAIN HISTORY FILE OF PCAM CARDS ON EQUIPMENT	5.88	1.08	0.06	97.60
K	21 PROCESS AND REPORT MEDICAL MATERIEL COMPLAINTS	14.71	0.43	0.06	97.67
A	11 ESTABLISH WORK SCHEDULES	5.88	1.00	0.06	97.72
J	4 CONDUCT INVENTORIES OF LOCAL PURCHASE ITEMS	14.71	0.40	0.06	97.78
A	23 PLAN PROCEDURES FOR MAKING INVENTORY ADJUSTMENTS	5.88	0.99	0.06	97.84
F	11 INITIATE STOCK CHANGE DOCUMENTS FOR UNIDENTIFIED ITEMS	5.88	0.97	0.06	97.90
A	4 ASSIGN ISSUE PRIORITIES	5.88	0.92	0.05	97.95
E	28 PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	2.94	1.83	0.05	98.01
Q	24 RECEIVE AND PROCESS REQUESTS FOR ITEMS TO BE PURCHASED WITH PETTY CASH FUNDS	8.82	0.58	0.05	98.06
K	22 RECONCILE THE DOLLAR VALUE OF INVENTORY CATEGORIES WITH THE DOLLAR VALUE OF ACCOUNTING OFFICE RECORDS	5.88	0.86	0.05	98.11
A	2 ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	5.88	0.83	0.05	98.16
G	8 POSITION MMPNC OR SCATA MATERIEL	5.88	0.83	0.05	98.21
B	20 SUPERVISE REQUISITIONING OF MATERIEL	5.88	0.82	0.05	98.25
G	12 RECONCILE AFMMFO LETTERS WITH WRM WORKSHEET	5.88	0.81	0.05	98.30
G	4 COMPUTE REQUIREMENTS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	5.88	0.77	0.05	98.35
J	6 ESTABLISH AND POST NOTICES OF INVENTORY DEADLINE DATES	5.88	0.75	0.04	98.39
E	14 IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	5.88	0.75	0.04	98.43
K	19 PREPARE SCHEDULE FOR STAGGERED SUBMISSION OF REQUESTS	2.94	1.49	0.04	98.48
J	12 PREPARE REPORTS OF SURVEY FOR UNACCEPTABLE ADJUSTMENTS (DD FORM 200)	8.82	0.49	0.04	98.52
E	11 FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DD FORM 1348-1)	2.94	1.43	0.04	98.56
E	4 CONDITION CODE SUPPLY ITEMS	2.94	1.39	0.04	98.60
Q	14 PREPARE AND SUBMIT LOCAL PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	5.88	0.67	0.04	98.64
E	35 PROCESS PROPERTY ACCOMPANYING PATIENTS	5.88	0.66	0.04	98.68
G	3 COMPUTE PEACETIME OPERATING STOCKS (POS) REQUIREMENTS	2.94	1.32	0.04	98.72

L	2	AUDIT AND FORWARD THE QUARTERLY MIMS REPORT	8.82	0.43	0.04	98.76
G	13	ROTATE WRM	2.94	1.19	0.04	98.79
F	5	DETERMINE INTERCHANGEABILITY OF ITEMS	5.88	0.57	0.03	98.83
F	7	IDENTIFY ITEMS TO BE TRANSFERRED	2.94	1.14	0.03	98.86
Q	23	RECEIVE AND DISTRIBUTE CORRESPONDENCE PERTINENT TO LOCAL PURCHASE	5.88	0.57	0.03	98.90
D	35	REPORT DISCREPANCIES IN STOCK STATUS REPORT TO STOCK RECORDS SECTION FOR PREPARATION OF NEW REPORT	2.94	1.13	0.03	98.93
C	2	COMPILE MANAGEMENT DATA FOR USE IN EVALUATION OF SUPPLY PROGRAM	2.94	1.12	0.03	98.96
B	4	IMPLEMENT CONTROLS AND FOLLOW-UP FOR NEW PROCEDURES	2.94	1.12	0.03	99.00
K	16	PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENT (DD FORM 6)	8.82	0.37	0.03	99.03
G	1	COMPUTE ASSETS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	5.88	0.54	0.03	99.06
B	1	ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	2.94	1.07	0.03	99.09
H	3	DETERMINE THE METHOD OF DESTRUCTION FOR DIFFERENT TYPES OF MEDICAL SUPPLIES	2.94	1.06	0.03	99.12
F	10	INITIATE ISSUE REQUESTS FOR ITEMS NEEDED TO COMPLETE ASSEMBLIES	2.94	1.04	0.03	99.15
P	20	MONITOR MEMO DOCUMENT REGISTER	2.94	1.04	0.03	99.18
Q	18	PREPARE SHIPPING DOCUMENTS FOR LOCAL PURCHASE CREDIT ITEMS BEING RETURNED TO VENDOR	5.88	0.49	0.03	99.21
E	37	ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	2.94	0.95	0.03	99.24
E	30	PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	2.94	0.95	0.03	99.27
E	15	INSPECT AND INVENTORY STOCK STORED IN HOSPITAL FOR AIR EVACUATION PROGRAM	2.94	0.95	0.03	99.30
E	5	CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	2.94	0.95	0.03	99.33
D	2	CONDUCT OJT PROGRAMS	2.94	0.92	0.03	99.35
Q	22	PURCHASE SMALL DOLLAR VALUE ITEMS	5.88	0.45	0.03	99.38
A	14	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	5.88	0.45	0.03	99.41
Q	21	PROVIDE FUND CITATION AND AUTHORIZATION FOR CASH PURCHASE	2.94	0.89	0.03	99.43
B	15	SUPERVISE MEDICAL MATERIEL SPECIALISTS (91550)	2.94	0.88	0.03	99.46
C	4	CONDUCT INSPECTIONS OF DOCUMENT CONTROL WORK METHODS	2.94	0.85	0.03	99.48
B	5	MONITOR EXCESS ITEMS PROGRAM	2.94	0.85	0.03	99.51
H	2	ARRANGE FOR WITNESSES TO OBSERVE THE DESTRUCTION OF MEDICAL SECURITY ITEMS	5.88	0.42	0.02	99.53
F	3	DESIGNATE ITEMS FOR DISPOSAL	2.94	0.84	0.02	99.56
E	32	PREPARE AND ATTACH SHIPPING TAGS, LABELS, OR DOCUMENTS	5.88	0.38	0.02	99.58
C	14	EVALUATE MEDICAL MATERIEL COMPLAINTS OR SUGGESTIONS FOR CORRECTIVE ACTION	2.94	0.75	0.02	99.60
O	31	PREPARE STOCK OR PRICE CHANGE VOUCHERS FOR EQUIPMENT	2.94	0.68	0.02	99.62
Q	17	PREPARE REPORT OF LOCAL PURCHASES	2.94	0.59	0.02	99.64
P	14	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS AT USING ACTIVITY	2.94	0.59	0.02	99.66
O	26	PREPARE DOCUMENTS FOR OFF-BASE REPAIR OF EQUIPMENT	2.94	0.49	0.01	99.67
O	25	PREPARE DOCUMENTS FOR NON-MEDICAL EQUIPMENT TRANSACTIONS	2.94	0.49	0.01	99.69
D	12	PREPARE, ADMINISTER, OR SCORE TESTS	2.94	0.46	0.01	99.70
D	1	ADAPT AND MAINTAIN TRAINING AIDS	2.94	0.46	0.01	99.71
E	29	PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	2.94	0.46	0.01	99.73
Q	20	PROCURE NARCOTICS	2.94	0.45	0.01	99.74
Q	16	PREPARE REPORTS OF DISCREPANCY IN SHIPMENT FROM COMMERCIAL VENDORS	2.94	0.45	0.01	99.75

Q	13	PREPARE AND SUBMIT LIST OF DELINQUENT LOCAL PURCHASE ORDERS TO BASE PROCUREMENT ACTIVITY	2.94	0.45	0.01	99.77
Q	1	COORDINATE WITH OTHER AGENCIES TO DETERMINE WHICH LOCAL PURCHASE ITEMS SHOULD BE STOCKLISTED	2.94	0.45	0.01	99.78
K	15	PREPARE AND SUBMIT QUARTERLY FEEDER REPORTS	2.94	0.44	0.01	99.79
G	2	COMPUTE GROSS WARTIME MATERIEL REQUIREMENTS (GWMR)	2.94	0.44	0.01	99.81
B	8	SUPERVISE CIVILIAN PERSONNEL	2.94	0.44	0.01	99.82
A	19	PLAN PROCEDURES AND SEQUENCES FOR TAKING INVENTORIES	2.94	0.44	0.01	99.83
L	10	MAKE ENTRIES ON STOCK LOCATOR CARDS TO SHOW CHANGES IN LOCATION OF PROPERTY ITEMS	2.94	0.43	0.01	99.84
F	18	PREPARE STATEMENT OF FACTS FOR PROPERTY DAMAGED OR DESTROYED FOR REASONS OTHER THAN FAIR WEAR AND TEAR	2.94	0.43	0.01	99.86
E	34	PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	2.94	0.43	0.01	99.87
K	23	RECONCILE THE SECURITY RECORD CARD BALANCES WITH STOCK RECORD CARD BALANCES	2.94	0.42	0.01	99.88
E	36	RECEIVE, ISSUE, OR PACKAGE SECURITY ITEMS	2.94	0.42	0.01	99.89
E	6	DELIVER OUTSHIPMENTS	2.94	0.42	0.01	99.91
K	13	POST RECEIPTS AND ISSUES OF SECURITY ITEMS TO VAULT RECORD CARDS	2.94	0.38	0.01	99.92
E	26	OPERATE FORK LIFT FOR MATERIEL HANDLING	2.94	0.38	0.01	99.93
F	17	PREPARE INSPECTION REPORTS	2.94	0.35	0.01	99.94
Q	25	RECEIVE, INSPECT, AND STORE LOCAL PURCHASE ITEMS	2.94	0.30	0.01	99.95
E	40	SET UP BINS, RACKS, BAYS, OR OTHER STORAGE FACILITIES	2.94	0.30	0.01	99.96
E	24	MARK SHIPPING CONTAINERS	2.94	0.30	0.01	99.96

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 7  
KPATH ORDER FROM 816 TO 822 GROUP STAGE= 302  
TIME PERFECTLY DESCRIBED ON DUTIES= 80.28, TASKS= 58.35

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS .....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	100.00	42.81	42.81	42.81
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	100.00	18.15	18.15	60.96
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	85.71	11.74	10.06	71.03
E	PERFORMING WAREHOUSE FUNCTIONS	85.71	11.30	9.68	80.71
M	REQUISITIONING MATERIEL	85.71	9.52	8.16	88.87
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	71.43	5.77	4.12	92.99
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	71.43	4.29	3.06	96.06
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	28.57	4.51	1.29	97.34
A	PLANNING AND ORGANIZING	28.57	3.78	1.08	98.42
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	28.57	3.04	0.87	99.29
G	MAINTAINING WAR READINESS MATERIEL	14.29	2.28	0.33	99.62
D	TRAINING	14.29	1.33	0.19	99.81
F	INSPECTING PROPERTY	14.29	0.59	0.08	99.89
I	MAINTAINING LINEN SUPPLY	14.29	0.57	0.08	99.97

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 7  
KPATH ORDER FROM 816 TO 822 GROUP STAGE= 302  
TIME PERFECTLY DESCRIBED ON DUTIES= 80.28, TASKS= 58.35

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
N	13 OFFSET ADJUSTMENT TRANSACTION CARDS	100.00	3.03	3.03	3.03
N	15 OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	100.00	2.94	2.94	5.97
N	14 OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	100.00	2.78	2.78	8.75
P	7 FILE COMPLETED DOCUMENTS				
N	7 KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	100.00	2.76	2.76	11.51
N	3 FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	100.00	2.57	2.57	14.07
N	9 MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	85.71	2.63	2.25	16.32
N	22 RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	100.00	2.17	2.17	18.50
N	23 SELECT DATA ELEMENTS FOR RECORDING TRANSACTIONS	100.00	2.13	2.13	20.62
N	8 KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	85.71	2.42	2.08	22.70
N	19 PREPARE INPUT DATA AND READ OUTPUT FOR STOCK BALANCES	85.71	2.39	2.05	24.75
P	19 MAINTAIN SUPPLY DOCUMENT REGISTER	85.71	2.36	2.02	26.77
N	11 MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	71.43	2.77	1.98	28.74
N	1 COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	85.71	2.29	1.96	30.71
N	21 RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	85.71	2.23	1.91	32.62
N	4 FORWARD PUNCHED QUANTITY REQUESTED CARD DECKS TO DATA PROCESSING INSTALLATION	100.00	1.62	1.62	34.25
M	9 PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	71.43	2.27	1.62	35.86
N	20 PREPARE PCAM DAILY UTILIZATION REPORT	57.14	2.81	1.60	37.47
P	2 ASSIGN OR CANCEL DOCUMENT NUMBERS	57.14	2.76	1.58	39.04
N	17 PREPARE INPUT DATA AND READ OUTPUT FOR DECREASE AND INCREASE TRANSACTIONS	100.00	1.56	1.56	40.61
P	9 FILE UP-DATED DOCUMENT REGISTERS	71.43	2.18	1.56	42.16
L	6 FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	71.43	2.17	1.55	43.72
J	1 ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	57.14	2.69	1.54	45.25
M	10 PROCESS RECEIPTS FROM LOCAL PURCHASE	71.43	2.13	1.52	46.77
N	12 MAINTAIN SUPPLY OF BLANK PCAM CARDS	71.43	2.12	1.52	48.29
N	2 FILE ZERO BALANCE CARDS	100.00	1.51	1.51	49.80
L	5 DISTRIBUTE COPIES OF ISSUE REQUESTS	85.71	1.72	1.47	51.27
N	5 FORWARD SHOPPING DECKS TO BASE DATA PROCESSING INSTALLATION	57.14	2.49	1.42	52.69
N	18 PREPARE INPUT DATA AND READ OUTPUT FOR DOCUMENTATION OF TRANSACTIONS	71.43	1.97	1.40	54.10
P	27 REVIEW DOCUMENTS PRIOR TO FILING	57.14	2.36	1.35	55.45
N	16 PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	42.86	2.97	1.27	56.72
L	9 MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	57.14	2.16	1.24	57.95
P	11 INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	57.14	2.15	1.23	59.19
		57.14	2.12	1.21	60.40

L	3	COMPLETE ENTRIES ON RECEIVING DOCUMENTS	57.14	2.09	1.19	61.59
P	26	RECORD TRANSACTIONS ON TRANSACTION REGISTER	42.86	2.78	1.19	62.78
P	17	MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS	42.86	2.65	1.14	63.92
P	28	REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	42.86	2.45	1.05	64.97
L	7	FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	42.86	2.25	0.96	65.93
L	8	MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	42.86	2.04	0.88	66.81
M	11	RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	42.86	2.04	0.87	67.68
P	12	MAKE QUALITY CONTROL CHECK OF SUCH ITEMS AS POSTING CONTROL CODES OR ANALYSES CODES	42.86	1.95	0.84	68.52
N	6	KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	42.86	1.94	0.83	69.35
P	13	MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	28.57	2.80	0.80	70.15
M	3	EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	28.57	2.80	0.80	70.95
J	15	REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	28.57	2.68	0.77	71.72
E	18	ISSUE MATERIEL TO USING ACTIVITY	57.14	1.32	0.75	72.47
E	42	UNLOAD INCOMING SHIPMENTS	57.14	1.30	0.74	73.21
N	10	MAINTAIN NEWLY-STOCKLISTED ITEM PCAM CARD FILE	42.86	1.72	0.74	73.95
P	8	FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	42.86	1.70	0.73	74.68
E	9	DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	28.57	2.52	0.72	75.40
M	15	REVIEW RECEIVING DOCUMENTS	42.86	1.65	0.71	76.11
K	1	ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	28.57	2.37	0.68	76.78
M	5	MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	28.57	2.35	0.67	77.45
E	21	LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	57.14	1.17	0.67	78.12
M	4	MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	28.57	2.18	0.62	78.75
K	25	REQUEST WAREHOUSE TO DELIVER MATERIEL	28.57	2.09	0.60	79.34
E	17	ISSUE DATED ITEMS	57.14	1.04	0.59	79.94
E	30	PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	57.14	1.01	0.58	80.51
K	11	MAINTAIN DATE-OF-AVAILABILITY LIST OF NEWLY STOCKLISTED MATERIEL	28.57	1.94	0.56	81.07
E	41	TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	57.14	0.90	0.52	81.58
L	24	TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	28.57	1.79	0.51	82.09
P	5	DISPOSE OF INACTIVE DOCUMENTS	28.57	1.74	0.50	82.59
E	3	COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	57.14	0.87	0.50	83.09
E	10	EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	42.86	1.15	0.49	83.58
K	6	EDIT OUTGOING OR INCOMING EXCESS REPORTS	14.29	3.25	0.46	84.05
E	1	CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	14.29	3.25	0.46	84.51
L	15	POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	28.57	1.63	0.46	84.98
E	14	IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	57.14	0.80	0.45	85.43
P	3	CODE AND EDIT SOURCE DOCUMENTS	28.57	1.48	0.42	85.85
E	43	VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	57.14	0.73	0.42	86.27
M	13	REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	28.57	1.45	0.42	86.69
K	5	EDIT ISSUE REQUESTS	14.29	2.90	0.41	87.10
Q	9	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	28.57	1.32	0.38	87.48
L	23	SEPARATE STOCK RECORD CARDS FOR NON-STOCK LISTED ITEMS	28.57	1.31	0.37	87.85
A	34	SET UP, MAINTAIN, OR DISPOSE OF FILES	28.57	1.30	0.37	88.22
E	11	FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DD FORM 1348-1)	42.86	0.79	0.34	88.56

L	1 ADJUST BALANCE CARDS FOR SUSPENDED ITEMS				
Q	26 SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	14.29	2.35	0.34	88.90
O	10 MAINTAIN AND ISSUE STOCKS OF NON-MEDICAL SUPPLIES				
A	5 COMPUTE ECONOMIC ORDER QUANTITIES (EOQS)	14.29	2.28	0.33	89.55
P	25 RECORD BASIC IDENTIFYING DATA ON DOCUMENTS	14.29	2.28	0.33	89.87
K	8 ESTABLISH MINIMUM STOCK LEVELS	14.29	2.20	0.31	90.19
O	1 ASSIGN NON-MIMS VOUCHER NUMBERS TO TRANSACTIONS	28.57	1.05	0.30	90.49
P	4 CODE LOCAL PURCHASE DOCUMENTS	14.29	2.08	0.30	90.79
M	1 CHECK ACCURACY OF DEPOT REQUISITIONS	28.57	1.03	0.29	91.08
E	23 MAKE DELIVERIES TO USING ACTIVITY	28.57	1.02	0.29	91.37
M	8 PREPARE AND MAINTAIN RECORDS OR DOCUMENTS FOR NON-MEDICAL MATERIEL	42.86	0.67	0.29	91.66
E	37 ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	14.29	2.00	0.29	91.94
K	7 EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	42.86	0.65	0.28	92.22
J	8 MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	14.29	1.93	0.28	92.50
Q	4 ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITY	14.29	1.93	0.28	92.78
L	21 RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	14.29	1.78	0.25	93.03
P	1 ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	14.29	1.78	0.25	93.28
L	11 MONITOR PRIORITY STATUS OF REQUISITIONS	14.29	1.76	0.25	93.54
A	4 ASSIGN ISSUE PRIORITIES	14.29	1.76	0.25	93.79
K	29 VERIFY UNIT COSTS OF PROPERTY ITEMS	14.29	1.71	0.24	94.03
K	17 PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	14.29	1.63	0.23	94.27
P	23 PREPARE DOCUMENTS TO BE DESTROYED OR RETIRED	14.29	1.63	0.23	94.50
K	24 RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	14.29	1.48	0.21	94.71
M	6 MAINTAIN REQUISITION HISTORY FILE	14.29	1.48	0.21	94.92
L	12 NOTIFY AFMMFO OF ITEMS SUSPENDED	14.29	1.45	0.21	95.13
E	40 SET UP BINS, RACKS, BAYS, OR OTHER STORAGE FACILITIES	14.29	1.45	0.21	95.34
E	38 SEGREGATE INCOMING SHIPMENTS FOR INSPECTION	28.57	0.72	0.21	95.54
D	6 GIVE INFORMAL TRAINING TO INDIVIDUALS	28.57	0.70	0.20	95.74
J	2 CALCULATE THE INVENTORY BALANCE	14.29	1.33	0.19	95.93
Q	8 MAINTAIN LIBRARY OF GSA CATALOGUES, VENDORS' CATALOGUES, AND OTHER PROCUREMENT DATA	14.29	1.18	0.17	96.10
E	24 MARK SHIPPING CONTAINERS	28.57	0.58	0.17	96.26
E	16 INSPECT HANDLING, LOADING, OR STORING OF PROPERTY RELEASED FOR SHIPMENT	28.57	0.58	0.17	96.43
L	17 PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (DD FORM 1348)	28.57	0.58	0.17	96.60
L	14 ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	14.29	1.14	0.16	96.76
K	27 SCREEN REQUESTS FOR SUPPLIES	14.29	1.14	0.16	96.92
G	13 ROTATE WRM	14.29	1.14	0.16	97.09
G	5 INVENTORY WRM MATERIELS	14.29	1.14	0.16	97.25
J	14 REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	14.29	1.14	0.16	97.41
E	6 DELIVER OUTSHIPMENTS	14.29	0.97	0.14	97.55
E	32 PREPARE AND ATTACH SHIPPING TAGS, LABELS, OR DOCUMENTS	14.29	0.89	0.13	97.68
E	29 PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	28.57	0.43	0.12	97.80
E	28 PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	28.57	0.43	0.12	97.93
E	27 PACK OR CRATE ITEMS FOR SHIPPING	28.57	0.43	0.12	98.05
L	13 NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	28.57	0.43	0.12	98.17
P	24 PREPARE FACSIMILES OF LOST DOCUMENTS FROM SUSPENSE COPIES	14.29	0.81	0.12	98.29
M	7 POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (OA)	14.29	0.59	0.08	98.37
J	9 MAKE PHYSICAL COUNT OF PROPERTY ITEMS	14.29	0.59	0.08	98.46
		14.29	0.59	0.08	98.54

F	6	ENTER RE-INSPECTION DATES ON PROPERTY ITEMS	14.29	0.59	0.08	98.63
E	35	PROCESS PROPERTY ACCOMPANYING PATIENTS	14.29	0.59	0.08	98.71
Q	27	SET LEVELS AND REQUIREMENT CODES FOR NON-STOCKLISTED ITEMS	14.29	0.57	0.08	98.79
Q	1	COORDINATE WITH OTHER AGENCIES TO DETERMINE WHICH LOCAL PURCHASE ITEMS SHOULD BE STOCKLISTED	14.29	0.57	0.08	98.88
O	16	MAINTAIN PERSONAL CLOTHING AND EQUIPMENT RECORDS	14.29	0.57	0.08	98.96
O	8	FORWARD TEMPORARY CUSTODY RECEIPTS OR THE LOAN OF PROPERTY TO PATIENTS	14.29	0.57	0.08	99.04
O	7	DETERMINE NEED FOR CONTRACT MAINTENANCE OF EQUIPMENT	14.29	0.57	0.08	99.12
M	2	DETERMINE REQUISITION PRIORITIES	14.29	0.57	0.08	99.20
I	11	PICK UP LINENS FROM AND DELIVER TO USING ACTIVITY	14.29	0.57	0.08	99.28
E	44	WRAP AND PACK PROPERTY FOR STORAGE	14.29	0.57	0.08	99.37
E	13	GROUP PROPERTY ITEMS FOR PACKAGING	14.29	0.57	0.08	99.45
E	12	FORWARD OR RECEIVE EQUIPMENT ITEMS FOR USER TESTS	14.29	0.57	0.08	99.53
J	16	REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	14.29	0.48	0.07	99.60
E	19	LIST EXPENDABLE ITEMS CONSUMED IN THE MEDICAL SUPPLY OPERATION	14.29	0.48	0.07	99.67
A	22	PLAN PROCEDURES FOR MAINTAINING SUPPLY STOCK RECORDS	14.29	0.48	0.07	99.74
A	7	COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	14.29	0.48	0.07	99.80
J	10	PERFORM PRE-INVENTORY SURVEY	14.29	0.30	0.04	99.85
E	39	SEGREGATE MATERIEL TO BE INVENTORIED	14.29	0.30	0.04	99.89
E	36	RECEIVE, ISSUE, OR PACKAGE SECURITY ITEMS	14.29	0.30	0.04	99.93
E	34	PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	14.29	0.30	0.04	99.97

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRS= 8  
KPATH ORDER FROM 828 TO 835 GROUP STAGE= 268  
TIME PERFECTLY DESCRIBED ON DUTIES= 82.04, TASKS= 56.58

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS..... :  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING..... :  
PERCENT OF MEMBERS PERFORMING..... :  
D-TSK DUTY/TASK TITLE : : : :

D-TSK	DUTY/TASK TITLE				
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	100.00	17.66	17.66	17.66
E	PERFORMING WAREHOUSE FUNCTIONS	100.00	16.47	16.47	34.13
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	100.00	9.98	9.98	44.10
M	REQUISITIONING MATERIEL	100.00	9.97	9.97	54.07
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	100.00	9.88	9.88	63.95
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	100.00	9.31	9.31	73.26
I	MAINTAINING LINEN SUPPLY	62.50	7.38	4.62	77.88
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	100.00	4.45	4.45	82.33
A	PLANNING AND ORGANIZING	87.50	3.30	2.88	85.21
F	INSPECTING PROPERTY	100.00	2.84	2.84	88.05
G	MAINTAINING WAR READINESS MATERIEL	100.00	2.47	2.47	90.52
D	TRAINING	75.00	3.02	2.27	92.79
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	75.00	3.00	2.25	95.04
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	62.50	3.32	2.07	97.11
B	DIRECTING AND IMPLEMENTING	50.00	3.32	1.66	98.77
H	REPORTING AND DISPOSING OF MATERIEL	62.50	1.87	1.17	99.94

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 8  
KPATH ORDER FROM 820 TO 835 GROUP STAGE= 268  
TIME PERFECTLY DESCRIBED ON DUTIES= 82.04, TASKS= 56.58

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
M	9 PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	100.00	1.91	1.91	1.91
N	7 KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	100.00	1.76	1.76	3.67
E	18 ISSUE MATERIEL TO USING ACTIVITY	100.00	1.52	1.52	5.18
N	8 KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	100.00	1.41	1.41	6.60
M	10 PROCESS RECEIPTS FROM LOCAL PURCHASE	100.00	1.38	1.38	7.98
N	1 COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	100.00	1.32	1.32	9.30
E	17 ISSUE DATED ITEMS	100.00	1.25	1.25	10.55
N	4 FORWARD PUNCHED QUANTITY REQUESTED CARD DECKS TO DATA PROCESSING INSTALLATION	100.00	1.23	1.23	11.78
J	1 ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	100.00	1.23	1.23	13.02
M	15 REVIEW RECEIVING DOCUMENTS	100.00	1.14	1.14	14.16
N	3 FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	100.00	1.13	1.13	15.28
K	27 SCREEN REQUESTS FOR SUPPLIES	75.00	1.43	1.07	16.36
L	6 FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	87.50	1.23	1.07	17.43
E	41 TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	87.50	1.19	1.04	18.47
K	5 EDIT ISSUE REQUESTS	62.50	1.65	1.03	19.51
P	2 ASSIGN OR CANCEL DOCUMENT NUMBERS	87.50	1.17	1.02	20.53
N	9 MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	87.50	1.09	0.96	21.49
L	15 POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	75.00	1.28	0.96	22.44
K	29 VERIFY UNIT COSTS OF PROPERTY ITEMS	87.50	1.08	0.94	23.39
N	11 MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	87.50	1.05	0.92	24.31
K	1 ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	75.00	1.20	0.90	25.21
E	22 MAINTAIN AND SEARCH STOCK LOCATOR FILE OR AIR FORCE LOCATOR CARDS	62.50	1.40	0.88	26.08
P	7 FILE COMPLETED DOCUMENTS	75.00	1.17	0.87	26.96
E	42 UNLOAD INCOMING SHIPMENTS	75.00	1.16	0.87	27.83
N	5 FORWARD SHOPPING DECKS TO BASE DATA PROCESSING INSTALLATION	87.50	0.98	0.86	28.69
P	27 REVIEW DOCUMENTS PRIOR TO FILING	62.50	1.31	0.82	29.51
P	4 CODE LOCAL PURCHASE DOCUMENTS	75.00	1.09	0.81	30.33
P	11 INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	75.00	1.08	0.81	31.14
M	6 MAINTAIN REQUISITION HISTORY FILE	75.00	1.08	0.81	31.94
F	21 VERIFY UNIT OF ISSUE FOR PROPERTY ITEMS	75.00	1.08	0.81	32.75
N	22 RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	87.50	0.92	0.81	33.56
L	3 COMPLETE ENTRIES ON RECEIVING DOCUMENT	75.00	1.07	0.80	34.36
A	7 COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	62.50	1.28	0.80	35.16
E	21 LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	75.00	1.06	0.80	35.96
A	34 SET UP, MAINTAIN, OR DISPOSE OF FILES	62.50	1.26	0.79	36.75

E	14 IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	87.50	0.90	0.79	37.53
M	1 CHECK ACCURACY OF DEPOT REQUISITIONS				
K	25 REQUEST WAREHOUSE TO DELIVER MATERIEL	75.00	1.05	0.78	38.32
N	15 OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	62.50	1.25	0.78	39.10
N	14 OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	62.50	1.25	0.78	39.88
N	13 OFFSET ADJUSTMENT TRANSACTION CARDS	62.50	1.25	0.78	41.43
E	3 COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	62.50	1.24	0.78	42.21
L	1 ADJUST BALANCE CARDS FOR SUSPENDED ITEMS				
P	28 REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	87.50	0.88	0.77	42.98
		87.50	0.88	0.77	43.75
E	43 VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	87.50	0.86	0.76	44.51
K	24 RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	75.00	1.00	0.75	45.25
N	20 PREPARE PCAM DAILY UTILIZATION REPORT	62.50	1.17	0.73	45.98
Q	9 MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	62.50	1.13	0.70	46.69
N	6 KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	62.50	1.11	0.69	47.38
K	26 SCREEN, COMPUTE, AND POST STOCK LEVELS	62.50	1.10	0.69	48.07
E	10 EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	62.50	1.10	0.69	48.75
E	23 MAKE DELIVERIES TO USING ACTIVITY				
M	11 RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	75.00	0.91	0.68	49.44
E	30 PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	50.00	1.36	0.68	50.12
N	12 MAINTAIN SUPPLY OF BLANK PCAM CARDS	75.00	0.89	0.67	50.79
M	4 MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	75.00	0.87	0.65	51.44
		50.00	1.30	0.65	52.09
K	12 NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES				
L	5 DISTRIBUTE COPIES OF ISSUE REQUESTS	62.50	1.04	0.65	52.74
P	3 CODE AND EDIT SOURCE DOCUMENTS	62.50	1.03	0.64	53.39
M	3 EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	62.50	1.00	0.63	54.01
L	9 MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	62.50	1.00	0.62	54.64
N	21 RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	62.50	0.99	0.62	55.26
		75.00	0.82	0.62	55.87
D	6 GIVE INFORMAL TRAINING TO INDIVIDUALS				
D	7 INDOCTRINATE NEWLY ASSIGNED PERSONNEL	62.50	0.98	0.61	56.49
L	7 FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	50.00	1.19	0.60	57.08
K	7 EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	62.50	0.95	0.60	57.68
D	8 INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	50.00	1.16	0.58	58.26
		50.00	1.14	0.57	58.83
E	11 FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DD FORM 1348-1)	75.00	0.75	0.56	59.39
J	9 MAKE PHYSICAL COUNT OF PROPERTY ITEMS				
H	5 PREPARE DESTRUCTION DOCUMENTS FOR AND DESTROY MEDICAL EXCESS	62.50	0.88	0.55	59.94
		50.00	1.09	0.55	60.48
P	26 RECORD TRANSACTIONS ON TRANSACTION REGISTER				
L	8 MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	37.50	1.46	0.55	61.03
P	5 DISPOSE OF INACTIVE DOCUMENTS	50.00	1.09	0.54	61.57
E	7 DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	62.50	0.85	0.53	62.10
		62.50	0.84	0.52	62.63
O	1 ASSIGN NON-MIMS VOUCHER NUMBERS TO TRANSACTIONS				
I	8 ESTIMATE OR COUNT QUANTITIES OF ISSUED AND PICKED UP LINENS	62.50	0.83	0.52	63.15
I	20 SEND LINEN TO LAUNDRY AND RECEIVE FROM LAUNDRY	50.00	1.03	0.52	63.66
		62.50	0.81	0.51	64.17

E	9 DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	62.50	0.79	0.50	64.67
J	2 CALCULATE THE INVENTORY BALANCE	50.00	0.98	0.49	65.16
G	5 INVENTORY WRM MATERIELS	62.50	0.78	0.49	65.64
G	3 COMPUTE PEACETIME OPERATING STOCKS (POS) REQUIREMENTS	37.50	1.28	0.48	66.12
J	8 MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	50.00	0.94	0.47	66.59
M	14 REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC BIOLOGICALS AND REAGENTS	50.00	0.92	0.46	67.05
N	2 FILE ZERO BALANCE CARDS	50.00	0.91	0.45	67.51
I	1 CARRY OUT CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	37.50	1.16	0.44	67.94
K	8 ESTABLISH MINIMUM STOCK LEVELS	50.00	0.86	0.43	68.37
L	14 ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	37.50	1.15	0.43	68.81
P	13 MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	37.50	1.11	0.42	69.22
E	38 SEGREGATE INCOMING SHIPMENTS FOR INSPECTION	50.00	0.82	0.41	69.63
L	17 PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (DD FORM 1348)	50.00	0.80	0.40	70.03
P	1 ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	37.50	1.07	0.40	70.43
N	10 MAINTAIN NEWLY-STOCKLISTED ITEM PCAM CARD FILE	37.50	1.06	0.40	70.83
J	15 REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	50.00	0.79	0.40	71.22
A	5 COMPUTE ECONOMIC ORDER QUANTITIES (EOQS)	50.00	0.77	0.38	71.61
Q	26 SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	37.50	1.01	0.38	71.99
I	17 PROTECT CLEAN LINENS FROM DUST	37.50	0.99	0.37	72.36
M	2 DETERMINE REQUISITION PRIORITIES	50.00	0.73	0.37	72.73
L	13 NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	37.50	0.97	0.36	73.09
E	36 RECEIVE, ISSUE, OR PACKAGE SECURITY ITEMS	62.50	0.58	0.36	73.45
M	8 PREPARE AND MAINTAIN RECORDS OR DOCUMENTS FOR NON-MEDICAL MATERIEL	37.50	0.93	0.35	73.80
K	18 PREPARE SALVAGE DOCUMENTS	37.50	0.93	0.35	74.15
A	4 ASSIGN ISSUE PRIORITIES	25.00	1.37	0.34	74.49
E	37 ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	50.00	0.68	0.34	74.83
J	7 INSPECT RECEIPTS AND ISSUES FOR PROCESSING PRIOR TO INVENTORY	37.50	0.91	0.34	75.17
L	4 COMPUTE THE QUANTITY ON HAND OF SUSPENDED ITEMS	37.50	0.90	0.34	75.51
I	15 PREPARE FORMS FOR TURN-IN OF LINEN TO THE LAUNDRY	25.00	1.34	0.34	75.85
F	11 INITIATE STOCK CHANGE DOCUMENTS FOR UNIDENTIFIED ITEMS	37.50	0.87	0.33	76.17
P	9 FILE UP-DATED DOCUMENT REGISTERS	37.50	0.87	0.33	76.50
E	29 PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	37.50	0.87	0.33	76.83
P	23 PREPARE DOCUMENTS TO BE DESTROYED OR RETIRED	50.00	0.64	0.32	77.15
N	16 PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	50.00	0.64	0.32	77.47
K	9 FILL OUT FORMS FOR CONDEMNED ITEMS	37.50	0.83	0.31	77.78
P	19 MAINTAIN SUPPLY DOCUMENT REGISTER	25.00	1.23	0.31	78.09
L	21 RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	25.00	1.23	0.31	78.39
L	23 SEPARATE STOCK RECORD CARDS FOR NON-STOCK LISTED ITEMS	37.50	0.81	0.31	78.70
H	4 PREPARE AND SUBMIT REPORTS OF EXCESS PROPERTY TO AFMMFO (SFS 120, 120A)	25.00	1.21	0.30	79.00
P	17 MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS	25.00	1.21	0.30	79.31
K	13 POST RECEIPTS AND ISSUES OF SECURITY ITEMS TO VAULT RECORD CARDS	25.00	1.21	0.30	79.61
I	16 PROCESS CLOTHING ITEMS OF HOSPITAL PERSONNEL	25.00	1.21	0.30	79.91
M	5 MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	37.50	0.81	0.30	80.21

N	19 PREPARE INPUT DATA AND READ OUTPUT FOR STOCK BALANCES	50.00	0.60	0.30	80.51
N	18 PREPARE INPUT DATA AND READ OUTPUT FOR DOCUMENTATION OF TRANSACTIONS	50.00	0.60	0.30	80.81
N	17 PREPARE INPUT DATA AND READ OUTPUT FOR DECREASE AND INCREASE TRANSACTIONS	50.00	0.60	0.30	81.11
O	16 MAINTAIN PERSONAL CLOTHING AND EQUIPMENT RECORDS	37.50	0.79	0.30	81.40
L	11 MONITOR PRIORITY STATUS OF REQUISITIONS	37.50	0.79	0.30	81.70
E	32 PREPARE AND ATTACH SHIPPING TAGS, LABELS, OR DOCUMENTS	25.00	1.18	0.30	82.00
F	10 INITIATE ISSUE REQUESTS FOR ITEMS NEEDED TO COMPLETE ASSEMBLIES	37.50	0.79	0.29	82.29
I	2 COMPLETE LINEN SUPPLY RECORDS (AF FORM 581)	25.00	1.17	0.29	82.58
E	39 SEGREGATE MATERIEL TO BE INVENTORIED	37.50	0.77	0.29	82.87
G	13 ROTATE WRM	25.00	1.15	0.29	83.16
O	10 MAINTAIN AND ISSUE STOCKS OF NON-MEDICAL SUPPLIES	25.00	1.14	0.28	83.44
I	18 REPAIR OR REPLACE WORN OR DAMAGED LINENS	37.50	0.76	0.28	83.73
I	10 MARK LINENS AND INDIVIDUAL CLOTHING ITEMS	37.50	0.76	0.28	84.01
I	7 DYE WORN LINENS	37.50	0.76	0.28	84.30
F	9 IDENTIFY WAR READINESS MATERIEL TO PREVENT UNAUTHORIZED MOVEMENT OR USE	25.00	1.11	0.28	84.57
E	6 DELIVER OUTSHIPMENTS	37.50	0.73	0.27	84.85
D	9 INSTRUCT PERSONNEL IN STORAGE OF CLASSIFIED DOCUMENTS	12.50	2.07	0.26	85.11
B	14 SUPERVISE MACHINE ROOM OPERATIONS	12.50	2.07	0.26	85.37
B	6 MONITOR THE MEDICAL INVENTORY MANAGEMENT SYSTEM (MIMS)	25.00	1.02	0.25	85.62
G	2 COMPUTE GROSS WARTIME MATERIEL REQUIREMENTS (GWMR)	37.50	0.68	0.25	85.87
L	22 SCREEN REQUESTS FOR LOCAL PURCHASE	25.00	1.01	0.25	86.13
P	8 FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	37.50	0.66	0.25	86.38
G	12 RECONCILE AFMMFO LETTERS WITH WRM WORKSHEET	25.00	0.99	0.25	86.62
G	10 PREPARE REQUISITIONS FOR WRM	25.00	0.97	0.24	86.86
I	11 PICK UP LINENS FROM AND DELIVER TO USING ACTIVITY	37.50	0.64	0.24	87.10
O	32 PREPARE TEMPORARY CUSTODY RECEIPTS (AF FORM 1297)	25.00	0.93	0.23	87.34
E	40 SET UP BINS, RACKS, BAYS, OR OTHER STORAGE FACILITIES	25.00	0.93	0.23	87.57
O	8 FORWARD TEMPORARY CUSTODY RECEIPTS FOR THE LOAN OF PROPERTY TO PATIENTS	25.00	0.93	0.23	87.80
K	6 EDIT OUTGOING OR INCOMING EXCESS REPORTS	12.50	1.82	0.23	88.03
Q	25 RECEIVE, INSPECT, AND STORE LOCAL PURCHASE ITEMS	37.50	0.60	0.23	88.25
B	20 SUPERVISE REQUISITIONING OF MATERIEL	12.50	1.77	0.22	88.48
B	7 SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	12.50	1.77	0.22	88.70
Q	8 MAINTAIN LIBRARY OF GSA CATALOGUES, VENDORS' CATALOGUES, AND OTHER PROCUREMENT DATA	25.00	0.89	0.22	88.92
F	7 IDENTIFY ITEMS TO BE TRANSFERRED	25.00	0.86	0.22	89.13
P	12 MAKE QUALITY CONTROL CHECK OF SUCH ITEMS AS POSTING CONTROL CODES OR ANALYSES CODES	25.00	0.86	0.21	89.35
J	11 PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	25.00	0.86	0.21	89.56
E	13 GROUP PROPERTY ITEMS FOR PACKAGING	25.00	0.85	0.21	89.78
P	25 RECORD BASIC IDENTIFYING DATA ON DOCUMENTS	25.00	0.82	0.20	89.98
P	24 PREPARE FACSIMILES OF LOST DOCUMENTS FROM SUSPENSE COPIES	25.00	0.81	0.20	90.18
M	7 POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (OA)	25.00	0.80	0.20	90.38
J	5 COORDINATE WITH BASE DATA PROCESSING INSTALLATION FOR PREPARATION OF INVENTORY COUNT LISTINGS	25.00	0.75	0.19	90.57
I	12 PREPARE AND FORWARD REQUESTS FOR ISSUE OF LINEN ITEMS	25.00	0.75	0.19	90.76
K	11 MAINTAIN DATE-OF-AVAILABILITY LIST OF NEWLY STOCKLISTED MATERIEL	25.00	0.75	0.19	90.95
B	26 SUPERVISE THE STOCK RECORD ACCOUNT	12.50	1.48	0.18	91.13

L	19 PREPARE FORMS TO SUSPEND UNSUITABLE MATERIEL FROM ISSUE	37.50	0.46	0.17	91.30
A	20 PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	12.50	1.36	0.17	91.47
I	19 SCREEN LINEN TO DETECT DAMAGED OR WORN ITEMS	25.00	0.68	0.17	91.65
N	23 SELECT DATA ELEMENTS FOR RECORDING TRANSACTIONS	25.00	0.65	0.16	91.81
K	3 DETERMINE REQUISITION TRANSMISSION METHODS	12.50	1.28	0.16	91.97
F	6 ENTER RE-INSPECTION DATES ON PROPERTY ITEMS	12.50	1.27	0.16	92.13
F	4 DETERMINE CAUSE OF UNSERVICEABLE CONDITION OF PROPERTY	12.50	1.27	0.16	92.29
F	3 DESIGNATE ITEMS FOR DISPOSAL	12.50	1.27	0.16	92.45
E	5 CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	12.50	1.27	0.16	92.60
M	16 TYPE MATERIEL SOURCE DOCUMENTS	12.50	1.26	0.16	92.76
J	4 CONDUCT INVENTORIES OF LOCAL PURCHASE ITEMS	12.50	1.26	0.16	92.92
I	6 DRAFT AND SUBMIT LINEN SUPPLY BUDGET ESTIMATES	12.50	1.26	0.16	93.08
M	13 REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	25.00	0.62	0.15	93.23
Q	22 PURCHASE SMALL DOLLAR VALUE ITEMS	12.50	1.18	0.15	93.38
B	24 SUPERVISE THE FURNISHING OF MEDICAL MATERIEL TRANSACTION DOCUMENTS TO BAFO	12.50	1.18	0.15	93.53
L	10 MAKE ENTRIES ON STOCK LOCATOR CARDS TO SHOW CHANGES IN LOCATION OF PROPERTY ITEMS	12.50	1.18	0.15	93.68
J	13 RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	12.50	1.18	0.15	93.82
E	31 PLAC. LOCATION SYMBOLS ON WAREHOUSE BINS, RACKS, OR BAYS	12.50	1.18	0.15	93.97
E	19 LIST EXPENDABLE ITEMS CONSUMED IN THE MEDICAL SUPPLY OPERATION	12.50	1.18	0.15	94.12
L	24 TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	12.50	1.15	0.14	94.26
K	23 RECONCILE THE SECURITY RECORD CARD BALANCES WITH STOCK RECORD CARD BALANCES	12.50	1.15	0.14	94.40
B	3 DIRECT STORAGE, ISSUE, AND SAFEGUARDING OF SECURITY ITEMS	12.50	1.15	0.14	94.55
A	15 ORGANIZE MAINTENANCE SUPPORT FUNCTIONS	12.50	1.15	0.14	94.69
A	6 COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	12.50	1.15	0.14	94.84
E	34 PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	37.50	0.37	0.14	94.97
F	20 VERIFY SECURITY CLASSIFICATION OF PROPERTY ITEMS	12.50	1.07	0.13	95.11
F	16 INSPECT TURN-IN ITEMS	25.00	0.52	0.13	95.24
E	1 CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	25.00	0.51	0.13	95.37
I	13 PREPARE AND SUBMIT QUARTERLY LINEN INVENTORY AND CONSUMPTION REPORT	25.00	0.50	0.13	95.49
Q	29 VALIDATE AND DISTRIBUTE LOCAL PURCHASE RECEIVING DOCUMENTS	12.50	0.95	0.12	95.61
O	14 MAINTAIN HISTORY FILE OF PCAM CARDS ON EQUIPMENT	25.00	0.47	0.12	95.73
K	2 COMPUTE FILL RATES	12.50	0.91	0.11	95.84
J	3 COMPUTE INVENTORY ACCURACY PERCENTAGES	12.50	0.91	0.11	95.96
G	1 COMPUTE ASSETS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	12.50	0.91	0.11	96.07
P	6 DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	12.50	0.88	0.11	96.18
O	36 REVIEW AND FORWARD REQUESTS FOR TEMPORARY LOAN OF EQUIPMENT	12.50	0.88	0.11	96.29
E	12 FORWARD OR RECEIVE EQUIPMENT ITEMS FOR USER TESTS	12.50	0.88	0.11	96.40
A	32 RECOMMEND CHANGES IN TECHNICAL ORDERS, MANUALS, HANDBOOKS, OR OPERATING PROCEDURES	12.50	0.88	0.11	96.51
G	4 COMPUTE REQUIREMENTS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	25.00	0.44	0.11	96.62
E	2 CLEAN AND DRY PROPERTY ITEMS	25.00	0.44	0.11	96.73
Q	3 EDIT OUTPUT FOR DUE-IN AND DUE-OUT DATA OF USING ACTIVITIES	12.50	0.85	0.11	96.84
P	21 MONITOR THE FLOW OF DOCUMENTS BETWEEN PROCESSING POINTS	12.50	0.85	0.11	96.94
L	20 PREPARE INVENTORY CONTROL RECORDS FOR ACCEPTABLE TURN-INS	25.00	0.40	0.10	97.04

7	PREPARE DOCUMENTS FOR THE TURN-IN OF OUT-DATED X-RAY FILM	25.00	0.40	0.10	97.15
28	PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	25.00	0.40	0.10	97.25
27	PACK OR CRATE ITEMS FOR SHIPPING				
14	REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	25.00	0.38	0.10	97.34
14	POST STOCK SUSPENSION NOTICES	25.00	0.37	0.09	97.44
6	PREPARE DOCUMENTS FOR THE TRANSFER OF EXCESS REQUIRED NON-MEDICAL ITEMS TO BASE SUPPLY	25.00	0.36	0.09	97.53
8	POSITION MMPNC OR SCATA MATERIEL	12.50	0.71	0.09	97.70
15	INSPECT AND INVENTORY STOCK STORED IN HOSPITAL FOR AIR EVACUATION PROGRAM	12.50	0.71	0.09	97.79
24	RECEIVE AND PROCESS REQUESTS FOR ITEMS TO BE PURCHASED WITH PETTY CASH FUNDS	12.50	0.63	0.08	97.87
5	MAINTAIN FILE OF LOCAL PURCHASE ORDERS, CONTRACTS, RECEIVING REPORTS, OR SIMILAR DOCUMENTS	12.50	0.63	0.08	97.95
4	ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITY	12.50	0.63	0.08	98.05
12	SUPERVISE LINEN SUPPLY ACTIVITY	12.50	0.63	0.08	98.11
22	SUPERVISE STORAGE AND RECEIPT OF MATERIEL	12.50	0.59	0.07	98.18
1	ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	12.50	0.59	0.07	98.26
40	SEARCH EQUIPMENT ALLOWANCE PUBLICATIONS FOR BASIS OF ISSUE AND ALLOWANCES	12.50	0.59	0.07	98.33
18	NOTIFY WAREHOUSE TO FORWARD EQUIPMENT FOR USER TESTS	12.50	0.59	0.07	98.40
1	ADVISE BASE SUPPLY OFFICER OF EXCESS NON-MEDICAL ITEMS	12.50	0.59	0.07	98.48
20	PREPARE AND DISTRIBUTE DOCUMENTS FOR PROPERTY FOUND ON BASE	12.50	0.45	0.06	98.53
17	PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	12.50	0.45	0.06	98.59
16	PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENT (DO FORM 6)	12.50	0.45	0.06	98.65
16	REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	12.50	0.45	0.06	98.70
8	REVIEW EXCESS EQUIPMENT OR SUPPLY TURN-IN DOCUMENTS AND DETERMINE EXCESS OR SALVAGE ACTION	12.50	0.45	0.06	98.76
9	POST GWMR LEVELS AND COMPOSITION	.50	0.45	0.06	98.82
7	MONITOR THE INSPECTION AND ROTATION OF MMPNC PHASE I KITS	12.50	0.45	0.06	98.87
14	INSPECT PROPERTY FOR REPAIRS OR REPLACEMENTS	12.50	0.45	0.06	98.93
13	INSPECT ITEMS IN STORAGE FOR SIGNS OF CORROSION, DECAY, OR DETERIORATION	12.50	0.45	0.06	98.99
12	INSPECT CONTAINERS AND LABELS OF CORROSIVE, VOLATILE, COMBUSTIBLE, OR POISONOUS MATERIALS	12.50	0.45	0.06	99.05
44	WRAP AND PACK PROPERTY FOR STORAGE	12.50	0.45	0.06	99.10
24	MARK SHIPPING CONTAINERS	12.50	0.45	0.06	99.16
16	INSPECT HANDLING, LOADING, OR STORING OF PROPERTY RELEASED FOR SHIPMENT	12.50	0.45	0.06	99.22
4	COUNSEL INDIVIDUALS ON TRAINING PROGRESS	12.50	0.45	0.06	99.27
3	COORDINATE PROCEDURES FOR RESERVIST TRAINING	12.50	0.45	0.06	99.33
2	CONDUCT OJT PROGRAMS	12.50	0.45	0.06	99.39
1	ADAPT AND MAINTAIN TRAINING AIDS	12.50	0.45	0.06	99.44
17	PREPARE REPORT OF LOCAL PURCHASES	12.50	0.42	0.05	99.50
1	COORDINATE WITH OTHER AGENCIES TO DETERMINE WHICH LOCAL PURCHASE ITEMS SHOULD BE STOCKLISTED	12.50	0.42	0.05	99.55
6	MAKE SURVEYS TO INSURE ACCURACY OF WRM LOCATOR FILES	12.50	0.42	0.05	99.60
31	PREPARE STOCK OR PRICE CHANGE VOUCHERS FOR EQUIPMENT	12.50	0.35	0.04	99.65
30	PREPARE REQUESTS FOR CHANGES IN ALLOWANCES AND AUTHORIZATIONS (AF FORM 601A)	12.50	0.35	0.04	99.69
25	PREPARE DOCUMENTS FOR NON-MEDICAL EQUIPMENT TRANSACTIONS	12.50	0.35	0.04	99.73
12	NOTIFY AFMMFO OF ITEMS SUSPENDED	12.50	0.35	0.04	99.78

I	4	COORDINATE NEGOTIATIONS FOR THE LAUNDERING OF LINENS	12.50	0.35	0.04	99.82
E	20	LIST COMPONENT PART SHORTAGES	12.50	0.35	0.04	99.87
I	9	INVENTORY CONTROLLED LINEN ITEMS	12.50	0.29	0.04	99.90
I	5	DEVISE CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	12.50	0.29	0.04	99.94

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRS= 12  
KPATH ORDER FROM 838 TO 849 GROUP STAGE= 287  
TIME PERFECTLY DESCRIBED ON DUTIES= 80.30, TASKS= 55.85

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	100.00	26.59	26.59	26.59
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	100.00	15.60	15.60	42.19
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	100.00	13.84	13.84	56.03
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	100.00	8.78	8.78	64.81
M	REQUISITIONING MATERIEL	91.67	8.98	8.23	73.04
A	PLANNING AND ORGANIZING	100.00	7.58	7.58	80.62
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	75.00	5.74	4.31	84.93
B	DIRECTING AND IMPLEMENTING	75.00	5.73	4.30	89.23
D	TRAINING	75.00	3.98	2.99	92.22
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	75.00	3.81	2.86	95.08
H	REPORTING AND DISPOSING OF MATERIEL	58.33	3.08	1.80	96.87
G	MAINTAINING WAR READINESS MATERIEL	75.00	1.69	1.27	98.14
E	PERFORMING WAREHOUSE FUNCTIONS	33.33	3.12	1.04	99.18
C	EVALUATING	50.00	1.29	0.65	99.83
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	8.33	1.59	0.13	99.96

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 12  
KPATH ORDER FROM 838 TO 849 GROUP STAGE= 287  
TIME PERFECTLY DESCRIBED ON DUTIES= 80.30, TASKS= 55.85

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
N	15 OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	100.00	1.94	1.94	1.94
N	13 OFFSET ADJUSTMENT TRANSACTION CARDS	100.00	1.86	1.86	3.80
N	3 FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	100.00	1.84	1.84	5.64
L	15 POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	100.00	1.80	1.80	7.45
J	1 ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	100.00	1.78	1.78	9.23
L	6 FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	100.00	1.78	1.78	11.01
K	5 EDIT ISSUE REQUESTS	91.67	1.87	1.72	12.72
N	14 OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	83.33	2.01	1.67	14.39
N	2 FILE ZERO BALANCE CARDS				
N	11 MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	100.00	1.66	1.66	16.06
K	27 SCREEN REQUESTS FOR SUPPLIES	91.67	1.74	1.59	17.65
K	1 ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	91.67	1.59	1.45	19.10
A	7 COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	91.67	1.58	1.45	20.55
M	10 PROCESS RECEIPTS FROM LOCAL PURCHASE	83.33	1.59	1.33	21.88
N	19 PREPARE INPUT DATA AND READ OUTPUT FOR STOCK BALANCES	75.00	1.73	1.30	23.18
N	4 FORWARD PUNCHED QUANTITY REQUESTED CARD DECKS TO DATA PROCESSING INSTALLATION	75.00	1.73	1.30	24.48
N	9 MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	83.33	1.55	1.30	25.78
N	1 COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	83.33	1.55	1.29	27.07
L	1 ADJUST BALANCE CARDS FOR SUSPENDED ITEMS	75.00	1.71	1.29	28.35
K	7 EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	91.67	1.38	1.26	29.62
L	7 FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	75.00	1.67	1.25	30.87
N	17 PREPARE INPUT DATA AND READ OUTPUT FOR DECREASE AND INCREASE TRANSACTIONS	66.67	1.86	1.24	32.11
N	22 RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	75.00	1.62	1.	33.33
D	6 GIVE INFORMAL TRAINING TO INDIVIDUALS	75.00	1.61	1.20	34.53
K	26 SCREEN, COMPUTE, AND POST STOCK LEVELS	75.00	1.58	1.18	35.71
N	23 SELECT DATA ELEMENTS FOR RECORDING TRANSACTIONS	75.00	1.53	1.15	36.86
N	8 KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	66.67	1.70	1.14	38.00
K	8 ESTABLISH MINIMUM STOCK LEVELS	83.33	1.34	1.11	39.11
J	2 CALCULATE THE INVENTORY BALANCE	83.33	1.33	1.11	40.22
N	18 PREPARE INPUT DATA AND READ OUTPUT FOR DOCUMENTATION OF TRANSACTIONS	75.00	1.46	1.09	41.32
M	4 MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	66.67	1.54	1.03	42.34
N	7 KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	58.33	1.67	0.98	43.32
J	13 RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	66.67	1.44	0.96	44.28
		75.00	1.28	0.96	45.24

L	8	MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	50.00	1.90	0.95	46.19
Q	26	SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	41.67	2.24	0.93	47.12
K	11	MAINTAIN DATE-OF-AVAILABILITY LIST OF NEWLY STOCKLISTED MATERIEL	66.67	1.34	0.89	48.02
M	15	REVIEW RECEIVING DOCUMENTS	58.33	1.49	0.87	48.88
A	4	ASSIGN ISSUE PRIORITIES	58.33	1.48	0.86	49.74
J	15	REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	83.33	1.03	0.86	50.60
M	11	RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	58.33	1.46	0.85	51.46
N	6	KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	58.33	1.46	0.85	52.31
A	5	COMPUTE ECONOMIC ORDER QUANTITIES (EQQS)	66.67	1.27	0.85	53.15
J	7	INSPECT RECEIPTS AND ISSUES FOR PROCESSING PRIOR TO INVENTORY	58.33	1.43	0.84	53.99
K	14	POST STOCK SUSPENSION NOTICES	66.67	1.25	0.83	54.82
M	2	DETERMINE REQUISITION PRIORITIES	58.33	1.42	0.83	55.65
K	25	REQUEST WAREHOUSE TO DELIVER MATERIEL	50.00	1.62	0.81	56.46
D	8	INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	58.33	1.38	0.81	57.26
N	5	FORWARD SHOPPING CHECKS TO BASE DATA PROCESSING INSTALLATION	58.33	1.36	0.79	58.05
L	14	ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	66.67	1.18	0.79	58.84
B	14	SUPERVISE MACHINE ROOM OPERATIONS	33.33	2.30	0.77	59.61
K	24	RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	50.00	1.52	0.76	60.37
Q	9	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	41.67	1.82	0.76	61.13
A	22	PLAN PROCEDURES FOR MAINTAINING SUPPLY STOCK RECORDS	50.00	1.40	0.70	61.83
M	3	EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	41.67	1.68	0.70	62.53
J	16	REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	58.33	1.18	0.69	63.21
L	23	SEPARATE STOCK RECORD CARDS FOR NON-STOCK LISTED ITEMS	41.67	1.62	0.68	63.89
N	20	PREPARE PCAM DAILY UTILIZATION REPORT	50.00	1.34	0.67	64.56
L	17	PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (DD FORM 1348)	41.67	1.55	0.65	65.20
N	16	PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	33.33	1.92	0.64	65.84
N	21	RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	41.67	1.53	0.64	66.48
Q	27	SET LEVELS AND REQUIREMENT CODES FOR NON-STOCKLISTED ITEMS	33.33	1.91	0.64	67.12
M	1	CHECK ACCURACY OF DEPOT REQUISITIONS	41.67	1.52	0.63	67.75
K	29	VERIFY UNIT COSTS OF PROPERTY ITEMS	41.67	1.52	0.63	68.38
D	7	INCOCTRINATE NEWLY ASSIGNED PERSONNEL	50.00	1.21	0.61	68.99
A	6	COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	58.33	1.01	0.59	69.58
J	14	REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	58.33	1.01	0.59	70.17
L	11	MONITOR PRIORITY STATUS OF REQUISITIONS	41.67	1.39	0.58	70.75
L	4	COMPUTE THE QUANTITY ON HAND OF SUSPENDED ITEMS	41.67	1.39	0.58	71.32
M	5	MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	33.33	1.73	0.58	71.90
B	20	SUPERVISE REQUISITIONING OF MATERIEL	33.33	1.71	0.57	72.47
B	7	SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	33.33	1.69	0.56	73.04
L	22	SCREEN REQUESTS FOR LOCAL PURCHASE	33.33	1.66	0.55	73.59
L	5	DISTRIBUTE COPIES OF ISSUE REQUESTS	25.00	2.21	0.55	74.14
P	3	CODE AND EDIT SOURCE DOCUMENTS	41.67	1.29	0.54	74.68
M	9	PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	33.33	1.62	0.54	75.22
K	12	NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	50.00	1.05	0.53	75.75
Q	4	ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITY	33.33	1.56	0.52	76.27

J	11 PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	41.67	1.21	0.51	76.77
H	5 PREPARE DESTRUCTION DOCUMENTS FOR AND DESTROY MEDICAL EXCESS	33.33	1.49	0.50	77.27
K	6 EDIT OUTGOING OR INCOMING EXCESS REPORTS	33.33	1.48	0.49	77.76
K	20 PREPARE AND DISTRIBUTE DOCUMENTS FOR PROPERTY FOUND ON BASE	33.33	1.48	0.49	78.26
L	10 MAKE ENTRIES ON STOCK LOCATOR CARDS TO SHOW CHANGES IN LOCATION OF PROPERTY ITEMS	25.00	1.93	0.48	78.74
H	3 DETERMINE THE METHOD OF DESTRUCTION FOR DIFFERENT TYPES OF MEDICAL SUPPLIES	33.33	1.41	0.47	79.21
N	12 MAINTAIN SUPPLY OF BLANK PCAM CARDS	33.33	1.34	0.45	79.65
B	26 SUPERVISE THE STOCK RECORD ACCOUNT	25.00	1.76	0.44	80.09
A	34 SET UP, MAINTAIN, OR DISPOSE OF FILES	33.33	1.31	0.44	80.53
A	1 ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	41.67	1.04	0.43	80.96
L	19 PREPARE FORMS TO SUSPEND UNSUITABLE MATERIEL FROM ISSUE	25.00	1.66	0.47	81.38
K	18 PREPARE SALVAGE DOCUMENTS	33.33	1.21	0.40	81.78
K	3 DETERMINE REQUISITION TRANSMISSION METHODS	25.00	1.56	0.39	82.17
A	23 PLAN PROCEDURES FOR MAKING INVENTORY ADJUSTMENTS	41.67	0.93	0.39	82.56
L	3 COMPLETE ENTRIES ON RECEIVING DOCUMENTS	16.67	2.22	0.37	82.93
P	2 ASSIGN OR CANCEL DOCUMENT NUMBERS	33.33	1.10	0.37	83.30
A	32 RECOMMEND CHANGES IN TECHNICAL ORDERS, MANUALS, HANDBOOKS, OR OPERATING PROCEDURES	33.33	1.10	0.37	83.66
Q	2 EDIT MACHINE-COMPUTED REQUIREMENTS LISTING OF NON-STOCKLISTED ITEMS	16.67	2.14	0.36	84.02
Q	1 COORDINATE WITH OTHER AGENCIES TO DETERMINE WHICH LOCAL PURCHASE ITEMS SHOULD BE STOCKLISTED	16.67	2.14	0.36	84.38
K	9 FILL OUT FORMS FOR CONDEMNED ITEMS	25.00	1.38	0.34	84.72
J	9 MAKE PHYSICAL COUNT OF PROPERTY ITEMS	25.00	1.37	0.34	85.06
Q	11 PREPARE AND PROCESS RECEIVING REPORTS FOR LOCAL PURCHASE ITEMS	16.67	2.00	0.33	85.40
M	13 REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	41.67	0.79	0.33	85.73
K	23 RECONCILE THE SECURITY RECORD CARD BALANCES WITH STOCK RECORD CARD BALANCES	25.00	1.29	0.32	86.05
H	7 PREPARE DOCUMENTS FOR THE TURN-IN OF OUT-DATED X-RAY FILM	25.00	1.25	0.31	86.36
J	8 MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	16.67	1.88	0.31	86.67
P	4 CODE LOCAL PURCHASE DOCUMENTS	25.00	1.23	0.31	86.98
B	24 SUPERVISE THE FURNISHING OF MEDICAL MATERIEL TRANSACTION DOCUMENTS TO BAFO	16.67	1.79	0.30	87.28
L	9 MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	25.00	1.17	0.29	87.57
A	26 PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	25.00	1.15	0.29	87.85
E	1 CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	25.00	1.14	0.29	88.14
Q	3 EDIT OUTPUT FOR DUE-IN AND DUE-OUT DATA OF USING ACTIVITIES	16.67	1.67	0.28	88.42
L	20 PREPARE INVENTORY CONTROL RECORDS FOR ACCEPTABLE TURN-INS	16.67	1.62	0.27	88.69
P	7 FILE COMPLETED DOCUMENTS	16.67	1.57	0.26	88.95
L	16 POST RETURNS TO VENDORS	41.67	0.61	0.26	89.20
E	9 DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	25.00	1.02	0.25	89.46
J	5 COORDINATE WITH BASE DATA PROCESSING INSTALLATION FOR PREPARATION OF INVENTORY COUNT LISTINGS	33.33	0.74	0.25	89.71
G	9 POST GWMR LEVELS AND COMPOSITION	25.00	0.99	0.25	89.95
B	15 SUPERVISE MEDICAL MATERIEL SPECIALISTS (91550)	16.67	1.43	0.24	90.19
J	3 COMPUTE INVENTORY ACCURACY PERCENTAGES	25.00	0.87	0.22	90.41
H	8 REVIEW EXCESS EQUIPMENT OR SUPPLY TURN-IN DOCUMENTS AND DETERMINE EXCESS OR SALVAGE ACTION	16.67	1.28	0.21	90.62
B	5 MONITOR EXCESS ITEMS PROGRAM	16.67	1.25	0.21	90.83

A	20	PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	25.00	0.83	0.21	91.04
B	17	SUPERVISE PHYSICAL ISSUING OF MATERIEL	16.67	1.19	0.20	91.24
K	21	PROCESS AND REPORT MEDICAL MATERIEL COMPLAINTS	16.67	1.19	0.20	91.44
B	3	DIRECT STORAGE, ISSUE, AND SAFEGUARDING OF SECURITY ITEMS	25.00	0.78	0.20	91.63
A	25	PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	8.33	2.20	0.18	91.82
P	1	ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	16.67	1.08	0.18	92.00
P	5	DISPOSE OF INACTIVE DOCUMENTS	16.67	1.08	0.18	92.18
B	9	SUPERVISE CONTROL OF MATERIEL DOCUMENTS	16.67	1.08	0.18	92.36
G	3	COMPUTE PEACETIME OPERATING STOCKS (POS) REQUIREMENTS	25.00	0.71	0.18	92.53
G	12	RECONCILE AFMMFO LETTERS WITH WRM WORKSHEET	16.67	1.07	0.18	92.71
G	10	PREPARE REQUISITIONS FOR WRM	25.00	0.71	0.18	92.89
E	22	MAINTAIN AND SEARCH STOCK LOCATOR FILE OR AIR FORCE LOCATOR CARDS	8.33	2.02	0.17	93.06
M	14	REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC BIOLOGICALS AND REAGENTS	25.00	0.67	0.17	93.22
N	10	MAINTAIN NEWLY-STOCKLISTED ITEM PCAM CARD FILE	16.67	0.97	0.16	93.39
A	14	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	16.67	0.97	0.16	93.55
L	13	NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	8.33	1.91	0.16	93.71
G	6	MAKE SURVEYS TO INSURE ACCURACY OF WRM LOCATOR FILES	16.67	0.95	0.16	93.86
B	4	IMPLEMENT CONTROLS AND FOLLOW-UP FOR NEW PROCEDURES	16.67	0.91	0.15	94.02
M	8	PREPARE AND MAINTAIN RECORDS OR DOCUMENTS FOR NON-MEDICAL MATERIEL	16.67	0.91	0.15	94.17
D	4	COUNSEL INDIVIDUALS ON TRAINING PROGRESS	16.67	0.91	0.15	94.32
C	9	DETERMINE NEED FOR EXTRA INVENTORIES	25.00	0.59	0.15	94.47
P	28	REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	8.33	1.70	0.14	94.61
P	13	MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	8.33	1.70	0.14	94.75
G	1	COMPUTE ASSETS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	16.67	0.83	0.14	94.89
P	27	REVIEW DOCUMENTS PRIOR TO FILING	8.33	1.61	0.13	95.02
P	17	MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS	8.33	1.61	0.13	95.16
P	9	FILE UP-DATED DOCUMENT REGISTERS	8.33	1.61	0.13	95.29
P	8	FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	8.33	1.61	0.13	95.42
M	6	MAINTAIN REQUISITION HISTORY FILE	8.33	1.61	0.13	95.56
P	11	INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	8.33	1.59	0.13	95.69
O	10	MAINTAIN AND ISSUE STOCKS OF NON-MEDICAL SUPPLIES	8.33	1.59	0.13	95.82
J	10	PERFORM PRE-INVENTORY SURVEY	8.33	1.59	0.13	95.96
A	37	WRITE JOB DESCRIPTION	8.33	1.59	0.13	96.09
A	29	PLAN TECHNIQUES FOR HANDLING MECHANIZED ACCOUNTS	8.33	1.59	0.13	96.22
C	13	EVALUATE INVENTORY ADJUSTMENTS	16.67	0.77	0.13	96.35
H	2	ARRANGE FOR WITNESSES TO OBSERVE THE DESTRUCTION OF MEDICAL SECURITY ITEMS	8.33	1.53	0.13	96.48
B	1	ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	8.33	1.53	0.13	96.60
K	2	COMPUTE FILL RATES	8.33	1.52	0.13	96.73
A	27	PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	16.67	0.75	0.12	96.86
L	24	TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	16.67	0.74	0.12	96.98
B	6	MONITOR THE MEDICAL INVENTORY MANAGEMENT SYSTEM (MIMS)	16.67	0.74	0.12	97.10
J	4	CONDUCT INVENTORIES OF LOCAL PURCHASE ITEMS	8.33	1.47	0.12	97.23
C	15	EVALUATE REQUESTS FOR LOCAL PURCHASE	8.33	1.47	0.12	97.35

A	33	SELECT PROCUREMENT SOURCES (CP OR LP) FOR ISSUE REQUESTS	8.33	1.47	0.12	97.47
E	7	DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	8.33	1.46	0.12	97.59
B	10	SUPERVISE DELIVERY AND TRANSFER OF MATERIEL	8.33	1.35	0.11	97.71
H	6	PREPARE DOCUMENTS FOR THE TRANSFER OF EXCESS REQUIRED NON-MEDICAL ITEMS TO BASE SUPPLY	16.67	0.67	0.11	97.82
Q	28	SUBMIT SUGGESTED SOURCES OF LOCAL PURCHASE ITEMS TO BASE PURCHASING AND CONTRACT OFFICE (P + C)	16.67	0.67	0.11	97.93
M	16	TYPE MATERIEL SOURCE DOCUMENTS	8.33	1.28	0.11	98.03
K	17	PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	8.33	1.28	0.11	98.14
J	6	ESTABLISH AND POST NOTICES OF INVENTORY DEADLINE DATES	8.33	1.14	0.09	98.24
D	1	ADAPT AND MAINTAIN TRAINING AIDS	8.33	1.14	0.09	98.33
D	2	CONDUCT OJT PROGRAMS	8.33	1.13	0.09	98.42
A	18	PLAN CONTROLS OVER WRM SUPPLIES AND EQUIPMENT	8.33	1.13	0.09	98.52
A	12	OPEN NEW MEMO ACCOUNTS	8.33	1.13	0.09	98.61
E	42	UNLOAD INCOMING SHIPMENTS	8.33	1.13	0.09	98.61
E	26	OPERATE FORK LIFT FOR MATERIEL HANDLING	8.33	0.97	0.08	98.69
B	21	SUPERVISE SPECIAL PROJECT AND SPECIAL DUTY ACTIVITIES	16.67	0.44	0.07	98.77
P	19	MAINTAIN SUPPLY DOCUMENT REGISTER	8.33	0.85	0.07	98.84
L	2	AUDIT AND FORWARD THE QUARTERLY MIMS REPORT	8.33	0.81	0.07	98.91
K	22	RECONCILE THE DOLLAR VALUE OF INVENTORY CATEGORIES WITH THE DOLLAR VALUE OF ACCOUNTING OFFICE RECORDS	8.33	0.81	0.07	98.97
K	15	PREPARE AND SUBMIT QUARTERLY FEEDER REPORTS	8.33	0.81	0.07	99.11
H	4	PREPARE AND SUBMIT REPORTS OF EXCESS PROPERTY TO AFMMFO (SFS 120, 120A)	8.33	0.81	0.07	99.17
G	4	COMPUTE REQUIREMENTS OF WRM SHREDDOUT PROGRAMS SUCH AS HMPNC, SCATA, OR BW/CM	8.33	0.81	0.07	99.24
C	14	EVALUATE MEDICAL MATERIEL COMPLAINTS OR SUGGESTIONS FOR CORRECTIVE ACTION	8.33	0.81	0.07	99.31
C	2	COMPILE MANAGEMENT DATA FOR USE IN EVALUATION OF SUPPLY PROGRAM	8.33	0.81	0.07	99.38
M	7	POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (OA)	8.33	0.77	0.06	99.44
G	2	COMPUTE GROSS WARTIME MATERIEL REQUIREMENTS (GWMR)	8.33	0.76	0.06	99.50
A	10	ESTABLISH INVENTORY CUT-OFF DOCUMENT NUMBERS	8.33	0.76	0.06	99.57
G	5	INVENTORY WRM MATERIELS	8.33	0.73	0.06	99.63
C	3	COMPLETE PERSONEL PERFORMANCE REPORTS	8.33	0.68	0.06	99.68
C	11	EVALUATE EFFECTIVENESS OF THE LINEN SUPPLY ACTIVITY	8.33	0.68	0.06	99.74
B	12	SUPERVISE LINEN SUPPLY ACTIVITY	8.33	0.68	0.06	99.74
A	2	ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	8.33	0.68	0.06	99.80
D	10	PLAN AND CONDUCT FORMAL CLASSROOM TRAINING	8.33	0.40	0.03	99.83
E	18	ISSUE MATERIEL TO USING ACTIVITY	8.33	0.34	0.03	99.86
E	17	ISSUE DATED ITEMS	8.33	0.34	0.03	99.89
Q	20	PROCURE NARCOTICS	8.33	0.34	0.03	99.92
D	15	RECOMMEND INDIVIDUALS FOR SPECIALTY KNOWLEDGE TESTING	8.33	0.28	0.02	99.94
			8.33	0.28	0.02	99.96

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 7  
KPATH ORDER FROM 853 TO 859 GROUP STAGE= 35  
TIME PERFECTLY DESCRIBED ON DUTIES= 77.51, TASKS= 56.27

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK

D-TSK	DUTY/TASK TITLE				
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	100.00	37.86	37.86	37.86
M	REQUISITIONING MATERIEL	100.00	15.51	15.51	53.37
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	100.00	14.66	14.66	68.04
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	100.00	10.14	10.14	78.17
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	71.43	10.72	7.66	85.83
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	57.14	9.38	5.36	91.19
G	MAINTAINING WAR READINESS MATERIEL	42.86	5.38	2.31	93.49
A	PLANNING AND ORGANIZING	57.14	3.63	2.07	95.57
E	PERFORMING WAREHOUSE FUNCTIONS	28.57	4.84	1.38	96.95
H	REPORTING AND DISPOSING OF MATERIEL	14.29	5.13	0.73	97.68
D	TRAINING	28.57	2.47	0.71	98.39
B	DIRECTING AND IMPLEMENTING	14.29	4.51	0.64	99.03
I	MAINTAINING LINEN SUPPLY	14.29	2.91	0.42	99.45
F	INSPECTING PROPERTY	14.29	2.56	0.37	99.81
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	14.29	1.16	0.17	99.98

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 7  
KPATH ORDER FROM 853 TO 859 GROUP STAGE= 235  
TIME PERFECTLY DESCRIBED ON DUTIES= 77.51, TASKS= 56.27

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
M	9 PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	100.00	3.00	3.00	3.00
L	15 POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT				
N	3 FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	100.00	2.75	2.75	5.75
N	1 COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	100.00	2.65	2.65	8.40
J	1 ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	100.00	2.58	2.58	10.98
N	4 FORWARD PUNCHED QUANTITY REQUESTED CARD DECKS TO DATA PROCESSING INSTALLATION	100.00	2.49	2.49	13.46
N	20 PREPARE PCAM DAILY UTILIZATION REPORT	85.71	2.79	2.40	15.86
J	7 INSPECT RECEIPTS AND ISSUES FOR PROCESSING PRIOR TO INVENTORY	85.71	2.74	2.35	18.20
N	7 KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	85.71	2.51	2.15	20.35
N	17 PREPARE INPUT DATA AND READ OUTPUT FOR DECREASE AND INCREASE TRANSACTIONS	71.43	2.76	1.97	22.33
N	15 OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	71.43	2.72	1.94	24.27
J	2 CALCULATE THE INVENTORY BALANCE	71.43	2.67	1.91	26.18
N	9 MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	85.71	2.21	1.89	28.07
N	19 PREPARE INPUT DATA AND READ OUTPUT FOR STOCK BALANCES	85.71	2.20	1.88	29.95
N	2 FILE ZERO BALANCE CARDS	71.43	2.61	1.87	31.82
M	3 EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	85.71	2.18	1.87	33.69
N	16 PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	71.43	2.61	1.87	35.55
L	1 ADJUST BALANCE CARDS FOR SUSPENDED ITEMS	71.43	2.59	1.85	37.40
N	22 RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	71.43	2.56	1.83	39.23
N	13 OFFSET ADJUSTMENT TRANSACTION CARDS	71.43	2.39	1.71	40.94
N	8 KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	71.43	2.32	1.65	42.59
M	1 CHECK ACCURACY OF DEPOT REQUISITIONS	71.43	2.29	1.63	44.23
N	5 FORWARD SHOPPING DECKS TO BASE DATA PROCESSING INSTALLATION	57.14	2.84	1.62	45.85
N	12 MAINTAIN SUPPLY OF BLANK PCAM CARDS	71.43	2.26	1.62	47.47
M	11 RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	57.14	2.61	1.49	48.96
N	14 OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	57.14	2.59	1.48	50.44
N	6 KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	57.14	2.56	1.46	51.91
P	2 ASSIGN OR CANCEL DOCUMENT NUMBERS	71.43	2.05	1.46	53.37
N	21 RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	57.14	2.48	1.42	54.79
J	15 REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	57.14	2.41	1.38	56.17
N	11 MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	57.14	2.20	1.27	57.43
M	6 MAINTAIN REQUISITION HISTORY FILE	57.14	2.21	1.26	58.69
J	5 COORDINATE WITH BASE DATA PROCESSING INSTALLATION FOR PREPARATION OF INVENTORY COUNT LISTINGS	57.14	2.20	1.26	59.95
		42.86	2.67	1.15	61.10

M	12	RECORD FUND OBLIGATIONS	42.86	2.65	1.14	62.23
M	7	POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (OA)	42.86	2.65	1.14	63.37
J	16	REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	42.86	2.59	1.11	64.48
L	6	FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	57.14	1.93	1.11	65.58
K	29	VERIFY UNIT COSTS OF PROPERTY ITEMS	42.86	2.31	0.99	66.57
M	10	PROCESS RECEIPTS FROM LOCAL PURCHASE	42.86	2.14	0.92	67.49
K	27	SCREEN REQUESTS FOR SUPPLIES	42.86	2.05	0.88	68.37
J	3	COMPUTE INVENTORY ACCURACY PERCENTAGES	42.86	2.03	0.87	69.24
K	5	EDIT ISSUE REQUESTS	42.86	2.00	0.86	70.10
M	4	MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	42.86	1.98	0.85	70.95
J	14	REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	42.86	1.96	0.84	71.79
J	8	MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	42.86	1.92	0.82	72.61
L	12	NOTIFY AFMMFO OF ITEMS SUSPENDED	28.57	2.82	0.80	73.41
D	6	GIVE INFORMAL TRAINING TO INDIVIDUALS	28.57	2.47	0.71	74.12
M	5	MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	28.57	2.45	0.70	74.82
E	41	TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	28.57	2.45	0.70	75.52
J	6	ESTABLISH AND POST NOTICES OF INVENTORY DEADLINE DATES	28.57	2.43	0.69	76.22
M	14	REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC BIOLOGICALS AND REAGENTS	28.57	2.40	0.69	76.90
N	18	PREPARE INPUT DATA AND READ OUTPUT FOR DOCUMENTATION OF TRANSACTIONS	28.57	2.29	0.65	77.56
P	19	MAINTAIN SUPPLY DOCUMENT REGISTER	28.57	2.17	0.62	78.18
P	3	CODE AND EDIT SOURCE DOCUMENTS	28.57	2.13	0.61	78.78
K	11	MAINTAIN DATE-OF-AVAILABILITY LIST OF NEWLY STOCKLISTED MATERIEL	28.57	2.09	0.60	79.38
K	25	REQUEST WAREHOUSE TO DELIVER MATERIEL	28.57	2.04	0.58	79.96
K	2	COMPUTE FILL RATES	28.57	2.04	0.58	80.55
J	13	RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	28.57	2.03	0.58	81.13
J	9	MAKE PHYSICAL COUNT OF PROPERTY ITEMS	28.57	1.99	0.57	81.69
P	5	DISPOSE OF INACTIVE DOCUMENTS	28.57	1.95	0.56	82.25
G	10	PREPARE REQUISITIONS FOR WRM	28.57	1.86	0.53	82.78
L	23	SEPARATE STOCK RECORD CARDS FOR NON-STOCK LISTED ITEMS	28.57	1.68	0.48	83.26
G	12	RECONCILE AFMMFO LETTERS WITH WRM WORKSHEET	28.57	1.60	0.46	83.72
L	9	MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	14.29	3.05	0.44	84.16
L	8	MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	14.29	3.05	0.44	84.59
L	4	COMPUTE THE QUANTITY ON HAND OF SUSPENDED ITEMS	14.29	3.05	0.44	85.03
K	6	EDIT OUTGOING OR INCOMING EXCESS REPORTS	14.29	3.05	0.44	85.47
G	2	COMPUTE GROSS WARTIME MATERIEL REQUIREMENTS (GWMR)	28.57	1.52	0.43	85.90
I	11	PICK UP LINENS FROM AND DELIVER TO USING ACTIVITY	14.29	2.91	0.42	86.32
K	7	EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	28.57	1.44	0.41	86.73
M	16	TYPE MATERIEL SOURCE DOCUMENTS	14.29	2.62	0.37	87.10
L	13	NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	14.29	2.62	0.37	87.48
K	18	PREPARE SALVAGE DOCUMENTS	14.29	2.62	0.37	87.85
P	8	FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	14.29	2.58	0.37	88.22
P	7	FILE COMPLETED DOCUMENTS	14.29	2.58	0.37	88.59
L	16	POST RETURNS TO VENDORS	14.29	2.56	0.37	88.95
L	5	DISTRIBUTE COPIES OF ISSUE REQUESTS	14.29	2.56	0.37	89.32
K	24	RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	14.29	2.56	0.37	89.69
K	14	POST STOCK SUSPENSION NOTICES	14.29	2.56	0.37	90.05
H	6	PREPARE DOCUMENTS FOR THE TRANSFER OF EXCESS REQUIRED NON-MEDICAL ITEMS TO BASE SUPPLY	14.29	2.56	0.37	90.42

H	5 PREPARE DESTRUCTION DOCUMENTS FOR AND DESTROY MEDICAL EXCESS	14.29	2.56	0.37	90.78
G	9 POST GWMR LEVELS AND COMPOSITION				
F	10 INITIATE ISSUE REQUESTS FOR ITEMS NEEDED TO COMPLETE ASSEMBLIES	14.29	2.56	0.37	91.15
		14.29	2.56	0.37	91.52
A	11 ESTABLISH WORK SCHEDULES				
A	2 ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	14.29	2.56	0.37	91.88
E	1 CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	14.29	2.56	0.37	92.25
P	4 CODE LOCAL PURCHASE DOCUMENTS	28.57	1.19	0.34	92.59
K	3 DETERMINE REQUISITION TRANSMISSION METHODS	14.29	2.32	0.33	92.92
G	3 COMPUTE PEACETIME OPERATING STOCKS (POS) REQUIREMENTS	14.29	2.32	0.33	93.26
A	37 WRITE JOB DESCRIPTION	14.29	2.32	0.33	93.59
M	2 DETERMINE REQUISITION PRIORITIES	14.29	2.27	0.32	93.91
K	1 ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	28.57	1.09	0.31	94.22
P	9 FILE UP-DATED DOCUMENT REGISTERS	28.57	1.00	0.29	94.51
N	23 SELECT DATA ELEMENTS FOR RECORDING TRANSACTIONS	14.29	1.93	0.28	94.79
B	23 SUPERVISE THE DISPOSAL AND SALVAGE OF MATERIEL	14.29	1.93	0.28	95.06
B	7 SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	14.29	1.93	0.28	95.34
P	1 ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	14.29	1.93	0.28	95.62
E	9 DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	14.29	1.75	0.25	95.87
A	7 COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	14.29	1.74	0.25	96.12
A	5 COMPUTE ECONOMIC ORDER QUANTITIES (EOQS)	14.29	1.74	0.25	96.36
L	7 FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	14.29	1.74	0.25	96.61
K	26 SCREEN, COMPUTE, AND POST STOCK LEVELS	14.29	1.70	0.24	96.86
J	11 PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	14.29	1.70	0.24	97.10
L	18 PREPARE AND DISTRIBUTE THE STOCK STATUS REPORT	14.29	1.70	0.24	97.34
P	28 REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	14.29	1.42	0.20	97.55
		14.29	1.31	0.19	97.73
P	24 PREPARE FACSIMILES OF LOST DOCUMENTS FROM SUSPENSE COPIES				
K	9 FILL OUT FORMS FOR CONDEMNED ITEMS	14.29	1.31	0.19	97.92
P	17 MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS	14.29	1.31	0.19	98.11
L	21 RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	14.29	1.29	0.18	98.29
G	1 COMPUTE ASSETS OF WRM SHREDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	14.29	1.29	0.18	98.48
		14.29	1.29	0.18	98.66
A	34 SET UP, MAINTAIN, OR DISPOSE OF FILES				
Q	9 MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	14.29	1.29	0.18	98.84
M	13 REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	14.29	1.16	0.17	99.01
A	6 COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	14.29	1.16	0.17	99.18
		14.29	1.16	0.17	99.34
A	4 ASSIGN ISSUE PRIORITIES				
K	8 ESTABLISH MINIMUM STOCK LEVELS	14.29	1.16	0.17	99.51
L	24 TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	14.29	1.14	0.16	99.67
E	3 COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	14.29	0.87	0.12	99.80
		14.29	0.64	0.09	99.89
B	1 ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL				
		14.29	0.64	0.09	99.98

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 5  
KPATH ORDER FROM 869 TO 873 GROUP STAGE= 122

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
 AVERAGE PERCENT TIME SPENT BY ALL MEMBERS..... :  
 AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.... :  
 PERCENT OF MEMBERS PERFORMING..... :  
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D-TSK	DUTY/TASK TITLE				
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	100.00	34.25	34.25	34.25
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	100.00	28.76	28.76	63.01
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	100.00	10.48	10.48	73.48
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	60.00	12.52	7.51	81.00
M	REQUISITIONING MATERIEL	100.00	6.57	6.57	87.57
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	80.00	4.89	3.92	91.49
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	80.00	4.83	3.86	95.35
A	PLANNING AND ORGANIZING	40.00	5.11	2.04	97.40
E	PERFORMING WAREHOUSE FUNCTIONS	40.00	3.94	1.58	98.97
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	40.00	1.44	0.58	99.55
D	TRAINING	20.00	2.15	0.43	99.98

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRS= 5  
KPATH ORDER FROM 869 TO 873 GROUP STAGE= 122

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
P	13 MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	100.00	3.88	3.88	3.88
P	12 MAKE QUALITY CONTROL CHECK OF SUCH ITEMS AS POSTING CONTROL CODES OR ANALYSES CODES	100.00	3.47	3.47	7.34
N	4 FORWARD PUNCHED QUANTITY REQUESTED CARD DECKS TO DATA PROCESSING INSTALLATION	100.00	3.11	3.11	10.46
P	7 FILE COMPLETED DOCUMENTS	80.00	3.65	2.92	13.38
N	15 OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	80.00	3.58	2.87	16.24
P	11 INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	80.00	3.51	2.81	19.05
N	9 MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	100.00	2.71	2.71	21.76
N	5 FORWARD SHOPPING DECKS TO BASE DATA PROCESSING INSTALLATION	80.00	3.35	2.68	24.44
L	15 POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	80.00	3.17	2.54	26.97
P	19 MAINTAIN SUPPLY DOCUMENT REGISTER	80.00	3.02	2.42	29.39
P	17 MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS	80.00	2.97	2.37	31.77
N	13 OFFSET ADJUSTMENT TRANSACTION CARDS	80.00	2.93	2.34	34.11
L	6 FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	80.00	2.93	2.34	36.45
P	9 FILE UP-DATED DOCUMENT REGISTERS	60.00	3.89	2.33	38.79
P	28 REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	60.00	3.72	2.23	41.02
Q	9 MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	60.00	3.65	2.19	43.21
N	22 RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	80.00	2.60	2.08	45.29
N	3 FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	80.00	2.50	2.00	47.29
N	14 OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	60.00	3.27	1.96	49.25
N	11 MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	60.00	3.05	1.83	51.08
M	10 PROCESS RECEIPTS FROM LOCAL PURCHASE	80.00	2.19	1.75	52.83
N	1 COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	60.00	2.90	1.74	54.57
M	15 REVIEW RECEIVING DOCUMENTS	40.00	3.63	1.45	56.02
P	5 DISPOSE OF INACTIVE DOCUMENTS	60.00	2.34	1.41	57.43
P	2 ASSIGN OR CANCEL DOCUMENT NUMBERS	60.00	2.33	1.40	58.82
M	9 PREPARE REQUISITION CARDS (OD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	47.00	3.45	1.38	60.20
P	4 CODE LOCAL PURCHASE DOCUMENTS	60.00	2.23	1.34	61.54
P	15 MAINTAIN FILE OF BASE ERROR AND/OR CORRECTION SHEETS (AF FORM 150)	40.00	3.33	1.33	62.87
P	8 FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	40.00	3.25	1.30	64.17
N	21 RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	40.00	3.06	1.23	65.40
J	1 ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	40.00	3.02	1.21	66.61

N	2	FILE ZERO BALANCE CARDS	60.00	1.86	1.12	67.72
P	3	CODE AND EDIT SOURCE DOCUMENTS	40.00	2.65	1.06	68.78
A	34	SET UP, MAINTAIN, OR DISPOSE OF FILES	40.00	2.61	1.04	69.83
A	37	WRITE JOB DESCRIPTION	20.00	5.00	1.00	70.83
L	7	FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	40.00	2.42	0.97	71.79
L	1	ADJUST BALANCE CARDS FOR SUSPENDED ITEMS	40.00	2.22	0.89	72.68
M	1	CHECK ACCURACY OF DEPOT REQUISITIONS	20.00	4.30	0.86	73.54
N	8	KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	20.00	4.28	0.86	74.40
M	11	RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	40.00	2.12	0.85	75.25
N	10	MAINTAIN NEWLY-STOCKLISTED ITEM PCAM CARD FILE	40.00	2.02	0.81	76.06
P	26	RECORD TRANSACTIONS ON TRANSACTION REGISTER	20.00	3.80	0.76	76.82
K	5	EDIT ISSUE REQUESTS	20.00	3.70	0.74	77.56
J	15	REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	20.00	3.70	0.74	78.30
N	16	PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	20.00	3.57	0.71	79.01
K	9	FILL OUT FORMS FOR CONDEMNED ITEMS	40.00	1.74	0.70	79.71
P	27	REVIEW DOCUMENTS PRIOR TO FILING	20.00	3.22	0.64	80.35
P	21	MONITOR THE FLOW OF DOCUMENTS BETWEEN PROCESSING POINTS	20.00	3.16	0.63	80.99
Q	27	SET LEVELS AND REQUIREMENT CODES FOR NON-STOCKLISTED ITEMS	20.00	3.08	0.62	81.60
Q	11	PREPARE AND PROCESS RECEIVING REPORTS FOR LOCAL PURCHASE ITEMS	20.00	3.08	0.62	82.22
P	1	ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	20.00	3.08	0.62	82.83
L	17	PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (DD FORM 1348)	20.00	3.08	0.62	83.45
K	26	SCREEN, COMPUTE, AND POST STOCK LEVELS	20.00	3.08	0.62	84.06
K	8	ESTABLISH MINIMUM STOCK LEVELS	20.00	3.08	0.62	84.68
K	7	EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	20.00	3.08	0.62	85.29
J	4	CONDUCT INVENTORIES OF LOCAL PURCHASE ITEMS	20.00	3.08	0.62	85.91
J	9	MAKE PHYSICAL COUNT OF PROPERTY ITEMS	40.00	1.49	0.59	86.50
L	23	SEPARATE STOCK RECORD CARDS FOR NON-STOCK LISTED ITEMS	20.00	2.96	0.59	87.10
K	29	VERIFY UNIT COSTS OF PROPERTY ITEMS	20.00	2.96	0.59	87.69
K	27	SCREEN REQUESTS FOR SUPPLIES	20.00	2.96	0.59	88.28
K	14	POST STOCK SUSPENSION NOTICES	20.00	2.96	0.59	88.87
K	13	POST RECEIPTS AND ISSUES OF SECURITY ITEMS TO VAULT RECORD CARDS	20.00	2.96	0.59	89.46
K	12	NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	20.00	2.96	0.59	90.06
K	11	MAINTAIN DATE-OF-AVAILABILITY LIST OF NEWLY STOCKLISTED MATERIEL	20.00	2.96	0.59	90.65
L	10	MAKE ENTRIES ON STOCK LOCATOR CARDS TO SHOW CHANGES IN LOCATION OF PROPERTY ITEMS	20.00	2.53	0.51	91.16
N	12	MAINTAIN SUPPLY OF BLANK PCAM CARDS	40.00	1.17	0.47	91.62
L	13	NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	20.00	2.31	0.46	92.09
J	5	COORDINATE WITH BASE DATA PROCESSING INSTALLATION FOR PREPARATION OF INVENTORY COUNT LISTINGS	20.00	2.31	0.46	92.55
Q	26	SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	20.00	2.22	0.44	92.99
P	14	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS AT USING ACTIVITY	20.00	2.22	0.44	93.44
L	5	DISTRIBUTE COPIES OF ISSUE REQUESTS	20.00	2.22	0.44	93.88
O	8	INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	20.00	2.15	0.43	94.31
O	1	ASSIGN NON-MIMS VOUCHER NUMBERS TO TRANSACTIONS	20.00	2.14	0.43	94.74
L	3	COMPLETE ENTRIES ON RECEIVING DOCUMENTS	20.00	2.14	0.43	95.17
E	22	MAINTAIN AND SEARCH STOCK LOCATOR FILE OR AIR FORCE LOCATOR CARDS	20.00	2.14	0.43	95.60

E	18	ISSUE MATERIEL TO USING ACTIVITY	20.00	2.14	0.43	96.02
P	23	PREPARE DOCUMENTS TO BE DESTROYED OR RETIRED	20.00	1.90	0.38	96.40
K	20	PREPARE AND DISTRIBUTE DOCUMENTS FOR PROPERTY FOUND ON BASE	20.00	1.90	0.38	96.78
L	12	NOTIFY AFMMFO OF ITEMS SUSPENDED	20.00	1.48	0.30	97.08
K	25	REQUEST WAREHOUSE TO DELIVER MATERIEL	20.00	1.48	0.30	97.38
J	16	REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	20.00	1.48	0.30	97.67
E	1	CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	40.00	0.73	0.29	97.96
M	6	MAINTAIN REQUISITION HISTORY FILE	20.00	1.43	0.29	98.25
E	17	ISSUE DATED ITEMS	20.00	1.43	0.29	98.53
P	10	INSPECT CHARGE-OUT RECORDS (AF FORM 614) TO INSURE RETURN OF LOANED DOCUMENTS	20.00	1.26	0.25	98.79
P	6	DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	20.00	1.26	0.25	99.04
N	7	KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	20.00	1.26	0.25	99.29
L	14	ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	20.00	1.26	0.25	99.55
O	11	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS	20.00	0.74	0.15	99.69
L	8	MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	20.00	0.71	0.14	99.84
E	9	DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	20.00	0.71	0.14	99.98

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 29  
KPATH ORDER FROM 888 TO 916 GROUP STAGE= 160  
TIME PERFECTLY DESCRIBED ON DUTIES= 72.45, TASKS= 48.68

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	100.00	27.25	27.25	27.25
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	93.10	11.49	10.70	37.94
M	REQUISITIONING MATERIEL	96.55	9.45	9.13	47.07
E	PERFORMING WAREHOUSE FUNCTIONS	79.31	11.17	8.86	55.93
A	PLANNING AND ORGANIZING	96.55	8.99	8.68	64.61
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	100.00	7.21	7.21	71.82
B	DIRECTING AND IMPLEMENTING	68.97	7.82	5.39	77.21
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	58.62	9.08	5.33	82.53
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	89.66	5.93	5.31	87.85
C	EVALUATING	82.76	3.80	3.14	90.99
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	68.97	3.45	2.38	93.37
F	INSPECTING PROPERTY	58.62	2.79	1.64	95.00
D	TRAINING	37.93	3.86	1.46	96.47
J	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	51.72	2.54	1.32	97.79
I	MAINTAINING LINEN SUPPLY	31.03	3.32	1.03	98.81
H	REPORTING AND DISPOSING OF MATERIEL	31.03	1.95	0.61	99.42
G	MAINTAINING WAR READINESS MATERIEL	31.03	1.75	0.54	99.96

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 29  
KPATH ORDER FROM 888 TO 916 GROUP STAGE= 160  
TIME PERFECTLY DESCRIBED ON DUTIES= 72.45, TASKS= 48.68

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
Q	29 VALIDATE AND DISTRIBUTE LOCAL PURCHASE RECEIVING DOCUMENTS	100.00	1.87	1.87	1.87
Q	14 PREPARE AND SUBMIT LOCAL PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	96.55	1.92	1.85	3.72
M	10 PROCESS RECEIPTS FROM LOCAL PURCHASE				
Q	11 PREPARE AND PROCESS RECEIVING REPORTS FOR LOCAL PURCHASE ITEMS	93.10	1.91	1.78	5.51
Q	5 MAINTAIN FILE OF LOCAL PURCHASE ORDERS, CONTRACTS, RECEIVING REPORTS, OR SIMILAR DOCUMENTS	96.55	1.73	1.67	8.89
Q	28 SUBMIT SUGGESTED SOURCES OF LOCAL PURCHASE ITEMS TO BASE PURCHASING AND CONTRACT OFFICE (P + C)	96.55	1.56	1.50	10.39
Q	12 PREPARE AND SUBMIT EMERGENCY PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	93.10	1.57	1.46	11.86
L	22 SCREEN REQUESTS FOR LOCAL PURCHASE				
Q	26 SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	96.55	1.48	1.43	13.29
Q	23 RECEIVE AND DISTRIBUTE CORRESPONDENCE PERTINENT TO LOCAL PURCHASE	93.10	1.50	1.40	14.69
P	18 MAINTAIN LOCAL PROCUREMENT DOCUMENT REGISTER	89.66	1.46	1.31	16.00
Q	25 RECEIVE, INSPECT, AND STORE LOCAL PURCHASE ITEMS	68.97	1.82	1.26	17.26
Q	8 MAINTAIN LIBRARY OF GSA CATALOGUES, VENDORS' CATALOGUES, AND OTHER PROCUREMENT DATA	82.76	1.51	1.25	18.51
B	13 SUPERVISE LOCAL PURCHASE ACTIVITIES	86.21	1.44	1.24	19.75
P	4 CODE LOCAL PURCHASE DOCUMENTS	65.52	1.82	1.19	20.94
P	7 FILE COMPLETED DOCUMENTS	82.76	1.42	1.17	22.12
Q	4 ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITY	75.86	1.55	1.17	23.29
Q	10 PREPARE AND DISTRIBUTE SOURCE DOCUMENTS INVOLVING PAYMENT TO VENDORS	82.76	1.40	1.16	24.45
Q	10 PREPARE AND DISTRIBUTE SOURCE DOCUMENTS INVOLVING PAYMENT TO VENDORS	75.86	1.50	1.14	25.58
A	33 SELECT PROCUREMENT SOURCES (CP OR LP) FOR ISSUE REQUESTS				
A	34 SET UP, MAINTAIN, OR DISPOSE OF FILES	75.86	1.47	1.12	26.70
C	15 EVALUATE REQUESTS FOR LOCAL PURCHASE	79.31	1.40	1.11	27.82
Q	13 PREPARE AND SUBMIT LIST OF DELINQUENT LOCAL PURCHASE ORDERS TO BASE PROCUREMENT ACTIVITY	75.86	1.41	1.07	28.88
A	16 ORGANIZE PROCEDURES FOR BASE PROCUREMENT OF LOCAL PURCHASE MATERIEL	86.21	1.22	1.05	29.93
P	8 FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	72.41	1.37	1.00	30.93
P	2 ASSIGN OR CANCEL DOCUMENT NUMBERS	75.86	1.25	0.95	31.87
Q	17 PREPARE REPORT OF LOCAL PURCHASES	75.86	1.19	0.91	32.78
K	1 ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	79.31	1.13	0.89	33.67
M	15 REVIEW RECEIVING DOCUMENTS	72.41	1.22	0.89	34.56
C	6 CONDUCT INSPECTIONS OF LOCAL PURCHASE WORK METHODS	72.41	1.21	0.88	35.44
		62.07	1.40	0.87	36.31

Q	24	RECEIVE AND PROCESS REQUESTS FOR ITEMS TO BE PURCHASED WITH PETTY CASH FUNDS	65.52	1.27	0.83	37.14
Q	1	COORDINATE WITH OTHER AGENCIES TO DETERMINE WHICH LOCAL PURCHASE ITEMS SHOULD BE STOCKLISTED	65.52	1.25	0.82	37.96
L	7	FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	58.62	1.38	0.81	38.77
Q	2	EDIT MACHINE-COMPUTED REQUIREMENTS LISTING OF NON-STOCKLISTED ITEMS	58.62	1.32	0.77	39.54
Q	22	PURCHASE SMALL DOLLAR VALUE ITEMS	48.28	1.50	0.72	40.26
Q	27	SET LEVELS AND REQUIREMENT CODES FOR NON-STOCKLISTED ITEMS	55.17	1.31	0.72	40.98
A	26	PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	51.72	1.39	0.72	41.70
M	14	REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC BIOLOGICALS AND REAGENTS	58.62	1.21	0.71	42.41
Q	9	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	55.17	1.29	0.71	43.12
L	24	TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	58.62	1.21	0.71	43.83
A	7	COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	62.07	1.03	0.64	44.47
B	20	SUPERVISE REQUISITIONING OF MATERIEL	44.83	1.37	0.62	45.09
L	3	COMPLETE ENTRIES ON RECEIVING DOCUMENTS	55.17	1.12	0.62	45.70
M	16	TYPE MATERIEL SOURCE DOCUMENTS	58.62	1.04	0.61	46.32
E	3	COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	55.17	1.08	0.60	46.91
P	27	REVIEW DOCUMENTS PRIOR TO FILING	48.28	1.22	0.59	47.50
N	11	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	44.83	1.31	0.59	48.09
Q	21	PROVIDE FUND CITATION AND AUTHORIZATION FOR CASH PURCHASE	48.28	1.21	0.58	48.67
M	12	RECORD FUND OBLIGATIONS	41.38	1.41	0.58	49.26
Q	16	PREPARE REPORTS OF DISCREPANCY IN SHIPMENT FROM COMMERCIAL VENDORS	65.52	0.87	0.57	49.83
M	11	RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	44.83	1.27	0.57	50.40
J	4	CONDUCT INVENTORIES OF LOCAL PURCHASE ITEMS	55.17	1.03	0.57	50.96
M	5	MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	41.38	1.37	0.57	51.53
N	14	OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	44.83	1.26	0.56	52.09
E	18	ISSUE MATERIEL TO USING ACTIVITY	55.17	1.01	0.56	52.65
K	5	EDIT ISSUE REQUESTS	51.72	1.05	0.54	53.19
M	4	MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	41.38	1.30	0.54	53.73
K	27	SCREEN REQUESTS FOR SUPPLIES	55.17	0.98	0.54	54.27
Q	18	PREPARE SHIPPING DOCUMENTS FOR LOCAL PURCHASE CREDIT ITEMS BEING RETURNED TO VENDOR	65.52	0.80	0.52	54.80
P	11	INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	37.93	1.32	0.50	55.30
L	21	RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	41.38	1.17	0.48	55.78
A	25	PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	44.83	1.06	0.48	56.26
N	15	OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	37.93	1.25	0.47	56.73
P	6	DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	44.83	1.05	0.47	57.20
M	8	PREPARE AND MAINTAIN RECORDS OR DOCUMENTS FOR NON-MEDICAL MATERIEL	37.93	1.19	0.45	57.66
Q	3	EDIT OUTPUT FOR DUE-IN AND DUE-OUT DATA OF USING ACTIVITIES	44.83	1.01	0.45	58.11
P	3	CODE AND EDIT SOURCE DOCUMENTS	41.38	1.08	0.45	58.56
E	14	IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	48.28	0.92	0.45	59.00
M	13	REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	37.93	1.17	0.44	59.45
N	8	KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	34.48	1.26	0.43	59.88

L	5	DISTRIBUTE COPIES OF ISSUE REQUESTS	41.38	1.04	0.43	60.31
J	9	MAKE PHYSICAL COUNT OF PROPERTY ITEMS	44.83	0.96	0.43	60.74
B	9	SUPERVISE CONTROL OF MATERIEL DOCUMENTS	37.93	1.10	0.42	61.16
A	20	PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	44.83	0.92	0.41	61.57
M	6	MAINTAIN REQUISITION HISTORY FILE	34.48	1.19	0.41	61.98
L	6	FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	34.48	1.14	0.39	62.38
E	21	LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	44.83	0.87	0.39	62.77
E	11	FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DD FORM 1348-1)	37.93	1.02	0.39	63.15
Q	15	PREPARE LETTER RECOMMENDING STOCKLISTING OF NON-STOCKLISTED ITEMS	41.38	0.93	0.38	63.54
P	19	MAINTAIN SUPPLY DOCUMENT REGISTER	27.59	1.39	0.38	63.92
M	2	DETERMINE REQUISITION PRIORITIES	34.48	1.10	0.38	64.30
B	7	SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	34.48	1.05	0.36	64.66
P	1	ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	31.03	1.17	0.36	65.03
E	23	MAKE DELIVERIES TO USING ACTIVITY	37.93	0.94	0.36	65.38
F	1	CONDUCT FOLLOW-UP INSPECTIONS	20.69	1.72	0.36	65.74
L	23	SEPARATE STOCK RECORD CARDS FOR NON-STOCK LISTED ITEMS	31.03	1.14	0.35	66.09
A	4	ASSIGN ISSUE PRIORITIES	34.48	1.01	0.35	66.44
P	9	FILE UP-DATED DOCUMENT REGISTERS	31.03	1.11	0.35	66.79
N	16	PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	31.03	1.11	0.34	67.13
K	29	VERIFY UNIT COSTS OF PROPERTY ITEMS	37.93	0.90	0.34	67.47
N	9	MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	31.03	1.10	0.34	67.81
B	24	SUPERVISE THE FURNISHING OF MEDICAL MATERIEL TRANSACTION DOCUMENTS TO BAFO	34.48	0.98	0.34	68.15
E	10	EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	37.93	0.89	0.34	68.49
E	42	UNLOAD INCOMING SHIPMENTS	41.38	0.81	0.34	68.82
M	1	CHECK ACCURACY OF DEPOT REQUISITIONS	31.03	1.08	0.33	69.16
P	5	DISPOSE OF INACTIVE DOCUMENTS	37.93	0.88	0.33	69.49
E	17	ISSUE DATED ITEMS	37.93	0.87	0.33	69.82
L	11	MONITOR PRIORITY STATUS OF REQUISITIONS	31.03	1.05	0.33	70.15
K	25	REQUEST WAREHOUSE TO DELIVER MATERIEL	41.38	0.78	0.32	70.47
A	11	ESTABLISH WORK SCHEDULES	34.48	0.93	0.32	70.79
Q	20	PROCURE NARCOTICS	44.83	0.71	0.32	71.11
M	9	PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	27.59	1.14	0.31	71.43
O	1	ASSIGN NON-MIMS VOUCHER NUMBERS TO TRANSACTIONS	31.03	0.99	0.31	71.73
K	12	NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	34.48	0.89	0.31	72.04
E	28	PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	31.03	0.98	0.30	72.34
N	2	FILE ZERO BALANCE CARDS	27.59	1.10	0.30	72.65
E	30	PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	41.38	0.73	0.30	72.95
L	15	POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	31.03	0.95	0.30	73.25
E	5	CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	31.03	0.93	0.29	73.53
N	3	FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	27.59	1.04	0.29	73.82
F	21	VERIFY UNIT OF ISSUE FOR PROPERTY ITEMS	34.48	0.82	0.28	74.10
M	7	POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (OA)	20.69	1.34	0.28	74.38
M	3	EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	27.59	1.00	0.27	74.65
E	41	TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	34.48	0.78	0.27	74.92
E	9	DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	24.14	1.10	0.27	75.19
A	2	ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	31.03	0.84	0.26	75.45

B	22 SUPERVISE STORAGE AND RECEIPT OF MATERIEL	34.48	0.76	0.26	75.71
B	17 SUPERVISE PHYSICAL ISSUING OF MATERIEL	27.59	0.93	0.26	75.97
A	8 DEVELOP STANDARD OPERATING PROCEDURE (SOP) FOR EMERGENCY SUPPLY SITUATIONS	27.59	0.93	0.26	76.22
K	17 PREPARE REPORTS OF DISCREPANCY (AF FORM 672)				
J	1 ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	31.03	0.81	0.25	76.47
K	11 MAINTAIN DATE-OF-AVAILABILITY LIST OF NEWLY STOCKLISTED MATERIEL	27.59	0.90	0.25	76.72
		24.14	1.00	0.24	76.97
P	21 MONITOR THE FLOW OF DOCUMENTS BETWEEN PROCESSING POINTS	24.14	1.00	0.24	77.21
B	15 SUPERVISE MEDICAL MATERIEL SPECIALISTS (91550)	27.59	0.87	0.24	77.45
E	43 VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	31.03	0.76	0.24	77.68
K	18 PREPARE SALVAGE DOCUMENTS	24.14	0.97	0.23	77.92
N	13 OFFSET ADJUSTMENT TRANSACTION CARDS	24.14	0.94	0.23	78.14
E	38 SEGREGATE INCOMING SHIPMENTS FOR INSPECTION	31.03	0.73	0.23	78.37
B	10 SUPERVISE DELIVERY AND TRANSFER OF MATERIEL	31.03	0.73	0.23	78.60
L	16 POST RETURNS TO VENDORS	27.59	0.81	0.22	78.82
D	7 INDOCTRINATE NEWLY ASSIGNED PERSONNEL	20.69	1.08	0.22	79.05
A	36 SUBMIT REQUESTS FOR STOCKLISTING OF NON-STOCKLISTED ITEMS TO SUB-COMMAND OR COMMAND	31.03	0.72	0.22	79.27
P	26 RECORD TRANSACTIONS ON TRANSACTION REGISTER				
N	7 KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	24.14	0.92	0.22	79.49
B	18 SUPERVISE PREPARATION OF OFFICIAL CORRESPONDENCE	17.24	1.28	0.22	79.71
A	1 ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	17.24	1.27	0.22	79.93
E	37 ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	24.14	0.91	0.22	80.15
K	24 RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	27.59	0.78	0.22	80.36
E	1 CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	27.59	0.78	0.22	80.58
P	13 MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	24.14	0.89	0.21	80.79
		17.24	1.23	0.21	81.01
P	17 MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS				
A	22 PLAN PROCEDURES FOR MAINTAINING SUPPLY STOCK RECORDS	20.69	1.02	0.21	81.22
D	6 GIVE INFORMAL TRAINING TO INDIVIDUALS	27.59	0.77	0.21	81.43
P	25 RECORD BASIC IDENTIFYING DATA ON DOCUMENTS	31.03	0.68	0.21	81.64
E	39 SEGREGATE MATERIEL TO BE INVENTORIED	20.69	1.01	0.21	81.85
J	13 RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	27.59	0.75	0.21	82.06
		31.03	0.66	0.21	82.26
P	12 MAKE QUALITY CONTROL CHECK OF SUCH ITEMS AS POSTING CONTROL CODES OR ANALYSES CODES	20.69	0.98	0.20	82.46
K	8 ESTABLISH MINIMUM STOCK LEVELS				
B	8 SUPERVISE CIVILIAN PERSONNEL	20.69	0.95	0.20	82.66
B	1 ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	20.69	0.95	0.20	82.86
Q	19 PROCESS AND FORWARD EXEMPTIONS TO THE BUY AMERICAN ACT TO BASE PROCUREMENT ACTIVITY	27.59	0.71	0.20	83.06
		31.03	0.63	0.19	83.25
E	34 PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT				
B	4 IMPLEMENT CONTROLS AND FOLLOW-UP FOR NEW PROCEDURES	31.03	0.63	0.19	83.44
E	32 PREPARE AND ATTACH SHIPPING TAGS, LABELS, OR DOCUMENTS	24.14	0.79	0.19	83.64
N	1 COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	27.59	0.66	0.18	83.82
E	6 DELIVER OUTSHIPMENTS	17.24	1.06	0.18	84.00
H	5 PREPARE DESTRUCTION DOCUMENTS FOR AND DESTROY MEDICAL EXCESS	24.14	0.75	0.18	84.18
		27.59	0.66	0.18	84.36
L	9 MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS				
O	26 PREPARE DOCUMENTS FOR OFF-BASE REPAIR OF EQUIPMENT	20.69	0.87	0.18	84.54
N	18 PREPARE INPUT DATA AND READ OUTPUT FOR DOCUMENTATION OF TRANSACTIONS	20.69	0.86	0.18	84.72
		13.79	1.29	0.18	84.90

N	17	PREPARE INPUT DATA AND READ OUTPUT FOR DECREASE AND INCREASE TRANSACTIONS	13.79	1.29	0.18	85.08
A	14	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	20.69	0.83	0.17	85.25
E	27	PACK OR CRATE ITEMS FOR SHIPPING	27.59	0.61	0.17	85.42
K	26	SCREEN, COMPUTE, AND POST STOCK LEVELS	20.69	0.82	0.17	85.59
I	4	COORDINATE NEGOTIATIONS FOR THE LAUNDERING OF LINENS	20.69	0.79	0.16	85.75
A	37	WRITE JOB DESCRIPTION	24.14	0.67	0.16	85.91
P	10	INSPECT CHARGE-OUT RECORDS (AF FORM 614) TO INSURE RETURN OF LOANED DOCUMENTS	13.79	1.17	0.16	86.07
K	3	DETERMINE REQUISITION TRANSMISSION METHODS	13.79	1.17	0.16	86.24
E	29	PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	24.14	0.66	0.16	86.39
E	24	MARK SHIPPING CONTAINERS	20.69	0.76	0.16	86.55
I	6	DRAFT AND SUBMIT LINEN SUPPLY BUDGET ESTIMATES	20.69	0.76	0.16	86.71
L	13	NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	24.14	0.65	0.16	86.87
N	4	FORWARD PUNCHED QUANTITY REQUESTED CARD DECKS TO DATA PROCESSING INSTALLATION	17.24	0.91	0.16	87.02
J	15	REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	20.69	0.75	0.16	87.18
N	10	MAINTAIN NEWLY-STOCKLISTED ITEM PCAM CARD FILE	13.79	1.11	0.15	87.33
A	30	PREPARE REPORTS FOR STAFF CONFERENCES	24.14	0.63	0.15	87.48
D	10	MAINTAIN AND ISSUE STOCKS OF NON-MEDICAL SUPPLIES	17.24	0.87	0.15	87.63
L	14	ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	24.14	0.62	0.15	87.78
E	7	DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	17.24	0.86	0.15	87.93
E	40	SET UP BINS, RACKS, BAYS, OR OTHER STORAGE FACILITIES	24.14	0.61	0.15	88.08
P	23	PREPARE DOCUMENTS TO BE DESTROYED OR RETIRED	20.69	0.71	0.15	88.23
C	3	COMPLETE PERSONEL PERFORMANCE REPORTS	24.14	0.60	0.15	88.37
H	3	DETERMINE THE METHOD OF DESTRUCTION FOR DIFFERENT TYPES OF MEDICAL SUPPLIES	24.14	0.60	0.14	88.52
J	16	REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	20.69	0.70	0.14	88.66
C	8	CONDUCT INSPECTIONS OF WAREHOUSE WORK METHODS	17.24	0.83	0.14	89.80
N	5	FORWARD SHOPPING DECKS TO BASE DATA PROCESSING INSTALLATION	17.24	0.82	0.14	88.94
B	23	SUPERVISE THE DISPOSAL AND SALVAGE OF MATERIEL	20.69	0.68	0.14	89.09
D	11	PLAN IMPROVED TRAINING METHODS	20.69	0.68	0.14	89.23
C	9	DETERMINE NEED FOR EXTRA INVENTORIES	20.69	0.65	0.14	89.36
L	8	MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	10.34	1.30	0.13	89.50
A	9	DEVELOP STANDARD OPERATING PROCEDURE FOR REPAIR OF UNSERVICEABLE AND DAMAGED EQUIPMENT	13.79	0.98	0.13	89.63
A	5	COMPUTE ECONOMIC ORDER QUANTITIES (EOQS)	20.69	0.65	0.13	89.77
K	2	COMPUTE FILL RATES	13.79	0.96	0.13	89.90
K	7	EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	17.24	0.77	0.13	90.03
D	13	PREPARE LESSON PLANS	17.24	0.75	0.13	90.16
J	7	INSPECT RECEIPTS AND ISSUES FOR PROCESSING PRIOR TO INVENTORY	13.79	0.93	0.13	90.29
D	2	CONDUCT OJT PROGRAMS	24.14	0.52	0.13	90.41
E	25	MONITOR TEMPERATURE, HUMIDITY, OR DUST CONDITIONS WITHIN STORAGE FACILITY	17.24	0.72	0.12	90.54
E	19	LIST EXPENDABLE ITEMS CONSUMED IN THE MEDICAL SUPPLY OPERATION	13.79	0.89	0.12	90.66
E	13	GROUP PROPERTY ITEMS FOR PACKAGING	13.79	0.89	0.12	90.78
D	12	PREPARE, ADMINISTER, OR SCORE TESTS	17.24	0.71	0.12	90.91
D	8	INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	17.24	0.70	0.12	91.03

E	44	WRAP AND PACK PROPERTY FOR STORAGE	20.69	0.58	0.12	91.15
N	22	RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	17.24	0.70	0.12	91.27
J	2	CALCULATE THE INVENTORY BALANCE	13.79	0.86	0.12	91.37
E	26	OPERATE FORK LIFT FOR MATERIEL HANDLING	13.79	0.82	0.11	91.5
L	17	PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (DD FORM 1348)	13.79	0.81	0.11	91.6
A	28	PLAN SPACE LAYOUTS FOR SUPPLIES OR EQUIPMENT	13.79	0.81	0.11	91.7
N	19	PREPARE INPUT DATA AND READ OUTPUT FOR STOCK BALANCES	10.34	1.07	0.11	91.8
C	1	ANALYZE EFFECTIVENESS OF MATERIEL MANAGEMENT PRACTICES	13.79	0.78	0.11	91.9
F	12	INSPECT CONTAINERS AND LABELS OF CORROSIVE, VOLATILE, COMBUSTIBLE, OR POISONOUS MATERIALS	24.14	0.44	0.11	92.05
L	19	PREPARE FORMS TO SUSPEND UNSUITABLE MATERIEL FROM ISSUE	13.79	0.77	0.11	92.15
N	12	MAINTAIN SUPPLY OF BLANK PCAM CARDS	10.34	1.03	0.11	92.26
C	4	CONDUCT INSPECTIONS OF DOCUMENT CONTROL WORK METHODS	10.34	1.01	0.10	92.36
O	32	PREPARE TEMPORARY CUSTODY RECEIPTS (AF FORM 1297)	17.24	0.61	0.10	92.47
C	14	EVALUATE MEDICAL MATERIEL COMPLAINTS OR SUGGESTIONS FOR CORRECTIVE ACTION	17.24	0.61	0.10	92.57
G	5	INVENTORY WRM MATERIELS	17.24	0.59	0.10	92.67
K	9	FILL OUT FORMS FOR CONDEMNED ITEMS	13.79	0.73	0.10	92.77
F	4	DETERMINE CAUSE OF UNSERVICEABLE CONDITION OF PROPERTY	17.24	0.57	0.10	92.87
L	2	AUDIT AND FORWARD THE QUARTERLY MIMS REPORT	10.34	0.94	0.10	92.97
D	4	COUNSEL INDIVIDUALS ON TRAINING PROGRESS	20.69	0.47	0.10	93.07
F	13	INSPECT ITEMS IN STORAGE FOR SIGNS OF CORROSION, DECAY, OR DETERIORATION	20.69	0.47	0.10	93.17
L	12	NOTIFY AFMMFO OF ITEMS SUSPENDED	13.79	0.70	0.10	93.26
K	15	PREPARE AND SUBMIT QUARTERLY FEEDER REPORTS	10.34	0.93	0.10	93.36
E	20	LIST COMPONENT PART SHORTAGES	10.34	0.91	0.09	93.45
B	19	SUPERVISE PROPERTY INSPECTIONS	10.34	0.90	0.09	93.55
F	3	DESIGNATE ITEMS FOR DISPOSAL	13.79	0.68	0.09	93.64
K	28	TYPE AND DISTRIBUTE CATALOG OF MEDICAL NON-STOCKLISTED ITEMS	17.24	0.54	0.09	93.73
H	4	PREPARE AND SUBMIT REPORTS OF EXCESS PROPERTY TO AFMMFO (SFS 120, 120A)	10.34	0.90	0.09	93.83
J	14	REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	17.24	0.54	0.09	93.92
C	2	COMPILE MANAGEMENT DATA FOR USE IN EVALUATION OF SUPPLY PROGRAM	13.79	0.65	0.09	94.01
P	28	REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	10.34	0.86	0.09	94.10
F	2	CONDUCT SPECIAL-SUBJECT INSPECTIONS	10.34	0.86	0.09	94.19
J	8	MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	10.34	0.84	0.09	94.27
B	1	SUPERVISE LINEN SUPPLY ACTIVITY	10.34	0.83	0.09	94.36
C	10	EVALUATE ADEQUACY OF INSPECTIONS	13.79	0.62	0.09	94.45
E	36	RECEIVE, ISSUE, OR PACKAGE SECURITY ITEMS	17.24	0.50	0.09	94.53
O	25	PREPARE DOCUMENTS FOR NON-MEDICAL EQUIPMENT TRANSACTIONS	6.90	1.24	0.09	94.62
F	18	PREPARE STATEMENT OF FACTS FOR PROPERTY DAMAGED OR DESTROYED FOR REASONS OTHER THAN FAIR WEAR AND TEAR	10.34	0.82	0.09	94.70
G	6	MAINTAIN FUND FOR COD PURCHASES	6.90	1.23	0.08	94.79
E	31	PLACE LOCATION SYMBOLS ON WAREHOUSE BINS, RACKS, OR BAYS	13.79	0.60	0.08	94.87
I	16	PROCESS CLOTHING ITEMS OF HOSPITAL PERSONNEL	10.34	0.80	0.08	94.95
I	7	DYE WORN LINENS	10.34	0.80	0.08	95.04
N	23	SELECT DATA ELEMENTS FOR RECORDING TRANSACTIONS	10.34	0.79	0.08	95.12
F	9	IDENTIFY WAR READINESS MATERIEL TO PREVENT UNAUTHORIZED MOVEMENT OR USE	13.79	0.59	0.08	95.20

A	32 RECOMMEND CHANGES IN TECHNICAL ORDERS, MANUALS, HANDBOOKS, OR OPERATING PROCEDURES	10.34	0.78	0.08	95.28
G	11 PREPARE THE MATERIEL OPERATIONAL READINESS REPORT (MORR)	10.34	0.75	0.08	95.36
N	6 KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	3.45	2.23	0.08	95.43
F	5 DETERMINE INTERCHANGEABILITY OF ITEMS	10.34	0.74	0.08	95.51
G	13 ROTATE WRM	6.90	1.11	0.08	95.59
F	16 INSPECT HANDLING, LOADING, OR STORING OF PROPERTY RELEASED FOR SHIPMENT	10.34	0.73	0.08	95.66
J	10 PERFORM PRE-INVENTORY SURVEY	6.90	1.09	0.08	95.74
E	2 CLEAN AND DRY PROPERTY ITEMS	10.34	0.71	0.07	95.81
A	19 PLAN PROCEDURES AND SEQUENCES FOR TAKING INVENTORIES	10.34	0.69	0.07	95.88
B	3 DIRECT STORAGE, ISSUE, AND SAFEGUARDING OF SECURITY ITEMS	10.34	0.69	0.07	95.95
O	16 MAINTAIN PERSONAL CLOTHING AND EQUIPMENT RECORDS	10.34	0.68	0.07	96.03
E	4 CONDITION CODE SUPPLY ITEMS	10.34	0.67	0.07	96.09
C	17 SCHEDULE LEAVES OR PASSES	13.79	0.49	0.07	96.16
L	1 ADJUST BALANCE CARDS FOR SUSPENDED ITEMS	10.34	0.64	0.07	96.23
A	13 ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE EQUIPMENT ACTIVITY	6.90	0.95	0.07	96.29
O	18 NOTIFY WAREHOUSE TO FORWARD EQUIPMENT FOR USER TESTS	10.34	0.63	0.07	96.36
D	15 RECOMMEND INDIVIDUALS FOR SPECIALTY KNOWLEDGE TESTING	13.79	0.46	0.06	96.42
F	16 INSPECT TURN-IN ITEMS	10.34	0.61	0.06	96.48
K	21 PROCESS AND REPORT MEDICAL MATERIEL COMPLAINTS	10.34	0.60	0.06	96.55
K	6 EDIT OUTGOING OR INCOMING EXCESS REPORTS	6.90	0.90	0.06	96.61
H	1 ADVISE BASE SUPPLY OFFICER OF EXCESS NON-MEDICAL ITEMS	6.90	0.87	0.06	96.67
I	3 COMPUTE LINEN LEVELS FOR USING ACTIVITIES	6.90	0.86	0.06	96.73
B	14 SUPERVISE MACHINE ROOM OPERATIONS	13.79	0.43	0.06	96.79
F	7 IDENTIFY ITEMS TO BE TRANSFERRED	10.34	0.57	0.06	96.85
P	24 PREPARE FACSIMILES OF LOST DOCUMENTS FROM SUSPENSE COPIES	13.79	0.42	0.06	96.90
K	4 DETERMINE TYPE OF STORAGE REQUIRED FOR SECURITY ITEMS	10.34	0.56	0.06	96.96
G	8 POSITION MMPNC OR SCATA MATERIEL	10.34	0.56	0.06	97.02
C	11 EVALUATE EFFECTIVENESS OF THE LINEN SUPPLY ACTIVITY	6.90	0.83	0.06	97.08
B	16 SUPERVISE MEDICAL MATERIEL SUPERVISORS (91570)	3.45	1.62	0.06	97.13
C	16 MAKE RECOMMENDATIONS FOR PERSONNEL ACTIONS	13.79	0.40	0.06	97.19
E	15 INSPECT AND INVENTORY STOCK STORED IN HOSPITAL FOR AIR EVACUATION PROGRAM	6.90	0.80	0.06	97.24
G	1 COMPUTE ASSETS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	6.90	0.80	0.05	97.30
D	10 PLAN AND CONDUCT FORMAL CLASSROOM TRAINING	6.90	0.78	0.05	97.35
A	23 PLAN PROCEDURES FOR MAKING INVENTORY ADJUSTMENTS	10.34	0.52	0.05	97.41
I	20 SEND LINEN TO LAUNDRY AND RECEIVE FROM LAUNDRY	10.34	0.52	0.05	97.46
I	12 PREPARE AND FORWARD REQUESTS FOR ISSUE OF LINEN ITEMS	10.34	0.51	0.05	97.51
I	8 ESTIMATE OR COUNT QUANTITIES OF ISSUED AND PICKED UP LINENS	10.34	0.51	0.05	97.57
J	5 COORDINATE WITH BASE DATA PROCESSING INSTALLATION FOR PREPARATION OF INVENTORY COUNT LISTINGS	3.45	1.49	0.05	97.62
C	7 CONDUCT INSPECTIONS OF THE HANDLING OF SECURITY ITEMS	6.90	0.75	0.05	97.67
A	10 ESTABLISH INVENTORY CUT-OFF DOCUMENT NUMBERS	6.90	0.71	0.05	97.72
H	6 PREPARE DOCUMENTS FOR THE TRANSFER OF EXCESS REQUIRED NON-MEDICAL ITEMS TO BASE SUPPLY	6.90	0.70	0.05	97.77
K	14 POST STOCK SUSPENSION NOTICES	10.34	0.46	0.05	97.81
K	22 RECONCILE THE DOLLAR VALUE OF INVENTORY CATEGORIES WITH THE DOLLAR VALUE OF ACCOUNTING OFFICE RECORDS	6.90	0.63	0.05	97.86
B	5 MONITOR EXCESS ITEMS PROGRAM	6.90	0.66	0.05	97.91
O	34 RECEIVE AND DISTRIBUTE CUSTODIAN REQUEST/RECEIPT (AF FORM 6018)	6.90	0.66	0.05	97.95

M	8 REVIEW EXCESS EQUIPMENT OR SUPPLY TURN-IN DOCUMENTS AND DETERMINE EXCESS OR SALVAGE ACTION	10.34	0.43	0.04	98.00
I	17 PROTECT CLEAN LINENS FROM DUST	6.90	0.64	0.04	98.04
I	10 MARK LINENS AND INDIVIDUAL CLOTHING ITEMS	6.90	0.64	0.04	98.08
D	14 PREPARE TRAINING RECORDS OR CHARTS	10.34	0.42	0.04	98.13
F	8 IDENTIFY PARTS OF COMPLETE ASSEMBLIES	6.90	0.62	0.04	98.17
A	3 APPOINT INVENTORY SUPERVISOR OR TEAMS	3.45	1.24	0.04	98.21
Q	7 MAINTAIN IMPREST FUND FOR SMALL DOLLAR VALUE ITEM PURCHASES	3.45	1.21	0.04	98.25
B	26 SUPERVISE THE STOCK RECORD ACCOUNT	3.45	1.19	0.04	98.30
B	6 MONITOR THE MEDICAL INVENTORY MANAGEMENT SYSTEM (MIMS)	3.45	1.19	0.04	98.34
B	21 SUPERVISE SPECIAL PROJECT AND SPECIAL DUTY ACTIVITIES	3.45	1.17	0.04	98.38
O	33 PREPARE TRANSFER DOCUMENTS FOR PROPERTY TRANSFERRED BETWEEN BASE MEMOS	3.45	1.13	0.04	98.42
O	11 MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS	3.45	1.13	0.04	98.45
J	3 COMPUTE INVENTORY ACCURACY PERCENTAGES	3.45	1.13	0.04	98.49
A	35 SUBMIT AUTHORIZATION CHANGES TO MEDICAL EQUIPMENT REVIEW AUTHORIZATION ACTIVITY	3.45	1.13	0.04	98.53
G	4 COMPUTE REQUIREMENTS OF WRM SHREDDOUT PROGRAMS SUCH AS MMPNC, SCATA, OR BW/CW	3.45	1.12	0.04	98.57
G	3 COMPUTE PEACETIME OPERATING STOCKS (POS) REQUIREMENTS	3.45	1.12	0.04	98.61
G	2 COMPUTE GROSS WARTIME MATERIEL REQUIREMENTS (GWMR)	3.45	1.12	0.04	98.65
I	1 CARRY OUT CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	6.90	0.55	0.04	98.69
F	20 VERIFY SECURITY CLASSIFICATION OF PROPERTY ITEMS	6.90	0.51	0.03	98.72
D	1 ADAPT AND MAINTAIN TRAINING AIDS	6.90	0.51	0.03	98.76
J	6 ESTABLISH AND POST NOTICES OF INVENTORY DEADLINE DATES	3.45	0.99	0.03	98.79
A	24 PLAN PROCEDURES FOR THE ADMINISTRATION OF THE STOCK RECORD ACCOUNT	3.45	0.99	0.03	98.82
I	19 SCREEN LINEN TO DETECT DAMAGED OR WORN ITEMS	6.90	0.49	0.03	98.85
I	18 REPAIR OR REPLACE WORN OR DAMAGED LINENS	6.90	0.49	0.03	98.89
M	2 ARRANGE FOR WITNESSES TO OBSERVE THE DESTRUCTION OF MEDICAL SECURITY ITEMS	6.90	0.49	0.03	98.93
C	5 CONDUCT INSPECTIONS OF INVENTORY CONTROL WORK METHODS	6.90	0.49	0.03	98.96
E	12 FORWARD OR RECEIVE EQUIPMENT ITEMS FOR USER TESTS	6.90	0.46	0.03	98.99
A	18 PLAN CONTROLS OVER WRM SUPPLIES AND EQUIPMENT	3.45	0.91	0.03	99.02
O	22 PREPARE AND FORWARD EQUIPMENT AUTHORIZATION INVENTORY DATA TO BASE DATA PROCESSING INSTALLATION	6.90	0.45	0.03	99.05
O	21 PREPARE AND FORWARD E-AID DUE-IN CARD TO BASE DATA SERVICES (AF FORM 815)	6.90	0.45	0.03	99.08
N	21 RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	6.90	0.44	0.03	99.12
D	5 DETERMINE NEED FOR INDIVIDUAL OR GROUP TRAINING	6.90	0.43	0.03	99.14
N	20 PREPARE PCAM DAILY UTILIZATION REPORT	3.45	0.85	0.03	99.17
D	16 ROTATE DUTY ASSIGNMENTS OF INDIVIDUALS FOR CROSS TRAINING	6.90	0.41	0.03	99.20
I	13 PREPARE AND SUBMIT QUARTERLY LINEN INVENTORY AND CONSUMPTION REPORT	6.90	0.39	0.03	99.23
I	9 INVENTORY CONTROLLED LINEN ITEMS	6.90	0.39	0.03	99.26
P	20 MONITOR MEMO DOCUMENT REGISTER	6.90	0.38	0.03	99.28
E	33 PREPARE BASE WAREHOUSE LOCATION CHANGE NOTICES (AF FORM 136)	3.45	0.74	0.03	99.31
E	22 MAINTAIN AND SEARCH STOCK LOCATOR FILE OR AIR FORCE LOCATOR CARDS	3.45	0.74	0.03	99.33
O	40 SEARCH EQUIPMENT ALLOWANCE PUBLICATIONS FOR BASIS OF ISSUE AND ALLOWANCES	3.45	0.73	0.03	99.36

O	37	REVIEW EQUIPMENT STOCK STATUS REPORT FOR DISCREPANCIES	3.45	0.73	0.03	99.38
O	20	PREPARE AND FORWARD E-AID CUSTODY/RECEIPT CARD TO BASE DATA PROCESSING INSTALLATION (AF FORM 814)	3.45	0.73	0.03	99.41
O	9	MAINTAIN AND DISTRIBUTE THE CONSOLIDATED LISTING (CL)	3.45	0.73	0.03	99.44
O	4	CONDUCT UTILIZATION SURVEYS TO VALIDATE EQUIPMENT REQUIREMENTS	3.45	0.73	0.03	99.46
K	19	PREPARE SCHEDULE FOR STAGGERED SUBMISSION OF REQUESTS	3.45	0.73	0.03	99.49
K	10	INVESTIGATE DISCREPANCIES ENCOUNTERED IN THE INVENTORY OF SECURITY ITEMS	3.45	0.73	0.03	99.51
G	12	RECONCILE AFMMFO LETTERS WITH WRM WORKSHEET	3.45	0.73	0.03	99.54
G	10	PREPARE REQUISITIONS FOR WRM	3.45	0.73	0.03	99.56
E	35	PROCESS PROPERTY ACCOMPANYING PATIENTS	3.45	0.73	0.03	99.59
L	4	COMPUTE THE QUANTITY ON HAND OF SUSPENDED ITEMS	3.45	0.73	0.03	99.59
I	2	COMPLETE LINEN SUPPLY RECORDS (AF FORM 581)	3.45	0.71	0.02	99.61
D	17	SELECT INDIVIDUALS FOR FORMAL TRAINING	6.90	0.33	0.02	99.63
D	9	INSTRUCT PERSONNEL IN STORAGE OF CLASSIFIED DOCUMENTS	3.45	0.59	0.02	99.65
F	11	INITIATE STOCK CHANGE DOCUMENTS FOR UNIDENTIFIED ITEMS	3.45	0.59	0.02	99.67
C	13	EVALUATE INVENTORY ADJUSTMENTS	3.45	0.56	0.02	99.69
I	15	PREPARE FORMS FOR TURN-IN OF LINEN TO THE LAUNDRY	3.45	0.56	0.02	99.71
I	11	PICK UP LINENS FROM AND DELIVER TO USING ACTIVITY	3.45	0.54	0.02	99.73
I	5	DEVISE CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	3.45	0.54	0.02	99.77
F	6	ENTER RE-INSPECTION DATES ON PROPERTY ITEMS	3.45	0.54	0.02	99.79
F	10	INITIATE ISSUE REQUESTS FOR ITEMS NEEDED TO COMPLETE ASSEMBLIES	6.90	0.26	0.02	99.81
A	27	PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	3.45	0.42	0.01	99.82
P	22	PREPARE CERTIFICATES OF LOST DOCUMENTS	3.45	0.40	0.01	99.83
O	36	REVIEW AND FORWARD REQUESTS FOR TEMPORARY LOAN OF EQUIPMENT	3.45	0.40	0.01	99.85
K	13	POST RECEIPTS AND ISSUES OF SECURITY ITEMS TO VAULT RECORD CARDS	3.45	0.28	0.01	99.86
P	14	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS AT USING ACTIVITY	3.45	0.28	0.01	99.87
A	29	PLAN TECHNIQUES FOR HANDLING MECHANIZED ACCOUNTS	3.45	0.28	0.01	99.88
A	6	COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	3.45	0.28	0.01	99.89
K	20	PREPARE AND DISTRIBUTE DOCUMENTS FOR PROPERTY FOUND ON BASE	3.45	0.25	0.01	99.90
O	7	DETERMINE NEED FOR CONTRACT MAINTENANCE OF EQUIPMENT	3.45	0.25	0.01	99.90
G	7	MONITOR THE INSPECTION AND ROTATION OF MMPNC PHASE I KITS	3.45	0.25	0.01	99.91
F	15	INSPECT STORED PROPERTY TO SEE THAT LOAD LIMITS AND SECURITY CONDITIONS ARE MET	3.45	0.25	0.01	99.92
F	14	INSPECT PROPERTY FOR REPAIRS OR REPLACEMENTS	3.45	0.25	0.01	99.93
L	18	PREPARE AND DISTRIBUTE THE STOCK STATUS REPORT	3.45	0.24	0.01	99.94
O	30	PREPARE REQUESTS FOR CHANGES IN ALLOWANCES AND AUTHORIZATIONS (AF FORM 601A)	3.45	0.18	0.01	99.94
O	15	MAINTAIN MEMO DOCUMENT REGISTER	3.45	0.18	0.01	99.95
O	14	MAINTAIN HISTORY FILE OF PCAM CARDS ON EQUIPMENT	3.45	0.18	0.01	99.96
K	16	PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENT (DD FORM 6)	3.45	0.18	0.01	99.96

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRS= 5  
KPATH ORDER FROM 918 TO 922 GROUP STAGE= 132

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
A	PLANNING AND ORGANIZING	100.00	15.18	15.18	15.18
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	100.00	12.85	12.85	28.03
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	100.00	12.33	12.33	40.36
E	PERFORMING WAREHOUSE FUNCTIONS	100.00	12.08	12.08	52.44
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	100.00	8.79	8.79	61.23
B	DIRECTING AND IMPLEMENTING	80.00	10.43	8.34	69.57
M	REQUISITIONING MATERIEL	100.00	8.24	8.24	77.81
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	100.00	5.48	5.48	83.29
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	80.00	6.36	5.09	88.38
I	MAINTAINING LINEN SUPPLY	40.00	7.24	2.89	91.27
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	100.00	2.45	2.45	93.72
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	60.00	2.96	1.77	95.49
C	EVALUATING	40.00	3.49	1.40	96.89
F	INSPECTING PROPERTY	80.00	1.42	1.14	98.02
D	TRAINING	40.00	2.56	1.02	99.05
G	MAINTAINING WAR READINESS MATERIEL	20.00	3.32	0.66	99.71
'	REPORTING AND DISPOSING OF MATERIEL	20.00	1.23	0.25	99.95

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MORS= 5  
KPATH ORDER FROM 918 TO 922 GROUP STAGE= 132

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
L	14 ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	100.00	1.80	1.80	1.80
A	25 PLAN PROCEDURES FOR THE DELIVERY, ISSUE, RECEIPT, AND STORAGE OF MATERIEL	100.00	1.69	1.69	3.49
Q	5 MAINTAIN FILE OF LOCAL PURCHASE ORDERS, CONTRACTS, RECEIVING REPORTS, OR SIMILAR DOCUMENTS	100.00	1.58	1.58	5.07
A	26 PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	100.00	1.54	1.54	6.61
K	5 EDIT ISSUE REQUESTS	80.00	1.85	1.48	8.09
A	34 SET UP, MAINTAIN, OR DISPOSE OF FILES	100.00	1.40	1.40	9.48
P	7 FILE COMPLETED DOCUMENTS	100.00	1.35	1.35	10.83
Q	10 MAINTAIN AND ISSUE STOCKS OF NON-MEDICAL SUPPLIES	100.00	1.35	1.35	12.18
Q	28 SUBMIT SUGGESTED SOURCES OF LOCAL PURCHASE ITEMS TO BASE PURCHASING AND CONTRACT OFFICE (P + C)	80.00	1.65	1.32	13.49
Q	4 ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITY	80.00	1.58	1.27	14.76
P	5 DISPOSE OF INACTIVE DOCUMENTS	100.00	1.19	1.19	15.95
P	9 FILE UP-DATED DOCUMENT REGISTERS	80.00	1.47	1.18	17.13
M	4 MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	80.00	1.47	1.17	18.30
L	24 TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	60.00	1.91	1.15	19.45
A	16 ORGANIZE PROCEDURES FOR BASE PROCUREMENT OF LOCAL PURCHASE MATERIEL	60.00	1.91	1.14	20.59
P	19 MAINTAIN SUPPLY DOCUMENT REGISTER	80.00	1.40	1.12	21.71
E	18 ISSUE MATERIEL TO USING ACTIVITY	80.00	1.38	1.10	22.81
Q	25 RECEIVE, INSPECT, AND STORE LOCAL PURCHASE ITEMS	80.00	1.37	1.09	23.91
P	2 ASSIGN OR CANCEL DOCUMENT NUMBERS	80.00	1.34	1.07	24.98
E	3 COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	80.00	1.32	1.06	26.04
A	22 PLAN PROCEDURES FOR MAINTAINING SUPPLY STOCK RECORDS	80.00	1.32	1.05	27.10
Q	26 SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	80.00	1.30	1.04	28.13
Q	24 RECEIVE AND PROCESS REQUESTS FOR ITEMS TO BE PURCHASED WITH PETTY CASH FUNDS	60.00	1.71	1.03	29.16
P	27 REVIEW DOCUMENTS PRIOR TO FILING	80.00	1.28	1.02	30.18
Q	22 PURCHASE SMALL DOLLAR VALUE ITEMS	60.00	1.61	0.96	31.15
B	9 SUPERVISE CONTROL OF MATERIEL DOCUMENTS	60.00	1.52	0.91	32.06
P	8 FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	80.00	1.12	0.90	32.96
B	20 SUPERVISE REQUISITIONING OF MATERIEL	60.00	1.48	0.89	33.85
M	6 MAINTAIN REQUISITION HISTORY FILE	60.00	1.44	0.87	34.72
B	13 SUPERVISE LOCAL PURCHASE ACTIVITIES	60.00	1.43	0.86	35.57
B	22 SUPERVISE STORAGE AND RECEIPT OF MATERIEL	60.00	1.40	0.84	36.41
N	9 MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	60.00	1.38	0.83	37.24

M	16	TYPE MATERIEL SOURCE DOCUMENTS	40.00	2.06	0.82	38.06
M	15	REVIEW RECEIVING DOCUMENTS	60.00	1.37	0.82	38.88
A	33	SELECT PROCUREMENT SOURCES (CP OR LP) FOR ISSUE REQUESTS	60.00	1.31	0.79	39.67
E	23	MAKE DELIVERIES TO USING ACTIVITY	60.00	1.30	0.78	40.45
Q	8	MAINTAIN LIBRARY OF GSA CATALOGUES, VENDORS' CATALOGUES, AND OTHER PROCUREMENT DATA	60.00	1.26	0.76	41.21
E	11	FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DD FORM 1348-1)	60.00	1.25	0.75	41.96
A	14	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	80.00	0.91	0.73	42.69
B	1	ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	80.00	0.91	0.73	43.41
A	7	COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	60.00	1.21	0.72	44.14
M	8	PREPARE AND MAINTAIN RECORDS OR DOCUMENTS FOR NON-MEDICAL MATERIEL	60.00	1.19	0.71	44.85
M	13	REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	60.00	1.19	0.71	45.57
Q	9	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	40.00	1.76	0.70	46.27
P	21	MONITOR THE FLOW OF DOCUMENTS BETWEEN PROCESSING POINTS	40.00	1.76	0.70	46.97
B	18	SUPERVISE PREPARATION OF OFFICIAL CORRESPONDENCE	60.00	1.17	0.70	47.68
Q	14	PREPARE AND SUBMIT LOCAL PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	40.00	1.75	0.70	48.38
M	14	REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC BIOLOGICALS AND REAGENTS	40.00	1.75	0.70	49.08
L	22	SCREEN REQUESTS FOR LOCAL PURCHASE	40.00	1.75	0.70	49.78
A	13	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE EQUIPMENT ACTIVITY	60.00	1.14	0.68	50.46
E	9	DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	60.00	1.14	0.68	51.14
B	15	SUPERVISE MEDICAL MATERIEL SPECIALISTS (91550)	40.00	1.70	0.68	51.83
L	3	COMPLETE ENTRIES ON RECEIVING DOCUMENTS	40.00	1.63	0.65	52.48
M	7	POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (OA)	40.00	1.53	0.65	53.13
P	4	CODE LOCAL PURCHASE DOCUMENTS	60.00	1.07	0.64	53.77
K	7	EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	40.00	1.57	0.63	54.40
A	28	PLAN SPACE LAYOUTS FOR SUPPLIES OR EQUIPMENT	60.00	1.02	0.61	55.01
A	20	PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	60.00	1.02	0.61	55.62
K	27	SCREEN REQUESTS FOR SUPPLIES	40.00	1.52	0.61	56.23
E	42	UNLOAD INCOMING SHIPMENTS	60.00	1.01	0.61	56.84
L	15	POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	40.00	1.51	0.60	57.44
L	10	MAKE ENTRIES ON STOCK LOCATOR CARDS TO SHOW CHANGES IN LOCATION OF PROPERTY ITEMS	40.00	1.51	0.60	58.05
J	2	CALCULATE THE INVENTORY BALANCE	60.00	1.00	0.60	58.65
L	5	DISTRIBUTE COPIES OF ISSUE REQUESTS	40.00	1.47	0.59	59.24
E	14	IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	60.00	0.96	0.58	59.81
A	24	PLAN PROCEDURES FOR THE ADMINISTRATION OF THE STOCK RECORD ACCOUNT	40.00	1.44	0.57	60.39
A	10	ESTABLISH INVENTORY CUT-OFF DOCUMENT NUMBERS	40.00	1.44	0.57	60.96
E	22	MAINTAIN AND SEARCH STOCK LOCATOR FILE OR AIR FORCE LOCATOR CARDS	60.00	0.96	0.57	61.54
B	10	SUPERVISE DELIVERY AND TRANSFER OF MATERIEL	40.00	1.41	0.57	62.10
D	8	INSTRUCT PERSONNEL IN LOCATING AND INTERPRETING TECHNICAL INFORMATION	40.00	1.41	0.56	62.67
Q	12	PREPARE AND SUBMIT EMERGENCY PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	40.00	1.38	0.55	63.22
P	25	RECORD BASIC IDENTIFYING DATA ON DOCUMENTS	40.00	1.37	0.55	63.77

P	3	CODE AND EDIT SOURCE DOCUMENTS				
P	1	ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	40.00	1.31	0.52	64.29
M	5	MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	40.00	1.31	0.52	64.81
Q	21	PROVIDE FUND CITATION AND AUTHORIZATION FOR CASH PURCHASE	40.00	1.31	0.52	65.34
O	32	PREPARE TEMPORARY CUSTODY RECEIPTS (AF FORM 1297)	40.00	1.25	0.50	65.84
M	1	CHECK ACCURACY OF DEPOT REQUISITIONS	60.00	0.83	0.50	66.34
A	2	ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	40.00	1.25	0.50	66.84
L	13	NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	60.00	0.81	0.49	67.33
K	1	ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	40.00	1.15	0.46	67.79
D	6	GIVE INFORMAL TRAINING TO INDIVIDUALS	40.00	1.15	0.46	68.25
B	3	DIRECT STORAGE, ISSUE, AND SAFEGUARDING OF SECURITY ITEMS	40.00	1.15	0.46	68.71
O	16	MAINTAIN PERSONAL CLOTHING AND EQUIPMENT RECORDS	40.00	1.13	0.45	69.16
I	20	SEND LINEN TO LAUNDRY AND RECEIVE FROM LAUNDRY	40.00	1.13	0.45	69.61
E	43	VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	40.00	1.11	0.44	70.06
E	5	CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	60.00	0.74	0.44	70.50
E	41	TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	60.00	0.74	0.44	70.94
O	25	PREPARE DOCUMENTS FOR NON-MEDICAL EQUIPMENT TRANSACTIONS	40.00	1.09	0.44	71.38
B	17	SUPERVISE PHYSICAL ISSUING OF MATERIEL	40.00	1.09	0.43	71.81
E	21	LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	40.00	1.07	0.43	72.24
J	1	ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	40.00	1.01	0.41	72.65
L	9	MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	40.00	1.00	0.40	73.05
P	18	MAINTAIN LOCAL PROCUREMENT DOCUMENT REGISTER	20.00	1.99	0.40	73.45
O	12	MAINTAIN CUSTODY/RECEIPT LOCATOR LISTINGS BY ACCOUNT	40.00	0.98	0.39	73.84
I	8	ESTIMATE OR COUNT QUANTITIES OF ISSUED AND PICKED UP LINENS	40.00	0.96	0.38	74.22
I	1	CARRY OUT CONTROLS TO PREVENT CONTACT BETWEEN CLEAN AND DIRTY LINEN	40.00	0.95	0.38	74.60
F	13	INSPECT ITEMS IN STORAGE FOR SIGNS OF CORROSION, DECAY, OR DETERIORATION	40.00	0.95	0.38	74.98
E	32	PREPARE AND ATTACH SHIPPING TAGS, LABELS, OR DOCUMENTS	40.00	0.90	0.36	75.34
Q	23	RECEIVE AND DISTRIBUTE CORRESPONDENCE PERTINENT TO LOCAL PURCHASE	20.00	0.90	0.36	75.70
L	11	MONITOR PRIORITY STATUS OF REQUISITIONS	20.00	1.80	0.36	76.06
K	25	REQUEST WAREHOUSE TO DELIVER MATERIEL	20.00	1.80	0.36	76.42
J	9	MAKE PHYSICAL COUNT OF PROPERTY ITEMS	20.00	1.80	0.36	76.78
A	9	DEVELOP STANDARD OPERATING PROCEDURE FOR REPAIR OF UNSERVICEABLE AND DAMAGED EQUIPMENT	20.00	1.80	0.36	77.14
M	10	PROCESS RECEIPTS FROM LOCAL PURCHASE	20.00	1.80	0.36	77.50
C	15	EVALUATE REQUESTS FOR LOCAL PURCHASE	20.00	1.78	0.36	77.86
B	23	SUPERVISE THE DISPOSAL AND SALVAGE OF MATERIEL	20.00	1.78	0.36	78.21
N	11	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	40.00	0.88	0.35	78.57
M	12	RECORD FUND OBLIGATIONS	20.00	1.72	0.34	78.91
L	23	SEPARATE STOCK RECORD CARDS FOR NON-STOCK LISTED ITEMS	20.00	1.72	0.34	79.25
L	6	FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	20.00	1.72	0.34	79.60
K	29	VERIFY UNIT COSTS OF PROPERTY ITEMS	20.00	1.72	0.34	79.94
E	6	DELIVER OUTSHIPMENTS	20.00	1.72	0.34	80.28
P	23	PREPARE DOCUMENTS TO BE DESTROYED OR RETIRED	40.00	0.85	0.34	80.63
A	21	PLAN PROCEDURES FOR MAINTAINING E-AID CARDS	40.00	0.80	0.32	80.94
A	27	PLAN PROCEDURES FOR THE TRANSFER OF MATERIEL BETWEEN ACCOUNTS	40.00	0.80	0.32	81.26
A	23	PLAN PROCEDURES FOR MAKING INVENTORY ADJUSTMENTS	20.00	1.55	0.31	81.57
A	15	ORGANIZE MAINTENANCE SUPPORT FUNCTIONS	20.00	1.55	0.31	81.88
			20.00	1.55	0.31	82.19

O	39	ROUTE TURN-IN OF EQUIPMENT FOR INSPECTION AND CONDITION CODING	40.00	0.77	0.31	82.50
E	40	SET UP BINS, RACKS, BAYS, OR OTHER STORAGE FACILITIES	40.00	0.77	0.31	82.81
E	7	DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	40.00	0.76	0.30	83.11
E	36	RECEIVE, ISSUE, OR PACKAGE SECURITY ITEMS	40.00	0.74	0.30	83.41
K	13	POST RECEIPTS AND ISSUES OF SECURITY ITEMS TO VAULT RECORD CARDS	20.00	1.47	0.29	83.70
E	37	ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	40.00	0.72	0.29	83.99
B	21	SUPERVISE SPECIAL PROJECT AND SPECIAL DUTY ACTIVITIES	40.00	0.58	0.27	84.26
P	16	MAINTAIN FILE OF PROPERTY ACCOUNTS	20.00	1.33	0.27	84.53
P	6	DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	20.00	1.33	0.27	84.80
O	14	MAINTAIN HISTORY FILE OF PCAM CARDS ON EQUIPMENT	20.00	1.33	0.27	85.06
O	11	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS	20.00	1.33	0.27	85.33
N	12	MAINTAIN SUPPLY OF BLANK PCAM CARDS	20.00	1.33	0.27	85.59
G	12	RECONCILE AFMMFO LETTERS WITH WRM WORKSHEET	20.00	1.33	0.27	85.86
Q	11	PREPARE AND PROCESS RECEIVING REPORTS FOR LOCAL PURCHASE ITEMS	20.00	1.29	0.26	86.12
N	1	COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	20.00	1.29	0.26	86.37
J	4	CONDUCT INVENTORIES OF LOCAL PURCHASE ITEMS	20.00	1.28	0.26	86.63
D	5	COORDINATE THE RELOCATION OF PROPERTY BETWEEN PROPERTY CUSTODIANS	40.00	0.63	0.25	86.88
L	17	PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (DD FORM 1348)	40.00	0.63	0.25	87.13
E	10	EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	40.00	0.63	0.25	87.38
I	19	SCREEN LINEN TO DETECT DAMAGED OR WORN ITEMS	20.00	1.23	0.25	87.63
I	18	REPAIR OR REPLACE WORN OR DAMAGED LINENS	20.00	1.23	0.25	87.87
I	10	MARK LINENS AND INDIVIDUAL CLOTHING ITEMS	20.00	1.23	0.25	88.12
I	4	COORDINATE NEGOTIATIONS FOR THE LAUNDERING OF LINENS	20.00	1.23	0.25	88.37
I	3	COMPUTE LINEN LEVELS FOR USING ACTIVITIES	20.00	1.23	0.25	88.61
H	8	REVIEW EXCESS EQUIPMENT OR SUPPLY TURN-IN DOCUMENTS AND DETERMINE EXCESS OR SALVAGE ACTION	20.00	1.23	0.25	88.86
F	21	VERIFY UNIT OF ISSUE FOR PROPERTY ITEMS	20.00	1.23	0.25	89.10
D	30	PREPARE REQUESTS FOR CHANGES IN ALLOWANCES AND AUTHORIZATIONS (AF FORM 601A)	20.00	1.19	0.24	89.34
N	21	RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	20.00	1.19	0.24	89.58
C	14	EVALUATE MEDICAL MATERIEL COMPLAINTS OR SUGGESTIONS FOR CORRECTIVE ACTION	20.00	1.19	0.24	89.82
C	12	EVALUATE EQUIPMENT AUTHORIZATION AND SUPPORT ACTIVITIES	20.00	1.19	0.24	90.05
C	3	COMPLETE PERSONEL PERFORMANCE REPORTS	20.00	1.19	0.24	90.29
B	25	SUPERVISE THE MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO)	20.00	1.19	0.24	90.53
A	35	SUBMIT AUTHORIZATION CHANGES TO MEDICAL EQUIPMENT REVIEW AUTHORIZATION ACTIVITY	20.00	1.19	0.24	90.77
P	28	REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	20.00	1.03	0.21	90.97
P	26	RECORD TRANSACTIONS ON TRANSACTION REGISTER	20.00	1.03	0.21	91.18
F	10	INITIATE ISSUE REQUESTS FOR ITEMS NEEDED TO COMPLETE ASSEMBLIES	20.00	1.03	0.21	91.39
E	31	PLACE LOCATION SYMBOLS ON WAREHOUSE BINS, RACKS, OR BAYS	20.00	1.03	0.21	91.59
E	30	PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	20.00	1.03	0.21	91.80
N	8	KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	20.00	1.03	0.21	92.00

N	6	KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	20.00	1.03	0.21	92.21
L	16	POST RETURNS TO VENDORS	20.00	1.03	0.21	92.41
L	7	FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	20.00	1.03	0.21	92.62
K	10	INVESTIGATE DISCREPANCIES ENCOUNTERED IN THE INVENTORY OF SECURITY ITEMS	20.00	1.03	0.21	92.83
E	27	PACK OR CRATE ITFMS FOR SHIPPING	20.00	1.03	0.21	93.03
C	2	COMPILE MANAGEMENT DATA FOR USE IN EVALUATION OF SUPPLY PROGRAM	20.00	1.03	0.21	93.24
A	36	SUBMIT REQUESTS FOR STOCKLISTING OF NON-STOCKLISTED ITEMS TO SUB-COMMAND OR COMMAND	20.00	1.03	0.21	93.44
I	15	PREPARE FORMS FOR TURN-IN OF LINEN TO THE LAUNDRY	20.00	1.00	0.20	93.64
G	13	ROTATE WRM	20.00	1.00	0.20	93.84
E	8	DRAFT STORAGE AND OCCUPANCY REPORTS	20.00	1.00	0.20	94.04
K	24	RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	20.00	0.98	0.20	94.24
K	20	PREPARE AND DISTRIBUTE DOCUMENTS FOR PROPERTY FOUND ON BASE	20.00	0.98	0.20	94.43
K	6	EDIT OUTGOING OR INCOMING EXCESS REPORTS	20.00	0.98	0.20	94.63
B	12	SUPERVISE LINEN SUPPLY ACTIVITY	20.00	0.98	0.20	94.83
Q	10	PREPARE AND DISTRIBUTE SOURCE DOCUMENTS INVOLVING PAYMENT TO VENDORS	20.00	0.77	0.15	94.98
P	17	MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS	20.00	0.77	0.15	95.14
P	13	MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	20.00	0.77	0.15	95.29
O	26	PREPARE DOCUMENTS FOR OFF-BASE REPAIR OF EQUIPMENT	20.00	0.77	0.15	95.44
E	4	CONDITION CODE SUPPLY ITEMS	20.00	0.77	0.15	95.60
A	8	DEVELOP STANDARD OPERATING PROCEDURE (SOP) FOR EMERGENCY SUPPLY SITUATIONS	20.00	0.77	0.15	95.75
E	1	CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	40.00	0.39	0.15	95.91
J	14	REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	20.00	0.77	0.15	96.06
I	7	DYE WORN LINENS	20.00	0.66	0.13	96.20
I	2	COMPLETE LINEN SUPPLY RECORDS (AF FORM 581)	20.00	0.66	0.13	96.33
G	10	PREPARE REQUISITIONS FOR WRM	20.00	0.66	0.13	96.46
E	29	PICK UP TURN-INS FROM USING ACTIVITIES AND PLACE IN STORAGE	20.00	0.66	0.13	96.59
E	19	LIST EXPENDABLE ITEMS CONSUMED IN THE MEDICAL SUPPLY OPERATION	20.00	0.66	0.13	96.73
A	1	ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	20.00	0.66	0.13	96.86
P	20	MONITOR MEMO DOCUMENT REGISTER	20.00	0.59	0.12	96.98
O	40	SEARCH EQUIPMENT ALLOWANCE PUBLICATIONS FOR BASIS OF ISSUE AND ALLOWANCES	20.00	0.59	0.12	97.10
O	28	PREPARE EQUIPMENT AUTHORIZATION CHANGE INFORMATION FOR PCAM CARDS	20.00	0.59	0.12	97.22
O	19	POST AUTHORIZATION CHANGES TO THE CONSOLIDATED LISTING	20.00	0.59	0.12	97.34
O	15	MAINTAIN MEMO DOCUMENT REGISTER	20.00	0.59	0.12	97.45
O	13	MAINTAIN FILE OF AUTHORIZATIONS, INCREASES, OR DECREASES TO THE CONSOLIDATED LISTING	20.00	0.59	0.12	97.57
O	9	MAINTAIN AND DISTRIBUTE THE CONSOLIDATED LISTING (CL)	20.00	0.59	0.12	97.69
O	6	COORDINATE WITH THE MERAAB FOR EQUIPMENT PURCHASES AND PURCHASE PRIORITIES	20.00	0.59	0.12	97.81
L	21	RECEIVE AND DISTRIBUTE INCOMING AND OUTGOING MAIL	20.00	0.59	0.12	97.93
K	18	PREPARE SALVAGE DOCUMENTS	20.00	0.59	0.12	98.05
C	6	CONDUCT INSPECTIONS OF LOCAL PURCHASE WORK METHODS	20.00	0.59	0.12	98.17
B	11	SUPERVISE EQUIPMENT AUTHORIZATION AND SUPPORT FUNCTIONS	20.00	0.59	0.12	98.29
A	11	ESTABLISH WORK SCHEDULES	20.00	0.59	0.12	98.41
A	4	ASSIGN ISSUE PRIORITIES	20.00	0.59	0.12	98.53

F	11	INITIATE STOCK CHANGE DOCUMENTS FOR UNIDENTIFIED ITEMS	20.00	0.51	0.10	98.63
F	8	IDENTIFY PARTS OF COMPLETE ASSEMBLIES	20.00	0.51	0.10	98.73
E	44	WRAP AND PACK PROPERTY FOR STORAGE	20.00	0.51	0.10	98.83
E	39	SEGREGATE MATERIEL TO BE INVENTORIED	20.00	0.51	0.10	98.94
E	38	SEGREGATE INCOMING SHIPMENTS FOR INSPECTION	20.00	0.51	0.10	99.04
E	28	PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	20.00	0.51	0.10	99.14
E	12	FORWARD OR RECEIVE EQUIPMENT ITEMS FOR USER TESTS	20.00	0.51	0.10	99.25
B	24	SUPERVISE THE FURNISHING OF MEDICAL MATERIEL TRANSACTION DOCUMENTS TO BAFO	20.00	0.51	0.10	99.35
N	22	RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	20.00	0.51	0.10	99.45
G	5	INVENTORY WRM MATERIELS	20.00	0.33	0.07	99.52
F	2	CONDUCT SPECIAL-SUBJECT INSPECTIONS	20.00	0.33	0.07	99.58
E	17	ISSUE DATED ITEMS	20.00	0.33	0.07	99.65
M	2	DETERMINE REQUISITION PRIORITIES	20.00	0.26	0.05	99.70
F	15	INSPECT STORED PROPERTY TO SEE THAT LOAD LIMITS AND SECURITY CONDITIONS ARE MET	20.00	0.26	0.05	99.75
E	20	LIST COMPONENT PART SHORTAGES	20.00	0.26	0.05	99.81
E	2	CLEAN AND DRY PROPERTY ITEMS	20.00	0.26	0.05	99.86
Q	19	PROCESS AND FORWARD EXEMPTIONS TO THE BUY AMERICAN ACT TO BASE PROCUREMENT ACTIVITY	20.00	0.24	0.05	99.91
O	8	FORWARD TEMPORARY CUSTODY RECEIPTS FOR THE LOAN OF PROPERTY TO PATIENTS	20.00	0.24	0.05	99.95

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 8  
KPATH ORDER FROM 923 TO 930 GROUP STAGE= 237  
TIME PERFECTLY DESCRIBED ON DUTIES= 79.73, TASKS= 58.03

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	100.00	66.01	66.01	66.01
E	PERFORMING WAREHOUSE FUNCTIONS	87.50	11.08	9.69	75.70
A	PLANNING AND ORGANIZING	62.50	9.65	6.03	81.73
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	50.00	9.05	4.52	86.26
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	50.00	5.55	2.77	89.03
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	75.00	3.11	2.33	91.36
D	TRAINING	50.00	3.98	1.99	93.35
B	DIRECTING AND IMPLEMENTING	50.00	3.68	1.84	95.19
M	REQUISITIONING MATERIEL	37.50	4.51	1.69	96.88
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	37.50	3.36	1.26	98.14
C	EVALUATING	25.00	2.10	0.53	98.67
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	12.50	4.08	0.51	99.18
G	MAINTAINING WAR READINESS MATERIEL	12.50	2.67	0.33	99.51
H	REPORTING AND DISPOSING OF MATERIEL	25.00	1.28	0.32	99.83
F	INSPECTING PROPERTY	12.50	1.23	0.15	99.98

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBR= 8  
KPATH ORDER FROM 923 TO 930 GROUP STAGE= 237  
TIME PERFECTLY DESCRIBED ON DUTIES= 79.73, TASKS= 58.03

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
Q	14 PREPARE AND SUBMIT LOCAL PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	100.00	5.90	5.90	5.90
Q	5 MAINTAIN FILE OF LOCAL PURCHASE ORDERS, CONTRACTS, RECEIVING REPORTS, OR SIMILAR DOCUMENTS	100.00	5.21	5.21	11.11
Q	11 PREPARE AND PROCESS RECEIVING REPORTS FOR LOCAL PURCHASE ITEMS	100.00	5.14	5.14	16.25
Q	28 SUBMIT SUGGESTED SOURCES OF LOCAL PURCHASE ITEMS TO BASE PURCHASING AND CONTRACT OFFICE (P + C)	100.00	4.60	4.60	20.85
Q	22 PURCHASE SMALL DOLLAR VALUE ITEMS	87.50	5.11	4.47	25.31
Q	29 VALIDATE AND DISTRIBUTE LOCAL PURCHASE RECEIVING DOCUMENTS	87.50	4.39	3.84	29.16
Q	26 SEARCH CATALOGUES OR FEDERAL STOCK LISTS TO ELIMINATE LOCAL PROCUREMENT OF STOCKLISTED ITEMS	100.00	3.63	3.63	32.78
Q	17 PREPARE REPORT OF LOCAL PURCHASES	87.50	3.78	3.31	36.09
Q	12 PREPARE AND SUBMIT EMERGENCY PURCHASE REQUESTS TO BASE PROCUREMENT ACTIVITY	100.00	3.30	3.30	39.40
Q	4 ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITY	87.50	3.78	3.30	42.70
Q	24 RECEIVE AND PROCESS REQUESTS FOR ITEMS TO BE PURCHASED WITH PETTY CASH FUNDS	62.50	5.12	3.20	45.90
Q	8 MAINTAIN LIBRARY OF GSA CATALOGUES, VENDORS' CATALOGUES, AND OTHER PROCUREMENT DATA	87.50	3.41	2.98	48.89
Q	25 RECEIVE, INSPECT, AND STORE LOCAL PURCHASE ITEMS	62.50	4.15	2.59	51.48
Q	23 RECEIVE AND DISTRIBUTE CORRESPONDENCE PERTINENT TO LOCAL PURCHASE	87.50	2.89	2.53	54.01
L	24 TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	50.00	4.26	2.13	56.14
Q	13 PREPARE AND SUBMIT LIST OF DELINQUENT LOCAL PURCHASE ORDERS TO BASE PROCUREMENT ACTIVITY	75.00	2.39	1.79	57.93
Q	1 COORDINATE WITH OTHER AGENCIES TO DETERMINE WHICH LOCAL PURCHASE ITEMS SHOULD BE STOCKLISTED	62.50	2.74	1.71	59.64
Q	10 PREPARE AND DISTRIBUTE SOURCE DOCUMENTS INVOLVING PAYMENT TO VENDORS	37.50	4.42	1.66	61.30
A	16 ORGANIZE PROCEDURES FOR BASE PROCUREMENT OF LOCAL PURCHASE MATERIEL	25.00	5.20	1.30	62.60
A	33 SELECT PROCUREMENT SOURCES (CP OR LP) FOR ISSUE REQUESTS	37.50	3.29	1.23	63.83
A	34 SET UP, MAINTAIN, OR DISPOSE OF FILES	50.00	2.33	1.16	65.00
Q	16 PREPARE REPORTS OF DISCREPANCY IN SHIPMENT FROM COMMERCIAL VENDORS	62.50	1.78	1.11	66.11
E	9 DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	37.50	2.93	1.10	67.21
Q	2 EDIT MACHINE-COMPUTED REQUIREMENTS LISTING OF NON-STOCKLISTED ITEMS	37.50	2.86	1.07	68.28
E	1 CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	25.00	4.04	1.01	69.29

Q	9	MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	25.00	4.03	1.01	70.30
E	23	MAKE DELIVERIES TO USING ACTIVITY	62.50	1.58	0.99	71.29
E	3	COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	37.50	2.60	0.98	72.26
Q	3	EDIT OUTPUT FOR DUE-IN AND DUE-OUT DATA OF USING ACTIVITIES	25.00	3.43	0.86	73.12
Q	27	SET LEVELS AND REQUIREMENT CODES FOR NON-STOCKLISTED ITEMS	25.00	3.41	0.85	73.97
K	1	ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	25.00	3.35	0.84	74.81
J	4	CONDUCT INVENTORIES OF LOCAL PURCHASE ITEMS	37.50	2.10	0.79	74.50
M	15	REVIEW RECEIVING DOCUMENTS	25.00	3.10	0.78	76.38
P	2	ASSIGN OR CANCEL DOCUMENT NUMBERS	25.00	3.04	0.76	77.14
D	6	GIVE INFORMAL TRAINING TO INDIVIDUALS	37.50	2.00	0.75	77.89
Q	15	PREPARE LETTER RECOMMENDING STOCKLISTING OF NON-STOCKLISTED ITEMS	37.50	1.98	0.74	78.63
A	20	PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	25.00	2.60	0.65	79.28
L	22	SCREEN REQUESTS FOR LOCAL PURCHASE	12.50	4.94	0.62	79.90
P	4	CODE LOCAL PURCHASE DOCUMENTS	25.00	2.35	0.59	80.49
E	42	UNLOAD INCOMING SHIPMENTS	25.00	2.35	0.59	81.07
Q	18	PREPARE SHIPPING DOCUMENTS FOR LOCAL PURCHASE CREDIT ITEMS BEING RETURNED TO VENDOR	37.50	1.52	0.57	81.64
E	41	TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	25.00	2.23	0.56	82.20
E	14	IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	37.50	1.41	0.53	82.73
N	8	KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	12.50	4.08	0.51	83.24
D	13	PREPARE LESSON PLANS	12.50	4.05	0.51	83.75
D	2	CONDUCT OJT PROGRAMS	12.50	4.05	0.51	84.25
L	9	MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	12.50	4.00	0.50	84.75
B	9	SUPERVISE CONTROL OF MATERIEL DOCUMENTS	12.50	4.00	0.50	85.25
L	14	ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	25.00	1.95	0.49	85.74
E	18	ISSUE MATERIEL TO USING ACTIVITY	25.00	1.95	0.49	86.23
J	9	MAKE PHYSICAL COUNT OF PROPERTY ITEMS	12.50	3.77	0.47	86.70
M	10	PROCESS RECEIPTS FROM LOCAL PURCHASE	12.50	3.70	0.46	87.16
P	8	FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	12.50	3.60	0.45	87.61
P	7	FILE COMPLETED DOCUMENTS	12.50	3.60	0.45	88.06
L	7	FORWARD RECEIVING REPORTS TO DOCUMENT CONTROL SECTION	12.50	3.60	0.45	88.52
K	12	NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	12.50	3.60	0.45	88.97
B	13	SUPERVISE LOCAL PURCHASE ACTIVITIES	12.50	3.60	0.45	89.42
K	17	PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	25.00	1.62	0.41	89.82
P	21	MONITOR THE FLOW OF DOCUMENTS BETWEEN PROCESSING POINTS	12.50	3.00	0.37	90.20
L	13	NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	12.50	2.70	0.34	90.53
B	7	SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (91530)	12.50	2.70	0.34	90.87
A	14	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	12.50	2.70	0.34	91.21
A	13	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE EQUIPMENT ACTIVITY	12.50	2.70	0.34	91.55
K	25	REQUEST WAREHOUSE TO DELIVER MATERIEL	12.50	2.67	0.33	91.88
H	4	PREPARE AND SUBMIT REPORTS OF EXCESS PROPERTY TO AFMMFO (SFS 120, 120A)	25.00	1.28	0.32	92.20
E	27	PACK OR CRATE ITEMS FOR SHIPPING	25.00	1.28	0.32	92.52
E	24	MARK SHIPPING CONTAINERS	25.00	1.28	0.32	92.84
Q	20	PROCURE NARCOTICS	25.00	1.28	0.32	93.16
E	32	PREPARE AND ATTACH SHIPPING TAGS, LABELS, OR DOCUMENTS	25.00	1.22	0.30	93.47
E	6	DELIVER OUTSHIPMENTS	25.00	1.22	0.30	93.77
Q	21	PROVIDE FUND CITATION AND AUTHORIZATION FOR CASH PURCHASE	12.50	2.41	0.30	94.07

M	2 DETERMINE REQUISITION PRIORITIES	12.50	2.41	0.30	94.37
E	11 FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DD FORM 1348-1)	12.50	2.41	0.30	94.68
C	15 EVALUATE REQUESTS FOR LOCAL PURCHASE	25.00	1.10	0.28	94.95
E	30 PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	25.00	1.07	0.27	95.22
A	36 SUBMIT REQUESTS FOR STOCKLISTING OF NON-STOCKLISTED ITEMS TO SUB-COMMAND OR COMMAND	12.50	2.04	0.25	95.47
E	10 EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	12.50	2.00	0.25	95.72
C	6 CONDUCT INSPECTIONS OF LOCAL PURCHASE WORK METHODS	12.50	2.00	0.25	95.97
B	22 SUPERVISE STORAGE AND RECEIPT OF MATERIEL	12.50	2.00	0.25	96.22
D	7 INDOCTRINATE NEWLY ASSIGNED PERSONNEL	12.50	1.80	0.23	96.45
G	6 MAKE SURVEYS TO INSURE ACCURACY OF WRM LOCATOR FILES	12.50	1.33	0.17	96.61
G	5 INVENTORY WRM MATERIELS	12.50	1.33	0.17	96.78
E	28 PERFORM OPERATIONS TO PROTECT STOCK FROM FIRE, THEFT, AND DETERIORATION	12.50	1.33	0.17	96.95
K	18 PREPARE SALVAGE DOCUMENTS	12.50	1.23	0.15	97.10
F	21 VERIFY UNIT OF ISSUE FOR PROPERTY ITEMS	12.50	1.23	0.15	97.26
E	37 ROTATE ITEMS TO INSURE THAT OLDEST STOCK IS ISSUED FIRST	12.50	1.23	0.15	97.41
E	31 PLACE LOCATION SYMBOLS ON WAREHOUSE BINS, RACKS, OR BAYS	12.50	1.23	0.15	97.56
E	25 MONITOR TEMPERATURE, HUMIDITY, OR DUST CONDITIONS WITHIN STORAGE FACILITY	12.50	1.23	0.15	97.72
E	17 ISSUE DATED ITEMS	12.50	1.23	0.15	97.87
E	7 DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	12.50	1.23	0.15	98.03
P	24 PREPARE FACSIMILES OF LOST DOCUMENTS FROM SUSPENSE COPIES	12.50	1.20	0.15	98.18
M	11 RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	12.50	1.20	0.15	98.33
K	2 COMPUTE FILL RATES	12.50	1.20	0.15	98.48
E	43 VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	12.50	1.20	0.15	98.63
E	34 PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	12.50	1.20	0.15	98.78
E	21 LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	12.50	1.20	0.15	98.93
B	5 MONITOR EXCESS ITEMS PROGRAM	12.50	1.20	0.15	99.08
B	4 IMPLEMENT CONTROLS AND FOLLOW-UP FOR NEW PROCEDURES	12.50	1.20	0.15	99.23
A	26 PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	12.50	1.20	0.15	99.38
A	8 DEVELOP STANDARD OPERATING PROCEDURE (SOP) FOR EMERGENCY SUPPLY SITUATIONS	12.50	1.20	0.15	99.53
A	7 COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	12.50	1.20	0.15	99.68
A	5 COMPUTE ECONOMIC ORDER QUANTITIES (EOQS)	12.50	1.20	0.15	99.83
A	2 ANALYZE WORKLOADS AND DEVELOPP IMPROVED WORK METHODS	12.50	1.20	0.15	99.98

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRS= 7  
KPATH ORDER FROM 938 TO 944 GROUP STAGE= 279  
TIME PERFECTLY DESCRIBED IN DUTIES= 76.88, TASKS= 59.43

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	100.00	75.35	75.35	75.35
M	REQUISITIONING MATERIEL	42.86	12.60	5.43	80.79
A	PLANNING AND ORGANIZING	71.43	5.36	3.83	84.62
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	28.57	10.78	3.08	87.70
O	TRAINING	28.57	10.19	2.91	90.61
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	42.86	3.56	1.52	92.13
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	42.86	3.31	1.42	93.55
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	28.57	4.28	1.22	94.77
B	DIRECTING AND IMPLEMENTING	28.57	4.07	1.16	95.94
I	MAINTAINING LINEN SUPPLY	14.29	5.52	0.79	96.72
E	PERFORMING WAREHOUSE FUNCTIONS	28.57	2.60	0.74	97.47
G	MAINTAINING WAR READINESS MATERIEL	14.29	4.83	0.69	98.16
H	REPORTING AND DISPOSING OF MATERIEL	14.29	4.14	0.59	98.75
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	28.57	1.87	0.53	99.28
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	14.29	2.90	0.41	99.69
C	EVALUATING	14.29	2.07	0.30	99.99

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBR= 7  
KPATH ORDER FROM 938 TO 944 GROUP STAGE= 279  
TIME PERFECTLY DESCRIBED ON DUTIES= 76.88, TASKS= 59.43

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
		.	.	.	.
P	13 MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	100.00	5.57	5.57	5.57
P	7 FILE COMPLETED DOCUMENTS	100.00	4.82	4.82	10.40
P	27 REVIEW DOCUMENTS PRIOR TO FILING	100.00	4.70	4.70	15.09
P	12 MAKE QUALITY CONTROL CHECK OF SUCH ITEMS AS POSTING CONTROL CODES OR ANALYSES CODES	85.71	5.03	4.31	19.40
P	8 FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	100.00	4.27	4.27	23.67
P	19 MAINTAIN SUPPLY DOCUMENT REGISTER	85.71	4.43	3.80	27.47
P	9 FILE UP-DATED DOCUMENT REGISTERS	85.71	4.24	3.64	31.10
P	11 INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	85.71	4.24	3.63	34.73
P	28 REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	71.43	4.80	3.43	38.16
P	24 PREPARE FACSIMILES OF LOST DOCUMENTS FROM SUSPENSE COPIES	100.00	3.39	3.39	41.56
P	2 ASSIGN OR CANCEL DOCUMENT NUMBERS	85.71	3.86	3.31	44.87
P	5 DISPOSE OF INACTIVE DOCUMENTS	85.71	3.59	3.07	47.94
P	4 CODE LOCAL PURCHASE DOCUMENTS	71.43	3.80	2.72	50.66
P	1 ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	57.14	4.73	2.70	53.36
P	6 DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	71.43	3.62	2.59	55.95
P	3 CODE AND EDIT SOURCE DOCUMENTS	57.14	4.35	2.49	58.44
P	16 MAINTAIN FILE OF PROPERTY ACCOUNTS	57.14	3.80	2.17	60.61
M	15 REVIEW RECEIVING DOCUMENTS	42.86	4.96	2.12	62.73
P	25 RECORD BASIC IDENTIFYING DATA ON DOCUMENTS	71.43	2.95	2.11	64.84
P	26 RECORD TRANSACTIONS ON TRANSACTION REGISTER	57.14	3.66	2.09	66.93
P	23 PREPARE DOCUMENTS TO BE DESTROYED OR RETIRED	71.43	2.91	2.08	69.01
A	34 SET UP, MAINTAIN, OR DISPOSE OF FILES	57.14	3.30	1.88	70.89
P	15 MAINTAIN FILE OF BASE ERROR AND/OR CORRECTION SHEETS (AF FORM 150)	57.14	3.26	1.86	72.76
P	17 MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS	57.14	3.05	1.74	74.50
N	3 FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	28.57	4.98	1.42	75.92
P	10 INSPECT CHARGE-OUT RECORDS (AF FORM 614) TO INSURE RETURN OF LOANED DOCUMENTS	57.14	2.48	1.42	77.34
P	22 PREPARE CERTIFICATES OF LOST DOCUMENTS	57.14	2.11	1.21	78.54
A	20 PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	42.86	2.72	1.17	79.71
P	14 MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS AT USING ACTIVITY	28.57	3.15	0.90	80.61
M	11 RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	14.29	6.10	0.87	81.48
M	6 MAINTAIN REQUISITION HISTORY FILE	14.29	6.10	0.87	82.35
M	4 MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	14.29	6.10	0.87	83.22
O	1 ASSIGN NON-MIMS VOUCHER NUMBERS TO TRANSACTIONS	14.29	5.80	0.83	84.05

N	22	RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	14.29	5.80	0.83	84.88
N	21	RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	14.29	5.80	0.83	85.71
K	2	COMPUTE FILL RATES	14.29	5.80	0.83	86.53
P	21	MONITOR THE FLOW OF DOCUMENTS BETWEEN PROCESSING POINTS	28.57	2.70	0.77	87.31
M	5	MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUESTS	14.29	4.88	0.70	88.00
P	20	MONITOR MEMO DOCUMENT REGISTER	14.29	4.00	0.57	88.58
B	9	SUPERVISE CONTROL OF MATERIEL DOCUMENTS	14.29	4.00	0.57	89.15
D	6	GIVE INFORMAL TRAINING TO INDIVIDUALS	28.57	1.75	0.50	89.65
L	17	PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (DD FORM 1348)	14.29	3.45	0.49	90.14
A	33	SELECT PROCUREMENT SOURCES (CP OR LP) FOR ISSUE REQUESTS	14.29	3.33	0.48	90.61
Q	3	EDIT OUTPUT FOR DUE-IN AND DUE-OUT DATA OF USING ACTIVITIES	14.29	2.90	0.41	91.03
L	24	TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	14.29	2.82	0.40	91.43
O	32	PREPARE TEMPORARY CUSTODY RECEIPTS (AF FORM 1297)	14.29	2.76	0.39	91.82
K	17	PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	14.29	2.76	0.39	92.22
I	11	PICK UP LINENS FROM AND DELIVER TO USING ACTIVITY	14.29	2.76	0.39	92.61
E	41	TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	14.29	2.76	0.39	93.01
L	14	ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	14.29	2.44	0.35	93.36
E	9	DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	14.29	2.44	0.35	93.70
O	11	MAINTAIN CURRENT FILE OF PROPERTY CUSTODIANS	14.29	2.11	0.30	94.01
D	14	PREPARE TRAINING RECORDS OR CHARTS	14.29	2.11	0.30	94.31
D	13	PREPARE LESSON PLANS	14.29	2.11	0.30	94.61
D	12	PREPARE, ADMINISTER, OR SCORE TESTS	14.29	2.11	0.30	94.91
D	11	PLAN IMPROVED TRAINING METHODS	14.29	2.11	0.30	95.21
D	10	PLAN AND CONDUCT FORMAL CLASSROOM TRAINING	14.29	2.11	0.30	95.51
D	9	INSTRUCT PERSONNEL IN STORAGE OF CLASSIFIED DOCUMENTS	14.29	2.11	0.30	95.82
D	4	COUNSEL INDIVIDUALS ON TRAINING PROGRESS	14.29	2.11	0.30	96.12
D	2	CONDUCT OJT PROGRAMS	14.29	2.11	0.30	96.42
A	6	COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	14.29	2.11	0.30	96.72
J	11	PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	14.29	2.07	0.30	97.02
H	5	PREPARE DESTRUCTION DOCUMENTS FOR AND DESTROY MEDICAL EXCESS	14.29	2.07	0.30	97.31
H	4	PREPARE AND SUBMIT REPORTS OF EXCESS PROPERTY TO AFMMFO (SFS 120, 120A)	14.29	2.07	0.30	97.61
G	5	INVENTORY WRM MATERIELS	14.29	2.07	0.30	97.90
C	4	CONDUCT INSPECTIONS OF DOCUMENT CONTROL WORK METHODS	14.29	2.07	0.30	98.20
B	5	MONITOR EXCESS ITEMS PROGRAM	14.29	2.07	0.30	98.49
B	1	ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	14.29	2.07	0.30	98.79
J	9	MAKE PHYSICAL COUNT OF PROPERTY ITEMS	14.29	1.67	0.24	99.03
I	20	SEND LINEN TO LAUNDRY AND RECEIVE FROM LAUNDRY	14.29	1.38	0.20	99.22
I	15	PREPARE FORMS FOR TURN-IN OF LINEN TO THE LAUNDRY	14.29	1.38	0.20	99.42
G	13	ROTATE WRM	14.29	1.38	0.20	99.62
G	8	POSITION MMPNC OR SCATA MATERIEL	14.29	1.38	0.20	99.81
L	9	MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	14.29	1.22	0.17	99.99

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSC LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRS= 7  
KPATH ORDER FROM 945 TO 991 GROUP STAGE= 271  
TIME PERFECTLY DESCRIBED ON DUTIES= 79.87, TASKS= 57.98

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	100.00	42.54	42.54	42.54
M	REQUISITIONING MATERIEL	100.00	27.36	27.36	69.90
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	85.71	8.26	7.08	76.98
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	71.43	8.85	6.32	83.30
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	57.14	7.85	4.48	87.78
A	PLANNING AND ORGANIZING	100.00	3.99	3.99	91.77
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	42.96	7.95	3.41	95.18
E	PERFORMING WAREHOUSE FUNCTIONS	42.86	4.13	1.77	96.95
B	DIRECTING AND IMPLEMENTING	28.57	3.60	1.03	97.98
D	TRAINING	42.86	1.84	0.79	98.76
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	14.29	2.50	0.36	99.12
C	EVALUATING	14.29	2.38	0.34	99.46
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	14.29	1.91	0.27	99.73
H	REPORTING AND DISPOSING OF MATERIEL	14.29	1.78	0.25	99.99

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MURS= 7  
KPATH ORDER FROM 945 TO 951 GROUP STAGE= 271  
TIME PERFECTLY DESCRIBED ON DUTIES= 79.87, TASKS= 57.98

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
M	6 MAINTAIN REQUISITION HISTORY FILE	100.00	3.20	3.20	3.20
P	7 FILE COMPLETED DOCUMENTS	100.00	3.18	3.18	6.38
M	11 RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	100.00	3.14	3.14	9.52
M	15 REVIEW RECEIVING DOCUMENTS	100.00	2.99	2.99	12.51
M	1 CHECK ACCURACY OF DEPOT REQUISITIONS	85.71	3.40	2.92	15.42
P	27 REVIEW DOCUMENTS PRIOR TO FILING	100.00	2.87	2.87	18.29
P	9 FILE UP-DATED DOCUMENT REGISTERS	100.00	2.79	2.79	21.09
P	8 FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	100.00	2.78	2.78	23.86
P	3 CODE AND EDIT SOURCE DOCUMENTS	85.71	3.01	2.58	26.44
P	19 MAINTAIN SUPPLY DOCUMENT REGISTER	85.71	2.98	2.55	29.00
P	2 ASSIGN OR CANCEL DOCUMENT NUMBERS	85.71	2.93	2.51	31.51
P	11 INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	85.71	2.81	2.41	33.92
M	5 MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	85.71	2.68	2.29	36.21
P	1 ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	85.71	2.67	2.28	38.49
P	13 MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	71.43	3.18	2.27	40.77
A	34 SET UP, MAINTAIN, OR DISPOSE OF FILES	71.43	2.99	2.14	42.90
M	4 MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	71.43	2.94	2.10	45.01
M	12 RECORD FUND OBLIGATIONS	57.14	3.13	1.79	46.80
M	8 PREPARE AND MAINTAIN RECORDS OR DOCUMENTS FOR NON-MEDICAL MATERIEL	71.43	2.36	1.69	48.48
P	17 MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS	57.14	2.95	1.68	50.17
M	7 POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (OA)	57.14	2.90	1.66	51.83
P	6 DISTRIBUTE FINANCIAL DATA TO INTERESTED AGENCIES	71.43	2.14	1.53	53.35
N	3 FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	42.86	3.30	1.42	54.77
P	28 REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	42.86	3.24	1.39	56.16
P	25 RECORD BASIC IDENTIFYING DATA ON DOCUMENTS	57.14	2.39	1.37	57.53
P	12 MAKE QUALITY CONTROL CHECK OF SUCH ITEMS AS POSTING CONTROL CODES OR ANALYSES CODES	42.86	3.17	1.36	58.89
P	5 DISPOSE OF INACTIVE DOCUMENTS	57.14	2.33	1.33	60.22
P	15 MAINTAIN FILE OF BASE ERROR AND/OR CORRECTION SHEETS (AF FORM 150)	42.86	2.97	1.27	61.49
M	10 PROCESS RECEIPTS FROM LOCAL PURCHASE	57.14	2.20	1.25	62.74
P	4 CODE LOCAL PURCHASE DOCUMENTS	42.86	2.91	1.25	63.99
L	6 FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	42.86	2.83	1.21	65.21
K	5 EDIT ISSUE REQUESTS	57.14	2.06	1.18	66.38
M	3 EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	42.86	2.63	1.13	67.51

J	1 ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	42.86	2.61	1.12	68.63
N	1 COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	28.57	3.71	1.06	69.69
L	24 TYPE MEDICAL SUPPLY REPORTS OR CORRESPONDENCE	57.14	1.68	0.96	70.65
L	5 DISTRIBUTE COPIES OF ISSUE REQUESTS	42.86	2.17	0.93	71.58
P	24 PREPARE FACSIMILES OF LOST DOCUMENTS FROM SUSPENSE COPIES	57.14	1.61	0.92	72.50
M	2 DETERMINE REQUISITION PRIORITIES	28.57	3.09	0.88	73.38
K	2 COMPUTE FILL RATES	28.57	3.01	0.66	74.24
J	14 REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	28.57	2.94	0.84	75.08
O	6 GIVE INFORMAL TRAINING TO INDIVIDUALS	42.86	1.84	0.79	75.87
P	18 MAINTAIN LOCAL PROCUREMENT DOCUMENT REGISTER	28.57	2.67	0.76	76.63
M	16 TYPE MATERIEL SOURCE DOCUMENTS	28.57	2.52	0.72	77.35
M	9 PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	28.57	2.52	0.72	78.07
L	3 COMPLETE ENTRIES ON RECEIVING DOCUMENTS	28.57	2.52	0.72	78.79
P	23 PREPARE DOCUMENTS TO BE DESTROYED OR RETIRED	28.57	2.47	0.71	79.50
P	21 MONITOR THE FLOW OF DOCUMENTS BETWEEN PROCESSING POINTS	28.57	2.47	0.71	80.20
L	11 MONITOR PRIORITY STATUS OF REQUISITIONS	28.57	2.40	0.69	80.89
K	7 EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	42.86	1.58	0.68	81.57
L	23 SEPARATE STOCK RECORD CARDS FOR NON-STOCK LISTED ITEMS	28.57	2.22	0.63	82.20
M	13 REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	28.57	2.18	0.62	82.82
P	26 RECORD TRANSACTIONS ON TRANSACTION REGISTER	28.57	2.17	0.62	83.44
P	20 MONITOR MEMO DOCUMENT REGISTER	28.57	2.17	0.62	84.07
A	7 COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	28.57	1.87	0.54	84.60
K	17 PREPARE REPORTS OF DISCREPANCY (AF FORM 672)	28.57	1.86	0.53	85.13
K	27 SCREEN REQUESTS FOR SUPPLIES	28.57	1.85	0.53	85.66
E	3 COMPARE IDENTITY OF ITEMS WITH ENTRIES ON SHIPPING DOCUMENTS	14.29	3.57	0.51	86.17
P	10 INSPECT CHARGE-OUT RECORDS (AF FORM 614) TO INSURE RETURN OF LOANED DOCUMENTS	28.57	1.70	0.49	86.66
J	16 REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	14.29	3.38	0.48	87.14
J	15 REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	14.29	3.38	0.48	87.62
K	29 VERIFY UNIT COSTS OF PROPERTY ITEMS	28.57	1.67	0.48	88.10
K	3 DETERMINE REQUISITION TRANSMISSION METHODS	14.29	3.18	0.45	88.56
A	26 PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	14.29	3.18	0.45	89.01
N	22 RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	14.29	3.12	0.45	89.46
N	15 OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	14.29	2.73	0.39	89.85
N	14 OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	14.29	2.73	0.39	90.24
A	8 DEVELOP STANDARD OPERATING PROCEDURE (SOP) FOR EMERGENCY SUPPLY SITUATIONS	14.29	2.55	0.36	90.60
A	6 COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	14.29	2.55	0.36	90.96
Q	5 MAINTAIN FILE OF LOCAL PURCHASE ORDERS, CONTRACTS, RECEIVING REPORTS, OR SIMILAR DOCUMENTS	14.29	2.50	0.36	91.32
N	7 KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	14.29	2.50	0.36	91.68
N	2 FILE ZERO BALANCE CARDS	14.29	2.50	0.36	92.04
L	15 POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	14.29	2.50	0.36	92.39
E	18 ISSUE MATERIEL TO USING ACTIVITY	14.29	2.50	0.36	92.75
K	1 ADJUST PRICES OF MATERIEL OBTAINED BY LOCAL PURCHASE	14.29	2.44	0.35	93.10
B	9 SUPERVISE CONTROL OF MATERIEL DOCUMENTS	14.29	2.44	0.35	93.45
K	26 SCREEN, COMPUTE, AND POST STOCK LEVELS	14.29	2.41	0.34	93.79
L	9 MAINTAIN FILE OF AF DIRECTIVES OR AFMMLS	28.57	1.20	0.34	94.13

K	12	NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	14.29	2.38	0.34	94.47
C	4	CONDUCT INSPECTIONS OF DOCUMENT CONTROL WORK METHODS	14.29	2.38	0.34	94.81
B	7	SUPERVISE APPRENTICE MEDICAL MATERIEL SPECIALISTS (41530)	14.29	2.38	0.34	95.15
B	1	ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	14.29	2.38	0.34	95.49
K	14	POST STOCK SUSPENSION NOTICES	28.57	1.08	0.31	95.80
P	22	PREPARE CERTIFICATES OF LOST DOCUMENTS	28.57	1.05	0.30	96.10
L	8	MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	14.29	1.93	0.28	96.38
J	8	MAKE IDENTITY OR STOCK RECORD CHANGES ON PROPERTY ITEMS	14.29	1.93	0.28	96.65
O	1	ASSIGN NON-MIMS VOUCHER NUMBERS TO TRANSACTIONS	14.29	1.91	0.27	96.93
M	14	REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC BIOLOGICALS AND REAGENTS	14.29	1.82	0.26	97.19
E	42	UNLOAD INCOMING SHIPMENTS	14.29	1.78	0.25	97.44
K	9	FILL OUT FORMS FOR CONDEMNED ITEMS	28.57	0.84	0.24	97.68
E	9	DRIVE TRANSPORTATION VEHICLE SUCH AS TRUCK OR VAN	28.57	0.84	0.24	97.92
E	1	CHECK OUT VEHICLE FROM TRANSPORTATION ACTIVITY	28.57	0.84	0.24	98.16
K	18	PREPARE SALVAGE DOCUMENTS	28.57	0.78	0.22	98.38
L	13	NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	14.29	1.45	0.21	98.59
K	10	INVESTIGATE DISCREPANCIES ENCOUNTERED IN THE INVENTORY OF SECURITY ITEMS	14.29	1.45	0.21	98.80
M	7	PREPARE DOCUMENTS FOR THE TURN-IN OF OUT-DATED X-RAY FILM	14.29	1.19	0.17	98.97
E	34	PREPARE FORMS FOR DAMAGED OR IMPROPER SHIPMENT	14.29	1.19	0.17	99.14
K	25	REQUEST WAREHOUSE TO DELIVER MATERIEL	14.29	0.97	0.14	99.27
J	2	CALCULATE THE INVENTORY BALANCE	14.29	0.97	0.14	99.41
A	4	ASSIGN ISSUE PRIORITIES	14.29	0.91	0.13	99.54
K	16	PREPARE REPORTS OF DAMAGED OR IMPROPER SHIPMENT (DD FORM 6)	14.29	0.59	0.08	99.63
M	4	PREPARE AND SUBMIT REPORTS OF EXCESS PROPERTY TO AFMMFO (SFS 120, 120A)	14.29	0.59	0.08	99.71
N	9	MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	14.29	0.48	0.07	99.78
K	23	RECONCILE THE SECURITY RECORD CARD BALANCES WITH STOCK RECORD CARD BALANCES	14.29	0.48	0.07	99.85
K	6	EDIT OUTGOING OR INCOMING EXCESS REPORTS	14.29	0.48	0.07	99.92
J	13	RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	14.29	0.48	0.07	99.99

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 5  
KPATH ORDER FROM 966 TO 970 GROUP STAGE= 112

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
 AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
 AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
 PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	100.00	34.27	34.27	34.27
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	100.00	15.49	15.49	49.76
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	100.00	15.18	15.18	64.94
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	100.00	11.89	11.89	76.83
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	80.00	11.15	8.92	85.75
A	PLANNING AND ORGANIZING	40.00	19.68	7.87	93.62
M	REQUISITIONING MATERIEL	40.00	9.37	3.75	97.37
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	20.00	3.85	0.77	98.14
B	DIRECTING AND IMPLEMENTING	20.00	3.36	0.67	98.81
E	PERFORMING WAREHOUSE FUNCTIONS	20.00	3.36	0.67	99.49
O	TRAINING	20.00	2.52	0.50	99.99

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 5  
KPATH ORDER FROM 966 TO 970 GROUP STAGE= 112

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
N	15 OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	100.00	5.22	5.22	5.22
L	15 POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	80.00	5.48	4.39	9.61
L	1 ADJUST BALANCE CARDS FOR SUSPENDED ITEMS	100.00	3.89	3.89	13.50
J	1 ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	80.00	4.74	3.79	17.29
P	3 CODE AND EDIT SOURCE DOCUMENTS	80.00	4.72	3.78	21.07
N	13 OFFSET ADJUSTMENT TRANSACTION CARDS	80.00	4.72	3.78	24.85
K	27 SCREEN REQUESTS FOR SUPPLIES	80.00	4.71	3.76	28.61
N	3 FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	80.00	4.43	3.55	32.16
N	7 KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	100.00	3.50	3.50	35.66
N	2 FILE ZERO BALANCE CARDS	80.00	4.31	3.45	39.11
L	6 FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	60.00	5.02	3.01	42.12
K	7 EDIT SOURCE DOCUMENTS OTHER THAN ISSUE REQUESTS	80.00	3.48	2.78	44.90
N	17 PREPARE INPUT DATA AND READ OUTPUT FOR DECREASE AND INCREASE TRANSACTIONS	60.00	3.99	2.39	47.29
L	13 NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	60.00	3.70	2.22	49.52
J	15 REVIEW THE MACHINE RUN STOCK RECORD BALANCE LIST	60.00	3.70	2.22	51.74
J	14 REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	60.00	3.70	2.22	53.96
N	1 COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	40.00	5.34	2.14	56.10
K	5 EDIT ISSUE REQUESTS	40.00	4.91	1.97	58.06
K	18 PREPARE SALVAGE DOCUMENTS	20.00	9.72	1.94	60.01
A	14 ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	40.00	4.14	1.66	61.66
L	8 MAINTAIN CARDS FOR DATED ITEMS (AF FORM 156)	40.00	4.13	1.65	63.32
P	12 MAKE QUALITY CONTROL CHECK OF SUCH ITEMS AS POSTING CONTROL CODES OR ANALYSES CODES	40.00	4.01	1.60	64.92
N	14 OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	40.00	3.60	1.44	66.36
N	8 KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	40.00	3.60	1.44	67.80
M	9 PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	40.00	3.60	1.44	69.24
N	4 FORWARD PUNCHED QUANTITY REQUESTED CARD DECKS TO DATA PROCESSING INSTALLATION	40.00	3.35	1.34	70.58
P	16 MAINTAIN FILE OF PROPERTY ACCOUNTS	20.00	6.56	1.31	71.89
N	9 MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	20.00	5.55	1.11	73.00
K	25 REQUEST WAREHOUSE TO DELIVER MATERIEL	20.00	5.55	1.11	74.12
P	27 REVIEW DOCUMENTS PRIOR TO FILING	20.00	4.17	0.83	74.95
N	12 MAINTAIN SUPPLY OF BLANK PCAM CARDS	20.00	4.17	0.83	75.78
Q	1 COORDINATE WITH OTHER AGENCIES TO DETERMINE WHICH LOCAL PURCHASE ITEMS SHOULD BE STOCKLISTED	20.00	3.85	0.77	76.55
P	8 FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	20.00	3.85	0.77	77.32

P	5 DISPOSE OF INACTIVE DOCUMENTS	20.00	3.85	0.77	78.09
P	4 CODE LOCAL PURCHASE DOCUMENTS	20.00	3.85	0.77	78.86
M	14 REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC BIOLOGICALS AND REAGENTS	20.00	3.85	0.77	79.63
M	3 EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	20.00	3.85	0.77	80.40
M	2 DETERMINE REQUISITION PRIORITIES	20.00	3.85	0.77	81.17
K	24 RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	20.00	3.85	0.77	81.94
N	21 RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	20.00	3.42	0.68	82.62
N	16 PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	20.00	3.42	0.68	83.30
P	7 FILE COMPLETED DOCUMENTS	20.00	3.36	0.67	83.97
N	20 PREPARE PCAM DAILY UTILIZATION REPORT	20.00	3.36	0.67	84.65
N	11 MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	20.00	3.36	0.67	85.32
B	5 MONITOR EXCESS ITEMS PROGRAM	20.00	3.36	0.67	85.99
A	34 SET UP, MAINTAIN, OR DISPOSE OF FILES	20.00	3.36	0.67	86.66
A	26 PLAN PROCEDURES FOR THE REQUISITIONING OF MATERIEL	20.00	3.36	0.67	87.34
A	22 PLAN PROCEDURES FOR MAINTAINING SUPPLY STOCK RECORDS	20.00	3.36	0.67	88.01
A	20 PLAN PROCEDURES FOR CONTROLLING THE FLOW OF DOCUMENTS	20.00	3.36	0.67	88.68
A	7 COORDINATE STATUS OF ISSUE REQUESTS WITH USING ACTIVITY	20.00	3.36	0.67	89.35
A	6 COORDINATE PROCEDURES FOR COMPUTER PRODUCTS WITH BASE DATA PROCESSING INSTALLATION	20.00	3.36	0.67	90.02
A	4 ASSIGN ISSUE PRIORITIES	20.00	3.36	0.67	90.70
A	1 ANALYZE INVENTORY FINDINGS AND PREPARE INVENTORY SUMMARY	20.00	3.36	0.67	91.37
P	28 REVIEW ERROR EDIT FROM DAILY TRANSACTION REGISTER AND MAKE CORRECTIONS	20.00	3.28	0.66	92.02
K	29 VERIFY UNIT COSTS OF PROPERTY ITEMS	20.00	3.28	0.66	92.68
K	14 POST STOCK SUSPENSION NOTICES	20.00	3.28	0.66	93.34
P	1 ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	20.00	2.78	0.56	93.89
N	19 PREPARE INPUT DATA AND READ OUTPUT FOR STOCK BALANCES	20.00	2.56	0.51	94.40
N	18 PREPARE INPUT DATA AND READ OUTPUT FOR DOCUMENTATION OF TRANSACTIONS	20.00	2.56	0.51	94.92
K	12 NOTIFY USING ACTIVITY OF MATERIEL DELIVERY DATES	20.00	2.56	0.51	95.43
K	9 FILL OUT FORMS FOR CONDEMNED ITEMS	20.00	2.56	0.51	95.94
D	7 INDOCTRINATE NEWLY ASSIGNED PERSONNEL	20.00	2.52	0.50	96.45
A	5 COMPUTE ECONOMIC ORDER QUANTITIES (EOQS)	20.00	2.52	0.50	96.95
K	20 PREPARE AND DISTRIBUTE DOCUMENTS FOR PROPERTY FOUND ON BASE	20.00	1.71	0.34	97.29
J	16 REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	20.00	1.71	0.34	97.63
J	13 RECORD COUNT AND COMPUTE SHORTAGES AND OVERAGES FROM COUNT DATA	20.00	1.71	0.34	97.98
N	6 KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	20.00	1.68	0.34	98.31
E	42 UNLOAD INCOMING SHIPMENTS	20.00	1.68	0.34	98.65
E	10 EXAMINE MARKINGS ON ITEMS, CRATES, BOXES, OR PACKAGES FOR ACCURACY AND LEGIBILITY	20.00	1.68	0.34	98.98
A	10 ESTABLISH INVENTORY CUT-OFF DOCUMENT NUMBERS	20.00	1.68	0.34	99.32
L	14 ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	20.00	1.64	0.33	99.65
P	2 ASSIGN OR CANCEL DOCUMENT NUMBERS	20.00	0.85	0.17	99.82
K	10 INVESTIGATE DISCREPANCIES ENCOUNTERED IN THE INVENTORY OF SECURITY ITEMS	20.00	0.85	0.17	99.99

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 5  
KPATH ORDER FROM 974 TO 978 GROUP STAGE= 272  
TIME PERFECTLY DESCRIBED ON DUTIES= 73.98, TASKS= 58.82

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	100.00	62.48	62.48	62.48
M	REQUISITIONING MATERIEL	60.00	19.23	11.54	74.02
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	60.00	16.49	9.89	83.91
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	60.00	8.30	4.98	88.89
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	60.00	6.00	3.60	92.49
A	PLANNING AND ORGANIZING	40.00	7.93	3.17	95.66
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	20.00	13.38	2.68	98.33
O	TRAINING	40.00	2.55	1.02	99.36
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	20.00	3.15	0.63	99.99

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBR= 5  
KPATH ORDER FROM 974 TO 978 GROUP STAGE= 272  
TIME PERFECTLY DESCRIBED ON DUTIES= 73.98, TASKS= 58.82

CUMULATIVE SUM AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
N	15 OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	100.00	4.89	4.89	4.89
N	13 OFFSET ADJUSTMENT TRANSACTION CARDS	100.00	4.89	4.89	9.78
N	9 MAINTAIN DUE-IN AND DUE-OUT SUSPENSE CARDS	100.00	4.25	4.25	14.03
N	3 FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	100.00	4.25	4.25	18.28
N	19 PREPARE INPUT DATA AND READ OUTPUT FOR STOCK BALANCES	100.00	3.98	3.98	22.26
N	2 FILE ZERO BALANCE CARDS	100.00	3.79	3.79	26.05
N	22 RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	100.00	3.64	3.64	29.69
N	18 PREPARE INPUT DATA AND READ OUTPUT FOR DOCUMENTATION OF TRANSACTIONS	80.00	4.32	3.45	33.14
N	17 PREPARE INPUT DATA AND READ OUTPUT FOR DECREASE AND INCREASE TRANSACTIONS	80.00	4.32	3.45	36.60
N	23 SELECT DATA ELEMENTS FOR RECORDING TRANSACTIONS	80.00	3.98	3.18	39.78
N	1 COMPARE SHOPPING DECK OR LIST WITH BALANCE CARDS	60.00	5.25	3.15	42.93
N	21 RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	80.00	3.52	2.81	45.74
A	34 SET UP, MAINTAIN, OR DISPOSE OF FILES	40.00	6.93	2.77	48.52
P	7 FILE COMPLETED DOCUMENTS	60.00	4.38	2.63	51.15
N	20 PREPARE PCAM DAILY UTILIZATION REPORT	60.00	4.37	2.62	53.77
N	12 MAINTAIN SUPPLY OF BLANK PCAM CARDS	80.00	2.95	2.36	56.13
P	27 REVIEW DOCUMENTS PRIOR TO FILING	60.00	3.88	2.33	58.46
N	5 FORWARD SHOPPING DECKS TO BASE DATA PROCESSING INSTALLATION	60.00	3.70	2.22	60.68
N	4 FORWARD PUNCHED QUANTITY REQUESTED CARD DECKS TO DATA PROCESSING INSTALLATION	60.00	3.70	2.22	62.90
N	7 KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	40.00	4.80	1.92	64.82
L	15 POST ISSUES TO THE OPERATING SERVICEABLE ACCOUNT	40.00	4.49	1.80	66.62
J	1 ADJUST MINOR DISCREPANCIES ON STOCK RECORD CARDS	60.00	2.99	1.79	68.41
N	14 OFFSET LOCAL PURCHASE TRANSACTION CARDS BEHIND BALANCE CARDS	40.00	4.35	1.74	70.15
N	16 PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	40.00	3.98	1.59	71.74
P	8 FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	40.00	3.86	1.54	73.29
N	11 MAINTAIN STOCK RECORD CARDS FOR LOCAL PURCHASE ITEMS	40.00	3.56	1.42	74.71
M	1 CHECK ACCURACY OF DEPOT REQUISITIONS	40.00	3.18	1.27	75.98
M	4 MAINTAIN DUE-IN AND STATUS FILES FOR OUTSTANDING REQUISITIONS	40.00	2.85	1.14	77.12
D	6 GIVE INFORMAL TRAINING TO INDIVIDUALS	40.00	2.55	1.02	78.14
M	5 MAINTAIN FILE OF CORRESPONDENCE ASSOCIATED WITH REQUISITIONS	40.00	2.52	1.01	79.15
M	3 EDIT MACHINE LISTING OF REQUISITION REQUIREMENTS	40.00	2.52	1.01	80.15
M	2 DETERMINE REQUISITION PRIORITIES	40.00	2.52	1.01	81.16

P	9	FILE UP-DATED DOCUMENT REGISTERS	20.00	4.63	0.93	82.09
P	5	DISPOSE OF INACTIVE DOCUMENTS	20.00	4.61	0.92	83.01
K	27	SCREEN REQUESTS FOR SUPPLIES	20.00	3.94	0.79	83.80
K	24	RECORD CHANGES IN DOLLAR VALUE OF MATERIEL ITEMS	20.00	3.94	0.79	84.59
L	5	DISTRIBUTE COPIES OF ISSUE REQUESTS	20.00	3.31	0.66	85.25
O	25	PREPARE DOCUMENTS FOR NON-MEDICAL EQUIPMENT TRANSACTIONS	20.00	3.15	0.63	85.88
N	10	MAINTAIN NEWLY-STOCKLISTED ITEM PCAM CARD FILE	20.00	3.15	0.63	86.51
M	10	PROCESS RECEIPTS FROM LOCAL PURCHASE	20.00	3.15	0.63	87.14
L	13	NOTIFY USING ACTIVITIES OF SUSPENDED ITEMS	20.00	3.15	0.63	87.77
L	6	FILE STOCK RECORD CARDS INTO ACTIVE AND INACTIVE GROUPS	20.00	3.15	0.63	88.40
L	4	COMPUTE THE QUANTITY ON HAND OF SUSPENDED ITEMS	20.00	3.15	0.63	89.03
L	1	ADJUST BALANCE CARDS FOR SUSPENDED ITEMS	20.00	3.15	0.63	89.66
K	29	VERIFY UNIT COSTS OF PROPERTY ITEMS	20.00	3.15	0.63	90.29
P	24	PREPARE FACSIMILES OF LOST DOCUMENTS FROM SUSPENSE COPIES	20.00	3.08	0.62	90.90
J	16	REVIEW THE MACHINE RUN WAREHOUSE PHYSICAL COUNT LIST	20.00	3.08	0.62	91.52
M	16	TYPE MATERIEL SOURCE DOCUMENTS	20.00	3.04	0.61	92.13
M	15	REVIEW RECEIVING DOCUMENTS	20.00	3.04	0.61	92.73
M	14	REQUISITION SPECIAL ITEMS SUCH AS DIAGNOSTIC BIOLOGICALS AND REAGENTS	20.00	3.04	0.61	93.34
M	13	REQUISITION MATERIEL FOR OTHER THAN SUPPLY ACCOUNTS	20.00	3.04	0.61	93.95
M	12	RECORD FUND OBLIGATIONS	20.00	3.04	0.61	94.56
M	11	RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	20.00	3.04	0.61	95.17
M	9	PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	20.00	3.04	0.61	95.78
M	7	POST STOCK DOLLAR VALUES TO OBLIGATION AUTHORITY (OA)	20.00	3.04	0.61	96.39
M	6	MAINTAIN REQUISITION HISTORY FILE	20.00	3.04	0.61	97.00
P	19	MAINTAIN SUPPLY DOCUMENT REGISTER	20.00	2.65	0.53	97.53
K	26	SCREEN, COMPUTE, AND POST STOCK LEVELS	20.00	2.36	0.47	98.00
P	1	ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	20.00	1.99	0.40	98.40
J	6	ESTABLISH AND POST NOTICES OF INVENTORY DEADLINE DATES	20.00	1.99	0.40	98.79
J	3	COMPUTE INVENTORY ACCURACY PERCENTAGES	20.00	1.99	0.40	99.19
J	2	CALCULATE THE INVENTORY BALANCE	20.00	1.99	0.40	99.59
A	14	ORDER AND MAINTAIN DIRECTIVES PERTAINING TO THE SUPPLY ACTIVITY	20.00	1.99	0.40	99.99

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

DUTY JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRs= 6  
KPATH ORDER FROM 994 TO 999 GROUP STAGE= 108

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
 AVERAGE PERCENT TIME SPENT BY ALL MEMBERS..... :  
 AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.... :  
 PERCENT OF MEMBERS PERFORMING..... : : : :  
 D-TSK DUTY/TASK TITLE : : : :

D-TSK	DUTY/TASK TITLE				
N	PERFORMING MACHINE ROOM AND ISSUING FUNCTIONS	100.00	55.77	55.77	55.77
P	PERFORMING DOCUMENT CONTROL FUNCTIONS	50.00	37.06	10.53	74.30
E	PERFORMING WAREHOUSE FUNCTIONS	33.33	37.02	12.34	86.64
M	REQUISITIONING MATERIEL	50.00	9.86	4.93	91.57
L	SUPPORTING INVENTORY CONTROL OF SUPPLIES	33.33	8.77	2.92	94.49
B	DIRECTING AND IMPLEMENTING	16.67	11.94	1.99	96.48
K	PERFORMING INVENTORY CONTROL OF SUPPLIES	33.33	3.88	1.29	97.78
J	INVENTORYING AND MAKING INVENTORY ADJUSTMENTS	33.33	2.02	0.67	98.45
O	PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE FUNCTIONS	16.67	2.98	0.50	98.95
H	REPORTING AND DISPOSING OF MATERIEL	16.67	2.10	0.35	99.30
Q	PERFORMING LOCAL PURCHASE FUNCTIONS	16.67	2.08	0.35	99.65
G	MAINTAINING WAR READINESS MATERIEL	16.67	2.08	0.35	99.99

JOB DESCRIPTION FOR AMN IN MED MATERIEL CAREER LADDER 6570 PERS RSCH LAB (AFSC)  
LACKLAND AFB, TEX 78236

TASK JOB DESCRIPTION, CASES=1033, TASKS= 409, DUTIES= 17, MBRS= 6  
KPATH ORDER FROM 994 TO 999 GROUP STAGE= 108

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....  
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....  
PERCENT OF MEMBERS PERFORMING.....

D-TSK	DUTY/TASK TITLE				
N	7 KEYPUNCH PCAM CARDS FOR MEDICAL SUPPLY	100.00	8.69	8.69	8.69
N	20 PREPARE PCAM DAILY UTILIZATION REPORT	83.33	8.30	6.91	15.61
N	8 KEYPUNCH TRANSACTION CARDS FOR LOCAL PURCHASE ITEMS	100.00	6.89	6.89	22.50
N	6 KEYPUNCH PCAM CARDS FOR MEDICAL EQUIPMENT	100.00	6.29	6.29	28.78
N	3 FORWARD ISSUE CARDS OR SHOPPING LISTS TO WAREHOUSE	66.67	8.60	5.74	34.52
N	12 MAINTAIN SUPPLY OF BLANK PCAM CARDS	66.67	7.19	4.79	39.31
N	22 RECEIVE SUCH ITEMS AS TRANSACTION CARDS OR SHOPPING LISTS FROM DATA CONTROL	66.67	7.16	4.78	44.08
N	16 PREPARE FORMATS AND LAYOUTS FOR KEY PUNCHING	50.00	8.45	4.23	48.31
M	9 PREPARE REQUISITION CARDS (DD FORM 1348) OR TRANSACTION CARDS (AF FORM 159)	50.00	6.41	3.20	51.52
P	2 ASSIGN OR CANCEL DOCUMENT NUMBERS	33.33	8.17	2.72	54.24
P	1 ASSIGN BLOCKS OF NUMBERS TO TRANSACTION CATEGORIES	33.33	8.17	2.72	56.97
N	4 FORWARD PUNCHED QUANTITY REQUESTED CARD DECKS TO DATA PROCESSING INSTALLATION	33.33	7.41	2.47	59.44
P	19 MAINTAIN SUPPLY DOCUMENT REGISTER	33.33	7.08	2.36	61.80
P	12 MAKE QUALITY CONTROL CHECK OF SUCH ITEMS AS POSTING CONTROL CODES OR ANALYSES CODES	33.33	7.08	2.36	64.15
P	7 FILE COMPLETED DOCUMENTS	33.33	7.08	2.36	66.51
B	14 SUPERVISE MACHINE ROOM OPERATIONS	16.67	10.45	1.74	68.25
N	18 PREPARE INPUT DATA AND READ OUTPUT FOR DOCUMENTATION OF TRANSACTIONS	16.67	9.76	1.63	69.88
E	41 TAKE ACTION ON STOCK AS DIRECTED BY AFMMFO	33.33	4.81	1.60	71.49
L	17 PREPARE AND DISTRIBUTE SINGLE LINE ITEM RELEASE AND RECEIPT DOCUMENT (DD FORM 1348)	33.33	4.56	1.52	73.01
N	21 RECEIVE AND FORWARD QUANTITY REQUESTED CARD DECKS OR SHOPPING LISTS TO USING ACTIVITIES	33.33	4.30	1.43	74.44
E	23 MAKE DELIVERIES TO USING ACTIVITY	33.33	3.97	1.32	75.76
E	18 ISSUE MATERIEL TO USING ACTIVITY	33.33	3.97	1.32	77.09
E	17 ISSUE DATED ITEMS	33.33	3.87	1.29	78.38
E	42 UNLOAD INCOMING SHIPMENTS	16.67	7.55	1.26	79.64
E	14 IDENTIFY ITEMS REQUIRING REFRIGERATED OR OTHER SPECIAL STORAGE	16.67	7.55	1.26	80.89
N	5 FORWARD SHOPPING DECKS TO BASE DATA PROCESSING INSTALLATION	16.67	7.37	1.23	82.12
M	10 PROCESS RECEIPTS FROM LOCAL PURCHASE	16.67	5.97	0.99	83.12
E	21 LOCATE AND PULL STOCK FROM STORAGE AS DIRECTED BY DELIVERY SLIPS OR OTHER RELEASE DOCUMENTS	33.33	2.93	0.98	84.09
K	5 EDIT ISSUE REQUESTS	16.67	5.66	0.94	85.04
P	27 REVIEW DOCUMENTS PRIOR TO FILING	16.67	4.39	0.73	85.77
P	17 MAINTAIN FILE OF UP-DATED TRANSACTION REGISTERS	16.67	4.39	0.73	86.50

P	15	MAINTAIN FILE OF BASE ERROR AND/OR CORRECTION SHEETS (AF FORM 150)	16.67	4.39	0.73	87.23
P	13	MAKE QUALITY CONTROL CHECK OF TRANSACTION REGISTER OR DOCUMENT REGISTER	16.67	4.39	0.73	87.97
P	11	INSPECT DOCUMENTS FOR POSTING OR KEYPUNCH INITIALS	16.67	4.39	0.73	88.70
P	9	FILE UP-DATED DOCUMENT REGISTERS	16.67	4.39	0.73	89.43
P	8	FILE CORRESPONDENCE ASSOCIATED WITH DOCUMENTS	16.67	4.39	0.73	90.16
M	11	RECONCILE SHIPPING DOCUMENTS WITH REQUISITIONS	16.67	4.39	0.73	90.90
P	3	CODE AND EDIT SOURCE DOCUMENTS	16.67	4.21	0.70	91.60
L	14	ORDER OFFICE SUPPLIES, FORMS, AND PUBLICATIONS	16.67	4.21	0.70	92.30
E	43	VERIFY COUNT OF SHIPMENTS RECEIVED AND REPORT DISCREPANCIES	16.67	3.77	0.63	92.93
E	30	PLACE ITEMS IN WAREHOUSE BINS, RACKS, OR BAYS	16.67	3.77	0.63	93.56
O	21	PREPARE AND FORWARD E-AID DUE-IN CARD TO BASE DATA SERVICES (AF FORM 815)	16.67	2.98	0.50	94.05
J	14	REVIEW THE MACHINE RUN INVENTORY ADJUSTMENT DOCUMENT	16.67	2.98	0.50	94.55
L	1	ADJUST BALANCE CARDS FOR SUSPENDED ITEMS	16.67	2.10	0.35	94.90
Q	4	ISSUE LOCAL PURCHASE ITEMS TO USING ACTIVITY	16.67	2.08	0.35	95.25
N	15	OFFSET TRANSACTION CARDS BEHIND BALANCE CARDS	16.67	2.08	0.35	95.60
N	13	OFFSET ADJUSTMENT TRANSACTION CARDS	16.67	2.08	0.35	95.94
G	13	ROTATE WRM	16.67	2.08	0.35	96.29
E	27	PACK OR CRATE ITEMS FOR SHIPPING	16.67	2.08	0.35	96.64
E	11	FORWARD COPIES OF RELEASE/RECEIPT DOCUMENTS TO STOCK RECORDS SECTION (DD FORM 1348-1)	16.67	2.08	0.35	96.99
E	7	DELIVER UNSERVICEABLE SUPPLIES AND EQUIPMENT TO REDISTRIBUTION AND MARKETING (R + M) ACTIVITY	16.67	2.08	0.35	97.33
E	6	DELIVER OUTSHIPMENTS	16.67	2.08	0.35	97.68
E	5	CONDUCT RE-WAREHOUSING OR SET UP NEW WAREHOUSES	16.67	2.08	0.35	98.03
E	36	RECEIVE, ISSUE, OR PACKAGE SECURITY ITEMS	16.67	1.89	0.31	98.34
B	1	ARRANGE FOR REPAIR OR DISPOSAL OF UNSERVICEABLE MATERIEL	16.67	1.49	0.25	98.59
P	4	CODE LOCAL PURCHASE DOCUMENTS	16.67	1.05	0.18	98.76
L	20	PREPARE INVENTORY CONTROL RECORDS FOR ACCEPTABLE TURN-INS	16.67	1.05	0.18	98.94
L	19	PREPARE FORMS TO SUSPEND UNSUITABLE MATERIEL FROM ISSUE	16.67	1.05	0.18	99.12
K	20	PREPARE AND DISTRIBUTE DOCUMENTS FOR PROPERTY FOUND ON BASE	16.67	1.05	0.18	99.29
K	18	PREPARE SALVAGE DOCUMENTS	16.67	1.05	0.18	99.47
J	11	PREPARE INVENTORY ADJUSTMENT DOCUMENTS (AF FORM 85)	16.67	1.05	0.18	99.64
H	7	PREPARE DOCUMENTS FOR THE TURN-IN OF OUT-DATED X-RAY FILM	16.67	1.05	0.18	99.82
H	6	PREPARE DOCUMENTS FOR THE TRANSFER OF EXCESS REQUIRED NON-MEDICAL ITEMS TO BASE SUPPLY	16.67	1.05	0.18	99.99

Unclassified  
Security Classification

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13. ABSTRACT A job inventory covering four specialties in the Medical Materiel Career Ladder, and consisting of 409 tasks grouped under 17 duty categories was administered to 1033 airmen in 17 major air commands. Incumbents of all skill levels completed a background information section and rated on a 7-point scale, the relative time spent on tasks. The airmen also indicated on a 7-point scale how they learned to do the tasks performed, whether from school training or work experience. Job descriptions are presented for 9 groups selected according to background information variables. Included are 4 specialty groups, and 5 groups with differing lengths of military service. Duty and task descriptions are presented for the Medical Materiel Ladder total sample, for 8 major job type clusters, for 2 job type sub-clusters, and for 37 significant job types identified by the automated job clustering program.  A group overlap matrix shows the similarity of groups in terms of time spent on tasks. Summary tables indicate the percentage of members in each group who perform each task. Group difference descriptions are given for the total sample, for the four specialty groups, and for eight major job clusters are also shown. A table indicating how tasks were learned is reported for 5-skill level airmen who attended the basic medical materiel course and for those who did not attend the course. In Appendix 1 responses to items in the background information section are presented for every case in the survey. The inventory of duties and tasks used in the survey is included in Appendix 2.		

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KEY WORDS	LINK A		LINK B		LINK C	
	ROLE	WT	ROLE	WT	ROLE	WT
airman career fields						
airman career ladders						
airman specialties						
checklist						
computer techniques						
data collection						
duty AFSC						
hierarchal grouping						
job analysis						
job description						
job grouping						
job inventory						
job type						
Medical Materiel Career Ladder						
military jobs						
occupational survey						
rating scales						
task ratings						
task statements						