

AD-A042 207

AIR FORCE OCCUPATIONAL MEASUREMENT CENTER LACKLAND A--ETC F/G 5/9
DISASTER PREPAREDNESS CAREER LADDER AFSCS 24230, 24250, 24270, --ETC(U)
JUN 77

UNCLASSIFIED

AFPT-90-242-259

NL

1 of 1
ADA042207



AD A 042207

9

OCCUPATIONAL SURVEY REPORT

2



6

DISASTER PREPAREDNESS CAREER LADDER
 AFSCs 24230, 24250, 24270, AND 24290

14

AFPT-90-242-259 ✓

11

30 JUNE 1977

12 43p.

OCCUPATIONAL SURVEY BRANCH
 USAF OCCUPATIONAL MEASUREMENT CENTER
 LACKLAND AFB TEXAS 78236

APPROVED FOR PUBLIC RELEASE; DISTRIBUTION UNLIMITED

DDC

RECEIVED
 JUL 28 1977
 DISTRIBUTION

F

408889

AD No. _____
 DDC FILE COPY

TABLE OF CONTENTS

	<u>PAGE NUMBER</u>
PREFACE	2
SUMMARY OF RESULTS	3
INTRODUCTION	4
INVENTORY DEVELOPMENT AND ADMINISTRATION	4
CAREER LADDER STRUCTURE	6
ANALYSIS OF DAFSC GROUPS	10
ANALYSIS OF TIME IN CAREER LADDER GROUPS	17
ANALYSIS OF CONUS/OVERSEAS GROUPS	20
ANALYSIS OF TASK DIFFICULTY	22
COMPARISON OF SPECIALTY TRAINING STANDARDS (STS) WITH SURVEY RESULTS	25
AFM 39-1 COMPARISON TO SURVEY DATA	27
COMPARISON TO PREVIOUS SURVEY	28
SUMMARY OF BACKGROUND DATA	29
CONCLUSIONS AND RECOMMENDATIONS	32
APPENDIX A	33
APPENDIX B	41

ACCESSION for	
NTIS	White Section <input checked="" type="checkbox"/>
DDC	Buff Section <input type="checkbox"/>
UNANNOUNCED	<input type="checkbox"/>
JUSTIFICATION	
BY	
DISTRIBUTION/AVAILABILITY CODES	
REF.	DATE / OF SPECIAL
A	

PREFACE

This report presents the results of a detailed Air Force Occupational Survey of the Disaster Preparedness career ladder, AFSCs 24230, 24250, 24270, and 24290. The project was directed by USAF Program Technical Training, Volume 2, dated 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 Captain Thomas E. Ulrich, Inventory Development Specialist. 1Lt Michael J. Kelley and Capt John X. Olivo analyzed the survey data and wrote the final report. This report has been reviewed and approved by Major Walter F. Kasper, 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
Commander
USAF Occupational Measurement Center

WALTER E. DRISKILL, Ph.D.
Chief, Occupational Survey Branch
USAF Occupational Measurement Center

SUMMARY OF RESULTS

1. Survey Coverage: Survey results are based on responses from 236 incumbents in the AFSC 242X0 career ladder. This represents 68 percent of all assigned personnel.
2. Career Ladder Structure: Five groupings were identified within the career ladder:
 - I Base Level Disaster Preparedness Personnel (GRP024)
 - II Disaster Preparedness Superintendents (GRP034)
 - III Disaster Preparedness Equipment Personnel (GRP035)
 - IV Apprentice Disaster Preparedness Personnel (GRP025)
 - V Disaster Preparedness Instructors (GRP019)
3. Career Ladder Progression: In general, 3-, 5-, and 7-skill level personnel perform the same technical tasks, with the 7-skill level incumbents performing more supervisory tasks. The 9-skill level incumbent, however, differs greatly from the other DAFSC personnel in that he is primarily a manager with a clear reduction in time spent performing technical tasks.
4. CONUS/Overseas Differences: Generally, task performance of incumbents stationed within the CONUS versus those stationed overseas varied little. However, it was found that CONUS personnel dealt more with civil defense activities. Also, CONUS members perform an average of 124 tasks while members overseas perform an average of 154 tasks.
5. AFM 39-1 Evaluation: The 5- and 9-skill level specialty descriptions lack information necessary to adequately describe major duties and tasks. Both the 5- and 7-skill level specialty descriptions make no mention of shelter management functions as part of their duties.
6. STS Review: Tasks covered in the 242X0 STS were generally supported by the survey data. However, a large number of inventory tasks were not covered in the STS.
7. Job Satisfaction: Eighty-two percent of all survey respondents indicated that their job was interesting. This is higher than the 80 percent (average) for incumbents in 22 other career ladders surveyed in 1976. Over 89 percent of all respondents felt their talents and training were being utilized fairly well or better.
8. Comparison to Previous Survey: In general, the results of this survey parallel those of the previous report AFPT 90-242-097 completed 21 March 1973. Groups reported in the 1973 report are quite similar to those reported in the CAREER LADDER STRUCTURE section of this report.

OCCUPATIONAL SURVEY REPORT
DISASTER PREPAREDNESS CAREER LADDER
AFSCs 24230, 24250, 24270 AND 24290

INTRODUCTION

This is a report of an occupational survey of the Disaster Preparedness career ladder (AFSCs 24230, 24250, 24270 and 24290) conducted by the Occupational Survey Branch, USAF Occupational Measurement Center, from February 1976 through June 1977. The previous occupational survey of this career ladder was completed during March 1973.

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 career field structure documents; and (4) recommended actions for further study.

The Disaster Preparedness career ladder is a lateral entry career ladder into which personnel crosstrain from any other Air Force specialty in which they have already obtained a 5-skill level. Upon entry, all members attend a mandatory nine-week technical school course at Lowry AFB prior to receipt of their 3-skill level. The results of this lateral entry requirement is that very few disaster preparedness personnel are first-term airmen. Career ladder members have an average of 166 months Total Active Federal Military Service (TAFMS) and an average paygrade of E6.

INVENTORY DEVELOPMENT AND ADMINISTRATION

The data collection instrument for this occupational survey was USAF Job Inventory AFPT 90-242-259. Thorough research of publications and directives, personal interviews with 14 subject-matter specialists at five bases, and written reviews from 62 experienced disaster preparedness personnel led to final development of the survey instrument, which consists of 267 tasks grouped under ten duty headings.

During the period October 1976 through February 1977, consolidated base personnel offices in operational units worldwide administered the inventory booklets to job incumbents holding the DAFSCs identified above.

Table 1 reflects the percentage distribution, by major command, of assigned personnel in the career ladder as of July 1976. Also reflected is the distribution by major command of incumbents in the final survey sample. The 236 incumbents making up this final sample represent 68 percent of the total AFSC population of 347 members.

APPROVED FOR PUBLIC RELEASE; DISTRIBUTION UNLIMITED

TABLE 1
COMMAND REPRESENTATION

<u>COMMAND</u>	<u>PERCENT OF ASSIGNED</u>	<u>PERCENT OF SAMPLE</u>
SAC	19	19
ATC	14	16
TAC	14	15
USAFE	13	13
MAC	9	8
PACAF	7	5
ADC	5	5
AFSC	5	5
AFLC	4	4
USAFSS	3	3
AAC	3	3
OTHER	4	4
	<hr/>	<hr/>
TOTAL	100	100

Total Assigned - 347
 Total Sampled - 236
 Percent Sampled - 68%

CAREER LADDER STRUCTURE

The job structure of the Disaster Preparedness 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 242X0 career ladder was determined to be that illustrated in Figure 1. These groups are identified as follows:

- I. Base Level Disaster Preparedness Personnel (GRP024)
- II. Disaster Preparedness Superintendents (GRP034)
- III. Disaster Preparedness Equipment Personnel (GRP035)
- IV. Apprentice Disaster Preparedness Personnel (GRP025)
- V. Disaster Preparedness Instructors (GRP019)

Eighty-nine percent of the incumbents in the sample were found to perform jobs roughly equivalent to those described in the five 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.

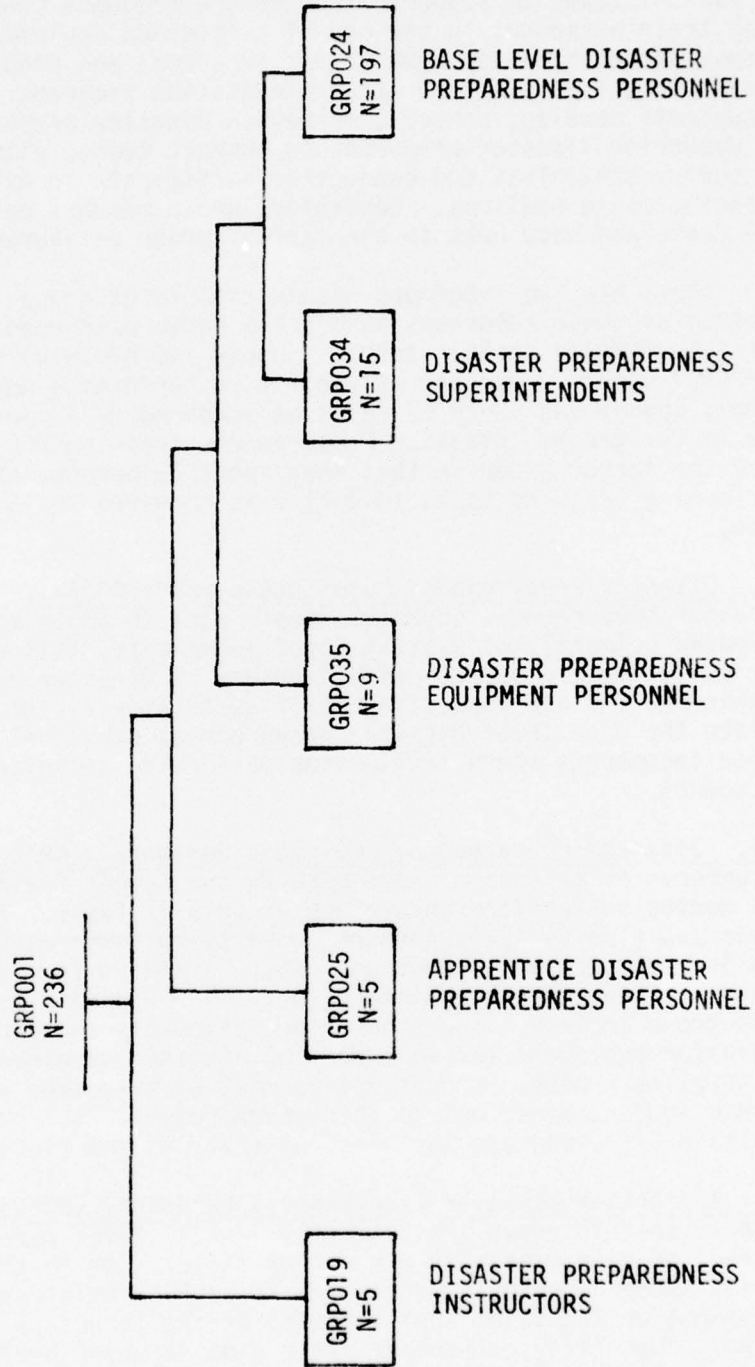
GROUP DESCRIPTIONS

Brief descriptions of the five groups which encompass the important functions of the Disaster Preparedness career ladder are given below. A complete summary of representative tasks and background information for each group can be found in Appendix A.

I. Base Level Disaster Preparedness Personnel (GRP024). This group contains 75 percent (N=177) of the survey respondents and comprise the core of the career ladder. These personnel serve as the focal point for local disaster preparedness operations. Forty-six percent of total job time is spent performing tasks in Directing and Implementing (Duty B), Training (Duty D), and Planning and Organizing (Duty A). The tasks performed in these duty areas are generally aimed at insuring base readiness for any disaster situation. Much of these incumbent's job time is spent training base and unit (non-242X0) personnel as individuals or as members

FIGURE 1

DISASTER PREPAREDNESS CAREER LADDER STRUCTURE, AFSC 242X0



of various teams to support disaster preparedness operations. Typically, they train personnel in the use of protection equipment; control center teams; decontamination team chiefs or teams; and prepare, develop, or assist in the development of unit education programs. In addition, these incumbents develop, prepare, or review disaster preparedness plans; direct or supervise disaster preparedness support teams; plan inspection schedules or survey schedules; and conduct or participate in disaster preparedness planning board meetings. Generally, group members perform an average of 164 tasks and have been in the career ladder an average of 56 months.

There are two subgroups within this large group. The distinctive feature of these subgroups is not the tasks performed but the percent time spent performing certain tasks. Supply and Administration Personnel (GRP063) spent 20 percent of their time Performing Administration and Supply Operations (Duty E) tasks as compared to 13 percent time spent for the larger group. Disaster Preparedness Training NCOs (GRP032) differ from the larger group in that they spent 20 percent of their time performing training tasks in Duty D as compared to 15 percent for the larger group.

II. Disaster Preparedness Superintendents (GRP034). Most of these 15 disaster preparedness superintendents work in organizations above base level. Composed primarily of 9-skill level incumbents, this group is responsible for assessing the overall effectiveness of disaster preparedness programs with ACOMs and conducting staff assistance visits to base units. Unlike the base level disaster preparedness personnel discussed above, these incumbents spend little time performing technical tasks or training personnel.

III. Disaster Preparedness Equipment Personnel (GRP035). The nine incumbents in this group have been in the career field an average of only six months and perform an average of only 51 tasks. Forty percent of their job time is spent performing tasks in Performing Administration and Supply Operations Functions (Duty E) and Performing Inspection on Disaster Preparedness Equipment (Duty G). Typical tasks performed by this group include inspecting or operationally checking military radiation equipment and inventorying disaster preparedness equipment or supplies. Also, in contrast to most of the other groups in the career ladder, personnel in this group spent very little time performing tasks in Directing and Implementing (Duty B) and Evaluating (Duty C).

IV. Apprentice Disaster Preparedness Personnel (GRP025). The five members in this group are primarily 3-skill level personnel with an average of nine months in the career field. Due to their low experience level, these incumbents perform tasks such as maintaining facilities and equipment or the least sophisticated of the technical disaster preparedness tasks. Over fifty percent of their time is spent performing tasks related to inspecting disaster preparedness equipment and maintaining facilities, equipment, and vehicles. Such tasks include washing and waxing mobile command post vehicles. Conversely, they perform no tasks related to shelter management. Group incumbents perform an average of only 26 tasks.

V. Disaster Preparedness Instructors (GRP019). This small group of five members is composed primarily of personnel assigned to the 3461th School Squadron at Lowry AFB, CO. They perform as instructors in the G3ALR24230, Disaster Preparedness Officer/Specialist Course. Their duties include the design and development of curricula material, as well as the actual instruction in the course. These incumbents perform technical tasks to teach skills necessary to perform base level disaster preparedness functions. On the average, group members perform 44 tasks and have been in the career ladder 39 months.

ANALYSIS OF DAFSC GROUPS

Table 2 shows the percent time spent by skill level groups on the various duties listed in the job inventory. Typical functions performed by AFSC 242X0 personnel include planning and organizing disaster preparedness operations and exercises, training personnel in disaster preparedness activities, directing disaster preparedness activities, performing administrative and supply functions, and evaluating disaster preparedness operations. In general, the time spent on Planning and Organizing (Duty A), Directing and Implementing (Duty B), Evaluating (Duty C), Training (Duty D), and Performing Administration and Supply Operations Functions (Duty E) remains fairly constant across the 3-, 5-, and 7-skill levels. As expected, performed tasks in these duties at each skill level are varied enough so as to reflect a definite increase in responsibilities and skill level.

Skill Level Groups

Table 3 lists tasks performed by at least 78 percent of the 3-skill level personnel. The table reflects the technical nature of the 3-skill level's work. These incumbents spent most of their time inspecting equipment, performing administrative and supply functions, and training personnel in disaster preparedness procedures and equipment use. The 3-skill level personnel spent 23 percent of their time performing duties A and B. The tasks they perform within these duties are primarily administrative or technical tasks grouped under duty headings such as scheduling or preparing requests for maintenance of equipment, tools, or spare parts.

As shown in Table 4, 5-skill level incumbents spent most of their time performing the same technical tasks performed by 3-skill level personnel. Ten of the tasks listed in Table 3 for 3-skill level incumbents also appear on Table 4 for 5-skill level personnel. However, less time is spent inspecting equipment and maintaining facilities. While technical tasks consume most of these incumbents' job time, they began to spend more time on managerial tasks such as developing, preparing, and reviewing disaster preparedness plans. On the average, 5-skill level personnel perform 116 tasks, while the 3-skill level personnel perform an average of only 75 tasks.

Table 5 lists tasks performed by at least 85 percent of the 7-skill level personnel. The mix of tasks listed in the table shows that 7-skill level personnel perform many highly technical tasks, as well as managerial and supervisory tasks. A comparison of Table 4 for 5-skill level personnel with Table 5 for 7-skill level incumbents reveals that both groups perform the same technical tasks. These 7-skill level incumbents develop disaster preparedness plans; establish operating instructions; and prepare develop, or assist in the development of unit education programs. While 3- and 5-skill level incumbents primarily train personnel, the 7-skill level not only trains, but determines who, how, and when to train. On the average, 7-skill level personnel perform 158 tasks.

The inventory was developed in such a manner that certain technical tasks appeared most appropriately integrated with the normal supervisory duties (Duties A, B, C, and D). The 9-skill level incumbents spend 70 percent of their time on three managerial duties: planning and organizing, directing and implementing, and evaluating disaster preparedness activities. Table 6 lists several of the tasks included in these duties. The heavy emphasis on managerial and supervisory tasks results in a decrease in time spent on technical tasks involved with training and contamination control and decontamination procedures. Only two tasks that appear on Table 5 for 7-skill level incumbents appear on Table 6 for 9-skill level incumbents. This lack of overlap illustrates the differences between these DAFSC groups. In general, AFSC 24290 incumbents perform an average 106 tasks.

In summary, all personnel in the 242X0 career ladder perform many of the same tasks. While the 7-skill level incumbent may perform several more sophisticated tasks, his job is very similar to that of 3- and 5-skill level individual. The 9-skill level incumbent, however, is quite different from the other DAFSC personnel in terms of the job being primarily one of supervision and management.

TABLE 2
PERCENT TIME SPENT ON DUTIES BY DAFSC GROUPS

DUTY	DAFSC 242X0 (N=236)	DAFSC 24230 (N=18)*	DAFSC 24250 (N=66)*	DAFSC 24270 (N=133)*	DAFSC 24290 (N=18)*
A PLANNING AND ORGANIZING	16	11	13	16	27
B DIRECTING AND IMPLEMENTING	16	12	14	17	22
C EVALUATING	11	7	8	11	21
D TRAINING	16	18	17	15	8
E PERFORMING ADMINISTRATION AND SUPPLY OPERATIONS FUNCTIONS	13	16	15	12	11
F PERFORMING CONTAMINATION CONTROL AND DECONTAMINATION PROCEDURES	9	8	11	10	3
G PERFORMING INSPECTIONS ON DISASTER PREPAREDNESS EQUIPMENT	6	12	8	5	3
H PERFORMING SHELTER MANAGEMENT TASKS	4	3	4	5	3
I PERFORMING RESPONSE PROCEDURES	4	4	4	4	2
J MAINTAINING FACILITIES, EQUIPMENT, AND VEHICLES	5	9	6	5	-

* One survey respondent did not indicate his DAFSC

TABLE 3

TASKS PERFORMED BY 78 PERCENT OF DAFSC 24230 PERSONNEL

	TASK	PERCENT MEMBERS PERFORMING
G7	INSPECT OR OPERATIONALLY CHECK MILITARY RADIATION DETECTION EQUIPMENT SUCH AS AN/PDR 43 INSTRUMENTS	94
D37	TRAIN PERSONNEL ON USE OF PROTECTIVE EQUIPMENT SUCH AS PROTECTIVE MASKS	94
G4	INSPECT INDIVIDUAL OR PERSONNEL PROTECTIVE EQUIPMENT SUCH AS MASKS	94
G3	INSPECT INDIVIDUAL OR PERSONNEL PROTECTIVE CLOTHING SUCH AS M-3 SUITS	89
D13	CONDUCT TRAINING OF DISASTER PREPAREDNESS SUPPORT TEAMS	83
J8	REMOVE OR DISPOSE OF TRASH, WASTER, OR MATERIALS	83
A36	REVIEW DISASTER PREPAREDNESS PUBLICATIONS OR DIRECTIVES	83
I2	OPERATE NONTACTICAL RADIOS SUCH AS INTRABASE RADIOS	83
G9	PERFORM OPERATIONAL INSPECTIONS OF RADIO EQUIPMENT	83
D32	PREPARE OR MAINTAIN DISASTER PREPAREDNESS TRAINING RECORD FORMS (AF FORM 1470)	78
A38	SCHEDULE OR PREPARE REQUESTS FOR MAINTENANCE OF EQUIPMENT, TOOLS, OR SPARE PARTS	78
G1	INSPECT CHEMICAL AGENT DETECTOR KITS	78
E25	REPRODUCE MATERIALS USING COPY EQUIPMENT	78

TABLE 4

TASKS PERFORMED BY 80 PERCENT OF DAFSC 24250 PERSONNEL

	TASK	PERCENT MEMBERS PERFORMING
D37	TRAIN PERSONNEL ON USE OF PROTECTIVE EQUIPMENT SUCH AS PROTECTIVE MASKS	94
G7	INSPECT OR OPERATIONALLY CHECK MILITARY RADIATION DETECTION EQUIPMENT SUCH AS AN/PDR 43 INSTRUMENTS	91
G4	INSPECT INDIVIDUAL OR PERSONNEL PROTECTIVE EQUIPMENT SUCH AS MASKS	88
J1	CLEAN, WASH, OR WAX VEHICLES	88
G1	INSPECT CHEMICAL AGENT DETECTOR KITS	86
E3	INVENTORY DISASTER PREPAREDNESS EQUIPMENT OR SUPPLIES	85
G8	PERFORM MOTOR VEHICLE INSPECTIONS	85
D13	CONDUCT TRAINING OF DISASTER PREPAREDNESS SUPPORT TEAMS	83
I1	OPERATE MOBILE COMMAND POST VEHICLES	83
A36	REVIEW DISASTER PREPAREDNESS PUBLICATIONS OR DIRECTIVES	83
D32	PREPARE OR MAINTAIN DISASTER PREPAREDNESS TRAINING RECORD FORMS (AF FORM 1470)	83
E25	REPRODUCE MATERIALS USING COPY EQUIPMENT	83
I2	OPERATE NONTACTICAL RADIOS SUCH AS INTRABASE RADIOS	82
G3	INSPECT INDIVIDUAL OR PERSONNEL PROTECTIVE CLOTHING SUCH AS M-3 SUITS	82
G5	INSPECT OR CLEAN DISASTER PREPAREDNESS TRAINING AIDS OR DEVICES	82
B16	DEVELOP OR MAINTAIN PERSONNEL, EQUIPMENT, OR TRAINING STATUS BOARDS	80
D33	PROCURE TRAINING AIDS OR EQUIPMENT	80
B25	DIRECT OR SUPERVISE DISASTER PREPAREDNESS SUPPORT TEAMS	80

TABLE 5

TASKS PERFORMED BY 85 PERCENT OF DAFSC 24270 PERSONNEL

	TASK	PERCENT MEMBERS PERFORMING
A36	REVIEW DISASTER PREPAREDNESS PUBLICATIONS OR DIRECTIVES	91
D37	TRAIN PERSONNEL ON USE OF PROTECTIVE EQUIPMENT SUCH AS PROTECTIVE MASKS	90
A12	DEVELOP, PREPARE, OR REVIEW DISASTER PREPAREDNESS PLANS	90
B28	DRAFT CORRESPONDENCE OR REPORTS	89
A3	DETERMINE EQUIPMENT REQUIREMENTS OR AUTHORIZATIONS USING DOCUMENTS SUCH AS TABLES OF ALLOWANCE OR CATALOGS	89
A5	DETERMINE STORAGE REQUIREMENT FOR DISASTER PREPAREDNESS EQUIPMENT	89
D18	DEVELOP COURSE CURRICULA, PLANS OF INSTRUCTION, OR LESSON PLANS	88
D19	DEVELOP INSTRUCTIONAL MATERIALS OR AIDS	88
G7	INSPECT OR OPERATIONALLY CHECK MILITARY RADIATION DETECTION EQUIPMENT SUCH AS AN/PDR 43 INSTRUMENTS	88
G4	INSPECT INDIVIDUAL OR PERSONNEL PROTECTIVE EQUIPMENT SUCH AS MASKS	87
D13	CONDUCT TRAINING OF DISASTER PREPAREDNESS SUPPORT TEAMS	86
A6	DETERMINE WORK OR MISSION PRIORITIES	86
G1	INSPECT CHEMICAL AGENT DETECTOR KITS	86
A14	DEVELOP, PREPARE, OR REVIEW SUPPORTING DOCUMENTS FOR OPERATIONS PLANS	86
A25	PLAN INSPECTION SCHEDULES OR SURVEY SCHEDULES	86
A17	ESTABLISH OFFICE INSTRUCTIONS (OI) OR STANDING OPERATING PROCEDURES (SOP)	86
D31	PREPARE, DEVELOP, OR ASSIST IN DEVELOPMENT OF UNIT EDUCATION PROGRAMS	85
G3	INSPECT INDIVIDUAL OR PERSONNEL PROTECTIVE CLOTHING SUCH AS M-3 SUITS	85
D9	CONDUCT TRAINING OF DISASTER PREPAREDNESS DECONTAMINATION TEAM CHIEFS OR TEAMS	85

TABLE 6

TASKS PERFORMED BY 83 PERCENT OF DAFSC 24290 PERSONNEL

TASK	PERCENT MEMBERS PERFORMING
B28 DRAFT CORRESPONDENCE OR REPORTS	89
A36 REVIEW DISASTER PREPAREDNESS PUBLICATIONS OR DIRECTIVES	89
C24 REVIEW INSPECTION REPORTS OR MAKE RECOMMENDATIONS FOR CORRECTIVE ACTIONS	89
E2 INTERPRET DIRECTIVES OR PUBLICATIONS FOR OTHER PERSONNEL	89
A9 DEVELOP OR PREPARE INSPECTION CHECKLISTS	89
A35 REVIEW ANNEXES OR OTHER SUPPORTING DOCUMENTS FOR OPERATIONS PLANS	89
A12 DEVELOP, PREPARE, OR REVIEW DISASTER PREPAREDNESS PLANS	83
A16 DRAFT SUPPORTING DIRECTIVES TO AIR FORCE, DEPARTMENT OF DEFENSE (DOD), OR CIVILIAN PUBLICATIONS	83
A32 PLAN TEMPORARY DUTY (TDY) OR OTHER TRAVEL REQUIREMENTS	83
E25 REPRODUCE MATERIALS USING COPY EQUIPMENT	83
B3 CONDUCT INFORMATIONAL OR STATUS BRIEFINGS	83

ANALYSIS OF TIME IN CAREER LADDER GROUPS

Table 7 shows the percent time spent on the various duty categories by respondents grouped by time in the career ladder. It should be noted that Total Active Federal Military Service (TAFMS) is normally used to reflect variance in task performance as a function of experience. However, because of the lateral entry, personnel enter the Disaster Preparedness career ladder after obtaining a 5-skill level in another specialty. Time in career ladder has been selected for this analysis to more accurately reflect changes in task performance as a result of experience. This is particularly appropriate in this survey since only four respondents were in the first enlistment group. In general, the percent time spent on duties by these groups correspond to the percent time spent on duties by DAFSC groups shown in Table 2. Like the DAFSC groups, as personnel gain experience in the career ladder, not only does the percent time spent on supervisory and managerial functions increase, but the sophistication of the technical tasks also increases.

A comparison of the first job assignment group (1-24 months in career field) and the 25-48 months in career ladder group showed that both groups perform the same general tasks within each duty. It is during these first four years in the career ladder that AFSC 242X0 personnel spend most of their time performing technical tasks, such as inspecting equipment, conducting inventory of equipment and supplies, training personnel on the use of protective equipment, and preparing and maintaining disaster preparedness training record forms (AF Form 1470).

During the next four years in the career ladder a shift in task performance begins. While these incumbents continue to perform a number of technical tasks, they now begin to perform more supervisory tasks. For example, they establish Office Instruction (OIs) or Standard Operating Procedures (SOP) and participate in staff or unit meetings. Personnel with 97-144 months in the career ladder likewise perform a number of technical tasks, but more and more time is spent on managerial and supervisory tasks. Planning and organizing tasks and developing, preparing, and reviewing supporting documents for operation plans are typical of this group. Also, there is a noted increase in time spent evaluating disaster preparedness activities.

The most senior individuals (145-240 months in career field) are primarily administrators and supervisors. Tasks typically performed by these members include conducting staff assistance visits; drafting supporting directives to Air Force, Department of Defense (DOD), or civilian publications; and determining work or mission priorities. These incumbents spent less time on training duties and numerous technical tasks and concentrate heavily on the planning, directing, and evaluating of disaster preparedness functions.

In summary, the survey results in this section generally parallel those identified in the DAFSC section of this report. As both time in career field and skill level increase, the job changes from one of performing clerical and technical tasks to one of management and supervision.

TABLE 7

PERCENT TIME SPENT ON DUTIES BY MONTHS IN CAREER LADDER GROUPS

DUTY	1-24 (N=73)	25-48 (N=46)	1-48 (N=119)	49-96 (N=69)	97-144 (N=26)	145-192 (N=17)	193-240 (N=5)
A PLANNING AND ORGANIZING	13	13	13	16	18	26	24
B DIRECTING AND IMPLEMENTING	13	15	13	18	18	20	23
C EVALUATING	9	10	9	11	15	17	12
D TRAINING	16	17	16	16	15	9	11
E PERFORMING ADMINISTRATION AND SUPPLY OPERATIONS FUNCTIONS	16	13	15	12	10	11	12
F PERFORMING CONTAMINATION CONTROL AND DECONTAMINATION PROCEDURES	9	10	10	10	8	5	9
G PERFORMING INSPECTIONS OF DISASTER PREPAREDNESS EQUIPMENT	9	7	8	4	5	6	2
H PERFORMING SHELTER MANAGEMENT TASKS	4	5	5	4	5	2	3
I PERFORMING RESPONSE PROCEDURES	4	3	4	4	3	2	3
J MAINTAINING FACILITIES, EQUIPMENT, AND VEHICLES	7	7	7	5	3	2	1

ANALYSIS OF CONUS/OVERSEAS GROUPS

An analysis of task performance differences between the 170 CONUS assigned personnel and the 64 personnel stationed overseas revealed very few differences between the two groups. On the average, the CONUS members perform 129 tasks as compared to 154 tasks for personnel overseas.

Table 8 lists those tasks showing the greatest differences in percent members performing. As shown, a higher percentage of CONUS personnel are involved in civil defense activities.

In terms of background differences, overseas personnel have been in the AFSC 242X0 career ladder an average 18 months longer than their CONUS counterparts. Both groups hold the same average paygrade of E6. Job satisfaction and perceived utilization of talents and training is basically the same for both groups.

TABLE 8

TASKS WHICH MOST CLEARLY DIFFERENTIATE BETWEEN CONUS AND OVERSEAS GROUPS
(PERCENT MEMBERS PERFORMING)

TASK	* CONUS (N=170)	OVERSEAS (N=64)	DIFFERENCE
G6 INSPECT OR OPERATIONALLY CHECK CIVIL DEFENSE RADIATION DETECTION EQUIPMENT SUCH AS CDV-777 KITS	79	25	+54
E7 MAINTAIN FILES OF CIVILIAN PUBLICATIONS OTHER THAN TECHNICAL ORDERS (TO) SUCH AS MANUALS OR REGULATIONS	53	16	+37
E16 MAINTAIN THE DEFENSE CIVIL PREPAREDNESS GUIDE (DCPG)	44	14	+30
D11 CONDUCT TRAINING OF DISASTER PREPAREDNESS MOBILITY TEAMS	39	9	+30
F27 REVIEW OR VALIDATE FINDINGS OF DETECTION TEAMS	45	78	-33
B44 REVIEW DOCUMENTS SUCH AS NATO OR NATIONAL AGENCY DOCUMENTS TO DETERMINE IMPACT ON DISASTER PREPAREDNESS PROGRAM	16	45	-29
D30 PREPARE CERTIFICATE OF TRAINING FORMS (AF FORM 1256)	43	70	-27
F29 SELECT OR PRESCRIBE SOLUTIONS, AGENTS, OR PROCEDURES FOR CHEMICAL DECONTAMINATION	48	75	-27
F25 PROVIDE TECHNICAL ASSISTANCE OR ADVICE TO SPECIALIZED TEAMS OR TEAM MEMBERS DURING DECONTAMINATION ACTIONS	63	89	-26
A37 REVIEW STATUS OF FORCES AGREEMENTS	22	48	-26
I12 SERVE AS ON-SCENE CONTROLLER	36	61	-25
B31 IMPLEMENT SECURITY PROGRAMS OR PROCEDURES	45	70	-25
D10 CONDUCT TRAINING OF DISASTER PREPAREDNESS EXERCISE EDUCATION TEAMS (EET)	47	72	-25
C2 ANALYZE OVERALL EFFECTIVENESS OF DISASTER PREPAREDNESS PROGRAMS	61	86	-25
J10 REVIEW STATUS OF BASE BUNKER OR REVETMENT PROGRAMS	10	34	-24

* Two survey respondents did not indicate whether they were assigned in the CONUS or overseas.

ANALYSIS OF TASK DIFFICULTY

From a listing of airmen identified for the AFSC 242X0 job survey, 104 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 67 raters who returned booklets was .96. Ratings were adjusted so that tasks of average difficulty have ratings of 5.00.

One hundred fifty-three of the 267 survey tasks were rated above average in difficulty. Twenty-one of these 153 tasks were performed by 70 percent or more of survey respondents. Table 9 lists representative tasks from this group. Generally, tasks rated most difficult deal with disaster preparedness planning; evaluation of disaster preparedness programs; the planning, conducting, and evaluation of training programs; and the directing of disaster preparedness programs.

Out of the 108 tasks listed as less than average in difficulty, 29 were performed by 70 percent or more of survey respondents. Representative tasks are listed in Table 10. Tasks usually rated as least difficult were vehicle and facilities maintenance tasks, administrative and supply tasks, and inspection tasks.

TABLE 9

REPRESENTATIVE TASKS RATED ABOVE AVERAGE IN DIFFICULTY WHICH ARE PERFORMED
BY 70 PERCENT OR MORE OF DAFSC 242X0 RESPONDENTS

TASK	DIFFICULTY INDEX	PERCENT MEMBERS PERFORMING
D18 DEVELOP COURSE CURRICULA, PLANS OF INSTRUCTIONS, OR LESSON PLANS	7.03	76
A12 DEVELOP, PREPARE, OR REVIEW DISASTER PREPAREDNESS PLANS	6.97	83
A14 DEVELOP, PREPARE, OR REVIEW SUPPORTING DOCUMENTS FOR OPERATIONAL PLANS	6.55	73
D19 DEVELOP INSTRUCTIONAL MATERIALS OR AIDS	6.27	79
A35 REVIEW ANNEXES OR OTHER SUPPORTING DOCUMENTS FOR OPERATIONS PLANS	6.08	70
D13 CONDUCT TRAINING OF DISASTER PREPAREDNESS SUPPORT TEAMS	6.01	81
C6 CONDUCT UNIT SURVEYS OR EVALUATIONS OF DISASTER PREPAREDNESS PROGRAMS	5.91	77
H2 BRIEF OR TRAIN DISASTER PREPAREDNESS SHELTER MANAGEMENT TEAMS OR SHELTER MANAGERS	5.88	73
A8 DEVELOP OR PREPARE DISASTER PREPAREDNESS EXERCISE CHECKLISTS FOR SUPPORT TEAMS	5.88	70
B25 DIRECT OR SUPERVISE DISASTER PREPAREDNESS SUPPORT TEAMS	5.87	77
B28 DRAFT CORRESPONDENCE OR REPORTS	5.85	83
F25 PROVIDE TECHNICAL ASSISTANCE OR ADVICE TO SPECIALIZED TEAMS OR TEAM MEMBERS DURING DECONTAMINATION ACTIONS	5.69	70
C1 ANALYZE DISASTER PREPAREDNESS SURVEY REPORTS	5.53	72
D9 CONDUCT TRAINING OF DISASTER PREPAREDNESS DECONTAMINATION TEAM CHIEFS OR TEAMS	5.39	77
B3 CONDUCT INFORMATIONAL OR STATUS BRIEFINGS	5.04	72

TABLE 10

REPRESENTATIVE TASKS RATED BELOW AVERAGE IN DIFFICULTY WHICH ARE PERFORMED
BY 70 PERCENT OR MORE OF DAFSC 242X0 RESPONDENTS

	TASK	DIFFICULTY INDEX	PERCENT MEMBERS PERFORMING
E15	MAINTAIN TO FILES	4.98	70
D38	WRITE JOB PROFICIENCY GUIDES (JPG)	4.88	87
A3	DETERMINE EQUIPMENT REQUIREMENTS OR AUTHORIZATIONS USING DOCUMENTS SUCH AS TABLES OF ALLOWANCE OR CATALOGS	4.66	78
A36	REVIEW DISASTER PREPAREDNESS PUBLICATIONS OR DIRECTIVES	4.54	88
A25	PLAN INSPECTION SCHEDULES OR SURVEY SCHEDULES	4.39	75
G4	INSPECT INDIVIDUAL OR PERSONNEL PROTECTIVE EQUIPMENT SUCH AS MASKS	4.19	85
E19	PREPARE DOCUMENTATION FOR TURN IN OF DISASTER PREPAREDNESS EQUIPMENT FOR INSPECTION, CALIBRATION, OR REPAIR	4.19	71
E30	VERIFY CURRENCY OR SERVICEABILITY OF ITEMS RECEIVED FROM SUPPLY SUCH AS PROTECTIVE MASK FILTERS OR BATTERIES	4.14	72
D2	ADMINISTER OR SCORE TESTS	3.90	70
I1	OPERATE MOBILE COMMAND POST VEHICLES	3.84	72
G5	INSPECT OR CLEAN DISASTER PREPAREDNESS TRAINING AIDS OR DEVICES	3.75	79
G8	PERFORM MOTOR VEHICLE INSPECTIONS	3.15	76
J1	CLEAN, WASH, OR WAX VEHICLES	1.92	74
J8	REMOVE OR DISPOSE OF TRASH, WASTE, OR MATERIALS	1.61	75

COMPARISON OF SPECIALTY TRAINING STANDARDS (STS)
WITH SURVEY RESULTS

A comprehensive review of STS 242X0, dated February 1977, was made by comparing STS items to survey data. Paragraphs one through three were not evaluated since they contain general information which is applicable across most career ladders. A 9-skill level subject matter specialist aided in the matching of inventory tasks with STS tasks.

All paragraphs evaluated were well supported by the survey data. However, a number of inventory tasks performed by a large percentage of all survey respondents were not covered by the STS. For example, a number of tasks related to decontamination were not covered. Table 11 lists these decontamination tasks and the percent members performing them. Other tasks identified by survey data which may be considered for inclusion in the STS are listed in Appendix B.

TABLE 11

DECONTAMINATION TASKS OMITTED FROM 242X0 STS
(PERCENT MEMBERS PERFORMING)

TASK	TOTAL SAMPLE	3-SKILL LEVEL	5-SKILL LEVEL	7-SKILL LEVEL
B13 DEVELOP EXPOSURE CONTROL PROCEDURES	59	22	55	71
F2 COORDINATE BIOLOGICAL SAMPLING OR IDENTIFICATION ACTIONS WITH MEDICAL PERSONNEL DURING EXERCISES OR INCIDENTS	36	6	32	44
F8 DIRECT THE ESTABLISHMENT OR OPERATION OF CONTAMINATION CONTROL POINTS DURING EXERCISES, INCIDENTS, OR ACCIDENTS	59	44	53	70
F9 DON PROTECTIVE CLOTHING SUCH AS COVERALL OR M-3 CHEMICAL PROTECTIVE SUITS	67	67	77	68
F13 INTERPRET CONTAMINATION WARNING SIGNS, INCLUDING STANDARDIZATION AGREEMENT (STANAG) GUIDANCE	39	11	29	50
F15 MIX OR PREPARE DECONTAMINATING AGENTS	32	17	29	39
F23 PREPARE CHEMICAL DETECTION KITS FOR USE	61	33	67	68
F24 PREPARE OR POST CONTAMINATION WARNING SIGNS	44	11	41	54
F25 PROVIDE TECHNICAL ASSISTANCE OR ADVICE TO SPECIALIZED TEAMS OR TEAM MEMBERS DURING DECONTAMINATION ACTIONS	70	50	71	78
F27 REVIEW OR VALIDATE FINDINGS OF DETECTION TEAMS	54	11	45	68
F28 SELECT OR PRESCRIBE PROTECTIVE EQUIPMENT REQUIRED BY MONITORS IN CONTAMINATED AREAS	62	22	59	74
F29 SELECT OR PRESCRIBE SOLUTIONS, AGENTS, OR PROCEDURES FOR CHEMICAL DECONTAMINATION	55	17	48	68

AFM 39-1 COMPARISON TO SURVEY DATA

Survey results were compared to the AFM 39-1 job descriptions for each skill level. These descriptions give a broad overview of the duties and tasks required to be performed by the various skill level personnel. While the 7-skill level job description was found to be comprehensive, the 5- and 9-skill level job descriptions lack some of the information needed to accurately describe major duties and tasks.

The duties and responsibilities section of the AFSC 24250 job description could be revised to better depict the 5-skill level incumbents' job. For example, while trainer duties constitute 15 percent of the average 5-skill level individual's total job time, only a very brief description of that duty is given. The current paragraph concerning instructor duties could be expanded to cover the development and maintenance of training materials for students and instructors, topics taught, and types of people attending training sessions. Paragraph "c", "Monitors Disaster Preparedness Activities," could be expanded to include the planning, execution, and evaluation of disaster preparedness exercises. Further, in addition to mentioning the maintenance of nuclear-biological-chemical (NBC) equipment, the procurement and inspection of this equipment should be included. The section on supervision should deal not only with decontamination teams, but also other disaster preparedness teams such as mobile command post teams. This job description should also include responsibilities related to the planning, maintenance, and inspection of shelters and the training of shelter management personnel.

The 7-skill level job description also lacks proper definition of duties related to shelter management and the training of shelter management personnel.

The 9-skill level job description should be reviewed in four areas: (1) planning disaster preparedness programs, operations, and exercises; (2) coordinating programs and exercises with both civilian and military organizations; (3) training personnel functioning on various disaster preparedness teams; and (4) evaluating disaster preparedness activities. These duties need to be more clearly defined. For example, no mention is made of the fact that 9-skill level personnel conduct training of disaster preparedness control center teams, decontamination team chiefs or teams, mobility teams, on-scene disaster control teams and mobile command post teams. Survey data suggests there is a need to add tasks relating to inspecting disaster preparedness equipment. Administrative and supply tasks associated with the 9-skill level job could be clarified. These tasks include preparing equipment requisitions and publishing deficiency reports.

The specialty qualifications section of all AFSC 242X0 job descriptions could be revised to reflect the need for job incumbents to hold a government driver's license. Seventy-two percent of AFSC 242X0 incumbents report operating mobile command post vehicles.

COMPARISON TO PREVIOUS SURVEY

This survey's results have been compared to those of the previous survey and analysis of the Disaster Preparedness career ladder completed 21 March 1973. The earlier analysis was reported in Occupational Survey Report AFPT 90-242-097, Disaster Preparedness Career Field Ladder, AFSC 24230, 24250, 24270, 24290.

In general, there is difficulty in making a detailed comparison of this survey results with those of the previous one. As indicated by write-in comments in the 1973 report, the career ladder appeared to be in a state of flux. The career ladder now appears to have stabilized.

The groups reported in this analysis parallel those of the previous report with only minor differences. However, the previous report included a Contamination-Decontamination Monitors (GRP075) group which was not found in this study.

SUMMARY OF BACKGROUND DATA

Percentages of the total sample 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 Table 12. Once again it should be noted that Time In Career Ladder rather than Total Action Federal Military Service is used throughout this report.

On the average, 82 percent of all respondents indicated that their jobs was interesting. This is slightly higher than the 80 percent (average) for incumbents in 22 other career ladders studied in 1976.

Career ladder incumbents also indicated they felt their talents and training were being well used in their job. This varied from a low of 76 percent for the fourth group (145-192 months) to a high of 100 percent for the fifth group (193-240 months). Eighty-five percent of survey respondents in 20 career ladder studied in 1976 felt that their talents and training were being utilized fairly well or better.

Reenlistment intentions of the survey respondents by time in career ladder are shown in Table 13. Actual reenlistment rates are available only in terms of TAFMS. While one cannot make a direct correlation between career ladder groups and TAFMS groups, actual FY 76, FQ 7T, and the first half of FY 77 reenlistment rates for TAFMS groups are reported for information purposes in Table 14. Ninety-two percent of the first term airmen and 75 percent of second term airmen actually reenlisted during these combined periods.

TABLE 12

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

	TOTAL SAMPLE (N=236)	MONTHS IN CAREER FIELD				
		1-48 (N=119)	49-96 (N=69)	97-144 (N=26)	145-192 (N=17)	193-240 (N=5)
I FIND MY JOB:						
DULL	7	8	6	4	12	-
SO-SO	9	6	15	8	12	20
INTERESTING	82	83	78	88	76	80
NO REPLY	2	3	1	-	-	-
MY JOB UTILIZES MY TALENTS:						
NOT AT ALL OR VERY LITTLE	11	10	13	4	24	-
FAIRLY WELL TO PERFECTLY	88	88	87	96	76	100
NO REPLY	1	2	-	-	-	-
MY JOB UTILIZES MY TRAINING:						
NOT AT ALL OR VERY LITTLE	12	12	15	4	24	-
FAIRLY WELL TO PERFECTLY	87	86	85	96	76	100
NO REPLY	1	2	-	-	-	-

TABLE 13
 REENLISTMENT INTENTIONS OF SURVEY SAMPLE
 (PERCENT RESPONDING BY TIME IN CAREER FIELD)

	<u>1-48 MOS</u>	<u>49-96 MOS</u>	<u>97-144 MOS</u>	<u>145-192 MOS</u>	<u>193-240 MOS</u>
NO, OR PROBABLY NO	17	20	38	47	20
YES, OR PROBABLY YES	81	78	62	47	60
NO REPLY	2	2	-	6	20

TABLE 14
 REENLISTMENT RATES FOR 242X0 PERSONNEL BY FISCAL PERIOD

	<u>PERCENT REENLISTING</u>
FY 76	
FIRST-TERM	80
SECOND-TERM	50
CAREER	93
FQ 7T (JULY - SEPTEMBER '76)	
FIRST-TERM	100
SECOND-TERM	88
CAREER	94
FY 77 (FIRST HALF, OCTOBER '76 - MARCH '77)	
FIRST-TERM	100
SECOND-TERM	88
CAREER	95

CONCLUSIONS AND RECOMMENDATIONS

1. The Duties and Responsibilities section of the AFM 39-1 specialty description for 5-, 7-, and 9-skill level personnel needs to be revised to include major tasks no included or not clearly defined. It is recommended that existing paragraphs be rewritten to expand and clarify duties.

2. The Specialty Training Standard (STS) was supported by survey data. However, a number of survey tasks are not covered by the STS and it is recommended that these tasks be reviewed for inclusion in the STS.

APPENDIX A

GROUP ID NUMBER AND TITLE: GRP024 - Base Level Disaster Preparedness Personnel

PERCENT OF SAMPLE: 75%

LOCATION: CONUS (68%), Overseas (32%)

DAFSC DISTRIBUTION: 24230 (6%), 24250 (27%), 24270 (65%), 24290 (2%)

AVERAGE MONTHS IN CAREER LADDER: 56

AVERAGE GRADE: 5.5

AMOUNT OF SUPERVISION: 42% supervised an average of two subordinates

EXPRESSED JOB INTEREST: Dull (6%), So-So (8%), Interesting (85%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 10%
Fairly Well Or Better 90%
No Reply -

PERCEIVED UTILIZATION OF TRAINING: Not At All Or Very Little 11%
Fairly Well Or Better 88%
No Reply 1%

AVERAGE NUMBER OF TASKS PERFORMED: 164

TIME SPENT ON DUTIES:

<u>DUTY</u>	<u>AVERAGE PERCENT TIME SPENT BY ALL MEMBERS</u>
B DIRECTING AND IMPLEMENTING	16
D TRAINING	15
A PLANNING AND ORGANIZING	15
E PERFORMING ADMINISTRATION AND SUPPLY OPERATIONS FUNCTIONS	13
F PERFORMING CONTAMINATION CONTROL AND DECONTAMINATION PROCEDURES	11

REPRESENTATIVE TASKS:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
D13 CONDUCT TRAINING OF DISASTER PREPAREDNESS SUPPORT TEAMS	98
D37 TRAIN PERSONNEL ON USE OF PROTECTIVE EQUIPMENT SUCH AS PROTECTIVE MASKS	98
B28 DRAFT CORRESPONDENCE OR REPORTS	97
B25 DIRECT OR SUPERVISE DISASTER PREPAREDNESS SUPPORT TEAMS	96
A12 DEVELOP, PREPARE, OR REVIEW DISASTER PREPAREDNESS PLANS	95
E3 INVENTORY DISASTER PREPAREDNESS EQUIPMENT OR SUPPLIES	94
A38 SCHEDULE OR PREPARE REQUESTS FOR MAINTENANCE OF EQUIPMENT, TOOLS, OR SPARE PARTS	90

GROUP ID NUMBER AND TITLE: GRP063 - Supply and Administration Personnel

PERCENT OF SAMPLE: 9%

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

DAFSC DISTRIBUTION: 24230 (14%), 24250 (67%), 24270 (19%)

AVERAGE MONTHS IN CAREER LADDER: 29

AVERAGE GRADE: 5.1

AMOUNT OF SUPERVISION: 24% supervised an average of two subordinates

EXPRESSED JOB INTEREST: Dull (5%), So-So (24%), Interesting (71%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 24%
Fairly Well Or Better 76%

PERCEIVED UTILIZATION OF TRAINING: Not At All Or Very Little 24%
Fairly Well Or Better 76%

AVERAGE NUMBER OF TASKS PERFORMED: 112

TIME SPENT ON DUTIES:

<u>DUTY</u>	<u>AVERAGE PERCENT TIME SPENT BY ALL MEMBERS</u>
E PERFORMING ADMINISTRATION AND SUPPLY OPERATIONS FUNCTIONS	20
D TRAINING	14
B DIRECTING AND IMPLEMENTING	11
A PLANNING AND ORGANIZING	11
F PERFORMING CONTAMINATION CONTROL AND DECONTAMINATION PROCEDURES	11

REPRESENTATIVE TASKS:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
D13 CONDUCT TRAINING OF DISASTER PREPAREDNESS SUPPORT TEAMS	100
E30 VERIFY CURRENCY OR SERVICEABILITY OF ITEMS RECEIVED FROM SUPPLY SUCH AS PROTECTIVE MASK FILTERS OR BATTERIES	95
B16 DEVELOP OR MAINTAIN PERSONNEL, EQUIPMENT, OR TRAINING STATUS BOARDS	95
E10 MAINTAIN EQUIPMENT MAINTENANCE RECORDS	90
A38 SCHEDULE OR PREPARE REQUESTS FOR MAINTENANCE OF EQUIPMENT, TOOLS, OR SPARE PARTS	90
F9 DON PROTECTIVE CLOTHING SUCH AS COVERALLS OR M-3 CHEMICAL PROTECTIVE SUITS	90
E15 MAINTAIN TECHNICAL ORDER (TO) FILES	81

GROUP ID NUMBER AND TITLE: GRP032 - Disaster Preparedness Training NCOs

PERCENT OF SAMPLE: 3%

LOCATION: CONUS (100%)

DAFSC DISTRIBUTION: 24230 (29%), 24250 (29%), 24270 (42%)

AVERAGE MONTHS IN CAREER LADDER: 48

AVERAGE GRADE: 5.4

AMOUNT OF SUPERVISION: 43% supervised an average of two subordinates

EXPRESSED JOB INTEREST: Dull (14%), So-So (14%), Interesting (58%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 14%
Fairly Well Or Better 86%

PERCEIVED UTILIZATION OF TRAINING: Not At All Or Very Little 14%
Fairly Well Or Better 72%
No Reply 1%

AVERAGE NUMBER OF TASKS PERFORMED: 73

TIME SPENT ON DUTIES:

<u>DUTY</u>	<u>AVERAGE PERCENT TIME SPENT BY ALL MEMBERS</u>
D TRAINING	21
A PLANNING AND ORGANIZING	17
E PERFORMING ADMINISTRATION AND SUPPLY OPERATIONS FUNCTIONS	14
B DIRECTING AND IMPELMENTING	12
C EVALUATING	11

REPRESENTATIVE TASKS:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
D36 SELECT OR SCHEDULE PERSONNEL FOR SPECIAL TRAINING OR REFRESHER TRAINING	100
A25 PLAN INSPECTION SCHEDULES OR SURVEY SCHEDULES	100
E3 INVENTORY DISASTER PREPAREDNESS EQUIPMENT OR SUPPLIES	100
D7 CONDUCT TRAINING OF ADDITIONAL DUTY DISASTER PREPAREDNESS OFFICERS OR NONCOMMISSIONED OFFICERS (NCOs)	86
A3 DETERMINE EQUIPMENT REQUIREMENTS OR AUTHORIZATIONS USING DEOCUMENTS SUCH AS TABLES OF ALLOWANCE OR CATALOGS	86

GROUP ID NUMBER AND TITLE: GRP034 - Disaster Preparedness Superintendents

PERCENT OF SAMPLE: 6%

LOCATION: CONUS (73%), Overseas (20%), No Reply (7%)

DAFSC DISTRIBUTION: 24270 (33%), 24290 (60%), No Reply (7%)

AVERAGE MONTHS IN CAREER LADDER: 132

AVERAGE GRADE: 7.2

AMOUNT OF SUPERVISION: 27% supervised an average of one subordinate

EXPRESSED JOB INTEREST: Dull (13%), So-So (7%), Interesting (80%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 20%
Fairly Well Or Better 80%

PERCEIVED UTILIZATION OF TRAINING: Not At All Or Very Little 7%
Fairly Well Or Better 93%

AVERAGE NUMBER OF TASKS PERFORMED: 94

TIME SPENT ON DUTIES:

DUTY

AVERAGE PERCENT TIME
SPENT BY ALL MEMBERS

C EVALUATING	27
A PLANNING AND ORGANIZING	26
B DIRECTING AND IMPLEMENTING	20

REPRESENTATIVE TASKS:

TASKS

PERCENT MEMBERS
PERFORMING

C2 ANALYZE OVERALL EFFECTIVENESS OF DISASTER PREPAREDNESS PROGRAMS	100
A9 DEVELOP OR PREPARE INSPECTION CHECKLISTS OR GRADING STANDARDS FOR DETERMINING UNIT CAPABILITIES	100
C10 EVALUATE ADMINISTRATIVE FORMS, FILES, OR PROCEDURES	93
A16 DRAFT SUPPORTING DIRECTIVES TO AIR FORCE, DEPARTMENT OF DEFENSE (DOD), OR CIVILIAN PUBLICATIONS	93
A35 REVIEW ANNEXES OR OTHER SUPPORTING DOCUMENTS FOR OPERATIONS PLANS	93
B37 PARTICIPATE IN STAFF OR UNIT MEETINGS	93
C28 SCORE OR EVALUATE INDIVIDUALS OR UNITS DURING DISASTER PREPAREDNESS EXERCISES	80

GROUP ID NUMBER AND TITLE: GRP035 - Disaster Preparedness Equipment Personnel

PERCENT OF SAMPLE: 4%

LOCATION: CONUS (100%)

DAFSC DISTRIBUTION: 24230 (44%), 24250 (56%)

AVERAGE MONTHS IN CAREER LADDER: 6

AVERAGE GRADE: 4.6

AMOUNT OF SUPERVISION: No members supervise other personnel

EXPRESSED JOB INTEREST: Dull (33%), Interesting (67%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 33%
Fairly Well Or Better 67%

PERCEIVED UTILIZATION OF TRAINING: Not At All Or Very Little 33%
Fairly Well Or Better 67%

AVERAGE NUMBER OF TASKS PERFORMED: 51

TIME SPENT ON DUTIES:

<u>DUTY</u>	<u>AVERAGE PERCENT TIME SPENT BY ALL MEMBERS</u>
E PERFORMING ADMINISTRATION AND SUPPLY OPERATIONS FUNCTIONS	24
G PERFORMING INSPECTIONS ON DISASTER PREPAREDNESS EQUIPMENT	17
D TRAINING	12
A PLANNING AND ORGANIZING	11
J MAINTAINING FACILITIES, EQUIPMENT, AND VEHICLES	10

REPRESENTATIVE TASKS:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
G7 INSPECT OR OPERATIONALLY CHECK MILITARY RADIATION DETECTION EQUIPMENT SUCH AS AN/PDR 43 INSTRUMENTS	100
E3 INVENTORY DISASTER PREPAREDNESS EQUIPMENT OR SUPPLIES	89
E10 MAINTAIN EQUIPMENT MAINTENANCE RECORDS	89
G6 INSPECT OR OPERATIONALLY CHECK CIVIL DEFENSE RADIATION DETECTION EQUIPMENT SUCH AS CDV-777 KITS	89
D37 TRAIN PERSONNEL ON USE OF PROTECTIVE EQUIPMENT SUCH AS PROTECTIVE MASKS	89
A38 SCHEDULE OR PREPARE REQUEST FOR MAINTENANCE OF EQUIPMENT, TOOLS, OR SPARE PARTS	67

GROUP ID NUMBER AND TITLE: GRP025 - Apprentice Disaster Preparedness Personnel

PERCENT OF SAMPLE: 2%

LOCATION: CONUS (100%)

DAFSC DISTRIBUTION: 24230 (60%), 24250 (20%), 24270 (20%)

AVERAGE MONTHS IN CAREER LADDER: 9

AVERAGE GRADE: 4.6

AMOUNT OF SUPERVISION: One member supervises two subordinates

EXPRESSED JOB INTEREST: So-So (40%), Interesting (40%), No Reply (20%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little 20%
Fairly Well Or Better 80%

PERCEIVED UTILIZATION OF TRAINING: Not At All Or Very Little 20%
Fairly Well Or Better 80%

AVERAGE NUMBER OF TASKS PERFORMED: 26

TIME SPENT ON DUTIES:

<u>DUTY</u>	<u>AVERAGE PERCENT TIME SPENT BY ALL MEMBERS</u>
G PERFORMING INSPECTIONS ON DISASTER PREPAREDNESS EQUIPMENT	28
J MAINTAINING FACILITIES, EQUIPMENT, AND VEHICLES	22
D TRAINING	19
A PLANNING AND ORGANIZING	10

REPRESENTATIVE TASKS:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
G1 INSPECT CHEMICAL AGENT DETECTOR KITS	100
G7 INSPECT OR OPERATIONALLY CHECK MILITARY RADIATION DETECTION EQUIPMENT SUCH AS AN/PDR 43 INSTRUMENTS	100
J2 MOP, WAX, OR POLISH FLOORS	100
J1 CLEAN, WASH, OR WAX VEHICLES	100
G6 INSPECT OR OPERATIONAL CHECK CIVIL DEFENSE RADIATION DETECTION EQUIPMENT SUCH AS CDV-777 KITS	80
D37 TRAIN PERSONNEL ON USE OF PROTECTIVE EQUIPMENT SUCH AS PROTECTIVE MASKS	80

GROUP ID NUMBER AND TITLE: GRP019 - Disaster Preparedness Instructors

PERCENT OF SAMPLE: 2%

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

DAFSC DISTRIBUTION: 24250 (40%), 24270 (60%)

AVERAGE MONTHS IN CAREER LADDER: 39

AVERAGE GRADE: 5.4

AMOUNT OF SUPERVISION: No members supervised other personnel

EXPRESSED JOB INTEREST: So-So (40%), Interesting (60%)

PERCEIVED UTILIZATION OF TALENTS: Not At All Or Very Little -%
Fairly Well Or Better 80%
No Reply 20%

PERCEIVED UTILIZATION OF TRAINING: Not At All Or Very Little -
Fairly Well Or Better 100%

AVERAGE NUMBER OF TASKS PERFORMED: 44

TIME SPENT ON DUTIES:

<u>DUTY</u>	<u>AVERAGE PERCENT TIME SPENT BY ALL MEMBERS</u>
D TRAINING	40
E PERFORMING ADMINISTRATION AND SUPPLY OPERATIONS FUNCTIONS	13
J MAINTAINING FACILITIES, EQUIPMENT, AND VEHICLES	10
B DIRECTING AND IMPLEMENTING	10

REPRESENTATIVE TASKS:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
D18 DEVELOP COURSE CURRICULA, PLANS OF INSTRUCTION, OR LESSON PLANS	100
D2 ADMINISTER OR SCORE TESTS	100
D27 PERFORM DEMONSTRATIONS OF DISASTER PREPAREDNESS PROCEDURES USING TRAINERS, MOCK-UPS, OR SIMULATORS	100
D33 PROCURE TRAINING AIDS OR EQUIPMENT	100
E26 REVIEW PUBLICATIONS BULLETINS	80
D21 DIRECT FORMAL RESIDENT TECHNICAL TRAINING COURSES	80

APPENDIX B

APPENDIX B

SURVEY TASKS NOT COVERED IN THE 242X0 STS
(PERCENT MEMBERS PERFORMING)

TASK	TOTAL SAMPLE	3-SKILL LEVEL	5-SKILL LEVEL	7-SKILL LEVEL
A26 PLAN OR COORDINATE COMMUNICATIONS REQUIREMENTS WITH COMMUNICATIONS PERSONNEL	64	22	56	73
A33 PREPARE DISASTER PREPAREDNESS INPUTS FOR COMMANDER'S PLANS SUMMARIES	35	-	14	44
A34 PREPARE INPUTS FOR WAR CONTINGENCY PLANS	34	6	9	45
B20 DIRECT OR PARTICIPATE IN SEARCH AND RESCUE OPERATIONS	32	6	24	42
B23 DIRECT OR SUPERVISE DISASTER PREPAREDNESS CONTROL CENTERS	66	56	65	74
B24 DIRECT OR SUPERVISE DISASTER PREPAREDNESS MOBILITY TEAMS	21	6	20	25
B26 DIRECT OR SUPERVISE INSTALLATION SHELTER PROGRAMS	59	28	48	72
B27 DIRECT OR SUPERVISE MOBILE COMMAND POST TEAMS	51	17	39	64
B35 PARTICIPATE IN NATURAL DISASTER OPERATIONS	50	39	38	59
C23 REVIEW FALLOUT SHELTER SURVEYS FOR CURRENCY SUCH AS THE NATIONAL FALLOUT SHELTER SURVEY	42	17	29	51
G2 INSPECT DISASTER PREPAREDNESS MOBILITY EQUIPMENT SETS (DPMES)	31	28	32	31
G5 INSPECT OR CLEAN DISASTER PREPAREDNESS TRAINING AIDS OR DEVICES	79	72	82	84
G9 PERFORM OPERATIONAL INSPECTIONS OF RADIO EQUIPMENT	76	83	74	83
I1 OPERATE MOBILE COMMAND POST VEHICLES	72	67	83	76
J4 PERFORM ADDITIONAL DUTIES SUCH AS VEHICLE CONTROL OFFICER OR FIRE WARDEN	50	28	47	59
J5 PERFORM EMERGENCY OR PREVENTIVE MAINTENANCE ON DISASTER PREPAREDNESS EQUIPMENT	74	67	78	83