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TRAINING CAREER LADDER AFSCS 75132, 75172 AND 75193.(U)
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OCCUPATIONAL SURVEY REPORT.



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TRAINING CAREER LADDER

AFSCs 75132, 75172 AND 75193

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AFPT-90-751-136

31 MARCH 1977

OCCUPATIONAL SURVEY BRANCH
USAF OCCUPATIONAL MEASUREMENT CENTER
LACKLAND AFB TEXAS 78236

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PREFACE

This report presents the results of a detailed Air Force Occupational Survey of the Training Career Ladder, AFSCs 75132, 75172, and 75193. The project was directed by USAF Program Technical Training, Volume 2, dated 1 January 1976. Authority for conducting specialty surveys is contained in AFR 35-2. Computer outputs from which this report was produced are available for use by operating and training officials.

The survey instrument was developed by Mr. Reginald G. Nolte, Inventory Development Specialist. Mr. Guy B. Cole and Capt John X. Olivo analyzed the survey data and wrote the final report. This report has been reviewed and approved by Major Thomas J. O'Connor, Chief, Operations/Support Career Ladders Analysis Section, Occupational Survey Branch, USAF Occupational Measurement Center, Lackland AFB, Texas, 78236.

Computer programs for analyzing the occupational data were designed by Dr. Raymond E. Christal, Occupational and Manpower Research Division, Air Force Human Resources Laboratory (AFHRL), and were written by the Project Analysis and Programming Branch, Computational Sciences Division, AFHRL.

Because volume reproduction of this report is not feasible, distribution is made on a loan basis to air staff sections and major commands upon request to the USAF Occupational Measurement Center, attention of the Chief, Occupational Survey Branch (OMY), Lackland AFB, Texas 78236.

This report has been reviewed and is approved.

JAMES A. TURNER, JR., Colonel, USAF
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SUMMARY OF RESULTS

1. Survey Coverage: Survey results are based on responses from 73 percent of the 2,538 personnel assigned to 751X2/93 positions within the Air Force.
2. Career Ladder Structure: This career ladder is fairly homogeneous. Approximately 80 percent of the respondents were engaged in monitoring or administering OJT and maintenance training. Two groups, containing approximately nine percent of the respondents, performed specialized instruction functions which are somewhat unique. These groups included Instructors of Management Courses and OJT Advisory Service Instructors.
3. Job Satisfaction: Job interest and perceived utilization of talents and training for members of this ladder were quite high. Over 80 percent of the respondents found their job interesting and felt they were utilizing their talents and training fairly well or better.
4. Job Progression: Except for a slight increase in supervision at the 7-skill level, both semiskilled and skilled training personnel performed very similar jobs. The 9-skill level, although often performing some of the technical tasks of the career ladder, were primarily engaged in supervision or training staff functions.
5. CONUS vs Overseas Differences: Differences in task performance between CONUS and overseas personnel were insignificant in the overall analysis of the career ladder.
6. AFM 39-1 Evaluation: The current specialty description for Training Technician, AFSC 75172, and Specialist, AFSC 75132, adequately describes on-the-job training and maintenance training functions as performed by survey respondents. Consideration should be given to revision of the duties and responsibilities section of AFM 39-1 to include specific reference to specialized instruction such as Management Training Phase I and II, NCO Leadership and Instructor Training.
7. Specialty Training Standard: The STS covers the general knowledges and skill requirements for career ladder personnel.

OCCUPATIONAL SURVEY REPORT
TRAINING CAREER LADDER
AFSCs 75132, 75172, 75193

INTRODUCTION

This is a report of an occupational survey of the Training career ladder (AFSCs 75132, 75172, 75193) conducted by the Occupational Survey Branch, USAF Occupational Measurement Center, from January 1976 through February 1977.

The report describes: (1) development and administration of the survey instrument; (2) summaries of tasks performed by airmen grouped by skill level, experience level, and similarity of tasks performed; (3) comparisons with current training and career field structure documents; and (4) recommended actions for further study.

INVENTORY DEVELOPMENT AND ADMINISTRATION

The data collection instrument for the occupational survey was USAF Job Inventory AFPT 90-751-136. The inventory booklet was composed of two parts: a background information section in which job incumbents provided information about themselves; and a duty-task list section which assessed the relative amount of time spent on tasks performed in their current jobs. The latter section consisted of 300 tasks grouped under 15 duty headings. Thorough research of publications and directives, personal interviews with 18 subject-matter specialists at six bases, and written reviews from 56 experienced training personnel contributed to the development of the survey instrument.

Consolidated base personnel offices in operational units worldwide received the inventory booklets for administration to job incumbents holding the DAFSCs identified above. Survey administration occurred from June 1976 through September 1976 based upon the June 1976 Uniform Airman Record. After supplying identification and biographical information, incumbents checked and rated the tasks performed in their current job. Tasks were rated on a 9-point scale showing relative time spent on each task compared to all other tasks performed in the current job. The ratings ranged from 1 (very-small-amount time spent) through 5 (about-average time spent) to 9 (very-large-amount time spent). Respondents did not rate tasks not performed in their current job.

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Table 1 gives the distribution of assigned personnel in the career ladder as of June 1976 and the percentage, by major command, of inventory booklets returned from the field. The 1,863 booklets used in data analysis represents 73 percent of the 2,538 individuals assigned to the career ladder and is considered an adequate sample of the 751X2/93 career ladder population.

TABLE 1
COMMAND REPRESENTATION OF SURVEY SAMPLE

<u>COMMAND</u>	<u>PERCENT OF ASSIGNED</u>	<u>PERCENT OF SAMPLE</u>
SAC	24	25
TAC	17	15
ATC	14	15
MAC	9	10
AFCS	9	8
USAFE	7	6
ADC	5	6
AFSC	4	4
PACAF	4	3
AFLC	2	2
AAC	1	1
USAFSS	1	1
OTHER	3	4
TOTAL	100	100

Total Assigned - 2,538
Total Sample - 1,863
Percent of Assigned - 73

CAREER LADDER STRUCTURE

The job structure of the Training career ladder was determined on the basis of similarity in the tasks performed by incumbents in the field, independent of DAFSC or other background factors. The computer printouts used in this part of the analysis helped identify: (1) tasks which tend to be performed by the same incumbents; (2) the breadth or narrowness of jobs performed in the field; and (3) tasks and background characteristics used in distinguishing among different jobs within the career field. Structure analysis therefore provided an objective indication of the amount of task overlap among the various groups of incumbents included in the survey sample.

Based on task similarity, the best division of the jobs performed in the 75132/72/93 career ladder was determined to be that illustrated in Figure 1. These jobs are grouped as follows:

- I OJT Monitors/Administrators (GRP075)
- II OJT Advisors/Course Instructors (GR0142)
- III OJT NCOICs (GRP084)
- IV Maintenance Training NCOICs (GRP226)
- V Maintenance Training Coordinators (GRP138)
- VI Instructors (GRP064)
- VII Command/Staff Training NCOs (GRP152)
- VIII MMICS Computer Operators (GRP087)

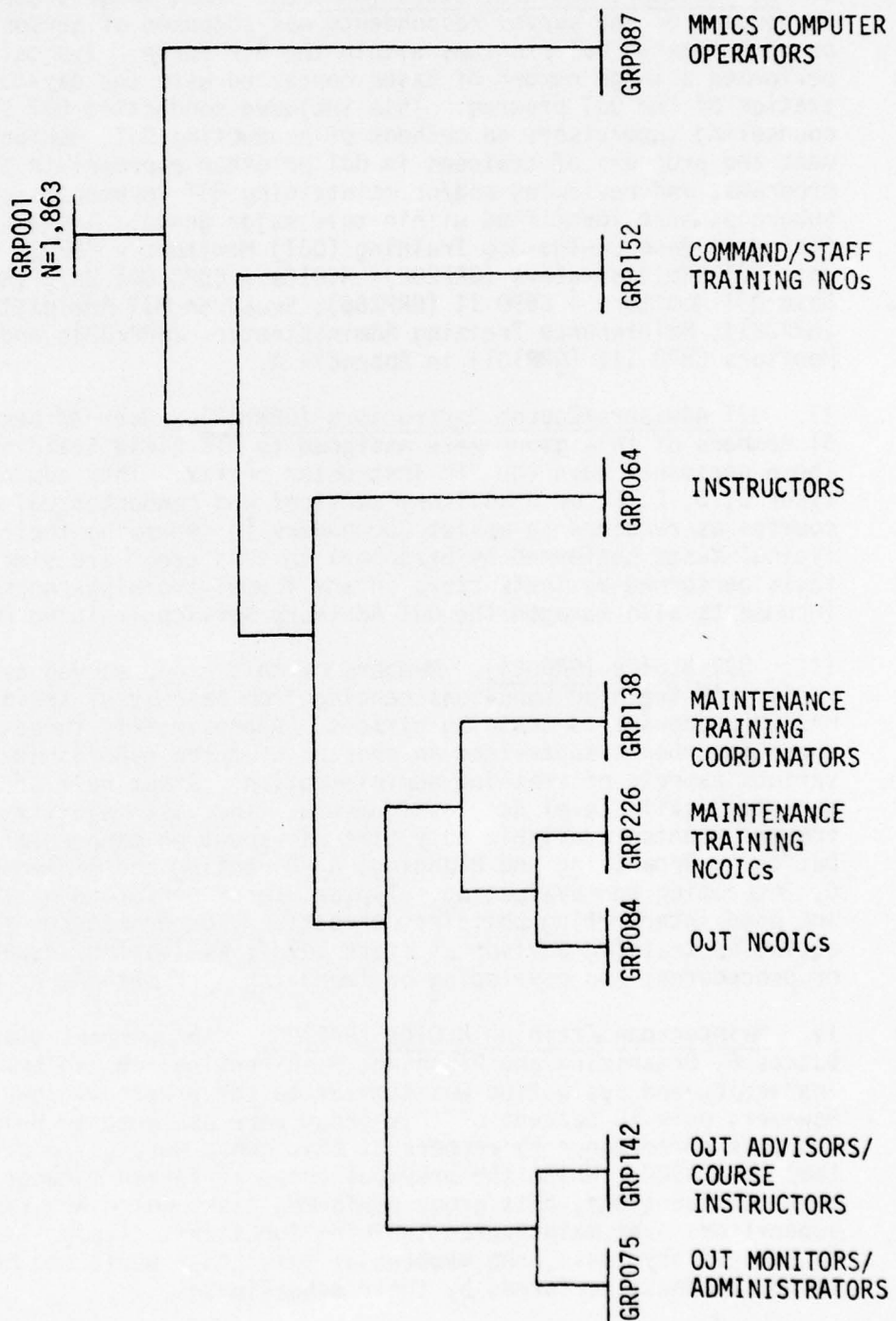
Eighty-nine percent of the incumbents in the sample were found to perform jobs roughly equivalent to those described in the eight major groupings shown in Figure 1. The remaining 11 percent of the sample included members whose jobs were not associated with any of these major groupings. These "isolates" were found to represent commands and AFSCs fairly equally and to share no single common characteristic.

GROUP DESCRIPTIONS

Brief descriptions of the eight groups which encompass the important functions of the Training career ladder are given below. Summaries of representative tasks and background information for these groups can be found in Appendix A. The GRP numbers used in conjunction with each group in the narrative and in Appendix A are references to computer printout information included for use by classification and training officials.

FIGURE 1

TRAINING CAREER FIELD STRUCTURE, AFSC 751X2/93



I. OJT Monitors/Administrators (GRP075). This large group containing 68 percent of the survey respondents was composed of personnel who monitored or administered OJT programs within the Air Force. Typically, members performed a large number of tasks concerned with the day-to-day administration of the OJT program. This included conducting OJT staff visits, counseling supervisors on methods of conducting OJT, monitoring enrollment and progress of trainees in OJT or other appropriate training programs, and reviewing and/or maintaining OJT documentation. Seven subgroups were identified within this major group. These groups are listed as Base On-The-Job Training (OJT) Monitors - CBPO I (GRP300); Unit OJT Administrators (GRP282); NCOICs - CBPO OJT Unit (GRP256); Base OJT Monitors - CBPO II (GRP266); Squadron OJT Administrators (GRP221); Maintenance Training Administrators (GRP233); and Base OJT Monitors CBPO III (GRP101) in Appendix A.

II. OJT Advisors/Course Instructors (GRP142). Over 90 percent of the 51 members of this group were assigned to ATC Field Training Detachments. These personnel have the "T" instructor prefix. They administered types C, D, E, F, or G advisory services and conducted OJT advisory courses as required to assist Commanders in improving their OJT programs. Typical tasks performed by personnel in this group are similar to the tasks performed by instructors in any formal training course. These incumbents also managed the OJT Advisory Service Training Program.

III. OJT NCOICs (GRP084). Members of this group served as NCOICs of a variety of training functions ranging from base-level training units to MAJCOM headquarters training offices. Approximately three-fourths of these incumbents supervised an average of three subordinates involved in various aspects of training administration. About half of these personnel were in 9-skill level duty assignments. The vast majority (70 percent) of the incumbents' available duty time was spent on managerial functions in Duties A, Organizing and Planning; B, Directing and Implementing; and C, Inspecting and Evaluating. Typical tasks performed by this group included interpreting policies, directives, or procedures for subordinates; acting as training advisor at staff level; evaluating inspection reports or procedures; and developing or improving work methods or procedures.

IV. Maintenance Training NCOICs (GRP226). The percent time spent on Duties A, Organizing and Planning; B, Directing and Implementing; and C, Inspecting and Evaluating was similar to the previous group (GRP084). However, only 10 percent of this group were assigned to 9-level authorizations and task performance by members of this group were quite different from that of GRP084. While the previous group performed managerial type tasks over OJT functions, this group performed tasks which are typical of firstline supervisors over maintenance training functions. Typically, in addition to supervisory tasks, the members of this group performed many of the technical tasks performed by their subordinates.

V. Maintenance Training Coordinators (GRP138). Members of this group performed a variety of tasks in the administration of Maintenance Management Information Control System (MMICS) training. These jobs included performing the following tasks: scheduling maintenance training, counseling personnel on the use of MMICS training subsystem, maintaining maintenance training records, and operating remote terminals. It is important to note that less than 30 percent of these members performed any OJT tasks.

VI. Instructors (GRP064). Most of the 105 members of this group had the "T" prefix and instructed in such training programs as Management I and II, NCO academies, technical training courses, and instructor training courses. Additionally they insured that instructional programs were successfully carried out by administering course critiques; evaluating training methods, techniques or programs; evaluating adequacy of classrooms or briefing rooms; etc. In contrast to OJT Advisors/Course Instructors, whose members were directly involved with the OJT program, members of this group performed few tasks related to OJT administration.

VII. Command/Staff Training NCOs (GRP152). This small group of nine NCOs primarily served in various training organizations at MAJCOM headquarters as Senior Enlisted Advisors. Characteristically, personnel in this group had an average of over 18 years in the career field, and were 9-skill level with a paygrade of either E8 or E9. This group performed an average of 31 tasks. While the members of this group were not supervisors, 80 percent of their duty time was spent on the three supervisory-management duty areas (Duties A, B, and C). Typically, tasks performed by this group included conducting or participating in staff meetings; planning or preparing briefings; interpreting policies, directives or procedures for subordinates; drafting correspondence and writing staff studies, surveys or special reports.

VIII. MMICS Computer Operators (GRP087). The primary job performed by these nine incumbents involved the operation of the remote terminal of the MIMICS computer. Members interpreted computer printouts or displays, evaluated MMICS, and counseled personnel on the use of the MMICS training subsystem. Four members of this group also conducted training using the Computer Directed Training Systems (CDTS) through the CBPO managers.

ANALYSIS OF DAFSC GROUPS

Personnel in the Training career ladder develop and administer on-the-job and maintenance training programs, coordinate training functions among the various individuals and/or organizations involved, register students, maintain files and records, counsel supervisors and students on training, and evaluate training programs for effectiveness.

Table 2 shows the percent time spent by skill level groups on various duties listed in the job inventory. Note the high degree of homogeneity between the 3- and 7-skill level groups. The 9-skill level group, however, showed a marked increase in time spent on supervisory or managerial functions (Duties A, B, and C).

Tables 3 through 5 reflect the tasks most frequently performed by members of each skill level. Comparison of task performance by 3- and 7-skill level personnel shows great homogeneity for these two groups. For example, seven of the 15 tasks listed in Table 3 for 3-skill level personnel are also listed in Table 4 for 7-skill level personnel. The remaining tasks in each table, although performed by less than 65 percent of the other skill level, were performed by over 40 percent of the respondents in that skill level. The tasks which distinguished between the two groups were those indicative of first level supervision. Those tasks were performed by a larger percentage of 7-skill level personnel than by 3-skill level incumbents.

Table 5 shows tasks performed by the 9-skill level personnel. In comparison to Table 4 (7-level table), only three tasks (B12, B2, B3) performed by 9-skill level personnel were also performed by 65 percent or more of the 7-skill level people.

In general, there was a high degree of homogeneity between 3- and 7-skill level incumbents in that both groups primarily performed administrative and OJT related tasks. The 9-skill level incumbents' job was different since it primarily involved the supervision and management of 751X2 personnel and organizations to which they were assigned.

TABLE 2

PERCENT TIME SPENT ON DUTIES BY DAFSC GROUPS

DUTIES	DAFSC 75132	DAFSC 75172	DAFSC 75193
A ORGANIZING AND PLANNING	5	7	17
B DIRECTING AND IMPLEMENTING	10	13	24
C INSPECTING AND EVALUATING	10	13	19
D CONDUCTING CURRICULUM DEVELOPMENT	1	2	3
E COUNSELING SUPERVISORS AND STUDENTS	9	8	6
F REGISTERING STUDENTS	7	5	1
G ADMINISTERING ON-THE-JOB TRAINING GROUP STUDY CLASSES	5	5	1
H ADMINISTERING ON-THE-JOB TRAINING PROGRAMS	29	24	14
I INITIATING TRAINING ACTIONS	2	3	2
J PERFORMING INSTRUCTOR FUNCTIONS	2	3	2
K CONDUCTING TEST FUNCTIONS	8	6	4
L MAINTAINING FILES AND RECORDS	9	7	4
M PERFORMING TECHNICAL WRITING	-	-	2
N COMPUTER MANAGED OR ASSISTED INSTRUCTING	3	2	1
O CONDUCTING SELF-PACED INSTRUCTION	1	1	-

TABLE 3

TASKS PERFORMED BY 65 PERCENT OR MORE OF THE 3-SKILL LEVEL RESPONDENTS

	TASKS	PERCENT MEMBERS PERFORMING
H31	REVIEW OR EVALUATE AF FORM 623 FOR CORRECT DOCUMENTATION	82
H32	REVIEW PREPARATION OF AF FORMS 2095 OR 2096 TO ACCURATELY REFLECT INDIVIDUAL UPGRADE TRAINING STATUS	78
H33	REVIEW PROGRESS OF CAREER DEVELOPMENT COURSES (CDC) TRAINEES	75
E6	COUNSEL SUPERVISORS CONCERNING METHODS OF CONDUCTING ON-THE-JOB TRAINING	74
F2	ENROLL PERSONNEL IN CDC	74
H41	VERIFY THAT OJT TRAINEES ARE ENROLLED OR HAVE COMPLETED REQUIREMENTS OF APPLICABLE CDC	73
C4	CONDUCT OJT STAFF VISITS	72
E12	SCHEDULE PERSONNEL FOR TESTS	72
H38	VERIFY AF FORMS 2095 OR 2096 ARE PREPARED TO ENTER PERSONNEL ON OJT STATUS	72
F6	REVIEW APPLICATION FORMS (ECI FORM 23) FOR ACCURACY AND COMPLETENESS	70
H39	VERIFY REVIEW TRAINING IS PROVIDED AND DOCUMENTED ON ECI FORM 9	70
H35	SCHEDULE OJT SUPERVISORY PERSONNEL FOR MANAGEMENT OR OJT TRAINER/ SUPERVISOR COURSES	67
B12	DRAFT CORRESPONDENCE	66
H23	POST OJT ROSTERS FURNISHED BY THE CBPO OJT UNIT	66
H40	VERIFY THAT CONTROLS FOR PROPER DISTRIBUTION OF OJT OR CDC MATERIALS ARE FOLLOWED	66

TABLE 2

PERCENT TIME SPENT ON DUTIES BY DAFSC GROUPS

DUTIES	DAFSC 75132	DAFSC 75172	DAFSC 75193
A ORGANIZING AND PLANNING	5	7	17
B DIRECTING AND IMPLEMENTING	10	13	24
C INSPECTING AND EVALUATING	10	13	19
D CONDUCTING CURRICULUM DEVELOPMENT	1	2	3
E COUNSELING SUPERVISORS AND STUDENTS	9	8	6
F REGISTERING STUDENTS	7	5	1
G ADMINISTERING ON-THE-JOB TRAINING GROUP STUDY CLASSES	5	5	1
H ADMINISTERING ON-THE-JOB TRAINING PROGRAMS	29	24	14
I INITIATING TRAINING ACTIONS	2	3	2
J PERFORMING INSTRUCTOR FUNCTIONS	2	3	2
K CONDUCTING TEST FUNCTIONS	8	6	4
L MAINTAINING FILES AND RECORDS	9	7	4
M PERFORMING TECHNICAL WRITING	-	-	2
N COMPUTER MANAGED OR ASSISTED INSTRUCTING	3	2	1
O CONDUCTING SELF-PACED INSTRUCTION	1	1	-

TABLE 3

TASKS PERFORMED BY 65 PERCENT OR MORE OF THE 3-SKILL LEVEL RESPONDENTS

	TASKS	PERCENT MEMBERS PERFORMING
H31	REVIEW OR EVALUATE AF FORM 623 FOR CORRECT DOCUMENTATION	82
H32	REVIEW PREPARATION OF AF FORMS 2095 OR 2096 TO ACCURATELY REFLECT INDIVIDUAL UPGRADE TRAINING STATUS	78
H33	REVIEW PROGRESS OF CAREER DEVELOPMENT COURSES (CDC) TRAINEES	75
E6	COUNSEL SUPERVISORS CONCERNING METHODS OF CONDUCTING ON-THE-JOB TRAINING	74
F2	ENROLL PERSONNEL IN CDC	74
H41	VERIFY THAT OJT TRAINEES ARE ENROLLED OR HAVE COMPLETED REQUIREMENTS OF APPLICABLE CDC	73
C4	CONDUCT OJT STAFF VISITS	72
E12	SCHEDULE PERSONNEL FOR TESTS	72
H38	VERIFY AF FORMS 2095 OR 2096 ARE PREPARED TO ENTER PERSONNEL ON OJT STATUS	72
F6	REVIEW APPLICATION FORMS (ECI FORM 23) FOR ACCURACY AND COMPLETENESS	70
H39	VERIFY REVIEW TRAINING IS PROVIDED AND DOCUMENTED ON ECI FORM 9	70
H35	SCHEDULE OJT SUPERVISORY PERSONNEL FOR MANAGEMENT OR OJT TRAINER/ SUPERVISOR COURSES	67
B12	DRAFT CORRESPONDENCE	66
H23	POST OJT ROSTERS FURNISHED BY THE CBPO OJT UNIT	66
H40	VERIFY THAT CONTROLS FOR PROPER DISTRIBUTION OF OJT OR CDC MATERIALS ARE FOLLOWED	66

TABLE 4

TASKS PERFORMED BY 65 PERCENT OR MORE OF THE 7-SKILL LEVEL PERSONNEL

	TASKS	PERCENT MEMBERS PERFORMING
B12	DRAFT CORRESPONDENCE	81
H31	REVIEW OR EVALUATE AF FORM 623 FOR CORRECT DOCUMENTATION	77
H32	REVIEW PREPARATION OF AF FORMS 2095 OR 2096 TO ACCURATELY REFLECT INDIVIDUAL UPGRADE TRAINING STATUS	70
E6	COUNSEL SUPERVISORS CONCERNING METHODS OF CONDUCTING ON-THE-JOB TRAINING	73
H33	REVIEW PROGRESS OF CAREER DEVELOPMENT COURSES (CDC) TRAINEES	69
C23	EVALUATE OJT PROGRAMS	68
B2	CONDUCT OR PARTICIPATE IN STAFF MEETINGS	67
C4	CONDUCT OJT STAFF VISITS	67
L18	REVIEW USAF PUBLICATIONS BULLETINS	66
B3	COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED PROBLEMS	65
E2	ADVISE INDIVIDUALS ON EDUCATIONAL OPPORTUNITIES	65
E12	SCHEDULE PERSONNEL FOR TESTS	65

TABLE 5
TASKS PERFORMED BY 75 PERCENT OR MORE OF THE 9-SKILL LEVEL PERSONNEL

	TASKS	PERCENT MEMBERS PERFORMING
B12	DRAFT CORRESPONDENCE	96
B2	CONDUCT OR PARTICIPATE IN STAFF MEETINGS	90
B21	INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	90
B3	COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED PROBLEMS	88
B4	DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES	82
A1	ACT AS TRAINING ADVISOR AT STAFF LEVEL	80
A12	ESTABLISH ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OI) OR STANDING OPERATING PROCEDURES (SOP)	80
A7	DETERMINE WORK PRIORITIES	79
A21	SCHEDULE LEAVES OR PASSES	79
A15	PLAN OR PREPARE BRIEFINGS	77
A6	DETERMINE TRAINING REQUIREMENTS	76
A16	PLAN OR SCHEDULE WORK ASSIGNMENTS	76
C13	EVALUATE INSPECTION REPORTS OR PROCEDURES	76

ANALYSIS OF TIME IN CAREER FIELD GROUPS

Table 6, showing the relative percent time spent by respondents on duties based upon their time in the career field, reflects the same trends of performance as was evident in the ANALYSIS OF DAFSC GROUPS. As experience increased, supervisory and management tasks gradually occupied more of the overall work time. Technical task performance, however, still accounted for approximately 40 percent of the work time of training personnel, even after 241 months in the career field.

NOTE: Total Active Federal Military Service (TAFMS) is normally used to reflect variance in task performance as a function of time in the career ladder. Personnel normally enter the Training career ladder after a period of service in other career fields. Consequently, Time in Career Ladder has been used in this analysis to reflect changes in task performance as a result of experience in the career ladder.

TABLE 6

PERCENT TIME SPENT ON DUTIES BY MONTHS IN CAREER FIELD GROUPS

	1-24	25-48	1-48	49-96	97-144	145-192	193-240	241+
A ORGANIZING AND PLANNING	5	6	6	7	9	11	14	17
B DIRECTING AND IMPLEMENTING	11	11	11	12	15	18	22	23
C INSPECTING AND EVALUATING	10	11	11	13	15	17	19	19
D CONDUCTING CURRICULUM DEVELOPMENT	1	2	1	2	2	2	2	4
E COUNSELING SUPERVISORS AND STUDENTS	9	8	9	9	8	7	7	6
F REGISTERING STUDENTS	7	6	6	5	5	3	3	1
G ADMINISTERING ON-THE-JOB TRAINING GROUP STUDY CLASSES	5	5	5	5	5	4	3	2
H ADMINISTERING ON-THE-JOB TRAINING PROGRAMS	28	26	27	25	22	19	14	10
I INITIATING TRAINING ACTIONS	2	3	3	3	2	2	2	3
J PERFORMING INSTRUCTOR FUNCTIONS	2	2	2	3	3	3	3	4
K CONDUCTING TEST FUNCTIONS	8	7	7	6	6	4	5	3
L MAINTAINING FILES AND RECORDS	9	8	8	7	6	6	3	4
M PERFORMING TECHNICAL WRITING	-	0	-	0	0	1	1	2
N COMPUTER MANAGED OR ASSISTED INSTRUCTING	2	3	3	2	1	2	2	1
O CONDUCTING SELF-PACED INSTRUCTION	1	1	1	1	1	1	0	1

ANALYSIS OF CONUS/OVERSEAS GROUPS

Comparison of task performance between CONUS and overseas groups did not reveal any significant differences between jobs performed within the CONUS and jobs performed overseas.

ANALYSIS OF TASK DIFFICULTY

From a listing of airmen identified for the 751X2/93 job survey, 130 incumbents in the 7- and 9-skill levels from various commands and locations were selected to rate task difficulty. Tasks were rated on a nine-point scale from extremely low to extremely high difficulty, with difficulty defined as the length of time it takes an average incumbent to learn to do the task. Interrater agreement among the 61 raters who returned booklets was .96. The ratings were adjusted so that tasks of average difficulty have ratings of 5.00.

Of the 158 tasks rated above average in difficulty, thirty-six were performed by 30 percent or more of the respondents. Table 7 lists the 15 most difficult from this group.

Thirty percent or more of the respondents reported performing 53 tasks rated below average in difficulty. The 15 least difficult tasks from this group are shown on Table 8 in ascending order of difficulty.

TABLE 7

THE FIFTEEN MOST DIFFICULT TASKS PERFORMED BY 751X2/93 PERSONNEL
30 PERCENT OR MORE RESPONDING

	TASK	DIFFICULTY INDEX	PERCENT MEMBERS PERFORMING
C26	EVALUATE TRAINING METHODS, TECHNIQUES, OR PROGRAMS	6.74	49
A1	ACT AS TRAINING ADVISOR AT STAFF LEVEL	6.71	47
A12	ESTABLISH ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OI), OR STANDING OPERATING PROCEDURES (SOP)	6.55	40
C23	EVALUATE ON-THE-JOB (OJT) TRAINING PROGRAMS	6.46	65
C4	CONDUCT OJT STAFF VISITS	6.32	68
B11	DIRECT TRAINING PROGRAMS	6.22	60
C32	REVIEW COURSE OUTLINES, LESSON PLANS, OR PRESENTATION METHODS	6.11	32
C13	EVALUATE INSPECTION REPORTS OR PROCEDURES	6.09	40
A6	DETERMINE TRAINING REQUIREMENTS	6.01	62
B3	COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED PROBLEMS	6.00	59
H15	IDENTIFY CAUSES OF HIGH FAILURE RATES OR EXCESSIVE OJT TRAINING TIME	5.95	55
A15	PLAN OR PREPARE BRIEFINGS	5.93	54
E9	MAKE RECOMMENDATIONS FOR ACTIONS SUCH AS ELIMINATION, DISCHARGE, OR PROFICIENCY ADVANCEMENT	5.90	41
H36	TRAIN PERSONNEL IN THE CONCEPTS OF THE OJT PROGRAM	5.81	50
C10	EVALUATE OJT SUPERVISORS	5.75	58

TABLE 8

THE FIFTEEN LEAST DIFFICULT TASKS PERFORMED BY 751X2/93 PERSONNEL
30 PERCENT OR MORE RESPONDING

	TASK	DIFFICULTY INDEX	PERCENT MEMBERS PERFORMING
F5	REFER APPLICANTS DESIRING CORRESPONDENCE COURSES OFFERED BY OTHER BRANCHES OF THE SERVICE TO EDUCATION OFFICE	2.67	52
F6	REVIEW APPLICATION FORMS (ECI FORM 23) FOR ACCURACY OR COMPLETENESS	2.75	62
L11	PREPARE GENERAL MILITARY TRAINING RECORD FORMS (AF FORM 572)	2.88	43
F4	ISSUE COURSE MATERIALS TO ON-THE-JOB (OJT) TRAINING SUPERVISORS	2.90	56
F2	ENROLL PERSONNEL IN CAREER DEVELOPMENT COURSES (CDC)	2.93	65
F3	INVENTORY COURSE MATERIALS PRIOR TO ISSUING TO OJT SUPERVISORS	2.94	56
L14	PREPARE REQUISITION FOR LOCAL DUPLICATING SERVICE FORMS (DD FORM 844)	3.00	37
G4	CONSULT WITH BASE EDUCATION OFFICE FOR ADMINISTRATION OF TYPING TESTS	3.04	51
E11	SCHEDULE COUNSELING APPOINTMENTS	3.09	32
G1	ARRANGE FOR CLASSROOM FACILITIES	3.11	32
L2	DOCUMENT ANNUAL PHYSICAL FITNESS OR WEIGHT DATA ON GENERAL MILITARY TRAINING RECORD (AF FORM 572)	3.15	39
E12	SCHEDULE PERSONNEL FOR TESTS	3.18	66
K15	RECORD TEST SCORES	3.23	42
L8	MAINTAIN RECORDS OF MANDATORY CDC APPLICATIONS	3.38	54
H27	PREPARE REQUISITIONS FOR SPECIALTY TRAINING STANDARDS (STS) OR CDC MATERIALS	3.50	55

COMPARISON OF SPECIALTY TRAINING STANDARD (STS) WITH SURVEY RESULTS

Overall, the current STS 751X2 Training Specialist and Training Technician, dated 1 October 1974, was found to reflect the major functions of the career ladder based on comparisons with survey data.

COMPARISON OF AFM 39-1 JOB DESCRIPTIONS TO SURVEY DATA

Survey results were compared to the current AFM 39-1 job descriptions for the Training Technician, 75172, and the Education and Training Superintendent, 75193. These job descriptions reflect a comprehensive summary of duties and responsibilities performed by a majority of the personnel in this career ladder as shown by responses to the survey. Instruction (as identified in GRP064 of the career ladder structure) in Management Training (PME Phase I and II), NCO Academies and Leadership Training courses, however, was not specifically included in the duties and responsibilities portion of the job description. Since this type of job is performed by a substantial number of career field members, it is recommended that a separate paragraph be written to include these primary functions.

SUMMARY OF BACKGROUND INFORMATION

Each USAF Job Inventory contains a background information section in which the respondent reports information about himself, his attitudes or perceptions concerning his job, plans concerning reenlistment and various other background data which aids in the evaluation of the personnel system and career ladder structure. This information is summarized in the following paragraphs.

Percentages of the total sample, DAFSC groups, and time in career ladder groups responding to the various points of the job interest, and perceived utilization of talents and training are presented in Tables 9 and 10.

Note that in Table 10, survey respondents are grouped by time in career field rather than TAFMS (Total Active Federal Military Service) which is normally used in occupational survey reports. This was done since airmen typically enter the Training Specialist career ladder only after having attained a 5-skill level in another Air Force specialty. Approximately 90 percent of the survey respondents indicated they had entered the 751X2 career ladder in this manner. The remaining ten percent entered the career ladder by such methods as reclassification without completing technical training or OJT, direct duty assignment (DDA) from basic training to OJT with bypass test, reenlistment from another specialty, and conversion from another AF specialty by classification board action.

Eighty-two percent of all survey respondents indicated that they found their job interesting. This is significantly higher than the 72 percent (average) for incumbents in 25 other career ladders surveyed in 1976. In general, job interest remained fairly constant as skill level and time in career field increased.

Survey respondents also indicated feeling that both their talents and training were well utilized in their jobs. In all groups, 79 percent or more of the survey respondents indicated that their talents and training were being utilized fairly well or better.

Reenlistment intentions of survey respondents grouped by time in career field are shown in Table 11. Actual reenlistment rates were available only in terms of TAFMS. While one cannot make a direct correlation between career ladder groups and TAFMS groups, actual FY 76 reenlistment rates for TAFMS groups are reported for information purposes. Forty-nine percent of the first-term airmen and 72 percent of the second-term airmen actually reenlisted.

TABLE 9
 EXPRESSION OF JOB INTEREST AND PERCEIVED UTILIZATION OF TALENTS AND TRAINING
 BY TOTAL SAMPLE AND DAFSC GROUPS
 (PERCENT MEMBERS RESPONDING)

I FIND MY JOB:	TOTAL SAMPLE (N=1863)	DAFSC 75132 (N=653)	DAFSC 75172 (N=1114)	DAFSC 75193 (N=82)	OTHER AF SPECIALTIES*
DULL SO-SO INTERESTING	10 8 82	10 11 78	10 7 83	2 6 92	13 14 72
MY JOB UTILIZES MY TALENTS:					
NOT AT ALL OR VERY LITTLE FAIRLY WELL TO PERFECTLY	16 84	19 81	16 84	9 91	29 71
MY JOB UTILIZES MY TRAINING:					
NOT AT ALL OR VERY LITTLE FAIRLY WELL TO PERFECTLY	17 83	18 82	17 83	13 87	21 79

* Based on responses of 23,729 incumbents of 25 career ladders surveyed in 1976.

TABLE 10

EXPRESSION OF JOB INTEREST AND PERCEIVED UTILIZATION OF TALENTS AND TRAINING
BY TIME IN CAREER FIELD
(PERCENT MEMBERS RESPONDING)

	MONTHS IN CAREER FIELD					
	1-48 (N=1032)	49-96 (N=457)	97-144 (N=235)	145-192 (N=94)	193-240 (N=14)	241+ (N=27)
I FIND MY JOB:						
DULL	9	11	11	6	14	4
SO-SO	9	10	6	5	7	4
INTERESTING	82	79	83	89	79	92
MY JOB UTILIZES MY TALENTS:						
NOT AT ALL OR VERY LITTLE	17	16	16	11	7	11
FAIRLY WELL TO PERFECTLY	83	84	84	89	93	89
MY JOB UTILIZES MY TRAINING:						
NOT AT ALL OR VERY LITTLE	17	19	18	13	21	15
FAIRLY WELL TO PERFECTLY	83	81	82	87	79	85

TABLE 11

REENLISTMENT INTENTIONS OF SURVEY SAMPLE
(PERCENT RESPONDING BY TIME IN CAREER FIELD)

	1-48 MOS N=1032	49-96 MOS N=457	97-144 MOS N=235
NO, OR PROBABLY NO	26	27	34
YES, OR PROBABLY YES	73	71	65
NO REPLY	1	2	1

WRITE-IN COMMENTS

Incumbents were encouraged, when filling out the job inventory booklet, to write in any duty or task not listed. Approximately 20 percent of those responding had additional comments relative to the career ladder, their background, or their job. Many of these comments were specific to a unique work situation or a listing of personal background data which normally had little to do with the overall career field. Following is a general summary of write-ins which reflected performance of tasks not specifically covered in the survey, specialized assignments, and/or comments concerning dissatisfaction with assignments or with various aspects of the career ladder. They have been categorized by type of write-in and number of respondents.

Scheduling and Maintaining GMT and Miscellaneous Specialized Training Programs (218 Respondents):

Many of the tasks added by these individuals were covered in the inventory in different forms or as a part of broader functions. However, the large number of write-ins emphasizes the general feeling by many Training specialists that much of their job consists of monitoring a large number of special training programs such as Drug/Alcohol Training; Human Relations Training; Traffic Safety/Driver Education; Small Arms Training; etc. In addition to the primary functions of OJT and Maintenance Training, one general comment that seems to summarize the feeling of many of the personnel in the field was "751X2 personnel have become schedulers and monitors for any program where training or education is mentioned".

Monitoring or Coordinating Allied Student Training (17 Respondents):

This small group of respondents indicated that they were assigned to jobs that were primarily concerned with various phases of the allied student training program. Most appear to be "one of a kind" positions; however, several are working in the office of Foreign Military Affairs at ATC centers. These personnel feel that their job is significantly different from other 751X2 jobs. One recommended that "...personnel assigned in Foreign Military Training be assigned to a special duty identifier during their tour...."

Instructing (28 Respondents):

Most respondents in this category were instructors of Phase I "NCO Orientation Course" and Phase II "USAFE Supervisors Course". Some typical comments from these respondents were: "Instructor of Phase I and II of NCO PME Course which is not in this booklet"; "This survey does not apply to my specific job"; "75172 AFSC WAPS Testing unfair for duty of Phase I and II PME Instructor".

Personnel Who Work in MMICS (39 Respondents):

Tasks written in by these respondents were normally miscellaneous tasks specific to operation of the MMICS system. Most were insignificant in terms of impact on the survey, since they pertained primarily to operation of the MMICS computer or incidental tasks such as inspecting and maintaining training information in MMICS.

Training Staff Personnel (25 Respondents):

Write-ins by these personnel consisted of tasks specific to training functions performed at command level or by staff personnel. Comments by these personnel were that the survey primarily covered jobs at base/squadron level but did not contain tasks which were representative of the command and staff functions that they performed.

Personnel Who Felt That They Were Malassigned (23 Respondents):

Six respondents assigned to small organizations, such as radar sites, reported that little of their time was spent on Training Technician functions due to lack of requirements for OJT. One reported that he was working primarily as an Education Technician. Others were performing other miscellaneous additional tasks during most of their duty time. One recommended that organizations with less than 300 personnel not be authorized a 751X2. Sixteen respondents complained that they were assigned to jobs which utilized their OJT background very little due to the uniqueness of their job or that they performed only menial administrative functions in support of OJT or maintenance functions. Some examples of the types of jobs held by these personnel were: MMICS operator; tanker upgrade monitor; NCOIC, Career Progression Section; storage and issue of programmed learning materials; and aircrew ground training schedulers.

Other General Comments (15 Respondents):

Examples of comments by members of this group are shown below.

"Everybody wants a report on status of training. . . recommendations of a technical nature are ignored. Training is the most necessary, yet least supported area in the Air Force."

MSgt from SAC - 14 Years service: "I strongly feel that a formal course should be developed for personnel retraining into the 751X2. . . . This AFSC contains personnel medically disqualified--or rejects from more skilled AFSCs. . . . These people placed in 751X2 . . . because of it being Category C. . . . A formal course could increase the probability of success in the 751X2."

TSgt from SAC with six and one-half years in Career Field--18+ Years Service: "I feel 751X2 should be divided into four separate AFSCs

- a. CBPO and Non-Maintenance Type Squadron OJT
- b. Maintenance Training
- c. Instructors in NCO Training, Management Training and NCO Leadership Schools and Academies.
- d. Technical Instructors (FTD)"

Following are excerpts from comments and recommendations made by a Master Sergeant from USAFE, NCOIC of Training Management, with 12 years in the Air Force. Although not specifically substantiated by survey data, these comments seem to point up some of the general feelings of personnel in the field as evidenced by other write-in comments and by verbal discussions with field and staff personnel.

"Many problems in career field . . . UDL positions reduced to critical level . . . Typical Fighter Wing . . . had one TSgt and one SSgt authorized in CBPO. We are asking TSgt without any special qualification to direct base wide OJT program. . . . CBPOs concern themselves with administering CBPO courses, scheduling typing schools, monitoring WAPS packages, and coordinating 2095s/2096s. . . . no time to get involved with job qualification training . . . [this is] left to immediate supervisor. This assumes that each supervisor is technically qualified and has ability and ambition to teach others . . . not true . . . The largest volume of training conducted on base is ancillary training . . . conducted by someone . . . not trained in instructor duties . . . who does a poor job of accomplishing--objectives. . . . Base OJT should not come under CBPO--should be under the man responsible for mission accomplishment--Wing Commander. . . . Most 751X2 duty positions are one deep operations . . . no one available to train new technicians. . . . Technical School would help . . . career opportunities in 751X2 career field not very promising . . . more and more training slots disappear . . . training growing . . . where are we going? . . ."

In addition to the comments summarized above, this TSgt included a number of recommendations as to how he felt Training personnel should be utilized to more effectively accomplish Air Force Training functions.

"The CBPO-OJT Office should become the Base-OJT Office, responsible to the functional commander. UDL should be increased to 1 E-9 75193, 1 E-7 75172, 1 E-6 75172, 2 E-5 75132, 1 E-4 75132 and 1 E-4 70250. The duties of

this office should be expanded to encompass all training conducted on base (i.e. FTD, UGT, Ancillary Tng, etc.). This office should operate like Training Management operates, except at base level. The Training Sub-system of MMICS should be used base wide, operated from this office. All locally established lesson plans/course outlines should be reviewed and filed in this office. Each squadron should have a Unit Training Section manned with 751X2 personnel, the number depending on the size of the squadron. Remote terminals should be located in the larger squadrons (i.e. OMS, FMS, AMS, MMS, Supply, Hosp, etc.). Base support activities OPR for ancillary type training courses should have UDL position(s) for instructor (T - prefix) personnel. A catalogue should be prepared by AFSC, listing all mandatory training requirements. Highly complex AFSCs should be broken down in common duty positions, listing training requirements for those positions, example: 431X1C: Crew Chief, F-4D. Must be grade of SGT, have 5 level or higher; must have Ground Handling Training, (AFR 127-101 Chapter 8), Egress Training (AFR 66-51), Weapon Safety Training (AFR 127-101), FOD Training (AFR 66-33) and Corrosion Control Training (AFR 66-15). Etc. etc. This data could be gathered by technical writers that prepare CDC Courses. If this catalogue was available it would be an invaluable tool for the training technician as well as senior managers."

COMMENTS FROM FIELD PERSONNEL DURING ANALYSIS

As a part of the analysis phases of this project, a number of discussions were held with a group of senior career field members assembled for Specialty Knowledge Test (SKT) construction, and with other supervisory and staff personnel in the training area. Comments by these personnel were similar to many of those made by write-in responses. Comments made by these personnel are summarized below.

1. Three- and 7-skill level personnel often perform the same functions in field assignments.
2. There are at least three major divisions of work in the career field which warrant different treatment for assignment and testing. These are:
 - a. Maintenance Management
 - b. OJT Administration
 - c. Instruction
3. Training personnel often spend considerable time on work not related to training.
4. Training personnel who are assigned the "T" prefix normally instruct in supervisory and management skills or instructor skills and are in effect isolated from OJT administration/maintenance training which is the major functions of the 751X2 career ladder. This is different from other "T" prefix positions where personnel normally instruct on technical aspects of their career ladder.

CONCLUSIONS AND RECOMMENDATIONS

Recommend the addition of a paragraph in duties and responsibilities section of AFM 39-1 job description for the 75175/75132 specialty describing essentially full-time instructor duties such as management instruction, instructor training courses, and other specialized instruction functions.

APPENDIX A

GROUP ID NUMBER AND TITLE: GRP075 - OJT Monitors/Administrators

PERCENT OF SAMPLE: 68%

LOCATION: CONUS (82%), Overseas (18%)

DAFSC DISTRIBUTION: 75132 (41%); 75172 (57%), 75193 (2%)

AVERAGE GRADE: 5.4

AMOUNT OF SUPERVISION: 32% supervised an average of 2 subordinates

AVERAGE TIME IN CAREER FIELD: 51 months

EXPRESSED JOB INTEREST: Dull (8%), So-So (9%), Interesting (83%)

	<u>Not At All Or Very Little</u>	<u>Fairly Well Or Better</u>
PERCEIVED UTILIZATION OF TALENTS:	15%	85%
PERCEIVED UTILIZATION OF TRAINING:	14%	86%

AVERAGE NUMBER OF TASKS PERFORMED: 75

TIME SPENT ON DUTIES:

<u>DUTY</u>	<u>AVERAGE PERCENT TIME SPENT BY ALL MEMBERS</u>
H ADMINISTERING ON-THE-JOB TRAINING PROGRAMS	32
C INSPECTING AND EVALUATING	11
B DIRECTING AND IMPLEMENTING	11
E COUNSELING SUPERVISORS AND STUDENTS	9
L MAINTAINING FILES AND RECORDS	8

REPRESENTATIVE TASKS:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
H31 REVIEW OR EVALUATE AF FORM 623 FOR CORRECT DOCUMENTATION	96
H32 REVIEW PREPARATION OF AF FORMS 2095 OR 2096 TO ACCURATELY REFLECT INDIVIDUAL UPGRADE TRAINING STATUS	96
H33 REVIEW PROGRESS OF CDC TRAINEES	92
C4 CONDUCT OJT STAFF VISITS	86
H41 VERIFY THAT OJT TRAINEES ARE ENROLLED OR HAVE COMPLETED REQUIREMENT OF APPLICABLE CDC	90

GROUP ID NUMBER AND TITLE: GRP300 - Base On-The-Job Training (OJT) Monitors-
CBPO I

PERCENT OF SAMPLE: 13%

LOCATION: CONUS (77%); Overseas (23%)

DAFSC DISTRIBUTION: 75132 (38%); 75172 (53%); 75193 (8%); Other (1%)

AVERAGE GRADE: 5.6

AMOUNT OF SUPERVISION: 54% supervised an average of two subordinates

AVERAGE TIME IN CAREER FIELD: 60 months

EXPRESSED JOB INTEREST: Dull (3%); So-So (5%); Interesting (92%)

	<u>Not At All Or Very Little</u>	<u>Fairly Well Or Better</u>
PERCEIVED UTILIZATION OF TALENTS:	5%	95%
PERCEIVED UTILIZATION OF TRAINING:	5%	95%

AVERAGE NUMBER OF TASKS PERFORMED: 81

TIME SPENT ON DUTIES:

<u>DUTY</u>	<u>AVERAGE PERCENT TIME SPENT BY ALL MEMBERS</u>
H ADMINISTERING ON-THE-JOB TRAINING PROGRAMS	33
C INSPECTING AND EVALUATING	14
B DIRECTING AND IMPLEMENTING	13
A ORGANIZING AND PLANNING	8
L MAINTAINING FILES AND RECORDS	8

REPRESENTATIVE TASKS:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
H38 VERIFY AF FORMS 2095 OR 2096 ARE PREPARED TO ENTER PERSONNEL ON OJT STATUS	98
H10 CONSULT WITH OTHER CBPO SECTIONS ON MATTERS DEALING WITH CLASSIFICATION RELATING TO OJT	93
H34 REVIEW REQUESTS FOR CLASSIFICATION ACTION AS A RESULT OF UNIT OJT ACTIONS	91
H15 IDENTIFY CAUSES OF HIGH FAILURE RATES OR EXCESSIVE OJT TRAINING TIME	88
C10 EVALUATE OJT SUPERVISORS	88
A10 DEVELOP PROCEDURES FOR BASE OJT TRAINING PROGRAMS	85

GROUP ID NUMBER AND TITLE: GRP282 - Unit OJT Administrators

PERCENT OF SAMPLE: 41%

LOCATION: CONUS (84%); Overseas (16%)

DAFSC DISTRIBUTION: 75132 (39%); 75172 (60%); 75193 (1%)

AVERAGE GRADE: 5.4

AMOUNT OF SUPERVISION: 31% supervised an average of two subordinates

AVERAGE TIME IN CAREER FIELD: 51 months

EXPRESSED JOB INTEREST: Dull (8%); So-So (8%); Interesting (84%)

	<u>Not At All Or Very Little</u>	<u>Fairly Well Or Better</u>
PERCEIVED UTILIZATION OF TALENTS:	14%	86%
PERCEIVED UTILIZATION OF TRAINING:	14%	86%

AVERAGE NUMBER OF TASKS PERFORMED: 85

TIME SPENT ON DUTIES:

<u>DUTY</u>	<u>AVERAGE PERCENT TIME SPENT BY ALL MEMBERS</u>
H ADMINISTERING ON-THE-JOB TRAINING PROGRAMS	30
C INSPECTING AND EVALUATING	11
B DIRECTING AND IMPLEMENTING	10
E COUNSELING SUPERVISORS AND STUDENTS	10
L MAINTAINING FILES AND RECORDS	8

REPRESENTATIVE TASKS:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
F2 ENROLL PERSONNEL IN CAREER DEVELOPMENT COURSES (CDC)	98
F4 ISSUE COURSE MATERIALS TO OJT SUPERVISORS	97
H23 POST OJT ROSTERS FURNISHED BY THE CBPO OJT UNIT	94
H27 PREPARE REQUISITIONS FOR SPECIALTY TRAINING STANDARDS (STS) OR CDC MATERIALS	91
E12 SCHEDULE PERSONNEL FOR TESTS	89

GROUP ID NUMBER AND TITLE: GRP256 - NCOICs - CBPO OJT Unit

PERCENT OF SAMPLE: Less than 1%

LOCATION: CONUS 100%

DAFSC DISTRIBUTION: 75132 (40%); 75172 (60%)

AVERAGE GRADE: 6.4

AMOUNT OF SUPERVISION: All supervised an average of three subordinates

AVERAGE TIME IN CAREER FIELD: 102 months

EXPRESSED JOB INTEREST: Dull (20%); Interesting (80%)

	<u>Not At All Or Very Little</u>	<u>Fairly Well Or Better</u>
PERCEIVED UTILIZATION OF TALENTS:	20	80
PERCEIVED UTILIZATION OF TRAINING:	20	80

AVERAGE NUMBER OF TASKS PERFORMED: 63

TIME SPENT ON DUTIES:

<u>DUTY</u>	<u>AVERAGE PERCENT TIME SPENT BY ALL MEMBERS</u>
H ADMINISTERING ON-THE-JOB TRAINING PROGRAMS	29
B DIRECTING AND IMPLEMENTING	21
C INSPECTING AND EVALUATING	13
A ORGANIZING AND PLANNING	12
E COUNSELING SUPERVISORS AND STUDENTS	10

REPRESENTATIVE TASKS:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
A7 DETERMINE WORK PRIORITIES	100
B21 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	100
B26 SUPERVISE PERSONNEL WITH OTHER THAN AFS 751X2	80
B28 SUPERVISE TRAINING SPECIALISTS (AFSC 75132)	80

GROUP ID NUMBER AND TITLE: GRP266 - Base OJT Monitors - CBPO II

PERCENT OF SAMPLE: 2%

LOCATION: CONUS (80%); Overseas (20%)

DAFSC DISTRIBUTION: 75132 (52%); 75172 (48%)

AVERAGE GRADE: 5.4

AMOUNT OF SUPERVISION: 20% supervised an average of one subordinate

AVERAGE TIME IN CAREER FIELD: 38 months

EXPRESSED JOB INTEREST: Dull (16%); So-So (12%); Interesting (72%)

	<u>Not At All Or Very Little</u>	<u>Fairly Well Or Better</u>
PERCEIVED UTILIZATION OF TALENTS:	16	84
PERCEIVED UTILIZATION OF TRAINING:	16	84

AVERAGE NUMBER OF TASKS PERFORMED: 55

TIME SPENT ON DUTIES:

DUTY

AVERAGE PERCENT TIME
SPENT BY ALL MEMBERS

H ADMINISTERING ON-THE-JOB TRAINING PROGRAMS	30
C INSPECTING AND EVALUATING	10
B DIRECTING AND IMPLEMENTING	10
E COUNSELING SUPERVISORS AND STUDENTS	9
L MAINTAINING FILES AND RECORDS	9

REPRESENTATIVE TASKS:

TASKS

PERCENT MEMBERS
PERFORMING

H31 REVIEW OR EVALUATE AF FORM 623 FOR CORRECT DOCUMENTATION	88
F2 ENROLL PERSONNEL IN CDC	88
H32 REVIEW PREPARATION OF AF FORMS 2095 OR 2096 TO ACCURATELY REFLECT INDIVIDUAL UPGRADE TRAINING STATUS	84
H33 REVIEW PROGRESS OF CDC TRAINEES	30
K6 CONDUCT CDC END-OF-VOLUME REVIEW EXERCISES OR COURSE EXAMINATION TESTING	60

GROUP ID NUMBER AND TITLE: GRP221 - Squadron OJT Administrators

PERCENT OF SAMPLE: 8%

LOCATION: CONUS (79%); Overseas (21%)

DAFSC DISTRIBUTION: 75132 (45%); 75172 (55%)

AVERAGE GRADE: 5.2

AMOUNT OF SUPERVISION: 11% supervised an average of two subordinates

AVERAGE TIME IN CAREER FIELD: 44 months

EXPRESSED JOB INTEREST: Dull (13%); So-So (14%); Interesting (73%)

	<u>Not At All Or Very Little</u>	<u>Fairly Well Or Better</u>
PERCEIVED UTILIZATION OF TALENTS:	28%	72%
PERCEIVED UTILIZATION OF TRAINING:	19%	81%

AVERAGE NUMBER OF TASKS PERFORMED: 42

TIME SPENT ON DUTIES:

<u>DUTY</u>	<u>AVERAGE PERCENT TIME SPENT BY ALL MEMBERS</u>
H ADMINISTERING ON-THE-JOB TRAINING PROGRAMS	40
F REGISTERING STUDENTS	12
E COUNSELING SUPERVISORS AND STUDENTS	9
L MAINTAINING FILES AND RECORDS	8
C INSPECTING AND EVALUATING	8

REPRESENTATIVE TASKS:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
H31 REVIEW OR EVALUATE AF FORM 623 FOR CORRECT DOCUMENTATION	94
H33 REVIEW PROGRESS OF CDC TRAINEES	96
F2 ENROLL PERSONNEL IN CDC	96
H32 REVIEW PREPARATION OF AF FORMS 2095 OR 2096 TO ACCURATELY REFLECT INDIVIDUAL UPGRADE TRAINING STATUS	93
H41 VERIFY THAT OJT TRAINEES ARE ENROLLED OR HAVE COMPLETED REQUIREMENTS OF APPLICABLE CDC	90

GROUP ID NUMBER AND TITLE: GRP233 - Maintenance Training Administrators

PERCENT OF SAMPLE: Less than 1%

LOCATION: CONUS (89%); Overseas (11%)

DAFSC DISTRIBUTION: 75132 (33%); 75172 (56%); 75193 (11%)

AVERAGE GRADE: 5.4

AMOUNT OF SUPERVISION: 33% supervised an average of one subordinate

AVERAGE TIME IN CAREER FIELD: 69 months

EXPRESSED JOB INTEREST: Dull (11%); So-So (22%); Interesting (66%)

	<u>Not At All Or Very Little</u>	<u>Fairly Well Or Better</u>
PERCEIVED UTILIZATION OF TALENTS:	33%	67%
PERCEIVED UTILIZATION OF TRAINING:	44%	56%

AVERAGE NUMBER OF TASKS PERFORMED: 59

TIME SPENT ON DUTIES:

DUTY

AVERAGE PERCENT TIME
SPENT BY ALL MEMBERS

H ADMINISTERING ON-THE-JOB TRAINING PROGRAMS	29
B DIRECTING AND IMPLEMENTING	13
K CONDUCTING TEST FUNCTIONS	12
L MAINTAINING FILES AND RECORDS	11
E COUNSELING SUPERVISORS AND STUDENTS	8

REPRESENTATIVE TASKS:

TASKS

PERCENT MEMBERS
PERFORMING

H21 OPERATE REMOTE TERMINALS	100
H16 MANAGE MAINTENANCE TRAINING PROGRAMS	89
E13 SCHEDULE PERSONNEL FOR TRAINING	89
B17 IMPLEMENT MAINTENANCE MANAGEMENT INFORMATION AND CONTROL SYSTEM (MMICS) TRAINING	89
I10 SCHEDULE MAINTENANCE TRAINING	89

GROUP ID NUMBER AND TITLE: GRP101 - Base OJT Monitors CBPO III

PERCENT OF SAMPLE: 2%

LOCATION: CONUS (84%); Overseas (16%)

DAFSC DISTRIBUTION: 75132 (68%); 75172 (30%); 75193 (2%)

AVERAGE GRADE: 5.1

AMOUNT OF SUPERVISION: 22% supervised an average of two subordinates

AVERAGE TIME IN CAREER FIELD: 34 months

EXPRESSED JOB INTEREST: Dull (8%); So-So (8%); Interesting (84%)

	<u>Not At All Or Very Little</u>	<u>Fairly Well Or Better</u>
PERCEIVED UTILIZATION OF TALENTS:	14%	86%
PERCEIVED UTILIZATION OF TRAINING:	11%	89%

AVERAGE NUMBER OF TASKS PERFORMED: 32

TIME SPENT ON DUTIES:

<u>DUTY</u>	<u>AVERAGE PERCENT TIME SPENT BY ALL MEMBERS</u>
H ADMINISTERING ON-THE-JOB TRAINING PROGRAMS	39
C INSPECTING AND EVALUATING	15
K CONDUCTING TEST FUNCTIONS	10
B DIRECTING AND IMPLEMENTING	8
L MAINTAINING FILES AND RECORDS	8

REPRESENTATIVE TASKS:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
H31 REVIEW OR EVALUATE AF FORM 623 FOR CORRECT DOCUMENTATION	89
C4 CONDUCT OJT STAFF VISITS	81
H38 VERIFY AF FORMS 2095 OR 2096 ARE PREPARED TO ENTER PERSONNEL ON OJT STATUS	86
F6 REVIEW APPLICATION FORMS (ECI FORM 23) FOR ACCURACY OR COMPLETENESS	89
L1 CODE OR INPUT OJT DATA INTO ADVANCED PERSONNEL DATA SYSTEMS (APDS)	62

GROUP ID NUMBER AND TITLE: GRP142 - OJT Advisors/Course Instructors

PERCENT OF SAMPLE: 3%

LOCATION: CONUS (86%); Overseas (14%)

DAFSC DISTRIBUTION: 75132 (2%); 75172 (94%); Not reported (4%)

AVERAGE GRADE: 6.5

AMOUNT OF SUPERVISION: 12% supervised an average of 2

AVERAGE TIME IN CAREER FIELD: 102 months

EXPRESSED JOB INTEREST: Dull (6%); Interesting (94%)

	<u>Not At All Or Very Little</u>	<u>Fairly Well Or Better</u>
PERCEIVED UTILIZATION OF TALENTS:	4%	96%
PERCEIVED UTILIZATION OF TRAINING:	4%	96%

AVERAGE NUMBER OF TASKS PERFORMED: 78

TIME SPENT ON DUTIES:

<u>DUTY</u>	<u>AVERAGE PERCENT TIME SPENT BY ALL MEMBERS</u>
H ADMINISTERING ON-THE-JOB TRAINING PROGRAMS	25
C INSPECTING AND EVALUATING	14
G ADMINISTERING ON-THE-JOB TRAINING GROUP STUDY CLASSES	13
E COUNSELING SUPERVISORS AND STUDENTS	10
J PERFORMING INSTRUCTOR FUNCTIONS	9

REPRESENTATIVE TASKS:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
H4 ADMINISTER TYPE C, D, E, F, OR G ADVISORY SERVICE	92
E6 COUNSEL SUPERVISORS CONCERNING METHODS OF CONDUCTING OJT	92
H36 TRAIN PERSONNEL IN THE CONCEPTS OF THE OJT PROGRAM	90
G6 MAINTAIN CLASS ATTENDANCE RECORDS	88
H7 CONDUCT OJT ADVISORY COURSES	86

GROUP ID NUMBER AND TITLE: GRP084 - OJT NCOICs

PERCENT OF SAMPLE: 3%

LOCATION: CONUS (75%); Overseas (25%)

DAFSC DISTRIBUTION: 75132 (7%); 75172 (49%); 75193 (43%); Other (1%)

AVERAGE GRADE: 7

AMOUNT OF SUPERVISION: 74% supervised an average of 3 subordinates

AVERAGE TIME IN CAREER FIELD: 121 months

EXPRESSED JOB INTEREST: Dull (7%); So-So (8%); Interesting (85%)

	<u>Not At All Or Very Little</u>	<u>Fairly Well Or Better</u>
PERCEIVED UTILIZATION OF TALENTS:	16%	84%
PERCEIVED UTILIZATION OF TRAINING:	21%	79%

AVERAGE NUMBER OF TASKS PERFORMED: 57

TIME SPENT ON DUTIES:

DUTY

AVERAGE PERCENT TIME
SPENT BY ALL MEMBERS

B DIRECTING AND IMPLEMENTING	27
C INSPECTING AND EVALUATING	23
A ORGANIZING AND PLANNING	20
H ADMINISTERING ON-THE-JOB TRAINING PROGRAMS	10
E COUNSELING SUPERVISORS AND STUDENTS	6

REPRESENTATIVE TASKS:

TASKS

PERCENT MEMBERS
PERFORMING

B12 DRAFT CORRESPONDENCE	98
A7 DETERMINE WORK PRIORITIES	90
B3 COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED PROBLEMS	90
B4 DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES	90
B21 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	89

GROUP ID NUMBER AND TITLE: GRP226 - Maintenance Training NCOICs

PERCENT OF SAMPLE: 6%

LOCATION: CONUS (84%); Overseas (16%)

DAFSC DISTRIBUTION: 75132 (8%); 75172 (83%); 75193 (8%); Other (1%)

AVERAGE GRADE: 6.3

AMOUNT OF SUPERVISION: 86% supervised an average of 4 subordinates

AVERAGE TIME IN CAREER FIELD: 83 months

EXPRESSED JOB INTEREST: Dull (9%); So-So (5%); Interesting (86%)

	<u>Not At All Or Very Little</u>	<u>Fairly Well Or Better</u>
PERCEIVED UTILIZATION OF TALENTS:	14%	36%
PERCEIVED UTILIZATION OF TRAINING:	23%	77%

AVERAGE NUMBER OF TASKS PERFORMED: 93

TIME SPENT ON DUTIES:

DUTY

AVERAGE PERCENT TIME
SPENT BY ALL MEMBERS

B DIRECTING AND IMPLEMENTING	20
C INSPECTING AND EVALUATING	16
A ORGANIZING AND PLANNING	12
H ADMINISTERING ON-THE-JOB TRAINING PROGRAMS	12
K CONDUCTING TEST FUNCTIONS	8
L MAINTAINING FILES AND RECORDS	7

REPRESENTATIVE TASKS:

TASKS

PERCENT MEMBERS
PERFORMING

B12 DRAFT CORRESPONDENCE	96
E3 COUNSEL PERSONNEL ON USE OF MMICS TRAINING SUBSYSTEM	95
C16 EVALUATE MMICS	90
A6 DETERMINE TRAINING REQUIREMENTS	90
B27 SUPERVISE TESTING PROCEDURES	89

GROUP ID NUMBER AND TITLE: GRP138 - Maintenance Training Coordinators

PERCENT OF SAMPLE: 3%

LOCATION: CONUS (79%); Overseas (21%)

DAFSC DISTRIBUTION: 75132 (44%); 75172 (56%)

AVERAGE GRADE: 5.1

AMOUNT OF SUPERVISION: 27% supervised an average of 2 subordinates

AVERAGE TIME IN CAREER FIELD: 44 months

EXPRESSED JOB INTEREST: Dull (8%); So-So (8%); Interesting (84%)

	<u>Not At All Or Very Little</u>	<u>Fairly Well Or Better</u>
PERCEIVED UTILIZATION OF TALENTS:	17%	83%
PERCEIVED UTILIZATION OF TRAINING:	30%	70%

AVERAGE NUMBER OF TASKS PERFORMED: 43

TIME SPENT ON DUTIES:

<u>DUTY</u>	<u>AVERAGE PERCENT TIME SPENT BY ALL MEMBERS</u>
B DIRECTING AND IMPLEMENTING	13
H ADMINISTERING ON-THE-JOB TRAINING PROGRAMS	13
K CONDUCTING TEST FUNCTIONS	11
G ADMINISTERING ON-THE-JOB TRAINING GROUP STUDY CLASSES	10
C INSPECTING AND EVALUATING	9
N COMPUTER MANAGED OR ASSISTED INSTRUCTING	9

REPRESENTATIVE TASKS:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
I10 SCHEDULE MAINTENANCE TRAINING	92
H21 OPERATE REMOTE TERMINALS	87
E13 SCHEDULE PERSONNEL FOR TRAINING	83
E3 COUNSEL PERSONNEL ON USE OF MMICS TRAINING SUBSYSTEM	83
K2 ADMINISTER WRITTEN TESTS	79

GROUP ID NUMBER AND TITLE: GRP064 - Instructors

PERCENT OF SAMPLE: 6%

LOCATION: CONUS (81%); Overseas (19%)

DAFSC DISTRIBUTION: 75132 (15%); 75172 (77%); 75193 (6%); Not reported (2%)

AVERAGE GRADE: 6.1

AMOUNT OF SUPERVISION: 27% supervised an average of 4 subordinates

AVERAGE TIME IN CAREER FIELD: 85 months

EXPRESSED JOB INTEREST: So-So (4%); Interesting (96%)

	<u>Not At All Or Very Little</u>	<u>Fairly Well Or Better</u>
PERCEIVED UTILIZATION OF TALENTS:	3%	97%
PERCEIVED UTILIZATION OF TRAINING:	6%	93%

AVERAGE NUMBER OF TASKS PERFORMED: 65

TIME SPENT ON DUTIES:

DUTY

AVERAGE PERCENT TIME
SPENT BY ALL MEMBERS

C INSPECTING AND EVALUATING	17
J PERFORMING INSTRUCTOR FUNCTIONS	17
K CONDUCTING TEST FUNCTIONS	11
B DIRECTING AND IMPLEMENTING	11
D CONDUCTING CURRICULUM DEVELOPMENT	11

REPRESENTATIVE TASKS:

TASKS

PERCENT MEMBERS
PERFORMING

C32 REVIEW COURSE OUTLINES, LESSON PLANS, OR PRESENTATION METHODS	94
J15 PREPARE LESSON PLANS	92
D7 DEVELOP LESSON PLANS	87
C33 REVIEW OR EVALUATE AUDIOVISUAL OR TRAINING AIDS	86
C1 ADMINISTER COURSE CRITIQUES	84

GROUP ID NUMBER AND TITLE: GRP152 - Command/Staff Training NCOs

PERCENT OF SAMPLE: Less than 1%

LOCATION: CONUS (100%)

DAFSC DISTRIBUTION: 75172 (33%); 75193 (67%)

AVERAGE GRADE: 8.1

AMOUNT OF SUPERVISION: 11% supervised an average of 1 subordinate

AVERAGE TIME IN CAREER FIELD: 219 months

EXPRESSED JOB INTEREST: So-So (11%); Interesting (89%)

	<u>Not At All Or Very Little</u>	<u>Fairly Well Or Better</u>
PERCEIVED UTILIZATION OF TALENTS:	11%	89%
PERCEIVED UTILIZATION OF TRAINING:	11%	89%

AVERAGE NUMBER OF TASKS PERFORMED: 31

TIME SPENT ON DUTIES:

<u>DUTY</u>	<u>AVERAGE PERCENT TIME SPENT BY ALL MEMBERS</u>
B DIRECTING AND IMPLEMENTING	36
A ORGANIZING AND PLANNING	26
C INSPECTING AND EVALUATING	18
E COUNSELING SUPERVISORS AND STUDENTS	5
H ADMINISTERING ON-THE-JOB TRAINING PROGRAMS	5

REPRESENTATIVE TASKS:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
A15 PLAN OR PREPARE BRIEFINGS	100
B2 CONDUCT OR PARTICIPATE IN STAFF MEETINGS	100
B21 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	89
B12 DRAFT CORRESPONDENCE	89
C38 WRITE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS	89

GROUP ID NUMBER AND TITLE: GRP087 - MMICS Computer Operators

PERCENT OF SAMPLE: Less than 1%

LOCATION: CONUS (100%)

DAFSC DISTRIBUTION: 75132 (22%); 75172 (78%)

AVERAGE GRADE: 5.0

AMOUNT OF SUPERVISION: 44% supervised an average of one subordinate

AVERAGE TIME IN CAREER FIELD: 53 months

EXPRESSED JOB INTEREST: Dull (33%); So-So (11%); Interesting (56%)

	<u>Not At All Or Very Little</u>	<u>Fairly Well Or Better</u>
PERCEIVED UTILIZATION OF TALENTS:	22%	78%
PERCEIVED UTILIZATION OF TRAINING:	44%	66%

AVERAGE NUMBER OF TASKS PERFORMED: 25

TIME SPENT ON DUTIES:

DUTY

AVERAGE PERCENT TIME
SPENT BY ALL MEMBERS

N	COMPUTER MANAGED OR ASSISTED INSTRUCTION	34
B	DIRECTING AND IMPLEMENTING	18
L	MAINTAINING FILES AND RECORDS	9
C	INSPECTING AND EVALUATING	8
H	ADMINISTERING ON-THE-JOB TRAINING PROGRAMS	7

REPRESENTATIVE TASKS:

TASKS

PERCENT MEMBERS
PERFORMING

N15	REQUEST INFORMATION FROM COMPUTERS	100
B17	IMPLEMENT MAINTENANCE MANAGEMENT INFORMATION AND CONTROL SYSTEM (MMICS) TRAINING	100
N16	SHUT DOWN OR SECURE TERMINALS	100
N9	INTERPRET COMPUTER PRINTOUTS OR DISPLAYS	78
C16	EVALUATE MMICS	78